

MINUTES

Allen Park Downtown Development Authority

Monthly Meeting

Thursday, March 28, 2024

6:30 p.m.

The Allen Park Downtown Development Authority met for its monthly session on Thursday, March 28, 2024 at 6:30 p.m. at City Hall, 15915 Southfield Road, Allen Park, MI 48101.

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

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

Present:	Kurt Mazag	Chairperson
	Fred Frank	Vice Chair
	Alex Alexander	Member
	Greg Genter	Member
	Jeff Holden	Member
	Mayor Gail McLeod	Member
	Pete Zingas	Member
Excused:	Andre Tirado	Secretary
	Paul Carnarvon	Member
	Frank Cieszkowski	Member
	Cynthia Riviera	Member
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. McLeod to approve the March 28, 2024 Meeting Agenda

Resolved to approve the agenda.

Motion carried unanimously.

4. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

Motion by G. McLeod supported by J. Holden to approve the minutes of the February 22, 2024 DDA Board Meeting.

Resolved to approve the minutes.

Motion carried unanimously.

5. CITY UPDATE ON DISTRICT ISSUES – Mayor G. McLeod

City is preparing for construction season and working on budget. F. Frank asked about the theatre site and if city has heard anything from Wayne County. G. McLeod responded that they do not expect to hear back and Wayne County's grant funds have been spent elsewhere. City is aware of the issue with the Signarama wall facing the open lot. They are in the midst of budgeting, and is looking into removing paint, and repainting the wall. F. Frank suggest that DDA purchases banners to cover the wall.

6. FINANCIAL REPORT

Motion by F. Frank supported by J. Holden to approve the February 2024 expenses and financial reports.

Resolved to approve the expenses and accept the financial reports.

Motion carried unanimously.

7. PUBLIC COMMENTS

- Steve Donohue complimented the new city and DDA websites. He pointed out that some meetings are listed at the incorrect start time on the website calendar. The recent Farmer's Market vendor meeting was successful, vendors are happy and impressed with the efforts to improve the market.

8. MADE IN MICHIGAN FESTIVAL – DDA PARTNERSHIP WITH APCCF

Motion by J. Holden supported by G. Genter to accept offer from APCCF to provide volunteers to staff the 2024 Made in Michigan beer tent in exchange for 50% of total beer sale revenue after all beer tent expenses are paid.

Resolved to approve to accept offer from APCCF.

Mayor G. McLeod and Chairman K. Mazag recused themselves from vote.

Motion carried unanimously.

9. DDA LANDSCAPING IMPROVEMENTS CONSULTING PROPOSAL

Motion by G. McLeod supported by G. Genter to approve to award a Professional Services Agreement to Carlisle Wortman & Associates in an amount not to exceed \$24,510.

Discussion G. McLeod stated that improving landscaping will add vibrancy to our downtown area and professional input on these decisions is needed. F. Frank agreed that it's important to have someone take a look at what exists and make a detailed plan moving forward for cleaning and maintenance – that we are overdue to have a comprehensive review. J. Holden states that he is concerned because it is a large expense for consulting, and asks how we will know the advice / plan will be executed properly. Carlisle Wortman & Associates explained that they will provide detailed instructions and develop a specific maintenance plan so that whatever company we select for landscaping will be fully aware of all of the time and materials involved. A. Alexander stated that he believes consulting company does not need 180 hours to complete the plan, stating the cost is too high. Carlisle Wortman & Associates responded that the most time intensive component will be conducting an inventory, and that the mapping project aims to be conservative.

Resolved to approve to award a Professional Services Agreement to Carlisle Wortman & Associates in an amount not to exceed \$24,510.

Motion carried with a 6-1 vote, with A. Alexander opposing.

10. 2024 LANDSCAPING CONTRACTS WITH SEASONAL PROPERTY MANAGEMENT, LLC

Motion by G. McLeod supported by F. Frank to award three contracts to Seasonal Property Management, LLC for the following three things:

- 1.) Spring Cleanup in the amount of \$15,610
- 2.) Grass cutting in the amount of \$7,680
- 3.) Landscaped Beds Maintenance in the amount of \$15,750.

Discussion B. Hughes explained that Seasonal Property Management was the only respondent to the RFP for annual planting. He spoke with them about concerns over maintenance in the 22-23 season, and requested an increase in service. F. Frank clarified that the cost of spring cleaning will also include replacing any bushes that did not survive winter.

Resolved to award three contracts to Seasonal Property Management, LLC totaling \$39,040.

Motion carried unanimously.

11. 2024 ALLEYS PAVING PROPOSAL

Motion by G. McLeod supported by J. Holden to

- a.) Approve the DDA to fund the paving of five (5) alleys in FY 2023-2024 in the amount of \$157,236.80
- b.) Approve the DDA to fund the paving of five (5) alleys in FY 2024-2025 in the amount of \$189,505.65.

Discussion – B. Hughes states that the DDA typically paves 3 alleys per year and suggests we can make positive impact on city infrastructure with proposed plan. DPS Director Tom Murray and his team agreed on the proposed 10 alleys. P. Zingas asks if they are doing anything with the storm sewers. T. Murray responds that if there is a manhole, they put a perforated lid on it. If there is not a manhole, they will sheet drain to the road. They have had positive results with these methods, and assures it won't have an impact on homes and businesses. P. Zingas asked if we have looked into whether or not it's beneficial to vacate any of the alleys. T. Murray explains that an individual or business would have to go to city council to take over the alley and agree to maintain it. Many businesses and home owners do want to take on that responsibility. B. Hughes says that DPS will sign a contract with the cement company, and DPS will provide an inspector. G. McLeod notes that we are moving from gravel to asphalt and T. Murray states that businesses will be benefitted because delivery trucks of today are damaging to gravel alleys which effects deliveries and customer access.

Resolved to approve to fund the paving of five alley in FY 2023-2024, and 5 alleys in FY 2024-2025, totaling \$346,742.45

Motion Carried Unanimously

12. CONCRETE REPLACEMENT OF ALLEY ON SOUTHFIELD ROAD NEAR ALLEN ROAD

Motion by G. McLeod supported by F. Frank to accept proposal from Allen Park DPS to fund the concrete replacement of the alley on the north side of Southfield Road between Pekin Tokyo (15170 Southfield Rd.) and CVS Pharmacy (15240 Southfield Rd.) in an amount not to exceed \$125,328.

Discussion – J. Holden asked if there is a reason why we're not replacing concrete with asphalt, T. Murray explains that it will be less expensive to do concrete vs. asphalt because concrete is already there.

Resolved to accept proposal from Allen Park DPS to fund the concrete replacement of the alley between 15170 and 15240 Southfield Rd.

Motion Carried Unanimously

13. DDA PROPOSED BUDGET FOR FISCAL YEAR 2024 – 2025

13a.) Motion by F. Frank, supported by P. Zingas to continue the employment of DDA Director B. Hughes at a salary of \$80,000 with the DDA paying 80% (\$64,000) for Fiscal Year 24-25.

Resolved to continue employment of current DDA director.

Motion Carried Unanimously

13b.) Motion by G. Genter, supported by J. Holden to amend the Fiscal Year 23-24 budget to increase the personal services line item by \$3,000 and award B. Hughes a bonus of \$3,000

Resolved to amend the Fiscal Year 23-24 budget to increase the personal services line item.

Motion Carried Unanimously

13c.) Motion by G. McLeod, supported by G. Genter to approve the DDA proposed Budget for Fiscal Year 2024 – 2025

Resolved to approve the DDA proposed budget for Fiscal Year 24 -25.

Motion Carried Unanimously

14. NEW DDA LOGO

Motion by F. Frank, supported by G. McLeod to approve the new DDA Logo.

Discussion – J. Holden presented 5 logo options.

Resolved to accept the general design concept and to give discretion to DDA Staff on final logo design

Motion Carried Unanimously

15. DDA NEW STREET LIGHTS – INSPECTION SERVICES PROPOSAL

Motion by G. McLeod supported by A. Alexander to approve the 2024 DTE Street Light Poles Replacement Inspection Service Agreement with Buccilli Group, LLC in an amount not to exceed \$13,680.

Resolved to accept the 2024 DTE Street Light Poles Replacement Inspection Service Agreement.

Motion Carried Unanimously

16. CHAIRPERSON’S REPORT – Chairman K. Mazag

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

No updates or questions on the items listed above.

17. MARKETING COMMITTEE UPDATE - J. Holden

1. DDA Business & Visitors Guide
2. DDA Banners, Flags, Decals, etc.

Restaurants were missing from community publishing proof and visitors guide. 5000 copies will be distributed to public buildings / hotels in Allen Park and elsewhere.

18. DESIGN COMMITTEE UPDATE - F. Frank

- Committee is meeting in April. Received a request for façade improvement grant for Dunleavy's. Committee will discuss whether they should increase façade grant amount above \$10k and options for replacing or recoating trashcans and benches.

19. EXECUTIVE DIRECTOR'S REPORT - B. Hughes

- No comments

20. ATTORNEY'S REPORT - T. Daniel

- Update on lawsuit from former assistant – it is in discovery phase.

21. DIRECTORS COMMENTS

22. ADJOURNMENT

Motion by J. Holden, supported by G. Genter to adjourn the meeting.

Resolved to adjourn the meeting.

Motion carried unanimously.

Meeting Ended at 8:36 pm.

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