

# MINUTES

## Allen Park Downtown Development Authority

### REGULAR MEETING

Thursday, April 28, 2022

6:00 p.m.

The Allen Park Downtown Development Authority met in regular session on Thursday, April 28, 2022, at 6:00 p.m., at city hall, 15915 Southfield.

1. **CALL TO ORDER** Chairperson Frank called the meeting to order at 6:01 p.m.
- 2.
3. **ROLL CALL** J. Kibby called the roll. A quorum was present.

<b>Present:</b>	Paul Carnarvon	Director	
	Frank Cieszkowski	Director	
	Fred Frank	Chairperson	
	Jeff Holden	Director	
	Gail McLeod	Mayor	
	Kurt Mazag	Director	
	Dan Smith	Treasurer	
	Pete Zingas (6:45)	Director	
	<b>Excused:</b>	Tracy Fressel	Director
		Cynthia Riviera	Vice chair/Secretary
Tom Strobl		Director	
<b>Others Present:</b>	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*

#### APPROVAL OF MINUTES

*Motion* by P. Carnarvon, supported J. Holden

*Resolved* to approve the minutes of the March 24, 2022, meeting.

*Motion carried*

#### 5. DISTRICT ISSUES AND UPDATES

F. Frank asked why The Prestige's exterior repairs appear to have halted and when they will be complete. J. Kibby will enquire and report back.

6. CITY UPDATE ON DISTRICT ISSUES

- DTE will be completing meter relocations on Southfield
- Budget worksession May 3
- Asbestos abatement at the movie theater will start in May

7. CITIZEN'S COMMENTS ON AGENDA ITEMS

Councilperson Dennis Marcos commented he thought the DDA was responsible for alley maintenance since that is listed on the DDA's website.

8. ATTORNEY'S REPORT

- Next month the board will review the Open Meetings Act, conflict of interest policy, and the city's ethics ordinance.
- The DDA will let the N. Allen parking lot lease expire. T. Daniel will prepare a release for owners of the Ecorse parking lot to sign once the concrete and asphalt repairs are complete.
- In the next few months the board will decide how to proceed with the remaining parking lot leases.

9. FINANCIAL REPORT

*Motion* by K. Mazag, supported by G. McLeod

*Resolved* to accept the March 2022 financial report and approve expenses.

*Motion carried.*

10. CHAIRPERSON'S REPORT

- The Beautification Commission is planning to develop awards for downtown businesses. The DDA will pay for the plaque and window decals expected to cost between \$300-500 annually. The awards will be published in *Allen Park Today*.
- Last weekend the Beautification Commission held a cleanup event on Southfield, mid-Allen, S. Allen, and Park. May 17 they will clean up N. Allen.
- *Motion* by K. Mazag, supported J. Holden  
*Resolved* to commend and thank the Beautification Commission and its volunteers for the April Cleanup  
*Motion carried.*  
G. McLeod and D. Smith abstained
- There will be a joint meeting with the DDA and Council June 7 to review and solicit input on the strategic plan. The meeting may serve as one of the DDA's two required annual information meetings as well.
- F. Frank is investigating options through Comerica to finance projects without bonding. The transaction costs for bonds and the requirement the city pledge its backing makes bonds less attractive. However, financing may allow the DDA to complete multiple projects at the same time.
- F. Frank is also working with the city finance director about investing DDA cash on hand, following the city's investment rules. He will come to the board with a proposal later.

## 11. EXECUTIVE DIRECTOR'S REPORT

J. Kibby reviewed the strategic plan project priorities, as ranked by each board member, followed by budget options. After much discussion, the board opted for J. Kibby to send them the raw ranking and a worksheet for each director to complete

## 12. COMMITTEE REPORTS

### a) Design

- i) The board briefly discussed Lumac's proposed LED retrofit plan for the blue light poles. F. Frank explained he'd asked C.E. Raines, the city engineer, to investigate other options. He hopes to present a range of choices next month.
- ii) The board discussed requesting that businesses using public alleys to access private parking contribute towards the alley paving costs. The general consensus was for the DDA to pay for regular alley paving and not request funds from the businesses.
- iii) **Motion** by K. Mazag, supported by D. Smith  
**Resolved** to approve the alley paving project as presented for an amount not to exceed \$78,363. The alleys to be paved are N. Allen between University and Cicotte (behind Homestead Hardwood Furniture), S. Allen between Angelique and Oceana (behind Wheat and Rye), and N. Ecorse between Cortland and Kolb (behind Wishbone).

**Motion carried**

### b) Marketing

## 13. UNFINISHED BUSINESS

## 14. NEW BUSINESS

## 15. CITIZEN COMMENTS

Councilman Marcos emphasized the DDA must concentrate on filling all the downtown vacancies.

## 16. DIRECTORS' COMMENTS

- G. McLeod suggested, given the tree/lighting conduit problem recently encountered, perhaps the DDA should take out all the trees on mid-Allen and create bump outs, similar to what is on Park Ave. This would create more sidewalk space for outdoor dining.
- J. Holden announced Culver's Scoops of Thanks event May 5. All funds will go to APCCF to support library renovations.
- D. Smith mentioned the Beautification Commission cleanup on N. Allen May 17 from 6-8. Meet in the Voran's/Dunleavy lot.
- K. Mazag inquired about a deadline for claiming a façade grant, noting the Rat Pack grant that has stayed on the books for years.

## 17. ADJOURNMENT

**Motion** by K. Mazag, supported by P. Carnarvon

**Resolved** to adjourn the meeting at 8:08 p.m.

**Motion carried.**