

# MINUTES

## Allen Park Downtown Development Authority

### MONTHLY MEETING

Thursday, April 27, 2023

6:30 p.m.

The Allen Park Downtown Development Authority met for its monthly session on Thursday, April 27, 2023, at 6:30 p.m., at city hall, 15915 Southfield Road, Allen Park, MI 48101.

1. **CALL TO ORDER** Chairperson Mazag called the meeting to order at 6:31 p.m.
2. **ROLL CALL** Vice Chair/Secretary Riviera called the roll. A quorum was present.

<b>Present:</b>	Alex Alexander	Director
	Paul Carnarvon	Treasurer
	Frank Cieszkowski	Director
	Fred Frank	Director
	Jeff Holden	Director
	Kurt Mazag	Chairperson
	Gail McLeod	Mayor
	Cynthia Riviera	Vice Chair/Secretary
	Andre Tirado	Director (6:34)
	Pete Zingas	Absent

<b>Others Present:</b>	Trevor Daniel	DDA Legal Counsel	DDA Executive
	Ben Hughes	Director	
	Lauren Bielak	Special Events/Executive Assistant	

### 3. APPROVAL OF AGENDA

*Motion* by J. Holden supported by G. McLeod to approve the meeting agenda.

*Resolved* to approve the agenda.

*Motion carried unanimously.*

### 4. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

*Motion* by P. Carnarvon supported by J. Holden to approve the minutes of the March 23, 2023 meeting.

*Resolved* to approve the agenda.

*Motion carried unanimously.*

## 5. CITY UPDATE AND DISTRICT ISSUES –

- G. McLeod - Rosedale construction has began
- Two water main repairs, one on Reeck and the other Paris Ave.
- Retention pond-DPS is working on
- Gingerbread tot lot in progress with repairs with permit
- Budget work session next Tuesday, May 2, 2023
- Kennedy Park sledding hill complete
- Bob Cady has retired
  
- F. Frank – Inquired about Allen and Harrison; DTE work
- 

## 6. FINANCIAL REPORT

*Motion* by G. McLeod supported by J. Holden to approve the March 2023 expenses and accept the financial report.

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

*Motion carried unanimously.*

## 7. PUBLIC COMMENTS –

- Councilman Marcos – Thanked Lauren Riviera-Bielak for her efforts on the Allen Park Farmers Market and Made in Michigan, T. Lalli second
- Steve Donahue – “the balloon guy” –
  - Questioned if there is a chance for public debate at DDA board meetings

## 8. Chairperson's Report

### A. Update on Movie Theater Site & City Proposal

**G. McLeod** stated that the funds from the American Rescue Act has to be spent in a certain amount of time

---

**F. Frank** disappointed because in the fall of 2019 DDA expressed interest in property. That last fiscal year a Market Analysis was completed and there were repeated requests on the Theatre site to have the property back on tax roll.

**P. Carnarvon** wanted to know if the video of the rendering was public and who the recipient of the grant goes to.

**K. Mazag** Theater proposal was a surprise to all, **M. Kibby** has promised DDA with have 1 seat for the commission if grant is approved.

**A. Alexander** wanted to know if grant was submitted.

**F. Cieszkowski** wanted to know if video rendering was created for grant proposal

### B. Update on Proposal from DTE for new streetlights

**K. Mazag** talked to DTE about the inconsistency of numbers of the Proposal with financing options; no vote needed tonight

DTE is working on new proposal and Debra Cain has been invited to next Board meeting; no objections

**B. Hughes** 16-18 months to complete light project

**P. Carnarvon** asked if she will present

## 9. Executive Director's Report

Two open items-Reimbursement from Top Shelf and Stuart Leve  
Spoke with owner of Top Shelf and discussed a settlement offer  
Stuart Leve reimbursements, asked Trevor if we need a closed session

## 10. ATTORNEY REPORT - Mr. Daniel

- a. No update

## 11. DIRECTOR COMMENTS

- a. J. Holden – DDA more involved in community. Possibly create stickers for businesses that are in DDA district. May 4th a dollar will be donated for orders made at Culvers to support Cop on the Block
- b. C. Riviera- Reinstate Marketing/Design Committees. Showed pictures of Seasonal Property Managements work. How are we handling Seasonal Property Management. Also, talked to Jim at Moschecks while she was on her usual daily check of the landscaping.
- c. A. Alexander- Create business cards for members of the DDA, so they can drop off at businesses.
- d. G. McLeod will swear in Greg Genter from Harvest Financial to replace T. Strobl. Using too much mulch around the trees and creating a problem covering the sewer grates.
- e. F. Frank need more marketing for DDA; agrees with J. Holden
- f. F. Cieszkowski Inquired why the DDA Board received emails that the work was done for the spring cleanup with Seasonal Property Management. Concerned that other emails received saying it was done, but have no way of knowing. Wanted to know what Seasonal Property Managements deadline was; April 30, 2023
- g. P. Carnarvon wants to know what recourse Seasonal Property Management will get if they work is not completed.

## 12. ADJOURNMENT

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

Motion carried unanimously.

j. Meeting Ended at 7:32 pm.