

# MINUTES

## Allen Park Downtown Development Authority

### MONTHLY MEETING

Thursday, February 23, 2023

6:30 p.m.

The Allen Park Downtown Development Authority met for its monthly session on Thursday, February 23, 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 6:32 p.m.
2. **ROLL CALL** Executive Director Mr. Hughes called the roll. A quorum was present.

**Present:**

Alex Alexander	Director
Fred Frank	Director
Jeff Holden	Director
Kurt Mazag	Chairperson
Gail McLeod	Mayor
Tom Strobl	Director

**Excused:**

Paul Carnarvon	Treasurer
Frank Cieszkowski	Director
Cynthia Riviera	Vice Chair/Secretary
Pete Zingas	Director

**Absent:**

Andre Tirado	Director
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**Others Present:**

Trevor Daniel	DDA Legal Counsel
Robert Cady	Consultant
Ben Hughes	DDA Executive Director
Lauren Bielak	Admin. Assistant

### 3. APPROVAL OF AGENDA

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

*Resolved* to approve the agenda.

*Motion carried unanimously.*

### 4. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

*Motion* to approve the minutes of the January 26, 2023 meeting - by J. Holden, supported by T. Strobl

*Resolved* to approve the minutes.

*Motion carried unanimously.*

## 5. DISTRICT ISSUES AND UPDATES –

- A. Alexander – question on what former Park Cleaners will be turned into – answer likely a social hall; question on if we could place a limit on certain types of business – answer is No and that is a City issue/ordinance issue that DDA does not have control over
- F. Frank – parking tractor trailers as fencing are no longer present.
- T. Strobl – USBC Masters is March 26 – April 2. National Event sold out in 10 minutes (tournament hasn't been here in 50 years, which was at COBO Hall). Wants business information to promote local businesses in handouts.
- J. Holden – wants a Visitors Guide for Allen Park.

## 6. CITY UPDATE ON DISTRICT ISSUES

- Asbestos removal from theatre is on phase 2. Hopefully demolition will commence in March.

## 7. CITIZEN'S COMMENTS –

- none

## 8. FINANCIAL REPORT

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

*Discussion* – T. Strobl asked about the transfer of money into T-bills, and question on how much money had to be on hand in relation to the bonds, and wondering if it could be possible to take advantage of more investment. Mr. Cady reported the requirement is to hold 2x bond payment in reserve. F. Frank mentioned that he does not believe the 2x reserve has to be held in cash. J. Holden, A. Alexander and K. Mazag inquired if it would be better to pay off the bonds earlier. Mr. Cady doesn't believe we would save much money as we just refinanced them and are paying so little in interest over the next two years. K. Mazag mentioned that Mr. Hughes and K. Mazag can meet with Mr. Cady to discuss this.

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

*Motion carried unanimously.*

## 9. CHAIRPERSON'S REPORT

- a) *Walk the DDA District* – wants to coordinate a walk around the DDA district in April to observe and create a spreadsheet of observations to help improve the DDA, and wants to have a working history of resolved items

- b) **Design Committee Membership & Meeting** – we will keep the Design Committee and meet as needed.
- c) **Marketing Committee Membership & Meeting** – we will keep the Marketing Committee and meet as needed. J. Holden volunteered to serve.
  - o Mr. Hughes mentioned that the topic of Committees could be discussed in more detail at the March meeting on their formation, members v non-members, number of committee members, etc.
- d) **Bicycle Paths** – looking at creating bicycle paths and some more information may be forthcoming

10. EXECUTIVE DIRECTOR REPORT – Mr. Hughes updated:

- a) **2023-2024 DDA Budget** – Mr. Hughes is preparing a budget and will be submitting that to the board for review
- b) **2023 Special Events** – packet included a 2 page document identifying the special events the DDA will be sponsoring and managing in 2023.

**Motion** by F. Frank, supported by G. McLeod to adopt the 2023 calendar of special events as presented.

**Discussion** – T. Strobl asked about including the Holiday Train. G. McLeod mentioned that we have no control over the holiday train, but acknowledges it is an issue with safety and other items. F. Frank – spoke to City Administrator and Chief of Police about this after a previous meeting and he believes it is a police issue. J. Holden – concern is do these events meet the objections of the DDA? If businesses won't participate, we should not tell them what to do, only suggest how they can benefit, or we should go in another direction. F. Frank – agrees we need to analyze the events and feedbacks and analyze them with the 4 points of Main Street, but believes we should move forward with these events while continuing to review them and their impact, and believes that events help promote interest and show citizens the DDA is working for the district. J. Holden – concern is citizens don't know what the DDA is and that the events were sponsored and put on by the DDA. He thinks the DDA needs to receive the credit for these events. G. McLeod commented that we are somewhat starting fresh with a new director and with his attention to personally reach the businesses may help address some of these concerns and improve participation.

**Resolved** to approve the 2023 calendar of special events as presented.

**Motion carried unanimously.**

- c) **DTE Street Lights Update** – a sample pole has been installed by DTE, the feedback from the individual board members seems to favor the black top light over the clear top light. A more detailed update will be provided at the next board meeting.
- d) **Top Shelf Reimbursement** – remains an open issue seeking reimbursement for the destruction of the trees and Mr. Hughes will seek a meeting with the owner to discuss.

- e) ***Stuart Leve Reimbursement*** – remains an open issue seeking reimbursement for the destruction of the trees and Mr. Hughes will continue working on this.

**11. ATTORNEY REPORT** - Mr. Daniel

Nothing to report this month

**12. DIRECTOR COMMENTS**

- A. Alexander – suggested the DDA create a welcome package to welcome all new businesses into the DDA district
- J. Holden – March 14 will be Culver’s share night for Lindemann; Concretes for a Cause for APCCF was today and will be added for a second night
- K. Mazag – wants to pursue DDA-wide internet; wants to look into new benches, bike racks and trash cans and ensuring they are placed in the right locations; wants to create an Excel Spreadsheet about the businesses that are in flux and include that in the board member packets; wants ideas on what we can do to improve the DDA

**13. ADJOURNMENT**

***Motion*** by G. McLeod, supported by J. Holden to adjourn the meeting.

***Resolved*** to adjourn the meeting.

***Motion carried.***

***Meeting Ended at 8:06 pm.***