

MINUTES

Allen Park Downtown Development Authority

REGULAR MEETING

Thursday, May 24, 2018

6:30 p.m.

The Allen Park Downtown Development Authority met in regular session on Thursday, May 24, 2018, at 6:30 p.m. in the conference room at the DDA offices.

1. **PLEDGE OF ALLEGIANCE**

2. **CALL TO ORDER** Chairman Keenan called the meeting to order at 6:30 p.m.

3. **ROLL CALL** Vice-chairman/secretary Riviera called the roll. A quorum was present.

Present:	Fred Frank	Director
	Tracy Fressel (6:36)	Director
	Tom Gunderson	Director
	Laura Kozlowski	Director
	William Matakas	Mayor
	Ron Mistor	Treasurer
	Cindy Riviera	Vice-Chair/Secretary

Excused:	Bob Keenan	Chairman
	Kevin Potocsky	Director

Absent:	Peter Zingas	Director
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Others Present:	Dennis Miller	DDA Legal Counsel
	Jennifer Kibby	DDA Executive Director
	Gail McLeod	Mayor Pro Tem

Conflict of Interest forms were made available on the conference room table.

4. **APPROVAL OF AGENDA**

Motion by R. Mistor supported by W. Matakas

Resolved to approve the agenda.

Motion carried.

5. **APPROVAL OF MINUTES**

Motion by W. Matakas, supported R. Mistor

Resolved to approve the minutes from the April 26, 2018 meeting.

Motion carried.

6. DISTRICT ISSUES AND UPDATES

7. CITY UPDATE ON DISTRICT ISSUES.

8. ATTORNEY'S REPORT.

Motion by T. Fressel, supported C. Riviera

Resolved to direct the executive director and attorney to draft an agreement revising the lease at 5955 Allen Rd. and bring back to the board for review. The agreement should provide the DDA permanent easement to the community sign and driveway; transfer maintenance responsibility for paving, the screening wall, lighting, mowing, and snow removal to the property owners; and maintain egress from Allen to the back of the lot.

Motion carried. Matakas casting NO vote.

9. CITIZEN'S COMMENTS ON AGENDA ITEMS.

10. FINANCIAL REPORT

a. *PNC Account*

Motion by R. Mistor, supported by C. Riviera

Resolved to close the DDA's PNC account by June 31, 2018.

Motion carried.

b. *2018 Mow Contract*

Motion by W. Matakas, supported by R. Mistor

Resolved to table action. The executive director will bring DPS quotes to the next meeting for consideration.

Motion carried.

c. *Financial Report*

Motion by R. Mistor, supported by L. Kozlowski

Resolved to approve the May financial report.

Motion carried.

11. CHAIRMAN'S REPORT

Motion by F. Frank, supported by T. Fressel

Resolved to enter into negotiations for an enforceable purchase agreement for 17410 Ecorse subject to MDEQ terms.

Motion carried.

12. EXECUTIVE DIRECTOR'S REPORT

13. COMMITTEE REPORTS

a. *Design.*

No May meeting.

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b. **Marketing.**

No May meeting.

14. **UNFINISHED BUSINESS.**

15. **NEW BUSINESS**

16. **CITIZEN COMMENTS**

17. **DIRECTORS' COMMENTS.**

18. **ADJOURNMENT**

The meeting adjourned at 8:50 p.m.

Respectfully submitted,

Robert Keenan, Chairman

Cynthia Riviera, Vice-chairman/secretary

Expense Report: April 2018

Name	Description	Classification	Amount
City of AP: Water/Sewer	DDA office water	A: DDA	53.25
City of AP: General Fund	Flower box sponsorship	Reserve	300.00
Downriver Pest Control	Quandt rat abatement	CAG: Pest Removal	130.00
DTE 0923 6	DDA office gas	A: DDA	255.25
DTE 3687 3	17425 Ecorse lot lights	CAG: Electricity	63.97
DTE 3699 8	5851 Allen lot lights	CAG: Electricity	357.76
DTE 8221 3	5301 Allen lot lights	CAG: Electricity	224.16
DTE 9927 5	DDA office electric	A: DDA	215.06
Haddix Electric	March & April light checks	CAG: Electricity	4,315.50
John's Landscaping	Snow removal (4 of 4)	CAG: Snow	4,175.00
Law Offices of Miller & Miller	February & March retainer	A: Legal	2,500.00
Matthew Leger	Park Ave. Realty design assistance	D: FG	250.00
	Pedestrian plaza design	D: Ped Plaza	100.00
Rug Rescue Cleaning	DDA office carpet cleaning	A: DDA	160.00
Stuart Leve, Inc.	Spring landscape cleanup	CAG: Landscape	21,000.00
US Bank	2005 bond fees	A: Debt	250.00
Antonia Wisniewski	DDA office cleaning: March & April	A: DDA	120.00
WOW!	Phone and internet	A: Phone/Internet	319.80
Total			\$34,789.75

Account Balance: April 30, 2018

PNC Operating	19,749.85
Petty Cash	\$500.00
Comerica Operating	1,018,523.38
\$	1,038,773.23