



Allen Park Downtown Development Authority



Fred Frank, Chairperson

Cynthia Riviera, Vice-Chair/Secretary

Treasurer, Dan Smith

BOARD AGENDA

Thursday, June 30, 2022

6:30 p.m.

A Special Meeting of the Allen Park Downtown Development Authority will be held **Thursday, June 30, 2022**, at **6:30 p.m.** in City Hall, 15915 Southfield Rd.

| Activity | Responsibility | Notes |
|--|----------------|--------|
| 1. Call to Order | Mr. Frank | |
| 2. Roll Call | Mr. Smith | |
| 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 May 26, 2022, meeting be approved?</i> | Mr. Frank | Action |
| 5. District Issues and Updates | Board | Report |
| 6. City Update on District Issues | Ms. McLeod | Report |
| 7. Citizens' Comments on Agenda Items | | |
| 8. Attorney's Report | Mr. Daniel | Report |
| 9. Financial Report <i>ACTION: Shall the May 2022 financial report be accepted and expenses approved?</i> | Mr. Smith | Action |
| 10. Chairperson's Report <i>ACTION: Shall Lauren Bielak be hired as administrative assistant? (from FY22 and FY23 Operations: Salary)</i> | Mr. Frank | Action |
| <ul style="list-style-type: none"> ACTION: Adopt the final draft DDA Strategic Plan as the DDA strategic plan. ACTION: the DDA may engage a bookkeeping service to handle DDA books and financial reports upon such terms and with such company as the officers acting by majority rule determine ACTION: The officers acting by majority shall direct the administrative assistant and otherwise carry out the duties of the DDA Executive Director [CEO] and hire additional contractors to (a) assist with events planning and implementation, (b) Facebook and social media posts, and transition coordination and | | |

assistance.

- The officers working with the City Human Resources Director will develop a job description and salary range and post and solicit for an Executive Director – areas of responsibility may expand – approval at the July Board meeting.
- Landscaping updates, including as to Bed at Southfield and Allen and other Southfield Rd beds, additional help hired by Stuart Leve, Inc.

• **11. Committee Reports**

a. **Design** Mr. Frank Action

ACTION: Shall the DDA waive the city bid process as there is no economic benefit to bid concrete repair work and accept a proposal from Savone Cement? [if receive proposal]

b. *Design – LED retrofit update*

c. *Design – holiday lights update*

d. *Design – Façade grant inquiries – May’s Bakery awning, Dunleavy’s sign; and update Southfield Gas N Go*

e. *Food Trucks at brick and mortar restaurants – permit or ordinance revisions – request by APBStreatery owner*

f. **Marketing**
Update on Calendar of Events - status and any changes

g. **Marketing - ACTION:** *Shall the Music in the Streets budget be increased \$4,500 [\$4000 net] to cover setup/breakdown labor and marketing? (From FY22 Marketing: New Projects)*

• **12. Citizens’ Comments**

• **13. Director Comments**

Board

• **14. Adjourn**

Mr. Frank

Action

Next month’s regular board meeting: **July 24, 2022**