

# MINUTES

## Allen Park Downtown Development Authority

### Monthly Meeting

Thursday, January 25, 2024

6:30 p.m.

The Allen Park Downtown Development Authority met for its monthly session on Thursday, January 25, 2024 at 6:30 PM at City Hall, 15915 Southfield Road, Allen Park, MI 48101.

1. **CALL TO ORDER** Chairman Mazag called the meeting to order at 6:30 PM.

2. **ROLL CALL** Director Hughes called the roll. A quorum was present.

Present:	Alex Alexander	Member
	Paul Carnarvon	Member
	Fred Frank	Member
	Greg Genter	Member
	Jeff Holden	Member
	Kurt Mazag	Chairperson
	Gail McLeod	Mayor
	Andre Tirado	Member
	Pete Zingas	Member
Excused:	Frank Cieszkowski	Member
	Cynthia Riviera	Vice Chair / Secretary
Others Present:	Trevor Daniel	DDA Legal Counsel
	Ben Hughes	DDA Director
	Kim Stineman	DDA Admin Assistant

### 3. APPROVAL OF AGENDA

**Motion** by J. Holden supported by G. Genter to approve the January 25, 2024 Meeting Agenda

**Resolved** to approve the agenda.

**Motion carried unanimously.**

### 4. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

**Motion** by G. McLead supported by J. Holden to approve the minutes of the December 14, 2023 meeting.

**Resolved** to approve the minutes.

**Motion carried unanimously.**

## 5. CITY UPDATE ON DISTRICT ISSUES

- Streets have been selected for improvement and sectioning - Wick Rd, Herrick St. and Brody Ave. off Pelham Rd.
- City Hall is closed Monday, February 19th for Presidents Day.
- Review of Champaign Park is underway, with a focus on parking lot and accessibility, including accessibility to and around baseball fields.
- Beginning budget process for fiscal year 2024-2025
- Police patrol contract was ratified by Patrol unit and approved by City Council

## 6. FINANCIAL REPORT

**Motion** by F. Frank supported by J. Holden to approve the December 2023 expenses and financial reports

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

**Motion carried unanimously.**

## 7. PUBLIC COMMENTS

- Len Perotta – representing the Festivities Commission – inquired about the light pole plans and where power outlets will be located on the poles. B. Hughes explained that the new 13ft poles will have outlets that are higher up for the lighted holiday decorations. There will be a power source on every pole but there will be less poles because new LED lights cover a larger area. Hughes to provide a map of where new poles will be placed for Festivities Commission.
- Gary Schlack – noted that the Car Show is scheduled for June 19<sup>th</sup>, which is a federal holiday. B. Hughes responded that 2024 Event Calendar dates are the same as 2023 special events schedule.

## 8. 2024 PAVING OF ALLEY ON NORTH SIDE OF ECORSE ROAD (Between Winona Avenue and Cortland Avenue)

**Motion** by F. Frank – for DDA to budget an amount necessary to pay for the paving of the alley, but not to exceed the amount that would be paid if there was not commercial use, done to city specifications, must be at a competitive price, within 6 months after paving, half the

cost of paving to be spent on landscaping acceptable to DDA director - contingent on closing by Jan 31.

**Supported** by J. Holden to approve for DDA to pay 100% of expenses

**Resolved** to approve for DDA to pay 100% of expenses for 2024 Paving of Alley on North side of Ecorse Road (between Winona Ave and Cortland Ave.).

**Motion carried unanimously.**

## 9. DDA 2024 CALENDAR OF SPECIAL EVENTS

**Motion** by J. Holden supported by G. McLeod to approve the DDA 2024 Calendar of Special Events.

**Discussion** by B. Hughes said approval of dates and events are for purpose of the visitors guide, and does not include approval for 2024 event budget or potential co-sponsorship of events. Additional discussion by B. Hughes regarding Made In Michigan festival and whether it should be held all day on Sat. / Sun. (instead of Fri. / Sat.) based on vendor feedback in 2023. P. Carnarvon suggests getting more information by surveying last year's participants and local bars.

**Resolved** to approve the DDA 2024 Calendar of Special Events.

**Motion carried unanimously.**

## 10. CHAIRPERSON'S REPORT

1. Vacant Building Registry
2. Problems & Resolution List
3. Projects and Priorities List

## 11. MARKETING COMMITTEE UPDATE - J. Holden

1. DDA Visitor Guide - will be printed for marketing and serve as a contact list / directory to communicate with DDA businesses, will reach out to DDA businesses soon for advertising opportunities.
2. Logo discussion - working with logo contest winner to incorporate suggested edits, hoping to present at next meeting.
3. Actively Working on Events

## 12. DESIGN COMMITTEE UPDATE - F. Frank

- Nothing to Report

### 13. EXECUTIVE DIRECTOR'S REPORT - B. Hughes

1. Update on Top Shelf Liquor Agreement - Dec meeting - approved settlement with Top Shelf, check amount was incorrect, on Dec. 28th they issued a new check in the correct amount. Correct check was deposited on Dec. 29<sup>th</sup>.
2. Update on 6834 Park Avenue (previously Flowers on the Avenue) City Council on January 23, 2024 approved the sale of the property to the DDA in amount of \$18,614.58. Title is now cleared. Hughes will request support to purchase building at February meeting of the DDA Board.

### 14. ATTORNEY'S REPORT - T. Daniel

- Closing at 2pm tomorrow (1/26/24) on 17410 Ecorse Rd Property

### 15. ELECTION OF DDA EXECUTIVE OFFICERS

T. Daniel – there is one nomination for each position

1. Chair - Kurt Mazag
2. Vice Chair - Fred Frank
3. Secretary - Andre Tirado

**Motion** by G. McLeod supported by F. Frank to approve the election of DDA Executive Officers

**Resolved** to approve the election of DDA Executive Officers

**Motion carried unanimously.**

### 16. DIRECTORS COMMENTS

- P. Carnarvon - asked when Christmas decorations will be removed - B. Hughes responded that removal will take place between Jan. 29th - Feb. 2nd.
- J. Holden - Feb. 5th is the next marketing committee meeting, Culver's will be hosting a fundraiser for Lindemann elementary
- F. Frank - Allen Park put Lion's flags outside City Hall

### 17. ADJOURNMENT

**Motion** by J. Holden, supported by F. Frank to adjourn the meeting.

**Resolved** to adjourn the meeting.

**Motion carried unanimously. Meeting Ended at 7:32 pm.**