

MINUTES-*Revised*

Allen Park Downtown Development Authority

REGULAR MEETING

Thursday, September 23, 2021

6:30 p.m.

The Allen Park Downtown Development Authority met in regular session on Thursday, September 23, 2021, at 6:30 p.m. via Zoom.

1. **CALL TO ORDER** Chairperson Frank called the meeting to order at 6:30 p.m.
2. **ROLL CALL** J. Kibby called the roll. A quorum was present.

Present:	Fred Frank	Chairperson	Manistee
	Tracy Fressel	Director	Allen Park
	Jeff Holden	Director	Canton
	Kurt Mazag	Director	Allen Park
	Ron Mistor	Treasurer	Allen Park
	Dan Smith	Director	Allen Park
	Tom Strobl	Director	Bloomfield Hills
	Pete Zingas	Director	Detroit

Excused:	Tom Gunderson	Director
	Gail McLeod	Mayor
	Cynthia Riviera	Vice chair/Secretary

Others Present:	Trevor Daniel	DDA Legal Counsel
	Jennifer Kibby	DDA Executive Director
	Mark Kibby	City Administrator

3. APPROVAL OF AGENDA

Motion by K. Mazag, supported by J. Holden

Resolved to approve the agenda.

Motion carried

4. APPROVAL OF MINUTES

Motion by K. Mazag, supported J. Holden

Resolved to approve the minutes of the August 26, 2021, meeting with the addition to the Chairperson's Report: A proposal from Jeff Daniel was requested [listing 17410 Ecorse] and was delivered after the meeting began.

Motion carried.

5. DISTRICT ISSUES AND UPDATES.

6. CITY UPDATE ON DISTRICT ISSUES.

- Road millage-funded repairs and sectioning are underway.
- Sept. 30 is the open house for the new DPS facility. The building includes a 1,500 sf training area with classroom seating for 48. Other communities have been touring the facility including DCC, Grand Blank, Huron Township, and Woodhaven.
- APCCF won an award from the MI Recreation and Parks Assoc.

7. CITIZEN'S COMMENTS ON AGENDA ITEMS.

8. ATTORNEY'S REPORT.

T. Daniel reported there was a meeting with Carlisle Wortman and Assoc. to discuss finalizing the TIF plan. The board will receive a revised copy in time to review for the special meeting on October 14. The DDA is moving forward quickly and will have a finalized plan ready to go before the end of the year.

9. FINANCIAL REPORT

Motion by K. Mazag, supported by J. Holden

Resolved to accept the August 2021 financial report.

Motion carried.

10. CHAIRPERSON'S REPORT

- F. Frank thanked J. Holden for leading the very successful downtown job fair.
- Recast interviews and data gathering continues
- The city engineer firm has agreed to help the DDA with an LED retrofit proposal

11. EXECUTIVE DIRECTOR'S REPORT

12. COMMITTEE REPORTS

a. Design

- After much discussion about revising the façade grant guidelines regarding franchise inclusion, the board directed the Design Committee to present alternatives at the special meeting October 14. **J. Holden recused himself from the discussion.**
- Therefore, review of the Culver's façade grant application was postponed until the grant guidelines are finalized.

b. Marketing

13. UNFINISHED BUSINESS

14. NEW BUSINESS

15. CITIZEN COMMENTS

16. DIRECTORS' COMMENTS

17. ADJOURNMENT

Motion by K. Mazag, supported by R. Mistor
Resolved to adjourn the meeting at 7:24 p.m.
Motion carried.

Respectfully submitted,

Fred Frank, Chairperson

Cindy Riviera, Vice-chair/Secretary