



# LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY

## Minutes of the DDA Regular Meeting

September 14, 2023

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

Chairman, Sam Eckman called the meeting to order at 5:00 P.M.

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

Absent Vicky McLain, Daniel Wright, Brian Reicker

Quorum confirmed: five (5) members present.

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

Maureen Tobin (audience), and Tom Karnes (audience)

### 2. Approval of Agenda:

Motion to approve the agenda: Mayor Higgins

Support: Leslie Lynch Wilson

Motion approved unanimously.

### 3. Approval of Minutes: DDA Regular meeting, August 10, 2023.

Motion to approve: Mayor Higgins

Support: Bob Steele

Motion approved unanimously.

### 4. Approval of Invoices:

a. William Look, DDA August Invoice (\$141.10)

Motion to approve: Leslie Lynch Wilson

Support: Mayor Higgins

Motion approved unanimously.

b. United Lawnscape – August Invoice 562871 (\$5,626.00)

Additionally, a discussion about garbage bags in the median near Fort and Southfield and mowing debris in the Farmers Market lot

Motion to approve: Bob Steele

Support: Mayor Higgins

Motion approved unanimously.

c. 1556 Fort Street Summer Tax Bill (\$738.63)

Motion to approve: Mayor Higgins

Support: Leslie Lynch Wilson

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

d. 1562 Fort Street Summer Tax Bill (\$496.55)

Motion to approve: Leslie Lynch Wilson

Support: Mayor Higgins

Motion approved unanimously.

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

**6. Financial Reports:** August 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 banner program has seen an increase in outreach efforts, and there will be more business participants than in the previous year. The Director also reported that the new banners will begin going up in November.

b. Façade Grant Liens Accepted by Register of Deeds:

The Director reported that the Façade grants for Pierino Foods, MPC Financial, and American Legions were accepted and recorded by the Wayne County Register of Deeds

c. Dangerous Building Order – 1574 Fort:

The Director reported that in his conversation with the owner of this building - - his building plan review was approved on Friday 8/18/2023, and since then he has done extensive work on plumbing and electrical. He is waiting on an inspection from the building during the week of 9/18 – 9/22.

8. **New Business:**

a. Outdoor Fitness Court:

The Director reported that the fitness court construction and installation has finally been completed on 9/14/2023! The Director will begin planning a ribbon cutting event and finishing up the paperwork with Wayne County for the reimbursement funds within the next week. The Director also presented the following bills from United Rentals for a porta potty, and Boulevard & Trumbull bill to ship the cargo container to the project location (see below):

United Rentals Porta Potty fee (\$210.00)

Motion to approve: Bob Steele

Support: Mayor Higgins

Motion approved unanimously.

Boulevard & Trumbull Shipping Fee (\$550.00)

Motion to approve: Mayor Higgins

Support: Leslie Lynch Wilson

Motion approved unanimously.

b. Snow Services:

The Director reported that EZ Landscaping reached out to be considered for snow services again this snow season, after performing these services for the DDA the most recent snow season.

Bob Steele made a motion to only plow the DDA sidewalks, but not the DDA parking lots:

Motion had no support.

Motion by Leslie Lynch Wilson to give a year's notice to the city that the DDA is considering not paying for snow services in the DDA areas in the 2024-2025 snow season:

Support: Chris Mura

Motion approved unanimously.

Motion by Mayor Higgins to have EZ Landscaping provide snow services for this upcoming season if they agree to stick to last season's pricing that they provided for the DDA:

Support: Leslie Lynch Wilson

Motion approved unanimously.

c. Director Position

Chairman Sam Eckman created a Director Choosing Committee to decide the parameters of the filling the DDA Director position, including viewing applications and interview process. That committee will consist of Sam Eckman, Mayor Higgins, & Chris Mura.

Additionally, discussion was had over the interim Director's interim tag expiring on October 3<sup>rd</sup> and a suggested increase in hours.

Motion by Mayor Higgins to amend the terms of the existing DDA Employment Agreement with Brandon Frye:

Support: Bob Steele

Motion approved unanimously.

These following terms were drafted by attorney Bill Look:

**1.** The terms shall continue until a new DDA Director commences their employment with the DDA unless terminated earlier pursuant to the existing contract. **2.** The compensation shall remain at the current hourly rate. **3.** The hours allowed for working for the DDA will be 28.5 hours per week. **4.** This amendment takes effect September 15, 2023. **5.** Except as forth in this motion, all remaining terms of the existing contract with Brandon Frye will remain unchanged.

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

a. Annual Tree Lighting Event

The Director reported that he will be reaching out to our city events coordinator to begin the plans for this event within a week. Discussion amongst the board presented various ideas on how to make the event better and safer.

b. Historical Museum Brick Paving Event Recap:

The Director reported attending the event and provided a recap for the board members.

c. Michigan Hispanic Chamber of Commerce Adelante Program

The Director mentioned an upcoming meeting with their events director and Mayor Higgins to brainstorm ideas.

d. Team Developer Meeting 9.13.23 Review

The Director provided a recap of this meeting.

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

Nothing to report.

**11. Board Member Comments:**

Nothing to report.

**12. Adjournment:**

Motion to adjourn was made by Bob Steele at 6:15 P.M.

Support: Leslie Lynch Wilson

Motion approved unanimously.