



LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY

Minutes of the DDA Regular Meeting

December 14, 2023

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

Chairman, Sam Eckman called the meeting to order at 5:07 P.M.

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

Absent: Brian Reicker

Quorum confirmed: six (6) members present.

Also Present: Brandon Frye- interim Executive Director, Attorney William Look, Stephani Davis Events Coordinator.

2. Approval of Agenda:

Motion to approve agenda: Mayor Higgins

Support: Leslie Lynch Wilson

Motion approved unanimously.

3. Approval of Minutes: DDA Regular Meeting, November 9, 2023.

Motion to approve: Mayor Higgins

Support: Bob Steele

Motion approved unanimously.

4. Approval of Invoices:

a. William Look, DDA November Invoice (\$155.55)

Motion to approve: Mayor Higgins

Support: Leslie Lynch Wilson

Motion to approve unanimously.

b. United Lawnscape – November Invoice (\$2,235)

Motion to approve: Bob Steele

Support: Mayor Higgins

Motion approved unanimously.

c. Gary Printing Tree Lighting Invoice (\$83.00)

Motion to approve: Mayor Higgins

Support: Leslie Lynch Wilson

Motion approved unanimously.

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

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

7. Old Business:

a. Tree Lighting Recap/Introduction of Events Coordinator Stephani Davis

Stephani Davis was introduced to the board for the first time and provided a recap of the Tree Lighting event, which was the first event that she has worked for the DDA. Additionally, the board provided suggestions to make the event better in the future including going all in and making it a big spectacle.

b. Fantasyland Festival of Trees Donation is Due:

Motion to approve: Mayor Higgins

Support: Bob Steele

Motion approved unanimously.

8. New Business:

a. Snow Services: EZ Landscaping Contract Review and Vote:

The board reviewed the contract and came to a vote:

Motion to approve: Leslie Lynch Wilson

Support: Mayor Higgins

Motion approved unanimously.

b. DDA 2024 Meeting Schedule

The 2024 board meeting schedule will remain the same as 2023, which is every second Thursday of the month at 5 P.M. in the Council Chambers.

Motion to approve: Mayor Higgins

Support: Chris Mura

Motion approved unanimously.

9. Executive Director's Oral Reports:

a. LP Historical Museum Architectural Needs Assessment Report:

The Director did a brief overview of the report which entails the need for masonry and interior wall repairs as the two main concerns. The Director explained that once the city officially hires a new CDBG director and city manager, a more comprehensive review and action plan for the museum upgrades will follow.

b. DDA Road Funding Project \$1.4 Million Update:

The Director reported that the project to fix 7 of the downtown streets is moving forward. In early 2024 the bulk of the project overseeing responsibilities will be shifted from the city manager over to the Director.

c. 1518 Fort New Banquet Hall Update:

The Director reported that the owner of this property provided him with a tour of the building, and that they discussed the remaining parameters before this business is allowed to open.

Additionally, the director presented the idea to the owner of having the Kings Day event here, for which the owner expressed wanting to do it as long as he can get a temporary certificate of occupancy.

10. Calls to Audience & Miscellaneous Matters:

Nothing to report.

11. Board Member Comments:

Leslie Lynch Wilson mentioned the 1168 Fort building and the mayor explained that the business idea for this location was recently shut down.

12. Adjournment:

Motion to adjourn was made by Vicky McLain at 6:54 P.M.

Support: Leslie Lynch Wilson

Motion approved unanimously.

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