

MINUTES

Allen Park Downtown Development Authority

REGULAR MEETING

Thursday, August 26, 2021

6:30 p.m.

The Allen Park Downtown Development Authority met in regular session on Thursday, August 26, 2021, at 6:30 p.m. via Zoom.

1. **CALL TO ORDER** Chairperson Frank called the meeting to order at 6:31 p.m.
2. **ROLL CALL** Vice-chair Riviera called the roll. A quorum was present.

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| Present: | Fred Frank | Chairperson | Allen Park |
| | Tracy Fressel | Director | Allen Park |
| | Jeff Holden | Director | Taylor |
| | Gail McLeod | Mayor | Allen Park |
| | Cynthia Riviera | Vice chair/Secretary | Allen Park |
| | Dan Smith | Director | Allen Park |
| | Tom Strobl | Director | Allen Park |

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| Excused: | Tom Gunderson | Director |
| | Kurt Mazag | Director (computer problems, in and out) |
| | Ron Mistor | Treasurer |
| | Pete Zingas | Director |

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|------------------------|----------------|------------------------|
| Others Present: | Trevor Daniel | DDA Legal Counsel |
| | Jennifer Kibby | DDA Executive Director |

3. **APPROVAL OF AGENDA**
Motion by D. Smith, supported by C. Riviera
Resolved to approve the agenda.
Motion carried

4. **APPROVAL OF MINUTES**
Motion by C. Riviera, supported D. Smith
Resolved to approve the minutes of the July 22, 2021, meeting.
Motion carried.

5. **DISTRICT ISSUES AND UPDATES.**
T. Fressel asked who purchased the former Grants and what they planned to do with it. The new owner's name was provided. Matt Baker, City Building Official, stated no permits have been issued for the property.

6. CITY UPDATE ON DISTRICT ISSUES.

- Sectioning and whole street repair well underway, as is sewer repairs and replacements
- The fire department received a grant for self-contained breathing apparatuses
- Wayne County is considering using ARP funds for water mains and lead service replacements
- Census shows Allen Park population increased by 428 people, showing the city is moving in the right direction
- A grand opening for the new DPS facilities is tentatively scheduled for Sept. 30

7. CITIZEN'S COMMENTS ON AGENDA ITEMS.

- Brian McLellan stated he sent an email to Mark Kibby asking how Allen Park intends to spend its \$2.6 million in ARP funds and requesting a town hall for citizen input. F. Frank explained this is a city issue as the DDA has no authority over ARP funds.
- Councilperson Gary Schlack requested to speak after the Allen Park Theater discussion, rather than at citizens' comments.

8. ATTORNEY'S REPORT. No new updates.

9. FINANCIAL REPORT

Motion by J. Holden, supported by D. Smith

Resolved to accept the July 2021 financial report.

Motion carried.

10. CHAIRPERSON'S REPORT

- F. Frank complimented the volunteers and ED on a successful Car Show
- There will be a job fair Monday sponsored by the DDA, MI Works, the Chamber, the Prestige, and Culver's.
- Recast interviews and data gathering continues
- F. Frank provided background on the DDA's property at 17410 Ecorse. After the DDA received a clean closure report from EGLE, the intention was to release an RFP for development. However, he believes the site is too small and developers won't look at it. Therefore, he proposes hiring a realtor to list the property. He contacted six commercial realtors; two said they would not represent the property but will send potential buyers to the DDA. One other said he'd provide a written proposal but it has not been received yet. Therefore, F. Frank recommends a six-month contract with JLL listing the property for \$150,000 and 6% commission. The DDA may opt to contribute towards the cost of construction as we originally did before the environmental remediation. The DDA may also stipulate it is not interested in another automotive service buyer.
 - D. Smith stated listing the property is the right move forward
 - T. Fressel stated Jeff Daniel has a connection to the project, what does he say? F. Frank replied he reached out to Jeff and asked for a proposal but didn't receive anything.

- D. Smith asked F. Frank if he had given Jeff Daniel a deadline to submit a proposal. F. Frank said he'd been trying to meet with Jeff for a month. This week he told him he needed a proposal for the board meeting.
- T. Strobl stated as a national firm, JLL may have contacts and resources a local real estate firm does not.
- T. Fressel then shared an email from Jeff Daniel sent at 6:48 stating he believes a more realistic price is \$70-100,000. He will not take a commercial listing for only six months without an automatic extension and will not represent a property at what he believes to be an unrealistic price.
- G. McLeod suggested the DDA go with JLL for six months and then reassess. It is important to move now as the market is beginning to pick up.
- T. Fressel asked if the motion could be amended to allow the chairperson and executive director to pick between the two realtors after further reviewing the proposal just submitted by Jeff Daniel.
- F. Frank said he did not agree with this amendment.
- D. Smith agreed with T. Strobl that a bigger broker might be better in this case and with G. McLeod that the DDA should list the property soon.
- **Motion** by D. Smith, supported by C. Riviera
Resolved to contract with JLL to list 17410 Ecorse for six months for \$150,000 and a 6% commission.
Motion carried.
- F. Frank announced Lauren Bielak has taken over managing the farmers market for the rest of the season since the original market manager resigned. To ensure transparency, Ms. Bielak is C. Riviera's daughter. She stepped up mid-season when the DDA was struggling to find a replacement. Only two people applied for the position at the beginning of the season.
- F. Frank reached out to the city engineer firm for help developing an LED retrofit proposal.
- F. Frank reported the draft TIF plan should be ready for review at the September board meeting, then go to council and the stakeholders for approval by the December deadline.
- F. Frank proposed the DDA contract with Carlisle Wortman, the city's planning consultant, for additional planning services, as needed. T. Fressel asked why the board needed to approve this as the monthly costs will be well under the executive director's \$5,000 spending limit. F. Frank stated it is important the board approve this service as it is not otherwise included in the budget.
 - **Motion** by G. McLeod, supported by C. Riviera
Resolved to contract with Carlisle Wortman for additional planning services, as needed, at a rate of \$98/hour.
Motion carried.

11. EXECUTIVE DIRECTOR'S REPORT

J. Kibby introduced a proposal to hire a consultant to estimate the tasks and costs to rehabilitate 3-5,000 sf of the former Allen Park Theater into DDA offices and a number of additional programs to catalyze economic development. Much discussion ensued, with city administrator Mark Kibby, councilperson Gary Schlack, and building official Matt Baker speaking against rehabilitation, stating the building is in too bad a shape to warrant the expense.

- **Motion** by C. Riviera, supported by T. Fressel
Resolved to search for a contractor to estimate costs to rehabilitate 3-5,000 sf of the former movie theater into office space and other uses to be determined.
Motion failed.
- **Motion** by C. Riviera, supported by J. Holden
Resolved to hire a consultant for an amount not to exceed \$5,000 to advise what parts of the marquee/front of the building should be saved for future use, how they should be removed, how they should be stored, and how they could be reinstalled.
Roll call vote:
 - T. Fressel-Yes
 - J. Holden-Yes
 - Mayor McLeod-Yes
 - C. Riviera-Yes
 - D. Smith-Yes
 - T. Strobl-No**Motion Carried.**

12. COMMITTEE REPORTS

a. Design

- Motion** by D. Smith, supported by G. McLeod
Resolved to award AP StrEATery a \$20,000 façade grant to build patios, curbing, and gutters at 5955 Allen Rd.
Motion carried.

b. Marketing

13. UNFINISHED BUSINESS

14. NEW BUSINESS

15. CITIZEN COMMENTS

16. DIRECTORS' COMMENTS

17. ADJOURNMENT

- Motion** by G. McLeod, supported by J. Holden
Resolved to adjourn the meeting at 8:19 p.m.
Motion carried.

Respectfully submitted,

Fred Frank, Chairperson

Cindy Riviera, Vice-chair/Secretary