

MINUTES

Allen Park Downtown Development Authority

REGULAR MEETING

Thursday, February 24, 2022

6:00 p.m.

The Allen Park Downtown Development Authority met in regular session on Thursday, February 24, 2022, at 6:00 p.m., at city hall, 15915 Southfield.

1. **CALL TO ORDER** Chairperson Frank called the meeting to order at 6:00 p.m.
2. **ROLL CALL** J. Kibby called the roll. A quorum was present.

Present:	Paul Carnarvon	Director
	Frank Cieszkowski	Director
	Fred Frank	Chairperson
	Gail McLeod	Mayor
	Dan Smith	Treasurer
	Tom Strobl	Director
	Pete Zingas (6:23)	Director

Excused:	Tracy Fressel	Director
	Jeff Holden	Director
	Kurt Mazag	Director
	Cynthia Riviera	Vice chair/Secretary

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

3. APPROVAL OF AGENDA

Motion by D. Smith, supported by G. McLeod.

Resolved to approve the agenda.

Motion carried

4. APPROVAL OF MINUTES

Motion by P. Carnarvon, supported D. Smith

Resolved to approve the minutes of the January 27, 2022, meeting.

Motion carried.

5. DISTRICT ISSUES AND UPDATES

6. CITY UPDATE ON DISTRICT ISSUES

- The next issue of *Allen Park Today* will be out March 14.
- Roosevelt will be closed for approximately 14 days for DTE work.
- The Building Department will begin home sale inspection March 1 as approved by the last Council.

7. CITIZEN'S COMMENTS ON AGENDA ITEMS

- Councilperson Gary Schlack thanked Fred Frank for attending the Council Economic Development meeting and looks forward to Tom Strobl and Jeff Holden joining the next meeting in May.

8. ATTORNEY'S REPORT

- After discussing the upcoming end of the DDA's Ecorse lot lease, there is general consensus on the board to let the lease expire.
- **Motion** by P. Carnarvon, supported by G. McLeod
Resolved to enter into a discussion and arrangement to maintain N. Allen driveway access to the city lot and the right to use the cooperative sign at the N. Allen Consolidated Lot.
Motion carried.

9. FINANCIAL REPORT

Motion by T. Strobl, supported by P. Zingas

Resolved to accept the January 2022 financial report and approve expenses.

Motion carried.

Motion by G. McLeod, supported by P. Carnarvon

Resolved to approve the FY23 city budget draft for submission to the city Finance Department and Council.

Motion carried.

10. EXECUTIVE DIRECTOR'S REPORT

J. Kibby led the board through a strategic planning exercise to identify who generates economic and property value growth in the downtown district.

11. COMMITTEE REPORTS

a) Design

Motion by G. McLeod, supported by P. Carnarvon

Resolved to submit the green banner design as presented to CGI for installation.

Motion carried.

Motion by P. Carnarvon, supported by D. Smith

Resolved to approve the Culver's \$6,525,50 façade grant reimbursement.

Motion carried

Motion by D. Smith, supported by G. McLeod

Resolved to table discussion of the Southfield Gas and Go façade grant until Design Committee review.

Motion carried

b) **Marketing**

Motion by D. Smith, supported by P. Carnarvon

Resolved to budget up to \$31,000 for an 8-page pull-out event calendar in *Allen Park Today* and 5,000 extra copies.

Motion carried

The board sent the Storyville proposal back to the Marketing Committee for review and recommendation.

12. CHAIRPERSON'S REPORT

- Thank board members for completing the executive director evaluation forms. The review will be completed next month.
- The market analysis should be finished in May. Some initial data was released and is under review.
- F. Frank met with the Council Economic Development committee about the theater property. He updated T. Strobl and J. Holden who missed the meeting because of the bad weather. He hopes to come to the next meeting with more data and ideas. The next meeting will be in May after the demolition.
- The library board adopted a resolution opting the library millage out of the DDA TIF. He found it surprising this occurred without DDA knowledge, especially since the DDA worked with the city for some time crafting the road and public safety exemptions.

13. UNFINISHED BUSINESS

14. NEW BUSINESS

15. CITIZEN COMMENTS

- Gary Schlack recommended the DDA develop a partnership with the Allen Park Chamber of Commerce. They are a good source and partner for business information. He also shared his vision for building an amphitheater on the theater property and encouraged anyone who is interested to meet with him to discuss. He believes the amphitheater idea fits a lot of DDA goals. He likes the green banners. He is a big proponent of the DDA's façade grant program. He encourages the DDA to advertise it more to spur more growth. The downtown district needs more bars, restaurants, and entertainment, less insurance agents.

16. DIRECTORS' COMMENTS

- F. Frank. The DDA does have a relationship with the Chamber. The DDA will probably have additional plans for the theater space to share in March or April.
- P. Zingas. The board got a lot done, good feedback.

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- P. Carnarvon. Hopes to play a role in sprucing things up, driving more business downtown, and creating a place where people want to live and do business.
- G. McLeod. It would be nice if we didn't have so many medical buildings and car repair businesses right in the heart of downtown. Allen Park can be a mini-version of Royal Oak.

17. ADJOURNMENT

Motion by P. Carnarvon, supported by D. Smith

Resolved to adjourn the meeting at 8:34 p.m.

Motion carried.