



# LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY

## Minutes of the DDA Regular Meeting

February 15, 2024

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

Mayor Higgins (in place of Chairman Sam Eckman) called the meeting to order at 5:09 P.M.

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

Absent: Sam Eckman & Brian Reicker.

Quorum confirmed: 5 members present.

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

### 2. Approval of Agenda:

The Director requested to do the voting action items first due to board member Chris Mura having to leave early. The voting actions were the 5 invoices, the FY 24-25 budget, and the Director Position.

Motion to approve the agenda: Leslie Lynch Wilson

Support: Bob Steele

Motion approved unanimously.

### 3. Approval of Minutes: DDA Reschedule Regular Meeting, February 15, 2024

Motion to approve: Bob Steele

Support: Leslie Lynch Wilson

Motion approved unanimously.

**4. Approval of Invoices:**

a. William Look, DDA January Invoice (\$147.05)

Motion to approve: Bob Steele

Support: Leslie Lynch Wilson

Motion approved unanimously.

b. Grosse Ile Lawn Sprinkler 2<sup>nd</sup> (50%) Payment (5,966.00)

Motion to approve: Chris Mura

Support: Leslie Lynch Wilson

Motion approved unanimously.

c. EZ Landscaping & Paving January Snow Invoice (\$14,752.00)

Motion to approve: Vicky McLain

Support: Leslie Lynch Wilson

Motion approved 4-1, Bob Steele as the 1 opposing vote.

d. DPS Trash Pickup January Services (\$800.00)

Motion to approve: Mayor Higgins

Support: Leslie Lynch Wilson

Motion approved 4-1, Bob Steele as the 1 opposing vote.

e. Gary Printing Chocolate Walk Posters (\$15.00)

Motion to approve: Leslie Lynch Wilson

Support: Bob Steele

Motion approved unanimously.

**5. Farmers Market Report:** February 2024 Report delivered by Leslie Lynch Wilson and made part of the record by reference.

**6. Financial Reports:** January 2024 Report reviewed by Executive Director, presented to the board for review, and made part of the record by reference.

**7. Old Business:**

a. 1518 Fort St Façade Grant Application

The Director reported that he spoke with the building department and was informed that the owner of this building still has work to do before he can get his certificate of occupancy to open. Until then, we can't move forward with this façade grant application.

b. Chocolate Walk 2024:

The Director provided a recap of the event which took place on Saturday February 10<sup>th</sup>.

**8. New Business:**

a. Annual Board Member Positions Vote:

The Board voted unanimously to elect Leslie Lynch Wilson as the Chairman.

The Board voted unanimously to elect Chris Mura as the Vice Chairman.

The Board voted unanimously to elect Bob Steele as the Treasurer.

The Board voted unanimously to elect Vicky McLain as the secretary.

b. DDA Director Position/Interim Tag:

The board discussed with director various different matters about this position and agreed to table the discussion until the March board meeting.

Motion to approve: Mayor Higgins

Support: Leslie Lynch Wilson

Motion approved unanimously.

c. FY 2024-25 Proposed Budget:

The board agreed to wait until the March board meeting to decide and vote on the budget due to the ongoing contract negotiations with the director.

Motion to approve: Mayor Higgins

Support: Leslie Lynch Wilson

Motion approved unanimously.

Note: After this vote, Chris Mura leaves the meeting.

d. LP Historical Museum CDBG Application:

The Director reported that he submitted an application for the museum to get their masonry and exterior concrete and limestone wall repairs for \$100,000.

e. Street Reconstruction Project/Grant \$1.4 Million:

The Director reported an update that this project now has an official contract from MDOT and is moving forward.

f. Consulate of Mexico Technical Services Project:

The Director reported that this project is moving forward and will take place February 26- March 1<sup>st</sup> at St. Michael's church.

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

a. Bludot Renewal

The Director decided to table this discussion for another meeting, but reported that Bludot remains a very useful, everyday tool.

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

Nothing to report.

**11. Board Member Comments:**

Leslie Lynch Wilson requested that the Director reach out to the owner of 1574 Fort for an update.

Discussion about trash receptacles and the light poles that are stored at DPS.

**12. Adjournment:**

Motion to adjourn was made by Mayor Higgins at 6:21 P.M.

Support: Bob Steele

Motion approved unanimously.

These minutes were prepared by interim Executive Director, Brandon Frye