

# MINUTES

## Allen Park Downtown Development Authority

### MONTHLY MEETING

Thursday, October 27, 2022

6:30 p.m.

The Allen Park Downtown Development Authority met for its monthly session on Thursday, October 27, 2022, at 6:30 p.m., at city hall, 15915 Southfield Road, Allen Park, MI 48101.

1. **CALL TO ORDER** Chairperson Frank called the meeting to order at 6:31 p.m.
2. **ROLL CALL** Chairperson Frank called the roll. A quorum was present.

<b>Present:</b>	Paul Carnarvon	Director
	Frank Cieszkowski	Director
	Fred Frank	Chairperson
	Kurt Mazag	Director
	Gail McLeod	Mayor
	Jeff Holden	Director
	Andre Tirado	Director
	Pete Zingas	Director

<b>Excused:</b>	Cynthia Riviera	Vice chair/Secretary
	Dan Smith	Treasurer
	Tom Strobl	Director

**Absent:** none

<b>Others Present:</b>	Trevor Daniel	DDA Legal Counsel
	Lauren Bielak	Admin. Assistant

### 3. APPROVAL OF AGENDA

**Motion** by J. Holden supported by K. Mazag.

*Comments – G. McLeod would like to table certain items relating to LED lighting given where we are on certain things. Chairperson Frank indicated let’s discuss that at the time noted on the agenda and see if that is appropriate.*

**Resolved** to approve the agenda.

**Motion carried**

### 4. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

**Motion** to approve the minutes of the September 22, 2022 meeting - by G. McLeod, supported by K. Mazag

**Resolved** to approve the minutes.

**Motion carried**

5. **CITIZEN'S COMMENTS – none**

6. **DISTRICT ISSUES AND UPDATES** – F. Cieszkowski mentioned the weeding issues on Park by tree/flower beds and walls from White to Southfield. Chairperson Frank commented that a note was just sent to the landscaper about this issue, so hopefully that will get corrected.

P. Zingas – signed lease with Caribou Coffee for former Boomer's location to tear building down and develop drive through coffee location.

7. **CITY UPDATE ON DISTRICT ISSUES**

- Cement work continuing
- Library electronic sign scheduled to be installed on Friday
- Shred Day on October 2 was successful
- Comments on historical house not in DDA district
- American Legion alley reconstruction is going to start soon

8. **N/A** - Item was blank on agenda

9. **FINANCIAL REPORT**

**Motion** by K. Mazag, supported by P. Carnarvon to approve the expenses and accept the financial report.

**Discussion** – questions on reimbursement to J. Kibby for expenses charged to her credit card and accounts. Confirmed billing charges are now switched to DDA credit card.

- Savone Cement charges - Mario Savone was present to explain the invoices and indicate the one in question was from pocket park.

**Resolved** to accept the financial report and approve the expenses.

**Motion carried.**

10. **CHAIRPERSON'S REPORT**

A. **Motion** by K. Mazag, supported by P. Carnarvon for the DDA to hire John's Landscaping for winter 2022-2023 snow removal at a cost of \$17,370 waiving any requirement for bidding as this is a current City and DDA vendor and there would be no economic benefit to bidding.

**Discussion** – Question by A. Tirado about square footage of areas. Do we have the outline of what he is supposed to do and what he isn't supposed to do? Andre wants more due diligence to know exactly what he will be doing.

**Resolved** to hire John's Landscaping for winter 2022-2023 snow removal at a cost of \$17,370 waiving any requirement for bidding as this is a current City and DDA vendor and there would be no economic benefit to bidding.

**Motion carried.**

- B. **Motion** by A. Tirado, supported by K. Mazag for the DDA engage Robert Cady to assist DDA with audit, budgeting, compliance and similar issues at a rate of \$52.00/hour on an interim, part time basis?

**Discussion** – Mr. Cady is currently working for the City part time. Questions on how the relationship would work. G. McLeod wants the title to be interim director, not consultant. Discussion on this, but no action to amend motion. Anticipated 9-15 hours a week, but no more than 20. To be paid through the City with DDA reimbursement.

**Resolved** to contract with Robert Cady to assist the DDA with audit, budgeting, compliance and similar issues at a rate of \$52.00/hour on an interim, part time basis.

**Motion carried.**

**C. Discussion – Search for DDA Executive Director and City Economic Development Director** – job was posted; chairperson has not seen the posting but was told up to 11 people have submitted interest. Unlikely that board will be presented with a candidate for hire by next board meeting, but hopefully by the January board meeting.

**D. Discussion – Blue Street Light Poles –**

(i) Monthly check and repairs and replacements of bulbs and ballasts. Current vendor is Haddix [Allen Park business; 10% discount]. Contacted Douglas Electric and await information. Evaluate pricing and services proposed and possible action [will provide information as received]. As part of this, should LED bulbs replace metal halide as they burn out.

(ii) Discussion on labeling/numbering light poles

**Motion** to table item 10(d) and its subparts and item 10(e) by G. McLeod, supported by K. Mazag

**Resolved** to table this item 10(d) and its subparts and item 10(e).

- **Discussion/Clarification** - later in the meeting there was discussion on which items were tabled, and the clarification and confirmation from the board was that all items 10(d) and 10(e) and their subparts were all tabled.

**Motion carried.**

**E. Discussion – LED Project for Blue Street Light Poles –**

There was some discussion over this project and having DTE replace the light poles.

This item 10(e) was tabled as indicated previously.

**F. Discussion – WIFI Downtown** – discussion led to consensus to wait on the ultimate decision on the light poles prior to discussing this matter further

**G. Discussion – 6834 Park Ave. purchase** – Phase 1 suggested more work so waiting on that

## 11. COMMITTEE REPORTS –

a) **Design Committee** – Preferred Rehabilitation façade grant reimbursement

i) **Motion** by J. Holden, supported by G. McLeod to reimburse Preferred Rehabilitation \$5,000.00 façade grant for its sign project subject to the usual conditions

**Resolved** to reimburse Preferred Rehabilitation \$5,000.00 for its sign project subject to the usual conditions

**Motion carried.**

- ii) **Design Committee** – discussion on capping the façade grant requests to \$5,000, but no motion or support was offered so it did not become an action item

b) **Marketing Committee** – nothing this month

12. **ATTORNEY’S REPORT** - Mr. Daniel re: Top Shelf reimbursement request from destroyed trees and replacement/repair work. Mr. Daniel received the invoices from Stuart Leve, Haddix Electric, Savone Cement and a quote from Seasonal Property Management to replace an additional 2 trees, totaling over \$15,000. Mr. Daniel sent a letter to the attorney for Top Shelf requesting reimbursement and will provide an update on the same as he receives a response.

13. **MADE IN MICHIGAN** – Chairperson Frank commented on how great the event was. Publicly thanks Lauren Bielak for her hard work on the event. Commented that vendors he spoke to seemed happy. Summary of financial report for the event was provided showing revenue and expenses.

14. **DIRECTORS’ COMMENTS**

- J. Holden – discussed Culver’s “share night” upcoming events and local food pantry fundraisers coming up.
- K. Mazag – Hi-Tech Auto owner was killed in motorcycle accident
- Chairperson Frank –Trunk or Treat event is tomorrow and Holiday Market is December 2. Next board meeting is December 8, 2022.

15. **ADJOURNMENT**

*Motion* by J. Holden, supported by P. Carnarvon to adjourn the meeting.  
*Resolved* to adjourn the meeting.  
*Motion carried.*

*Meeting Ended at 7:56 pm.*