



# LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY

## Minutes of the DDA Regular Meeting

November 9, 2023

### 1. Call to Order, Roll Call, and Confirmation of Quorum:

Chairman, Sam Eckman called the meeting to order at 5:05 P.M.

Present: Sam Eckman, Leslie Lynch Wilson, Chris Mura, Mayor Higgins, Bob Steele.

Absent: Vicky McLain, Brian Reicker.

Quorum confirmed: five (5) members present.

Also Present: Brandon Frye, interim Executive Director, Attorney William Look.

### 2. Approval of Agenda:

Motion to approve agenda: Bob Steele

Support: Leslie Lynch Wilson

Motion approved unanimously.

### 3. Approval of Minutes: DDA Regular Meeting, October 12, 2023.

Motion to approve: Mayor Higgins

Support: Leslie Lynch Wilson

Motion approved unanimously.

### 4. Approval of Invoices:

a. William Look, DDA October Invoice (\$106.25)

Motion to approve: Leslie Lynch Wilson

Support: Mayor Higgins

Motion approved unanimously.

b. United Lawnscape- October Invoice (\$6,686)

Motion to approve: Bob Steele

Support: Leslie Lynch Wilson

Motion approved unanimously.

c. Drain Assessment Tax for 1657 Fort (Farmers Market lot) – (\$19.88)

Motion to approve: Leslie Lynch Wilson

Support: Mayor Higgins

Motion approved unanimously.

**5. Farmers Market Report:** October 2023 report delivered by Leslie Lynch Wilson and made part of the record by reference.

**6. Financial Reports:** October report reviewed by the Executive Director, presented to the board for review, and made part of the record by reference.

**7. Old Business:**

a. Year 3 Banner Program with CGI:

The Director reported to the board that the installation of the banners would be completed by Motorcity Graphix on Saturday 11/18/23.

b. Outdoor Fitness Court:

The Director reported to the board that the ribbon cutting event for this project will be postponed until the spring.

**8. New Business**

a. Snow Services: EZ Landscaping Contract Overview

The board members discussed the parameters of the contract presented by EZ Landscaping. After discussion, it was requested by the board that the Director reach out to EZ Landscaping to see if they were willing to have some changes to the contract.

b. Annual Tree Lighting Event

The Director reported the up-to-date planning efforts for the event that will take place on Saturday December 2<sup>nd</sup>, including contracts for Santa and a Vocal performer to lead the singing of the carols.

Santa Contract with David Balfour (\$225):

Motion to approve: Mayor Higgins

Support: Bob Steele

Motion approved unanimously.

Vocal Performer Contract for Darin Curtis: (\$250)

Motion to approve: Mayor Higgins

Support: Chris Mura

Motion approved unanimously.

c. MakeMyMove Organization:

The Director presented this opportunity to the board and explained that it is something that could be a future/big picture idea that we could incorporate.

d. Trade & Industry Development Due North Media:

The Director presented this opportunity to the board and explained that it is something could be very useful for the board to incorporate in the new year.

e. 1706 Fort St Sold:

The Director reported that this property had been sold by our previous DDA board member Daniel Wright. In conversations with the new owner, the Director reported explaining to him how the façade grant works and looks forward to seeing what the new owner will bring to this building.

**9. Executive Director’s Oral Reports:**

a. Michigan Hispanic Chamber of Commerce Adelante Program:

The Director reported on his meetings with their program director and how she has helped facilitate and foster relationships with our Hispanic business owners in Lincoln Park. We have been able to better get the word out on the things available from the DDA to our business owners because of this Adelante Program.

b. Potential Façade Grants:

The Director reported to the board the façade grant applications that have been given out in the past month to our business owners.

**10. Calls to Audience & Miscellaneous:**

Nothing to report.

**11. Board Member Comments:**

Leslie Lynch Wilson reported that the restaurant at 1436 Fort has now closed its shop.

Mayor Higgins reported that the library is having an event on December 3<sup>rd</sup> with Santa.

**12. Adjournment:**

Motion to adjourn was made by Bob Steele at 6:20 P.M.

Support: Mayor Higgins

Motion approved unanimously.

These minutes were prepared by interim Executive Director, Brandon Frye.