



# Allen Park Downtown Development Authority



Fred Frank, Chairperson

Cynthia Riviera, Vice-Chair/Secretary

Treasurer, Dan Smith

## BOARD AGENDA

Thursday, October 27, 2022

6:30 p.m.

A regular meeting of the Allen Park Downtown Development Authority will be held Thursday, October 27, 2022, at 6:30 p.m. in City Hall, 15915 Southfield Rd.

Activity	Responsibility	Notes
1. Call to Order and Welcome	Mr. Frank	
2. Roll Call	[Secretary excused]	
3. Agenda <i>ACTION: Shall the agenda be approved?</i>	Mr. Frank	Action
4. Minutes from Previous Meeting <i>ACTION: Shall the minutes of the September, 2022, meeting be approved?</i>	Mr. Frank	Action
5. Citizen Comments		
6. District Issues and Updates	Board	Report
7. City Update on District Issues	Mayor	Report
8.		
9. Financial Report <i>ACTION: Shall the September 2022 financial report be accepted and the September and October [to date] expenses be approved?</i>	Mr. Smith [submitted] Mr. Frank	Action
10. Chairperson's Report		
a. Snow removal contract. John's Landscaping has been the contractor since 2003 and in 2019 a detailed review of the pricing was made and the board advised and continued the relationship at \$18370. Proposal is for \$17,370 – smaller area to plow but greatly increased costs for salt, sodium chloride, blade repairs, etc. Recommendation to accept.		Action
<i>ACTION: Shall the DDA hire John's Landscaping for winter 2022-2023 snow removal at a cost of \$17,370; waiving any requirement for bidding as this is a current City and DDA vendor and there would be</i>		Action
		Report

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*no economic benefit in bidding?*

b. While waiting for new director, Mayor proposed that Robert (Bob) Cady, former city administrator and finance director be brought on as a consultant for assistance. Officers are recommending this personal service contract arrangement for as needed assistance, including audit, budgeting, annual financial analysis and report to Treasury and similar assistance.

*ACTION: Shall the DDA engage Robert Cady to assist DDA with audit, budgeting, compliance and similar issues at a rate of \$52.00/hour?*

c. City contracted with Walsh Municipal to conduct search for DDA and City Economic Development Director

**d. Blue Street Light Poles Monthly check**

(i) Monthly check and repairs and replacements of bulbs and ballasts

Current vendor is Haddix [Allen Park business; 10% discount]

Contacted Douglas Electric and await information

Evaluate pricing and services proposed and possible action [will provide information as received]

As part of this, should LED bulbs replace metal halide as they burn out

(1) Board recommendation or action as to contractor/vendor for this work or wait until next meeting and obtain more information

(2) Should DDA spend \$2200 to label poles and hire Paul Scalici to perform work with personal services contract – recommendation from Question - Useful to identify where bulbs and repairs are made. Should this wait until decide if to keep poles or go with DTE?

Discussion and/or action?

**e. LED Project for Blue Street Light Poles**

[This project involves city engineer]

Poles in good shape. Project is 200-220 poles LED replacement bulbs last longer and can have 5 yr warranty and no ballasts

Previous Graybar LED Proposal included replace bulbs, replace and/or modify fixtures/luminaires Replace bulbs \$112,900.

Better option retrofit 102 fixtures and 101 new fixtures - \$371,498

Best option – all new fixtures - \$509,628

Pricing has gone up we are told.

This does not include cost of replacing poles that have been knocked down.

Discussed at previous meeting.

Haddix/Douglas – replace metal halide with LED bulbs – may need to check on fixtures and heat that

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might reduce LED warranty or use. This does not include cost for new replacement poles.

[Recent estimate to replace 2 poles \$33,000]

After reviewed the Graybar proposal in June, group reviewing asked Raines – city engineer to check on DTE.

DTE - proposal is to replace all poles and all underground wiring. New poles would be stock poles and DTE would repair and replace as part of a yearly fee that includes cost of electricity [electricity is now paid by City]. DTE still needs to do modeling and obtain a reasonable estimate price.

DTE drawback – DTE says will not permit plugs on poles that can be used for vendors and events in downtown. We have asked DTE to reconsider.

Initial estimate by DTE sales is \$881,000 for replacement and yearly cost \$49,920.

Suggesting now all 14' poles. At a previous meeting DTE suggested 25' poles; not really downtown appropriate

If DTE is an option – DTE Engineer will do some modeling and photometrics and if pole and fixture are chosen can prepare quote and contracts

**Visit DTE Western Wayne Service Center  
November 7 to look at stock poles and  
fixtures**

Discuss further and look for decisions in January, unless only want to explore replacing bulbs only – then should aim for a decision in December.

f. WiFi downtown –Kurt Mazag would like for this to be reviewed. Would need research on this and there are also other priorities.

g. Purchase 6834 Park Ave. former Flowers on the Ave. update

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10. Committee Reports

Design Committee

Façade Grant Reimbursement Request from Preferred Rehabilitation. Paperwork received. Amount approved by Board - \$5000.00

*ACTION:* Shall Preferred Rehabilitation be reimbursed \$5000.00 façade grant for its sign project subject to the usual conditions?

Marketing Committee - nothing this month

11. Attorney's Report

Mr. Daniel

12. Made in Michigan

13. Director Comments

14. Adjourn

Next month's regular board meeting:

December 8, 2022

Board

Board

