

MINUTES

Allen Park Downtown Development Authority

REGULAR MEETING

Thursday, March 25, 2021

6:30 p.m.

The Allen Park Downtown Development Authority met in regular session on Thursday, March 25, 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** Vice-chair Riviera called the roll. A quorum was present.

Present:	Fred Frank	Chairperson	Allen Park
	Tracy Fressel	Director	Ashville, NC
	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

Excused:	Tom Gunderson	Director
	Laura Kozlowski	Director
	Pete Zingas	Director

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

3. APPROVAL OF AGENDA

Motion by G. McLeod supported by D. Smith

Resolved to approve the agenda as amended by C. Riviera, adding review of the proposed Ecorse/Quandt Alley and the community center parking lot asphalt project.

Motion carried

4. APPROVAL OF MINUTES

Motion by R. Mistor, supported D. Smith

Resolved to approve the minutes of the March 25, 2021 meeting.

Motion carried.

5. DISTRICT ISSUES AND UPDATES.

T. Fressel commented on the condition of downtown parking lot that are full of trash. J. Kibby will get them cleaned up before Easter.

6. CITY UPDATE ON DISTRICT ISSUES.

- *Allen Park Today* has been delivered
- The police department will hold an auction April 7
- Yard/compost pickup begins April 5
- Green for Life will take on the city trash contract in May
- DPS building construction is moving along. Tours are available

7. CITIZEN'S COMMENTS ON AGENDA ITEMS.

8. ATTORNEY'S REPORT.

A lease is being prepared for the Chamber and Guardian. It will be shared with the board.

9. FINANCIAL REPORT

Motion by R. Mistor, supported by D. Smith

Resolved to accept the February 2021 financial report.

Motion carried.

10. CHAIRMAN'S REPORT

Motion by F. Frank, supported by D. Smith

Resolved to accept the FY22 workplan.

Motion carried

11. EXECUTIVE DIRECTOR'S REPORT

12. COMMITTEE REPORTS

a. Design

Motion by R. Mistor, supported by K. Mazag

Resolved to reimburse the Salerno façade grant for \$2,700.

Motion carried.

Motion by G. McLeod, supported by T. Fressel

Resolved to approve Stuart Leve, Inc. to provide spring landscaping cleanup services at a cost not to exceed \$26,000, waiving the bid process as there is no economic benefit since the current vendor has historically provided lower prices for this project.

Motion carried.

Motion by R. Mistor, supported by K. Mazag

Resolved to approve a budget not to exceed \$6,000 for the 17410 Ecorse park: \$1,000 for design, \$5,000 for installation/product.

Motion carried.

Motion by R. Mistor, supported by K. Mazag

Resolved to award the 2021 mowing contract to Seasonal Property Maintenance at a cost not to exceed \$7,336. No other bids were submitted and the current vendor's quote is lower than last year.

Motion carried.

Motion by R. Mistor, supported by C. Riviera

Resolved to approve the proposals submitted by Stuart Leve, Inc. for Quandt Alley and Ecorse refresh for an amount not to exceed \$40,000, waiving the bid process as there is no economic benefit since the current vendor has historically provided lower prices for this project and has extensive knowledge of the project areas.

Motion carried.

Motion by T. Fressel

Resolved to table the community center asphalt proposal.

Motion carried.

b. **Marketing**

Motion by T. Fressel, supported by G. McLeod

Resolved to approve the 2021 special events calendar.

Motion carried.

Motion by K. Mazag, supported by D. Smith

Resolved to approve a budget not to exceed \$1,000 for a pilot drive-in movie event.

Motion carried.

Motion by K. Mazag, supported by C. Riviera

Resolved to approve a budget not to exceed \$8,000 for the Music in the Streets concert series.

Motion carried.

c. **TIF Plan Revision**

R. Mistor reported CWA continues to work on the plan. The next milestone is to present stakeholders with a project list for their input.

13. **UNFINISHED BUSINESS**

F. Frank reminded the board to purchase Downtown Dollars.

14. **NEW BUSINESS**

- T. Fressel suggested the city should honor Bob Stites. The board approved renaming the pocket park in Bob's memory last year and the Festivities Committee agreed to install a sign. Jennifer will forward the sign design project to the new DDA design assistance architect.
- T. Fressel also suggested honoring Phoebe Elliot. The board discussed the Design Committee's plan to install additional benches on Ecorse and how one might recognize Phoebe.

15. CITIZEN COMMENTS

16. DIRECTORS' COMMENTS

17. ADJOURNMENT

Motion by C. Riviera, supported by R. Mistor
Resolved to adjourn the meeting at 7:43 p.m.
Motion carried.

Respectfully submitted,

Fred Frank, Chairperson

Cindy Riviera, Vice-chair/Secretary