



## Allen Park Downtown Development Authority

Kurt Mazag, Chairperson

Cynthia Riviera, Vice-Chair/Secretary

Paul Carnarvon, Treasurer



### BOARD AGENDA

Thursday, October 26, 2023

6:30 PM

A regular meeting of the Allen Park Downtown Development Authority will be held Thursday, October 26, 2023, at 6:30 PM in Allen Park City Hall, 15915 Southfield Road

ACTIVITY	RESPONSIBILITY	ACTION
1. Call to Order	Vice Chair Riviera	
2. Roll Call	Vice Chair Riviera	
3. Pledge of Allegiance	Vice Chair Riviera	
4. Agenda <i>Approval of the October 26, 2023 Meeting Agenda</i>	Vice Chair Riviera	Vote Needed
5. Minutes from Previous Meetings <i>Approval of the minutes of the September 28, 2023 DDA Board Meeting</i>	Vice Chair Riviera	Vote Needed
6. City Update	Mayor McLeod	Information
7. Financial Report <i>Approval of the September 2023 expenses and financial reports</i>	Treasurer Carnarvon	Vote Needed
8. Public Comments – limited to DDA business only (4 minutes)	Vice Chair Riviera	Information
9. Façade Improvement Grant Award for Tuccini Orthodontic Labs <i>Approval to release \$3,750 in grant funds for 6533 Allen Road</i>	Mr. Hughes	Vote Needed
10. Façade Improvement Grant Award for Dunleavy and Sons <i>Approval to release \$6,621.50 in grant funds for 6004 Allen Road</i>	Mr. Hughes	Vote Needed
11. Façade Improvement Grant Request from Anna's Drapery & Design <i>Approval of grant request for 7307 Allen Road</i>	Mr. Frank	Vote Needed
12. Façade Improvement Grant Request from Roosevelt Lanes <i>Approval of the grant request for 6701 Roosevelt Ave.</i>	Mr. Frank	Vote Needed
13. Snow Removal Services for November 2023 – April 2024 <i>Approval to award contract to John's Lawn Maintenance &amp; Snow Removal</i>	Mr. Hughes	Vote Needed
14. Winter Holiday Street Light Decorations <i>Approval to award three-year rental agreement with Winterland, Inc.</i>	Mr. Hughes	Vote Needed

15. Chairperson's Report	Vice Chair Riviera	Information
1. <i>Vacant Building Registry</i>		
2. <i>Problems &amp; Resolution List</i>		
3. <i>Projects List</i>		
4. <i>Made in Michigan Festival</i>		
16. Marketing Committee Update	Mr. Holden	Information
17. Design Committee Update	Mr. Frank	Information
18. Executive Director's Report	Mr. Hughes	Information
19. Attorney's Report	Mr. Daniel	Information
20. Director Comments	Board Members	Information
21. Adjourn	Vice Chair Riviera	Vote Need

# MINUTES

## Allen Park Downtown Development Authority

### MONTHLY MEETING

Thursday, September 28, 2023

6:30 p.m.

The Allen Park Downtown Development Authority met for its monthly session on Thursday, October 26, 2023, at 6:30 p.m., at city hall, 15915 Southfield Road, Allen Park, MI 48101.

1. **CALL TO ORDER** Chairperson Mazag called the meeting to order at 6:30 p.m.
2. **ROLL CALL** DDA Executive Director Mr. Hughes called the roll. A quorum was present.

<b>Present:</b>	Paul Carnarvon	Treasurer
	Frank Cieszkowski	Director
	Fred Frank	Director
	Greg Genter	Director
	Jeff Holden	Director
	Kurt Mazag	Chairperson
	Gail McLeod	Mayor
	Andre Tirado	Director
<b>Excused:</b>	Alex Alexander	Director
	Cynthia Riviera	Vice Chair/Secretary
	Pete Zingas	Director
<b>Others Present:</b>	Trevor Daniel	DDA Legal Counsel
	Ben Hughes	DDA Executive Director

### 3. APPROVAL OF AGENDA

*Motion* by G. McLeod supported by J. Holden

*Discussion* by Mr. Hughes to amend the agenda by moving item #8 City Webpage and DDA Webpage to item #5.

*Resolved* to approve the agenda as amended.

*Motion carried unanimously.*

**4. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS**

*Motion* by P. Carnarvon supported by J. Holden to approve the minutes of the August 24, 2023 meeting

*Resolved* to approve the minutes.

*Motion carried unanimously.*

**5. CITY WEBPAGE AND DDA WEBPAGE UPDATE**

*Presentation by Deb Zettel and Jim Grose*

**6. CITY UPDATE ON DISTRICT ISSUES**

- Construction is ongoing
- ADA ramps are being installed on Rosedale
- New Deputy Fire Chief will be sworn in during October council meeting
- 20<sup>th</sup> Anniversary of Community Center is November 29<sup>th</sup> at 6:00 pm

**7. FINANCIAL REPORT**

*Motion* by F. Frank, supported by J. Holden, to approve the expenses and accept the financial report.

*Resolved* to accept the financial report and approve the expenses.

*Motion carried unanimously.*

**8. PUBLIC COMMENTS**

- Dennis Marcos on behalf of the Elks is requesting consideration for having the alleys paved behind the Elks during 2024.

**9. COMMUNITY PARK (FORMERLY GAHONA PARK) IMPROVEMENT PROJECT**

*Presentation by Parks and Recreation Director Rob Fulton*

*Motion* by A. Tirado supported by J. Holden to approve spending \$70,500 to support the project (using budgeted amount from Parks and Recreation Enhancements and allocating the remaining \$30,500 from Allen Road Streetscape).

*Resolved* to approve spending \$70,500 to support the project.

*Motion carried unanimously.*

**10. ALLEN PARK PUBLIC LIBRARY STORY WALK PROJECT**

*Motion* by G. McLeod supported by J. Holden to approve spending \$1,350.00 to support the installation of signs for the story walk project at the Library.

*Resolved* to approve spending \$1,350.00 to support the installation of signs for the story walk project at the Library.

*Motion carried unanimously.*

**11. FAÇADE GRANT IMPROVEMENT REQUEST FROM TUCCINI ORTHODONTIC LABS – 6533**

Allen Road

*Motion* by F. Frank supported by G. Genter to approve a grant of up to \$3,750.00 in Façade Grant Improvement funds.

*Resolved* to approve the grant request.

*Motion carried unanimously.*

**12. FAÇADE GRANT IMPROVEMENT REQUEST FROM DUNLEAVY AND SONS – 6004 Allen**

Road

*Motion* by F. Frank supported by J. Holden to approve a grant of up to \$6,621.50 in Façade Grant Improvement funds.

*Resolved* to approve the grant request.

*Motion carried unanimously.*

**13. PARK AVENUE PUMPKIN PATCH AND HALLOWEEN FESTIVAL**

*Motion* by G. McLeod supported by P. Carnarvon to approve spending \$500 in DDA funds to support this event.

*Resolved* to approve spending \$500 in DDA funds to support this event.

*Motion carried unanimously.*

**14. CHAIRPERSON'S REPORT**

1. *Vacant Building Registry*
2. *Problems & Resolutions List*
3. *Projects List*

**15. MARKETING COMMITTEE UPDATE – J. Holden**

- The Logo Contest currently has over 10 submissions
- Submission Deadline will be extended to October 25, 2023
- Next marketing committee meeting will occur October 16, 2023

**16. DESIGN COMMITTEE UPDATE – F. Frank**

- Nothing to report other than the façade grants previously discussed

**17. EXECUTIVE DIRECTOR'S REPORT – Mr. Hughes updated:**

- Feedback from Made in Michigan seems positive
- Tips in the amount of \$259 received from beer customers deposited into account
- Mr. Hughes will be depositing \$444,000 in US Treasury Notes through Comerica Securities with maturity on January 31, 2024 @ 5.04% interest rate as this is money earmarked for the final payment to DTE in February 2024

**18.ATTORNEY'S REPORT - Mr. Daniel**

- Bylaws Committee met and will be creating a draft of the amended bylaws and we will meet again to review them
- 6834 Park – the state liens have been extinguished and the federal liens appear to be close to being extinguished

**19.DIRECTOR COMMENTS**

- G. Genter – during the SWRCC meeting it was commented on how wonderful the Taste of Downriver event was and that it was a pleasure working with Mr. Hughes for the event

**20.ADJOURNMENT**

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

*Resolved* to adjourn the meeting.

*Motion carried unanimously.*

*Meeting Ended at 7:54 pm.*

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 09/30/2022	PERIOD ENDED 09/30/2023
*** Assets ***			
248-000-001-000	CASH IN BANK-DDA FUND	3,285,115.97	2,072,045.57
248-000-001-050	CASH - DDA PNC	10,849.49	7,808.59
248-000-004-000	PETTY CASH	150.00	0.00
248-000-017-100	J FUND INVESTMENT	0.00	1,506,694.60
248-000-123-001	PREPAID EXPENSE-OTHER	0.00	4.97
248-000-130-000	LAND	84,293.00	84,293.00
248-000-132-011	DDA SITE IMP. - VAR. PROJECTS	12,586,659.95	12,793,471.91
248-000-133-100	ACCUM DEPR - DDA SITE IMP	(9,650,290.35)	(10,070,885.63)
248-000-137-011	ACCUM DEPR - BUILDINGS	(0.06)	(0.06)
248-000-146-011	FURNITURE & EQUIPMENT - DDA	44,699.75	44,699.75
248-000-147-011	ACCUM DEPR - FURN AND EQUIP	(21,110.18)	(22,757.27)
248-000-196-000	DEFERRED CHARGES ON REFUNDING	5,149.22	5,149.22
Total Assets		6,345,516.79	6,420,524.65
*** Liabilities ***			
248-000-214-101	DUE TO G/F	8,507.45	0.00
248-000-251-000	ACCRUED INTEREST PAYABLE	0.00	3,286.67
248-000-300-100	BONDS PAYABLE - DDA 05 DOWNTOWN DEV	1,090,000.00	725,000.00
Total Liabilities		1,098,507.45	728,286.67
*** Fund Balance ***			
248-000-390-000	FUND BALANCE	2,041,930.90	2,041,930.90
248-000-399-000	NET ASSETS - INVEST CAP ASSET NET DEBT	2,458,573.00	2,458,573.00
Total Fund Balance		4,500,503.90	4,500,503.90
Beginning Fund Balance		4,500,503.90	4,500,503.90
Net of Revenues VS Expenditures - 22-23			733,324.48
*22-23 End FB/23-24 Beg FB		5,233,828.38	
Net of Revenues VS Expenditures - Current Year		746,505.44	458,409.60
Ending Fund Balance		5,247,009.34	5,692,237.98
Total Liabilities And Fund Balance		6,345,516.79	6,420,524.65

\* Year Not Closed

GL NUMBER	DESCRIPTION	NORM (ABNORM)	END BALANCE 06/30/2023	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
Dept 000									
248-000-403-000	PROPERTY TAXES - CURRENT		1,089,435.35	1,320,000.00	1,320,000.00	960,167.92	35,296.35	359,832.08	72.74
248-000-573-000	LOCAL COMMUNITY STABILIZATION		471,607.94	471,600.00	471,600.00	0.00	0.00	471,600.00	0.00
248-000-644-020	MADE IN MI FESTIVAL		0.00	0.00	0.00	11,493.00	11,493.00	(11,493.00)	100.00
248-000-665-000	INVESTMENT INTEREST		18,328.61	70,000.00	70,000.00	18,776.35	0.00	51,223.65	26.82
248-000-668-000	RENTAL INCOME		750.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-677-000	MISCELLANEOUS		62,517.00	50,000.00	50,000.00	20,040.91	3,320.00	29,959.09	40.08
Total Dept 000			1,642,638.90	1,911,600.00	1,911,600.00	1,010,478.18	50,109.35	901,121.82	52.86
TOTAL REVENUES			1,642,638.90	1,911,600.00	1,911,600.00	1,010,478.18	50,109.35	901,121.82	52.86
Expenditures									
Dept 000									
248-000-701-000	PERSONAL SERVICES		71,152.80	110,000.00	110,000.00	14,379.14	4,461.59	95,620.86	13.07
248-000-702-000	P/T PERS. SERV.		8,606.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-715-000	EMPLOYER FICA		6,125.16	8,415.00	8,415.00	1,111.68	345.55	7,303.32	13.21
248-000-716-000	MEDICAL		2,298.04	25,000.00	25,000.00	714.64	31.58	24,285.36	2.86
248-000-719-000	POST EMPLOYMENT HEALTH CARE		500.00	1,200.00	1,200.00	375.00	175.00	825.00	31.25
248-000-722-000	RETIREMENT CONTRIBUTION - DC		1,771.42	5,600.00	5,600.00	875.51	315.12	4,724.49	15.63
248-000-727-000	TERM LIFE INSURANCE		64.00	140.00	140.00	38.40	12.80	101.60	27.43
248-000-728-000	OFFICE SUPPLIES		2,773.68	3,500.00	3,500.00	13.82	0.00	3,486.18	0.39
248-000-757-000	OPERATING SUPPLIES		105.00	200.00	200.00	0.00	0.00	200.00	0.00
248-000-801-001	LAWN SERVICES		26,969.00	78,000.00	78,000.00	6,685.00	0.00	71,315.00	8.57
248-000-804-000	ADMINISTRATIVE FEE		12,500.00	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
248-000-826-000	LEGAL SERVICES		23,178.88	18,000.00	18,000.00	6,222.00	5,640.00	11,778.00	34.57
248-000-848-000	2015 BOND FEES		175.59	0.00	0.00	0.00	0.00	0.00	0.00
248-000-853-000	TELEPHONE		2,105.01	1,500.00	1,500.00	935.80	80.42	564.20	62.39
248-000-920-000	UTILITIES		18,722.32	11,700.00	11,700.00	665.89	665.89	11,034.11	5.69
248-000-931-000	BUILDING MAINTENANCE		64,975.10	75,000.00	75,000.00	11,315.55	5,773.01	63,684.45	15.09
248-000-942-000	RENT		15,033.68	0.00	0.00	0.00	0.00	0.00	0.00
248-000-954-000	BANK SERVICE CHARGES		926.95	0.00	0.00	200.00	0.00	(200.00)	100.00
248-000-958-000	MEMBERSHIP & DUES		575.00	1,500.00	1,500.00	575.00	575.00	925.00	38.33
248-000-960-000	MARKETING/PROMOTIONS		79,886.06	60,000.00	60,000.00	13,712.18	11,798.33	46,287.82	22.85
248-000-962-000	MISCELLANEOUS		27,586.23	13,000.00	13,000.00	6,848.92	6,486.72	6,151.08	52.68
248-000-967-100	ECONOMIC VITALITY		(219.00)	0.00	0.00	0.00	0.00	0.00	0.00
248-000-968-000	DEPRECIATION		422,380.12	0.00	0.00	0.00	0.00	0.00	0.00
248-000-975-000	DESIGN COMMITTEE		101,012.71	0.00	0.00	650.00	0.00	(650.00)	100.00
248-000-985-410	ALLEN ROAD STREETScape		0.00	582,600.00	582,600.00	280,472.05	255,472.05	302,127.95	48.14
248-000-985-420	LED STREETLIGHTS		0.00	200,000.00	200,000.00	200,000.00	0.00	0.00	100.00
248-000-985-425	DDA INFRASTRUCTURE		0.00	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
248-000-985-430	FACADE GRANT		2,000.00	126,385.00	126,385.00	1,348.00	1,348.00	125,037.00	1.07
248-000-985-440	PARKS AND RECREATION ENCANCEME		0.00	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00
248-000-985-455	ALLEY PAVING PROGRAM		0.00	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00
248-000-991-000	BOND PRINCIPAL		0.00	370,000.00	370,000.00	0.00	0.00	370,000.00	0.00
248-000-993-000	INTEREST EXPENSE		18,110.67	9,860.00	9,860.00	4,930.00	0.00	4,930.00	50.00
Total Dept 000			909,314.42	1,911,600.00	1,911,600.00	552,068.58	493,181.06	1,359,531.42	28.88
TOTAL EXPENDITURES			909,314.42	1,911,600.00	1,911,600.00	552,068.58	493,181.06	1,359,531.42	28.88

User: AMERTZ

DB: Allen Park

PERIOD ENDING 09/30/2023  
% Fiscal Year Completed: 25.14

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023 NORM (ABNORM)	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		1,642,638.90	1,911,600.00	1,911,600.00	1,010,478.18	50,109.35	901,121.82	52.86
TOTAL EXPENDITURES		909,314.42	1,911,600.00	1,911,600.00	552,068.58	493,181.06	1,359,531.42	28.88
NET OF REVENUES & EXPENDITURES		733,324.48	0.00	0.00	458,409.60	(443,071.71)	(458,409.60)	100.00

Disbursement Checks Issued by the City on Behalf of the DDA  
September

Checks Run on September 6, 2023

Budget Account #	Budget Account Name	Vendor Name	Invoice Description	Amount	Check #
248-000-716-000	MEDICAL	ASR	MEDICAL AND VISION COVERAGE ADMIN FOR SEPTEMBER 2023	\$184.11	2309
248-000-826-000	LEGAL SERVICES	MILLER & MILLER, P.C.	JULY 2023 LITIGATION LEGAL SRV	\$1,635.00	118558
248-000-826-000	LEGAL SERVICES	MILLER & MILLER, P.C.	JULY 2023 LEGAL SERVICES	\$1,500.00	118558
248-000-920-000	UTILITIES 910005331970	DTE ENERGY	JULY 2023 ELECTRIC DDA SERVICES	\$383.45	118517
248-000-931-000	BUILDING MAINTENANCE	DOWNRIVER PEST CONTROL	APRIL 2023 DDA PEST CONTROL SRV	\$190.00	118515
248-000-931-000	BUILDING MAINTENANCE	DOWNRIVER PEST CONTROL	MAY 2023 DDA PEST CONTROL SRV	\$190.00	118515
248-000-931-000	BUILDING MAINTENANCE	DOWNRIVER PEST CONTROL	JUNE 2023 DDA PEST CONTROL SRV	\$190.00	118515
248-000-931-000	BUILDING MAINTENANCE	TAYLOR EVAN	AUG 2023 DDA TRASH SRV	\$600.00	118601
248-000-960-000	MARKETING/PROMOTIONS	CRYSLER, KERRY	SERVICES FOR FARMER'S MARKET 7/21-8/18/23	\$500.00	118501
248-000-960-000	MARKETING/PROMOTIONS	CRYSLER, KERRY GILBERT	FARMER MARKET SERVICES 8/25 & 9/1/23	\$260.00	118502
248-000-962-000	MISCELLANEOUS	JAN'S CRAFT	REFUND ON CANCELLED MIM REGISTRATION	\$150.00	118538
248-000-985-410	ALLEN ROAD STREETSCAPE	DTE ELECTRIC COMPANY	DDA PARKING LOT PROJECT CIAC LIGHTING	\$249,872.05	118518
248-000-985-410	ALLEN ROAD STREETSCAPE	DTE ELECTRIC COMPANY	INSTALL FRI OUTLETS FOR DDA CIAC PROJECT	\$5,600.00	118519
248-000-985-420	LED STREETLIGHTS	DTE ELECTRIC COMPANY	DDA PARKING LOT PROJECT CIAC LIGHTING	\$200,000.00	118518
248-000-985-430	FACADE GRANT	PLANNED CHOICES	FACADE GRANT FOR EXTERIOR IMPROVEMENTS	\$1,348.00	118577
TOTAL				\$462,602.61	

**Disbursement Checks Issued by the City on Behalf of the DDA**  
**September**

**Checks Run on September 20, 2023**

Budget Account Name	Vendor Name	Invoice Description	Amount	Check #
LEGAL SERVICES	MILLER & MILLER, P.C.	AUG 2023 LITIGATION LEGAL SRV	\$840.00	118706
LEGAL SERVICES	MILLER & MILLER, P.C.	AUG 2023 DDA LEGAL SERVICES	\$1,500.00	118706
LEGAL SERVICES	PENTUIK, COUVREUR AND KOBILAK, P.C	AUG 2023 DDA LEGAL SERVICES	\$165.00	118723
CITY DDA	VERIZON WIRELESS	AUG 2023 CITY HALL PHONE SERVICES	\$40.42	118746
UTILITIES 910007536998	DTE ENERGY	AUG 2023 ELECTRIC DDA SERVICES	\$282.44	118660
BUILDING MAINTENANCE	HADDIX ELECTRIC	INSTALL BOX OVER POLE BASE AT SOFT CLOTH CAR WASH	\$585.00	118681
BUILDING MAINTENANCE	NEW ERA MASONRY & CEMENT LLC	REPAIRS TO DAMAGE BRICK WALL AT THE CORNER OF PK & SOUTHFIELD	\$4,000.00	118713
MEMBERSHIPS & DUES	MICHIGAN DOWNTOWN ASSOC.	DDA SUBSCRIPTION RENEWAL 10/23-10/24	\$575.00	118702
MARKETING/PROMOTIONS	CONPOTO LLC	AUG 2023 DDA DOWNTOWN DOLLAR PROGRAM	\$149.00	118649
MARKETING/PROMOTIONS	CRYSLER, KERRY GILBERT	FARMERS MKT SRV 9/8-9/15/23	\$200.00	118655
MARKETING/PROMOTIONS	DTOUR ENTERTAINMENT INC	MIM 2023 MUSICAL PERFORMANCE	\$2,500.00	118665
MARKETING/PROMOTIONS	HOFBAUER ENTERPRISES LLC	SEPT 2023 DDA HOSTING FEE	\$300.00	118686
MARKETING/PROMOTIONS	HOFBAUER ENTERPRISES LLC	OCT 2023 DDA HOSTING FEE	\$300.00	118686
MARKETING/PROMOTIONS	HOFBAUER ENTERPRISES LLC	AUG 2023 DDA HOSTING FEE	\$300.00	118686
MARKETING/PROMOTIONS	HOFBAUER ENTERPRISES LLC	JULY 2023 DDA HOSTING FEE	\$300.00	118686
MARKETING/PROMOTIONS	MICHIGAN GENERATOR SERVICES, INC	GENERATOR SUPPLIES FOR TASTE OF DOWNRIVER 2023	\$61.50	118703
MARKETING/PROMOTIONS	MICHIGAN GENERATOR SERVICES, INC	GENERATOR RENTAL FOR 2023 TASTE OF DOWNRIVER	\$300.00	118703
MARKETING/PROMOTIONS	OLSON'S RENTAL, INC.	TENT RENTAL FOR 2023 MIM	\$5,841.00	118716
MARKETING/PROMOTIONS	POSTNET	SUPPLIES FOR DDA OFFICE	\$34.24	118725
MISCELLANEOUS	ALLEGRA MARKETING	DDA CONTEST POSTERS	\$302.64	118752
MISCELLANEOUS	HUGHES, BEN	CASH FOR MIM 2023 FESTIVAL	\$200.00	118687
MISCELLANEOUS	WEST SIDE BEER DISTRIBUTING	BEER SERVICES FOR 2023 MIM FESTIVAL	\$5,977.00	118751

**TOTAL      \$24,753.24**

Allen Park DDA  
Credit Card Activity  
September

9/7/2023	9/6/2023	'85309613249980017768519	SUBURBAN SEWER AND SEP	CARLETON MI	\$250.00
9/11/2023	9/9/2023	'05436843252300265586409	KROGER #686	TAYLOR MI	\$16.48
9/22/2023	9/21/2023	'85309613264980017768501	SUBURBAN SEWER AND SEP	CARLETON MI	\$2,100.00



## Allen Park Downtown Development Authority


Kurt Mazag, Chairperson

Cynthia Rivera, Vice-Chair/Secretary

Paul Carnarvon, Treasurer



To: DDA Board of Directors

From: Benjamin M. Hughes, Executive Director 

Subject: Tuccini Orthodontic Labs at 6533 Allen Road – DDA Façade Grant Award

Date: October 23, 2023

The DDA Board of Directors awarded a Façade Improvement Grant on September 28, 2023 to Tuccini Orthodontic Labs, located at 6533 Allen Road. The applicant completed the installation of a new awning on the front exterior of their building. They submitted the required documentation to comply with all aspects of the grant.

Please note that the building owner is current with their property taxes and their water bills. They have no unpaid fees with the Building Department. As such, I recommend the Board approve the disbursement of \$3,750.00 in Façade Improvement Grant funds to Tuccini Orthodontic Labs.



## Allen Park Downtown Development Authority

Kurt Mazag, Chairperson

Cynthia Riviera, Vice-Chair/Secretary

Paul Carnarvon, Treasurer



To: DDA Board of Directors

From: Benjamin M. Hughes, Executive Director *BH*

Subject: Dunleavy and Sons at 6004 Allen Road – DDA Façade Grant Award

Date: October 23, 2023

The DDA Board of Directors awarded a Façade Improvement Grant on September 28, 2023 to Dunleavy and Sons, located at 6004 Allen Road. The applicant completed the installation of a new lighted sign on the side exterior of their building. They submitted the required documentation to comply with all aspects of the grant.

Please note that the building owner is current with their property taxes and their water bills. They have no unpaid fees with the Building Department. As such, I recommend the Board approve the disbursement of \$6,621.50 in Façade Improvement Grant funds to Dunleavy and Sons.

# 1. Facade Improvement Program: Application Form

## Contacts

Applicant(s) Name: Ellen Premtaj Page | 1  
Applicant Address (to which all correspondence will be sent): 7307 Allen Road  
City: Allen Park State: Michigan Zip: 48101  
Phone: 313-383-1200 Cell: 313-682-0006  
Email Address: ellen@annasdraperydesign.com  
Business Name: Anna's Drapery and Design  
Project Address: 7307 ALLEN RD  
Property Owner(s) Name: Premtaj Holdings LLC / Ellen Premtaj  
Does applicant(s) own the project building? ☒ Yes ☐ No Property owner must sign attached authorization form.

The undersigned applicant(s) affirms:

- Work completed prior to grant approval is not eligible for funding.
- The project will be completed within six months of approval.
- I/We have read and understand the conditions of the grant program and agree to abide by its stipulations and guidelines.
- The project must meet current building and fire code requirements of the City of Allen Park.
- All required permits are the responsibility of the applicant.
- I/We acknowledge I/we will be required to sign an easement to the Allen Park Downtown Development Authority to participate in the Façade Improvement Program.
- The information submitted herein is true and accurate to the best of my/our knowledge.
- A banner provided by the DDA must be publically displayed during the course of construction.

Signed: Ellen Premtaj Date 9/30/23  
Applicant

Application and all associated documents are due the 1<sup>st</sup> Monday of the month.

Please submit application to:

Allen Park Downtown Development Authority

6543 Allen Road

Allen Park, Michigan 48101

Fax: 313.928.0955

For office use:

Date application  
received: \_\_\_\_\_

Revised 12/22

Please direct all question or concerns to Lauren Bielak, Executive Director  
313.928.0940 [lbjelak@cityofallenpark.org](mailto:lbjelak@cityofallenpark.org)



## 2. Facade Improvement Program: Application Form

### Property Owner Authorization

Page | 2

To be completed if applicant does not own the building.

☒ Applicant owns building

☒ I agree to hold harmless and indemnify the Allen Park Downtown Development Authority board, its staff, and the City of Allen Park in the event of property damage or physical injury as a result of working on the aforementioned project (nothing further needed).

☐ Applicant does not own building (complete form below)

I (property owner), \_\_\_\_\_

hereby authorize \_\_\_\_\_

to carry out improvements, as specified in the accompanying Facade Improvement Program application, on my property located at \_\_\_\_\_

☐ I certify I have received a copy of the application from the applicant and am fully aware of what is proposed.

☐ I certify I am the legal owner of record and I have the legal right to give this authorization to the loan applicant.

☐ I agree to hold harmless and indemnify the Allen Park Downtown Development Authority board, its staff, and the City of Allen Park in the event of property damage or physical injury as a result of working on the aforementioned project.

\_\_\_\_\_  
Property Owner Signature

9/30/23  
Date

Ellen Premata  
Property Owner Name (print)

☐ Attached is a copy of the current lease.

For office use:

Ownership

confirmed: ☐

Source:

Application and all associated documents are due the 1<sup>st</sup> Monday of the month.

Please submit application to:

Allen Park Downtown Development Authority

6543 Allen Road

Allen Park, Michigan 48101

Fax: 313.928.0955

Revised 1/20

Please direct all question or concerns to Lauren Bielak, Executive Director  
313.928.0940 [lbienlak@cityofallenpark.org](mailto:lbienlak@cityofallenpark.org)



### 3. Facade Improvement Program: *Application Form*

#### Project Information

Project Description (*The need for and description of the proposed improvements*):

Page | 3

Repair windows on front facade (Allen Road) boarded up by previous owner  
Restore windows to original design. Trim exterior of frames in aluminum clad to match  
new color scheme. Repair/replace windows on McLain facade facing neighborhood.  
New logo signage for building and install needed electrical for backlit sign.

Project Start Date: 10/15/23

Anticipated Completion Date: 12/15/23

Total Cost of Project: \$ 23,191.94

Grant Amount Requested: \$ 10,000.00

Preferred Contractor(s): Pella Windows

Job: McLain Facade

Central Michigan

Job: McLain Facade Glass Block

VSG

Job: Trim Allen Road Facade

Anna's Drapery and Design

Job: Front Signage and Electrical

#### Attached:

- ☒ Quote Tally Form and written copies of all quotes
- ☒ Project plans/photos/drawings. Mandatory.
- ☒ Photos of current site
- ☐ Color samples and finish texture (*if applicable*)

Application and all associated documents are due the 1<sup>st</sup> Monday of the month.

Please submit application to:

Allen Park Downtown Development Authority

6543 Allen Road

Allen Park, Michigan 48101

Fax: 313.928.0955

Revised 12/13

Please direct all question or concerns to Lauren Bielak, Executive  
Director 313.928.0940 [lbialak@cityofallenpark.org](mailto:lbialak@cityofallenpark.org)



## 4. Facade Improvement Program: *Application Form*

### Quote Tally

Three **itemized**, **written** quotes are required for each kind of contractor:

Page | 4

#### If You are NOT Using a General Contractor:

- Submit three **itemized**, written quotes from each kind of contractor you need. For example, if your project entails brickwork, a new sign, and lighting, three separate contractors will be hired: a stonemason, a sign manufacturer, and an electrician. You must submit three written quotes from each of these three kinds of contractors.
- One quote must be from an Allen Park contractor, providing one exists for your needs. The DDA can supply a list of authorized contractors working in Allen Park.

#### If You ARE Using a General Contractor:

- Submit three **itemized**, written quotes from three general contractors. Each quote must be itemized to show the cost of each specific task. Make sure the itemization is consistent across all three quotes. For example, if your project entails brickwork, a new sign, and lighting, each quote must itemize costs for these tasks.
- In many cases, projects involving general contractors are much larger and more costly than the \$20,000 worth of work qualifying for the grant. In this case, it may be easier to select just a portion of the project and provide itemized quotes for just those tasks. For example, your project may entail demolishing false facades, installing stone veneer, re-roofing the building, and hanging new signs – totaling over \$200,000. You may submit a grant application and three quotes for one or two of those tasks, assuming they total \$20,000 or more.
- One quote must be from an Allen Park contractor, providing one exists for your needs. The DDA can supply a list of authorized contractors working in Allen Park.

#### Please note:

- The quotes must be itemized. Itemized quotes allow the DDA to select the qualifying work it will reimburse from the overall project.
- Please ensure each quote is for the same work and the same specifications. Do not submit quotes from contractors who cannot complete the work to your specifications.
- You may select any contractor from those you submit to actually complete the work. However, the DDA will only reimburse 50% of the lowest bid.
- Contractors with a **downtown** Allen Park business address will be allowed a 10% credit, meaning their quotes can be up to 10% higher than outside contractors and still be considered lowest.
- All contractors must be authorized to work in Allen Park. Authorization must be verified at the Allen Park Building Department.

Please summarize the quotes below and attach the written quote sheets from each contractor.

Revised 1/20

Please direct all question or concerns to Lauren Bielak, Executive Director 313.928.0940 [lbjelak@cityofallenpark.org](mailto:lbjelak@cityofallenpark.org)



Task: MC LAIN FACADE WINDOWS.

	Contractor Name	Authorized?	Contractor Location	Quote
Quote #1	PELLA	YES	AUBURN HILLS	\$ 8302.46
Quote #2	CENTRAL MICH	YES	SAGINAW	\$ 8160.00
Quote #3	L.P. GLASS	YES	LINCOLN	\$ 8216.00

Page | 5

If no quote from an Allen Park contractor, please explain:

Task: ALLEN ROAD FACADE GLASS TO COME QUOTE.

	Contractor Name	Authorized?	Contractor Location	Quote
Quote #1	LINCOLN PARK GLASS	Y	L.P.	\$ 3920.00
Quote #2	PELLA	Y	AUBURN HILLS	\$ 5494.00
Quote #3	WENARD'S	Y	TAYLOR	\$ 5181.12

If no quote from an Allen Park contractor, please explain:

Task: TRIM EXTERIOR FRONT - ALLEN ROAD - WINDOW

	Contractor Name	Authorized?	Contractor Location	Quote
Quote #1	VGS	YES	LINCOLN PK	\$ 4,990.00
Quote #2	Home Depot + Anna's	YES	Allen Park	\$ 5,247.21
Quote #3	Central Mich	YES	Saginaw	\$ 5,200.00

If no quote from an Allen Park contractor, please explain:

Task: FRONT SIGNAGE.

	Contractor Name	Authorized?	Contractor Location	Quote
Quote #1	Elk Interiors/Anna's	Y	Allen Park	\$ 6,254.00
Quote #2	Signarama	YES	Allen Park	\$ 6,231.94
Quote #3	Fast Signs			\$

If no quote from an Allen Park contractor, please explain:

I've called 3 different sign companies - no

Application and all associated documents are due the 1<sup>st</sup> Monday of the month.

Please submit application to:

Allen Park Downtown Development Authority

6543 Allen Road

Allen Park, Michigan 48101

Fax: 313.928.0955

Return  
phone calls!  
Help ;

## 5. Facade Improvement Program: Application Form

### Maintenance

Proper maintenance will insure the public funds the DDA invests in your project have a lasting benefit to the district. It is best to plan out maintenance time and costs before starting the project. Describe how you will maintain the improvements:

Page | 6

#### Cleaning:

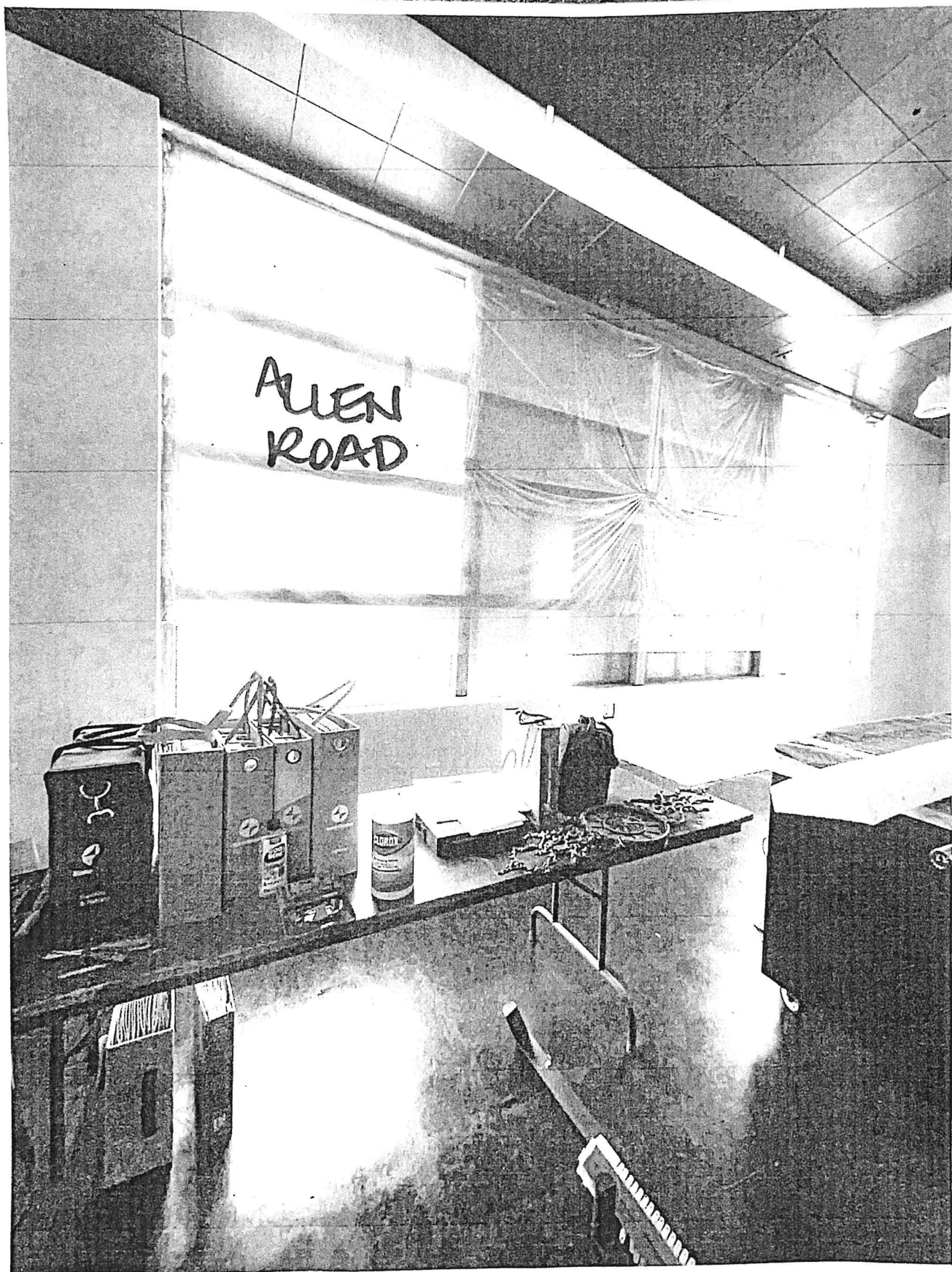
How will you clean the improvements? Professional Window Cleaning  
How often? Monthly (see - see)  
How much will the cleaning cost? \$30 - \$40

#### Repairs:

How will you check if repairs are needed? We are here on a daily basis.  
How often? Daily  
How will you pay for necessary repairs? Out of pocket

Application and all associated documents are due the 1<sup>st</sup> Monday of the month.

Please submit application to:  
Allen Park Downtown Development Authority  
6543 Allen Road  
Allen Park, Michigan 48101  
Fax: 313.928.0955



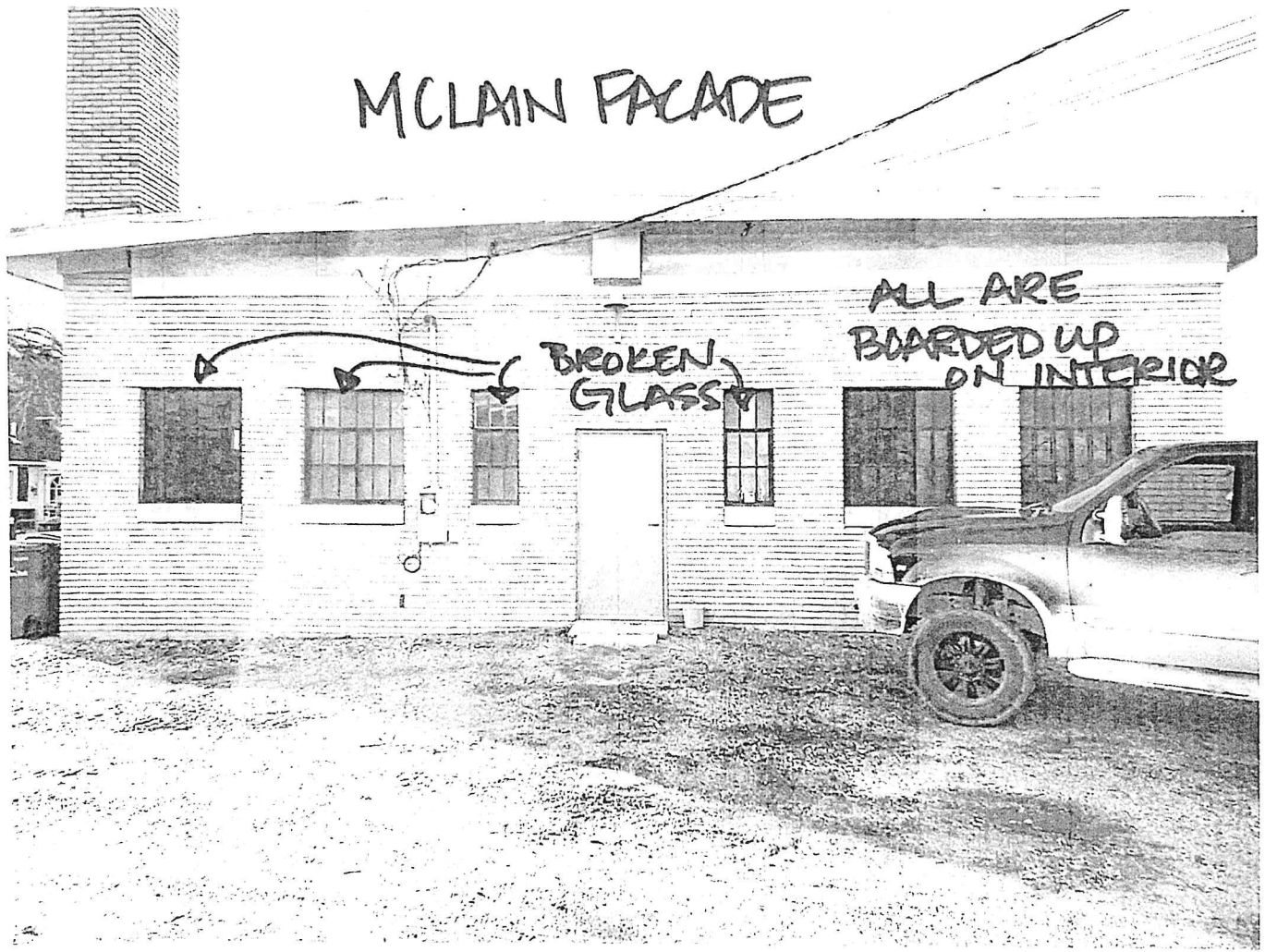


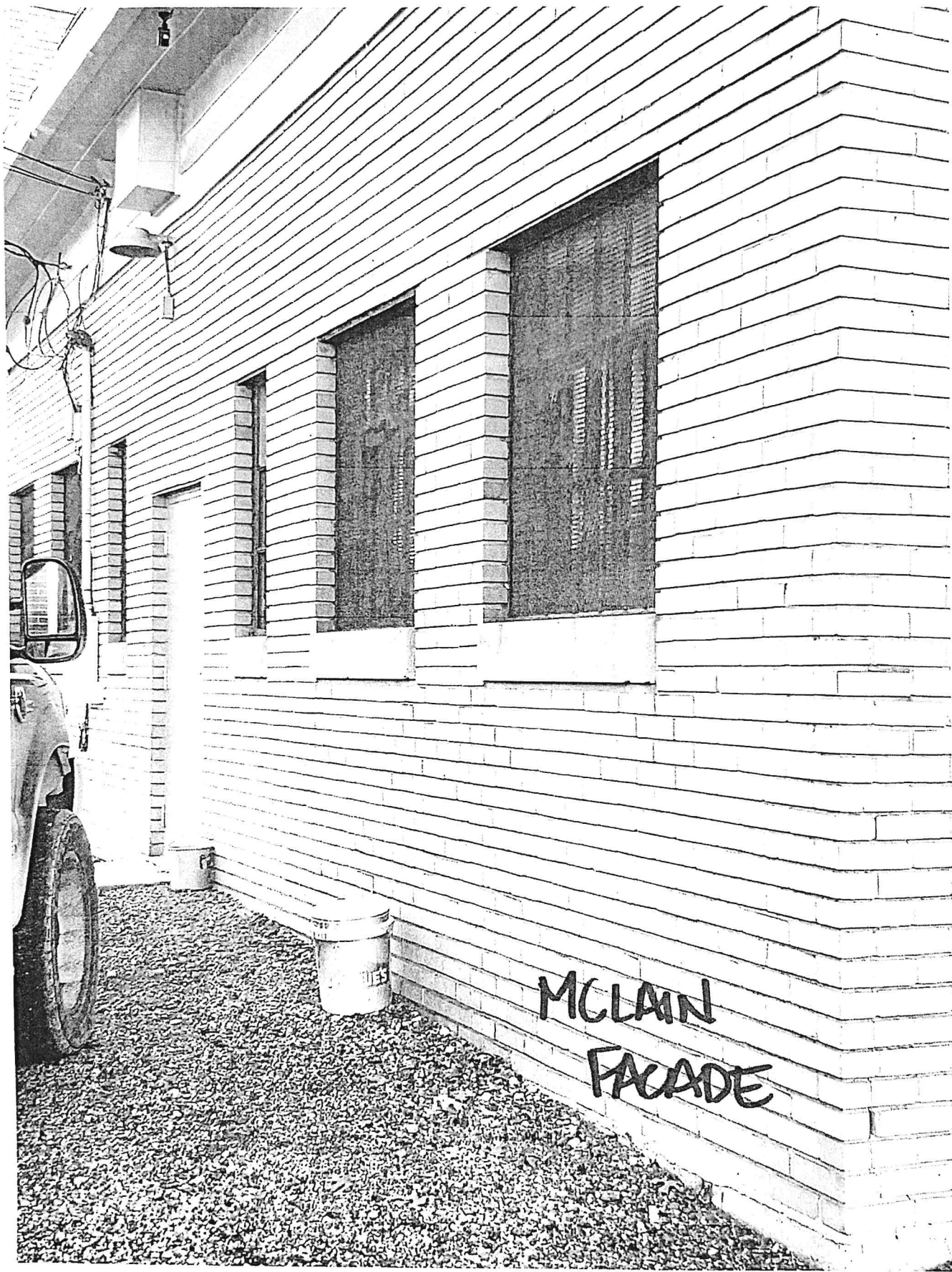
INTERIOR  
FACING  
ALIEN  
ROAD

# MCLAIN FACADE

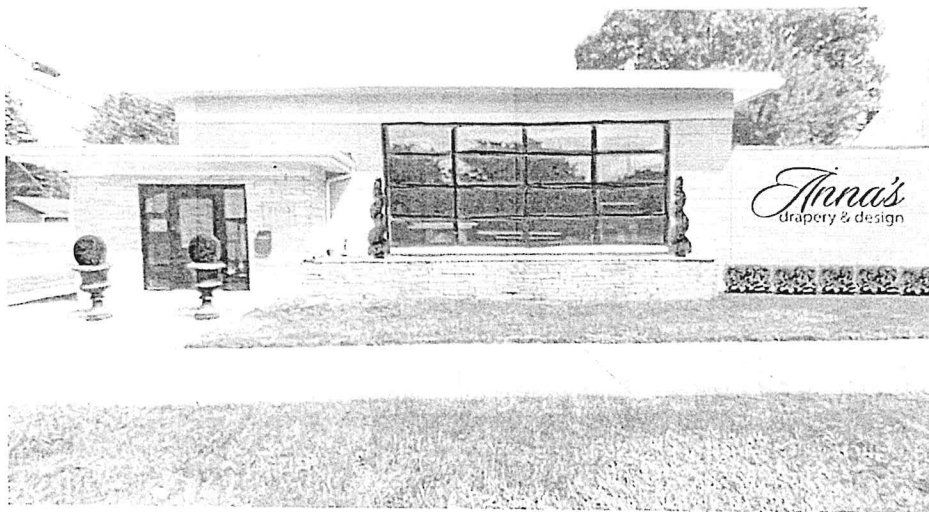
BROKEN  
GLASS

ALL ARE  
BOARDED UP  
ON INTERIOR





MCLAIN  
FACADE



Allen Road Facade Improvements - Phase One

- \* Remove boarded up facade windows
- \* Repair/Replace glazing
- \* Trim Exterior Windows in Black Aluminum
- \* Install New Backlit Signage

*Anna's*  
drapery & design

# 1. Facade Improvement Program: Application Form

## Contacts

Applicant(s) Name: Christian Rossi  
Applicant Address (to which all correspondence will be sent): 10139 Andrews Ave  
City: Allen Park State: MI Zip: 48101  
Phone: 313-381-0222 Cell: 313-231-1109  
Email Address: Rossianes@yahoo.com  
Business Name: Roosevelt Lanes  
Project Address: 6701 Roosevelt  
Property Owner(s) Name: Christian Rossi  
Does applicant(s) own the project building? ☒ Yes ☐ No Property owner must sign attached authorization form.

Page | 1

The undersigned applicant(s) affirms:

- Work completed prior to grant approval is not eligible for funding.
- The project will be completed within six months of approval.
- I/We have read and understand the conditions of the grant program and agree to abide by its stipulations and guidelines.
- The project must meet current building and fire code requirements of the City of Allen Park.
- All required permits are the responsibility of the applicant.
- I/We acknowledge I/we will be required to sign an easement to the Allen Park Downtown Development Authority to participate in the Façade Improvement Program.
- The information submitted herein is true and accurate to the best of my/our knowledge.
- A banner provided by the DDA must be publically displayed during the course of construction.

Signed: \_\_\_\_\_

*Christian Rossi*

Applicant

Date 10-16-23

Application and all associated documents are due the **1<sup>st</sup> Monday of the month.**

Please submit application to:

Allen Park Downtown Development Authority  
6543 Allen Road  
Allen Park, Michigan 48101  
Fax: 313.928.0955

For office use:

Date application  
received: \_\_\_\_\_

Revised 12/22

Please direct all question or concerns to Lauren Bielak, Executive Director  
313.928.0940 [lbjelak@cityofallenpark.org](mailto:lbjelak@cityofallenpark.org)



## 2. Facade Improvement Program: *Application Form*

### Property Owner Authorization

To be completed if applicant does not own the building.

Page | 2

☒ **Applicant owns building**

☒ I agree to hold harmless and indemnify the Allen Park Downtown Development Authority board, its staff, and the City of Allen Park in the event of property damage or physical injury as a result of working on the aforementioned project (*nothing further needed*).

☐ **Applicant does not own building** (*complete form below*)

I (property owner), Christian Rossi

hereby authorize P.D.A.

to carry out improvements, as specified in the accompanying Facade Improvement Program application, on my property located at 6701 Roosevelt

☒ I certify I have received a copy of the application from the applicant and am fully aware of what is proposed.

☒ I certify I am the legal owner of record and I have the legal right to give this authorization to the loan applicant.

☒ I agree to hold harmless and indemnify the Allen Park Downtown Development Authority board, its staff, and the City of Allen Park in the event of property damage or physical injury as a result of working on the aforementioned project.

  
Property Owner Signature

10-16-23  
Date

Christian A Rossi  
Property Owner Name (print)

☐ **Attached is a copy of the current lease.**

**For office use:**

Ownership confirmed: ☐  
Source: ☐

Application and all associated documents are due the **1<sup>st</sup> Monday of the month.**

Please submit application to:

Allen Park Downtown Development Authority  
6543 Allen Road  
Allen Park, Michigan 48101  
Fax: 313.928.0955

Revised 1/20

Please direct all question or concerns to Lauren Bielak, Executive Director  
313.928.0940 [lbialak@cityofallenpark.org](mailto:lbialak@cityofallenpark.org)



### 3. Facade Improvement Program: Application Form

#### Project Information

Project Description (The need for and description of the proposed improvements):

Front sign is in poor shape and unrepairable.  
High traffic area would improve business and image  
of business in Allen Park.

Page | 3

Project Start Date: 11-1-23 Anticipated Completion Date: 11-14-23  
Total Cost of Project: \$ 9587- Grant Amount Requested: \$ 4793.50  
Preferred Contractor(s): Johnson Sign Co. Job: Sign Replace  
Job: \_\_\_\_\_  
Job: \_\_\_\_\_  
Job: \_\_\_\_\_

#### Attached:

- ☒ Quote Tally Form and written copies of all quotes
- ☒ Project plans/photos/drawings. Mandatory.
- ☐ Photos of current site
- ☐ Color samples and finish texture (if applicable)

Application and all associated documents are due the **1<sup>st</sup> Monday of the month.**

Please submit application to:  
Allen Park Downtown Development Authority  
6543 Allen Road  
Allen Park, Michigan 48101  
Fax: 313.928.0955

Task: *Exterior Sign*

	Contractor Name	Authorized?	Contractor Location	Quote
Quote #1	<i>Johnson Sign</i>	<i>Steve</i>	<i>Ypsilanti, MI</i>	<i>\$ 9587-</i>
Quote #2	<i>Philip Sign</i>	<i>Dave</i>	<i>Harrison, MI</i>	<i>\$ 24,723.68</i>
Quote #3	_____	_____	_____	<i>\$ _____</i>

Page | 5

If no quote from an Allen Park contractor, please explain:

Task: *Signarama, does not fabricate exterior signs in house, 3<sup>rd</sup> party.*

	Contractor Name	Authorized?	Contractor Location	Quote
Quote #1				\$
Quote #2				\$
Quote #3				\$

If no quote from an Allen Park contractor, please explain:

Task: *Johnson Sign does all there own work and crew in house.*

	Contractor Name	Authorized?	Contractor Location	Quote
Quote #1				\$
Quote #2				\$
Quote #3				\$

If no quote from an Allen Park contractor, please explain:

Task: *25 years experience, did A.P. Library.*

	Contractor Name	Authorized?	Contractor Location	Quote
Quote #1				\$
Quote #2				\$
Quote #3				\$

If no quote from an Allen Park contractor, please explain:

Application and all associated documents are due the **1<sup>st</sup> Monday of the month.**

Please submit application to:

Allen Park Downtown Development Authority

6543 Allen Road

Allen Park, Michigan 48101

Fax: 313.928.0955

## 5. Facade Improvement Program: *Application Form*

### Maintenance

Proper maintenance will insure the public funds the DDA invests in your project have a lasting benefit to the district. It is best to plan out maintenance time and costs before starting the project. Describe how you will maintain the improvements:

Page | 6

#### Cleaning:

How will you clean the improvements? Power-wash

How often? Annually

How much will the cleaning cost? 0

#### Repairs:

How will you check if repairs are needed? Visual inspection

How often? Every Week

How will you pay for necessary repairs? General Checking Account

Application and all associated documents are due the **1<sup>st</sup> Monday of the month.**

Please submit application to:

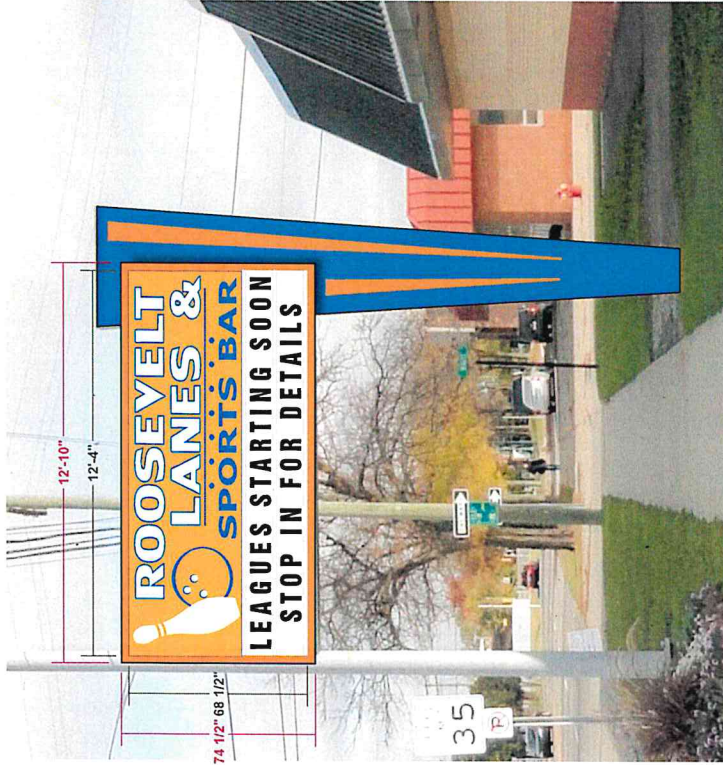
Allen Park Downtown Development Authority

6543 Allen Road

Allen Park, Michigan 48101

Fax: 313.928.0955

Reconfigure Existing Pylon Sign



79.7 SQFT

REFACE - REPAINT - RETRO-FIT

(2) NEW 3/16" LEXAN FACES WITH UV LAMINATED DIGITAL PRINT GRAPHICS AND NEW 8" LETTER CHANGEABLE COPY SECTION (FOR USE WITH EXISTING LETTERS) REPAINT CABINET & POLE COVER. ADD NEW ACCENT STRIPS TO POLE COVER.

**SURVEY REQUIRED PRIOR TO PRODUCTION**

3M BRIGHT ORANGE CABINET / STRIPES

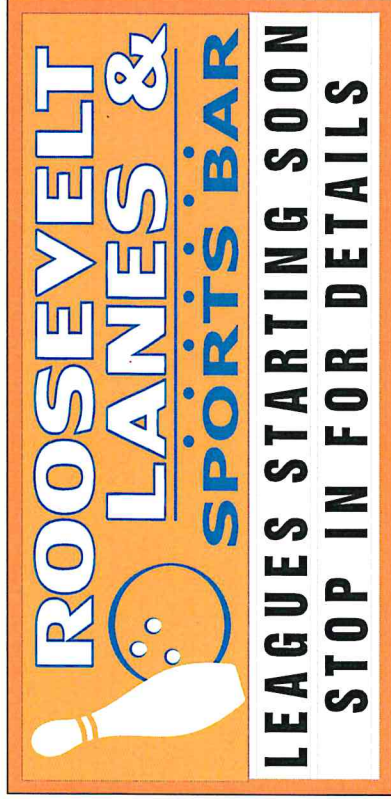
3M INTENSE BLUE POLE COVER

FINAL COLORS TBD

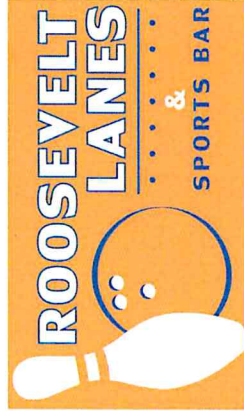


DIGITAL PRINT FACES

SCALE 1/4" = 1'



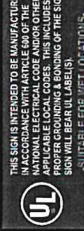
GRAPHIC DETAIL



WEBSITE GRAPHIC



2240 Lansing Ave. Jackson, MI 49201  
1800 S. Cedar St. Lansing, MI 48917  
663 S. Mansfield, Ypsilanti, MI 48197  
517.784.3720 | www.johnsonsign.com



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APPROVED BY:

RACEWAY COLOR N.A.	DESIGNER	S WILKIE
TRANSFORMER N.A.	DATE	10/23/23
BALLAST N.A.	JOB NO.	230919
COMMENTS:	JOB NAME	230919-01
SALESPERSON: STEVE AMES	ADDRESS:	6701 ROOSEVELT ALLEN PARK, MI

# OF SETS	1 D/F	RETURN DEPTH	22"
FACE COLOR	TBD	TYPE OF INSTALL	RETRO FIT POLE
RETURN COLOR	TBD	TYPE OF FACE	3/16" LEXAN / EMC
RETAINER COLOR	N.A. (BLIND)	RACEWAY D. H.	L N.A.
LED COLOR	N.A.	HOUSINGS	N.A.

Click Here!



www.johnsonsign.com

DATE:



## JOHNSON SIGN CO.

JACKSON • 2240 Lansing Ave, Jackson, MI 49202  
LANSING • 2900 Alpha Access St, Lansing, MI 48910  
YPSILANTI • 663 S. Mansfield St, Ypsilanti, MI 48197  
MANISTEE • 1965 Pine Creek Rd, Manistee, MI 49660

## PROPOSAL

230919-01

Date: 03/29/2023  
Expires: 04/13/2023

Drawing Numbers:

**Project:** Roosevelt Lanes  
6701 Roosevelt Ave.  
Allen Park, MI 48101

**Client:** Roosevelt Lanes  
6701 Roosevelt Ave.  
Allen Park, MI 48101

**Contact:** CHRISTIAN ROSSI 313-231-1109 ROOSLANES@YAHOO.COM

We are pleased to offer this proposal for the following services at the above location.

Project Description:	Item Total:
1. Furnish & Install the Following:	\$3,800.00
A. (2) new sign faces for existing sign cabinet	
B. New paint and vinyl for existing pole cover	\$800.00
C. LED retro-fit existing lighting	\$1,850.00
D. Installation labor	\$2,750.00
<hr/>	
Deposit Rate: 50%	Subtotal: \$9,200.00
Deposit: \$4,793.50	Tax: \$387.00
	Total: \$9,587.00

**THIS PRICE DOES NOT INCLUDE ELECTRICAL RAN TO SIGN LOCATION, PERMITS & PROCUREMENT, OR TAX UNLESS SPECIFICALLY STATED.**

**WARRANTY:** ONE YEAR FULL COVERAGE WARRANTY FOR PARTS AND LABOR FROM DATE OF INSTALLATION.

**NOTE:** WORK WILL NOT BEGIN UNTIL DOWN PAYMENT AND WRITTEN ACCEPTANCE IS RECEIVED. ANY ALTERATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE TO BE PAID BY THE CUSTOMER.

### TERMS AND CONDITIONS

- UPON DEFAULT IN THE PAYMENT OF ANY SUMS HEREIN AGREED, JOHNSON SIGN COMPANY MAY, AT ITS OPTION, DECLARE THE ENTIRE

**Salesperson: Steve Ames**

Buyer \_\_\_\_\_ Seller \_\_\_\_\_

**Contact:** CHRISTIAN ROSSI 313-231-1109 ROOSLANES@YAHOO.COM

BALANCE PRICE FULLY DUE AND PAYABLE WITHOUT FURTHER NOTICE TO CUSTOMER; AND WHEN DECLARED, CUSTOMER AGREES TO PAY INTEREST ON SAID BALANCE, WHEN DECLARED DUE AT THE RATE OF 1.5% PER MONTH. CUSTOMER FURTHER AGREES TO PAY ALL REASONABLE COSTS OF COLLECTION OF SAID BALANCE INCURRED BY JOHNSON SIGN COMPANY, INCLUDING ATTORNEY'S FEES.

2. THE CUSTOMER IS RESPONSIBLE FOR SECURING NECESSARY PERMITS AND APPROVAL OF SIGN AND ATTACHMENT METHOD FROM BUILDING OWNER AND/OR LANDLORD WHOSE ACCEPTANCE/AGREEMENT IS REQUIRED IN ORDER TO INSTALL SAID SIGN(S). IF JOHNSON SIGN COMPANY IS HIRED TO PULL PERMITS, A PERMIT PROCUREMENT FEE & PERMIT FEES FROM LOCAL MUNICIPALITY WILL BE ADDED TO FINAL INVOICE.

3. BOTH PARTIES HERETO AGREE THAT THE TITLE TO SAID SIGN SHALL REMAIN WITH JOHNSON SIGN COMPANY UNTIL PAID FOR IN FULL BY CUSTOMER. IF CUSTOMER FAILS TO PAY REMAINING BALANCE WITHIN TERMS, JOHNSON SIGN COMPANY IS AUTHORIZED TO REMOVE SIGNS AND KEEP IN POSSESSION UNTIL CUSTOMER PAYS FULL BALANCE.

4. ALL TERMS AND CONDITIONS OF THIS CONTRACT SHALL BE BINDING UPON ANY SUCCESSORS, ASSIGNEES OR OTHER LEGAL REPRESENTATIVES OF THE RESPECTIVE PARTIES BUT NO ASSIGNMENT SHALL BE MADE BY THE CUSTOMER WITHOUT THE CONSENT IN WRITING OF THE COMPANY UNLESS FULL PAYMENT OF THE TOTAL CONSIDERATION HAS BEEN MADE.

5. WHEN EXCAVATION IS NECESSARY, JOHNSON SIGN COMPANY WILL CONTACT APPROPRIATE AGENCY TO LOCATE PUBLIC UTILITIES. LOCATION OF PRIVATE UTILITIES IS SOLE RESPONSIBILITY OF THE CUSTOMER. IN THE EVENT ROCK OR UNFORESEEN OBJECTS ARE ENCOUNTERED IN THE EXCAVATION PROCESS, TO THE POINT WHERE SPECIAL EQUIPMENT IS REQUIRED OR MOVING EXCAVATION LOCATION, ADDITIONAL MONIES MAY BE REQUIRED BY JOHNSON SIGN COMPANY.

6. JOHNSON SIGN COMPANY IS NOT RESPONSIBLE FOR UNFORESEEN STRUCTURE OR SUITABLE ACCESS BEHIND WALL. IT IS THE RESPONSIBILITY OF THE CUSTOMER TO PROVIDE ADEQUATE ACCESS BEHIND WALL AND LOCATE STRUCTURE SUCH STEEL BEAMS, ETC. IN THE EVENT THAT UNFORESEEN STRUCTURES ARE LOCATED BEHIND WALL OR INSUFFICIENT ACCESS IS SUPPLIED, ADDITIONAL MONIES MAY BE REQUIRED BY JOHNSON SIGN COMPANY.

7. JOHNSON SIGN COMPANY IS NOT RESPONSIBLE FOR DAMAGE OF SIGN CAUSED FROM NATURAL DISASTER, SEVERE WEATHER, VANDALISM, OR ACCIDENTS.

8. DUE TO UNAVAILABLE MATERIALS, JOHNSON SIGN COMPANY HAS THE RIGHT TO SUBSTITUTE MATERIALS WITH SIMILAR MATERIALS BASED ON AVAILABILITY.

9. SIGNS THAT WE REMOVE ARE EITHER SCRAPPED OR RECYCLED UNLESS SPECIFIED IN WRITING OR A STORAGE AGREEMENT HAS BEEN AGREED UPON BETWEEN JOHNSON SIGN COMPANY AND CUSTOMER.

**Salesperson: Steve Ames**

Buyer's Acceptance \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Seller's Acceptance \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



## Allen Park Downtown Development Authority

Kurt Mazag, Chairperson

Cynthia Riviera, Vice-Chair/Secretary

Paul Carnarvon, Treasurer



To: DDA Board of Directors

From: Benjamin M. Hughes, Executive Director *BH*

Subject: Winter Holiday Street Light Decorations

Date: October 23, 2023

As you are aware, the DDA owns decorative snow flakes that are installed on our DDA-owned street lights every November by DPS staff and then are removed usually in March by DPS staff. The DDA pays DPS \$5,000 for this service. These decorations are stored at the DPS facility when not in use. These lights were purchased nearly twenty (20) years ago. The snowflakes have historically been placed on street lights on mid Allen Road (Southfield Road to Roosevelt Avenue) and on Park Avenue (Southfield Road to Regina Avenue).

I have communicated with seven (7) companies that lease and sell holiday decorations to municipalities and DDAs. I made them aware that our DDA has a total of 195 street light poles that have the electrical service needed to "host" a lighted decoration. This number includes mid Allen Road, Park Avenue, and the 56 street lights on North Allen Road (Southfield Road to Outer Drive).

One company, Christmas Décor System from Cicero, Indiana, has the capacity to lease 195 lights to us in 2023. We would be allowed to select one design, three designs, or five designs. They require a three-year lease agreement. We have the option to have a lighted decoration placed on all 195 street lights, or we have the option to have a lighted decoration placed on every other street light (98 street lights). I have included a financial summary of our options, along with the two individual lease agreements that are available to us.

Christmas Décor System will take responsibility for installing the decorations this fall and then removing them in mid to late January. We will not be responsible for storing the decorations. If we desire, we can select different decorative light designs each year of the agreement. Please note that Christmas Décor System will offer a one-time refund of \$35.00 per street light for the purchase of our existing snow flakes and for the brackets that exist on our street lights now.

I recommend the Board support a three-year lease agreement with Christmas Décor System for the placement of holiday decorations on all 195 street lights. I have included color photos of the holiday decorations from which we can select in 2023.

**Allen Park DDA  
Holiday Decorations  
2023**

Christmas Décor System  
P.O. Box 772  
Cicero, IN 46034

PROPOSAL

Street Lights with Brackets

1. Mid Allen Road = 62
2. Park Avenue = 77

Total = 139 street lights

Street Lights without Brackets

1. North Allen Road = 56

Total = 56 street lights

Combined total of street lights  $139 + 56 = 195$  street lights

Winterland, Inc. will charge the DDA \$155 per street light to install decorations and remove decorations.

If every street light pole receives a decoration  $195 \text{ street lights} \times \$155 = \$30,225$

If every other street light pole receives a decoration  $98 \text{ street lights} \times \$155 = \$15,190$

Winterland, Inc. will pay the DDA \$35 for each existing bracket they remove.

If every street light pole has existing bracket removed  $139 \times \$35 = \$4,865$

If every other street light pole has existing bracket removed  $70 \times \$35 = \$2,450$

Total net costs to DDA for decorations on every street light  $\$30,225 - \$4,865 = \$25,360$

Total net costs to DDA for decorations on every other street light  $\$15,190 - \$2,450 = \$12,740$

Proposal 1

Christmas Décor System  
P.O. Box 772  
Cicero, IN 46034  
Phone 1-765-948-3385  
Fax 1-765-948-3386  
1-800-944-3507

### AGREEMENT

This agreement made and entered into this **20th Day of October 2023** by and between HAP INDUSTRIES, INC. DBA Christmas Décor Systems, an Indiana Corporation, of Jonesboro, Indiana, hereinafter for brevity some-times called "Lessor", and **Allen Park Downtown Development Authority, 15915 Southfield Road Allen Park, MI 48101** for brevity called "Lessee".

### WITNESSETH

Whereas Lessor has offered to provide and furnish Christmas decorations, display equipment and material to Lessee pursuant to the terms, conditions and provisions hereinafter set forth, and whereas, Lessee is desirous of accepting, and does accept the offer to Lessor to provide and furnish said Christmas decorations, display equipment and material in accordance with said terms, conditions, and provisions. Now, therefore, the parties here to in consideration of the promises of each made to the other mutually and accepted, covenant and agree as follows:

1. Lessor agrees to furnish and provide Christmas decorations, display equipment and material of the type hereinafter specified to Lessee during **Christmas seasons of 2023, 2024 & 2025** to install and remove same in a workmanlike manner.
2. The decorations, display equipment and material which shall be furnished by the Lessor for the use and benefit of the Lessee during the length of the contract, unless special provisions are agreed upon by both parties, shall consist of the following components:

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**Still in the process of picking, will update according once confirmed.**

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3. The price per decoration will remain the same for the period that this contract is in force. The quantities of decorations and the style of decorations may be changed the life of the contract. Any changes to the number of decorations leased will be reflected in the total cost.

Lessor shall complete the work to be performed by it so that the decorations leased by it shall be ready for lighting in accordance with the following schedule:

Decorations will be installed in **Allen Park, MI** and be ready for lighting on during the month of November in each year during the existence of this contract.

Decorations shall be removed by Lessor as soon as is practical after January 1st of each year during the existence of this contract.

Lessor shall complete the plugging in of all decorations, which require lighting, and shall furnish connecting facilities requires in order that said decorations may be plugged in for lighting.

Lessee shall furnish all electrical supply and maintain electrical supply in good working order. It will not be the responsibility of the Lessor to repair any power supply or outlet. A service call charge will be applied if the Lessor is called to repair a non-working decoration and there is no power supply to said decoration.

Lessee agrees and undertakes to make all arrangements to procure and secure such authorization as might be required from any government unit, agency, or public authority to carry out its scheme for Christmas decorations.

All damage to said decorations, equipment and material or any part thereof, shall be the responsibility of the Lessor, provided however, that the Lessee shall be responsible for any damage caused by the intentional or negligent acts of its agents and/or employees.

Lessor shall maintain such insurance as will protect Lessee against any claims under workmen's compensations acts and from claims and damages and because of bodily injury, including death, in the amount of \$2,000,000 general aggregate, \$1,000,000 personal injury.

The Lessee agrees to pay Lessor for its services and use of the materials designated above hereof, the sum of \$25,360 for 2023, and pay \$30,225 for 2024 and 2025, unless changes are made as to quantities, which shall be paid to Lessor at P.O. BOX 772 CICERO, IN 46034 or at such other place as may be directed by Lessor in writing on or before the 30<sup>th</sup> day of December of the year to which such payment is attributable. Said sum shall include the installation by Lessor of such decorations, necessary service calls and removal of said decorations.

A Monthly penalty, of two percent of the unpaid balance, will be added to the sum owed by Lessee, after forty-five days from the date of billing.

In the event that a sale or use or tax should be imposed, by the state of Indiana or the state in which the decorations are installed, upon Lessor by reason of its undertakings as set forth herein, the Lessee agrees to reimburse Lessor in an amount equal to such imposition of tax in addition to the payments otherwise required by the terms thereof.

Service calls will be \$200.00 per occurrence, service is not due to Lessor responsibility.

Special provisions:

The first year's payment is less due to having a credit of \$4,865 for giving Winterland 139 used pole mount decorations. Decorations consist of decorations and brackets for the \$35 credit.

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This agreement shall be executed in two (2) counterparts, each of which is deemed to be for all purposes an original copy hereof.

This agreement shall be binding upon and insure to the benefit of the successors, assigns and legal representatives of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused the execution hereof by their duly authorized officers this **30th DAY OF October 2023**.

LESSOR:  
HAP INDUSTRIES, INC.  
DBA CHRISTMAS DÉCOR SYSTEMS

BY: \_\_\_\_\_  
R. DAVID FRED PRESIDENT HAP INC.

ACCEPTANCE OF PROPASAL BY LESSEE

The above article, prices, specifications, and conditions are hereby accepted and HAP INDUSTRIES, INC. is hereby authorized to do the work specified. Payment will be made as outlined.

LESSEE: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

# Proposal 2

Christmas Décor System  
P.O. Box 772  
Cicero, IN 46034  
Phone 1-765-948-3385  
Fax 1-765-948-3386  
1-800-944-3507

## AGREEMENT

This agreement made and entered into this **20th Day of October 2023** by and between HAP INDUSTRIES, INC. DBA Christmas Décor Systems, an Indiana Corporation, of Jonesboro, Indiana, hereinafter for brevity some-times called "Lessor", and **Allen Park Downtown Development Authority, 15915 Southfield Road Allen Park, MI 48101** for brevity called "Lessee".

## WITNESSETH

Whereas Lessor has offered to provide and furnish Christmas decorations, display equipment and material to Lessee pursuant to the terms, conditions and provisions hereinafter set forth, and whereas, Lessee is desirous of accepting, and does accept the offer to Lessor to provide and furnish said Christmas decorations, display equipment and material in accordance with said terms, conditions, and provisions. Now, therefore, the parties here to in consideration of the promises of each made to the other mutually and accepted, covenant and agree as follows:

1. Lessor agrees to furnish and provide Christmas decorations, display equipment and material of the type hereinafter specified to Lessee during **Christmas seasons of 2023, 2024 & 2025** to install and remove same in a workmanlike manner.
2. The decorations, display equipment and material which shall be furnished by the Lessor for the use and benefit of the Lessee during the length of the contract, unless special provisions are agreed upon by both parties, shall consist of the following components:

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**Still in the process of picking, will update according once confirmed.**

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3. The price per decoration will remain the same for the period that this contract is in force. The quantities of decorations and the style of decorations may be changed the life of the contract. Any changes to the number of decorations leased will be reflected in the total cost.

Lessor shall complete the work to be performed by it so that the decorations leased by it shall be ready for lighting in accordance with the following schedule:

Decorations will be installed in **Allen Park, MI** and be ready for lighting on during the month of November in each year during the existence of this contract.

Decorations shall be removed by Lessor as soon as is practical after January 1st of each year during the existence of this contract.

Lessor shall complete the plugging in of all decorations, which require lighting, and shall furnish connecting facilities requires in order that said decorations may be plugged in for lighting.

Lessee shall furnish all electrical supply and maintain electrical supply in good working order. It will not be the responsibility of the Lessor to repair any power supply or outlet. A service call charge will be applied if the Lessor is called to repair a non-working decoration and there is no power supply to said decoration.

Lessee agrees and undertakes to make all arrangements to procure and secure such authorization as might be required from any government unit, agency, or public authority to carry out its scheme for Christmas decorations.

All damage to said decorations, equipment and material or any part thereof, shall be the responsibility of the Lessor, provided however, that the Lessee shall be responsible for any damage caused by the intentional or negligent acts of its agents and/or employees.

Lessor shall maintain such insurance as will protect Lessee against any claims under workmen's compensations acts and from claims and damages and because of bodily injury, including death, in the amount of \$2,000,000 general aggregate, \$1,000,000 personal injury.

The Lessee agrees to pay Lessor for its services and use of the materials designated above hereof, the sum of \$12,740.00 for 2023, and pay \$15,190.00 for 2024 and 2025, unless changes are made as to quantities, which shall be paid to Lessor at P.O. BOX 772 CICERO, IN 46034 or at such other place as may be directed by Lessor in writing on or before the 30<sup>th</sup> day of December of the year to which such payment is attributable. Said sum shall include the installation by Lessor of such decorations, necessary service calls and removal of said decorations.

A Monthly penalty, of two percent of the unpaid balance, will be added to the sum owed by Lessee, after forty-five days from the date of billing.

In the event that a sale or use or tax should be imposed, by the state of Indiana or the state in which the decorations are installed, upon Lessor by reason of its undertakings as set forth herein, the Lessee agrees to reimburse Lessor in an amount equal to such imposition of tax in addition to the payments otherwise required by the terms thereof.

Service calls will be \$200.00 per occurrence, service is not due to Lessor responsibility.

Special provisions:

The first year's payment is less due to having a credit of \$2,450 for giving Winterland 70 used pole mount decorations. Decorations consist of decorations and brackets for the \$35 credit.

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This agreement shall be executed in two (2) counterparts, each of which is deemed to be for all purposes an original copy hereof.

This agreement shall be binding upon and insure to the benefit of the successors, assigns and legal representatives of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused the execution hereof by their duly authorized officers on the 30th day of October 2023.

LESSOR:  
HAP INDUSTRIES, INC.  
DBA CHRISTMAS DÉCOR SYSTEMS

BY: \_\_\_\_\_  
R. DAVID FRED PRESIDENT HAP INC.

ACCEPTANCE OF PROPASAL BY LESSEE

The above article, prices, specifications, and conditions are hereby accepted and HAP INDUSTRIES, INC. is hereby authorized to do the work specified. Payment will be made as outlined.

LESSEE: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

#1



#2



# 3



± 4



#5



# 6



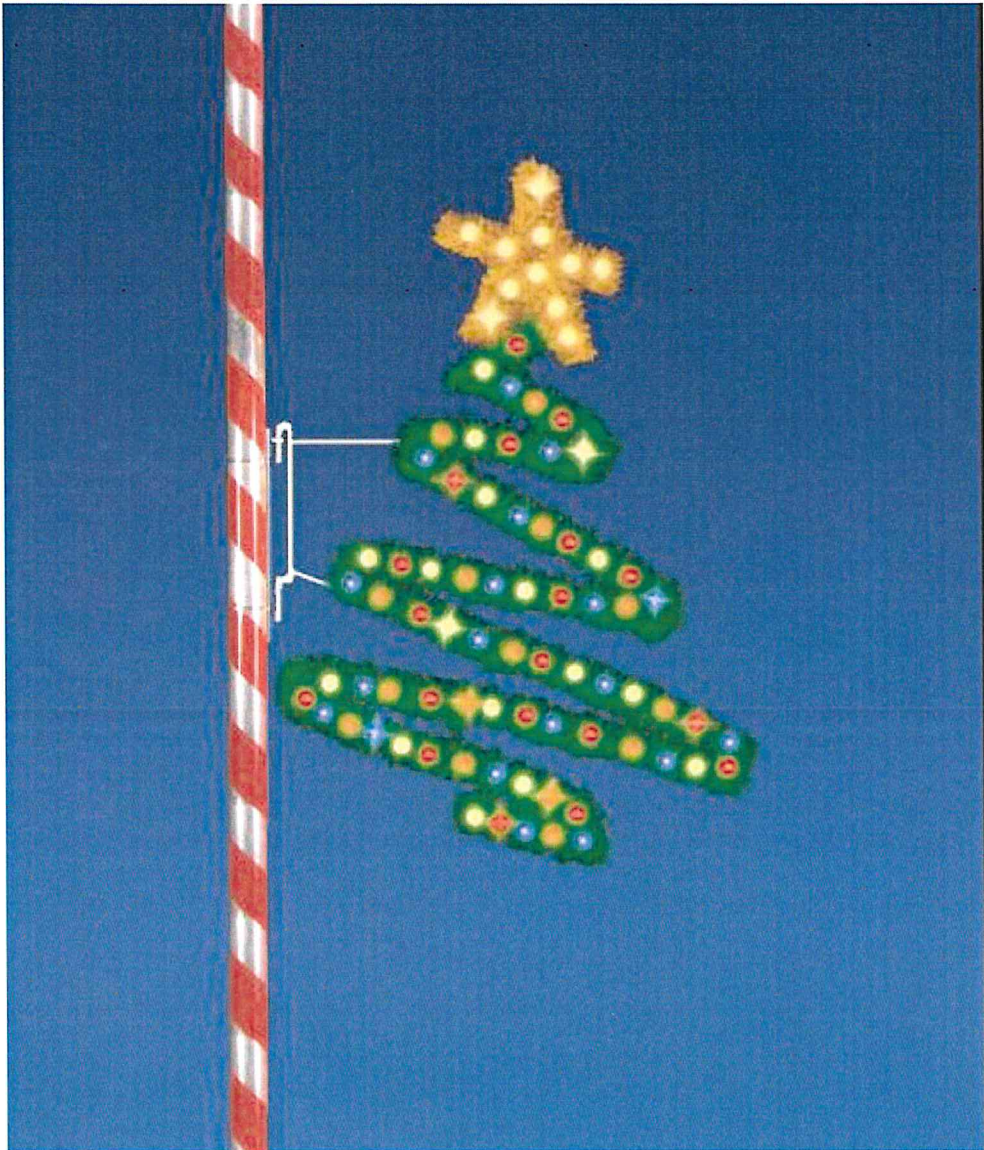
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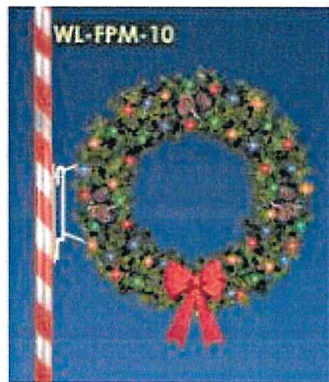
# 2



# 9



# 10



# 11



#12

