



## LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY

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### Minutes of Regular Meeting

Thursday, October 8, 2020

The Lincoln Park Downtown Development Authority met in regular session in the Council Chambers for the City of Lincoln Park. The board exercised appropriate social distancing while holding their meeting, sitting 6 feet apart, due to the Coronavirus (Covid-19) pandemic and the executive orders of Governor Whitmer. Mr. Steele called the meeting to Order at 5:02p.m. in the place of the Chairman. A quorum was present.

**Present:** Mayor Karnes, Eckman, Fox, Lynch-Wilson, McLain, Reicker and Wright

**Absent:** Steele and Moraitis

**Also present:** Attorney William Look and Director Carl Malysz

**Agenda:**

Motion by Ms. Lynch-Wilson to adopt the Agenda as presented and seconded by Mayor Karnes. Motion unanimously carried.

**Minutes:**

Motion by Mayor Karnes to approve the Minutes of September 10, 2020 as presented and seconded by Mr. Wright. Motion unanimously carried.

**Invoices:**

Invoice by Bill Look (\$174.25) dated September 11, 2020 for the DDA Regular Meeting on September 10, 2020. Motion by Mayor Karnes to approve and seconded by Ms. Lynch-Wilson. Motion unanimously carried.

**Farmers Market Report:**

Ms. Lynch-Wilson presented the Farmers Market Report for October 2020. This Report is made an attachment to these Minutes. Ms. Lynch-Wilson also mentioned that she recently visited the Farmington, MI Farmers' Market Pavilion. Pictures of that facility are contained in the Report.

**Finance Report:**

Mayor Karnes stated that the Financial Reports under consideration were for the month ending October 31, 2020. These Reports were accepted as submitted, with no questions asked.

**Old Business:**

William Look, Attorney, reported about a façade grant claw back regarding 2205 Fort Street which had recently been sold. The Attorney stated that the prior owner did appear to owe money back to

the DDA as the forgiveness period had not been reached prior to the date of the sale. He stated further that he would work with the Director to compose a letter requiring payment of the claw back.

Mr. Eckman then introduced an Employment Agreement to hire Timarie Szwed as a part-time Assistant to the DDA Director. Ms. Szwed had previously been interviewed for the Director position and, more recently, interviewed by the Director. Mayor Karnes mentioned that Ms. Szwed was well received by the initial DDA/EDC interview team as a candidate for the Director position, but for her lack of practical experience. A motion was made by Mayor Karnes to hire Timarie Szwed as an Assistant via the Employment Agreement as written (\$15 per hour, up to 20 hours per week) for the period November 1, 2020 through April 30, 2021. The motion was seconded by Mr. Wright and passed unanimously.

**New Business:**

The Director reported that the DDA was now in possession of an Agreement (\$1,050.00) with DTE to install receptacles on six (6) decorative lights in the Southfield Road parking lot. DTE representative Debra Cain indicated that she is working with DTE sub-contractors to get these receptacles installed by mid-November so that they can be decorated for the Holidays. Motion was made by Mayor Karnes to approve this agreement and it was seconded by Ms. Lynch-Wilson. Motion carried unanimously.

The Director reported that the Michigan DNR had contacted him about the status of a tree grant approved in 2019 with an anticipated completion date of October 14, 2019. The DNR had extended the completion dates for all outstanding grants because of COVID-19 until October 2020. However, the DDA's grant was not yet completed or even underway. The Director indicated that he would seek an additional extension, but there were no guarantees. No action was taken by the DDA Board at this time.

Next, Mayor Karnes explained the implications of the new Trash Receptacle/Dumpster Ordinance to the DDA. There are already trash regulations on the books. The new ordinance, per se, simply adds a provision to site plans (and their review) include a waste management plan. No action was taken by the DDA Board at this time.

Finally, the FY 2020-2021 Work Program was distributed, reviewed and accepted by the DDA Board as submitted.

**Director's Report:**

Funding for a conceptual plan for an iconic landmark project in the Downtown was discussed. A proposal had been solicited from the City's Planner of Record, Beckett & Raeder, Inc., but not yet received. The Board discussed the possibility of authorizing the Director to proceed if the solicited proposal came in at the price of \$7,000 or less, such as the price of the proposal for Lincoln Park Plaza. A motion was made by Mayor Karnes authorizing the Director to execute an Agreement for this conceptual plan if the price does not exceed \$7,000. The motion was seconded by Ms. Lynch-Wilson and unanimously approved.

The Director indicated that it was likely that the DDA would need to secure long-term funding if it would move forward with Downtown improvements including the restoration of Downtown parking lots and an iconic landmark project.

Next, the Director reported that the Mayor would soon be releasing a new press release regarding the availability of COVID-19 Relief funding for local businesses.

The Director also informed the Board that he was in discussions with Linda Levesque, Commercial Grounds Services, LLC, to review the contract it has with the DDA. It is possible that the DDA may need to expand the frequency of service in the future.

Finally, the Chairman, Mr. Steele, mentioned that the DDA needed to have two (2) Public Informational Meetings before the end of the year, in accordance Michigan Public Act 57 which Recodified responsibilities for DDAs throughout the State.

**Public Comments:**

No members of the public were in attendance. No comments were received in writing or otherwise.

**DDA BOARD MEMBERS COMMENTS:**

There were no other remarks or comments made by the members of the Board.

**ADJOURNMENT:**

A motion was made by Mayor Karnes to adjourn the meeting. This was seconded by Ms. Lynch-Wilson, and the motion passed unanimously. Meeting adjourned at 7:31 pm.

Minutes submitted by Carl Malysz, Director.