

MINUTES

Allen Park Downtown Development Authority

MONTHLY MEETING

Thursday, January 26, 2023

6:30 p.m.

The Allen Park Downtown Development Authority met for its monthly session on Thursday, January 26, 2023, 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** Vice Chairperson/Secretary C. Riviera called the roll. A quorum was present.

Present:	Alex Alexander	Director
	Paul Carnarvon	Director
	Frank Cieszkowski	Director
	Fred Frank	Chairperson
	Jeff Holden	Director
	Kurt Mazag	Director
	Gail McLeod	Mayor
	Cynthia Riviera	Vice Chair/Secretary
	Tom Strobl	Director
	Andre Tirado (6:38 pm)	Director
	Pete Zingas	Director

Excused: none

Absent: none

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 G. McLeod supported by K. Mazag.

Resolved to approve the agenda.

Motion carried unanimously.

4. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Motion to approve the minutes of the December 8, 2022 meeting - by J. Holden, supported by P. Carnarvon

Resolved to approve the minutes.

Motion carried

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

Motion to approve the minutes of the January 12, 2023 meeting - by G. McLeod, supported by J. Holden

Resolved to approve the minutes.

Motion carried unanimously.

6. **DISTRICT ISSUES AND UPDATES –**

- F. Frank – front of former studio property, Ford/Roush vehicles parked there and now they are parking tractor trailers which is not a great look to the entrance of the city. Building Department may try to contact them.

7. **CITY UPDATE ON DISTRICT ISSUES**

- Park Ave. Drycleaners was sold. Brownfield award for \$15,000.
- Asbestos being removed from theatre, timeline for completion 2-3 weeks, and demolition will commence after that.
- Rec Department got LED lighting in the gym.
- City Hall will be closed for President's Day.

8. **CITIZEN'S COMMENTS –**

- Tony Lalli – comment on trailers, Mr. Lalli doesn't think you can really see them.

9. **FINANCIAL REPORT**

Motion by G. McLeod, supported by K. Mazag to approve the expenses and accept the financial report.

Discussion – P. Carnarvon asked who is handling PNC account for downtown dollars.

Resolved to accept the financial report and approve the expenses.

Motion carried unanimously.

10. **CHAIRPERSON'S REPORT**

- **17410 Ecorse Road** – under contract for sale for buyer to construct a Bigby Coffee
- **Market Analysis** – given to directors on a thumb drive
- **MML Insurance** – miscellaneous income from past light poles coming down and insurance reimbursements for those (excluding deductible)
- **Email that went out** – nothing to the vicious claims sent out via email and will determine the appropriate response

11. **EXECUTIVE DIRECTOR REPORT** – Bob Cady updated:

- a) **DTE/LED Lighting Update** – a demo pole will be installed in front of Car Tunes so everyone can see and express their opinion on the pole. Photo metric study will be conducted by DTE and then we can analyze the pricing and timetable.
- b) **Taste of Downriver** – SW Chamber of Commerce selected Allen Park to host the event August 15, 2023

Motion by K. Mazag, supported by C. Riviera to go forward with hosting this event.

Discussion – J. Holden asked if there is a cost to Allen Park businesses who are not SW Chamber members – unsure if there is a cost but Allen Park businesses can be involved. J. Holden asked about the location on Philomene – Bob Cady said from Allen to Bob Seger Drive. Unsure of exact details at this time. J. Holden would like to be involved in this event. Questions on liquor license and we are unsure at this time. Details still need to be figured out.

Resolved to go forward with hosting this event.

Motion carried unanimously.

- c) **Alley List** – was received from DPS for 3 alleys to pave this year
- d) **Ben Hughes** – was approved by Council and is now acting director. Today was his first day. Thank you to the DDA board for approving me, and thank you to the mayor and council for their unanimous approval. Honesty is important and valued to him and he is more than available to discuss any of the items being raised in this most recent email that was circulated. He will send an email to the board with his direct contact information. He wants to meet with each director individually.

12. ATTORNEY'S REPORT - Mr. Daniel

- A. Parking Lot Leases – to be discussed with Ben Hughes
 - i. Warwick – agreement expires in March 2023 (30 years) and we will need to decide soon how to proceed
 - ii. Beatrice – agreement expires in September 2023 (30 years) and we will need to decide soon how to proceed
- B. Election of Officers
 - Motion** by G. McLeod, supported by A. Tirado to elect officers.
 - i. **Chairperson** – F. Frank and K. Mazag were nominated. No additional nominations from the board. Roll call vote was taken with K. Mazag being elected Chairperson for 2023 in a 6-5 vote over F. Frank.
 - ii. **Vice-Chairperson/Secretary** – C. Riviera was nominated. No additional nominations from the board. Vote was taken. C. Riviera was elected unanimously.
 - iii. **Chairperson** – P. Carnarvon was nominated. No additional nominations from the board. Discussion by P. Carnarvon that he will try but that he has a lot going on, but will try to serve. Vote was taken. P. Carnarvon was elected unanimously.

13. DIRECTORS' COMMENTS

- Everyone thanked Fred Frank for all his service
- T. Strobl – the property north of Thunderbowl – inquired on if the project is moving forward. Question on when the flock cameras would be installed. One is near DDA.

14. ADJOURNMENT

Motion by C. Riviera, supported by K. Mazag to adjourn the meeting.

Resolved to adjourn the meeting.

Motion carried.

Meeting Ended at 7:35 pm.