

MINUTES

Allen Park Downtown Development Authority

REGULAR MEETING

Thursday, January 28, 2021

6:30 p.m.

The Allen Park Downtown Development Authority met in regular session on Thursday, January 28, 2021, 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	Allen Park
	Tracy Fressel	Chairman	Allen Park
	Laura Kozlowski	Director	Allen Park
	Gail McLeod	Mayor	Allen Park
	Kurt Mazag	Director	Allen Park
	Ron Mistor	Treasurer	Allen Park
	Cynthia Riviera	Vice chair/Secretary	Allen Park
	Dan Smith	Director	Allen Park
	Tom Strobl	Director	Bloomfield Hills
	Pete Zingas (6:45)	Director	Clinton Twp.

Excused: Tom Gunderson Director

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

3. **WELCOME NEW MEMBERS**
Chairman Fressel welcomed new directors Dan Smith and Tom Strobl to the board.
4. **APPROVAL OF AGENDA**
Motion by R. Mistor supported by K. Mazag
Resolved to approve the agenda.
Motion carried
5. **APPROVAL OF MINUTES**
Motion by R. Mistor, supported L. Kozlowski
Resolved to approve the minutes of the December 3, 2020 meeting.
Motion carried.

6. ELECTION OF OFFICERS

Roll Call vote for Chairperson:

Fred Frank	Fred Frank
Tracy Fressel	Tracy Fressel
Laura Kozlowski	Tracy Fressel
Gail McLeod	Fred Frank
Kurt Mazag	Fred Frank
Ron Mistor	Tracy Fressel
Cindy Riviera	Tracy Fressel
Dan Smith	Fred Frank
Tom Strobl	Abstain
Pete Zingas	Fred Frank

Based upon the majority of the vote, Mr. Frank is declared Chairperson of the DDA Board 2021. By acclamation, confirm Cindy Riviera Vice-Chair/Secretary and Ron Mistor Treasurer.

7. DISTRICT ISSUES AND UPDATES.

T. Fressel asked if there is an ordinance requiring timely repair of boarded up windows. J. Kibby will check with the Building Department about All Care Pharmacy's window.

8. CITY UPDATE ON DISTRICT ISSUES.

- FY22 budget being worked on
- Council awarded the trash contract
- Dunkin' will be taking the new drive thru space on Southfield

9. CITIZEN'S COMMENTS ON AGENDA ITEMS.

10. ATTORNEY'S REPORT.

11. FINANCIAL REPORT

Motion by G. McLeod, supported by C. Riviera

Resolved to accept the December 2020 financial report.

Motion carried.

12. CHAIRMAN'S REPORT

- F. Frank thanked T. Fressel for his leadership
- F. Frank asked T. Fressel to report on the ED performance review. T. Fressel said the committee met to review the submitted evaluations, scored the review as highly effective, and recommend contract renewal. The committee drafted goals and objectives which they will provide to the board at the February meeting.

13. EXECUTIVE DIRECTOR'S REPORT

Motion by L. Kozlowski, supported by D. Smith

Resolved to award a new contract to ReCast City for Boost services not to exceed \$30,000 starting in September or earlier if possible.

Motion carried.

The board discussed the 2021 special events schedule. As vaccinations for the general public under 65 aren't scheduled to begin until August, the board determined the Made in Michigan Festival and Touch-a-Truck cannot safely occur. The board asked J. Kibby to report back next meeting with a list of possible socially distanced events, including a re-formatted car show.

14. COMMITTEE REPORTS

a. **Design**

Motion by R. Mistor, supported by C. Riviera

Resolved to award a Waisons Realty a façade grant of \$1,362 for signage at 7311 Park Ave.

Motion carried.

b. **Marketing**

c. **TIF Plan Revision**

Ron Mistor reported CWA just emailed a draft report that day. He will look through it and schedule a committee meeting this month.

15. UNFINISHED BUSINESS

16. NEW BUSINESS

17. CITIZEN COMMENTS

18. DIRECTORS' COMMENTS

19. ADJOURNMENT

Motion by C. Riviera, supported by R. Mistor

Resolved to adjourn the meeting at 8:10 p.m.

Motion carried.

Respectfully submitted,

Fred Frank, Chairperson

Cindy Riviera, Vice-chair/Secretary