

BOARD AGENDA

Thursday, March 28, 2024

6:30 PM

A regular meeting of the Allen Park Downtown Development Authority will be held Thursday, March 28, 2024, at 6:30 PM in Allen Park City Hall, 15915 Southfield Road

ACTIVITY	RESPONSIBILITY	ACTION
1. Call to Order	Chairman Mazag	
2. Roll Call	Chairman Mazag	
3. Agenda <i>Approval of the March 28, 2024 Meeting Agenda</i>	Chairman Mazag	Vote Needed
4. Minutes from Previous Meetings <i>Approval of the minutes of the February 22, 2024 DDA Board Meeting</i>	Chairman Mazag	Vote Needed
5. City Update	Mayor McLeod	Information
6. Financial Report <i>Approval of the February 2024 expenses and financial reports</i>	Mr. Hughes	Vote Needed
7. Public Comments – limited to DDA business only (4 minutes)	Chairman Mazag	Information
8.. Made in Michigan Festival – DDA Partnership with the Allen Park Citizens Civic Funds (APCCF) <i>Approval to accept offer from APCCF to provide volunteers to staff the 2024 Made in Michigan beer tent in exchange for 50% of total beer sales revenue after all beer tent expenses are paid.</i>	Mr. Hughes	Vote Needed
9. DDA Landscaping Improvements Consulting Proposal <i>Approval to award Professional Services Agreement to Carlisle Wortman & Associates in an amount not to exceed \$24,510.</i>	Mr. Hughes	Vote Needed
10. 2024 Landscaping Contracts with Seasonal Property Management, LLC <i>Approval to award three contracts to Seasonal Property Management, LLC for the following:</i> <i>A. Spring Cleanup in the amount of \$15,610</i> <i>B. Grass Cutting in the amount of \$7,680</i> <i>C. Landscaped Beds Maintenance in the amount of \$15,750</i>	Mr. Hughes	Vote Needed

11. 2024 Alleys Paving Proposal <i>Approval for the DDA to fund the paving of five (5) alleys in FY 2023-2024 in the amount of \$157, 236.80</i> <i>Approval for the DDA to fund the paving of five (5) alleys in FY 2024-2025 in the amount of \$189,505.65</i>	Mr. Hughes	Vote Needed
12. Concrete Replacement of Alley on Southfield Road near Allen Road <i>Approval 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.</i>	Mr. Hughes	Vote Needed
13. DDA Proposed Budget for Fiscal Year 2024 – 2025 <i>Approval of DDA Proposed Budget for Fiscal Year 2024 – 2025</i>	Mr. Hughes	Vote Needed
14. New DDA Logo <i>Approval of new DDA Logo</i>	Mr. Holden	Vote Needed
15. DDA New Street Lights – Inspection Services Proposal <i>Approval of the 2024 DTE Street Light Poles Replacement Inspection Services Service Agreement with Buccilli Group, LLC in an amount not to exceed \$13,680.</i>	Mr. Hughes	Vote Needed
16. Chairperson’s Report <i>1. Vacant Building Registry</i> <i>2. Problems & Resolution List</i> <i>3. Projects and Priorities List</i> <i>4. Alleys Inventory List</i>	Chairman Mazag	Information
17. Marketing Committee Update <i>1. DDA Business & Visitors Guide</i> <i>2. DDA Banners, Flags, Decals, etc.</i>	Mr. Holden	Information
18. Design Committee Update	Mr. Frank	Information
19. Executive Director’s Report	Mr. Hughes	Information
20. Attorney’s Report	Mr. Daniel	Information
21. Director Comments	Board Members	Information
22. Adjourn	Chairman Mazag	Vote Needed