

# MINUTES

## Allen Park Downtown Development Authority

### REGULAR MEETING

Thursday, December 3, 2020

6:30 p.m.

The Allen Park Downtown Development Authority met in regular session on Thursday, December 3, 2020, at 6:30 p.m. via Zoom.

1. **CALL TO ORDER** Chairman Fressel called the meeting to order at 6:32 p.m.
2. **ROLL CALL** Vice-chair Riviera called the roll. A quorum was present.

|                 |                 |                      |
|-----------------|-----------------|----------------------|
| <b>Present:</b> | Fred Frank      | Director             |
|                 | Tracy Fressel   | Chairman             |
|                 | Laura Kozlowski | Director             |
|                 | Gail McLeod     | Mayor                |
|                 | Kurt Mazag      | Director             |
|                 | Ron Mistor      | Treasurer            |
|                 | Cynthia Riviera | Vice chair/Secretary |
|                 | Pete Zingas     | Director             |

|                 |               |          |
|-----------------|---------------|----------|
| <b>Excused:</b> | Tom Gunderson | Director |
|-----------------|---------------|----------|

|                        |                |                        |
|------------------------|----------------|------------------------|
| <b>Others Present:</b> | Trevor Daniel  | DDA Legal Counsel      |
|                        | Jennifer Kibby | DDA Executive Director |

3. **APPROVAL OF AGENDA**  
*Motion* by R. Mistor supported by K. Mazag  
*Resolved* to approve the agenda.  
*Motion carried*

#### APPROVAL OF MINUTES

*Motion* by K. Mazag, supported L. Kozlowski  
*Resolved* to approve the minutes of the October 22, 2020 meeting.  
*Motion carried.*

4. **DISTRICT ISSUES AND UPDATES.**
5. **CITY UPDATE ON DISTRICT ISSUES.**
  - The county will open 2 lanes in front of the Thunderbowl this week. The contractors won't be back until March to finish the project.

- The exterior brick is going up at the DPS building. As soon as it is enclosed, work will begin on the inside for the rest of the winter. The salt dome is up and in use.
- Audit report next Tuesday to Council.
- Solid waste proposals due 1/14
- City Hall will be closed for the holidays.

**6. CITIZEN'S COMMENTS ON AGENDA ITEMS.**

**7. ATTORNEY'S REPORT.**

The DDA will hold off on a director leave of absence policy for the moment.

**8. FINANCIAL REPORT**

*Motion* by F. Frank, supported by G. McLeod

*Resolved* to accept the October 2020 financial report.

*Motion carried.*

**9. CHAIRMAN'S REPORT**

- Reminder of the officer election. Return nominations 1 week before meeting.
- ED review forms will be sent to the board next week.
- Dr. Stankiewicz resigned from the board. There are now two vacancies. G. McLeod reported they should be filled by the first Council meeting in January.
- Discussion of enforcement issues for dumpster enclosures and request for help from city Ordinance.
- New member orientation Jan. 28, at 4:30. All are welcome.
- Thank board for attending Zoom meetings during this difficult time.
- Discussion around "swing for the fences" with the TIF plan revision. Need to be thinking about transformational projects

**10. EXECUTIVE DIRECTOR'S REPORT**

*Motion* by G. McLeod, supported by C. Riviera

*Resolved* to award a contract to ReCast City for Boost services not to exceed \$20,000.

*Motion carried.*

**11. COMMITTEE REPORTS**

a. **Design**

*Motion* by R. Mistor, supported by C. Riviera

*Resolved* to award a façade grant reimbursement of \$9,980.10 to Goodwin, Lademan & Assoc.

*Motion carried.*

*Motion* by R. Mistor, supported by P. Zingas

*Resolved* to award a façade grant reimbursement of \$10,000 to Voran Funeral Home.

*Motion carried*

Allen Park Downtown Development Authority Minutes

*Motion* by R. Mistor, supported by P. Zingas

*Resolved* to award an economic development grant of \$9,000 to Voran Funeral Home.

*Motion carried*

b. **Marketing**

*Motion* by F. Frank, supported by L. Kozlowski

*Resolved* to begin the farmers market in April, contingent upon a minimum of 8 registered vendors.

*Motion carried*

c. **TIF Plan Revision**

CWA is finishing the first draft to be supplied to the committee by Monday. The committee will meet Dec. 15<sup>th</sup> to review.

12. UNFINISHED BUSINESS.

13. NEW BUSINESS

14. CITIZEN COMMENTS

15. DIRECTORS' COMMENTS.

16. ADJOURNMENT

*Motion* by C. Riviera, supported by K. Mazag

*Resolved* to adjourn the meeting at 7:48 p.m.

*Motion carried.*

Respectfully submitted,

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Tracy Fressel, Chairman

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Cindy Riviera, Vice-chair/Secretary