

MINUTES

Allen Park Downtown Development Authority

REGULAR MEETING

Thursday, June 24, 2021

6:30 p.m.

The Allen Park Downtown Development Authority met in regular session on Thursday, June 24, 2021, at 6:30 p.m. at City Hall, 15915 Southfield.

1. **CALL TO ORDER** Chairperson Frank called the meeting to order at 6:30 p.m.
2. **ROLL CALL** Vice-chair Riviera called the roll. A quorum was present.

Present:	Fred Frank	Chairperson
	Jeff Holden	Director
	Gail McLeod	Mayor
	Kurt Mazag	Director
	Ron Mistor	Treasurer
	Cynthia Riviera	Vice chair/Secretary
	Tom Strobl	Director
	Pete Zingas	Director

Excused:	Tracy Fressel	Director
	Tom Gunderson	Director
	Dan Smith	Director

Others Present:	Trevor Daniel	DDA Legal Counsel
	Jennifer Kibby	DDA Executive Director

3. APPROVAL OF AGENDA

Motion by K. Mazag, supported by J. Holden

Resolved to approve the agenda.

Motion carried

4. APPROVAL OF MINUTES

Motion by G. McLeod, supported K. Mazag

Resolved to approve the minutes of the May 27, 2021, meeting.

Motion carried.

5. DISTRICT ISSUES AND UPDATES.

- T. Strobl announced the Thunderbowl was hosting the Tour of Champions that weekend. The tour will bring the top eight bowlers in the country to Allen Park and will be aired on television for nine hours. He offered VIP seats to board members.

- J. Holden announced Culver's will celebrate its second anniversary in Allen Park and the company's birthday with a month-long celebration to benefit the Make a Wish Foundation. Culver's will tie its celebrations into the DDA's farmers market, Drive-in Trivia, and Music in the Streets in July.

6. CITY UPDATE ON DISTRICT ISSUES.

- The DPS mechanics shop is open and operating in the new facility.
- The fire ladder truck (which was hit in a highway accident last year) is back after \$100,000 in repairs.
- Cunningham Park received new asphalt
- Fire Chief Doug LaFond will retire July 7, Ed Cann will take over as chief
- One week left of Pride Month. The high school PRIZM club continues to make presentations at council meetings, but the equipment is broken so there are no recordings.

7. CITIZEN'S COMMENTS ON AGENDA ITEMS.

8. ATTORNEY'S REPORT.

Motion by J. Holden, supported G. McLeod

Resolved to approve the subleases with the Allen Park Chamber of Commerce and Hamilton Publishing in the form presented to the board, including the monthly rental rates, and to request three months back rent.

Motion carried.

9. FINANCIAL REPORT

Motion by R. Mistor, supported by C. Riviera

Resolved to accept the May 2021 financial report.

Motion carried.

10. CHAIRPERSON'S REPORT

Beautification Commission Cleanup. A unanimous resolution was made thanking the Beautification Commission for helping downtown with their first cleanup.

Food Truck Park. The concept is not ready for further board discussion yet. J. Kibby will bring data back to the board to inform a future discussion.

Motion by K. Mazag, supported by J. Holden

Resolved to allow customers from 17430 and 17434 to park on the DDA's lot at 17410 Ecorse, contingent upon the Building Department approving the site for temporary parking.

Motion carried

Motion by R. Mistor, supported by J. Holden

Resolved to adopt the FY22 board meeting schedule.

Motion carried

The board discussed how the police department should check with Allen Park restaurants before hiring outside food trucks for their events. Local restaurants may not be able to service the events, but it is nice to be asked. The same for other city departments.

11. EXECUTIVE DIRECTOR'S REPORT

Motion by K. Mazag, supported by J. Holden

Resolved to approve the striping of Quandt Alley for an amount not to exceed \$3,000.

Motion carried

J. Kibby reviewed the many positive developments in the district, listing a number of businesses making considerable investments. She encouraged the board to be as broadminded and visionary about possibilities downtown as the businesses.

12. COMMITTEE REPORTS

a. Design

Motion by R. Mistor, supported by K. Mazag

Resolved to reimburse the Waisons Realty \$1,362.20 façade grant.

Motion carried.

Motion by K. Mazag, supported by J. Holden

Resolved to award B & S Food Truck Properties a \$6,737.50 façade grant to install windows, doors, and a garage door at 5955 Allen Rd.

Motion carried.

Motion by J. Holden, supported by K. Mazag

Resolved to award Efficiency Tree Service a contract not to exceed \$19,950 to trim trees on Quandt, mid-Allen, Park, and Ecorse as presented in the bid request. Only two bids were received.

Motion carried.

Motion by C. Riviera, supported by K. Mazag

Resolved to award Stuart Leve, Inc. a contract not to exceed \$8,000 to plant vinca in the mid-Allen tree beds after Sept. 1, waiving the bid process as there is no economic benefit.

Motion carried.

Motion by K. Mazag, supported by G. McLeod

Resolved to award Haddix Electric a contract not to exceed \$6,747 to replace the damaged pole and light fixture on the Allen Park Presbyterian Church lot, waiving the bid process as there is no economic benefit.

Motion carried.

b. Marketing

J. Kibby reported Music in the Streets has been relocated to the movie theater parking lot at the city's request. Over 350 people attended the last concert and the Marketing

Committee is meeting individually with restaurants to help them market themselves to the audience. The September concerts are cancelled due to fear they will be poorly attended once school starts. One concert has been rescheduled to August, the other band was unable to reschedule so the DDA cancelled the contract.

13. UNFINISHED BUSINESS

J. Holden urged the DDA to install banners on Southfield and the blue light poles throughout the district. The plans to work with CGI to sell sponsored banners for Southfield were discussed.

14. NEW BUSINESS

It was noted Rat Pack Martini and Cigar Lounge's building permits may be expired. J. Kibby will speak with the owner about the timeline.

15. CITIZEN COMMENTS

16. DIRECTORS' COMMENTS

17. ADJOURNMENT

Motion by C. Riviera, supported by J. Holden
Resolved to adjourn the meeting at 8:19 p.m.
Motion carried.

Respectfully submitted,

Fred Frank, Chairperson

Cindy Riviera, Vice-chair/Secretary