

# MINUTES

## Allen Park Downtown Development Authority

### MONTHLY MEETING

Thursday, July 27, 2023

6:30 p.m.

The Allen Park Downtown Development Authority met for its monthly session on Thursday, July 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 6:30 p.m.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL** Vice Chair/Secretary Cynthia Riviera called the roll. A quorum was present.

<b>Present:</b>	Alex Alexander	Director
	Paul Carnarvon	Treasurer (6:34 pm)
	Fred Frank	Director
	Greg Genter	Director
	Jeff Holden	Director
	Kurt Mazag	Chairperson
	Gail McLeod	Mayor
	Cynthia Riviera	Vice Chair/Secretary
	Andre Tirado	Director (6:39 pm)
Pete Zingas	Director	

<b>Excused:</b>	Frank Cieszkowski	Director
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<b>Absent:</b>	None
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<b>Others Present:</b>	Trevor Daniel	DDA Legal Counsel
	Ben Hughes	DDA Executive Director

#### 4. APPROVAL OF AGENDA

*Motion* by G. McLeod supported by G. Genter.

*Discussion* by J. Holden requested that item #11 Marketing Committee Update include two proposals/action items

*Resolved* to approve the agenda as amended.

*Motion carried unanimously.*

- *P. Carnarvon was not yet present for the vote.*
- *A. Tirado was not yet present for the vote.*

## 5. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

*Motion* by G. Genter supported by G. McLeod to approve the minutes of the June 22, 2023 meeting

*Resolved* to approve the minutes.

*Motion carried 7-1.*

- *F. Frank voted no.*
- *P. Carnarvon was not yet present for the vote.*
- *A. Tirado was not yet present for the vote.*

## 6. CITY UPDATE ON DISTRICT ISSUES

- Roadwork is continuing
- Water main replacement on Reeck Road is continuing
- Media event at Champaign Park is upcoming
- Biggby Coffee Drive through approved but need to go to ZBA for setback variance
- America in Bloom had 2 representatives in town and toured City and Parks
- Paving at lot for Artistic Dental / Andre's businesses, Tom Murray checking on the work that needs to be done, and potentially using a different asphalt company

## 7. FINANCIAL REPORT

*Motion* by F. Frank, supported by J. Holden, to approve the expenses and accept the financial report.

*Discussion* – G. McLeod – previous question on payment to Post Net. The majority of the payment was postcards for Farmer's Market but additional charge also for cards to be used at Farmer's Market for Steve Donahue for under \$125 dollars. F. Frank asked if the bill was paid without Ben's approval. Ben Hughes mentioned that he did not catch the additional \$125 bill for Farmer's Market cards but approved payment to Post Net.

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

*Motion carried unanimously.*

## 8. PUBLIC COMMENTS

- Joe from Allen Park Elks – is the paving of the alley behind the Elks on the schedule for this year? Ben Hughes clarified that it is not on the schedule for 2023 but we are working with DPS to determine which alleys will be on the schedule for 2024.
- Phillipa Matakas– wants signage on vacant buildings to be taken down; some landscaping is good, others not as much, what is economic vitality?
- Nancy Knick – helped with Kid's Corner and confirmed Ben Hughes is the contact
- Steve Donahue – thank members for assistance at Farmer's Market and Touch a Truck. Wants the DDA and City Websites to have the same information relating to the DDA. Seem to be two DDA facebook pages? Will we be able to turn on the power for the Farmer's Market and better locate power with that? As to the cards on the bill from

Post Net, Steve mentioned that he helped Lauren Bielak design a foldover calendar card for the Farmer's Market and reviewed them with DDA Vice Chair/Secretary Cindy Riviera prior to submitting to Post Net for production.

- Ed Wurtzbacher - on beautification commission and AP civics citizen fund. Ben Hughes stepped up for the City Cleanup scheduled for September and DDA is providing food for the cleanup.

#### 9. DTE Street Light Proposal

- Debra Cain (Account Manager for the City of Allen Park DTE Account for past 20 years) and Tom Balog (Electrical Design Engineer) presented from DTE.

*Motion* by G. McLeod supported by A. Tirado to accept the proposal presented by DTE.

*Resolved* to accept the proposal presented by DTE.

*Motion carried 9-1.*

- *C. Riviera voted no.*

#### 10. CHAIRPERSON'S REPORT

1. *Vacant Building Registry* – we now have a list to identify vacant properties.
2. *Problems & Resolutions List* – we have a list to identify problem areas and projects lists for the DDA to address.
3. *Projects List* – this list identifies the priority of projects on the list for the DDA.

#### 11. MARKETING COMMITTEE UPDATE – J. Holden updated:

- Jeff Holden thanked those who participated in the Marketing Committee Meeting. He presented two proposals, the first to update the DDA logo and slogan, and the second to create a DDA Visitor Guide.

1. *New Logo Contest* – proposed creating a contest to solicit new logo design ideas.

*Motion* by J. Holden supported by P. Carnarvon to create and market a logo contest at a cost not to exceed \$1,000.

*Resolved* to create and market a logo contest at a cost not to exceed \$1,000.

*Motion carried unanimously.*

2. *DDA Visitor Guide* – proposed creating a DDA visitor guide highlighting the events and businesses in the DDA.

*Motion* by J. Holden supported by G. McLeod to create and publish a DDA Visitor Guide at a cost not to exceed \$7,500.

*Discussion* – F. Frank commented that it would be nice to expand the visitor guide to be city-wide, as while the majority of businesses in the City are in the DDA district, it would be beneficial to the City and a nominal cost to increase this to include all the businesses and Parks and Recreation events. Also asked if the amount requested is sufficient. A. Tirado mentioned that this is a great idea and would like to see this

eventually converted to a digital format in addition to the print format. J. Holden asked to withdraw the Motion and G. McLeod agreed.

***Motion Withdrawn.***

***Renewed/Amended Motion*** by J. Holden supported by F. Frank to create and publish a DDA Visitor Guide at a cost not to exceed \$8,500.

***Resolved*** to create and publish a DDA Visitor Guide at a cost not to exceed \$8,500.

***Motion carried unanimously.***

**12.DESIGN COMMITTEE UPDATE – Mr. Hughes updated:**

- Meeting will be held next month and two DDA board directors have so far volunteered to serve on the committee. Looking for more committee members.

**13.EXECUTIVE DIRECTOR REPORT – Mr. Hughes updated:**

- Thankful for the help from DDA board directors and other city departments at the special events

**14.ATTORNEY REPORT - Mr. Daniel**

1. ***Update on Bylaws Committee*** – we are forming a committee to work with Mr. Daniel and Mr. Hughes on revising/updating our bylaws. Two DDA directors have so far volunteered to serve on the committee. Looking for more volunteers to serve on the committee.
2. ***Update on Resignation of Executive Assistant/Special Events Coordinator*** – Lauren Bielak, our former Executive Assistant/Special Events Coordinator resigned on Friday, July 14, 2023. Mr. Daniel was planning to inform the board of the discipline history of Lauren Bielak during her employment but that is no longer necessary now that she has voluntarily resigned. Mr. Daniel has been in contact with Lauren's attorney who claim EEOC and MDCR complaints have been filed. Mr. Daniel has not been notified of this by EEOC or MDCR and has requested this information from Lauren's attorney. The DDA will take the appropriate action to defend against these claims if presented.

**15.DIRECTOR COMMENTS**

- A. Alexander – volunteered to serve on the Design Committee.
- A. Tirado – volunteered to serve on the Bylaws Committee
- G. Genter – volunteered to serve on the Bylaws Committee
- J. Holden – August 14, 2023 at 6:00 pm will be the next Marketing Committee Meeting.

**16.ADJOURNMENT**

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

*Resolved* to adjourn the meeting.

*Motion carried.*

*Meeting Ended at 8:54 PM*