

MINUTES

Allen Park Downtown Development Authority

REGULAR MEETING

Thursday, February 22, 2018

6:30 p.m.

The Allen Park Downtown Development Authority met in regular session on Thursday, February 22, 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 6:31 p.m.

3. **ROLL CALL** Jennifer Kibby called the roll. A quorum was present.

Present:	Fred Frank	Director
	Tom Gunderson	Director
	Bob Keenan	Chairman
	Laura Kozlowski	Director
	William Matakas	Mayor
	Ron Mistor	Treasurer
	Peter Zingas (6:45)	Director
Excused:	Tracy Fressel	Director
	Kevin Potocsky	Director
	Cindy Riviera	Vice-Chair/Secretary
Others Present:	Trevor Daniel	DDA Legal Counsel
	Jennifer Kibby	DDA Executive Director

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

4. APPROVAL OF AGENDA

Motion by W. Matakas supported by R. Mistor

Resolved to approve the agenda.

Motion carried.

5. APPROVAL OF MINUTES

Motion by T. Gunderson, supported R. Mistor

Resolved to approve the minutes from the January 25, 2018 meeting.

Motion carried.

6. DISTRICT ISSUES AND UPDATES

Mr. Gunderson reported other businesses are using the new cardboard dumpster. It is a great service.

7. CITY UPDATE ON DISTRICT ISSUES.

Mayor Matakas reported everything is on schedule to move into the new city hall by May, although there may be a delay in finishing the jail cells. Only two manufacturers in the entire country make cells and there is a backlog of orders. The city tried to purchase cells from the abandoned county project, but they were left in a vacant field and rusted. Dearborn extended Allen Park's jail contract until the city has its own facilities. The roof at the new city hall will be pyramid shaped, siphoning water into a trough. A similar design was used at the David Lawrence in Pittsburgh. That roof is 20 years old and still looks good. Even with the roof design, costs are still at \$178/sf for the reconstruction.

8. ATTORNEY'S REPORT.

9. CITIZEN'S COMMENTS ON AGENDA ITEMS.

10. FINANCIAL REPORT

Motion by R. Mistor, supported by L. Kozłowski
Resolved to approve the February financial report.
Motion carried.

11. CHAIRMAN'S REPORT

The Design Committee met with council's Municipal Complex Committee regarding the Philomene pedestrian street proposal. The purpose of the meeting was simply to see if the city had any interest in the idea. There was lots of discussion, some of it heated. While it was apparent city administration was opposed to the project, there was a great deal of misunderstanding about where it would be located and what it really is. The meeting ended with no clear decision, although committee members later communicated they discussed the proposal amongst themselves after the meeting. They would like to operate in the new city hall for six months and then revisit the proposal. They are unsure if they will need outdoor storage in the proposed spot. If the city is interested in the project next fall, the DDA will prepare more detailed plans addressing delivery, police access, etc.

Chairman Keenan also addressed complaints from some council members that the DDA isn't maintaining its landscaping, specifically the Ecorse streetscape and lots behind CVS and Biggby. He reviewed the Ecorse streetscape history. There is no doubt 2016 was a tough year for the project. It was still under the MDOT maintenance contract, but by early summer the DDA realized this was insufficient and took on additional maintenance itself. The ensuing drought wreaked havoc on the new turf in the easements, killing most of it and leaving only weeds. The same thing happened on I-96 to the sod planted there at the same time. Finally, there was no city ordinance enforcement and weeds grew out of control on the easements – which are the business' responsibility. All of these issues were remedied in 2017. The DDA hired landscape maintenance beginning in early spring and continuing throughout the season, regularly fertilized

the easements, and reported violations to the ordinance officer. Unfortunately, it appears these improvements went unnoticed. As for the CVS and Biggby lots, neither of these areas are the DDA's responsibility. The city owns the lot behind CVS and the Biggby site is privately managed.

12. Executive Director's Report.

- i) *Bike Racks.* Ms. Kibby reported two bike racks appear to have been damaged by sidewalk snow plows. The handyman will remove the racks to be either repaired or replaced.
- ii) *Ecorse Streetscape.* The weed control/fertilizing contract for the Ecorse easements was renewed for the final year. Next year Mr. Mistor advises the areas should be well enough established to thrive without the chemicals.
- iii) *Holiday Lights.* DPS will take the snowflake lights down in the next week.

13. COMMITTEE REPORTS

a) Design.

Motion by F. Frank, supported by R. Mistor

Resolved to award the Ostro project a façade grant not to exceed \$10,000. The board noted the façade grant guidelines allow it discretion to increase grants above \$5,000. Given this project's great curb appeal and extraordinary improvement, the board opted to increase the FY18 grant rather than spread the grants across two fiscal years.

Motion carried.

b) Marketing

Ms. Kibby reported the Marketing Committee will work to raise the DDA's presence through content marketing on Facebook, expansion to Twitter and Instagram, and perhaps a blog on its new web site. The committee is also planning a battle of the bands during Made in Michigan.

14. UNFINISHED BUSINESS.

- a) **Striping.** Ms. Kibby is to investigate striping options and pricing and bring her findings back to the board for consideration.

15. NEW BUSINESS

- a) **Pocket Park.** Mr. Mistor reported he would like the board to consider improvements to the Pocket Park this year: new seating, enclosing the site for safety, bigger tables, etc.
- b) **MIM Poster Contest.** Mayor Matakas suggested the Marketing Committee start a poster contest for Made in Michigan. Entries could be displayed in windows throughout the district with a location guide. This will be sure to bring parents downtown to see their child's entry. Ms. Kibby will talk with art teachers in the local schools.

16. CITIZEN COMMENTS

17. DIRECTORS' COMMENTS.

- a) Mayor Matakas advised the city and DDA need to clarify the DDA's maintenance obligations. He believes the DDA Act allows the DDA to maintain public facilities it creates over and above the city's responsibility, citing bioswales, leased parking lots, etc. He stated it could be argued the city is responsible for striping. He advises the city and DDA to work together to clarify roles and responsibilities, citing a Miller Canfield communication to MML.

18. ADJOURNMENT

The meeting adjourned at 8:40 p.m.

Respectfully submitted,

Bob Keenan, Chairman

Ron Mistor, Treasurer

DRAFT

Expense Report: January 2018

Name	Description	Classification	Amount
Affordable Comfort Heating & Cooling	Furnace repair	Reserve	587.30
Antonia Wisniewski	DDA office cleaning	A: DDA	90.00
City of Allen Park	Audit overage	Reserve	2,500.00
D & B Landscaping	Ecorse/Larme restoration	CAG: Land. Replace	850.00
Downriver Pest Control	Quandt rat abatement	CAG: Pest Removal	130.00
DTE 8221 3	5301 Allen lot lights	CAG: Electricity	148.50
DTE 3687 3	17425 Ecorse lot lights	CAG: Electricity	42.07
DTE 9927 5	DDA office electric	A: DDA	84.41
DTE 0923 6	DDA office gas	A: DDA	115.73
Haddix Electric	September & October light checks	CAG: Electricity	1,744.50
Jennifer Kibby	Reimbursement	Split	644.36
JoNick Properties	Winter taxes	A: Rent	765.60
John's Landscaping	Snow removal (1 of 4)	CAG: Snow	4,175.00
Law Offices of Miller	November retainer	A: Legal	1,250.00
Matthew Leger	Food Truck Park	D: FG	250.00
Verizon Wireless	Telephone/Internet	A: Phone/Internet	91.15
Total			\$13,468.62

Account Balance: January 31, 2017

PNC Operating	66,354.78
Petty Cash	\$500.00
Comerica Operating	1,494,679.34
\$	1,561,534.12

Reimbursement: Jennifer Kibby

Purchase	Description	Classification	Amount
Wow!	Past due payment	A: Phone/Internet	486.69
Facebook	MIM advertising	M: MIM	37.67
West Bend	MIM liquor license bond	M: MIM	50.00
Verizon	iPad and iPhone upgrade fees	Reserve	70.00
Total			\$644.36