

MINUTES

Allen Park Downtown Development Authority

REGULAR MEETING

Thursday, March 24, 2022

6:00 p.m.

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

1. **CALL TO ORDER** Chairperson Frank called the meeting to order at 6:02 p.m.
- 2.
3. **ROLL CALL** Vice-chair/Secretary Riviera called the roll. A quorum was present.

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

Excused:	Dan Smith	Treasurer
	Pete Zingas	Director

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

4. APPROVAL OF AGENDA

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

Resolved to approve the agenda.

Motion carried

5. APPROVAL OF MINUTES

Motion by K. Mazag, supported J. Holden

Resolved to approve the minutes of the February 24, 2022, meeting.

Motion carried.

6. DISTRICT ISSUES AND UPDATES

7. CITY UPDATE ON DISTRICT ISSUES

- Yard waste collection will start April 4.
- The city submitted a number of projects to Representative Liberati for possible state funding including the theater project and park improvements including some in the DDA district.
- The city sent a letter to Gov. Whitmer requesting state assistance with Highland Park's nonpayment of its water and sewer charges.
- This is budget season.
- Advance notice of asbestos removal from the AP Theater has been published. It is expected to start in April, with demolition following. A grant from DCC will pay for the asbestos removal. The area will be fenced until it is developed.

8. CITIZEN'S COMMENTS ON AGENDA ITEMS

- Councilperson Dennis Marcos thanked the board for its service.

9. ATTORNEY'S REPORT

- **Motion** by G. McLeod, supported by K. Mazag
Resolved to authorize up to \$6,000 for repairs to the Ecorse lot. The lot owners will be required to sign a release after the repairs are completed.
Motion carried.
- It is the pleasure of the board to let the Ecorse lot lease expire.
- The DDA is still negotiating with the Campeaus regarding the driveway and cooperative sign,

10. FINANCIAL REPORT

Motion by C. Riviera, supported by P. Carnarvon
Resolved to accept the February 2022 financial report and approve expenses.
Motion carried.

11. EXECUTIVE DIRECTOR'S REPORT

J. Kibby led the board through a review of the DDA's purpose and downtown economic/property value growth generators. The board then reviewed each of the proposed strategic plan projects. The board opted for each director to prioritize their project selections via a spreadsheet template to be emailed to them. In this way, the priorities can be calculated before the next meeting, at which time the board will start to set time and budget priorities.

12. COMMITTEE REPORTS

a) Design

Motion by T. Fresse, supported by J. Holden
Resolved to approve a \$10,000 façade grant to the Southfield Gas and Go from D: Façade Grant FY22.
Motion carried.

Motion by K. Mazag, supported by T. Strobl

Resolved to award a contract for \$29,445 to Stuart Leve, Inc. for annual spring cleanup from CAG: Landscaping FY22, waiving the bid process as there is no economic benefit.

Motion carried

Motion by G. McLeod, supported by K. Mazag

Resolved to award a contract for \$31,065 to Stuart Leve, Inc. for landscape maintenance April through November 2022 from CAG: Landscaping FY22 and FY23, waiving the bid process as there is no economic benefit.

Motion carried

b) **Marketing**

Motion by T. Fressel, supported by K. Mazag

Resolved to award a contract to Storyville for Story and Photo Sprint services not to exceed \$9,750 from M: New Projects FY22.

Motion carried

13. CHAIRPERSON'S REPORT

Motion by C. Riviera, supported by T. Fressel

Resolved to approve the executive director's FY23 employment agreement extending the contract through June 30, 2023, and awarding a \$1,500 raise.

Motion carried. 1 No, G. McLeod. K. Mazag did not vote.

14. UNFINISHED BUSINESS

15. NEW BUSINESS

16. CITIZEN COMMENTS

17. DIRECTORS' COMMENTS

18. ADJOURNMENT

Motion by J. Holden, supported by K. Mazag

Resolved to adjourn the meeting at 8:06 p.m.

Motion carried.