

MINUTES

Allen Park Downtown Development Authority

REGULAR MEETING

Thursday, October 22, 2020

6:30 p.m.

The Allen Park Downtown Development Authority met in regular session on Thursday, October 22, 2020, at 6:30 p.m. via Zoom.

1. **CALL TO ORDER** Chairman Fressel called the meeting to order at 6:30 p.m.
2. **ROLL CALL** Vice-chair Riviera called the roll. A quorum was present.

Present:	Fred Frank	Director
	Tracy Fressel	Chairman
	Laura Kozlowski	Director
	Gail McLeod	Director
	Kurt Mazag	Director
	Ron Mistor	Treasurer
	Cynthia Riviera	Vice chair/Secretary
	Pete Zingas (6:47)	Director

Excused:	Tom Gunderson	Director
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Absent:	Frank Stankiewicz	Director
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Others Present:	Trevor Daniel	DDA Legal Counsel
	Jennifer Kibby	DDA Executive Director

3. **APPROVAL OF AGENDA**
Motion by G. McLeod supported by L. Kozlowski
Resolved to approve the agenda.
Motion carried

APPROVAL OF MINUTES

Motion by K. Mazag, supported C. Riviera
Resolved to approve the minutes of the September 24, 2020 meeting.
Motion carried.

4. **DISTRICT ISSUES AND UPDATES.**
Discussion of the downed light pole on at Ecorse/Shenandoah.
5. **CITY UPDATE ON DISTRICT ISSUES.**

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- Work on the bridge in front of the Thunderbowl continues; the county will open 2 lanes eventually
- 1,600 water meters have been replaced so far
- Roof on fire department building being replaced
- DPS construction proceeding, salt dome to be delivered next week
- Shred day at library this Saturday

6. CITIZEN'S COMMENTS ON AGENDA ITEMS.

7. ATTORNEY'S REPORT.

Revisions to the Showmobile Letter of Understanding finished

8. FINANCIAL REPORT

Motion by G. McLeod, supported by F. Frank

Resolved to accept the September 2020 financial report.

Motion carried.

9. CHAIRMAN'S REPORT

- The ED's review must be completed by the January meeting. The chair will be getting info to the board shortly. This year will be challenging as COVID has altered many of last year's plans.
- The chair expressed appreciation to the treasurer and ED for creating the carryover report and to R. Mistor for leading the TIF plan revision.

10. EXECUTIVE DIRECTOR'S REPORT

- The DDA may sponsor a popup for several farmers market vendors, allowing them to supply pre-ordered items through the holiday season
- Waterproof stickers will be added to the new carryout sign bases identifying them as a DDA project
- Extensive discussion of the ReCast City proposal. J. Kibby was directed to:
 - Forward comments collected from ReCast City clients in Columbia, MO, Vassar, MI, and Bethesda, MD to the board
 - Negotiate with ReCast to define benchmarks/deliverables for the first \$5,000 payment and allow the DDA to cancel the rest of the contract if not satisfied

11. COMMITTEE REPORTS

a. Design

Veterans banners underway

b. Marketing

Merchant registration for Downtown Dollars is very low. J. Kibby will reach out to try and bolster sign-ups. If 20 retailers and restaurants aren't registered by Thanksgiving, the project will be cancelled.

c. TIF Plan Revision

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- The committee met Sept. 29 to review/edit/amend the project list
- J. Kibby will send the prospective project worksheet to the board for input

12. UNFINISHED BUSINESS.

Discussed the LED light retrofit. J. Kibby was directed to update the board at the January or February meeting.

13. NEW BUSINESS

14. CITIZEN COMMENTS

15. DIRECTORS' COMMENTS.

- L. Kozlowski thanked the board for their prayers and cards for her sister's death.
- K. Mazag noted the pothole behind Wheat and Rye is large, the alley should be paved, and asked who is responsible for that. Alley paving project discussed
- T. Fressel thanked the board for reaching out to Dennis Miller at his mother-in-law's death

16. ADJOURNMENT

Motion by K. Mazag, supported by C. Riviera
Resolved to adjourn the meeting at 7:28 p.m.
Motion carried.

Respectfully submitted,

Tracy Fressel, Chairman

Cindy Riviera, Vice-chair/Secretary