

# MINUTES

## Allen Park Downtown Development Authority

### MONTHLY MEETING

Thursday, August 24, 2023

6:30 p.m.

The Allen Park Downtown Development Authority met for its monthly session on Thursday, August 24, 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.

Present:	Alex Alexander	Director
	Paul Carnarvon	Treasurer
	Frank Cieszkowski	Director
	Fred Frank	Director (6:33 pm)
	Jeff Holden	Director
	Kurt Mazag	Chairperson
	Gail McLeod	Mayor
	Cynthia Riviera	Vice Chair/Secretary
	Andre Tirado	Director
Pete Zingas	Director	

Absent: Greg Genter Director

Others Present:	Trevor Daniel	DDA Legal Counsel
	Ben Hughes	DDA Executive Director

#### 4. APPROVAL OF AGENDA

*Motion* by K. Mazag supported by A. Tirado

*Resolved* to approve the agenda as amended.

*Motion carried unanimously.*

- *F. Frank was not yet present for the vote.*

**5. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS**

*Motion* by G. McLeod supported by P. Carnarvon to approve the minutes of the July 27, 2023 meeting

*Resolved* to approve the minutes.

*Motion carried unanimously.*

- *F. Frank was not yet present for the vote.*

**6. CITY UPDATE ON DISTRICT ISSUES**

- Roadwork is continuing
- MEL\_NAP School grand opening at the former Baker College was very well attended

**7. FINANCIAL REPORT**

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

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

*Motion carried unanimously.*

**8. PUBLIC COMMENTS**

- Steve Donahue – thanked F. Frank and other board members who have been coming to Farmer's Market and talking to vendors. Also thanked Ben Hughes for doing a good job managing the Farmer's Market.

**9. Façade Grant Reimbursement for Planned Choices – 4517 Allen Road**

*Motion* by G. McLeod supported by P. Carnarvon to approve the release of \$1,348.00 in Façade Grant Improvement funds.

*Resolved* to release \$1,348.00 in Façade Grant Improvement funds.

*Motion carried unanimously.*

**10. Façade Grant Reimbursement for May's Bakery – 6617 Allen Road**

*Motion* by A. Tirado supported by J. Holden to approve the release of \$2,000.00 in Façade Grant Improvement funds.

*Resolved* to release \$2,000.00 in Façade Grant Improvement funds.

*Motion carried unanimously.*

**11. 17410 Ecorse Road – Third Amendment to Purchase Agreement**

*Motion* by G. McLeod supported by A. Tirado to approve the execution of the Third Amendment to the Purchase Agreement of 17410 Ecorse Road.

*Resolved* to approve the execution of the Third Amendment to the Purchase Agreement of 17410 Ecorse Road.

*Motion carried unanimously.*

**12.DTE Proposal to Install GFI receptacles on N. Allen Street Lights**

*Motion* by J. Holden supported by G. McLeod to approve DTE installing 56 GFI receptacles on N. Allen street lights at a total cost of \$5,600.00.

*Resolved* to approve DTE installing 56 GFI receptacles on N. Allen street lights at a total cost of \$5,600.00.

*Motion carried unanimously.*

**13.CHAIRPERSON'S REPORT**

1. *Vacant Building Registry*
2. *Problems & Resolutions List*
3. *Projects List*

**14.MARKETING COMMITTEE UPDATE – J. Holden**

- The Logo Contest is moving forward and will run during September.
- Trunk or Treat will take place again in October and would be helpful if the street can be closed as it was last year

**15.DESIGN COMMITTEE UPDATE – Mr. Hughes**

- The August meeting was rescheduled.
- Multiple businesses are in the process of gathering information to submit façade grants in the near future.

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

- Former Comerica Bank drive through has been sold to Ted's Coney Island
- Former Comerica Bank building was sold to an investor who has a tenant looking to open a Jewelry Store

**17.ATTORNEY REPORT - Mr. Daniel**

- No additional updates

**18.DIRECTOR COMMENTS**

- A. Tirado – Main Street Account that DDA had F. Frank's information on it, and it needs to be updated and requests that A. Tirado can be the contact. Would be nice to have a project management application for DDA projects for people to access and monitor.
- J. Holden – September 11, 2023 at 6:00 pm is Marketing Committee Meeting

**19.ADJOURNMENT**

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

*Resolved* to adjourn the meeting.

*Motion carried unanimously.*

*Meeting Ended at 7:51 pm.*