

# MINUTES

## Allen Park Downtown Development Authority

### MONTHLY MEETING

Thursday, August 25, 2022

6:30 p.m.

The Allen Park Downtown Development Authority met for its monthly session on Thursday, August 25, 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 6:31 p.m.
2. **ROLL CALL** Vice-Chairperson/Secretary Cynthia Riviera called the roll. A quorum was present.

<b>Present:</b>	Paul Carnarvon	Director
	Frank Cieszkowski	Director
	Fred Frank	Chairperson
	Gail McLeod	Mayor
	Kurt Mazag	Director
	Jeff Holden	Director
	Cynthia Riviera	Vice chair/Secretary
	Tom Strobl	Director
	Pete Zingas (6:39pm)	Director

<b>Excused:</b>	Dan Smith	Treasurer
	Andre Tirado	Director

<b>Others Present:</b>	Trevor Daniel	DDA Legal Counsel
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3. **APPROVAL OF AGENDA**

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

*Resolved* to approve the agenda.

*Motion carried*

4. **APPROVAL OF MINUTES OF PREVIOUS MEETING DEFERRED TO NEXT MEETING**

5. **CITIZEN'S COMMENTS**

Councilperson Schlack commented that he looks forward to receiving the final report on the market analysis.

6. **Marketing – Made in Michigan**

- *Motion* to increase the Made in Michigan budget from \$30,000 to \$40,000 - by K. Mazag, supported by P. Carnarvon

- **Resolved** to increase the Made in Michigan budget from \$30,000 to \$40,000  
*Motion carried*

7. CHAIRPERSON'S REPORT

- **Discussion** – Chairperson Frank informed the board that the City exercised right of refusal to purchase 6834 Park Ave.; title work has been ordered; City Administrator obtained DCC Brownfield group financing for environmental report;
- **Discussion** – the final report is done on the market analysis and the DDA admin will distribute to the Board and Chairperson will distribute to appropriate City officials and departments
- **Discussion** – Executive Director Search – job description is being finalized and will be distributed to Board
- **Discussion** – Ecorse Lot – an inquiry was made on the lot and broker will follow up on the lead

8. FINANCIAL REPORT

**Motion** by C. Riviera, supported by J. Holden to approve the July 2022 expenses.

**Resolved** to accept approve the July 2022 expenses.

*Motion carried.*

9. DISTRICT ISSUES AND UPDATES

- **Comments** – C. Riviera mentioned she received a complaint about the appearance of the vacant Ecorse Lot
- **Comments** – T. Strobl asked about the status of the police force flock cameras. Chief Egan commented that he has 5 sponsors for cameras and is trying to obtain more sponsors. Then they will determine the best locations for installation.

10. CITY UPDATE ON DISTRICT ISSUES

11. ATTORNEY'S REPORT

12. COMMITTEE REPORTS – nothing this month

13. DIRECTORS' COMMENTS

14. ADJOURNMENT

**Motion** by C. Riviera, supported by J. Holden

**Resolved** to adjourn the meeting.

*Motion carried.*

*Meeting Ended at 7:01 pm.*