

# MINUTES

## Allen Park Downtown Development Authority

### REGULAR MEETING

Thursday, October 28, 2021

6:30 p.m.

The Allen Park Downtown Development Authority met in regular session on Thursday, October 28, 2021, at 6:30 p.m. via Zoom.

1. **CALL TO ORDER** Chairperson Frank called the meeting to order at 6:33 p.m.
2. **ROLL CALL** J. Kibby called the roll. A quorum was present.

<b>Present:</b>	Fred Frank	Chairperson	Allen Park
	Tracy Fressel (7:03)	Director	Riverview
	Jeff Holden	Director	Canton
	Gail McLeod	Mayor	Allen Park
	Kurt Mazag	Director	Allen Park
	Ron Mistor	Treasurer	Allen Park
	Dan Smith	Director	Southgate
	Tom Strobl (6:48)	Director	Bloomfield Hills
	Pete Zingas	Director	Detroit

<b>Excused:</b>	Tom Gunderson	Director
	Cynthia Riviera	Vice chair/Secretary

<b>Others Present:</b>	Trevor Daniel	DDA Legal Counsel
	Jennifer Kibby	DDA Executive Director
	Mark Kibby	City Administrator

### 3. APPROVAL OF AGENDA

*Motion* by K. Mazag, supported by G. McLeod

*Resolved* to approve the agenda.

*Motion carried*

### 4. APPROVAL OF MINUTES

*Motion* by K. Mazag, supported G. McLeod

*Resolved* to approve the minutes of the September 23, 2021, meeting.

*Motion carried.*

*Motion* by K. Mazag, supported G. McLeod

*Resolved* to approve the minutes of the October 14, 2021, special meeting.

*Motion carried.*

5. DISTRICT ISSUES AND UPDATES.

6. CITY UPDATE ON DISTRICT ISSUES.

- The State is installing a traffic light at Southfield/Enterprise
- The city is close to closing the purchase of the land behind the old city hall, just waiting for the buyer to finish with SBA
- The library roof will be replaced and an awning/wind panel installed over the book return. Also, swing gates across May St.

7. CITIZEN'S COMMENTS ON AGENDA ITEMS.

8. ATTORNEY'S REPORT.

9. FINANCIAL REPORT

*Motion* by R. Mistor, supported by K. Mazag

*Resolved* to accept the September 2021 financial report.

*Motion carried.*

*Motion* by R. Mistor, supported by K. Mazag

*Resolved* to allocate the \$4,600 tree trimming overage to FY22 Tree Trimming (\$2,000) and Reserve (\$2,600).

*Motion carried*

10. CHAIRPERSON'S REPORT

- The TIF plan went through the first public hearing. If anyone knows someone on Council, please tell them how important it is to pass the plan by the end of December.
- 17410 Ecorse is being marketed by JLL.
- *Motion* by K. Mazag, supported by R. Mistor  
*Resolved* to extend the John's Landscaping and Snow Removal contract through March 31, 2023, at the current rate, waiving the DDA's bid process as there is no economic benefit.  
*Motion carried.*
- *Motion* by G. McLeod, supported by K. Mazag  
*Resolved* to extend the Haddix Electric contract through June 30, 2023, at \$155/hour, waiving the DDA's bid process as there is no economic benefit.  
*Motion carried*
- *Motion* by G. McLeod, supported by K. Mazag  
*Resolved* to contract with LandUseUSA to conduct a Residential and Retail Target Market Analysis for an amount not to exceed \$40,000. (From Economic Development: New Projects FY22)  
*Motion carried.*

11. EXECUTIVE DIRECTOR'S REPORT

12. COMMITTEE REPORTS

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- a. **Design**
- b. **Marketing**  
Holiday Market Dec. 3, 3-7, Community Center.

13. UNFINISHED BUSINESS

14. NEW BUSINESS

15. CITIZEN COMMENTS

16. DIRECTORS' COMMENTS

17. ADJOURNMENT

*Motion* by T. Fressel, supported by J. Holden  
*Resolved* to adjourn the meeting at 7:18 p.m.  
*Motion carried.*