

MINUTES

Allen Park Downtown Development Authority

REGULAR MEETING

Thursday, February 23, 2021

6:30 p.m.

The Allen Park Downtown Development Authority met in regular session on Thursday, February 25, 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.

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|-----------------|-----------------|----------------------|------------------|
| Present: | Fred Frank | Chairperson | Allen Park |
| | Tracy Fressel | Director | 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 | Director | Clinton Twp. |

Excused: Tom Gunderson Director

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

3. APPROVAL OF AGENDA

Motion by G. McLeod supported by R. Mistor

Resolved to approve the agenda.

Motion carried

4. APPROVAL OF MINUTES

Motion by R. Mistor, supported C. Riviera

Resolved to approve the minutes of the January 28, 2021 meeting.

Motion carried.

Motion by G. McLeod, supported C. Riviera

Resolved to approve the minutes of the February 11, 2021 special meeting.

Motion carried.

5. DISTRICT ISSUES AND UPDATES.

6. CITY UPDATE ON DISTRICT ISSUES.

- DPS building progressing
- Sale of the 4-acre salt dome property approved. P. Zingas asked what the property sold for as he had tried to contact the realtor who never got back to him. He then contacted city administration and was told the sale was on hold, but no one got back to him when the sale opened back up.
- Wayne County continues working on the N. Allen bridge
- Covid vaccination at the Dearborn performing arts center, administered onsite at Paluch and Maple Heights

7. CITIZEN'S COMMENTS ON AGENDA ITEMS.

8. EXECUTIVE DIRECTOR FY21 PERFORMANCE REVIEW.

Past Chair Fressel reported that based on a positive review, the prior Executive Committee recommends extending a new contract to J. Kibby for July 1, 2021 through June 30, 2022, contingent upon Council approval. They also recommend a \$1,5000 raise.

9. ATTORNEY'S REPORT.

Motion by R. Mistor, supported by G. McLeod

Resolved to approve the executive director's FY22 employment agreement and salary recommendation.

Motion carried.

10. FINANCIAL REPORT

Motion by F. Frank, supported by R. Mistor

Resolved to accept the January 2021 financial report.

Motion carried.

Motion by R. Mistor, supported by C. Riviera

Resolved to approve the FY22 city budget draft.

Motion carried.

11. CHAIRMAN'S REPORT

- F. Frank thanked board for participating via Zoom this difficult year.
- He is committed to increasing communication between the city and DDA, sharing projects, and answering questions. He and the mayor speak regularly.
- Send comments on the executive director's proposed workplan to J. Kibby in preparation for next month's meeting.

12. EXECUTIVE DIRECTOR'S REPORT

- Recast Leaders contract is signed, work begins March 15
- The Showmobile agreement has been forwarded to the city's Legal Affairs committee for review.

13. COMMITTEE REPORTS

a. Design

Motion by T. Fressel, supported by L. Kozlowski

Resolved to approve the AI's Asphalt contract to pave three Ecorse alleys for an amount not to exceed \$68,700.

Motion carried.

Motion by R. Mistor, supported by D. Smith

Resolved to approve the Casey Fence Co. contract to replace four sets of Quandt Alley dumpster enclosure gates for an amount not to exceed \$13,000.

Motion carried.

Motion by T. Fressel, supported by C. Riviera

Resolved to approve the Casey Fence Co. contract to provide annual maintenance to all DDA dumpster enclosures for an amount not to exceed \$250 annually.

Motion carried.

J. Kibby will work with Casey Fence Co. to revise the contract to specify the timeframe and number of inspections.

b. Marketing

Motion by G. McLeod, supported by K. Mazag

Resolved to allocate \$7,000 to the Downtown Dollars program: \$6,000 for underwriting/fees and \$1,000 for marketing.

Motion carried.

c. TIF Plan Revision

F. Frank reported the committee had a good meeting with CWA. There are lots of ideas coming from lots of sources. If anyone has ideas, send them to J. Kibby, R. Mistor, or F. Frank.

14. UNFINISHED BUSINESS

The board discussed the office lease, which T. Daniel will review. They also discussed the Chamber and Guardian's outstanding rent and whether there are any formal rental agreements.

15. NEW BUSINESS

- T. Fressel suggested the DDA should ask Council to approve the executive director's new contract now, rather than waiting until July when it approves the department head salary increases. The DDA gave careful thought to the review schedule when it ended multi-year contracts. The new schedule allows 90-day advance notice in case either the DDA or executive director do not intend to renew the contract. Council's July approval negates this lead time for the executive director. The question will be taken up at the next board meeting.
- T. Fressel asked if there is a road repair masterplan. G. McLeod explained road conditions are assessed annually. The city then picks the worst in each quadrant to repair with the special millage.

16. CITIZEN COMMENTS

17. DIRECTORS' COMMENTS

- T. Strobl asked about bond debt and how it is reported in monthly financial documents. The city's balance sheet will be included in the financial report going forward.
- T. Fressel expressed condolences for Fire Chief LaFond after the death of his mother and commendation for DPS and their handling of a rash of water main breaks.

18. ADJOURNMENT

Motion by R. Mistor, supported by C. Riviera
Resolved to adjourn the meeting at 8:43 p.m.
Motion carried.

Respectfully submitted,

Fred Frank, Chairperson

Cindy Riviera, Vice-chair/Secretary