



## Allen Park Downtown Development Authority

Kurt Mazag, Chairperson

Cynthia Riviera, Vice-Chair/Secretary

Paul Carnarvon, Treasurer



### BOARD AGENDA

Thursday, May 25, 2023

6:30 PM

A regular meeting of the Allen Park Downtown Development Authority will be held  
Thursday, May 25, 2023, at 6:30 p.m. in City Hall, 15915 Southfield Rd.

ACTIVITY	RESPONSIBILITY	ACTION
1. Call to Order	Vice Chair Riviera	
2. Pledge of Allegiance	Vice Chair Riviera	
3. Roll Call	Vice Chair Riviera	
4. Agenda <i>Approval of the May 25, 2023 Meeting Agenda</i>	Vice Chair Riviera	Vote Needed
5. Minutes from Previous Meetings <i>Approval of the minutes of the April 27, 2023 DDA Board Meeting</i>	Vice Chair Riviera	Vote Needed
6. City Update	Mayor McLeod	Information
7. Financial Report <i>Approval of the April 2023 expenses and financial reports</i>	Treasurer Carnarvon	Vote Needed
8. Public Comments (4 minutes)	Vice Chair Riviera	Information
9. Sponsor of Flock Cameras in Memory of Mr. Tom Strobl <i>Approval of the purchase of Flock Cameras for the Police Department</i>	Treasurer Carnarvon	Vote Needed
10. Proposal to Conduct 50/50 Raffles at DDA Special Events <i>Approval of the proposed 50/50 raffles at DDA Special Events in 2023</i>	Mr. Hughes	Vote Needed
11. Chairperson's Report	Vice Chair Riviera	Information
12. Executive Director's Report	Mr. Hughes	Information
13. Attorney's Report	Mr. Daniel	Information
14. Director Comments	Board Members	Information
15. Adjourn	Vice Chair Riviera	Vote Needed

**Allen Park DDA Board of Directors  
Meeting Minutes**

**April 27, 2023**

# MINUTES

## Allen Park Downtown Development Authority

### MONTHLY MEETING

Thursday, April 27, 2023

6:30 p.m.

The Allen Park Downtown Development Authority met for its monthly session on Thursday, April 27, 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 6:31 p.m.
2. **ROLL CALL** Vice Chair/Secretary Riviera called the roll. A quorum was present.

<b>Present:</b>	Alex Alexander	Director
	Paul Carnarvon	Treasurer
	Frank Cieszkowski	Director
	Fred Frank	Director
	Jeff Holden	Director
	Kurt Mazag	Chairperson
	Gail McLeod	Mayor
	Cynthia Riviera	Vice Chair/Secretary
	Andre Tirado	Director (6:34)
	Pete Zingas	Absent

<b>Others Present:</b>	Trevor Daniel	DDA Legal Counsel	DDA Executive
	Ben Hughes	Director	
	Lauren Bielak	Special Events/Executive Assistant	

#### 3. APPROVAL OF AGENDA

*Motion* by J. Holden supported by G. McLeod to approve the meeting agenda.

*Resolved* to approve the agenda.

*Motion carried unanimously.*

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

*Motion* by P. Carnarvon supported by J. Holden to approve the minutes of the March 23, 2023 meeting.

*Resolved* to approve the agenda.

*Motion carried unanimously.*

**5. CITY UPDATE AND DISTRICT ISSUES –**

- G. McLeod - Rosedale construction has began
- Two water main repairs, one on Reeck and the other Paris Ave.
- Retention pond-DPS is working on
- Gingerbread tot lot in progress with repairs with permit
- Budget work session next Tuesday, May 2, 2023
- Kennedy Park sledding hill complete
- Bob Cady has retired
- F. Frank – Inquired about Allen and Harrison; DTE work
- 

**6. FINANCIAL REPORT**

*Motion* by G. McLeod supported by J. Holden to approve the March 2023 expenses and accept the financial report.

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

*Motion carried unanimously.*

**7. PUBLIC COMMENTS –**

- Councilman Marcos – Thanked Lauren Riviera-Bielak for her efforts on the Allen Park Farmers Market and Made in Michigan, T. Lalli second
- Steve Donahue – “the balloon guy” –
  - Questioned if there is a chance for public debate at DDA board meetings

**8. Chairperson's Report**

**A. Update on Movie Theater Site & City Proposal**

*Discussion-* B. Hughes has not seen application for grant, April 5 was deadline for Grant application

G. McLeod stated that the funds from the American Rescue Act has to be spent in a certain amount of time

F. Frank disappointed because in the fall of 2019 DDA expressed interest in property. That last fiscal year a Market Analysis was completed and there were repeated requests on the Theatre site to have the property back on tax roll.

P. Carnarvon wanted to know if the video of the rendering was public and who the recipient of the grant goes to.

K. Mazag Theater proposal was a surprise to all, M. Kibby has promised DDA with have 1 seat for the commission if grant is approved.

A. Alexander wanted to know if grant was submitted.

F. Cieszkowski wanted to know if video rendering was created for grant proposal

**B. Update on Proposal from DTE for new streetlights**

K. Mazag talked to DTE about the inconsistency of numbers of the Proposal with financing options; no vote needed tonight

DTE is working on new proposal and Debra Cain has been invited to next Board meeting; no objections

B. Hughes 16-18 months to complete light project

P. Carnarvon asked if she will present

## **9. Executive Director's Report**

Two open items-Reimbursement from Top Shelf and Stuart Leve  
Spoke with owner of Top Shelf and discussed a settlement offer  
Stuart Leve reimbursements, asked Trevor if we need a closed session

## **10. ATTORNEY REPORT - Mr. Daniel**

- a. No update

## **11. DIRECTOR COMMENTS**

- a. J. Holden – DDA more involved in community. Possibly create stickers for businesses that are in DDA district. May 4th a dollar will be donated for orders made at Culvers to support Cop on the Block
- b. C. Riviera- Reinstate Marketing/Design Committees. Showed pictures of Seasonal Property Managements work. How are we handling Seasonal Property Management. Also, talked to Jim at Moschecks while she was on her usual daily check of the landscaping.
- c. A. Alexander- Create business cards for members of the DDA, so they can drop off at businesses.
- d. G. McLeod will swear in Greg Genther from Harvest Financial to replace T. Strobl. Seasonal Property Management is using too much mulch around the trees and creating a problem covering the sewer grates.
- e. F. Frank need more marketing for DDA; agrees with J. Holden
- f. F. Cieszkowski Inquired why the DDA Board received emails that the work was done for the spring cleanup with Seasonal Property Management. Concerned that other emails received saying it was done, but have no way of knowing. Wanted to know what Seasonal Property Managements deadline was; April 30, 2023
- g. P. Carnavon wants to know what recourse Seasonal Property Management will get if they work is not completed.

## **12. ADJOURNMENT**

**i. Motion by C. Riviera, supported by J. Holden to adjourn the meeting. Resolved to adjourn the meeting.**

**Motion carried unanimously.**

**j. Meeting Ended at 7:32 pm.**

**Allen Park DDA Financial Reports**

**April 2023**

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 04/30/2022	PERIOD ENDED 04/30/2023
*** Assets ***			
248-000-001-000	CASH IN BANK-DDA FUND	2,508,067.05	1,807,021.34
248-000-001-050	CASH - DDA PNC	7,511.73	8,882.29
248-000-004-000	PETTY CASH	750.00	150.00
248-000-017-100	J FUND INVESTMENT	0.00	1,487,918.25
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	12,586,659.95
248-000-133-100	ACCUM DEPR - DDA SITE IMP	(9,193,873.34)	(9,650,152.60)
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	(19,463.09)	(21,110.18)
248-000-196-000	DEFERRED CHARGES ON REFUNDING	5,149.22	5,149.22
Total Assets		6,023,794.21	6,353,515.93
*** Liabilities ***			
248-000-202-000	ACCOUNTS PAYABLE	6,554.50	32.15
248-000-300-100	BONDS PAYABLE - DDA 05 DOWNTOWN DEV	1,450,000.00	1,090,000.00
Total Liabilities		1,456,554.50	1,090,032.15
*** Fund Balance ***			
248-000-390-000	FUND BALANCE	1,532,230.40	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		3,990,803.40	4,500,503.90
Beginning Fund Balance		3,990,803.40	4,500,503.90
Net of Revenues VS Expenditures		576,436.31	762,979.88
Ending Fund Balance		4,567,239.71	5,263,483.78
Total Liabilities And Fund Balance		6,023,794.21	6,353,515.93

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2022		2022-23 ORIGINAL BUDGET		2022-23 AMENDED BUDGET		YTD BALANCE 04/30/2023		ACTIVITY FOR MONTH 04/30/23		AVAILABLE BALANCE	
		NORM (ABNORM)						NORM (ABNORM)		INCR (DECR)	NORM (ABNORM)	% BDGT USED	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY													
Revenues													
Dept 000													
248-000-403-000	PROPERTY TAXES - CURRENT	1,005,677.69	1,004,520.00	1,004,520.00	1,004,520.00	1,089,435.35	1,089,435.35	0.00	0.00	(84,915.35)	108.45		
248-000-573-000	LOCAL COMMUNITY STABILIZATION	468,283.99	468,280.00	468,280.00	468,280.00	471,607.94	471,607.94	0.00	0.00	(3,327.94)	100.71		
248-000-665-000	INVESTMENT INTEREST	0.00	0.00	0.00	0.00	18,328.61	18,328.61	18,145.67	18,145.67	(18,328.61)	100.00		
248-000-668-000	RENTAL INCOME	515.00	2,750.00	2,750.00	2,750.00	500.00	500.00	0.00	0.00	2,250.00	18.18		
248-000-677-000	MISCELLANEOUS	425.00	30,350.00	30,350.00	30,350.00	52,231.00	52,231.00	1,015.00	1,015.00	(21,881.00)	172.10		
Total Dept 000		1,474,901.68	1,505,900.00	1,505,900.00	1,505,900.00	1,632,102.90	1,632,102.90	19,160.67	19,160.67	(126,202.90)	108.38		
TOTAL REVENUES		1,474,901.68	1,505,900.00	1,505,900.00	1,505,900.00	1,632,102.90	1,632,102.90	19,160.67	19,160.67	(126,202.90)	108.38		
Expenditures													
Dept 000													
248-000-701-000	PERSONAL SERVICES	88,717.45	86,840.00	86,840.00	86,840.00	49,505.18	49,505.18	7,923.14	7,923.14	37,334.82	57.01		
248-000-702-000	P/T PERS. SERV.	0.00	27,800.00	27,800.00	27,800.00	8,606.00	8,606.00	0.00	0.00	19,194.00	30.96		
248-000-715-000	EMPLOYER FICA	7,138.29	8,770.00	8,770.00	8,770.00	4,461.68	4,461.68	609.17	609.17	4,308.32	50.87		
248-000-716-000	MEDICAL	13,090.92	13,720.00	13,720.00	13,720.00	828.04	828.04	373.81	373.81	12,891.96	6.04		
248-000-718-000	OPTICAL	136.80	140.00	140.00	140.00	0.00	0.00	0.00	0.00	140.00	0.00		
248-000-719-000	POST EMPLOYMENT HEALTH CARE	0.00	0.00	0.00	0.00	300.00	300.00	100.00	100.00	(300.00)	100.00		
248-000-720-000	DENTAL	365.76	385.00	385.00	385.00	0.00	0.00	0.00	0.00	385.00	0.00		
248-000-722-000	RETIREMENT CONTRIBUTION - DC	6,476.38	6,680.00	6,680.00	6,680.00	898.51	898.51	315.12	315.12	5,781.49	13.45		
248-000-727-000	TERM LIFE INSURANCE	150.00	110.00	110.00	110.00	38.40	38.40	12.80	12.80	71.60	34.91		
248-000-728-000	OFFICE SUPPLIES	3,245.87	1,650.00	1,650.00	1,650.00	1,463.04	1,463.04	545.84	545.84	186.96	88.67		
248-000-757-000	OPERATING SUPPLIES	2,266.68	0.00	0.00	0.00	105.00	105.00	0.00	0.00	(105.00)	100.00		
248-000-801-001	LAWN SERVICES	102,147.93	72,675.00	72,675.00	72,675.00	9,612.00	9,612.00	0.00	0.00	63,063.00	13.23		
248-000-804-000	ADMINISTRATIVE FEE	12,500.00	12,500.00	12,500.00	12,500.00	12,500.00	12,500.00	0.00	0.00	0.00	100.00		
248-000-826-000	LEGAL SERVICES	16,500.00	18,000.00	18,000.00	18,000.00	10,540.00	10,540.00	3,000.00	3,000.00	7,460.00	58.56		
248-000-848-000	2015 BOND FEES	0.00	0.00	0.00	0.00	175.59	175.59	175.59	175.59	(175.59)	100.00		
248-000-853-000	TELEPHONE	2,512.64	3,500.00	3,500.00	3,500.00	1,547.86	1,547.86	80.33	80.33	1,952.14	44.22		
248-000-920-000	UTILITIES	10,563.75	8,000.00	8,000.00	8,000.00	16,834.00	16,834.00	768.05	768.05	(8,834.00)	210.43		
248-000-931-000	BUILDING MAINTENANCE	69,777.92	90,910.00	90,910.00	90,910.00	49,552.59	49,552.59	13,096.99	13,096.99	41,357.41	54.51		
248-000-942-000	RENT	14,878.88	17,450.00	17,450.00	17,450.00	15,033.68	15,033.68	0.00	0.00	2,416.32	86.15		
248-000-953-000	NEW PROJECTS	1,110.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
248-000-954-000	BANK SERVICE CHARGES	716.19	0.00	0.00	0.00	399.20	399.20	0.00	0.00	(399.20)	100.00		
248-000-958-000	MEMBERSHIP & DUES	1,020.00	1,100.00	1,100.00	1,100.00	575.00	575.00	0.00	0.00	525.00	52.27		
248-000-960-000	MARKETING/PROMOTIONS	53,142.24	60,000.00	60,000.00	60,000.00	61,571.35	61,571.35	2,074.54	2,074.54	(1,571.35)	102.62		
248-000-962-000	MISCELLANEOUS	7,624.57	11,000.00	11,000.00	11,000.00	33,736.94	33,736.94	160.00	160.00	(22,736.94)	306.70		
248-000-967-100	ECONOMIC VITALITY	30,000.00	100,000.00	100,000.00	100,000.00	110,002.25	110,002.25	0.00	0.00	(10,002.25)	110.00		
248-000-968-000	DEPRECIATION	458,759.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
248-000-975-000	DESIGN COMMITTEE	49,212.27	283,365.00	283,365.00	283,365.00	101,012.71	101,012.71	10,000.00	10,000.00	182,352.29	35.65		
248-000-985-300	S. ALLEN STREETSCAPE	0.00	301,480.00	301,480.00	301,480.00	0.00	0.00	0.00	0.00	301,480.00	0.00		
248-000-991-000	BOND PRINCIPAL	0.00	365,000.00	365,000.00	365,000.00	365,000.00	365,000.00	0.00	0.00	0.00	100.00		
248-000-993-000	INTEREST EXPENSE	13,146.67	14,825.00	14,825.00	14,825.00	14,824.00	14,824.00	0.00	0.00	1.00	99.99		
Total Dept 000		965,201.18	1,505,900.00	1,505,900.00	1,505,900.00	869,123.02	869,123.02	39,235.38	39,235.38	636,776.98	57.71		
TOTAL EXPENDITURES		965,201.18	1,505,900.00	1,505,900.00	1,505,900.00	869,123.02	869,123.02	39,235.38	39,235.38	636,776.98	57.71		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:													
TOTAL REVENUES		1,474,901.68	1,505,900.00	1,505,900.00	1,505,900.00	1,632,102.90	1,632,102.90	19,160.67	19,160.67	(126,202.90)	108.38		
TOTAL EXPENDITURES		965,201.18	1,505,900.00	1,505,900.00	1,505,900.00	869,123.02	869,123.02	39,235.38	39,235.38	636,776.98	57.71		



PERIOD ENDING 04/30/2023

% Fiscal Year Completed: 83.29

GL NUMBER	DESCRIPTION	2022-23		2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDDT USED
		06/30/2022	06/30/2022	ORIGINAL	AMENDED BUDGET	04/30/2023	04/30/2023	MONTH 04/30/23	INCR (DECR)	NORM (ABNORM)	BALANCE	

		509,700.50		0.00		0.00	762,979.88	(20,074.71)		(762,979.88)		100.00
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Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY  
NET OF REVENUES & EXPENDITURES

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

Disbursement Checks Made by the City on Behalf of the DDA

Budget Account #	Budget Account Name	Vendor Name	Invoice Description	Date	Amount	Check #
248-000-728-000	OFFICE SUPPLIES	STERLING OFFICE SYSTEMS	DDA TONER SUPPLIES	04/05/23	\$115.90	117244
248-000-728-000	OFFICE SUPPLIES	STERLING OFFICE SYSTEMS	SUPPLIES FOR DDA	04/05/23	\$398.85	117244
248-000-826-000	LEGAL SERVICES	MILLER & MILLER, P.C.	MARCH 2023 LEGAL SERVICES	04/05/23	\$1,500.00	117219
248-000-826-000	LEGAL SERVICES	MILLER & MILLER, P.C.	FEB 2023 LEGAL SERVICES	04/05/23	\$1,500.00	117219
248-000-931-000	BUILDING MAINTENANCE	CITY OF ALLEN PARK	PMT SRV FOR DPS TO PUT UP & TAKE DOWN HOLIDAY DECORATIONS	04/05/23	\$5,000.00	117180
248-000-931-000	BUILDING MAINTENANCE	DOWNRIVER PEST CONTROL	FEB 2023 DDA PEST CONTROL SRV	04/05/23	\$190.00	117190
248-000-931-000	BUILDING MAINTENANCE	DOWNRIVER PEST CONTROL	JAN 2023 DDA PEST CONTROL SRV	04/05/23	\$190.00	117190
248-000-931-000	BUILDING MAINTENANCE	DOWNRIVER PEST CONTROL	MARCH 2023 DDA PEST CONTROL SRV	04/05/23	\$190.00	117190
248-000-931-000	TRASH PICKUP DDA	KAR, KYLE	MARCH 2023 FOR DISPOSAL SERVICES	04/05/23	\$825.00	117214
248-000-931-000	BUILDING MAINTENANCE	MARIANN CHRISTINE HEIN	MARCH 2023 CLEANING SERVICES	04/05/23	\$80.00	117216
248-000-960-000	MARKETING/PROMOTIONS	BRADLEY, JORDAN	DDA SOCIAL MEDIA CONSULTING	04/05/23	\$338.40	117166
248-000-960-000	MARKETING/PROMOTIONS	BRADLEY, JORDAN	MARCH 2023 SOCIAL MEDIA ON DDA CONSULTING	04/05/23	\$480.00	117166
248-000-960-000	MARKETING/PROMOTIONS	PETTY CASH DDA	REIMBURSEMENT FOR PETTY CASH FARMERS MKT	04/05/23	\$30.00	117228
248-000-960-000	MARKETING/PROMOTIONS	STATE OF MICHIGAN	RAFFLE LICENSE FOR SPECIAL EVENTS	04/05/23	\$50.00	117242
248-000-960-000	MARKETING/PROMOTIONS	THUNDERBOWL LANES	USBC MASTERS 2023 BRONZE DDA SPONSORSHIP	04/05/23	\$250.00	117248
248-000-960-000	MARKETING/PROMOTIONS	ALLEGRA MARKETING	DDA SERVICES FOR 2023 CAR SHOW	04/05/23	\$311.67	117257
248-000-975-000	DESIGN COMMITTEE	SOUTHFIELD GAS & CO	DDA FACADE GRANT DISBURSEMENT	04/05/23	\$10,000.00	117241
					\$21,449.82	
			Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY		\$21,449.82	

Budget Account #	Budget Account Name	Vendor Name	Invoice Description	Date	Amount	Check #
248-000-853-000	DDA	VERIZON WIRELESS	PHONE SERVICES 3/11/23-4/10/23	04/19/23	\$40.33	117373
248-000-920-000	UTILITIES 910008199275	DTE ENERGY	MARCH 2023 ELECTRIC DDA SERVICES	04/19/23	\$600.53	117305
248-000-920-000	UTILITIES	DTE ENERGY	MARCH 2023 GAS SRV DDA	04/19/23	\$167.52	117384
248-000-931-000	BUILDING MAINTENANCE	FLAGPOLES ETC	ADDED NEW FLAG ON MADIAN BLVD ON SOUTHFIELD RD	04/19/23	\$49.99	117314
248-000-931-000	BUILDING MAINTENANCE	HADDIX ELECTRIC	MARCH 2023 LABOR & MATERIAL FOR DDA LIGHT CHECK	04/19/23	\$2,229.50	117320
248-000-931-000	BUILDING MAINTENANCE	JOHN'S LANDSCAPING & SNOW REMO	4TH PMT ON DDA SNOW REMOVAL CONTRACT 2022/2023	04/19/23	\$4,342.50	117327
248-000-960-000	MARKETING/PROMOTIONS	CONPOTO LLC	MONTHLY DDA SUBSCRIPTION FEE	04/19/23	\$149.00	117292
248-000-960-000	MARKETING/PROMOTIONS	ALLEGRA MARKETING	FARMER MARKET POSTERS	04/19/23	\$80.00	117382
248-000-962-000	MISCELLANEOUS	ELECTRONIC TECH SOLUTIONS LLC	IT SUPPORT SRV DDA	04/19/23	\$160.00	117312
					\$7,819.37	
			Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY		\$7,819.37	

DDA Credit Card Use  
Month of April 2023

DDA Credit Card	Post Date	Tran Date	Reference Number	Merchant Description	Amount
*8734	4/3/2023	4/1/2023	55432863091205502733353	VS *WOWA <sup>3</sup> 866-496-9669 OR	\$175.59
*8734	4/5/2023	4/4/2023	0541019309510500388583	STAPLES 00103465 DEARBORN MI	\$101.42
*8734	4/17/2023	4/13/2023	52707153104010196789505	THE HOME DEPOT #2709 TAYLOR MI	\$1,599.00
*8734	4/20/2023	4/19/2023	55310203110091347000965	GREAT LAKES ACE HDWE ALLEN PARK MI	\$21.18
*8734	4/25/2023	4/24/2023	85309613114980017768586	SUBURBAN SEWER AND SEP CARLETON MI	\$250.00

## **Proposal for DDA to Sponsor Purchase of Flock Cameras**



## 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

Subject: Flock Cameras

Date: May 23, 2023

During a recent meeting of the DDA Executive Committee, Treasurer Paul Carnarvon requested I research the possibility of the DDA sponsoring the purchase of new Flock Cameras by the Police Department. He suggested that this be done in memory of former DDA Board member Mr. Tom Strobl.

I then met with Police Chief Chris Egan and he was very supportive of such a sponsorship by the DDA. I have included a two-page document in which I asked six (6) questions regarding the Flock Cameras. Chief Egan forwarded my questions to Mr. Matt Wayne, the Territory Sales Manager for Flock Safety. His responses appear after each of my questions.

I support the sponsor/purchase of Flock Cameras that the Police Department would then place in strategic locations within the DDA district. If the Board votes to approve this request, a decision also needs to be made as to how many Flock Cameras the Board wishes to sponsor/purchase.

## Benjamin Hughes

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**From:** Police Chief  
**Sent:** Wednesday, May 10, 2023 1:51 PM  
**To:** Benjamin Hughes  
**Cc:** Mark Kibby  
**Subject:** Flock Qiutes

Ben and Paul

Please find Matt Wayne's (Flock Safety) answers to your questions below. Let me know if anything else.

**Chief Chris Egan**  
**Allen Park Police Department**  
**15915 Southfield Rd**  
**Allen Park, MI 48101**

**PoliceChief@allenparkpolice.org**

**From:** Matt Wayne  
**Sent:** Tuesday, May 9, 2023 1:03 PM  
**To:** William Mehall  
**Cc:** Vanna Hernandez; Lawson Hale  
**Subject:** Re: FW: DDA Purchase of Flock Cameras

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon Sir,

Below are the answers to your questions. I am happy to stop in or jump on a phone call if there are any more questions.

1. What is the total cost of purchasing and installing one (1) Flock camera in 2023.  
**Currently it is \$3,000 per camera per year. Our standard agreement is a 2 year term. There is a 1 time implementation fee per camera. If we can co-locate on an existing city pole it is a one time cost of \$150/location. If we need to install one of our standard poles on Allen Park city road right of way it is a one time cost of \$650/location. For any MDOT or Wayne County Road Commision road right of way that we need to install a pole they are requiring a specific pole that is a one time \$1,900 per location/pole.**
2. What is the total cost of the software/license agreement for the same one (1) Flock camera in 2023.  
**Currently the cost of the software is included in the cost of the camera purchase for the entire term. However our team has been notified that that will be changing later this year. Existing customers will continue on with their existing terms and conditions.**
3. What is the total cost of the software/license agreement for the same one (1) camera in 2024.  
**It would be \$3,000 for the second year of the camera/software services**

4. What is the total cost of the software/license agreement for the same one (1) camera in 2025.

**I cannot say if/what the changes in pricing may be years in the future. I would assume it would continue around the \$3,000 per year amount for 1 camera.**

5. What is the total cost of the software/license agreement for the same one (1) camera in 2026.

**I cannot say if/what the changes in pricing may be years in the future. I would assume it would continue around the \$3,000 per year amount for 1 camera.**

6. What (if any) are the operational expenses for the same one (1) camera in 2027 (this would be the beginning of the fourth year of use and the end of the three year license agreement you described to me).

**I cannot say if/what the changes in pricing may be years in the future. I would assume it would continue around the \$3,000 per year amount for 1 camera.**

Another thing to note is that if you decide to discontinue your partnership with Flock Safety. We would come out and remove the camera/service, if there is any concern about pricing changes in the next 4-5 years. We will also be rolling out an option to select a 5 year renewal term before the end of 2023, which would lock in all prices for the next 5 years. (This doesn't need to be decided on now and can be added to any of our existing partners).

Thanks,  
Matt

Notes from Paul Carnarvon's meeting with APPD Police Chief Chris Egan and Detective / Lieutenant – Eron Feltz held on Monday, May 22, 2023

- Safety is #1 to all businesses and residents
- Connects AP to LEIN – the Law Enforcement Information Network
- Expands the reach of APPD allowing access to LEIN
- Can deter crime if cameras are advertised to be displayed
- Catch perpetrators at key entry and exit points in and out of City. Avoid dangerous and costly APPD pursuit
- Not intended to enforce traffic violations. Illegal in the State of Michigan

Excerpt from Flock Proposal

**Product and Services Description**

Flock Safety Platform Items	Product Description	Terms
Flock Safety Falcon ®	An infrastructure-free license plate reader camera that utilizes Vehicle Fingerprint® technology to capture vehicular attributes.	The Term shall commence upon first installation and validation of Flock Hardware.
One-Time Fees	Service Description	
Installation on existing infrastructure	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.	
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.	
Professional Services - Advanced Implementation Fee	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.	

DDA Proposal

- Sponsor 8 cameras for a 2-year period including implementation costs

Financial Summary

	Year 1	Year 2	Total
# of Cameras	8	8	
Cost per Year	\$ 3,000	\$ 3,000	
<b>Annual Cost</b>	<b>\$ 24,000</b>	<b>\$ 24,000</b>	<b>\$ 48,000</b>

<u>Installation Cost per Camera</u>	
Existing Poles	\$ 150
Allen Park City Roads	\$ 650
Wayne County Roads	\$ 1,900

Implementation Fee	\$ 650		
<b>Proposed Installation Funding</b>	<b>\$ 5,200</b>		<b>\$ 5,200</b>
<b>Total DDA Funding</b>	<b>\$ 29,200</b>	<b>\$ 24,000</b>	<b>\$ 53,200</b>



**Flock Safety + MI - Allen Park PD**

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Flock Group Inc.  
1170 Howell Mill Rd, Suite 210  
Atlanta, GA 30318

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MAIN CONTACT:  
Matt Wayne  
[matt.wayne@flocksafety.com](mailto:matt.wayne@flocksafety.com)  
7345586000

**flock safety**



## ORDER FORM

This order form ("Order Form") hereby incorporates and includes the terms of the previously executed agreement (the "Terms") which describe and set forth the general legal terms governing the relationship (collectively, the "Agreement"). The Terms contain, among other things, warranty disclaimers, liability limitations and use limitations.

This additional services Agreement will be effective when this Order Form is executed by both Parties (the "Effective Date")

Customer:	MI - Allen Park PD	Initial Term:	24 Months
Legal Entity Name:	MI - Allen Park PD	Renewal Term:	24 Months
Address:	15915 Southfield Rd Allen Park, Michigan 48101	Payment Terms:	Net 30
		Billing Frequency:	Annual Plan - First Year Invoiced at Signing.
		Retention Period:	30 Days

### Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$24,000.00
Flock Safety Flock OS			
FlockOS <sup>TM</sup>	Included	1	Included
Flock Safety LPR Products			
Flock Safety Falcon ®	Included	8	Included

### Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			
Flock Safety Professional Services			
Professional Services - Standard Implementation Fee	\$650.00	8	\$5,200.00
Subtotal Year 1:			\$29,200.00
Annual Recurring Subtotal:			\$24,000.00
Estimated Tax:			\$0.00
Contract Total:			\$53,200.00

*Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a "Renewal Term") unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.*

### **Billing Schedule**

Billing Schedule	Amount (USD)
<b>Year 1</b>	
At Contract Signing	\$29,200.00
<b>Annual Recurring after Year 1</b>	\$24,000.00
<b>Contract Total</b>	\$53,200.00

\*Tax not included



Product and Services Description

Flock Safety Platform Items	Product Description	Terms
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FlockOS Features & Description

Package: Community

FlockOS Features	Description
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By executing this Order Form, Customer represents and warrants that it has read and agrees to all of the terms and conditions contained in the previously executed agreement. The Parties have executed this Agreement as of the dates set forth below.

**FLOCK GROUP, INC.**

**Customer: MI - Allen Park PD**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

PO Number: \_\_\_\_\_

**Proposal for DDA to Conduct 50/50 Raffles at  
Special Events in 2023**

# Memo

**To:** Benjamin Hughes

**From:** Lauren Riviera-Bielak, Special Event Coordinator, Allen Park Downtown Development Authority

**Date:** May 8, 2023

**Re:** 50/50 Raffles

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Who sells tickets: This year we are looking to give the money to local organizations that are listed below. In hopes that they would volunteer to sell the raffle tickets that night. We can either give the money to them that night, with receipt, or take it and have Darlene write a check to the organization that volunteered that night. Last year, DDA employees did the raffle. Jim, a retired police officer, veteran and worked with the Red Wings, traveling with the Wings for 5 years as security, and 10 as a security manager. I believes he has the credentials to take care of the money, if an issue arises. I have put an application out to the State of Michigan for a raffle license. If we can't find volunteers from an organization, then we will not conduct a raffle that night.

When raffles would take place: Car Show-June 21

Music in the streets- dates;

June 7, July 12, July 26, August 2, August 16 and August 30<sup>th</sup>

Made in Michigan-September 22-23

Holiday Market-December 1

Fire- Put towards equipment

Police- I would request for the Allen Park Honor Guard. Training, equipment, and travel.

Allen Park Library- Big Book for story walk

Allen Park High, Lindenmann, Bennie, Arno-Superintendent, Michael Darga would allocate the funds to which organization he sees fit.

Cabrini-Scholarship fund

Intercity- Said they would not accept donation

K of C-Charity-Veterans; homeless veterans and mentally impaired kids

Kiwanis-Mentally impaired children

Rotary-Children help, supplies, clothes

Allen Park Legion-Charity- Veterans; homeless veterans and mentally impaired kids

Elks-Charity- Veterans; homeless veterans and mentally impaired kids

*Lauren Riviera-Bielak*

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Lauren Riviera-Bielak, Administrative Assistance, Allen Park Downtown Development Authority