

# MINUTES

## Allen Park Downtown Development Authority

### MONTHLY MEETING

Thursday, December 8, 2022

6:30 p.m.

The Allen Park Downtown Development Authority met for its monthly session on Thursday, December 8, 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 6:30 p.m.
2. **ROLL CALL** Vice Chairperson/Secretary C. Riviera called the roll. A quorum was present.

**Present:**

Paul Carnarvon	Director
Fred Frank	Chairperson
Kurt Mazag	Director
Gail McLeod	Mayor
Jeff Holden	Director
Cynthia Riviera*	Vice chair/Secretary
<i>*Present until 8:05 pm</i>	
Dan Smith	Treasurer
Tom Strobl	Director
Andre Tirado	Director
Pete Zingas	Director

**Excused:** Frank Cieszkowski Director

**Absent:** none

**Others Present:** Trevor Daniel DDA Legal Counsel  
Robert Cady Consultant

### 3. APPROVAL OF AGENDA

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

*Resolved* to approve the agenda.

*Motion carried*

### 4. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

*Motion* to approve the minutes of the October 27, 2022 meeting - by G. McLeod, supported by K. Mazag

*Resolved* to approve the minutes.

*Motion carried*

### 5. DISTRICT ISSUES AND UPDATES –

- T. Strobl – mentioned the holiday train came through and it was too much for Thunderbowl to handle. Need some coordination for bathrooms, etc. as people come into the Thunderbowl and destroyed it. Parking lot full by 5 pm (a couple thousand people) and they have leagues on Thursday nights. He thinks it could be a great event but wants City help.
- J. Holden – Culvers donated to Gleaners and Bennie Elementary School as part of their shared nights.
- P. Zingas – still working on Caribou Coffee for old Boomer’s site – hoping to be on City agenda on February 3
- C. Riviera – holiday market raised about \$850 for St. Jude and also had a great turn out at the event
- F. Frank – Comerica and Drive through are for sale; Alliance Credit Union opened at Allen/Roosevelt; Mark Bailey may be looking for a façade grant; LeMonde bakery has closed; Gas n Go façade is almost done;

## 6. CITY UPDATE ON DISTRICT ISSUES

- Mark Kibby provided the update:
- Some of the alleys completed
- Allen/Roosevelt/Ecorse intersection was paved by Wayne County
- Theatre Demolition is back on track. Asbestos removal after January 1.

## 7. CITIZEN’S COMMENTS –

- Mark Bailey – commented on the Halloween event; asked at a previous meeting for a donation for the event; puts up about 5,000; commented that Cindy’s mom Claire was fabulous; asking for 3 months for a Park Ave. business district sign that has not been lit up.
- Gary Schlack – his mother and he attended the holiday market and enjoyed it; condolences to Cindy
- Tony Lalli – condolences to Cindy; train event could be a DDA event; congratulations to the board for all your good work

## 8. ATTORNEY’S REPORT - Mr. Daniel

### A. Election of Officers

- i. Mr. Daniel will email the board and they can send him the nominations for the executive committee
- ii. Reminder that the nominated member must have been on the board for at least 1 year before serving on EXC
- i. Vote on the executive committee at January Meeting

### B. Purchase of 6834 Park

- ii. Significant liens – multiple Federal IRS liens totaling about \$75k and multiple State of MI liens of seemingly only a few thousand
- iii. Recommend we retain PCK – Joe Couvreur - the City Attorney to pursue a quiet title action – \$150/hour with estimate of \$5,000.

**Motion** by G. McLeod, supported by C. Riviera to retain the City Attorney's firm to proceed with a quiet title action at the rate of \$150/hour with an estimated cost of \$5,000.

**Discussion** – P. Zingas noted that his firm has contacts with the State and IRS and he and Mr. Daniel will coordinate this to reach out to them to see if they will release the liens without incurring legal expenses. It was noted that the deed is currently held by the City of Allen Park and not the DDA.

**Resolved** to retain the City Attorney's firm to proceed with a quiet title action at the rate of \$150/hour with an estimated cost of \$5,000.

**Motion carried.**

- C. Top Shelf – waiting on response from the attorney for Top Shelf to our demand letter for reimbursement for the costs incurred as a result of their destroying the trees
- D. Parking Lot Leases – Memorandum provided to board members
  - i. We are still working on the Ecorse lot repair issues and trying to sort that out with Savone Cement, Al's Asphalt and former landlords. Lease is currently expired but we have to repair the parking lot.
  - ii. Warwick – agreement expires in March 2023 (30 years) and we will need to decide soon how to proceed
  - iii. Beatrice – agreement expires in September 2023 (30 years) and we will need to decide soon how to proceed

## 9. FINANCIAL REPORT

**Motion** by D. Smith, supported by J. Holden to approve the expenses and accept the financial report.

**Discussion** – F. Frank requested to add CWA invoice for \$2,450 for final payment for the TIF plan.

**Amended Motion** by D. Smith, supported by J. Holden to approve the expenses and accept the financial report with the addition of the CWA invoice for final payment on their services for the TIF plan.

**Resolved** to accept the financial report and approve the expenses including the CWA invoice.

**Motion carried.**

## 10. CHAIRPERSON'S REPORT

A. **Motion** by J. Holden, supported by G. McLeod to change the title of Robert Cady from consultant to Interim Director.

**Resolved** to title Robert Cady as Interim Director.

**Motion carried.**

B. **Motion** by G. McLeod, supported by C. Riviera to adopt the following proposed Resolution for sale:

Allen Park Downtown Development Authority (DDA) Board approves the sale of 17410 Ecorse Rd to VH Allen Park, LLC for \$120,000 with a minimum of \$10,000 earnest money deposit and a 120 day inspection and due diligence period and to enter into the purchase agreement with terms approved by the DDA attorney - Trevor Daniel. The DDA chairperson and the DDA Director are each authorized to sign the purchase agreement and deed and other sale and closing documents on behalf of the DDA.

**Discussion** – clarify signatory is Chairperson or the DDA Director, not any board member. Clarify that the EMD is a minimum of \$10,000 (offer says \$20,000 but the buyer has not agreed to that increase at the time of the meeting).

**Resolved** to adopt the proposed resolution.

**Motion carried.**

**C. Discussion** – investing with Comerica securities division to invest the money we have in the account.

**D. Search for DDA Executive Director and City Economic Development Director** – four (4) candidates are scheduled to be interviewed by a team of 5 people (City HR Director, City Administrator, Robert Cady, C. Riviera, F. Frank) on Monday, December 12. The goal is to bring one candidate to the board at an open meeting in the future either the January regular meeting or potentially a special meeting.

**11. STAFF REPORT** – Bob Cady updated:

a) Al's Asphalt repaved 3 Alleys

b) DPS completion of White Street & Alley – America Legion

c) LED Lighting Update – still waiting on DTE proposal but have Graybar proposal; meeting with DTE was beneficial, but DDA believes it is a good idea to label them in the interim

**Motion** by G. McLeod, supported by K. Mazag to remove the labeling of the poles from the table, and to contract with Paul Scalici to label the light poles.

**Discussion** – Paul is C. Riviera's brother, so C. Riviera disclosed this relationship and abstained from the vote and discussion.

**Resolved** to accept the financial report and approve the expenses including the CWA invoice.

**Motion carried with C. Riviera abstaining.**

d) Farmers Market 2023 Dates and Car Show 2023 dates

**Motion** by G. McLeod, supported by K. Mazag to approve the Farmers Market start date of April 21, 2023 and the Car Show tentative date June 21, 2023 with Rain Date of June 28, 2023.

**Resolved** to approve the Farmers Market start date of April 21, 2023 and the Car Show tentative date June 21, 2023 with Rain Date of June 28, 2023.

**Motion carried 10 yes – 1 no (J. Holden).**

**12. DIRECTORS' COMMENTS**

- A. Tirado – construction on Winona caused damage to Andre's parking lot
- P. Zingas – thanked D. Smith for serving on the board; current owners and operators of Wishbone sold the business
- D. Smith – thank everyone for their service and wish everyone the best
- P. Carnarvon – thanked D. Smith
- J. Holden – thanked D. Smith; wished everyone happy holiday season
- T. Strobl – thanked D. Smith; desires to have the DDA's money invested now instead of waiting until January board meeting

*Motion* by K. Mazag, supported by G. McLeod to invest \$1.5 million through Comerica in 3 month Treasury bills.

*Discussion* –

*Resolved* to invest \$1.5 million through Comerica in 3 month Treasury bills.

*Motion carried.*

- T. Strobl – police lights/cameras question; board noted that it is up to the police chief

### 13. ADJOURNMENT

*Motion* by G. McLeod, supported by J. Holden to adjourn the meeting.

*Resolved* to adjourn the meeting.

*Motion carried.*

*Meeting Ended at 8:19 pm.*