

MINUTES

Allen Park Downtown Development Authority

Monthly Meeting

Thursday, February 22, 2024

6:30 p.m.

The Allen Park Downtown Development Authority met for its monthly session on Thursday, February 22, 2024 at 6:30 p.m. at City Hall, 15915 Southfield Road, Allen Park, MI 48101.

1. **CALL TO ORDER** F. Frank called the meeting to order at 6:30 p.m.

2. **ROLL CALL** Secretary Tirado called the roll. A quorum was present.

Present:	Fred Frank	Vice Chair
	Andre Tirado	Secretary
	Alex Alexander	Member
	Paul Carnarvon	Member
	Jeff Holden	Member
	Mayor Gail McLeod	Member
	Pete Zingas	Member
Excused:	Kurt Mazag	Chairperson
	Frank Cieszkowski	Member
	Greg Genter	Member
	Cynthia Riviera	Member
Others Present:	Trevor Daniel	DDA Legal Counsel
	Ben Hughes	DDA Director
	Kim Stineman	DDA Admin Assistant

3. APPROVAL OF AGENDA

Motion by J. Holden supported by G. McLeod to approve the February 22, 2024 Meeting Agenda

Resolved to approve the agenda.

Motion carried unanimously.

4. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

Motion by P. Carnarvon supported by J. Holden to approve the minutes of the *January 25, 2024 DDA Board Meeting*

Resolved to approve the minutes.

Motion carried unanimously.

5. CITY UPDATE ON DISTRICT ISSUES

- Allen Rd from Southfield to Outer Drive is currently in the design phase for resurfacing, construction schedule has not been determined
- KFC withdrew their application to remodel and add drive through
- Michigan High School Athletic Association Regional 15 Hockey tournament Feb. 22nd - March 2nd at AP Community Center Ice Rink
- Applied for Community Development Block Grants – these would help with senior public services, Kennedy park walking path and exercise stations, ADA installations and road repairs, automated external defibrillators for city facilities.
- Application for additional grant to continue to improve historical museum is included in 2023 year for \$140,000

6. FINANCIAL REPORT

Motion by G. McLeod supported by J. Holden to approve the January 2024 expenses and financial reports

Resolved to approve the expenses and accept the financial reports.

Motion carried unanimously.

7. PUBLIC COMMENTS

- F. Frank acknowledged the owners of The StrEATery were in attendance for the meeting, no additional public comments were made

8. FAÇADE IMPROVEMENT GRANT AWARDS FOR THE STREATERY AT 5955 ALLEN ROAD

Motion by G. McLeod supported by J. Holden to approve to release two grant funds in the amount of \$20,000 and \$6,737.50

Discussion F. Frank explains that grant guidelines provide for exterior work totaling \$10,000 but amount is subject to increase for large / special projects. For example, Critters and Voran Funeral home received more than \$10,000 based on design committee recommendations, there is a limit to 1 per fiscal year to exceed \$10,000.

Resolved to approve to release two grant funds totaling \$26,737.50.

Motion carried unanimously.

9. 6834 PARK AVENUE – PURCHASE VACANT BUILDING FROM THE CITY OF ALLEN PARK

Motion by A. Tirado supported by A. Alexander to approve to purchase 6834 Park Avenue for \$18,614.58 plus \$820.00 in closing fees for a total price of \$19,434.58

Discussion F. Frank said motion should include that B. Hughes is authorized to sign documents and he is also authorized to procure casualty and liability insurance. F. Frank said closing is contingent upon B. Hughes confirming that the Phase II ESA is up to date.

Resolved to approve the amended motion to purchase 6834 Park Avenue.

Motion carried unanimously.

10. AMEND DDA LEGAL SERVICES AGREEMENT

Motion by G. McLeod supported by J. Holden to approve the amended DDA Legal Services Agreement effective March 1, 2024 with the following:

1. The law firm shall be Daniel Law P.C.
2. The monthly retainer fee shall be increased to \$2,000.00
3. The fee for legal work outside the scope of the monthly fee shall be increased to \$200.00 per hour

Discussion B. Hughes notes that pay increase is suggested from the DDA and was not requested by Daniel Law, Executive Committee supported the motion.

Resolved to approve the agenda.

Motion carried unanimously with F. Frank abstaining.

11. MADE IN MICHIGAN FESTIVAL – DDA PARTNERSHIP WITH ALLEN PARK CITIZENS CIVIC FUND (APCCF)

Motion by A. Tirado supported by J. Holden to accept offer from APCCF to provide volunteers to staff the 2024 Made in Michigan beer tent in exchange for 50% of beer sales revenue after all DDA beer tent expenses are paid.

Discussion – A. Alexander asks why we are partnering with APCCF and not doing it ourselves, keeping all funds. F. Frank explains that in the past Knights of Columbus have filled this position and that it was always a struggle to find enough volunteers, last year it was staffed by city employees and volunteers from APCCF. In early 2024, APCCF approached B. Hughes suggesting this arrangement. J. Holden would like local bars to be contacted about beer sales, suggests to hold off on voting awaiting feedback from potentially effected businesses. B. Hughes answers that there was no reason voting could not wait until March.

Motion is withdrawn by A. Tirado.

Topic to be discussed again at March 28 DDA Board Meeting

12. CHAIRPERSON'S REPORT – F. Frank

1. Vacant Building Registry
2. Problems & Resolution List
3. Projects and Priorities List

No updates or questions on the items listed above 1-3, Next month the board will be looking at the budget and the missions/scope of committees. F. Frank suggests members send thoughts regarding these topics to B. Hughes before next month's meeting.

13. MARKETING COMMITTEE UPDATE - J. Holden

1. Next meeting is Monday, March 11th.
2. Meeting with Mark Fisher re: Visitors guide, and Logo contest winner on Mon. Feb. 26th.

14. DESIGN COMMITTEE UPDATE - F. Frank

- Nothing to Report

15. EXECUTIVE DIRECTOR'S REPORT - B. Hughes

- B. Hughes will be attending event hosted by Southern Wayne County Regional Chamber of Commerce regarding economic opportunities related to the NFL draft being hosted in Detroit, B. Hughes invited all board members to attend if they are interested.
- DTE streetlights – account rep informed us that all poles are manufactured, due for delivery in April (specific date TBD). There will be a pre-construction meeting. Staging area is the movie theatre site.
- Ribbon cutting event to be announced soon for The StrEATery, Caribou coffee opening on Mon. March 18th, Pink Garlic ribbon cutting on (March 19th).

16. ATTORNEY'S REPORT - T. Daniel

- Thanks to DDA for continuing to appoint Daniel Law as DDA Legal Counsel
- Park Ave purchase is almost complete.

17. DIRECTORS COMMENTS

- A. Alexander – offered to volunteer to help for events, also suggested to reach out to him to advertise for events so he can help get TV Coverage – channel 7. B. Hughes responded that we will have a media advisory for all events
- A. Tirado – for Made in Michigan and other events, it should be part of the standard process to contact any and all businesses that would be effected
- P. Zingas – explains that their liquor license was sold to the Ford Family and will be used in Michigan Central Station, it traces back to Boomers bar
- F. Frank – reminder that the Commissioners dinner is in May – also looking forward to Caribou Coffee opening

18. ADJOURNMENT

Motion by J. Holden, supported by G. McLeod to adjourn the meeting.

Resolved to adjourn the meeting.

Motion carried unanimously.

Meeting Ended at 7:19 pm.