

MINUTES

Allen Park Downtown Development Authority

REGULAR MEETING

Thursday, September 24, 2020

6:30 p.m.

The Allen Park Downtown Development Authority met in regular session on Thursday, September 24, 2020, at 6:30 p.m. via Zoom.

1. **CALL TO ORDER** Vic-chair Riviera called the meeting to order at 6:34 p.m.
2. **ROLL CALL** Ms. Kibby called the roll. A quorum was present.

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|-----------------|-----------------|----------------------|
| Present: | Fred Frank | Director |
| | Gail McLeod | Director |
| | Kurt Mazag | Director |
| | Ron Mistor | Treasurer |
| | Cynthia Riviera | Vice chair/Secretary |
| | Pete Zingas | Director |

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|----------------|-------------------|----------|
| Absent: | Tracy Fressel | Chairman |
| | Tom Gunderson | Director |
| | Laura Kozlowski | Director |
| | Frank Stankiewicz | Director |

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

3. APPROVAL OF AGENDA

Motion by R. Mistor supported by K. Mazag

Resolved to approve the agenda replacing T. Fressel responsibilities with C. Riviera.

Motion carried

APPROVAL OF MINUTES

Motion by None, supported None

Resolved to approve the minutes of the August 27, 2020 meeting.

Motion carried. Note, K. Mazag suggested including a sentence explaining what was discussed in the minutes. There was no disagreement from the rest of the board.

4. DISTRICT ISSUES AND UPDATES.

5. CITY UPDATE ON DISTRICT ISSUES.

- Work on the bridge in front of the Thunderbowl continues following a brief stoppage

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- Paving on Meyer and Beatrice
- Roof on fire department building being replaced
- DPS construction proceeding, footings and salt dome floor poured, steel delivered today
- *Allen Park Today* to be delivered next week
- October 13 both City Hall and the tire will be lit for metastatic breast cancer awareness, in conjunction with over 100 facilities across the state

6. CITIZEN'S COMMENTS ON AGENDA ITEMS.

7. ATTORNEY'S REPORT.

Revisions to the Letter of Understanding should be finished tomorrow and forwarded to the other parties for final review.

8. FINANCIAL REPORT

Motion by R. Mistor, supported by K. Mazag

Resolved to accept the August 2020 financial report.

Motion carried.

The DDA will cease paying contract help in cash in the new year

9. CHAIRMAN'S REPORT

C. Riviera offered condolences to L. Kozlowski on her sister's passing.

10. EXECUTIVE DIRECTOR'S REPORT

- The closure report for 17410 is scheduled to go before EGLE for audit within 60 days
- Merchant registration for Downtown Dollars is going well
- Carryout parking signs are manufactured, bases ship October 2
- Still no confirmation of lot for drive-in movie

11. COMMITTEE REPORTS

a. Design

No meeting this month

b. Marketing

No meeting this month

c. TIF Plan Revision

- The committee will meet Sept. 29 to review/edit/amend the project list
- G. McLeod suggested review of the bylaws be part of the TIF plan revision, noting the current lack of purchasing policies. J. Kibby explained there is a separate purchasing policy which she will forward to the board and include in the handbook.

12. UNFINISHED BUSINESS.

13. NEW BUSINESS

14. CITIZEN COMMENTS

15. DIRECTORS' COMMENTS.

- K. Mazag suggested a new board member orientation be scheduled. J. Kibby will set a date for November.
- K. Mazag, on behalf of APCCF, asked for formal notification that the DDA does not need their assistance with the Bloomberg Asphalt Art grant because we did not receive it. J. Kibby will forward

16. ADJOURNMENT

Motion by K. Mazag, supported by F. Frank

Resolved to adjourn the meeting at 7:24 p.m.

Motion carried.

Respectfully submitted,

Cindy Riviera, Vice-chair/Secretary

Ron Mistor, Treasurer