

MINUTES

Allen Park Downtown Development Authority

REGULAR MEETING

Thursday, January 27, 2022

6:30 p.m.

The Allen Park Downtown Development Authority met in regular session on Thursday, January 27, 2022, at 6:30 p.m., at city hall, 15915 Southfield.

1. **CALL TO ORDER** Chairperson Frank called the meeting to order at 6:32 p.m. and welcomed new director Paul Carnarvon.
2. **ROLL CALL** Vice-chair/Secretary Riviera called the roll. A quorum was present.

Present:	Paul Carnarvon	Director
	Fred Frank	Chairperson
	Tracy Fressel	Director
	Jeff Holden	Director
	Gail McLeod	Mayor
	Kurt Mazag	Director
	Cynthia Riviera	Vice chair/Secretary
	Dan Smith	Director
	Tom Strobl	Director
	Pete Zingas	Director

Excused:	Frank Cieszkowski	Director
-----------------	-------------------	----------

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

3. APPROVAL OF AGENDA

Motion by G. McLeod, supported by J. Holden.

Resolved to approve the agenda.

Motion carried

4. APPROVAL OF MINUTES

Motion by K. Mazag, supported C. Riviera

Resolved to approve the minutes of the December 2, 2021, meeting.

Motion carried.

5. **ELECTION OF OFFICERS.** By acclamation, confirm Fred Frank as chairperson, Cindy Riviera as vice-chair/secretary, and Dan Smith as treasurer.

6. DISTRICT ISSUES AND UPDATES.

- T. Fressel expressed concern the Park Ave. inset parking spots have not been plowed. He saw business owners shoveling out the handicapped spots.

7. CITY UPDATE ON DISTRICT ISSUES.

- The city is participating in a feasibility study on 911 dispatch enhancements.
- The Roosevelt Ave. closure is delayed until the contractor provides more information to MDOT.
- The sale of the former DPS site complete.
- The city is working on an ARPA plan.

8. CITIZEN'S COMMENTS ON AGENDA ITEMS.

9. ATTORNEY'S REPORT.

10. FINANCIAL REPORT

Motion by K. Mazag, supported by T. Fressel

Resolved to accept the November 2021 financial report and approve expenses.

Motion carried.

Motion by K. Mazag, supported by D. Smith

Resolved to accept the December 2021 financial report and approve expenses.

Motion carried.

11. CHAIRPERSON'S REPORT

- There has been interest from a restaurant in the 17410 Ecorse property, but no offer yet.
- Executive director evaluations were emailed and are due in two weeks. Directors are encouraged to provide as much input as possible, especially comments and suggestions.
- The DDA met with a lighting rep on the LED retrofit project. Hopefully there will be a report ready for board review by the next meeting.
- Parks and Recreation and the DDA are exploring sharing a full-time marketing position. Nothing specific to report yet, the directors are talking.
- *Motion* by T. Strobl, supported by K. Mazag
Resolved to engage city engineer C. E. Raines at \$100-108/hour as engineer on the LED project for an amount not to exceed \$10,000.
Motion carried.

12. EXECUTIVE DIRECTOR'S REPORT

- The missing light poles will be replaced when the LED project order is placed. The manufacturer no longer carries the blue color. Ordering a custom paint color is expensive so should only be done once. Ordering additional replacement poles to keep in stock will also be part of the LED project.
- The DDA was part of a successful meeting with city departments to go over the 2022 event calendar and clarify roles and responsibilities.

- The DDA is working with APB StrEATery to prepare their downtown district liquor license application. It should go for Council approval Feb. 22.
- The ordinance officer says the DDA can prosecute for replacement of the three trees in front of Top Shelf Liquor that were trimmed without authorization. The board advised to proceed now, rather than waiting to spring.
- The board expressed interest in further exploring grants to install electric vehicle charging stations.
- The upcoming strategic planning meeting was discussed. The board prefers to meet in advance of the next board meeting, rather than a separate meeting. Copies of the city masterplan should be provided to all directors.

13. COMMITTEE REPORTS

a) Design

Motion by J. Holden, supported by K. Mazag

Resolved to table the CGI banner discussion, sending the matter back to committee for recommendations.

Motion carried.

b) Marketing

Motion by C. Riviera, supported by J. Holden

Resolved to approve the 2022 event calendar as presented.

Motion carried

c) *Motion* by T. Fressel, supported by J. Holden

Resolved to approve a budget of \$9,400 for seven Music in the Street bands, to be allocated from M: New Projects FY22.

Motion carried

14. UNFINISHED BUSINESS

15. NEW BUSINESS

16. CITIZEN COMMENTS

- Phillipa Matakas expressed thanks to the DDA for preserving the commercial business district and hopes to someday see flower planters downtown.
- Gary Schlack congratulated the newly elected officers and invited the DDA to select 2-3 directors to join a committee to determine what should be done with the theater property. The Council Economic Development Committee is inviting representatives to meet, starting Feb. 17, to discuss the property's future. Tom Strobl and Jeff Holden will be the DDA representatives.

17. DIRECTORS' COMMENTS

- G. McLeod: The theater demolition will be determined by the contractor's schedule and weather. The asbestos removal has not yet been completed.

Allen Park Downtown Development Authority Minutes

- K. Mazag: The library will be looking to the DDA for funding. He suggested the new outstanding projects list as he doesn't want to see projects languishing after they have been discussed by the board.
- J. Holden: Has been a big proponent of banners, but wants to ensure the CGI plan is the most effective way for the businesses.
- T. Fressel: Excited about Plato's Closet relocating downtown. Thinks the StrEATery's new mural will become a downtown icon. Welcome to P. Carnarvon and a sad farewell to Tom Gunderson and Ron Mistor. Both directors gave so much to the DDA. Implores the city to get out in front of the theater project; what comes after demolition? Rusty the dog should be moved downtown. It would be a great spot for photos.
- D. Smith: Thank you for electing as treasurer. Concerned the CGI banner solicitations present the DDA as asking for money, which some businesses could see as offensive. The Beautification Commission would like to work with the DDA on a beautification award and any other suitable projects. The library would be a good location for an electronic sign and the DDA should consider paying for it.
- C. Riviera: Welcome Paul. Tom and Ron will be missed and leave big shoes to fill.
- F. Frank: Appreciate the confidence in voting him chair for another year. Welcome Paul and Frank. Tom and Ron were given certificates of appreciation from the DDA.

18. ADJOURNMENT

Motion by K. Mazag, supported by D. Smith

Resolved to adjourn the meeting at 8:11 p.m.

Motion carried.