

# MINUTES

## Allen Park Downtown Development Authority

### MONTHLY MEETING

Thursday, September 22, 2022

6:30 p.m.

The Allen Park Downtown Development Authority met for its monthly session on Thursday, September 22, 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** Chairperson Frank called the roll. A quorum was present.

**Present:**

Paul Carnarvon	Director
Frank Cieszkowski	Director
Fred Frank	Chairperson
Kurt Mazag (6:48 pm)*	Director
Gail McLeod	Mayor
Jeff Holden	Director
Cynthia Riviera (6:48 pm)*	Vice chair/Secretary
Dan Smith	Treasurer
Tom Strobl (6:34pm)	Director
Pete Zingas	Director

*\*coming from Made in Michigan event setup*

**Excused:** Andre Tirado Director

**Absent:** none

**Others Present:** Trevor Daniel DDA Legal Counsel

### 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 MEETINGS

*Motion* to approve the minutes of the August 25, 2022 meeting - by P. Carnarvon, supported by J. Holden

*Resolved* to approve the minutes.

*Motion carried*

### 5. CITIZEN'S COMMENTS - none

6. CHAIRPERSON'S REPORT

A. **Motion** by J. Holden, supported by P. Carnarvon to reimburse the City of Allen Park \$5750.00 (½ the cost) for the personal services contract with Walsh Municipal Services for DDA & Economic Development Director position.

**Discussion** – Question by J. Holden if DDA inquired or considered any other company or individual; Answer – no, the City of Allen Park went through MML and presented this to the DDA.

**Resolved** to reimburse the City of Allen Park \$5750.00 (½ the cost) for the personal services contract with Walsh Municipal Services for DDA & Economic Development Director position.

**Motion carried.**

B. **Motion** by J. Holden, supported by D. Smith to approve the DDA Meeting dates/calendar through the calendar year of 2023/

**Resolved** to approve the DDA Meeting dates/calendar as presented through the calendar year 2023.

**Motion carried.**

C. **Discussion - Made in Michigan** – additional volunteers are needed

D. **Discussion - Updates on Other Items** –

a. Chairperson has requested further updates from DTE

b. John's Landscaping will update their quote for the snow/lawn contract due to change in amount of lots and prices

c. Recommendation to seek to put out electrical work for quote

7. FINANCIAL REPORT

**Motion** by G. McLeod, supported by J. Holden to approve the August 2022 expenses and accept the financial report.

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

**Motion carried.**

8. n/a

9. DISTRICT ISSUES AND UPDATES – none

10. CITY UPDATE ON DISTRICT ISSUES

- Cement work in progress including alleys and waiting to see if AI's Asphalt can complete work or be delayed until next year
- Waiting on environmental on Park Ave. building
- Shred Day on October 2 at Community Center Parking Lot
- Delay on demolition of Theatre and asbestos removal because of the demolition contractor

11. ATTORNEY'S REPORT - none

12. COMMITTEE REPORTS -

- a) **Design Committee** – Recommendation on Preferred Rehabilitation façade grant request
  - i) **Motion** by J. Holden, supported by P. Zingas to award Preferred Rehabilitation a \$5,000.00 façade grant for its sign project subject to the usual conditions  
**Resolved** to award Preferred Rehabilitation a \$5,000.00 façade grant for its sign project subject to the usual conditions  
**Motion carried.**
  - ii) **Design Committee** – recommendation from committee and discussion on capping the façade grant requests for only a sign to a maximum of \$5,000, but no motion or support was offered so it did not become an action item
- b) **Marketing Committee** – nothing this month

13. DIRECTORS' COMMENTS

- P. Carnarvon commented that:
  - o (1) he would like to see if DDA would support effort with Police Chief Egan on video
  - o (2) Kentucky Fried Chicken wants to add a drive through and would be nice to provide them with other buildings as options in the city (Chairperson said he has talked to them) and P. Zingas said there are a lot of variables that impact relocating businesses; and
  - o (3) AP Cheer team will be on 95.5 in the morning
- C. Riviera – wants to bid out electrical contractor
- T. Strobl – Thunderbowl is hosting a huge PBA event tied to USBC in March/April 2023 that will be televised on Fox and will be here for about a week
- K. Mazag – wants DDA wide WIFI
- F. Cieszkowski – wondering why M. Bailey only received \$100 when he asked for \$750 but C. Riviera talked to him personally and discussed the situation with him
- J. Holden – congratulated a newly promoted manager at Culvers. Has a fundraiser October 4 for “Share Nights” for Cabrini and October 18 for Arno. Has information on how to identify counterfeit bills for the DDA office.
- D. Smith – looking forward to Made in Michigan

14. ADJOURNMENT

**Motion** by J. Holden, supported by C. Riviera  
**Resolved** to adjourn the meeting.  
**Motion carried.**

**Meeting Ended at 7:15 pm.**