



Allen Park Downtown Development Authority

Kurt Mazag, Chairperson

Cynthia Riviera, Vice-Chair/Secretary

Paul Carnarvon, Treasurer



BOARD AGENDA

Thursday, September 28, 2023

6:30 PM

A regular meeting of the Allen Park Downtown Development Authority will be held Thursday, September 28, 2023, at 6:30 PM in Allen Park City Hall, 15915 Southfield Rd.

ACTIVITY	RESPONSIBILITY	ACTION
1. Call to Order	Chairman Mazag	
2. Roll Call	Mr. Hughes	
3. Agenda <i>Approval of the September 28, 2023 Meeting Agenda</i>	Chairman Mazag	Vote Needed
4. Minutes from Previous Meetings <i>Approval of the minutes of the August 24, 2023 DDA Board Meeting</i>	Chairman Mazag	Vote Needed
5. City Update	Mayor McLeod	Information
6. Financial Report <i>Approval of the August 2023 expenses and financial reports</i>	Treasurer Carnarvon	Vote Needed
7. Public Comments – limited to DDA business only (4 minutes)	Chairman Mazag	Information
8. City Webpage and DDA Webpage Update <i>Presentation by Mrs. Deb Zettel and Mr. Jim Grose</i>	Mr. Hughes	Information
9. Community Park (formerly Gahona Park) Improvements Project <i>Approval of \$70,500 in DDA funds to support the project</i>	Mr. Hughes	Vote Needed
10. Allen Park Public Library Story Walk Project <i>Approval of \$1,350 in DDA funds to support the installation of signs</i>	Mr. Hughes	Vote Needed
11. Façade Improvement Grant Request from Tuccini Orthodontic Labs <i>Approval of grant request in the amount of \$3,750 for 6533 Allen Road</i>	Mr. Frank	Vote Needed
12. Façade Improvement Grant Request from Dunleavy and Sons <i>Approval of grant request in the amount of \$6,621.50 for 6004 Allen Road</i>	Mr. Frank	Vote Needed
13. Park Avenue Pumpkin Patch and Halloween Festival <i>Approval of \$500 in DDA funds to support this event.</i>	Mr. Hughes	Vote Needed

14. Chairperson's Report	Chairman Mazag	Information
1. <i>Vacant Building Registry</i>		
2. <i>Problems & Resolution List</i>		
3. <i>Projects List</i>		
15. Marketing Committee Update	Mr. Holden	Information
16. Design Committee Update	Mr. Frank	Information
17. Executive Director's Report	Mr. Hughes	Information
18. Attorney's Report	Mr. Daniel	Information
19. Director Comments	Board Members	Information
20. Adjourn	Chairman Mazag	Vote Need

MINUTES

Allen Park Downtown Development Authority

MONTHLY MEETING

Thursday, August 24, 2023

6:30 p.m.

The Allen Park Downtown Development Authority met for its monthly session on Thursday, August 24, 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. PLEDGE OF ALLEGIANCE
3. ROLL CALL Vice Chair/Secretary Cynthia Riviera called the roll. A quorum was present.

Present:	Alex Alexander	Director
	Paul Carnarvon	Treasurer
	Frank Cieszkowski	Director
	Fred Frank	Director (6:33 pm)
	Jeff Holden	Director
	Kurt Mazag	Chairperson
	Gail McLeod	Mayor
	Cynthia Riviera	Vice Chair/Secretary
	Andre Tirado	Director
	Pete Zingas	Director

Absent: Greg Genter Director

Others Present:	Trevor Daniel	DDA Legal Counsel
	Ben Hughes	DDA Executive Director

4. APPROVAL OF AGENDA

Motion by K. Mazag supported by A. Tirado

Resolved to approve the agenda as amended.

Motion carried unanimously.

- F. Frank was not yet present for the vote.

5. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

Motion by G. McLeod supported by P. Carnarvon to approve the minutes of the July 27, 2023 meeting

Resolved to approve the minutes.

Motion carried unanimously.

- F. Frank was not yet present for the vote.

6. CITY UPDATE ON DISTRICT ISSUES

- Roadwork is continuing
- MEL_NAP School grand opening at the former Baker College was very well attended

7. FINANCIAL REPORT

Motion by F. Frank, supported by G. McLeod, 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

- Steve Donahue – thanked F. Frank and other board members who have been coming to Farmer's Market and talking to vendors. Also thanked Ben Hughes for doing a good job managing the Farmer's Market.

9. Façade Grant Reimbursement for Planned Choices – 4517 Allen Road

Motion by G. McLeod supported by P. Carnarvon to approve the release of \$1,348.00 in Façade Grant Improvement funds.

Resolved to release \$1,348.00 in Façade Grant Improvement funds.

Motion carried unanimously.

10. Façade Grant Reimbursement for May's Bakery – 6617 Allen Road

Motion by A. Tirado supported by J. Holden to approve the release of \$2,000.00 in Façade Grant Improvement funds.

Resolved to release \$2,000.00 in Façade Grant Improvement funds.

Motion carried unanimously.

11. 17410 Ecorse Road – Third Amendment to Purchase Agreement

Motion by G. McLeod supported by A. Tirado to approve the execution of the Third Amendment to the Purchase Agreement of 17410 Ecorse Road.

Resolved to approve the execution of the Third Amendment to the Purchase Agreement of 17410 Ecorse Road.

Motion carried unanimously.

12.DTE Proposal to Install GFI receptacles on N. Allen Street Lights

Motion by J. Holden supported by G. McLeod to approve DTE installing 56 GFI receptacles on N. Allen street lights at a total cost of \$5,600.00.

Resolved to approve DTE installing 56 GFI receptacles on N. Allen street lights at a total cost of \$5,600.00.

Motion carried unanimously.

13.CHAIRPERSON'S REPORT

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

14.MARKETING COMMITTEE UPDATE – J. Holden

- The Logo Contest is moving forward and will run during September.
- Trunk or Treat will take place again in October and would be helpful if the street can be closed as it was last year

15.DESIGN COMMITTEE UPDATE – Mr. Hughes

- The August meeting was rescheduled.
- Multiple businesses are in the process of gathering information to submit façade grants in the near future.

16.EXECUTIVE DIRECTOR REPORT – Mr. Hughes updated:

- Former Comerica Bank drive through has been sold to Ted's Coney Island
- Former Comerica Bank building was sold to an investor who has a tenant looking to open a Jewelry Store

17.ATTORNEY REPORT - Mr. Daniel

- No additional updates

18.DIRECTOR COMMENTS

- A. Tirado – Main Street Account that DDA had F. Frank's information on it, and it needs to be updated and requests that A. Tirado can be the contact. Would be nice to have a project management application for DDA projects for people to access and monitor.
- J. Holden – September 11, 2023 at 6:00 pm is Marketing Committee Meeting

19.ADJOURNMENT

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

Resolved to adjourn the meeting.

Motion carried unanimously.

Meeting Ended at 7:51 pm.

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 08/31/2022	PERIOD ENDED 08/31/2023
*** Assets ***			
248-000-001-000	CASH IN BANK-DDA FUND	3,187,503.48	2,515,401.44
248-000-001-050	CASH - DDA PNC	11,897.19	8,882.29
248-000-004-000	PETTY CASH	150.00	150.00
248-000-017-100	J FUND INVESTMENT	0.00	1,501,061.15
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	(9,650,152.60)	(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	(21,110.18)	(21,110.18)
248-000-196-000	DEFERRED CHARGES ON REFUNDING	5,149.22	5,149.22
Total Assets		6,249,089.75	7,075,038.93
*** Liabilities ***			
248-000-202-000	ACCOUNTS PAYABLE	180.00	184.11
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		1,090,180.00	728,470.78
*** 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			949,816.39
*22-23 End FB/23-24 Beg FB		5,450,320.29	
Net of Revenues VS Expenditures - Current Year		658,405.85	896,247.86
Ending Fund Balance		5,158,909.75	6,346,568.15
Total Liabilities And Fund Balance		6,249,089.75	7,075,038.93

* Year Not Closed

User: AWERTZ

PERIOD ENDING 08/31/2023

DB: Allen Park

% Fiscal Year Completed: 16.94

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE 08/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/23 INCR (DECR)	AVAILABLE BALANCE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET			NORM	(ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
248-000-403-000	PROPERTY TAXES - CURRENT	1,320,000.00	1,320,000.00	924,871.57	867,679.10	395,128.43	70.07	
248-000-573-000	LOCAL COMMUNITY STABILIZATION SHARE APPR	471,600.00	471,600.00	0.00	0.00	471,600.00	0.00	
248-000-665-000	INVESTMENT INTEREST	70,000.00	70,000.00	13,142.90	0.00	56,857.10	18.78	
248-000-677-000	MISCELLANEOUS	50,000.00	50,000.00	16,720.91	15,355.91	33,279.09	33.44	
Total Dept 000		1,911,600.00	1,911,600.00	954,735.38	883,035.01	956,864.62	49.94	
TOTAL REVENUES								
		1,911,600.00	1,911,600.00	954,735.38	883,035.01	956,864.62	49.94	
Expenditures								
Dept 000								
248-000-701-000	PERSONAL SERVICES	110,000.00	110,000.00	9,917.55	4,461.57	100,082.45	9.02	
248-000-715-000	EMPLOYER FICA	8,415.00	8,415.00	766.13	345.56	7,648.87	9.10	
248-000-716-000	MEDICAL	25,000.00	25,000.00	683.06	(100.00)	24,316.94	2.73	
248-000-719-000	POST EMPLOYMENT HEALTH CARE	1,200.00	1,200.00	0.00	(100.00)	1,200.00	0.00	
248-000-722-000	RETIREMENT CONTRIBUTION - DC	5,600.00	5,600.00	560.39	315.12	5,039.61	10.01	
248-000-727-000	TERM LIFE INSURANCE	140.00	140.00	25.60	12.80	114.40	18.29	
248-000-728-000	OFFICE SUPPLIES	3,500.00	3,500.00	13.82	13.82	3,486.18	0.39	
248-000-757-000	OPERATING SUPPLIES	200.00	200.00	0.00	0.00	200.00	0.00	
248-000-801-001	LAWN SERVICES	78,000.00	78,000.00	6,685.00	6,685.00	71,315.00	8.57	
248-000-804-000	ADMINISTRATIVE FEE	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00	
248-000-826-000	LEGAL SERVICES	18,000.00	18,000.00	582.00	582.00	17,418.00	3.23	
248-000-853-000	TELEPHONE	1,500.00	1,500.00	855.38	815.38	644.62	57.03	
248-000-920-000	UTILITIES	11,700.00	11,700.00	0.00	0.00	11,700.00	0.00	
248-000-931-000	BUILDING MAINTENANCE	75,000.00	75,000.00	5,542.54	4,755.54	69,457.46	7.39	
248-000-958-000	MEMBERSHIP & DUES	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00	
248-000-960-000	MARKETING/PROMOTIONS	60,000.00	60,000.00	1,913.85	1,764.85	58,086.15	3.19	
248-000-962-000	MISCELLANEOUS	13,000.00	13,000.00	362.20	362.20	12,637.80	2.79	
248-000-975-000	DESIGN COMMITTEE	0.00	0.00	650.00	325.00	(650.00)	100.00	
248-000-985-410	ALLEN ROAD STREETSCAPE	582,600.00	582,600.00	25,000.00	25,000.00	557,600.00	4.29	
248-000-985-420	LED STREETLIGHTS	200,000.00	200,000.00	0.00	0.00	200,000.00	0.00	
248-000-985-425	DDA INFRASTRUCTURE	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00	
248-000-985-430	FACADE GRANT	126,385.00	126,385.00	0.00	0.00	126,385.00	0.00	
248-000-985-440	PARKS AND RECREATION ENCANCEMENTS	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00	
248-000-985-455	ALLEY PAVING PROGRAM	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00	
248-000-991-000	BOND PRINCIPAL	370,000.00	370,000.00	0.00	0.00	370,000.00	0.00	
248-000-993-000	INTEREST EXPENSE	9,860.00	9,860.00	4,930.00	4,930.00	4,930.00	50.00	
Total Dept 000		1,911,600.00	1,911,600.00	58,487.52	50,691.14	1,853,112.48	3.06	
TOTAL EXPENDITURES								
		1,911,600.00	1,911,600.00	58,487.52	50,691.14	1,853,112.48	3.06	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		1,911,600.00	1,911,600.00	954,735.38	883,035.01	956,864.62	49.94	
TOTAL EXPENDITURES		1,911,600.00	1,911,600.00	58,487.52	50,691.14	1,853,112.48	3.06	
NET OF REVENUES & EXPENDITURES		0.00	0.00	896,247.86	832,343.87	(896,247.86)	100.00	

		Checks Run on August 2, 2023					
		Vendor Name		Invoice Description		Amount	
Budget Account #	Budget Account Name					Check #	
248-000-920-000	UTILITIES 910008199275	DTE ENERGY		JUNE 2023 ELECTRIC DDA SERVICES		118232	
	UTILITIES	DTE ENERGY		MAY 2023 GAS SRV DDA		118233	
248-000-931-000	BUILDING MAINTENANCE	NETWORK SERVICES COMPANY		PARTS FOR DDA & ST FAIR		118276	
248-000-962-000	MISCELLANEOUS	ELECTRONIC TECH SOLUTIONS LLC		IT SRV 6/19 FOR LAUREN'S LAPTOP		118237	
248-000-962-000	MISCELLANEOUS	ELECTRONIC TECH SOLUTIONS LLC		IT SUPPORT FOR DDA DEPT		118238	
				TOTAL			
						\$1,585.41	
		Checks Run on August 16, 2023					
Budget Account #	Budget Account Name	Vendor Name		Invoice Description		Check #	
248-000-677-000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES		SUPPLIES		118319	
248-000-728-000	LAWN SERVICES	CDW GOVERNMENT, LLC		DDA IT EQUIPMENT		118335	
248-000-801-001	LAWN SERVICES	SEASONAL PROPERTY MANAGEMENT		JULY 2023 LAWN CARE QUANDT ALLEY PROJECT		118434	
248-000-801-001	LAWN SERVICES	SEASONAL PROPERTY MANAGEMENT		JULY 2023 LAWN SRV 5223 ALLEN RD		118434	
248-000-801-001	LAWN SERVICES	SEASONAL PROPERTY MANAGEMENT		JULY 2023 LAWN SRV BEATRICE PARKING LOT		118434	
248-000-801-001	LAWN SERVICES	SEASONAL PROPERTY MANAGEMENT		JULY 2023 LAWN CARE 6543 ALLEN RD, PARK, ECORSE, BEATRICE		118434	
248-000-801-001	LAWN SERVICES	SEASONAL PROPERTY MANAGEMENT		JULY 2023 LAWN SRV SOUTHFIELD RD MEDIAN		118434	
248-000-801-001	LAWN SERVICES	SEASONAL PROPERTY MANAGEMENT		JUNE 2023 LAWN CARE 6735 PARK AVE		118434	
248-000-801-001	LAWN SERVICES	SEASONAL PROPERTY MANAGEMENT		JULY 2023 LAWN CARE 17410 ECORSE RD		118434	
248-000-801-001	LEGAL SERVICES	SEASONAL PROPERTY MANAGEMENT		JUNE 2023 BED MNT 6543 ALLEN RD		118434	
248-000-826-000	CITY DDA 734-460-1488	PENTIUK, COUVREUR AND KOBILJAK, P.C		JULY 2023 DDA LEGAL SERVICES		118419	
248-000-853-000	BUILDING MAINTENANCE	VERIZON WIRELESS		CITY HALL PHONE SRV 7/11-8/10/23		118455	
248-000-931-000	BUILDING MAINTENANCE	TAYLOR EVAN		JULY & AUG 2023 DDA TRASH SERVICES		118307	
248-000-931-000	BUILDING MAINTENANCE	HADDIX ELECTRIC		JULY 2023 DDA LIGHT SERVICES		118370	
248-000-931-000	MARKETING/PROMOTIONS	HADDIX ELECTRIC		AUG 2023 DDA LIGHTNING		118370	
248-000-960-000	MARKETING/PROMOTIONS	CONPOTO LLC		AUG 2023 SUBSCRIPTION FEE		118344	
248-000-960-000	DESIGN COMMITTEE	RIVERA, JAMES ANTHONY		FM MARKET SRV 5/19-6/9/23		118431	
248-000-975-000	ALLEN ROAD STREETScape	SHUELL, MICHAEL		FACADE DESIGN 18625 ECORSE RD		118441	
248-000-985-410	FACADE GRANT	FLOCK GROUP INC		FLOCK SRV POLICE DEPT		118365	
248-000-985-430	INTEREST EXPENSE	MAY'S BAKERY		FACADE DDA GRANT AWARD FOR BLDG IMPROVEMENTS		118392	
248-000-993-000		KEY GOVERNMENT FINANCE INC		2020 LTGO DDA		118384	
				TOTAL			
						\$44,440.15	

**Allen Park DDA
Credit Card Activity
August**

8/10/2023	8/9/2023	'55310203222091341001519	GREAT LAKES ACE HDWE ALLEN PARK MI	\$9.33	248-000-962-000
8/10/2023	8/9/2023	'85309613221980017768529	SUBURBAN SEWER AND SEP CARLETON MI	\$250.00	248-000-960-000
8/14/2023	8/11/2023	'55310203224091345000994	GREAT LAKES ACE HDWE ALLEN PARK MI	\$18.01	248-000-931-000
8/23/2023	8/22/2023	'55429503234743088080901	VISTAPRINT 8662074955 MA	\$57.99	248-000-962-000
8/28/2023	8/25/2023	'02305373238000599339945	USPS PO 2501580101 ALLEN PARK MI	\$92.40	248-000-962-000

City of Allen Park New Website by Revize

The City of Allen Park is changing the look of the current www.cityoffallenpark.org website.

The new website will be developed by Revize, a company in Troy, Michigan. Revize has a large portfolio of municipalities nationwide that currently use their services. The new website should be active in October.

The City wanted a new look with user-friendly tools that would provide several options for our residents and businesses.

Revize provides a powerful interface that is easy-to-use when making payments online for taxes, water bills and permits. Forms and applications will be easily accessible and requests can be done and submitted online.

All City departments will manage their own content with the most up-to-date information where interactive communication can take place.

The new City calendar will be color coded with all the important information you want to know about from Council Meetings, Board & Commission Meetings, Downtown Development Authority (DDA) and Parks & Recreation programs to special events of interest.

An Accessibility widget will be available on the website to adjust several features that will make it easier for a broad audience to use it, whether it is changing the content to another language or making the print larger, several options will be available.

When you access the new website, there will also be a Special Notification box that will appear on the main page. This is where the City can communicate important information immediately. This area may show an Amber Alert, road closure, active shooter warning or weather advisory information.

There will be a public service tab on the new website that will replace SeeClickFix called "Report a Problem", where the system is setup to communicate directly with department officials that can either resolve the issue that is reported or respond back with helpful information. A dropdown menu will show a list of the most commonly reported items that help make navigation easy on this platform.

Please look for the new look at www.cityoffallenpark.org.



Allen Park Downtown Development Authority

Kurt Mazag, Chairperson

Cynthia Riviera, Vice-Chair/Secretary

Paul Carnarvon, Treasurer



To: Members of the DDA Board of Directors

From: Benjamin M. Hughes, Executive Director

Subject: DDA Funding for Community Park

Date: September 25, 2023

As you are aware, our DDA operating budget contains a \$40,000 allocation for purposes of funding enhancements to Parks and Recreation Facilities within our DDA District. The DDA is fortunate to have five (5) public parks within our DDA boundaries that are managed and maintained by the City's Department of Parks and Recreation. After a few discussions and meetings with Parks and Recreation Director Rob Fulton and his team, I learned of their proposal to make improvements to Community Park (formerly known as Gahona Park) that would include the creation of pickleball courts. Community Park is within our DDA district.

Please see the attached memo from Director Rob Fulton, including the detailed quote from Savone Cement.

I recommend that the DDA fully fund this project at the total cost of \$70,500. I suggest that the entire \$40,000 contained within our budget be allocated, with the remaining \$30,500 to be used from the upcoming revenue proceeds from the sale of the DDA-owned property at 17410 Ecorse Road (Biggby Coffee).



City of Allen Park Parks and Recreation Department

15800 White Street
Allen Park, MI 48101

Telephone: (313) 928-0771 Fax: (313) 928-0501

Rob Fulton
Director

Kyle Kar
Deputy Director

Evan Taylor
Facilities Coordinator

September 12, 2023

Benjamin M. Hughes
DDA and Economic Development Director
City of Allen Park

Re: Community/Gahona Park

Dear Ben:

As you are aware, Community/Gahona Park is one of five parks that sit in the DDA footprint throughout the city.

After several discussions and meetings internally as well as externally, it has come to our attention that we, collectively as a city, have a need for outdoor Pickleball courts. Because we are somewhat landlocked and can't build new or additional courts, we have looked at Community/Gahona Park as a possible site for an upgrade to that area for the dual purpose of tennis and pickleball.

Currently, we do not have satisfactory tennis courts in the city parks as well.

Sudman Park has a single Pickleball Court and many times it is used by tennis players, but it is not the standard size tennis court.

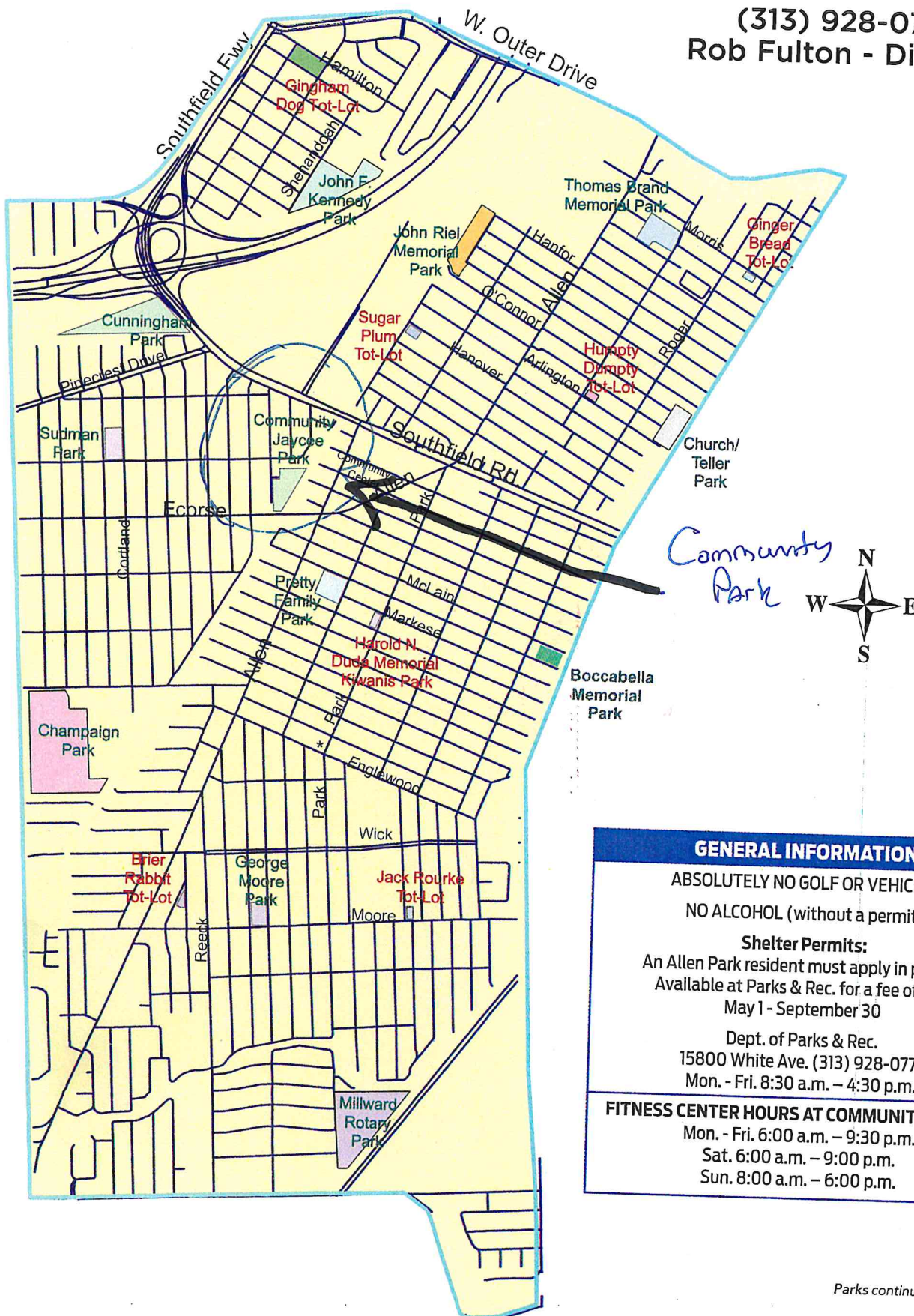
We are requesting, if approved by your DDA Board, that Community Park/Gahona Park follow the recommendations of Savone Cement for a combination of Pickleball and tennis courts on the existing site in the amount of \$70,500.00.

Your consideration is appreciated and we look forward to further dialogue.

Rob Fulton
Director, Parks and Recreation

Allen Park Parks and Recreation PARKS AND AMENITIES

(313) 928-0771
Rob Fulton - Director



GENERAL INFORMATION

ABSOLUTELY NO GOLF OR VEHICLES

NO ALCOHOL (without a permit)

Shelter Permits:

An Allen Park resident must apply in person.

Available at Parks & Rec. for a fee of \$50

May 1 - September 30

Dept. of Parks & Rec.

15800 White Ave. (313) 928-0771

Mon. - Fri. 8:30 a.m. - 4:30 p.m.

FITNESS CENTER HOURS AT COMMUNITY CENTER

Mon. - Fri. 6:00 a.m. - 9:30 p.m.

Sat. 6:00 a.m. - 9:00 p.m.

Sun. 8:00 a.m. - 6:00 p.m.

Parks continued on page 22



Prepared For

City of Allen Park
15915 Southfield Rd
Allen Park, MI 48101
(313) 928-1400

Savone Cement, Inc

15653 Promenade Ave
Allen Park, Michigan 48101
Phone: (313) 928-9141
Email: savonecement@gmail.com
Fax: (313) 928-0899
Web: www.savonecement.com

Estimate # 170752

Date 03/03/2023

Description	Rate	Quantity	Total
Gahona Tennis Courts	\$61,500.00	1	\$61,500.00
2. Mill existing tennis court down 1 1/2" to allow for new overlay. Haul millings off site for legal disposal. Clean milled surface and apply SS-1H bond coat. Place 1 1/2" of MDOT 5E1 virgin asphalt over 15,625 SF. 2B. Stripe (2) courts white line on (no color) 2C. Detail 7 (large cradles) patch with asphalt before wear courses - 1,000 LF 2 1/2" thick. 2D. Patch 12' x 12' - 144 SF with 2 1/2" asphalt. 2E. Remove (6) footing and backfill with millings (net posts) and install (6) new footings for new courts and install (6) sleeves. (NOTE: Fence removal, net post removal, and replacement of all items is by others).			
New 4ft fence	\$9,000.00	1	\$9,000.00
East 120ft of 4ft fencing with 10ft Double gate West 120ft of 4ft fencing with 10ft Double gate			

Subtotal \$70,500.00

Total **\$70,500.00**



Allen Park Downtown Development Authority

Kurt Mazag, Chairperson

Cynthia Riviera, Vice-Chair/Secretary

Paul Carnarvon, Treasurer



To: Members of the DDA Board of Directors

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

Subject: DDA Funding for Allen Park Public Library – Storywalk Project

Date: September 26, 2023

In 2022 the Allen Park Public Library began raising funds to purchase pedestals as part of a project called Storywalk. They were successfully in collecting \$4,985 in funds (via donations and fundraisers) needed to purchase the equipment. They do not currently have the funds for the 18 pedestals to be installed on Library property outside the building on a designated path. Please see the attached letter from Assistant Library Director Brandi Swinehart.

The Library obtained quotes from two companies to install the pedestals, with Owens Fence, Inc. being the low bidder at \$1,350. I recommend that the DDA pay this \$1,350 expense on behalf of the Library using upcoming revenue proceeds from the sale of the DDA-owned property at 17410 Ecorse Road (Biggby Coffee).



Allen Park Public Library

8100 ALLEN ROAD
ALLEN PARK, MICHIGAN 48101
PHONE: 381-2425
FAX: 381-2124



Dear D.D.A. Board,

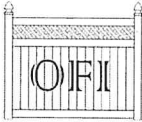
The library is currently seeking assistance with the installation of our newest acquisition, storywalk pedestals. Last year, the APCCF graciously offered to help the library obtain more items on our wish list. We were included as benefactors in their fundraising efforts which included the Culver's Scoops of Thanks Day and APCCF's annual Pizza, Wine, & Beer Tasting event. With the funds raised, the APCCF donated not one, but two items from the library's wish list in 2022. One of them being the much anticipated storywalk pedestals, which were purchased at the cost of \$4,985. A storywalk combines reading and the great outdoors by taking pages from a children's book and displaying them individually on pedestals along a designated path. The exhibit pedestals will be installed around the outside of the library and will allow the display of new titles year-round regardless of weather conditions. Storywalks engage both regular library users and reluctant readers with simple stories and a casual atmosphere. They also encourage reading while allowing the community to feel involved with the library after normal business hours.

The pedestals are currently being housed at the DPS garage, and have been since late 2022. Our plans to have the exhibit installed before Summer Reading, unfortunately, did not work out. We are very much hoping to have installation complete before the end of 2023. We have procured quotes from both Brady's Fence Co. and Owens Fence, Inc. The quotes have been included with this request. If the D.D.A. is so willing, the library would be extremely grateful for any monetary assistance provided for the Storywalk installation. Please also find a promotional image below better detailing the final look of the project.

Thank you for your consideration and happy reading!

Brandi Swinehart
Assistant Library Director
Allen Park Public Library





Owens Fence, Inc.

Owens Fence, Inc. 17114 Dix-Toledo
Brownstown, MI. 48192 734-281-1132

PROPOSAL/CONTRACT

Page 1
09/18/2023

Customer Information:

Allen Park Library
8100 Allen Rd,
Allen Park, MI. 48101

Job Information:

Brandy Swinehart 313-381-2425
bswinehart@allenparklibrary.org

Notes:

Install 18 story book pedestals 24" below ground with concrete base.

Will all pedestals be delivered on site at each install location? We also need a contact person for set up.

\$ 1,350.00

Thank You!
Larry Szymoniak

Owens Fence, Inc. agrees to guarantee above fence to be free from defects in materials and workmanship for one year.

Owens Fence, Inc. shall advise the customer as to local zoning regulations but responsibility for complying with said regulations and obtaining any required permits shall rest with the customer. Owens Fence, Inc. will assist the customer, upon request, in determining where the fence is to be erected, but under no circumstance does Owens Fence, Inc. assume any responsibility concerning property lines or in any way guarantee their accuracy. If property pins cannot be located it is recommended that the customer have the property surveyed.

Owens Fence, Inc. will assume the responsibility for having underground public utilities located and marked. However, Owens Fence, Inc. assumes no responsibility for unmarked sprinkler lines, or any other unmarked buried lines or objects. The customer will assume all liability for any damage caused by directing Owens Fence, Inc. to dig in the immediate vicinity of known utilities.

The final billing will be based on the actual footage of fencing built and the work performed. Partial billing for materials delivered to the job site and work completed may be sent at weekly

intervals. Adjustments for material used on this job and adjustments for labor will be charged or credited at the currently established rates. Additional charges for any extra work not covered in this contract that was requested by the customer will also be added. The full amount of this contract along with any additional charges will become payable upon completion of all work whether or not it has been invoiced.

A finance charge of 1 1/2% per month (or a minimum of \$1.00), which is an annual percentage rate of 18%, shall be applied to accounts that are not paid within 10 days after completion of any work invoiced. All materials will remain the property of Owens Fence, Inc. until all invoices pertaining to this job are paid in full. The customer agrees to pay all interest and any costs incurred in the collection of this debt.

Contract Amount: \$ 1350.00

Down Payment: \$ _____

Balance Due: \$ 1350.00

Approved & Accepted for Customer:

Customer

Date

Accepted for Owens Fence, Inc.:

Salesperson

Date

* CUSTOM MADE
* FULLY INSURED



Joie
Office: (313) 805-0589

Contract

BRADY'S FENCE CO., INC

11093 Armstrong • South Rockwood, MI 48179
www.bradyfence.com
jbrady1408@gmail.com

Fax: (734) 789-9879



Jeanie
Appts: (734) 308-4785

PROPOSAL SUBMITTED TO: <i>Allen Park Library</i>		HOME: <i>Brandi</i>	DATE: <i>9-21-23</i>
STREET: <i>8100 Allen Road</i>		CELL: <i>313-381-2425</i>	
CITY, ZIP, AND CITY HALL <i>Allen Park MI</i>		EMAIL: <i>313-381-2425</i>	
CROSS STREETS:		<input type="checkbox"/> DEPOSIT	<input type="checkbox"/> MATERIAL
REFERRAL:		<input type="checkbox"/> S/O. SURVEY, ATTEST, ASSOC.,	<input type="checkbox"/> PH /
SALES ASSOC: <i>Mark Brady</i>		EASEMENT, STAKES, PLOT, APP	<input type="checkbox"/> INSTALL
ESTIMATED INSTALL:		<input type="checkbox"/> ASSISTANT	TXT/VM/EM/VB
INITIAL:		<input type="checkbox"/> PERMIT FILED	<input type="checkbox"/> PIF
		<input type="checkbox"/> PERMIT #	<input type="checkbox"/> FI
		<input type="checkbox"/> MD #	
		(ORDERED)	(EXPIRES)
			<input type="checkbox"/> OTHER

Material: _____
Style: _____
Rail Size: _____
Height: _____
Color: _____
Post Caps: _____
Total Ft: _____
Gates: _____
☐ TEAR OUT ☐ CUT POSTS
☐ REMOVE FOOTINGS # _____ \$ _____
☐ HAND DIGS # _____ \$ _____
☐ PERMIT INCLUDED
☐ FILLERS # _____ \$ _____
☐ TEMP FENCE \$ _____
***ANY ADDT'L CHARGES WILL BE APPROVED
BY YOU BEFOREHAND & IN WRITING***

WARRANTY: LABOR - *1 year* MANUFACTURER - YES / NO

- Install - 18 Pedestals
around library sidewalk for
story walk.

- Customer providing material

Total - \$3960.00

We propose to hereby furnish material and labor - Complete in accordance with the above specifications for the sum of:

TOTAL: \$ _____

50% DEPOSIT (-) _____ # _____

BALANCE \$ _____ (DUE ON FINAL DAY OF INSTALLATION)

**ALL CREDIT CARDS WILL
HAVE A 3-6% ADDT'L FEE**
(DUE UPON ACCEPTANCE)

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications will be executed only upon written orders, and may revise the amount owed.
All agreements contingent upon strikes, accidents or delays beyond our control.

Note: This proposal may be withdrawn by us if not accepted within 30 days.

☐ ELECTRIC
☐ WATER
☐ SPRINKLERS

CUSTOMER MUST MARK ALL
PERSONAL UTILITY LINES
(EX: POOL, ELECTRICAL,
SPRINKLERS ETC.)

Acceptance: The above prices, specifications and conditions
are understood and accepted.
Payments will be made as indicated above.

Signature: _____

Date: _____



Allen Park Downtown Development Authority




Kurt Mazag, Chairperson

Cynthia Riviera, Vice-Chair/Secretary

Paul Carnarvon, Treasurer

To: Members of the DDA Board of Directors

From: Benjamin M. Hughes, Executive Director 

Subject: DDA Façade Improvement Grant – Tuccini Orthodontic Labs

Date: September 26, 2023

The owners of Tuccini Orthodontic Labs submitted a Façade Improvement Grant application to purchase and install an awning on their building located at 6533 Allen Road. The Design Committee met on Thursday, September 14 and they unanimously voted to approve a Façade Grant in the amount up to \$3,750.

I request that you vote in support of the Design Committee's recommendation.

1. Facade Improvement Program: Application Form

Contacts

Applicant(s) Name: Chris Tuccini
Applicant Address (to which all correspondence will be sent): 6533 Allen Rd
City: Allen Park State: MI Zip: 48101
Phone: 313-386-1827 Cell: 313-585-7546
Email Address: tbendwire@gmail.com
Business Name: Tuccini Orthodontic Lab
Project Address: 6533 Allen Rd
Property Owner(s) Name: Chris + Gabe Tuccini
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: _____

Applicant

Date 6/11/23

Application and all associated documents are due the **1st 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 1/20

Please direct all question or concerns to Jennifer Kibby, Executive Director
313.928.0940 jkibby@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),

Christopher Tuccini

hereby authorize

to carry out improvements, as specified in the accompanying Façade Improvement Program application, on my property located at 6533 Allen Rd

☒ 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

Chris Tuccini

Property Owner Name (print)

Date

9-18-23

☐ Attached is a copy of the current lease.

For office use:

Ownership confirmed: ☐
Source: ☐

Application and all associated documents are due the **1st Monday of the month.**

Please submit application to:

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

3. Facade Improvement Program: Application Form

Project Information

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

Page | 3

New Vinyl Awning. The new awning will be black with our logo. The current overhang is an eye sore.

Project Start Date: June 28th Anticipated Completion Date: June 30th

Total Cost of Project: \$ 8,274 Grant Amount Requested: \$ ~~13,750~~ 3,750 @

Preferred Contractor(s): Belle Isle Awning Job: Awning
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 1st 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: Awning

	Contractor Name	Authorized?	Contractor Location	Quote
Quote #1	Marygrove		Livonia	\$ 7,500
Quote #2	Belle Isle		Warren	\$ 8,274
Quote #3				\$

Page | 5

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

Task:

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

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

Task:

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

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

Task:

	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 1st 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? Hiring a cleaning service

How often? When necessary

How much will the cleaning cost? \$300

Repairs:

How will you check if repairs are needed? Will take Belle Isle's professional opinion

How often? See above

How will you pay for necessary repairs? Tuccini Ortho Lab funds

Application and all associated documents are due the 1st Monday of the month.

Please submit application to:

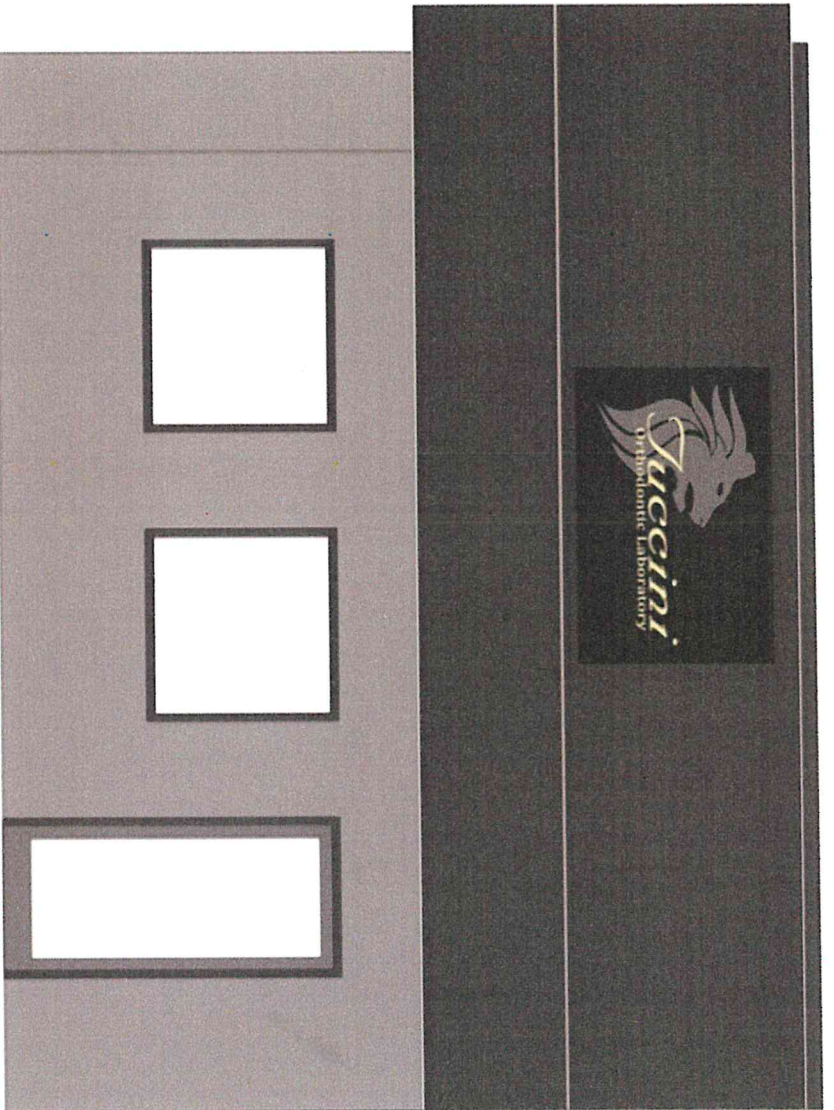
Allen Park Downtown Development Authority

6543 Allen Road

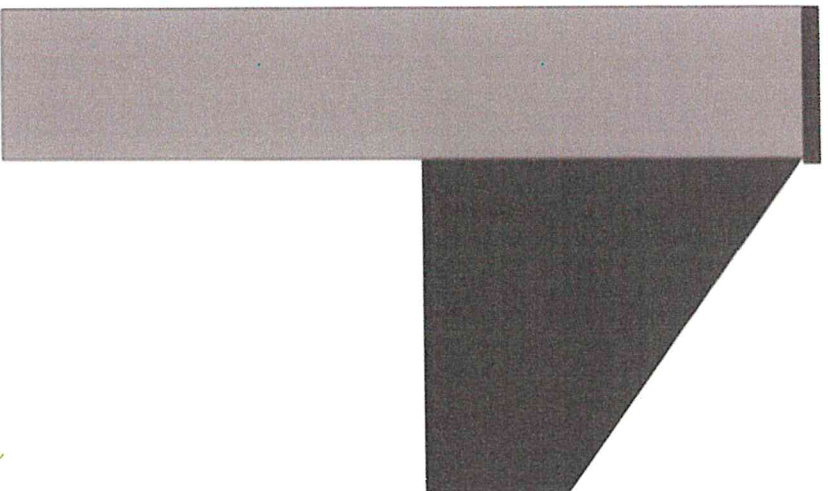
Allen Park, Michigan 48101

Fax: 313.928.0955





1 STANDARD FRONT VIEW
A-1 SCALE 1/4" = 1'0"



1 STANDARD SIDE VIEW
A-1 SCALE 1/4" = 1'0"

13701 East New Ave
Warren, MI 48090
Office: 586-294-6000
Fax: 586-294-4467
E-Mail: info@stuckelsherry.com Web: Stuckelsherry.com

STUCKELSHERRY
8
ARCHITECTS

CLIENT:	PROJECT:	SHEET TITLE:	SHEET NO:	DATE:	Architect & Graphic Sizes May vary	Before Signing Please
TUCCINI ORTHO LAB	STANDARD STYLE FRONT	DESIGN#	A-1	2 / 11 / 2022	Based On Final Field Measurements	Check For:
6533 ALLEN PARK	AMENDING	DO NOT SCALE DRAWINGS	SALES REP:	REVISED:	Computer Generated Colors May	CORRECT COLORS
ALLEN PARK, MI 48101		USE FIGURED	SCOTT HUNT		Differ from actual Colors Of Fabric	GRAPHICS / LAYOUT
		DIMENSIONS ONLY			and Graphics Used	SPILLING / BCT
						Date: Please Fax or E-Mail



(index10.cfm?orderno=PRO-TU112921-1)

YOUR PRICE

\$7,500.00

ORDER ONLINE TODAY!

Project Proposal Package

Tuccini Orthodontic Lab

Proposal No PRO-TU112921-1

Call us: 734-821-9011

Contact Us!



13701 East Nine Mile Road
Warren, Michigan 48089
586-294-6050 • 586-294-2487 Fax



www.BelleIsleAwning.com
info@BelleIsleAwning.com

JOB SITE INFORMATION

Customer Tuccini Ortho Lab
Job Site 6533 Allen Road
City Allen Park Zip 48101
Cr/St South of Southfield Rd/West of Park Ave
Contact Chris Tuccini
Phone 313-386-1827
Mobile 313-585-7546
E-Mail ibendwire@gmail.com

BILLING INFORMATION

Company _____
Address _____
City _____
State _____ Zip _____
Contact (Also) Olivia Tuccini
Phone _____
Mobile 313-585-4148
E-Mail oliviattuccini28@gmail.com

AWNING SPECS

Fabric Ferrari Soltis 502
Color Black #502V2-8450C
Trim Straight, No Scallop
Color Binding N/A

TERMS

Total \$8,274.00 for everything
Deposit 50% Deposit Required
C.O.D. Deposit Check
Terms Payoff Check

DATES

Date 07-19-2023
Permit Yes, See Below
Delivery 5-7 weeks from Deposit

ORDER SPECIFICATIONS

- 1 Standard Style Awning Complete with a Frame and a Fabric \$7,475.00
- Size will be approximately 22'-0" long X 7'-8" tall X 7'-0" projection
- The fabrication and application of approximately 4 square feet vinyl graphic logo. \$332.00
- City of Allen Park drawings, sign, and building permit fees. \$467.00
- No Electrical Included
- Frames to be Gatorshield in a mill finish
- Non-Union Labor

MISC	LOT#	CUT	SEWN	PAINTED	INSTALLED	RACK
------	------	-----	------	---------	-----------	------

The following is not included and will result in an additional charge that is non refundable Permits, Drawings for permits, Engineering, Architect Seal Acquisition (processing involving the city if intended but denied). Customer agrees to hold Belle Isle Awning Company harmless for any damage or loss beyond the scope of the work set forth herein, including, but not limited to consequential damages for loss of use, loss of time, loss of profit, loss of income, pain and suffering or any other incidental damages. It is agreed- We retain Purchase Money Security Interest pursuant to the UCC. We retain title to property until paid in full. It is further agreed until paid in full that the above awnings are the property of the Belle Isle Awning Company and may be reclaimed without court action. That deliveries are subject to fires, strikes, labor unrest, lockouts, and conditions beyond our control. A service charge of 1.5 % per month will be levied on the unpaid balance of all accounts unless otherwise specified in this contract. It is also agreed that there have been no verbal representations, promises or warranties made by The Belle Isle Awning Company staff or it's agents which are not contained in this agreement. Any and or all legal fees incurred during collection of an invoice shall be the responsibility of the purchaser.

ACCEPTED SUBJECT TO APPROVAL OF
THE BELLE ISLE AWNING COMPANY

Scott Hunt

Salesperson

THIS ORDER IS PLACED WITH FULL KNOWLEDGE OF AGREEMENT
HEREOF AND IS HEREBY AGREED TO

Customer Signature



Allen Park Downtown Development Authority

Kurt Mazag, Chairperson

Cynthia Riviera, Vice-Chair/Secretary

Paul Carnarvon, Treasurer



To: Members of the DDA Board of Directors

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

Subject: DDA Façade Improvement Grant – Dunleavy and Sons

Date: September 26, 2023

The owners of Dunleavy and Sons submitted a Façade Improvement Grant application to purchase and install a new sign on their building located at 6004 Allen Road. The Design Committee met on Thursday, September 14 and they unanimously voted to approve a Façade Grant in the amount up to \$6,621.50.

I request that you vote in support of the Design Committee's recommendation.

1. Facade Improvement Program: Application Form

Contacts

Applicant(s) Name: Brian Dunleavy

Page | 1

Applicant Address (to which all correspondence will be sent): 6004 Allen Road

City: Allen Park State: MI Zip: 48101

Phone: 313-468-3763 Cell: 11

Email Address: Marty.dunleavy@cityofallenpark.com

Business Name: Dunleavy and Sons

Project Address: 6004 Allen Road

Property Owner(s) Name: Brian Dunleavy

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: Brian Dunleavy Date 8-16-2023
Applicant

Application and all associated documents are due the **1st 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 lbialak@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), _____
hereby authorize _____
to carry out improvements, as specified in the accompanying Façade 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

Date

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 **1st Monday of the month.**

Please submit application to:

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

3. Facade Improvement Program: Application Form

Project Information

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

Page | 3

Need New sign old one 30+ years old

Project Start Date: _____ Anticipated Completion Date: _____

Total Cost of Project: \$ 900000.00 Grant Amount Requested: \$ _____

Preferred Contractor(s): Signarama Job: _____

Corporate Headquarters Job: _____

MJ Custom Signs 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 **1st 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: *Sign*

	Contractor Name	Authorized?	Contractor Location	Quote
Quote #1	<i>MI custom signs</i>			<i>\$ 9,389.00</i>
Quote #2	<i>Sign artwork</i>			<i>\$ 5,725.00</i>
Quote #3	<i>So hansen sign</i>			<i>\$ 15,527.00</i>

Page | 5

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

Task:

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

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

Task:

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

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

Task:

	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 **1st Monday of the month.**

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

MI custom
13243

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? Will clean sign with water

How often? once a month

How much will the cleaning cost? Not sure

Repairs:

How will you check if repairs are needed? if the sign breaks or lights go out

How often? everyday

How will you pay for necessary repairs? Will save money just in case

Application and all associated documents are due the **1st Monday of the month.**

Please submit application to:

Allen Park Downtown Development Authority

6543 Allen Road

Allen Park, Michigan 48101

Fax: 313.928.0955

MI Custom Signs
 20109 Northline Rd. Taylor, Michigan 48180
 info@micustomsigns.com
 (734) 946-7446
 EIN #: 26-3415650



www.MIcustomSIGNS.com

Quote 19091

7 ft Men Lit Wall Sign

SALES REP INFO
 Ken Moreno
 ken@micustomsigns.com
 (734) 547-3577

QUOTE DATE
 05/23/2023
 QUOTE DUE DATE
 05/24/2023
 QUOTE EXPIRY DATE
 06/15/2023
 TERMS
 Full Deposit

ORDERED BY
 Dunleavy's
 Dunleavy, Marty

CONTACT INFO
 Marty Dunleavy
 martydunleavy@yahoo.com
 (313) 468-3763

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TOTAL (INCL. TAX)	TAXABLE
1	Dunleavy's Cloud Sign - Single Shaped sign - Illuminated with LED lights Single Shaped sign includes, sign frame, lexan panel, lights, and graphics. Height: 48 Inches Width: 144 Inches	1	Sqft	\$5,400.00	\$5,400.00	\$5,724.00	Y
2	2 - Man Shaped Cloud Sign - Single Shaped sign - Illuminated with LED lights Single Shaped sign includes, sign frame, lexan panel, lights, and graphics. Width: 84 Inches Height: 36 Inches	2	Sqft	\$2,450.00	\$4,900.00	\$5,194.00	Y
3	Sign Installation Service - Equipment and Labor <i>Customer responsible for electrical circuit at sign location.</i>	1	Each	\$1,200.00	\$1,200.00	\$1,200.00	N

**When bringing equipment, or machines onto the install site property you can expect damage to grass, and landscaping. Every effort will be made to prevent damage or loss, but may be unavoidable. Such damage may include, tire ruts, loss of grass, foliage or plant loss, etc. Additionally when digging or excavating for any foundations sprinkler systems should be properly marked before installation. Every effort will be made to avoid irrigation lines, if possible.*

Damage to landscaping, grass, and irrigation lines incurred in the process of installation is not covered under any warranty, or liability.

***The installation price is based on known conditions and visible inspection of the job site. It is possible that conditions exist outside of our knowledge and could impact the tools needed and the price of the installation. In cases where we discover unforeseen obstacles to your installation we may need to have you approve additional charges for the job to be completed. You will be notified as soon as we safely can and you will have the option to refuse continuing work. Any work up to the point of stoppage will be chargeable.*

4	Graphic Design for 2 Men - Equipment and Labor	1	Each	\$750.00	\$750.00	\$750.00	N
---	---	---	------	----------	----------	----------	---

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TOTAL (INCL. TAX)	TAXABLE
5	City Permit Fees (Estimate) City permits are charged actual cost plus a \$150 service fee for up to 2 trips to City Hall. Stamped engineered drawings, if required, are extra.	1	Each	\$350.00	\$350.00	\$350.00	N

You are agreeing to pay for the items listed on this quote and the quantity stated. In addition to the deposit requirement in the Payment Terms, the balance is due when you receive products. We accept Cash, Checks and Credit Card Payments. There will be a \$35.00 fee for returned checks.

Past due balances will accrue interest at a rate of 1.5% per month after the due date stated in your order.

Although we use the highest quality products and inks to produce our products, it is not always possible to achieve perfect color match to products printed at a different time or on other printers (even our printers). If you need to see a color sample before printing your whole order, please ask.

***Color matching is best from a hard copy proof. If you need your printed colors to match something specific, please bring it to our shop to match to our printed samples.

***E-proofs are for layout purposes only & are not an accurate representation of color or resolution. All approvals received on e-proofs confirms that you understand the color policy listed above.**

We promise to meet or exceed your expectations and thank you for your continued business!

Setup:	\$25.00
Subtotal:	\$12,625.00
Sales Tax (6%):	\$618.00
Total:	\$13,243.00

Downpayment (100.0 %)

\$13,243.00

SIGNATURE:

DATE:



Allen Park Downtown Development Authority

Kurt Mazag, Chairperson

Cynthia Riviera, Vice-Chair/Secretary

Paul Carnarvon, Treasurer



To: Members of the DDA Board of Directors

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

Subject: Annual Pumpkin Patch and Halloween Festival on Park Avenue

Date: September 26, 2023

Mr. Mark Bailey, owner of McNally's Shoes at 6621 Park Avenue, is once again organizing the annual Park Avenue pumpkin patch and Halloween festival to occur on Friday, October 27 to Sunday, October 29. This festival is organized and sponsored in partnership with the Elks Lodge. Mr. Bailey has requested \$500 from the DDA to help cover expenses associated with this event.

I request that you vote to approve the allocation of \$500 in DDA funds in support of this event