I. Call to Order  
Chairwoman Julia Kapilango

II. Roll Call  
Secretaries Merino & Lynch

III. Joint Meeting Chair for August 2020: Julia Kapilango

IV. Approval of the July 2020 Meeting Minutes

V. Treasurer’s Report  
Finance/Treasurers

VI. Action Items  
(40 min.)

A. Regular Action Items

1. Joint Board Actions
   a) Michigan Main Street Select Level Application Letter of Intent
   b) Vision Planning Printing
   c) Movies in the Park Photography
   d) Cleaning Services

   2. EDDDA Actions Only
      a) Haraz Coffee Open Door Dearborn Grant
      b) City Hall Park Redesign

   3. WDDDA Actions Only
      a) Bike Racks
      b) Hanging Baskets for Connector Streets
      c) Budget Amendment for Library Lot Greenspace Conversion
      d) Social District Plan

VII. Committee Reports  
(20 min.)

VIII. DDDA Executive Management Team & ECD Reports

IX. Call to Board of Directors

X. Call to Audience  
3 min./guest

XI. Adjournment
Michigan Main Street Select Level Application Letter of Intent
Since 2014, the DDDAs have been a part of the Engaged Level of the Michigan Main Street Program. During this engaged level, Board members, volunteers and management team have participated in the trainings provided and required to move on to the Select Level. As recommended by Main Street, the Steering Committee has continued to develop a plan for Dearborn’s Main Street program. Modeling after other communities in the State of Michigan, the DDDAs have been working towards forming a non-profit management Board that brings together broad-based community support and energy focused on the Downtown Dearborn vision.

To apply to the Select Level of the Michigan Main Street program, a letter of intent is needed. Previously, the Michigan Main Street Advisory Board authorized Dearborn’s proposal in 2018 to submit one application and apply as ONE downtown. In August 2018, the DDDAs considered this, but did not move forward at that time looking for more information on the following items:

- The first related to whether or not having a service agreement between the DDAs and DDI to manage the DDA operations, projects and programs would jeopardize the DDAs’ Tax Increment Financing (TIF). As previously noted, there are other communities across the state that other entities such as a non-profit or economic development organization manage DDAs and multiple TIFs or TIFAs, such as Detroit Economic Growth Corporation with seven different authorities, Downtown Grand Rapids, Inc. with five TIF and DDA areas, and a few other models such as Lansing, Howell and Muskegon. Inquiry was also made with the State Treasury, which they confirmed it would not jeopardize TIF, as long as DDA P.A. 57 law is followed and TIF funds are used for their defined districts.
- The second issue discussed was Board representation. This is an easy solution in making sure that there is an emphasis of DDA Board representation on the DDI Board versus other community members.
- Third, the Boards wanted to know whether forming the DDI was a requirement of Michigan Main Street. It will not be required to have the organization legally formed by the application deadline, but they do want to see the Boards working towards this goal. The Boards did also pledge a memorandum of understanding indicating how the Boards currently and intend to work together in the future, which will be looked at favorably with our application.
- Fourth, a clear understanding of the DDI and DDAs’ role, responsibilities and process relationship. A service agreement will address all of these items.

Members of our Steering Committee prepared a presentation for the Michigan Main Street Advisory Board to review and consider prior to Dearborn’s application, which the committee has now updated further and will review with the DDDA Boards at the Board meeting. The presentation will be sent under separate cover on Monday.
The final application is due in December, but a letter of intent to apply to the Select Level is needed in the first part of September. The Steering Committee does recommend submitting a letter of intent at this time.

The Steering Committee is still working on the legal aspects of forming the Downtown Dearborn, Inc. including by-laws and service agreements between the EDDDA/WDDDA and DDI. The organization does not need to be formed prior to applying to the Michigan Main Street. Anticipated timeline for forming the DDI, completing service agreements and financial processes would be by the end of FYE2021 so that we can move forward in the next fiscal year.

**Vision Planning Printing**
The Downtown Vision Planning process is underway and in September/October we intend to launch the first part of the community engagement needed for the planning process by going on social media and online to encourage local input. The second part of the community engagement process will entail both online and hard copy surveys for those not able to participate online.

As part of the communications plan, printing an informational postcard that can be distributed at businesses and at the Farmers Market. Printing will be $150, split equally between the EDDDA/WDDDA.

**Movies in the Park Photography**
Movies in the Park needs new photography to help best present it in future years in our promotional materials and marketing. Recommendation is for two nights of photography services (one night each in each district) and editing. Management has solicited quotes from a variety of photographers, with a few more quotes still anticipated to be received by early next week. The final resolution will be provided at the table with the recommended vendor(s).

**Cleaning Services**
The DDDA Boards recommended pursuing other quotes for cleaning services for FYE2021, which management has been in the process of securing. A draft resolution is attached. Final determination of the service provide will be presented at the Board meeting.

**EAST DDDDA ACTION ITEMS ONLY**

**Haraz Coffee Open Door Dearborn Grant Application**
The EDDDA and WDDDA established the Open Door Dearborn business incentive to recruit businesses to Downtown Dearborn and improve the appearance of the districts through storefront and business rehabilitation and expansions at its April 18, 2019 joint Board meeting.

Haraz Coffee, a proposed EDDDA district business start-up, has applied for Level 1 funding of $2500 to support their installation of new business signage and Level 2 funding of $5,000 for business start-up support at 13810 Michigan Avenue under the Open Door Dearborn grant program.
Although the applicant started with a larger request for Levels 1-3, but the applicant ran into issues securing three quotes for the Level 3 items. Management therefore recommended that Haraz Coffee narrow its application scope to Levels 1 & 2 to meet the three-quote requirement for the signage in Level 1. The Applicant has secured the required three quotes for the sign despite the challenges that COVID-19 threw in the way and has modified his grant request for Level 2 by providing a business plan for a new business concept called Haraz Coffee. Market analysis prove that the EDDDA needs coffee shops to create a vibrant economy.

The Design/EV Committee met and reviewed the application, and they recommend funding support. Resolution is attached. The Board has budgeted $40,000 for the Open Door Dearborn program in FYE2021.

**City Hall Park Redesign**
The EDDDA’s goal of this project is to develop a regional downtown destination that enhances the sites historical context. The intent is to make the park a central gathering spot within the East Downtown, providing amenities for large events, cultural activities, as well as a place where neighbors can relax.

Competitively solicited bids for the design concept services for redesigning City Hall Park have been received and are under review. This was a Solicitation for Quote (SFQ), which is essentially a mini RFP due to the estimated value ($20,000 on the requisition) being lower than the Council threshold. Purchasing and the requesting department is the evaluation team on this type of solicitation. Eight proposals were received. A recommendation will be provided at the Board meeting. The EDDDA Board carried forward from FYE2020 to FYE2021, budgeting $20,000 from contractual services for design concepts. Depending on the final recommended firm, budget accommodations may be needed.

An advisory committee will be formed made up of EDDDA stakeholders and Board members to provide guidance and feedback through the public engagement and planning phases to make sure that the design meets the desires of the community. Kick-off will be September with design concepts and a construction budget developed by the end of the calendar year so that the EDDDA can plan for the installation in FYE2022. Stormwater repairs are still needed prior to embarking on any reconstruction of the park, which is still anticipated either this fall or early spring of 2021.

**WEST DDDDA ACTION ITEMS ONLY**

**Bike Racks**
As part of the DDDAs strategy to improve and diversify mobility in the districts, locations for additional on-street bike racks and sidewalk bike racks have been identified including:
EDDDA: 8 on-street and 3 on-sidewalk (along Michigan and Schaefer)
WDDDA: 2 on-street (on Howard and Mason)

(The WDDDA already has a number of locations throughout the district, as well as more are being added with the Connector Streetscape project on Howard, Mason and Monroe.)
The EDDDA budgeted $15,000, while the WDDDA budgeted $6,000, and carried forward those budgets from FYE20 to FYE21.

A competitive bid for the installation and purchase of the bike racks, bumpers and stanchions was solicited for both the EDDDA and WDDDA twice. The first solicitation, Purchasing received no bids by the due date. The bid solicitation was extended and have now received two bids. The specifications match those currently being used in the new streetscapes along the North Connector Streets and Wagner Place development to provide consistency and bike mobility awareness.

Striping for the on-street areas is also recommended, but this solicitation will be competitively bid separately upon confirmation of a bike rack provider.

The EDDDA Executive Committee recommends deferring this to Spring 2021 to evaluate budget needs and potentially explore local metal artists.

The WDDDA Executive Committee recommends moving forward with the purchase to complete its bike mobility plan. A resolution is attached.

**Hanging Baskets**

Water-resilient hanging baskets for the North Connector Streets are needed in future years. The DDDAs recently purchase hanging baskets for West Village Drive and Wagner Place area, and Purchasing Department confirmed that the provider will hold the same price if purchased now. Fifteen more units are needed for the Connector Streets. Ordering now would allow for a timely spring installation in 2021. Resolution attached.

**Library Lot Conversion to Greenspace**

Dearborn City Council authorized moving forward with conversion of the Bryant Library parking lot to a greenspace at its Tuesday, July 14, Council meeting. Survey work, engineered drawings and construction are the next steps. Projected budget cost is $150,000 and it is recommended to split the cost 50% City/25% Library/25% WDDDA as it has been done for other similar projects in the past with the City. Since this project was not included in the WDDDA budget for FYE2021, the Board will need to amend its budget to include it for an amount of $37,500.

Attached is a presentation that reviews the need and plans for the area, and below is a summary of the intended improvements.

The greenspace will improve pedestrian safety at the Library and in the district, resolve existing stormwater issues at the Library, and increase economic growth and quality of life for the downtown and Dearborn residents. From the community engagement held during the design study and planning of the WDDDA Connector Streetscape along Howard, Mason and Monroe, it was determined that converting the Bryant Branch Library Parking Lot to a greenspace would greatly improve the pedestrian safety in the area, as well as providing an external connection to the Library by creating a community gathering space for the Library, Chamber and community at-large to use.
Based on the existing site conditions, the proposed improvements will:

- Resolve existing stormwater issues by removing the impervious surface directly adjacent to the library
- Provide a programmable outdoor space for library use.
- Reduce disconnected parking resources to improve wayfinding.
- Remove the existing drive lane adjacent to the library entrances/exits to reduce pedestrian/vehicular conflict areas.
- Remove driveways that cross sidewalks within the downtown core.
- Provide on street parking along side streets closest to Michigan Avenue.
- Relocate dumpster enclosure to improve access and pedestrian/vehicular conflicts.

In February 2020, a public meeting was held at the Bryant Library for the patrons of the Library and Dearborn residents. At this meeting, the following input was provided further informing the design process and needs within this area:

- Provide additional dedicated ADA parking near the library.
- Improve existing ADA parking spaces, bollards and signage within Lot B.
- Improve winter maintenance on the sidewalks and roadway that lead to the library.
- Provide short stay dedicated library parking spaces.
- Look into future alternative book drop-off location.
- Three concepts were developed and the final recommended concept provides for:
  - Two ADA parking spaces within +/- 10’ of existing.
  - New on-street parking spaces (2-hour short term parking).
  - Dedicated Library parking space. (1-2 spaces 15 or 30-minute parking).
  - Existing ADA parking spaces to be restriped and confirm compliance.
  - On-street bike parking spaces.
  - Maintain a similar dumpster location and keeps the dumpster pick up time flexible with a dedicated drive.
  - Site wall with raised lawn edge accommodate a 100 seated theater style (rows of chairs with an aisle up the middle or on seated on the lawn) or 64 seated at round tables of 8, as well as the availability to provide for more intimate small group settings for readings and educational instruction.

There are also mid-term and long-term recommendations needed within Lot B and on Mason Street, including:

- Meter the remaining on-street spots on Mason with pay stations. This will prevent “all day parking” in the spots that should be the highest turn-over. It will also prevent overflow parking from gas station. Coupons can be provided to library patrons for free parking when visiting the library.
- Once streetscape construction is completed, enhance Police regulations of gas station overflow and work with gas station to resolve tow truck issues.
- Once streetscape construction is completed, enhance Police regulations of gas station overflow and work with gas station to resolve tow truck issues.
- Add an additional drop box to alleviate accessibility concerns. Keep the current walkup drop-box location, but offer a drive-up drop-box location perhaps either near each library or one central point within the City. Recommend further discussions.
• Conduct a parking usage analysis of Lot B, especially the usage of the handicap spaces to determine the need of additional handicap parking. Conduct a survey of library patrons regarding parking usage.
• Reconfigure the handicap spaces in Lot B to improve parking access. Before restriping, confirm that parking lot is level in those areas.
• If more handicap spots are found to be needed, then add additional spots to the alley parking spots closest to the Library. Again, leveling of the parking spaces must be confirmed prior to restriping.
• Evaluate and potentially redesign Lot B and the alley between Mason and Howard.
• Three concepts have been developed for Lot B redesign that will greatly improve pedestrian access from the parking lot and traffic flow for future consideration of Council and the WDDDA. These greater improvements would be a potential long-term goal for the WDDDA to consider, but obviously would require a greater investment.

Social District Plan
Michigan Public Act 124 of 2020, Social Districts, was signed into law on July 1, 2020. This enabling legislation allows Michigan municipalities to establish Social Districts that would allow for “common areas” where two or more contiguous licensed establishments (bars, distilleries, breweries, restaurants and tasting rooms) could sell alcoholic beverages in special designated plastic cups to be taken into the area for consumption. A consumer cannot bring the purchase into another alcohol establishment, but may bring it into non-alcohol establishments if permitted by the business. The designated area must provide for a contiguous area from establishment to establishment. The area must be defined by signage, but does not require closure of streets or barricading. Across the State of Michigan, communities are designating everything from single blocks to multiple blocks within their downtowns. The State of Michigan looked at other states who have similar laws, including Ohio. In Ohio, you’ll find that many of these social districts have been marketed as a tourism destination.

Management is working in collaboration with the ECD Director, Police, Legal and DPW to develop policies, parameters and management of this new community development tool. The management team has reached out to WDDDA businesses to discuss this opportunity which they have shown interest in pursuing. Outline of the social district plan is attached. Recommended to use this as a pilot project for the first year, however the law does allow for a district area through 2024. For businesses to participate, there is a $250 fee to the State of Michigan through the application process. There is no specification in the law for any local fees. As part of the pilot project we are recommending no local fees for this first year in order for us to better evaluate the potential cost and impacts, as well as providing businesses who are already hurt by the pandemic to flourish. We do anticipate that there may be an increase in maintenance and police enforcement to manage and monitor the area. Businesses will be required to maintain the area as well. Liability is on the business and must provide the appropriate insurance and add the City/DDA as additional insureds.

In Muskegon, they are proposing the DDA purchase the cups and support the district with maintenance and marketing/promotions. While we do not propose purchasing the cups, we do recommend the DDAs manage the maintenance and marketing/promotions.
The areas proposed include:

- West Village Commons Plaza
- West Village Drive/Monroe/Mason
- North side of Michigan Avenue and alley from Howard to Muirhead Plaza and/or potentially to Oakwood (to include Dearborn Brewing)

While we could make all of the areas contiguous, we recommend for this year to keep them separate as we further evaluate how it is used this year, as well as evaluating how other communities are establishing their districts and outcomes.

The Board’s input and support of the Social District Plan is requested.
MINUTES

MEMBERS PRESENT

EAST DDA : Chairperson Dan Merritt, Vice-Chairperson Jay P. Kruz, Secretary-Treasurer Julia Kapilango, Mayor Jack O’Reilly, Director Matthew Dietz, Director Mark Guido, Director Heidi Merino (joined 8:09am), Director Mary O’Bryan, and Director Eric Woody.

WEST DDA : Chairperson Sam Abbas, Vice-Chairperson Mohammed Hider (joined 8:17am), Secretary-Treasurer Jeff Lynch, Mayor Jack O’Reilly, Director Thomas L. Clark, Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams, and Director Karen Nigosian.
I. **Call to Order**
Joint DDDA Chair Sam Abbas called the meeting to order at 8:04 am.

II. **Roll Call**
Janet Bloom, Operations Mgr. for DDDAs called the roll of Board Members for East and Board members for West.
EDDDA: A quorum was present.
WDDDA: A quorum was present.

III. **Joint Meeting Chair for June 2020: Chairperson Sam Abbas**

IV. **Approval of the June (EDDDA) & May (WDDDA) 2020 Board Meeting Minutes**
The minutes from the June 18, 2020 EDDDA Board meeting were presented for approval. For EDDDA, it was moved by Director Mark Guido and it was seconded by Director Mary O’Bryan. Roll call vote: Chairperson Dan Merritt - yes, Vice Chairperson Jay Kruz - yes, Secretary-Treasurer Julia Kapilango - yes, Mayor Jack O’Reilly - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O’Bryan- yes, and Director Eric Woody - yes. Motion passed and minutes were recorded and filed.

For the WDDDA, the minutes from the June 18, 2020 WDDDA Board meeting were presented for approval. It was moved by Director Karen Nigosian and it was seconded by Director John McWilliams. Roll call vote: Chairperson Sam Abbas - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O’Reilly - yes, Director Thomas Clark -
yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes, and Director Karen Nigosian - yes. Motion passed. The minutes were recorded and filed.

V. Treasurer’s Report
A. Receive & File Report
EDDDA: Moe Almaliky from Finance reviewed the financial statement dated June 30, 2020. Revenue to date totaled $897,920. Total expenditures totaled $903,649. The current cash position equals $994,168 and it is estimated the EDDDA’s cash position at the end of the fiscal year would be $432,320.

WDDDA: Moe Almaliky reviewed the financial statement dated June 30, 2020. Revenue to date totaled $1,098,496. Total expenditures totaled $830,937. The current cash position equals $1,083,008 and it is estimated the WDDDA’s cash position at the end of the fiscal year will be $766,396.

Chairman Sam Abbas asked that the minutes show the Treasurer’s Report as received and filed for WDDDA.
Chairman Dan Merritt asked that the minutes show the Treasurer’s Report as received and filed for EDDDA

VI. Public Act 57 Info Session #1 - 2020
Cristina Sheppard-Decius reviewed PPT of completed projects, current projects and upcoming projects. A new project discussed was Dearborn Business Assistance Team (BAT) and how that will be a program that continues to grow and be utilized by downtown businesses. It offers free webinars, consultations and access to interns for hire to help businesses.

VII. Action Items
A. Regular Action Items
   1. Joint Board Actions
      a) By-Law Amendment Ad-hoc Committee
         The DDDAs recognizes the need to form an Ad-hoc committee to review the by-laws for both EDDDA and WDDDA. For the EDDDA, the board appoints Julia Kapilango and Mary O'Bryan. For the WDDDA, the board appoints Jeff Lynch and Mohammed Hider.

         For EDDDA, motion to approve by Mayor Jack O'Reilly, seconded by Director Eric Woody. Roll call vote: Chairperson Dan Merritt - yes, Vice-Chairperson Jay Kruz - yes, Secretary-Treasurer Julia Kapilango - abstain, Mayor Jack O'Reilly - yes, Director Matthew Dietz - yes, Director
Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - abstain, and Director Eric Woody - yes. Motion passed.

For WDDDA, motion to approve by Director Mark Guido; seconded by Director Thomas Clark. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - abstain, Secretary-Treasurer Jeff Lynch - abstain, Mayor Jack O'Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes and Director Karen Nigosian - yes. Motion passed.

b) PR Extension of Contract

Tanner Friedman has been engaged for public relations services for Downtown Dearborn to date. Due to the timing of the RFP, a service gap will occur. $8400, to be split equally between EDDDA and WDDDA, was recommended to meet communication needs. The EDDDA obligated to pay 50% of the cost of an amended amount of $4200, equalling $2100 for EDDDA expending from account #297-6100-911-34-90. WDDDA obligates to pay 50% of $4200, equalling $2100, expending from account #296-6100-911-34-90.

For EDDDA, motion to approve by Director Mary O’Bryan, seconded by Director Matthew Dietz. Roll call vote: Chairperson Dan Merritt - yes, Vice Chairperson Jay Kruz - yes, Secretary-Treasurer Julia Kapilango - no, Mayor Jack O’Reilly - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O’Bryan - yes, and Director Eric Woody - yes. Motion passed.

For WDDDA, motion to approve by Secretary Treasurer Jeff Lynch; seconded by Vice Chairperson Mohammed Hider. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O’Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, and Director John McWilliams - yes and Director Karen Nigosian - yes. Motion passed.

c) Welcome Back Campaign Amendment

For the Welcome Back Campaign, a reopening strategy has been developed, consisting of both physical improvements and marketing, with costs to be split equally between EDDDA and WDDDA. The items to be ordered are from Malko Media for covid-19 safety yard signs (qty. 50, $475), Beshara posters (3 sets - $300), and Rocket branded outdoor ground stickers (qty. 40, $50 ea. for $2000); Rocket branded outdoor ground stickers (DFM) (qty. 10, $26.25 ea. for $262.50)Press and Guide
newspaper ads ($600), Times Herald newspaper ads ($600), Epiccrowdcontrol.com (10 sets, $170); and Beshara $300 for flyer; Rocket 14 vinyl posters ($262.50); Rocket 50 vinyl banners ($1347.50); Rocket feather banners (20 per district, $3964); Beshara gateway banner (qty 3, $607.50); Jean Smith 6ft foldable picnic tables (10 per district, $150 each, $3000); Downriver Tents 20x20 tent, 1 EDDDA/1WDDDA, $4225 each, $8450), and Janet Bloom for stakes and chains for picnic tables ($25 per table, $500) and Adirondack chairs $18 each, EDDDA 16, WDDDA 12, $504).

It is recommended to move five picnic tables from the EDDDA and relocated to the WDDDA and adjusting the cost so $750 comes off EDDDA total and adds $750 to WDDDA total.

The EDDDA obligates to pay 50% of the $23,343 for the purchase of supplies for the welcome back campaign for a total of $11,617.50 from account #297-6100-911-51-00.

The WDDDA obligates to pay 50% of the $23,343 for the purchase of supplies for the welcome back campaign for a total of $11,617.50 plus an additional $750 for five additional picnic tables from account #296-6100-911-51-00.

For EDDDA, motion to approve by Chairperson Dan Merritt, seconded by Mayor Jack O'Reilly. Roll call vote: Chairperson Dan Merritt - yes, Vice Chairperson Jay Kruz - yes, Secretary Treasurer Julia Kapilango - no, Mayor Jack O'Reilly - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - yes, and Director Eric Woody - yes. Motion passed.

For WDDDA, motion to approve by Vice Chairperson Mohammed Hider; seconded by Secretary Treasurer Jeff Lynch. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes and Karen Nigosian - yes. Motion passed.

2. WDDDA Actions Only
a) Black Box Gallery - Open Door Dearborn Grant
Black Box Coffee, a proposed WDDDA start up, has applied for all three levels of funding under the Open Door Dearborn grant program, but ran into issues getting quotes for Level 3 funding. The application was modified to request only Level 1 funding of $2500 to support sign
installation and Level II funding of $5000 for business start up support. Three quotes for the signage, as requested by the Design/EV Committee, has been received and reviewed; and at the July 14, 2020, Design/EV Committee, for the Level 1 grant, Mike Kirk made a motion, with a second from Mark Guido, to approve a Level 1 grant in the amount of $2,500 for a new projecting sign for Black Box. Conditions of the grant include: 1) the applicant will return to the DEV Committee for the approval of the final design, 2) the design of the sign will show the business name "Black Box" as the prominent graphic on the sign and 3) the applicant will secure an appropriate sign permit from the city; and for the Level 2 grant, Mike Kirk made a motion, with a second from Mark Guido, to approve a Level 2 grant in the amount of $5,000 for a new business start-up grant for Black Box. Conditions of the grant include: 1) the applicant will provide in writing details of the project budget including estimated capital investment, operating costs and commitment to cover the costs for year one and 2) the applicant will also work with the Dearborn DDA Business Assistance Team to engage in discussions and assistance from area experts on marketing and business planning.

The WDDDA awards Black Box Coffee a Level I grant for signage for $2500 and a Level 2 grant for business start up support of $5000 from account #296-6100-911-34-90.

For WDDDA, motion to approve by Mayor Jack O’Reilly; seconded by Vice Chairperson Mohammed Hider. Roll call vote: Chairperson Sam Abbas - abstain, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O’Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, and Director John McWilliams - yes. Motion passed.

b) Planters for Alley behind Gentleman’s First Barbershop
WDDDA was notified of a pedestrian safety issue at Gentlemen’s First barbershop located off Military. Vehicles are currently driving through a pedestrian walkway already clearly marked, along with painted curbs. It was determined three large planter boxes with tall plants are a proper deterrent to redirect traffic in that area. A planter box style was chosen from Wayfair.com and Fairlane Grounds has quoted for plant materials, fill and installation of the planters. The WDDDA authorizes a not to exceed price of $1000 plus shipping and handling for three planter from Wayfair.com and authorizes up to $3000 for Fairlane Grounds for fill, plant materials and installation. Funds are to be expended from account #297-6100-911-62-40.
For WDDDA, motion to approve by Director Jackie Lovejoy; seconded by Director John McWilliams. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O’Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, and Director John McWilliams - yes. Motion passed.

c) Library Lot Conversion to Greenspace
No action presented to board.
Plans are to convert former parking space to greenspace. Survey work (estimated $9500), engineering drawings and construction costs (estimated at $80,000) will be obtained then budgeted for. More details are to come.

d) DFAM Amendment
The Farmers Market is utilizing Mama Mia for direct mail DFM campaign to reach a portion of resident in Dearborn area. The cost of the production and mailing is $2990.00
Already approved expenses include, Press and Guide for $600, $700 for supplemental market supplies for Jean Smith. Brendel’s was arranged for portajohns, sinks and hand sanitizer for $2940 for abbreviated 12 week market season. $2500 is allotted for entertainment. WDDDA will expend from account #296-6110-911-34-90

For WDDDA, motion to approve by Director Jackie Lovejoy; seconded by Vice Chairperson Mohammed Hider. Roll call vote: Chairperson Sam Abbas - abstained, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O’Reilly - yes, Director Thomas Clark - abstain, Director Mark Guido - yes, Director Jackie Lovejoy - yes, and Director John McWilliams - yes. Motion passed.

3. EDDDA Board Actions
a) City Hall Park Redesign
No action taken at this time.
Goal of project is to build a destination location that enhances the site’s historical context. $20,000 was carried over from FYE2020 to FYE 2021 for contractual services for design concepts.
An advisory committee will be formed to engage stakeholders and the community with planned installation targeted at FYE 2022.
Storm water repairs will be needed prior to construction and are scheduled for FYE 2021.

b) Executive Committee Resignations & Call for Nominations
The 2020 Executive Committee for EDDDA resigned at the July 16, 2020 board meeting. The following board members were nominated: Heidi Merino nominated Julia Kapilango for Chair; Mayor Jack O’Reilly nominated Dan Merrit for Vice Chairperson; and Julia Kapilango nominated Heidi Merino for Secretary Treasurer. No other nominations were submitted.

To close nominations, Mayor Jack O’Reilly motioned to close; seconded by Director Mary O’Bryan.

Roll call vote: Chairperson Dan Merritt - yes, Secretary Treasurer Julia Kapilango - yes, Mayor Jack O’Reilly - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O’Bryan - yes, and Director Eric Woody - yes. Motion passed.

Motion was presented by Director Mary O’Bryan to approve slate of Executive Committee as presented and seconded by Director Eric Woody.

Roll call vote: Chairperson Dan Merritt - yes, Secretary Treasurer Julia Kapilango - yes, Mayor Jack O’Reilly - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O’Bryan - yes, and Director Eric Woody - yes. Motion passed.

VIII. Committee Reports

Committee minutes are in Supplemental Materials in digital board packet.

A. Platform Dining

Interest in launching pilot program to bring two to four platform dining locations into downtown. Goal would be to have DDDA financially support this year, then future years, lease equipment to restaurants who continue to use it. Identified West locations: Bailey’s and next to Great Commoner. Identified East locations: In front of Bamboozle’s, Good Burger (no curb cut out for natural barrier), Joe’s Top Dog (if planter tree well removed, could do dining on sidewalk). Cost is around $5,000 per location. Review pulling funding from Open Door Dearborn Grant program.

Sam asked to have as action item for next board meeting. Mayor stated to have it slated for later.

B. Main Street/DDI

Letter of Intent due in September. Plan is to apply in December 2020.

It was noted that setting up the DDI/DDA structure would not jeopardize TIF as long as DDA PA 57 law is followed and TIF funds are used in their defined districts. Board representation on DDI would emphasize DDAs. The DDI board doesn’t have to be formed by application deadline but Michigan Main Street will want to see Boards working towards that. An example of that is the MOU the Boards signed. A service agreement will be necessary to define roles and
responsibilities for both DDI and DDAs. The Steering Committee has targeted August to bring the request for the letter of intent. This structure will allow it to be set up as a 501(c)3 allowing it to accept donations the organization hasn’t been able to access in the past.

IX. **DDDA Executive Management Team & ECD Reports**
Jeff Watson shared that City Council approved outdoor service areas. Currently the numbers have been disappointing as far as participation. At this time, less than half a dozen have stepped forward. Jean Smith stated that for some businesses the hindrance is inability to get staff to cover additional area. Hassan Sheikh shared that the Census is making steady progress and it has been extended to October. Canvassing will start the first week of August. Idea to help was to ask to host a phone bank. He asked for attendees to continue to spread word or disseminate materials to get more engagement.

X. **Call to Board of Directors**
Chairperson Dan Merritt stated they are participating in Patronicity program for funding. It allows up to $5000 to be doubled by MEDC. Jackie Lovejoy stated MEDC has another new grant providing $20,000 per business. Cristina stated the DDDAs have share in social media and eNewsletter.

XI. **Call to Audience**
No comments.

XII. **Adjournment**
Motion to adjourn by Director Jackie Lovejoy, seconded by Director Eric Woody. Meeting adjourned at 10:28 am.

Approved by:

Julia Kapilango, Secretary-Treasurer, EDDDA

______________________________________________

Jeff Lynch, Secretary-Treasurer, WDDDA

______________________________________________
MINUTES

MEMBERS PRESENT

EAST DDA : Chairperson Julia Kapilango, Secretary-Treasurer Heidi Merino, Mayor Jack O’Reilly, Director Jan Cislo, Director Matthew Dietz, Director Jay P. Kruz, Director Mary O’Bryan, and Director Eric Woody.

WEST DDA : Chairperson Sam Abbas, Vice-Chairperson Mohammed Hider, Secretary-Treasurer Jeff Lynch, Mayor Jack O’Reilly,
MEMBERS ABSENT

EAST DDA : Vice Chairperson Dan Merritt, Director Mark Guido, Director Jay Kruz, and Director Kamal Turfah

WEST DDA : Director Mark Guido, Directo Karen Nigosian, and Director Audrey Ralko

NON-MEMBERS PRESENT :
CITY OF DEARBORN : Licia Yangouyian (Legal), Moe Almaliky (Finance), Hassan Sheikh (ECD), Cristina Sheppard-Decius (DDDA), and Janet Bloom (DDDA)

OTHERS : N/A

I. **Call to Order**

Joint DDDA Chair Sam Abbas called the meeting to order at 1 pm.

II. **Roll Call**

Janet Bloom, Operations Mgr. for DDDAs called the roll of Board Members for East and Board members for West.

EDDDA: A quorum was present.

WDDDA: A quorum was present.

III. **Joint Meeting Chair for June 2020: Chairperson Sam Abbas**

IV. **Action Items**

A. Regular Action Items

1. **Joint Board Actions**

   a) **Carry Over Amendment**

   Additional items were added to FYE 20- FYE 21 Carry Overs due to purchases or payments happening after year end on June 30, 2020 or repairs not complete by year end.
The additions for EDDDA were Issue Media Group ($6000), Tanner Friedman ($1800), Covid Supplies ($16,221), and W H Canon ($25,000). This brings the total of Carry Forwards for EDDDA to $195,433.

The additions for WDDDA were Issue Media Group ($6000), Covid Supplies ($16,221), Planter Rail/Future Fabricators ($4426), Fairlane Grounds ($72,352). This brings the total of Carry Forwards for WDDDA to $233,684.

For EDDDA, motion to approve by Mayor Jack O’Reilly, seconded by Director Janice Cislo. Roll call vote: Chairperson Julia Kapilango - abstain, Secretary-Treasurer Heidi Merino - yes, Mayor Jack O’Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Jay Kruz, Director Mary O’Bryan - yes, and Director Eric Woody - yes. Motion passed.

For WDDDA, motion to approve by Director Jackie Lovejoy; seconded by Director John McWilliams. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O’Reilly - yes, Director Thomas Clark - yes, Director Jackie Lovejoy - yes, and Director John McWilliams - yes. Motion passed.

XII. Adjournment
Meeting adjourned at 1:40 pm.

Approved by:
Heidi Merino, Secretary-Treasurer, EDDDA

______________________________

Jeff Lynch, Secretary-Treasurer, WDDDA

______________________________
## Financial Statement Summary

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<thead>
<tr>
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<th>FY2020</th>
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<tr>
<td>Audited</td>
<td>Unaudited</td>
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<tr>
<td>Adopted</td>
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### Revenue

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<th>Description</th>
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<tr>
<td>Property Tax Capture</td>
<td>$570,692</td>
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<tr>
<td>Brownfield Tax Capture</td>
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<tr>
<th>Description</th>
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</thead>
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<tr>
<td>Farmer's Market Federal Grant</td>
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<td>Farmer's Market Miscellaneous</td>
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<td>Donations from a Private Source</td>
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<td>Events Revenue</td>
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<td>Interest Income</td>
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### Equity in Pooled Cas

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<tr>
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<th>FY2020</th>
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</thead>
<tbody>
<tr>
<td>Contributions from the General Fund</td>
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### General Fund Contribution Total:

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<tbody>
<tr>
<td>Total</td>
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### Expenditure

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<th>FY2020</th>
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<tr>
<td>Part-time Wages</td>
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<tr>
<td>City Share of FICA &amp; Medicare</td>
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<tr>
<td>Workers Compensation Contribution</td>
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<td>Audit Services</td>
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<td>WATER/SEWAGE</td>
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<td>534</td>
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<td>Copier Repair &amp; Maintenance Services</td>
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<td>Building Rental</td>
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<td>Community Promotion</td>
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<td>Non-Capital Equipment</td>
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<td>Repair &amp; Maintenance Supplies</td>
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<td>Memberships</td>
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<td>Other Operating Expenses</td>
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<td>Transfer to Brownfield Redevelopment Authority</td>
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### Total Expenditure

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Total</td>
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### Revenues Over/(Under) Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>FY2019</th>
<th>FY2020</th>
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<tbody>
<tr>
<td>Current</td>
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### Balance Sheet

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<th>Description</th>
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<tbody>
<tr>
<td>Equity in Pooled Cash</td>
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<td>$1,083,008</td>
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<td>Current Assets</td>
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<td>Unearned Income</td>
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<td>Current Liabilities</td>
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<td>Uncommitted Budget</td>
<td>349,794</td>
<td>952,912</td>
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**Note:** The table above provides a summary of financial transactions and balances for the City of Dearborn, including revenues, expenditures, and balance sheet information for the fiscal years 2019 and 2020. The detailed financial statements are presented in the document, along with various subcategories and specific amounts for different types of accounts and transactions. The financial statement highlights the revenue sources, expenditure categories, and the overall financial performance of the city for the specified period.
### Development

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>2020</th>
<th>2019</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
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<th>2026</th>
<th>2027</th>
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<tbody>
<tr>
<td>296-6100-911.51-00</td>
<td>General Marketing (banners, printing, social media)</td>
<td>10,258</td>
<td>10,147</td>
<td>$35,000</td>
<td>$35,000</td>
<td>$803</td>
<td>$168</td>
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<tr>
<td>296-6100-911.51-00</td>
<td>Branding</td>
<td>118,371</td>
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<tr>
<td>296-6100-911.51-00</td>
<td>CM Brochure Distribution</td>
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<td>3,605</td>
<td>2,401</td>
<td>1,202</td>
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<td>296-6100-911.51-00</td>
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<tr>
<td>296-6100-911.51-00</td>
<td>Metro Mode / Issue Media</td>
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<td>19,000</td>
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<td>Website Hosting &amp; Domain Registration</td>
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<td>296-6100-911.51-00</td>
<td>Henry Ford Promotion Package</td>
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<td>296-6100-911.51-00</td>
<td>Community Art Enhancement</td>
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<tr>
<td>296-6100-911.51-00</td>
<td>Art Month, Art Spark, Pocket Park Mural, POP-Advertiser</td>
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<tr>
<td>296-6100-911.51-00</td>
<td>Fall Promotions</td>
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<tr>
<td>296-6100-911.51-00</td>
<td>Holiday Promotions, Holly Berry Brunch Program</td>
<td>16,144</td>
<td>13,590</td>
<td>14,665</td>
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<td>296-6100-911.51-00</td>
<td>Shop Small Business Saturday</td>
<td>3,665</td>
<td>6,480</td>
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<td>296-6100-911.51-00</td>
<td>Tueses at Noon</td>
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<td>296-6100-911.51-00</td>
<td>Friday Nites Concert Series &amp; Food Truck Rally</td>
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<td>Ladies Night Out</td>
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<td>Farmer's Market Promotions</td>
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<td>Build Institute Program/Entrepreneur</td>
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<tr>
<td>296-6100-911.51-00</td>
<td>Other Community Development</td>
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<td><strong>Total Development</strong></td>
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### Planning & Administration

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<th>Code</th>
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<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
<th>2026</th>
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<tbody>
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<td>296-6100-911.34-90</td>
<td>Pow Strategies</td>
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<td>40,000</td>
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<td>233,140</td>
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<td>24,171</td>
<td>207,169</td>
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</table>

various (comment) Wages & Benefits | 87 | - | - | - | - | - | - | - | - | - | - |
various (comment) Other Office Expenses | 9,277 | 7,297 | 13,536 | 13,536 | 544 | - | - | - | 12,992|
296-6100-911.34-90 Office Cleaning | - | 825 | 900 | 900 | - | - | - | 450 | 450 |
296-6100-911.44-10 Building Rental | 10,935 | 10,830 | 9,000 | 9,000 | 903 | 7,220 | 877 |
296-6100-911.68-90 Other Operating Expenses (utilities) | - | - | 1,250 | 1,250 | - | - | - | 1,250 |
296-6100-980.92-75 Transfer to Brownfield Redevelopment Authority | 132,940 | 248,838 | 243,700 | 243,700 | - | - | 243,700 |
| **Total Planning & Administration** | $462,123 | 385,237 | $286,986 | $286,986 | $3,247 | 57,267 | $479,612|

Expenditures | $866,561 | 830,937 | $1,198,241 | $1,135,771 | $42,751 | 140,108 | 952,912 |
### Financial Statement Summary

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<td>Property Tax Capture</td>
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<tr>
<td>Brownfield Tax Capture</td>
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<td>448,590 $</td>
<td>456,900 $</td>
<td>456,900 $</td>
<td>$ -</td>
<td>$ -</td>
<td>456,900</td>
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<td>823,504 $</td>
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<td><strong>Tax Revenue Total</strong></td>
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<td></td>
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<tr>
<td><strong>Expenditure</strong></td>
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<td>Part-time Wages</td>
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<td>City Share of FICA &amp; Medicare</td>
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<td>$ -</td>
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<td>$ 800</td>
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<td>Sanitation Contractual Services</td>
<td>11,794 $</td>
<td>2,600 $</td>
<td>22,620 $</td>
<td>22,620 $</td>
<td>$ 1,575 $</td>
<td>$ 2,825 $</td>
<td>$ 18,220 $</td>
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<td>Other Professional Services</td>
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<td>Development Contractual Services</td>
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<td>426,610 $</td>
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<td>$ 3,800 $</td>
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<td>1,397 $</td>
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<td>$ 3,500 $</td>
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<td>$ -</td>
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<tr>
<td>Planning Materials</td>
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<td>17,825 $</td>
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<td>30,000 $</td>
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<td>$ -</td>
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<td>$ 29,660</td>
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<tr>
<td>Transfer to Brownfield Redevelopment Authority</td>
<td>464,099 $</td>
<td>448,590 $</td>
<td>456,900 $</td>
<td>456,900 $</td>
<td>$ -</td>
<td>$ -</td>
<td>456,900 $</td>
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<tr>
<td>Total Operating Expenditures</td>
<td>912,946 $</td>
<td>903,649 $</td>
<td>1,263,000 $</td>
<td>1,266,427 $</td>
<td>16,910 $</td>
<td>149,888 $</td>
<td>1,099,629 $</td>
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<td>Total Capital Expenditures</td>
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<tr>
<td><strong>Total Expenditure</strong></td>
<td>912,946 $</td>
<td>903,649 $</td>
<td>1,263,000 $</td>
<td>1,266,427 $</td>
<td>16,910 $</td>
<td>149,888 $</td>
<td>1,099,629 $</td>
<td>$ -</td>
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</table>

**Revenues Over/(Under) Expenditures**

|                        | (186,938) $   | (5,729) $      | (237,538) $     | (292,802) $    | (15,025) $      | (149,888) $  | (127,889) $      |

**Balance Sheet**

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<th>Beginning of Year</th>
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<td>Current Assets</td>
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<td>Current Receivables</td>
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<td>Unearned Income</td>
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<td>Current Liabilities</td>
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<td>(29,154) $</td>
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<td>Encumbrances</td>
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<td>(256,384) $</td>
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<td>(333,599) $</td>
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<td>Position</td>
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<td>697,083 $</td>
<td>432,320 $</td>
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<tr>
<td><strong>Sanitation Contractual Services</strong></td>
<td>$11,794</td>
<td>$2,600</td>
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<td><strong>Holiday Decor &amp; Installation</strong></td>
<td>$17,256</td>
<td>$14,440</td>
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<td><strong>Landscape &amp; Maintenance</strong></td>
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<td><strong>Amusement, Public Space Design</strong></td>
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<td><strong>Street scape Enhancements</strong></td>
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<td><strong>Master Plan/Vision, Art in Public Spaces</strong></td>
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<td><strong>Planning Materials</strong></td>
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<td><strong>Total Beautification</strong></td>
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<tr>
<td><strong>Total Planning &amp; Administration</strong></td>
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<td>$637,941</td>
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<tr>
<td><strong>Sanitation Contractual Services</strong></td>
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<td>$30,000</td>
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<tr>
<td><strong>General Marketing (banners, printing, social media)</strong></td>
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<td><strong>Black History Month</strong></td>
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<tr>
<td><strong>Big Read</strong></td>
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<tr>
<td><strong>Music in the Park</strong></td>
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<td>$1,511</td>
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<tr>
<td><strong>Tunes at Noon</strong></td>
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<td><strong>Jazz on the Ave</strong></td>
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<td><strong>Eastsiders Clean Up</strong></td>
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<td><strong>Covid Comeback Marketing</strong></td>
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<td><strong>Total Beautification</strong></td>
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<td><strong>Planning &amp; Administration</strong></td>
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<td><strong>Building/Business Incentive</strong></td>
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<td><strong>Total Directors Expenses</strong></td>
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<td><strong>Wages &amp; Benefits</strong></td>
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<td><strong>Non-Capital Equipment (light poles)</strong></td>
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<tr>
<td><strong>Other Operating Expenses (utilities)</strong></td>
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<td><strong>DCC Gas Range AirSpace Loan Payment</strong></td>
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<td><strong>Total Planning &amp; Administration</strong></td>
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<tr>
<td><strong>Expenditures</strong></td>
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<td>$911,179</td>
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- **Communal Services**
- **Community Promotions**
- **Other Operating Expenses**
WHEREAS: The East and West Dearborn Downtown Development Authorities recognize the importance of the downtown districts to the community and region, as well as the need for revitalization of the downtown districts; and

WHEREAS: The East and West Dearborn Downtown Development Authorities have fulfilled the requirements of the Associate level of the Michigan Main Street Program and wish to apply to become a Select level Main Street community; and

WHEREAS: The East and West Dearborn Downtown Development Authorities have a memorandum of understanding to work collaboratively and are working towards the formation of an umbrella organization, Downtown Dearborn Incorporated, which will assist the Development Authorities with joint cooperation and management services across both downtown districts.

WHEREAS: The City of Dearborn's downtown districts have been accepted as meeting the physical characteristics of a Traditional Downtown; and

WHEREAS: The downtown districts are vital to our community's identity and quality of life and it is the East and West Dearborn Downtown Development Authorities' joint goal to reverse the historic trend which has led to the loss of population, jobs and businesses in the downtown districts and to work on the continued improvement, revitalization and development of the downtown districts; and

WHEREAS: The East and West Dearborn Downtown Development Authorities both plan to use the Main Street Program's Four Point Approach as an organizational tool for downtown revitalization and historic preservation; therefore, be it

WHEREAS: The Michigan Main Street Program requires a resolution of support to fulfill the requirements of the Select Level Main Street Program for 2021; therefore, be it
**RESOLVED:** The East Dearborn Downtown Development Authority authorizes a Resolution of Support and agrees to fulfill the requirements of the Select Level Michigan Main Street Program and authorizes the Manager of the DDDAs Cristina Sheppard-Decius to sign all related documents on behalf of the East Dearborn Downtown Development Authority, subject to review and approval by Corporation Counsel.

Yes:

No:

Absent:
WHEREAS: The East and West Dearborn Downtown Development Authorities recognize the importance of the downtown districts to the community and region, as well as the need for revitalization of the downtown districts; and

WHEREAS: The East and West Dearborn Downtown Development Authorities have fulfilled the requirements of the Associate level of the Michigan Main Street Program and wish to apply to become a Select level Main Street community; and

WHEREAS: The East and West Dearborn Downtown Development Authorities have a memorandum of understanding to work collaboratively and are working towards the formation of an umbrella organization, Downtown Dearborn Incorporated, which will assist the Development Authorities with joint cooperation and management services across both downtown districts.

WHEREAS: The City of Dearborn's downtown districts have been accepted as meeting the physical characteristics of a Traditional Downtown; and

WHEREAS: The downtown districts are vital to our community's identity and quality of life and it is the East and West Dearborn Downtown Development Authorities' joint goal to reverse the historic trend which has led to the loss of population, jobs and businesses in the downtown districts and to work on the continued improvement, revitalization and development of the downtown districts; and

WHEREAS: The East and West Dearborn Downtown Development Authorities both plan to use the Main Street Program's Four Point Approach as an organizational tool for downtown revitalization and historic preservation; therefore, be it

WHEREAS: The Michigan Main Street Program requires a resolution of support to fulfill the requirements of the Select Level Main Street Program for 2021; therefore, be it
RESOLVED: The West Dearborn Downtown Development Authority authorizes a Resolution of Support and agrees to fulfill the requirements of the Select Level Michigan Main Street Program and authorizes the Manager of the DDDAs Cristina Sheppard-Decius to sign all related documents on behalf of the East Dearborn Downtown Development Authority, subject to review and approval by Corporation Counsel.

Yes:
No:
Absent:
EAST DEARBORN
DOWNTOWN DEVELOPMENT AUTHORITY

Vision Planning Printing - EDDDA

Date Adopted:
Motioned by:
Seconded by:

WHEREAS: The EDDDA and WDDDA will be launching a Vision Planning project this Fall; and both districts recognize the benefits of obtaining input from community stakeholders, business owners and residents alike as the vision of Downtown Dearborn takes shape; and

WHEREAS: Printing costs of $150 are associated with the Vision Planning project for the EDDDA and WDDDA districts, which is to be split equally; therefore, be it

RESOLVED: The EDDDA authorizes expending up to $75 for printed material for the Vision Planning project from the General Marketing budget line item account #297-6100-911-51-00, subject to review and approval of Corporation Counsel.

Yes:
No:
Abstained:
Absent:
WEST DEARBORN
DOWNTOWN DEVELOPMENT AUTHORITY

Vision Planning Printing - WDDDA

Date Adopted:
Motioned by:
Seconded by:

WHEREAS: The WDDDA and EDDDA will be launching a Vision Planning project this Fall; and both districts recognize the benefits of obtaining input from community stakeholders, business owners and residents alike as the vision of Downtown Dearborn takes shape; and

WHEREAS: Printing costs of $150 are associated with the Vision Planning project for the WDDDA and EDDDA districts, which is to be split equally; therefore, be it

RESOLVED: The WDDDA authorizes expending up to $75 for printed material for the Vision Planning project from the General Marketing budget line item account #296-6100-911-51-00, subject to review and approval of Corporation Counsel.

Yes:
No:
Abstained:
Absent:
EAST DEARBORN  
DOWNTOWN DEVELOPMENT AUTHORITY

Photography_Movies in the Park 2020 - EDDDA

Date Adopted:

Moved by:

Seconded by:

WHEREAS: The EDDDA and WDDDA recognize the benefit of Marketing and Promoting businesses and activities in the District; and

WHEREAS: The EDDDA and WDDDA recognize the need to build an inventory of photography that best demonstrates the culture, life and vibrancy of the downtown; and

WHEREAS: The EDDDA and WDDDA mutually agree to divide the costs for a photographer to capture Movies in the Park which represents one day at City Hall Park and one day at Wagner Place during the movies for a fee up to $700; so let it be

RESOLVED: The EDDDA authorizes up to $350 from the Photography budget # 297-6100-911-51-00 for Movies in the Park photography with vendor______________________________; and let it be

RESOLVED: EDDDA authorizes the Manager of the DDDAs to execute the contracts, subject to the review and approval of Corporation Counsel selected vendor.

Yes:

No:

Abstained:

Absent:
WHEREAS: The WDDDA and EDDDA recognize the benefit of Marketing and Promoting businesses and activities in the District; and

WHEREAS: The WDDDA and EDDDA recognize the need to build an inventory of photography that best demonstrates the culture, life and vibrancy of the downtown; and

WHEREAS: The WDDDA and EDDDA mutually agree to divide the costs for a photographer to capture Movies in the Park which represents one day at City Hall Park and one day at Wagner Place during the movies for a fee up to $700; so let it be

RESOLVED: The WDDDA authorizes up to $350 from the Photography budget # 296-6100-911-51-00 for Movies in the Park photography with vendor__________________________; and let it be

RESOLVED: WDDDA authorizes the Manager of the DDDAs to execute the contracts, subject to the review and approval of Corporation Counsel selected vendor.
WHEREAS: The EDDDA and WDDDA boards requested at July 2020 Joint Board meeting that DDDAs office cleaning services be reviewed and obtain quotes to see if a cost savings can be obtained while maintaining the same level of service of sanitizing and cleanliness; and

WHEREAS: The EDDDA and WDDDA currently split the office space cost at Artspace and would therefore, split the cost of the office cleaning service; and

WHEREAS: A contract for cleaning services for FYE2021 beginning October 1, 2020 to June 30, 2021 at a rate of ________ per month for weekly cleaning and Bioshield application for a contract total not to exceed _______________ to be split equally between the EDDDA and WDDDA; therefore, let it be

RESOLVED: The EDDDA authorizes a nine month contract with ___________________________ in an amount not to exceed ___________ at a rate of ___________ a month, which will be split equally between EDDDA and WDDDA, from account #297-6100-911-34-90; and let it be further

RESOLVED: That the Manager of the DDDAs is authorized to execute a contract with the listed service provider on behalf of the EDDDA, subject to the review and approval by Corporation Counsel.

Yes:
No:
Abstained:
Absent:
WHEREAS: The WDDDA and EDDDA boards requested at July 2020 Joint Board meeting that DDDAs office cleaning services be reviewed and obtain quotes to see if a cost savings can be obtained while maintaining the same level of service of sanitizing and cleanliness; and

WHEREAS: The WDDDA and EDDDA currently split the office space cost at Artspace and would therefore, split the cost of the office cleaning service; and

WHEREAS: A contract for cleaning services for FYE2021 beginning October 1, 2020 to June 30, 2021 at a rate of __________ per month for weekly cleaning and Bioshield application for a contract total not to exceed ________________ to be split equally between the WDDDA and EDDDA; therefore, let it be

RESOLVED: The WDDDA authorizes a nine month contract with __________________________ in an amount not to exceed ______ at a rate of __________ a month, which will be split equally between WDDDA and EDDDA, from account #296-6100-911-34-90; and let it be further

RESOLVED: That the Manager of the DDDAs is authorized to execute a contract with the listed service provider on behalf of the WDDDA, subject to the review and approval by Corporation Counsel.
WHEREAS: The EDDDA and WDDDA are committed to promoting the downtown districts by aiding in efforts to address vacancies, beautification, and attraction within the districts; and

WHEREAS: The EDDDA and WDDDA established the Open Door Dearborn business incentive to recruit businesses to Downtown Dearborn and improve the appearance of the districts through storefront and business rehabilitation and expansions at its April 18, 2019 joint Board meeting; and

WHEREAS: Haraz Coffee, a proposed EDDDA district small business coffee shop start-up, applied for Level I and Level II of the Open Door Dearborn grant program; and

WHEREAS: Three quotes for the signage, as requested by the Design/EV Committee, has been received and reviewed;

WHEREAS: At the August 5, 2020, special meeting of the Design/EV Committee, the committee approved recommending to the EDDDA Board funding Haraz Coffee for Level I sign grant of $2500, motioned by Mark Guido and seconded by Jackie Lovejoy with the following condition:
   1) the applicant will modify the sign size to 3’x3’ and place it above the front door facing Michigan Ave.

WHEREAS: At the August 5, 2020, special meeting of the Design/EV Committee, the committee approved recommending to the EDDDA Board funding Haraz Coffee for Level II grant in the amount up to $5,000 for a new start up business with the following conditions, motioned by Mark Guido and seconded by Jackie Lovejoy:
   1) The applicant provide a letter with supporting documentation on total renovation cost and one year of operating cost while also stating a commitment that applicant has the funds available to cover all construction costs and operating cost for the first year; and therefore, be it
RESOLVED: The EDDDA awards Haraz Coffee a Level 1 grant and Level II grant up to $7500 from the Open Door Dearborn grant program from account #297-6100-911-34-90; subject to review and approval of Corporation Counsel.

Yes:
No:
Abstained:
Absent:
To: Dearborn Design & Economic Vitality Committee

The Special DEV Committee meeting scheduled for 2pm, Wednesday, August 5, 2020 will include the Open Door Grant request from Mr. Hamzah Nasser, Haraz Coffee. Mr Nasser is requesting Level 1 and Level 2 grants for his new business at 13810 Michigan Ave. East DDA. The Zoom Meeting invite was sent out 7/30/20.

We have requested construction costs (including for work not completed) and estimated annual operating costs with a commitment from Mr. Nasser has the funding for construction and first year operating.

Steve

Haraz Coffee House OPEN DOOR GRANT REQUEST

Application / Business Plan: attached

Photos: attached

Plans: attached

Staff Recommendation: Mr Nasser's grant request is very similar to the grants the DEV Committee approved recently for Black Box. Mr Nasser initially requested all 3 levels of grants. He also faced issues with getting bids on signage and construction. Based on conversations with staff he has modified his application and is submitting for Level 1 and 2. The 3 sign design and installation quotes are provided. Mr. Nasser is eligible to receive up to $7,500 for signage ($2,500) and start-up business branding and marketing ($5,000) to support his new business. Staff recommends to the DEV Committee that Black Box receive both Level 1 - signage and Level 2 - start-up grants.

DEV Committee Recommendation: TBD

Project History:

1/31/20 - City issued stop work order to Nasser
2/7/20 - Original Plans submitted to City
2/14/20 - Open Door Application Submitted to EDDA, not complete (3 quotes, business plan...)
3/11/20 - DEV reviewed Nasser application. Approved with conditions
4/14/20 - Business plan submitted
4/28/20 - DDA requested quotes, verify Nasser wants to proceed with Grants
4/30/20 - Nasser verifies wants to proceed
5/18/20 - Revised plans and 1 quote submitted to City / DDA. conditions set by DEV must be included.
5/21/20 - EDDA requested 2 more quotes
5/21/20 - City approves zoning and DRC, permits approved
6/1/20 - Nasser commences work, windows installed, fencing up, facade changes
6/23/20 - Outstanding property taxes checked, City verifies property combined and is ok
7/21/20 - EDDA staff suggested Mr Nasser amend his grant request to include Level 1 and Level 2 only
7/23/20 - Mr Nasser agreed to the modified request and submitted 3 sign quotes
Business

Owner: Hamza Nassef

Business Owner Address: 1784 Venice St, Dearborn, MI 48124

Business Owner: Hamza Nassef

Business Owner Phone: 313-505-0666 Email: Nassef117@gmail.com

Property Owner: USA2 Realty

Property Owner Address: 13840 Michigan Ave, Dearborn, MI 48126

Property Owner Phone: 313-847-7566 Email: DiamondTen2@aol.com

Is this business currently located within the DDA District? Yes / No

Is this business expanding? Yes / No

Amount of square footage to be added to building

Is this an existing or a new business? Existing / New

If relocating, when was this business established?

If relocating, please list current address

Estimated start date of project: 06/02/20

Estimated completion date of project: 10/01/20

Total cost of project: $120,000 Amount requested: $60,000

APPLYING FOR:

X Level 1 Grant
Level 2 Grant
☐ Level 3 Grant

By signing this grant application, I understand that grant payment must be personally guaranteed. If my business does not remain open for 6 consecutive months after grant payment, the grant funding must be repaid in full to the DDDAs.

[Signature of Applicant]

07-29-20

Date

MANDATORY CHECKLIST

Please submit with your application the following 4 attachments (required):

☐ Narrative describing in detail how this project will benefit the DDDA Districts and a description of your project
☐ Architectural plans, renderings, sketches or illustrations depicting the work to be performed
☐ Breakdown of the costs associated (estimates) with your project. Please include the entire project cost and the amount you are requesting
☐ Copy of your company’s business plan (Level 2 only)

NOTE: All decisions concerning aspects of the grant application process, including eligibility and/or containing eligibility for grants are within the sole discretion of the DDDA Boards. Incomplete applications will not be reviewed and make sure to retain a copy for your records.

SUBMIT

Please return grant application and supporting documentation to:
Dearborn Downtown Development Authorities
13615 Michigan Avenue, Suite B-2
Dearborn, MI 48126

Info@downtowndearborn.org
313-943-3141

For more info about Downtown Dearborn events and projects visit www.downtowndearborn.org.
Applications may take up to 90 days for processing depending on the applicant's readiness. Work cannot begin without DDDA Board approval.

Grant payments will be made within 30 days upon receipt of all paid invoices and approved City of Dearborn building inspection and/or occupancy permit.

APPLICATION

Application Date 07/29/20

Business Name Hora2 coffee House

Property Address 13810 Michigan Ave
BUSINESS PLAN: HARAZ COFFEE HOUSE

Business Overview

- Haraz Coffee House will be a new establishment offering customers specialty caffeinated drinks, including but not limited to organic coffee and specialty lattes, middle eastern coffee and teas, and various deluxe desserts and pastries. It will be owned and managed by lifelong Dearborn resident Hamzah Nasser. The café-like business will serve as a family friendly, eat in or take out establishment promising exquisite traditional and modern beverages and desserts.

- Haraz Coffee House will open in east downtown Dearborn. The facility is located at 13810 Michigan Avenue, Dearborn, 48126. The existing title of the facility is Stanley Insurance. It will be a lease under a ten-year contract, leasing for $2,200 a month. The square footage is 1,871.

- Haraz Coffee House will bring emphasis on the natural origins of superb quality coffee from the middle east, with a traditional accented inspired design with a modern architectural overlook. New design for the establishment will be pleasing for Dearborn residents and out of towners looking one of a kind specialty drinks in an atmosphere filled with art and decor accentuating the city of coffee’s oldest supplier, Haraz, Yemen.

Market Analysis

- The number of Americans drinking coffee continues to rise. Over half of Americans 18 and older make up the 150 million who drinks coffee on a daily basis. Haraz Coffee House will attract dedicated coffee drinkers looking for top quality caffeinated drinks while new customers will be attracted the superb quality of service, product and social atmosphere.

- The location of Haraz Coffee House will bring new life to a building built in 1946, having been closed for the past few years. Dearborn residents will be eager to eat, drink, and socialize in a familiar and prosperous part of the city that for the past several years continues to bring new and exciting businesses to life. The location is across the street of the City Hall Artspace Lofts, and near the Arab American National Museum, ensuring a steady flow of customers during social and creative events throughout the year.

Management

- Haraz Coffee House will be managed and run by owner, Hamzah Nasser. There will be employees hired to assist in over the counter services to provide maximum
output of the product in the quickest but most quality efficient way. Tables will be placed along the side of the wall near the window allowing for a clear isle to and from the back and front of the shop. An array of various coffee producing equipment will be behind a counter and display case, showcasing divine and unique pastries, serviced by hired Dearborn residents looking for a job to help give back to the city.

Haraz Coffee House- Narrative Description

Coffee is a uniting element worldwide. Haraz Coffee House is eager to become part of a world uniting element, right in the heart of east downtown Dearborn. The location of Haraz Coffee House will be 13810 Michigan Avenue, Dearborn, 48126. It is a rented space and will be leased to become a new establishment. The renter of the property and owner of the proposed business is lifelong Dearborn resident Hamzah Nasser.

The current property is called Stanley Insurance, which has been closed for several years. The building itself was built in 1946. It is surrounded by new businesses that have gradually increased in number over the past decade, making east downtown Dearborn vibrant and attractive. This new establishment called Haraz Coffee House will bring new and attractive life into this 13810 Michigan Avenue location, which has been dormant and unproductive for years.

Haraz Coffee House will allure customers city-wide and state-wide. Changes to the building are immanent, but to keep the charm of the old architectural design while giving it a new modern look is sure to attract residents to an increasingly booming part of town. The warm and inviting feeling from the new atmosphere that will be created by the change in interior design will only match the superior quality of the products Haraz Coffee House will have to offer, ensuring success for the business and in turn the city of Dearborn.

The variety of ways coffee can be prepared and presented is limitless. Haraz Coffee House is committed to bring its customers a multitude of various specialty caffeinated drinks. The origin of coffee from the secluded city of the Haraz mountains in Yemen, one of the oldest coffee suppliers in the world, will be the inspiration for the variety of expertly prepared coffee, lattes, and teas Haraz Coffee House will have to offer. Dearborn residents will become immersed in coffee culture as they enjoy organic ethnic beverages as well as various ethnic desserts and pastries. At Haraz Coffee House, people will gather socially for familiar and new caffeinated beverages and for experiencing the elements of a different culture through inspired traditional atmosphere.
Every new business has aspirations to be successful for many reasons. It is the goal of owner Hamzah Nasser to make *Haraz Coffee House* an essential part of Dearborn’s success. The steady flow of generated revenue from resident and nonresident customers who are eager to take part in a new, exciting cultural experience will ensure a great amount of taxes that will go straight back to the city. The establishment will be managed by owner Hamzah Nasser, but it will need to hire employees, ensuring the job opportunities to Dearborn residents. The location of the property is not only in the midst of other prospering small business, but in close proximity of bigger establishments such as Arab American National Museum and the City Hall Artspace Lofts, allowing for maximum shared advertisement, exposure, and customer inflow and interest for each business.
DATE: 7-22-2020
COMPANY: Haraz Coffee House
ADDRESS: 13810 Michigan Ave
CITY: Dearborn
STATE: MI
ZIP: 48122
PH: 313-505-0666
FX:

2331 Oakwood Blvd. Melvindale, MI 48122
Ph. 313.633.5555  Fx. 313.383.2837

INVOICE

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<th>AMOUNT</th>
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<tr>
<td>4-84&quot; HO LAMPS $12.50 ec.</td>
<td>50.00 + tax</td>
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AGREEMENT MUST BE APPROVED BY CUSTOMER
Customers acknowledges receipt of goods and understands terms of sale as outlined on documents including the warranty. You may cancel this transaction, with a penalty of 10%, within three business days from the above date after the three days you are responsible for all the cost the described item as it shows above.
Any changes during construction is subject to extra charges.

Customer Signature ___________________________  Date __________________
Customer Name ________________________________

NOTES

SUB-TOTAL: 3,000.00
SALES TAX: 1,000.00
DELIVERY: 0.00
EXTRA CHG.: 0.00
GRAND TOTAL: 4,000.00
LESS DEPOSIT: 0.00
BALANCE DUE: 3,000.00

CHECK#  CASH  CREDIT CARD

# Invoice

**Illusion Signs & Graphics**

14241 Michigan Ave  
Dearborn, MI 48126  
Tel: 313.581.4376  
313.581.4603

**To:** Hand Coffee House  
Phone: 313.605.6646

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<td>Channel Letters with Bakery and LED lights</td>
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**Price Quote**

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**Notes:**

*These Prices are valid for two Weeks from the date of Submission.*  
*Please tell us the new developments so that we can carry out their mission as soon as possible, even before the official opening.*  
*These prices do not include taxes and permit.*  
*Payment shall be made in 2 stages: An initial deposit of 50% is required to begin project, the remaining 50% balance is due upon completion, the day of installation.*  

Disclaimer:

A 5% penalty will be applied to the total balance if payment is not received within 10 days after installation, and then 15% after 20 days. We reserve the right to remove any or all signage if payment is not received after the 30th day after installation. Client is responsible for the cost of removal. Client is responsible for reading and acknowledging terms and conditions herein.

---

**Thank you for your business!**
# DREAM SIGN INC

Tel: 313-231-1376 - Email: dreamsign12@yahoo.com

<table>
<thead>
<tr>
<th>NAME</th>
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<td>Dearborn</td>
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<td>Without Permit Fees $3300.00</td>
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50% DEPOSIT IS REQUIRED AT TIME OF ORDER

COLOR & DESIGN ACCORDING TO CUSTOMER APPROVAL

I have the authority to order the above work and do so order as outlined above. It is agreed that the seller will retain title to any equipment or material furnished until final & complete payment is made.

I fully understand and am aware if balance owed is not paid in full after job is completed. DREAM SIGN is authorized to remove all work completed (signs, awnings, frames, etc.) and DREAM SIGN will be held harmless for any damages resulting from removal thereof. I also understand DREAM SIGN also reserves the right to place a lien on building and or property listed above. I have read and understand all fee’s and charges listed above and authorize all work to be completed as outlined. The above prices specifications, terms and conditions are satisfactory and hereby accepted.

No electric will be pulled from the main panel to the sign.

PAYED BY:  
- [ ] CASH  
- [ ] C.C.  
- [ ] CHECK#  

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All Claims and returned goods MUST be accompanied by this bill.
GARBAGE WILL BE PICKED UP BY PRIVATE CART SERVICE WITH 4 CARTS FROM GFL.

HARAZ COFFEE HOUSE
13810 MICHIGAN AVE
DEARBORN MI

NOTES: PROPERTY ALREADY COMBINED. NEW LOCAL DESCRIPTION AS FOLLOWS: LOTS 367 TO 371 MAPLEWOOD PARK SUB.

LOCATION MAP:

<table>
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<tr>
<th>ABBREVIATIONS</th>
<th>SYMBOLS</th>
<th>GENERAL NOTES</th>
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ICOMADA 4117-1-63 REV: A-0
WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) wishes to improve the City Hall Park located at 13615 Michigan Avenue; and

WHEREAS: The EDDDA goal is to improve the overall walkability and pedestrian connection, as well as providing a safe and visually appealing environment in a highly visible location within the downtown business district; and

WHEREAS: A competitive solicitation of proposals was conducted for developing a schematic redesign of City Hall Park and a construction budget; and

WHEREAS: Of the eight proposals received, the proposal recommended for awarding based on the City of Dearborn’s Purchasing process is ________________ at a price of _______________; therefore, let it be

RESOLVED: The EDDDA Board awards ________________________ for the City Hall Park Redesign project in the amount of ______________ to be expended from account #297-6100-911-34-90; and let it further be

RESOLVED: The EDDDA Board authorizes the Manager of the DDDAs to execute the contract, subject to the review and approval of Corporation Counsel.
WHEREAS: The WDDDA recognizes the benefit of beautification and adding aesthetic elements to a downtown for placemaking purposes; and

WHEREAS: The WDDDA values the importance of the goals and objectives of non-motorized transportation for a healthier and more engaged community; and

WHEREAS: A competitive bid for the purchase and installation of 2 on-street bike racks that add an additional function and design element to the district was solicited by the City of Dearborn on behalf of the WDDDA; therefore, be it

RESOLVED:

1. That the WDDDA awards Graber Manufacturing for the purchase and installation of 2 on-street bike racks, delineators and rubber bumpers in the amount $2,651.52 to be expended from account # 296-6100-911-34-90; and

2. The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA with the vendor selected, subject to review and approval by Corporation Counsel.

Yes: 
No: 
Abstained: 
Absent:
WEST DEARBORN
DOWNTOWN DEVELOPMENT AUTHORITY

Hanging Baskets 2020 Connector Streets - WDDDA

Date Approved:

Motioned by:

Seconded by:

WHEREAS:  The WDDDA recognizes the benefit of beautification and adding aesthetic elements to a
downtown for placemaking purposes; and

WHEREAS:  The WDDDA values implementing planters and landscaping to beautify the district; and

WHEREAS:  A competitive bid for the purchase of twenty-four (24) self-watering hanging baskets at
22” diameter size was solicited by the City of Dearborn on behalf of the WDDDA, of which
Sybertech Waste was the lowest bidder; and

WHEREAS:  Fifteen (15) more hanging baskets are to be installed in the new connector street project
of Mason, Howard and Monroe Streets, and

WHEREAS:  City of Dearborn Purchasing Department affirmed the vendor will hold the same pricing
previously bid for these additional hanging baskets; therefore, be it

RESOLVED:

1. That the WDDDA requests purchase of fifteen (15) self-watering hanging baskets, 22”
diameter in size, for WDDDA, for placement at connector streets of Mason, Howard
and Monroe streets, at $131.50 each, for a total of $1972.50, from Sybertech Waste,
which is to be expended from account # 296-6100-911-62-40; and

2. The Manager of the DDDAs is authorized to execute contracts on behalf of the
WDDDA with the vendor selected, subject to review and approval by Corporation
Counsel.

Yes:
No:
Abstained:
Absent:
WHEREAS: The WDDDA goal is to improve the overall walkability and pedestrian connection, as well as providing a safe and visually appealing environment in a highly visible location within the downtown business district; and

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) wishes to improve the area behind the Bryant Library branch located at 22100 Michigan Avenue, converting it from a parking lot to a pedestrian-friendly greenspace; and

WHEREAS: Survey work, engineered drawings and construction costs are estimated at $150,000 and are to be bid out for this project through the City of Dearborn with a proposed cost-sharing of 50% by the City of Dearborn, 25% by WDDDA, and 25% by the Dearborn Public Library; therefore let it be; and

RESOLVED: The WDDDA Board authorizes amending its FYE2021 budget to include the 25% portion of the Bryant Library Greenspace project in the amount of $37,500 and presenting the budget amendment to City of Dearborn City Council for approval.
WEST DEARBORN
DOWNTOWN DEVELOPMENT AUTHORITY

Social District Program- 2020- WDDDA

Date Adopted:
Motioned by:
Seconded by:

WHEREAS: Michigan Public Act 124 of 2020, Social Districts, was signed into law on July 1, 2020, enabling Michigan municipalities to establish Social Districts that allow for “common areas” where two or more contiguous licensed establishments (bars, distilleries, breweries, restaurants and tasting rooms) could sell alcoholic beverages in special designated plastic cups to be taken into the area for consumption;

WHEREAS: The WDDDA goal is to establish areas of increased customer traffic and sales at established businesses with unique attractions; and

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) wishes to establish a Social District as presented, following the guidelines provided by the State of Michigan; and

WHEREAS: Businesses who participate in the Social District are required to apply for a license through the State of Michigan Liquor License Commission with approval from the City of Dearborn, as well as name the City of Dearborn as an additional insured on their insurance policies and provide proof of coverage; and

WHEREAS: The participating businesses will need to pay $250 application fee to the State of Michigan and must follow all the outlined guidelines and directives from the State of Michigan, City of Dearborn and the WDDDA, for participating in a Social District; therefore, let it be

RESOLVED: The WDDDA Board authorizes the Social District Plan and the designation of the Social District(s) be presented to the City of Dearborn City Council for approval; further, let it be

RESOLVED: The WDDDA Board authorizes the Manager of the DDDAs to execute necessary contracts in conjunction with the Social District program, subject to the review and approval of Corporation Counsel.

Yes:
No:
Abstain:
Absent:
Dearborn Social District Plan
(((DRAFT/8-17-20)))

Introduction:

The City of Dearborn seeks to take advantage of Michigan Public Act 124 of 2020 signed in to law on July 1, 2020. This enabling legislation allows Michigan municipalities to establish Social Districts that would allow for “common areas” where two or more contiguous licensed establishments (bars, distilleries, breweries, restaurants and tasting rooms) could sell alcoholic beverages in special cups to be taken into the area for consumption. City of Dearborn through a collaboration of the ECD, DDDAs, Legal, PD and DPW is designing a Dearborn Social District and the policies, parameters and management of this new community development tool. This Dearborn Social District Plan is being shared with potential license holder users for refinement of the plan, a final draft will be presented to the City of Dearborn City Council for approval and sent on to the Michigan Liquor Control Commission for state concurrence.

A consumer cannot bring the purchase into another alcohol establishment, but may bring it into non-alcohol establishments if permitted by the business. The designated area must provide for a contiguous area from establishment to establishment. The area must be defined by signage, but does not require closure of streets or barricading. Across the State of Michigan, communities are designating everything from single blocks to multiple blocks within their downtowns. The State of Michigan looked at other states who have similar laws, including Ohio. In Ohio, you’ll find that many of these social districts have been marketed as a tourism destination.

Definition of Social District:
“Businesses that have been approved for and issued a Social District Permit, may sell alcoholic liquor (beer, wine, mixed spirit drink, spirits, or mixed drinks) on their licensed premises to customers who may then consume the alcoholic liquor within the commons area of the Social District.” https://www.michigan.gov/lara/0,4601,7-154-89334_10570_90824-533429--,00.html

Pilot Project
The WDDDA recommends utilizing this new economic development tool as a pilot project for the first year. The law does allow for a district area to be set through 2024, however, the WDDDA as part of the pilot project recommends a one-year pilot in order to evaluate maintenance, public enforcement and safety impacts and costs. Also for the first year, the WDDDA recommends no local fees as a way of providing businesses impacted by the pandemic to grow. The WDDDA does anticipate that there may be an increase in maintenance and police enforcement to manage and monitor the area. Businesses will be required to maintain the area. Liability is on
the business and must provide the appropriate insurance and add the City/DDA as additional insureds.

District boundaries:
As part of the pilot project evaluation, the WDDDA recommends testing three areas within the WDDDA. The Dearborn Social District common areas would consist of:
- West Village Commons Plaza
- West Village Drive from Mason to Monroe
- North side of Michigan Avenue and parallel northern alley from Howard to Mason
  - (tentatively) North side of Michigan and parallel northern alley from Howard to Oakwood
  (see map attached)

Streets in the Social Districts would remain open to traffic and for parking, unless parking spaces are given to outdoor dining. The district is being proposed with the expectation of certain properties being developed that would include future businesses with liquor licenses that might expand the common area.

Potential participating license holders Dearborn Social District
The potential participating license holders must apply for a permit through the Michigan Liquor Control Commission at a fee of $250. Applications must also be approved by the City of Dearborn. It is recommended that the applicants enter into an agreement with the City of Dearborn developed by Legal which includes insurance requirements. This specific license through the LCC allows a license holder to sell alcoholic beverages in special district cups in its service area to be taken into the common area for consumption.

Non-alcohol businesses within the district:
There are businesses which could be in the common area and allow for Social District beverages to be brought into those places of business. Examples would be retail outlets such as Desert Rose in Wagner Place, Nichols Ski and Sports and Common Grace Coffee in West Village Commons Plaza. This approval will be per businesses and specific signage will be developed for uniformity.

Management:
The Dearborn Social District would be created by the City through its Economic and Community Development department and managed by the Manager of the DDDAs. The district management and operations would be assisted by the city's Police Department and Public Works.

WDDDA Role:
1. Coordinating each departments task/assignments
2. Coordinate maintenance of SD areas
3. Create IDSR’s related to street closures, trash cans, barricades, etc.
4. Complete/ submit Social District plan/ present to City Council
5. Create/ print/ install SD signage
   a. Code of conduct
   b. Trash receptacles
   c. Standard design for disposable cups using DD & SD logo
6. Assist businesses with outdoor seating in specific areas- Muirhead Park, WVD
   a. Provide chairs, tables, tents if needed
7. Provide appropriate signage to all participating businesses
8. Assist businesses with any paperwork/ license requirements and any local, state approvals
9. Assist businesses with coordinating w/PD
10. Coordinate w/ legal re: Liability
11. Create a brand and name for the Social District
12. Promote/ Market via social media & eblast
13. Website- have tab added

Dearborn Public Works Role:
1. Disperse additional trash receptacles (if needed)
2. Pick up trash- (if additional receptacles are needed)
3. Provide/ set up road barricades (as needed/determined)

Dearborn Police Department Role:
1. Enforce regulations
2. Provide additional on-site coverage as determined by the Police Department
3. Process business application approvals and coordination with LCC
4. Review of street closures

Operations:
The Dearborn Social Districts would operate year round, but the district’s seasonal road closures along with outdoor services and amenities would be from May 1 to Oct. 31. The common areas would be open:

Sunday - Wednesday
12 p.m. until 10 p.m.

Thursday - Saturday
12 p.m. until 12 p.m.

After hours, consumption of alcoholic beverages would have to be contained within the license holders’ service areas.

Business Owner Responsibilities:
- Oversee the overall maintenance of SD areas in their jurisdiction
- Manage safety protocols per code of conduct rules and regulations
- Container:
  - labeled with a mark indicating the social district and place of business
  - Sold in a non-glass container of no more than 16 ounces per state guidelines
  - Complete all licensing requirements per City, State, LCC, etc.
- Add City & DDA as additional insured
- Promote on social media platforms
- Common areas must be clearly defined with appropriate signage
- License holder is only permitted to sell to-go beverages on their property

Oversee social distancing guidelines when in their designated business areas
  
a. Tables/chairs
b. Individuals
c. Signage

Customers who buy alcoholic beverages from a restaurant or bar that's permitted to sell bottled wine to-go could potentially consume part of a bottle in the social district and take the remainder home, so long as the business recaps the bottle or replaces the cork following state guidelines.

Employees are also required to wear face coverings and get health screenings at the start of a shift.

District designation, signage and markings:
The boundaries of the Dearborn Social Districts will be clearly designated and marked with signs and graphics on streets and sidewalks provided by the WDDDA. The signs should be accompanied by a trash receptacle for customers to dispose of used district cups as they exit the district (provided by DPW).

Social District Brand and beverage containers:
The Dearborn Social Districts will have a name for branding and marketing purposes but must have a special logo for use on the non-glass district beverage cups of no more than 16 ounces. The cups of various colors and/or stickers to differentiate among license holders must also have a logo or name identifying the establishment. Dearborn Social District cups may not be reused, must remain in the establishment where they were purchased or in the common area and may not be taken into an establishment that did not sell the beverage. Dearborn Social District will explore the use of cups that can be recycled or composted.

Security-enforcement:
Security and enforcement in the Dearborn Social Districts would be provided by the Dearborn Police Department. In future years, the DDDAs will evaluate whether a certified private security personnel is needed to assist within the district.
Insurance:
The city would insure its management and operation of the Dearborn Social District through its municipal umbrella insurance policy. Participating license holders would be left to secure their own liability insurance as they deem necessary.

Sanitation:
The WDDDA and Dearborn Public Works Department with heavy assistance from participating establishments would provide sanitation within the district including trash removal, litter pick up on a daily basis and deployment of portable toilets, if needed. Each participating license holder would be required to have a city provided trash receptacle outside of its entrances for the disposal of district cups and empty those receptacles when needed. The city would maintain its current downtown trash receptacles and could expand the number in areas where establishments are not available to assist.

Marketing and promotion:
The Dearborn Social District should have a branded name for marketing purposes and a distinctive logo. Marketing would be done through traditional free media and paid advertising along with extensive social media of the WDDDA. The WDDDA will create its own Dearborn Social District Facebook page, other social media accounts and add to its website.

Entertainment:
The Dearborn Social District will incorporate entertainment in future years if determined necessary.

Festivals/special events:
The state’s Social District law does not allow special event liquor licenses to participate in a Social District. Such special licenses are the backbone of several large festival events historically within Dearborn’s Social Districts. However, this new Social District law also releases the burden on the WDDDA and other non-profits to provide alcoholic beverages as part of the event. Going forward, the Dearborn Social District and its participating license holders will serve as the alcoholic beverage provider.

Code of Conduct for Visitors: City Attorney to Review and Determine
Rules of Social District - Code of Conduct (list below)
1. No alcoholic beverages out of SD areas- A customer that purchases alcoholic beverages to be consumed in a commons area must not transport that alcoholic liquor outside of the commons area.
2. No cocktails-to-go are permitted inside another liquor licensed establishment.
3. Common areas must be marked clearly with signs and established hours of operation
   a. Customers must discard any alcoholic beverages before entrance into another establishment would be permitted. No bar hopping.
4. Patrons must wear a mask when not seated for service.
5. Patrons must dispose of Social District beverage cups in trash receptacles prior to exiting the Social District.
DEARBORN LIBRARY
PAST AND PRESENT

1978
1991
2019
EXISTING SITE CONDITIONS

PROJECT GOALS

• Resolve existing stormwater issues by removing the impervious surface directly adjacent to the library
• Provide a programable outdoor space for library use.
• Reduce disconnected parking resources to improve wayfinding
• Remove the existing drive lane adjacent to the library entrances/exits to reduce pedestrian/vehicular conflict areas
• Remove driveways that cross sidewalks within the downtown core
• Provide on street parking along side streets closest to Michigan Ave.

SITE ANALYSIS

- Impervious surface
- Vehicular circulation
- Pedestrian circulation
CONCEPT 1

- Maintains a similar dumpster location
- Potentially most cost-effective option.
- Existing site lighting and utilities to remain without disruption.
- ADA spaces slightly further away than existing.
- A 30' x 60' tent could fit within the lawn area and accommodate 225 seated theater style, 144 seated at round tables of 8, or 180 seated cafeteria style (rows of 8' banquet tables).
- Removes existing bollards.
- Limits the time for dumpster pickup / parking.
• Keeps the existing bollards.
• Maintains a similar dumpster location
• Keeps the dumpster pick up time flexible with a dedicated drive.

• Removes the memorial stone and plant bed.
• Removal or relocation of the existing light pole required.
• ADA spaces are the furthest away of the three options
Two ADA parking spaces within +/- 10' of existing
New on street parking spaces
(2-hour short term parking)
Dedicated Library parking space
(1-2 spaces 15-minute parking)
Existing ADA parking spaces to be restriped and confirm compliance
On street bike parking spaces
Maintain a similar dumpster location
Site wall with raised lawn edge
(not currently included in cost opinion)

- Maintains a similar dumpster location
- Keeps the dumpster pick up time flexible with a dedicated drive.
- ADA spaces are the closest to the existing in this option.
- A 20' x 40' tent could be accommodated within the lawn area and accommodate 100 seated theater style (rows of chairs with an aisle up the middle) or 64 seated at round tables of 8.
- Removes the existing light pole and bollards.
- Adjustments to the existing utility structure may be needed.
PUBLIC MEETING

WHAT WE HEARD:

- Provide additional dedicated ADA parking near the library entrance
- Improve existing ADA parking spaces and signage within Lot B
- Improve winter maintenance on the sidewalks and roadway that lead to the library
- Provide short stay dedicated library parking spaces
- Look into future alternative book drop-off location
LIBRARY RECOMMENDATIONS

SHORT-TERM/IMMEDIATE RECOMMENDATIONS
In conjunction with proposed Library Lot plans, we recommend the following:
• Dedicate library patrons only handicap parking signage to the two new handicap spots.
• Add 15-minute parking signage at spots adjacent to Library on Mason Street.
• Adjust snow removal maintenance schedules to clear the library’s entries as one of their first stops.

MID-TERM RECOMMENDATIONS
• Meter the remaining on-street spots on Mason with pay stations. This will prevent “all-day parking” in the spots that should be highest turn-over. It will also prevent overflow parking from gas station. Coupons can be provided to library patrons for free parking when visiting the library.
• Once streetscape construction is completed, enhance Police regulations of gas station overflow and work with gas station to resolve tow truck issues.
• Add an additional drop box to alleviate accessibility concerns. Keep the current walk-up drop-box location but offer drive-up drop-box location perhaps either near each library or one central point within the City. Recommend further discussions.
Bryant Library: 20 ft. Alley
The city identified 4 sites within the downtown for the planning team to study and develop site capacity development diagrams. The following development concepts provide a visual representation of the massing and layout of one development idea that could occur at each location. Further studies will be required to determine the market for and feasibility of each project.
NRN STUDY
SITE 4 CAPACITY STUDY

Loft-style residential development on existing City-owned parking lot (First development priority)

Size: 0.85 acres (37,000 SF)
Zoning: BA — Local Business District
NRN STUDY
SITE 4 CAPACITY STUDY: RECOMMENDATIONS

1. Residential units front Garrison Street and east/west access driveways.
2. One level podium parking on ground floor.
3. Connect existing alley behind Bryant Library through to Mason Street.
4. Create a plaza space connecting to existing linear park adjacent to Bryant Library.
NRN STUDY
SITE 4 CAPACITY STUDY: SUMMARY

<table>
<thead>
<tr>
<th>Name</th>
<th>Floorplate</th>
<th># of Floors</th>
<th>GSF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Res. Development</td>
<td>18,250 SF</td>
<td>3</td>
<td>54,750</td>
</tr>
</tbody>
</table>

Parking: ~75 spaces
EXISTING PARKING

**Existing Parking Counts:**
- **120** Standard parking spaces
- **6** ADA parking spaces
- **126** Total parking spaces

**Required ADA parking spaces:** **5**

**Provided ADA parking spaces:** **6**
Planter within center of median eliminates the pedestrian flow on the sidewalk.

ADA corner parking spaces don’t have enough perceived distance between the two.

Pedestrians must cross two-way drive aisle to get to their destination.

Each crosswalk has ADA limitations. (see next page)

One entrance / exit into Lot B (restricts access off alley)

One-way circulation within Lot B

Two-way circulation within Alley
ADA CROSSWALK CONFLICTS

- ADA route blocked by parking bumpers
- No crosswalk striping to Library
- ADA spaces are too close to allow for parking in both.
- Curb restricts ADA route to Library
EXISTING CONDITIONS
Proposed Parking Counts:
- 113 Standard parking spaces
- 8 ADA parking spaces
- 121 Total parking spaces
  (5 less than existing)

Realign the alley entry along Garrison.

Maintain the east/west alley to the south side of the existing power poles.

Provides a large east/west sidewalk to the south side of the existing alley.

Provides majority of parking on a north/south axis.

Provides some ADA parking directly adjacent to the sidewalk and links to local businesses.

Removes 8 parking spaces and realigns dumpster location at Buddy's Pizza.
CONCEPT 2

Proposed Parking Counts:
- 111 Standard parking spaces
- 8 ADA parking spaces
- 119 Total parking spaces
  (7 less than existing)

Maintain both the alley and parking lot entry along Garrison.

Maintain the east/west alley to the south side of the existing power poles.

Provides a large east/west sidewalk to the south side of the existing alley.

Provides majority of parking on a north/south axis

Removes 8 parking spaces and realigns dumpster location at Buddy's Pizza
CONCEPT 3

Proposed Parking Counts:
129  Standard parking spaces
6     ADA parking spaces
135  Total parking spaces
(9 more than existing)

Realign both the alley and parking lot entry along Garrison.

Moves the east/west alley to the north side of the existing power poles.

Provides a large east/west sidewalk to the south side of the new alley location.

Maintains parking on an east/west axis.

Provides ADA parking directly adjacent to the sidewalk and links to local businesses.

Removes 8 parking spaces and realigns dumpster location at Buddy’s Pizza.
**SHORT-TERM/IMMEDIATE RECOMMENDATIONS**

In conjunction with proposed Library Lot plans, we recommend the following:

- Dedicate library patrons only handicap parking signage to the two new handicap spots.
- Add 15-minute parking signage at spots adjacent to Library on Mason Street.
- Adjust snow removal maintenance schedules to clear the library’s entries as one of their first stops.

**Lot B**

- Option: Dedicate library only spaces in Lot B and monitor usage.
- Add bollards to crosswalk ramp from Lot B to Library to define the pedestrian zone and prevent parking over the lines.
- Confirm that the handicap signs are still in place and follow all standard guidelines in Lot B.

**MID-TERM RECOMMENDATIONS**

- Meter the remaining on-street spots on Mason with pay stations. This will prevent “all-day parking” in the spots that should be highest turn-over. It will also prevent overflow parking from gas station. Coupons can be provided to library patrons for free parking when visiting the library.
- Once streetscape construction is completed, enhance Police regulations of gas station overflow and work with gas station to resolve tow truck issues.
- Add an additional drop box to alleviate accessibility concerns. Keep the current walk-up drop-box location but offer drive-up drop-box location perhaps either near each library or one central point within the City. Recommend further discussions.

Lot B

- Conduct a parking usage analysis of Lot B, especially the usage of the handicap spaces to determine need of additional handicap parking.
- Conduct a survey of library patrons regarding parking usage.
  - There sometimes is a perceived notion that the amount isn’t always enough but when you monitor it there is no problem. However, the only way to know is to monitor it and survey to library patrons.
  - Questions to ask:
    - Are the existing handicap spaces consistently full throughout the day, certain days of the week or times?
    - Are there other indicators that show the need for additional handicapped spaces?
  - Reconfigure the handicap spaces in Lot B to improve parking access. Before restriping, confirm that parking lot is level in those areas.
  - If more handicap spots are found to be needed, then add additional spots to the alley parking spots closest to the Library. Again, leveling of the parking spaces must be confirmed prior to restriping.

**LONG-TERM RECOMMENDATIONS**

Lot B

- Evaluate and potentially redesign Lot B and the alley between Mason and Howard. Need to consider the following:
  - Access to business properties/private lots on Mason.
  - Access to Buddy’s and Biergarten private lots.
  - Truck access for deliveries and garbage.
  - Traffic flow in parking lot
  - Quantity and location of handicap spaces.
  - Vegetation/Shade.
  - Pedestrian accessibility/medians
SUMMARY AND RECOMMENDATIONS FOR BRYANT LIBRARY LOT

The WDDDA held a public meeting on February 26, 2020, at the Bryant Library to review and discuss the proposed plans for the Bryant Library Parking Lot. Approximately 25 people attended the meeting. Questions revolved around a couple of key areas or points of concern, including:

- Lack or shortage of handicap parking supply.
- Location and/or access of handicap parking.
- Dropbox location and/or accessibility via vehicle.
- Pedestrian/vehicular conflict points. Near misses.
- Maintenance during inclement weather.
- Dedicated library only parking.
- Handicap spaces in Lot B are inaccessible and not well signed.
- Crosswalk ramp from Lot B needs better definition and bollards to prevent cars from blocking/overparking on the pedestrian path.

ANALYSIS

Streetscapes

As a starting point, the current streetscape construction on Howard, Mason and Monroe was discussed showing the evolution of the project.

The goals of the streetscape project included the following:

- Improve both the vehicular and non-motorized experience through Dearborn including traffic calming and dedicated bike lanes on Monroe Street
- Create a walkable downtown
- Promote alternative transportation choices
- Make downtown safer for the pedestrian and bicycle rider
- Enhance neighborhood character

The timeline of research, community engagement and approval process are below.

- NRN Study – Start Early 2016 to Mid-2017 [March 16, 2017 (final deliverable)]
- Traffic Safety Study – 2018
- Public Meetings –
  - 2017-0419 Design and Economic Vitality Committee review of North Streets Schematic Design
  - 2017-0516 Public Meeting (Form Based Code)
  - 2017-0728 Public Meeting: Streetscape Framework for West Downtown (Michigan Ave, Monroe and West Village)
  - 2018-1115 Update on Wagner, Michigan Ave, North Streets, Cultural Trail and East Dearborn
2019-0729 Streetscape Framework for West Downtown

- Board / Council Presentations -
  - 2017-0622 City Meeting (North Streets SD, Michigan Ave and Wagner)
  - 2017-0921 Update on Wagner, Michigan Ave and North Streets
  - 2017-0921 Board Presentation (update on Wagner Improvements, Michigan Ave and North Streets)
  - 2018-0206 Council Presentation (update on Wagner Improvements)
  - 2018-1115 Board Presentation (Wagner, Michigan Ave, North Streets, Cultural Trail, East Dearborn)
  - 2019-0716 Council Approval –

Library Parking Lot

- Ratio of Handicap Parking:

<table>
<thead>
<tr>
<th>Parking Facility Total</th>
<th>Minimum Number of Accessible Spaces</th>
<th>Total (Standard + Van)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Standard</td>
<td>Van*</td>
</tr>
<tr>
<td>1 - 25</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>26 – 50</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>51 – 75</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

- The current library parking lot has two handicap spaces and four regular parking spaces.
- The new design plan retains two handicap parking spaces, and the regular parking is shifted to on-street on Mason immediately adjacent to the library, which previously didn’t have parking. This shift improves pedestrian safety by removing vehicle/pedestrian conflict points with the drive access and location to the library doors.
- The new library parking lot design plan meets the required handicap parking ratio.
- Even though the library is providing over the minimum required amount of handicap spaces based on the standard ratio it may not be enough for the types of patrons that use the library.
- There is potentially a higher influx of handicap users at the Bryant Library due to the closing of the Centennial Library for reconstruction.

- Distance of Handicap Spaces:
  - The proposed spaces are very close in terms of proximity to the original existing spaces.
    - Existing ADA route proposed to be removed = +/- 22’
    - Existing ADA route to remain = +/- 127’
    - Proposed ADA route to be installed = +/- 32’ (See diagram below)
  - Additionally, the spaces are located closer than handicapped spaces at other nearby local libraries.
- Henry Ford Centennial Library distance from front door to nearest handicap space = +/- 138’
- Esper Branch Library distance from:
  Front door to the nearest handicap space = +/- 94’
  Back door to the nearest handicap space = +/- 35’

**Safety:**
- There is an existing safety concern with having an active drive aisle so close to 4 pedestrian entrance/exit doors.
- The existing guard rail adjacent to the building was to help alleviate the vehicles hitting the building. It is apparent that it has been hit numerous times.
- The striped areas for no parking in Lot B are not clearly identified when there is snow cover.
- Lot B does not have enough signage identifying the handicap spaces.
- Handicap parking in Lot B doesn’t seem sufficient enough based on conversations with public
  - Handicap parking in Lot B is not easily accessible due to the corner locations when cars back out. People are afraid of getting blocked in. Restriping would be a quick and inexpensive solution. If the corner parking spaces are located without enough clearance adjustments could be made to the pavement markings to shift it down further.

**Sustainability:**
- Existing Library parking lot in combination with the roof drainage is causing stormwater concerns within the limit of the lot.
- In discussions with the library, a new drop box location was a concern for staff maintaining it.

Questions/Suggestions from Public:
- The City does not own the sidewalk area between the beauty salon and the current library lot, therefore, expansion of the lot is not possible.
• It was suggested by one of the community session attendees to reverse the parking space direction in the existing library lot. The ability to reverse the parking spaces would be costly due to the location of an existing transformer on the Library site, as well as underground and overhead utilities. This could be investigated further if interested.
• Circular drive was mentioned, but again, due to utility conflicts, moving these would be costly. This could be investigated further if interested.

SHORT-TERM/IMMEDIATE RECOMMENDATIONS IN CONJUNCTION WITH LIBRARY LOT PLANS
In conjunction with proposed Library Lot plans, we recommend the following:

- Dedicate library patrons only handicap parking signage to the two new handicap spots.
- Add 15-minute parking signage at spots adjacent to Library on Mason Street.
- Option: Dedicate library only spaces in Lot B and monitor usage.
- Add bollards to crosswalk ramp from Lot B to Library to define the pedestrian zone and prevent parking over the lines.
- Confirm that the handicap signs are still in place and follow all standard guidelines in Lot B.
- Adjust snow removal maintenance schedules to clear the library’s entries as one of their first stops.

MID-TERM RECOMMENDATIONS
- Conduct a parking usage analysis of Lot B, especially the usage of the handicap spaces to determine need of additional handicap parking. Conduct a survey of library patrons regarding parking usage.
  - There sometimes is a perceived notion that the amount isn’t always enough but when you monitor it there is no problem. However, the only way to know is to monitor it and survey to library patrons.
  - Questions to ask:
    - Are the existing handicap spaces consistently full throughout the day, certain days of the week or times?
    - Are there other indicators that show the need for additional handicapped spaces?
- Reconfigure the handicap spaces in Lot B to improve parking access. Before restriping, confirm that parking lot is level in those areas.
- If more handicap spots are found to be needed, then add additional spots to the alley parking spots closest to the Library. Again, leveling of the parking spaces must be confirmed prior to restriping.
- Meter the remaining on-street spots on Mason with pay stations. This will prevent “all-day parking” in the spots that should be highest turn-over. It will also prevent overflow parking from gas station. Coupons can be provided to library patrons for free parking when visiting the library.
- Once streetscape construction is completed, enhance Police regulations of gas station overflow and work with gas station to resolve tow truck issues.
➢ Add an additional drop box to alleviate accessibility concerns. Keep the current walk-up dropbox location, but offer drive-up dropbox location perhaps either near each library or one central point within the City. Recommend further discussions.

LONG-TERM RECOMMENDATIONS

➢ Evaluate and potentially redesign Lot B and the alley between Mason and Howard. Need to consider the following:
  o Access to business properties/private lots on Mason.
  o Access to Buddy’s and Biergarten private lots.
  o Truck access for deliveries and garbage.
  o Traffic flow in parking lot
  o Quantity and location of handicap spaces.
  o Vegetation/Shade.
  o Pedestrian accessibility/medians
Dearborn Bike Share Minutes

Meeting date: July 23, 2020
10:00am

Via Zoom
Join Zoom Meeting
https://zoom.us/j/656083923?pwd=SVhjNWxDQ2ppKzZSMEpxOU1heHUzdz09

Meeting ID: 656 083 923
Password: 041183

One tap mobile
+19292056099,,656083923# US (New York)
+13126266799,,656083923# US (Chicago)

Attendees: Cristina Sheppard-Decius, Steve Diesler, Joseph Koo, Tim Harrison, Janet Bloom, Kari Woloszyk, George Moroz, Tracy Bezek, Dave Norwood, Jackie Lovejoy, and Steve Horstman.

RFP Review
Dave, Joseph and Steve worked on RFP with gathered comments and suggestions.

Steve: We divided RFP into various sections such as history, scope of work, hardware, amenities, and logistics. Added at end a section on “criteria for measuring proposals”.

Need to be sure dock and dockless stations are noted in RFP and then also note that The Henry Ford requested docked bikes.

Hardware: docked/dockless and also add scooters.
Add maintenance plan.
Tim: What are plans if bike goes missing? Zagster was to charge user. Not sure if that happened. Need to define how this will be handled.

Marketing - make sure to ask for marketing plan.

Break Logistics into digestible categories. Remove “the vendor should” and do as a top item so redo format.

Provide a list of users but will need to see if they are able to provide if third parties can receive or if customer privacy is a hurdle. Set up a set schedule to review current users/data.
Be sure to address Covid-19. This might fall under maintenance. Bikes are in use in Detroit. Mogo stations do not have sanitation stations. There is some personal responsibility - wipe down/spray before and after use. Utilize signage with directions on sanitation instructions. Need to ask what they plan to do.

George wants to review with The Henry Ford on how they feel about people self-sanitizing given focus on contactless measures and lack of individual responsibility to do as instructed.

Cristina would like some plan which includes guidelines and how they will support in keeping users safe.

Dave: Work with Joseph to develop benchmarking to see what other vendors are doing.
Cristina: check with state on transportation guidelines.
Uber - no mask, no ride; after each ride - wipe down.
Carousel/Train at Henry Ford- mask on, disinfected after each use. Staff does. Bikes wouldn’t have that same level of care.

Measurements for Criteria:
Yes, weigh the criteria.

Add Cost/Fee - how do you want them to submit the cost? Annual, per bike, per scooter? Need to do comparison so it’s apples to apples. Dave stated he is looking for one year, with potential for renewal, up to three years.

Cristina stated that if one vendor does bikes but another does scooters and bikes, need to be sure language matches so when pricing it is accurate in comparison.

Add map of system, and last three years analytics to packet. Should we schedule onsite reviews? Timing, who will be in review committee (DDDA reps, Kaileigh, George, Marc at UofM), and decide if interviews should be conducted.
For Fordland, bikeshare is not currently on radar so no response yet on their consideration. Need to follow up on U of M’s position via Marc.
Kari - Beaumont - eager to spend funding which has rolled over the last couple of years. Bike lanes and bike share are two different projects. Just waiting to hear from county on Bike Lane program. Beaumont pledged $150K for Bike Lanes and $540K for Bike Share program. Beaumont feels this is a healthy activity to get people out and active.

Dave and Steve will forward to group with additional suggestions. Committee declined to do another meeting. They will review final RFP prior to release digitally.

Cristina suggested that advisory members can added so can add in those steeped in the biking program such as Tracy and Tim.

Plan is to work with Purchasing and release mid-August. The install would be late spring 2021.
George asked if a survey was conducted to gauge interest. Yes, via intern and asked about interest in use and locations of stations. He said we could ask level of support to bring back this type of service, like The Henry Ford who conducted one which helped shape their response on reopening.

Tracy suggests that making metrics public would be good for RFP and also public perception.

In description, add top logistics and stats so RFP is desirable to potential vendors so we can demonstrate robustness of program.

U of M Dearborn could survey their students of community at large. Some will have been users.

Ask the vendor if they would work with UofM to conduct a survey. Steve - add to marketing as a service to also ask about locations. Some may be out of scope of Bike Share companies. They can look at data to see what locations worked and also add input, whether digital survey or in person information.

Cristina will pull at least two years of reports to add to RFP.
**AGENDA ITEMS** | **TASKS/ACTIONS**
--- | ---
A. Sidewalk Cafés | ● Temporary Applicant Update-Heidi did application, now City wants verbiage changed and addressed with insurance but city has all information. Beirgarten is up and running. Waiting on West Village Dr. between Mason and Monroe. Ran into issue that picnic tables doubled in price so looking at options. Reached out to Habib’s, still not sure they have enough of customer base to launch. Issues: Financial hurdle, not enough customers dining in, or enough staff to do. Kicking around mini-grant of around $500 from Open Door Dearborn Grant to help support set up. Mark - need to distinguish those that can truly use for set up. For others may not make sense. Famous Hamburger - agreed to move tables in and out.

● Boardwalk Platform Dining-Met with Unilock onsite, starting at Bailey’s taking up two parking spaces as a start. Scott demonstrated setup of pads, etc. 8 ft into street. Can add 300-400 sq. ft of extra
seating. Reviewed Great Commoner area. Use concrete parking stall pieces for barrier. EDDDA - Zo’s Good Burger - good space, steep slope, might need transition ramp, consider one lane, south to parking lot. PD should review plans. Look at Bamboozles/Koja Sushi on Michigan Ave. - need more substantial barricades and conversation with MDOT - they are open to permit review. MCantina too far down. If by Top Dog, decide if to keep planter tree well and use funds for platform. $7500 per one space (turnkey cost). Might use Open Dearborn funds ($40K per district) minus what is in the hopper for grant awards ($7500 in WDDDA and $7500 in EDDDA)

- Open area that is for sale - maybe pocket park/pedestrian connection. Find out more details. Maybe DDDAs could purchase.
- Future Items:
  - Amendment
  - Design Manual

### B. COVID-19 Business Support

- CDBG loan/grant Update - working on getting out soon.
- Wayne County Grant & Tech Support - grant has reopened - no close date, phase 2 open. Rec’d 5K applicants in June in one week.
- MEDC Grant - closed Aug. 5, taking apps and parsing out to 15 agencies to distribute.
- Welcome Back Campaign - started to get out this week. Video coming out soon. Pushing social media.
- Economic Study - need to follow up with Tim Davis.

### C. Business Assistance Team

- Town Hall & Marketing/Promotions - doing follow up to one in April - formal announcement. More than 30 resources. Internship program to be announced and creating webinars. A Press Release going out and eBlasts - hoping for early August. Use BAT to help businesses get items in order to apply for grants. Can send out resource list and post on website.
- Send to Grant Applicants/Survey
| D. Open Door Dearborn | ● Haraz Coffee App - Steve been in contact. Asking for quotes. Only received one. Trying to get written bids (received as verbal). Target for next month to get all items in.  
● Application Interest |

**UPDATES**

| E. Tackling Vacancies Property Owner Roundtable | ● One-on-One Meetings/Issue-Fact Finding; Jeff W. talking with some property owners. Talked to Hamame on maintenance. Asked to clean windows at Pizza Papalous. Village Plaza Site - any updates since fenced in now. Najib - get designs. Spoke to Adam Easterly regarding Keller Williams - thinking of holding a brokers meeting. Need to note major construction on 5050 building. Hassan to notify Jeff W. |

| F. Bike Facilities Implementation Plan | ● Bids for Bike Racks  
● Bike Share RFP - going to Bike Share committee for review tomorrow. Zagster is out of business. They were supposed to pick up racks. |

| G. Public Art | ● AANM Mural Location - sent email to Jeff/Hassan/Emmajean - building along Brady looking to do mural - point in direction of grants, etc.  
● Review DIA Inside Out program - Jackie will find contact.  
● Train overpass - Steve Horstman will find info on mural. Warren Corr. looked at one by Chase.  
● POP Team?  
● Sculpture Program  
● Community Fund Impact |

| H. Recruitment | ● Property Updates  
● Schedule Brainstorming with KW  
● Meet with Key Properties |

| I. Public Spaces & Amenities | ● M Cantina & Joe’s Top Dog Café tree wells/café areas - need info from Yunus.  
● CHP - stormwater - conversations happening. Yunus - suggested Artspace do development in John Nagy lot and in CHP park. Cristina to set meeting on sewer work and CHP - invite Becky and Will with Artspace. |
- REQ for Seating at Fishnet
- Library Lot – Survey & Engineering - City Council has approved changing that from parking lot to greenspace. We have estimates on survey and engineered drawings will need to move through purchasing quickly.
- Jackie - check on utility savings
- Bids received for City Hall Park Redesign
- EDDDA Parking Lots - getting through legal this week.
- Connector Streets
- Michigan Avenue Temporary Lane Closure for WDDDA Oakwood to Military - what would it take to close that. Can submit for permitting quickly. Need to get drawings and cost through Mayor. East - get platform dining location approved, so need drawings approved to start conversations.
- Need to add entrepreneur items back on list. Start up space.
- Mark - technology accelerator idea.
- Quahwah House - close to being finished before covid-19. Now hiring sign up. Hassan to check on.
- Cristina meet with West Village on Social Districts. Need more police enforcement is they consider. Do a partnership will police/business, etc.

### ACTION PLAN & RESOURCES

<table>
<thead>
<tr>
<th>OBJECTIVE</th>
<th>ASSIGNED TO:</th>
<th>NEXT STEPS:</th>
<th>BUDGET/VOLUNTEER NEEDS/NOTES</th>
<th>IMPORTANT DOCS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective: Recruit Businesses (1.75)</td>
<td>Adam/Hassan/Andrea</td>
<td>TASKS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ecosystem—Networking/Incubator/Shared Space/Accelerators/Pop Ups (2)</td>
<td>Hassan/Reaching out for New UoM Rep</td>
<td>• Recruitment of an Incubator/Co-Working Space • Metromode Follow Up • Partners • Funding!! • Hub Location: Commercial Kitchen Needed – Discuss Code Issues in downtown districts</td>
<td>Metromode DRAFT Summary Launch Lab Framework Launch Dearborn Vision Plan Draft Entrepreneur Ecosystem Committee Notes</td>
<td></td>
</tr>
<tr>
<td>Business Start-up/Recruitment Incentive (4.67)</td>
<td>Andrea/Stacey/Steve/Jackie</td>
<td>• Innovate this Space - Recruitment Marketing Campaign with Key Retail Properties - develop</td>
<td>Open Door Dearborn Vision Vacancy Roundtable</td>
<td></td>
</tr>
<tr>
<td>Objective: Redevelop Sites (1.8)</td>
<td>Steve/Doug/Mike/Jennifer</td>
<td>TASKS</td>
<td></td>
<td></td>
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<tr>
<td>---------------------------------</td>
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<tr>
<td><strong>Redevelopment</strong></td>
<td></td>
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<tr>
<td>Ready Marketing of Sites (1.8)</td>
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<tr>
<td><strong>PRIORITY 1 SITES:</strong> Brady &amp; MI; 5050</td>
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<tr>
<td>Tour of Top 10 Development Sites – schedule with Ford Land – coordinate event - Lease sites (Developer Road Show) &amp; separate development sites (DABOR partnership potential)</td>
<td></td>
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<td></td>
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<tr>
<td>Howard &amp; Michigan RFP – marketing needed?</td>
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<table>
<thead>
<tr>
<th>Objective: Streetscape/Walkability Improvements (4) – 2 votes</th>
<th>Mark G</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Design Guidelines/Façade Improvement Program (2.25)</strong></td>
<td>Hassan/Mike/Steve</td>
<td></td>
</tr>
<tr>
<td>Final Guidelines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsor Recruitment/Sale Sheet;</td>
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<td></td>
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<tr>
<td>Lending Partners Needed (ie: Comerica, Huntington, Chase)</td>
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<td></td>
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<tr>
<td>Meet with CRA Wayne County – HASSAN – Status?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finalize CDBG funding opps/changes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Street funding/grant with Select Level</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finalize and Approach Design Assistance Firms – Inquiring with City on any recommended architects</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Assistance Programs/Trainings</th>
<th>Steve/Stacey/Hassan</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Round Table with Entrepreneurs for Strategy on Needs/Missing Links</strong></td>
<td></td>
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<tr>
<td>Website Resource Draft – Partnership to Manage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hubs: Tech Lab @Artspace; Kitchen Connect; FEAST Detroit – Commercial Kitchen Needed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Promotion Micro-Grant link</th>
<th>FINAL Open Door Dearborn Incentive link</th>
<th></th>
</tr>
</thead>
</table>

<p>| Candidates for Façade Program: Merchants, Jiu Jitsu, and refer to previous list identified for EDDDA; FBC Code presentation and user guide; FBC Code Business Overlay &amp; Sample Guidelines; Committee Notes; Suggested Design Asst. Firms FINAL DESIGN GUIDELINES FINAL INCENTIVE PROGRAM |         |       |</p>
<table>
<thead>
<tr>
<th>Streets</th>
<th>Public Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Connector Streets &amp; Michigan Ave</td>
<td>- Sidewalk Café/Design Cheat Sheets - SmithGroup</td>
</tr>
<tr>
<td>- Multi-Modal Plan – (Jeff P.)</td>
<td>- Alley in AANM Lot – need concept – part of Parking Lot CIP</td>
</tr>
<tr>
<td>- Amenities</td>
<td>- Art in Public Spaces Plan – 2020</td>
</tr>
<tr>
<td>- Tree Well Planters/Sidewalk Cafes</td>
<td>- Sculpture Initiative 2020</td>
</tr>
<tr>
<td>- Mural Seating Area – need concept design (volunteer?)</td>
<td></td>
</tr>
<tr>
<td>- WDDDA Trash Cans</td>
<td></td>
</tr>
<tr>
<td>- Artspace Landscaping/Campus Plan – discussed preliminarily with Kim Moore</td>
<td></td>
</tr>
<tr>
<td>- Schaefer Lighting – in process</td>
<td></td>
</tr>
<tr>
<td>- Bike Share &amp; Scooter Launch 2020</td>
<td></td>
</tr>
<tr>
<td><strong>Presentation for Connector Streets &amp; Michigan Ave.</strong></td>
<td><strong>Using Public Sidewalks How To Sheet DRAFT</strong></td>
</tr>
<tr>
<td><strong>MMTP draft plan link</strong></td>
<td><strong>FYE2020 - Art In Public Spaces Plan budgeted</strong></td>
</tr>
<tr>
<td><strong>Tree Well Overview</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Overall Rendered Plan</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Schaefer Rendered Plan</strong></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Objective: Branding (2.6)</th>
<th>Cristina</th>
<th>Brand Design &amp; Messaging</th>
<th><a href="http://www.brandingdearborn.com">www.brandingdearborn.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Wayfinding (3.83)</td>
<td>RFP release?</td>
<td></td>
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Design/Economic Vitality Special Meeting
Minutes
Wednesday, August 5, 2020
2:00 pm
Zoom meeting:

Join Zoom Meeting
https://zoom.us/j/323245564?pwd=NnhnNjVNSE1tVTdHNjVMak91dC9nZz09

Meeting ID: 323 245 564
Password: 265323

One tap mobile
+13126266799,,323245564# US (Chicago)
+19292056099,,323245564# US (New York)

Attendees: Hamzah Nasser (Haraz Coffee), Mike Kirk, Mark Guido, Hassan Sheikh, Jackie Lovejoy, Tom Clark, Jeff Watson, Cristina Sheppard-Decius, Steve Deisler, and Janet Bloom.

Old Business - Open Door

- Black Box - Revised Sign Design (attachment)
  Mr. Alcodray provided information as requested for committee.  Committee suggested to leave off address on sign.
- Haraz Coffee - Level 1 and Level 2 Grant Request (attachment)
  Level I – 3’x3’ sign in front over door only.  It is backlit with raised lettering.  Mr. Nasser may also do a sign on west side of building.
  Level II - Provide letter with support.
  Motion to support Level I motioned by Mark Guido and seconded by Jackie Lovejoy.  All support.
  Motion passed.
  Motion to support Level II motioned by Mark Guido and seconded by Jackie Lovejoy.  All support.
  Motion passed.

New Business - Open Door (attachment)
Potential New Grant Requests

- Al Wissam – existing business looking to do updates
- Moneer Abdo
- Great Commoner- new business doing build out
- District 12 – edge of district so looking at CDBG funds
- Nicol's Ski – established business looking to do updates

Status Outdoor Seating Platforms - Potential locations and business support

- Bailey's (Cristina) – on hold currently until operating again.
• Great Commoner (Cristina) – not able to proceed, will look at next Spring
• JB Bamboozles (Steve) – see email – too dusty and too fast of traffic along Michigan Ave./decline
• Top Dog (Steve) – current plan is to remove tree well.

Larger conversation needs to be look at traffic calming measures in EDDDA.
July 14, 2020

West DDA Board
c/o Steve Deisler

Re: Black Box Open Door Grant Letter Request

To Whom It May Concern:

This letter is a summary of expected renovation costs, equipment investments, and basic operating costs incurred during the first year of operation of the new "Black Box" business located at 1034 Monroe, Dearborn, MI 48124 (see Attachment 1).

This letter further confirms that we are in a financial position to cover the costs outlined, assuring 1 year of operation.

The time frame for completion of the project and "soft opening" is targeted for August 15th, 2020, pending completion of work and receiving required Wayne County Health Department and City of Dearborn approvals.

Sincerely,

Ray and Lisa Alcodray
21753 Garrison St.
Dearborn, MI 48124
(248) 962-5466 cell
### Attachment 1 – Summary of First Year Renovation and Operating Costs

#### 1st Year Operating Total

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open 1st Floor (Phase 1)</td>
<td>$70,577.00</td>
</tr>
<tr>
<td>ADM Sneeze Guard</td>
<td>$2,900.00</td>
</tr>
<tr>
<td>Marygrove Awning</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Water Filtration</td>
<td>$575.00</td>
</tr>
<tr>
<td>Walk Up Window</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Entrance Step Cement</td>
<td>$300.00</td>
</tr>
<tr>
<td>Brick/Block basement Windows</td>
<td>$225.00</td>
</tr>
<tr>
<td>Sill Repair</td>
<td>$500.00</td>
</tr>
<tr>
<td>2nd Floor Tuck Point</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Glass Block Window</td>
<td>$225.00</td>
</tr>
<tr>
<td>Hot Water Tank (199k BTU)</td>
<td>$4,500.00</td>
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<tr>
<td>Drywall</td>
<td>$2,400.00</td>
</tr>
<tr>
<td>Tile/Cement Leveling</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Equipment Move and Re-install</td>
<td>$500.00</td>
</tr>
<tr>
<td>Quartz Counter</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>Coffee Counters (Cabinets/Frames)</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Outdoor Seating</td>
<td>$3,000.00</td>
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<tr>
<td>Electrical Wiring</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Flooring - 1st Floor Interlocking</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>Carpet on Stairs</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Front Exterior Door</td>
<td>$3,000.00</td>
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<tr>
<td>Cold Brew Tap System</td>
<td>$2,500.00</td>
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<tr>
<td>Plumbing Rework</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Track Lighting</td>
<td>$1,500.00</td>
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<tr>
<td>Tilt Out Windows - 1st Floor</td>
<td>$7,200.00</td>
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<tr>
<td>Foyer Doors</td>
<td>$2,952.00</td>
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<tr>
<td>Paint Walls</td>
<td>$3,500.00</td>
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<tr>
<td>Architect</td>
<td>$1,800.00</td>
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<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open 2nd Floor (Future Phase)</td>
<td>$17,500.00</td>
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<tr>
<td>Flooring - 2nd Floor Interlocking</td>
<td>$6,000.00</td>
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<tr>
<td>2nd Floor Retail Doors (2)</td>
<td>$4,000.00</td>
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<tr>
<td>Tilt Out Windows - 2nd Floor</td>
<td>$7,500.00</td>
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### Additional Equipment Investment

<table>
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<tr>
<th>Description</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Back Up Single Group Espresso Machine</td>
<td>$6,000.00</td>
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</table>
Complete | $800.00 | Used Upright Refrigerator
Complete | $600.00 | Used Under counter Freezer
Complete | $600.00 | Used Under counter Refrigerator
Complete | $350.00 | Used Drip Coffee Maker
Complete | $1,500.00 | Used Electric Pastry Oven

Estimated Year One High Level Operating Expenses

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<th>Amount</th>
<th>Description</th>
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<tbody>
<tr>
<td>$46,000.00</td>
<td>Total</td>
</tr>
<tr>
<td>$15,000.00</td>
<td>Annual Taxes</td>
</tr>
<tr>
<td>$6,000.00</td>
<td>Annual Utilities</td>
</tr>
<tr>
<td>$25,000.00</td>
<td>Raw Material (Beans, Cups, etc.)</td>
</tr>
</tbody>
</table>
Dearborn DDA Open Door Grant Requests Status
August 3, 2020

**EAST DDA**

Hamzah Nasser *(Haraz Coffee)* is the only current Open Door Grant that we are processing for EDDA. They are requesting Level 1 sign grant and Level 2 start-up grant. Will go to DEV Committee August 5th for review.

*Alderwish CPA* withdrew their grant request (sign). Project is completed.

Matt Dietz at *Blick’s* put their request on hold.

*Now Cafe* was contacted and sent an application for their building facade repair. No response yet.

*Al Wassam* is proposing to submit per Julia.

*Moneer Abdo* - was sent Open Door grant guidelines and application for a possible cafe next to Kidcadia. No response yet.

**WEST DDA**

*Black Box* - Level 1 and Level 2 grants approved on July

Steve Alderson - *Steven Bernard Jewelers*, sent application, followed up July 23, no response

*District 12* - Nasser Beydoun, sent application

*Nicol’s Ski Shop* - sent application to Tom and Karen, need to follow-up
APPLICATION

Application Date __/__/____

Business
Name  AL-UKSSAM INC

Property Address 13354 Michigan Ave. Dearborn, MI 48126

Business Owner  Bassam Soueidan

Business Owner Address 23172 Meadow Dr, Dearborn Heights, MI 48127

Business Owner Phone 313-794-7777  Email AMAE@ALUKSSAM.COM

Property Owner  Bassam Soueidan

Property Owner Address 23378 Meadow Dr, Dearborn, MI 48127

Property Owner Phone 313-794-7777  Email AMAE@ALUKSSAM.COM

Is this business currently located within the DCA District?  Yes  No

Is this business expanding?  Yes  No

Amount of square footage to be added to building  __/__/____

Is this an existing or a new business?  New  Existing

If relocating, when was this business established?  April 1998

If relocating, please list current address  __/__/____

Estimated start date of project  08/01/20

Estimated completion date of project  09/01/20

Total cost of project  $35,000 - 45,000  Amount requested  $10,000
platform dining – response from jb bamboozle’s:

on Fri, Jul 31, 2020 at 3:20 PM Steve Deisler <srdeisler@gmail.com> wrote:

TO:
Ms. Linda Rimanelli
General Manager
JB Bamboozles Pub & Grille
313.581.0295

Dear Linda,

I work with Cristina and the staff at the Dearborn DDA office. We have completed a survey of the EDDA and identified two possible locations for a pilot project that would add outdoor seating capacity to businesses along the street for serving food and beverages (including alcohol as permitted by the LCC). We understand the challenges COVID has created by limiting indoor seating to 50% capacity and this is an option that is working very well in other cities.

One possible location is in front JB Bamboozles. The proposed platform design (see attached) would be placed in the two parking spaces along Michigan Ave. The platform would add about 320 sq. ft. of dining space. The platform would be made out of wood and include planter boxes and protective barricades for safety from vehicular traffic. The EDDA would cover the cost of the platform system and installation for the first season. The businesses who would use it would need to provide chairs and tables and keep the area clean. It is possible that the EDDA could help with loaning tables and chairs to keep costs down.

We potentially see JB’s, Good Burger and maybe customers from Blick’s using the boardwalk platform in this block. We also think it is a good location from a visibility standpoint to promote these systems to the East DDA restaurant businesses. This also could be a long term opportunity for you to keep the expanded seating after COVID restrictions are lifted. Use of the platforms in the future would be dependent on a proposed long term maintenance support program from businesses.

I hope you will consider this unique opportunity and let us know if you think it would 1) help your business and 2) if your customers would like using it. I plan to call you next week as a follow up and get some feedback and hopefully support so we can take it to the next level.

Cristina, Jean and Janet are all up to speed on this concept and we look forward to talking to you further.

I’ll be in touch. Thank you,

Steve Deisler
Project Manager
Dearborn DDA
269-365-2964
On Aug 3, 2020, at 10:27 AM, Jean Smith <jsmith@downtowndearborn.org> wrote:

Thanks Steve for getting this over to Linda!
Linda, please don’t hesitate to reach out to me if you have any questions or concerns!

On Mon, Aug 3, 2020 at 5:01 PM Linda Rimanelli <info@jbbamboozles.com> wrote:

Hello All,
Boy do I ever appreciate how hard you guys are working to make this town thrive! Unfortunately, I hate to say, but this proposal is not at all conducive to a good dining experience for the customer! First of all, it’s sooo dusty out there. The cars kick up the dust so much so that we have to dust our mail box daily. Second of all, cars rev their engines constantly, especially when there’s an audience, and it’s ear piercing! Any time I have been working out front, it was so loud that there were times with the big delivery trucks constantly passing through, that we had to yell at each other to be heard. This is not a clean, slow, quiet street like most of the cities that have street side service. I can’t imagine that anyone would want to be seated out there to enjoy a meal!
I’m sorry, I know that you guys are all trying hard on our behalf and I really appreciate your efforts. Vince is checking into any grants that may be available so that we can come up with maybe some design changes that would make using our back parking spots make sense, but so far, the out of pocket investment this late in the year doesn’t make sense unless we can find some grant money, etc.

Thanks again, Y’all!
Linda Rimanelli
General Manager
JB Bamboozles Pub & Grille
313.581.0295
info@jbbamboozles.com
August 12, 2020

9 a.m.

Attendees: Hassan Sheikh, Mark Guido, Kari Woloszyk, Jeff Lynch, Eric Woody, Jackie Lovejoy, Julia Kapilango, Mike Kirk, Cristina Sheppard-Decius, Steve Deisler, and Janet Bloom

I. Actions/Updates
   a. Letter of Intent - Board Presentation
   b. Chairperson/Lead Advocates –
      i. Candidate Update – met with Donna Inch within last 1-2 weeks.
   c. Draft Job Description – what will the job look like in next 6-12 mos. 5-8 hours a month/more in the beginning, daily and weekly tasks. DDI Chairperson promotes the vision of the city plan and cultivates positive image, cohesiveness, and consensus. Jackie – be a champion for unification and have her as face and voice, with others doing more heavy lifting. Cristina - Be clear on each other’s roles.
      The application is due December 2020 with one application to cover both areas. State we are working towards DDI management. Mark – be sure to share successes. Be sure to note restructure updates. Steve asked and Mark concurred to add a communication line to City in organizational chart. Add under DDI, upholding DDDA law and reporting and funding within DDDA boundaries. Also add ad hoc committees to demonstrate how active and developed the DDDAs are.
      Need to look at numbers of DDI board and what will the representation be. DDI versus DDA’s – one is policy group and one is management group. Must consider advisory versus voting board. Suggested reach outs for board makeup to ACCESS (need new contacts), AAA, Carhartt, Detroit Convention and Visitors Bureau, Dearborn Public Schools, Fairlane (the Estate), and Dearborn Board of Realtors.
      These are the PR people of this activity and it was suggested to show Donna possible makeup of boards and ask for her input.

II. Next Steps
   a. Service Agreement – Set Up Meeting with Legal (Julia, Eric, Jackie and Mark); people are identified.
   b. Michigan Main Street Select Level Application Work Plan –
      i. Application – Divide Sections
         1. Physical Characteristics
Mission:
Collaborating to create a vibrant Downtown Dearborn experience for all.

a. Is there community support for preserving the district’s overall historic character and historic buildings? Please list evidence of this support. (5000 character limit); Mark – utilize Historical Museum contacts as a resource. Mark – city council is working on an ordinance on historical districts and structures for Dearborn. Also recognize Fordland with Train Station and Wagner Place, streetscapes, Brady property.

2. Organizational Structure
a. What will be the local Main Street program’s relationship with the municipal government including city council and city staff? (3000 character limit)
Cristina and Mark will continue work on this item.

3. Community Support
a. Describe what actions, if any, the community will take to address downtown revitalization if your community is not selected this round? (2000 character limit); Mark stated that we won’t stop what we are doing. Be sure to share successes and all that we have accomplished without the designation of Main Street and will continue to do so.

b. List any significant community volunteer efforts that impacted the downtown occurring over the past three years, the lead organization and an estimate number of volunteers who participated? (300 character limit per fillable field); Cover activities and volunteers. Jackie – Homecoming volunteer efforts selling sandwiches by drive up service. Recognize efforts such as Tracy with the Walk and Roll. List over 80 events.

c. Committee will be asked about application so must be sure to help create and know it well.

ii. Letters of Support: (including dollar amount pledged) for the Main Street Program from organizations, institutions, business owners and citizens must be attached to the original application. Application is due December 2020.
Jackie suggested to add volunteer hours pledged.

1. Partner Engagement Recruitment – Committee
   Progress/Update – People are identified

2. Include a municipal resolution of support for participation in the Select Level Michigan Main Street program. City Council
Mission:
Collaborating to create a vibrant Downtown Dearborn experience for all.

will draft. DDDA’s will also have a separate resolution to provide.

c. Downtown Management Checklist (tally) – still need to do.
d. GIS Mapping

Cristina stated to start reaching out to individuals and she can provide support.
August 12, 2020
2 p.m.

Attendees: Dan Merritt, Julia Kapilango, Hassan Sheikh, Heidi Merino, Jeff Watson, Moe Hider, Sam Abbas, Jeff Lynch, Cristina Sheppard-Decius, Steve Deisler, and Janet Bloom.

1. JOINT BOARD MEETING AGENDA ITEMS
   a. New 2020 PR Contract – 9 bids are in and tallied. Plan is to interview top 3 candidates. Budget was $40K for EDDDA and $40K for WDDDA. The prices that came back were much higher so will need to prioritize what the DDDAs need them to perform.
   b. Michigan Main Street Letter of Intent – bringing back to board; talk about where the DDDAs are at and where they want to go. Will need an additional resolution, plus a City Council resolution along with a letter of support to form a DDI Board. Confirmed with State Treasury that there are no implications in forming the DDI structure. Will just need to adhere to state laws and follow funding guidelines. Will authorize to send letter of intent in September. Application is due December 2020.
   c. Bike Racks – two bids received. Verifying with purchasing that pricing does include install. Cristina stated the prices seem a bit off and might be missing that element. Cristina to send specs to Heidi and Julia. EDDDA plans to not move forward at this time. WDDDA will proceed.
   d. Vision Planning Printing (@$150) – split equally
   e. Photography for Movies in the Park (@$700) – split equally. Julia stated to connect with those from Artspace that were previously supplied. Direction given to have Jean reach out. One night East and one night West.
   f. Cleaning Services – Janet contacted three businesses and will be working on quotes and walk throughs.

2. WDDDA ONLY ITEM
   a. Social District Plan (this only requires City approval – do we want Board approval?) Yes. Appears West Village Commons will be first area. There is a $250 application fee and must add City of Dearborn as “additional insured”. Sam stated to check with Legal if someone ends up dropping the additional insurance protecting city, need to be sure protections are in place to prevent that scenario.
   b. Tentative: Library Lot - Budget Amendment for Survey, Construction Drawings and Construction – (@$90k-$100k – investigating contributing City partners). Cristina and Jeff reviewed and the cost appears to be closer to $150K. Breakdown anticipated is: 50% city, 25% library, and 25% DDDA.
Need to do budget amendment and need to have budget line item assigned to it.

c. Hanging Baskets for Connector Streets – Purchasing confirmed that vendor will hold price for 15 baskets (one every other pole) for the connector streets.

3. EDDDA
   a. City Hall Park Redesign – currently doing reference checks
   b. Haraz Coffee Open Door Dearborn Grant – Committee approved to move forward with Level I and Level II funding up to $7500. Owner shared he is working with contractor regarding the large windows not being strong enough so would hold up certificate of occupancy.

4. UPDATES/DISCUSSION
   a. BAT Team – Town Hall Meeting – August 13 at 11 am. Will be introduction of team and services. Also include the list of interns ready to help businesses.
   c. Board Member Training – Chair Training & Board Retreat – researching programs and available collateral.
   d. Landscape & Maintenance- review service and determine if we need to up number of litter removal days (for EDDDA, up from 2.5 days). Examine all to see performance level.
   e. Snow Removal- suggestion is to do one-year renewal with Premium Lawn. Julia will have talking points at board meeting on this past year’s service.
   f. Holiday Décor – conducting counts this week to see what needs to be replaced and added to.
   g. Purchasing Property – EDDDA – reviewing the possibility of creating a pocket park in EDDDA. Property listed at $29,900. Located by MCantina area.

5. CALL TO EXEC COMMITTEE
   Moe H. asked that the parking deck servicing his restaurant be checked. Constant complaints of litter and vomit. The city maintains those so they will be notified.

   Sam stated there are 4-5 dead arborvitae in pocket park. Cristina stated they need to be pulled and replaced with something different.

   Julia stated she would like the EDDDA to do a retreat in October. Consider City Council room. Cristina stated maybe it is EDDDA and WDDDA begins separately then come together.
Downtown Dearborn Promotions Committee Minutes

Attendees: Matthew Dietz, Katie Merritt, Julia Kapilango, Hassan Sheikh, Jackie Lovejoy, Cristina Sheppard-Decius, Jean Smith, and Janet Bloom

I. 3rd Quarter Events/Promotions Update
   a. Farmers Market
      Jean - Opening Day, July 10, was rained out; one farmer has backed out due to Covid concerns, other farmers being solicited to replace and add to the number of farmers onsite.
   b. Movies in the Park
      Jean to use cones/string etc. to mark “pods” for family seating. Julia suggested silly string as a degradable alternative. Matthew suggested string. Two volunteers requested for event to direct families to pods. Reservations might be best. Jean will use Google maps to map out maximum capacity. Cristina requests not using marking paint. Julia suggested printed circle discs - large and visible from aerial shot. Julia suggested capturing aerial shot of movie nights.

II. Comeback Campaign
   a. PR/Marketing/Advertising
      Videos were created and are still in post production. Julia asked Jean to forward list of the roughly 20 businesses that were listed as potential to solicit for video.
   b. Outdoor Activation Plan
      Cristina - haven’t seen a large response from business (not enough staff, not able to cover additional area, not enough traffic to support, unable to fund additional tables/chairs, etc. to build out space)
   c. DRW Plans/GR Example
      Reviewing the Grand Rapids restaurant event and see if this is a good model to replicate. Uses a digital pass. Katie - put focus on picnic or eat out/take out model.
III. 2021 Calendar
Julia - suggested to add Cinco de Mayo; Sidewalk Sales; Julia volunteered to chair Music in the Park and also Jazz on the Ave.; add Black History Month; add Historical Walk/Bike/Drive Tour. Jam3A - July 24-25. Katie - suggests events that don’t bring large groups together, bike tour or self guided tour. Do events that people are comfortable attending.

IV. Fall/Winter Event Plans
Trick or Treat Stations, still do pumpkin carvings. Jean - if nice out, move Haunted Hallways activities to park. Can do individual treat bags. Matthew - currently Blick corporate doesn’t allow even passing out coupons currently. Julia - can use outdoor concourse area. Cristina - pumpkin carving can be spaced out; pre-package carving tools. Jean - bring your own, but can have wash, rinse, sanitize. Julia - give out carving tools per family.

Fall Perennial is fine.

Jean - can’t see Covid affecting Shop Small, if same measures are in place. Katie and Matthew agree Shop Small is still a good event to hold, with protocols in place. Jean - Winterfest; Julia - do same feel as Winterbreeze. Janet - need to be sure Artspace Corp. would approve customers within Artspace location for event. Santa - will they want to have kids sit on their lap. Jean to research reindeer, Santa options. Julia would like Winterbreeze for East, and West stays Winterfest. The two events were agreed to be on different dates.

Open House: Katie - it gathers lots of people in small space. Jean - maybe it becomes a Spring Open House. Create it as a virtual event. Ugly sweater theme. Get a chance to meet board members, council, etc. Businesses can showcase holiday finds. Do a password protection to reduce hackers.

Need to find out if a Brewery Tour is happening. DDDA could do as a promotion. Include photos, website, branding, awards program and main street program. Julia - do a 30 sec spot with key stakeholders in community. Cristina - can use footage we have, then add to.

Next steps: work on Treat or Treat plans, ask businesses if they would participate. August business survey form needs to add those questions.
V. Volunteer/Committee Needs
   a. Volunteer Management Plan –
      i. Edits/Updates to Plan/Materials - Janet working with Octane on edits.
      ii. Outreach Plan (Develop Target List) - Janet compiling.

VI. Artspace Resident Survey Status - 52/53 residents, free shopping bag from Blick.
Work to obtain more participants.

VII. Storytelling Time– What’s Happening Around Town
Jean - Farmers Market to give more traction - interview vendors to take entrepreneurial view.

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
<th>HASHTAG</th>
<th>CHAMPION</th>
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<tbody>
<tr>
<td>March 20 - 29, 2020</td>
<td>Dearborn Restaurant Week #DRW2020</td>
<td>Sam Abbas</td>
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<tr>
<td>March</td>
<td>Reading Month/The Big Read #ReadingMonth</td>
<td>Maryanne Bartles</td>
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<td>April</td>
<td>Art Month</td>
<td>Emma Jean Woodyard</td>
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<td>May 18</td>
<td>Martian Marathon</td>
<td>Mo Hider</td>
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<td>May 6</td>
<td>Ladies Night</td>
<td>Chris Sickle</td>
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<td>May 2</td>
<td>Free Comic Book Day</td>
<td>Katie Merritt</td>
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<td>May 16</td>
<td>Spring Perennial Exchange</td>
<td>Katie Merritt</td>
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<td>July 10 - September 25</td>
<td>Farmers Market #DFM</td>
<td>NEED A CHAIR</td>
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<td>June 5, July 16, August 14</td>
<td>Kids Days #KidsDays</td>
<td>NEED A CHAIR</td>
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<td>June 3 - July 8</td>
<td>Music in the Park #MIP2020</td>
<td>Julia Kapliango?</td>
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<td>June 12, July 17, August 14, Aug. 21</td>
<td>Movies in the Park (West &amp; East Alternate) #Movies2019</td>
<td>NEED A CHAIR</td>
<td></td>
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<td>June 26, July 24, Aug. 28</td>
<td>Friday Nites #FridayNites</td>
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<td>July 15, August 19</td>
<td>Jazz on the Ave #JazzAve2019</td>
<td>Kalette Willis</td>
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<tr>
<td>July 14, August 18</td>
<td>Tunes at Noon #TunesatNoon</td>
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<tr>
<td>Aug 15-16</td>
<td>JAM3A</td>
<td>AANM</td>
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<td>Sept. 12</td>
<td>Fall Perennial Exchange</td>
<td>Katie Merritt</td>
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<td>Oct. 24 (same day as TOT?)</td>
<td>Pumpkin Carving</td>
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<td>Oct. 24</td>
<td>Trick-or-Treat #DearbornTreat #TrickorTreat</td>
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<tr>
<td>Oct. 26</td>
<td>Doggone Dearborn</td>
<td>Lynette Downey</td>
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<tr>
<td>???</td>
<td>Beer Crawl</td>
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<tr>
<td>Date</td>
<td>Event Description</td>
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<tr>
<td>Nov. 28</td>
<td>Shop Small &amp; EDDDA Winterfest Market</td>
<td>#ShopSmall</td>
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<tr>
<td>Dec. 9 (change on lists)</td>
<td>EDDDA Open House</td>
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<tr>
<td>Dec. 12</td>
<td>WDDDA Winterfest Market</td>
<td>#DWM2019</td>
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REPORT ON RECENT EVENTS

POSTPONED/CANCELED UPCOMING EVENTS:

- Movies in the Park (@WP & @CHP) have all been schedule and secure:
  - M@WP: August 7th- A Dog’s Purpose; August 21st- Sonic the Hedgehog
  - M@CHP: August 14th- Toy Story 4; August 28th- Godzilla

- DFM- opening day was scheduled for July 10th however due to inclement weather we had to cancel it.
- We clicked in almost 400 attendees for opening day July 17th
  - Several vendors declined participation this season due to their concerns with both safety and lack of attendance due to Covid. Our primary vendor is one of these, which he let me know last week day before market.

I am working on securing a new farmer.

- Musical entertainment for remaining for July through Sept are booked. Because the music will not be directly in the market space, we are permitted to have in WP area while maintaining social distancing.
• Octane filmed at market and are creating a market video depicting the process coming into, making a purchase, and exiting the market.
• Direct mail postcard was mailed.
• Yoga Shala will be providing 45 min. Free sessions every Friday at the market. They had 12 attendees on the 17th.
• Cooking demo with High Five Salts was pre-recorded and shared via social media as we cannot have live demos at this time.
• Police Explorers will be at the market each week.
• Due to COVID19 and MDARD rules the following policies with be implemented into the farmers market:
  ○ All vendors are now permitted to participate - all food, pet food, body care products, and crafters.

As of 5/26 the following are not permitted at Michigan markets:

Entertainment, kids activities, cooking demos, food sampling/tasting, social gathering areas, eating within the market area

  ○ The market will be contained with a caution tape barrier with one way traffic directional signage.
  ○ All vendors, market staff, and volunteers will be required to wear face masks.
  ○ Social distancing will be enforced and managed with directional signage and staff/volunteers.

  ○ Sponsorships secured: Beaumont, Andrea Fitzgerald, Glass Academy, Rotary
    ■ Will be reaching out to others for confirmation by the end of the month
  ○ Signage related to COVID19 has been created for market.
• Ads in Edible WOW, Family Farm Fun (Michigan Agritourism Council publication), and Taste the Local Difference have been placed and/or being worked on.

• Times Herald ad will go out later due to the opening date being changed.

• Looking to take monies from iHeart and redirect in social media marketing- in order to reach a more local demographic.

• DFM- very desperate for help here

• **AANM: Film showings**
  • Discussion from David

• **FALL EVENTS:**
  • Fall Perennial Exchange:
    • Set meeting to discuss process, advertising, logistics
  • Pumpkin carving and trick or treat
    • This has taken place only in the East, however this year I think it might be good to include in the West as well
    • Pumpkin carving should be an easy to manage event with social distancing
      ■ Will reach out to Kal for donation of pumpkins for the East
      ■ Will reach out to Westborn for donations for the West
• SHOP SMALL:
EAST DEARBORN
DOWNTOWN DEVELOPMENT AUTHORITY

Appointment of By-Law Ad-hoc Committee Members 2020

Date Adopted: July 16, 2020

Motioned by: Mayor Jack O’Reilly
Seconded by: Director Eric Woody

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) recognizes the need to form an Ad-Hoc Committee for the review of by-laws; therefore, be it

RESOLVED: That the EDDDA Board appoints Julia Kapilango and Mary O’Bryan to the 2020 By-law Ad-hoc Committee to develop an amendment recommendation for the consideration of the EDDDA Board.

Yes: Chairperson Dan Merritt, Vice Chairperson Jay Kruz, Mayor Jack O’Reilly, Director Matthew Dietz, Director Mark Guido, Director Heidi Merino and Director Eric Woody

No:

Abstain: Secretary-Treasurer Julia Kapilango and Director Mary O’Bryan

Absent: Director Janice Cislo and Director Kamal Turfah
WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) recognizes the need to form an Ad-Hoc Committee for the review of by-laws; therefore, be it

RESOLVED: That the WDDDA Board appoints Jeff Lynch and Mohammed Hider to the 2020 By-law Ad-hoc Committee to develop an amendment recommendation for the consideration of the WDDDA Board.

Yes: Chairperson Sam Abbas, Mayor Jack O’Reilly, Director Thomas Clark, Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams, and Director Karen Nigosian.

No:

Abstain: Vice-Chairperson Mohammed Hider and Secretary-Treasurer Jeff Lynch.

Absent: Director Audrey Ralko
WEST DEARBORN
DOWNTOWN DEVELOPMENT AUTHORITY

Budget Carry-Forwards from FYE2020 to FYE2021 Amendment I

Date Adopted: July 27, 2020

Motioned by: Director Jackie Lovejoy
Seconded by: Director John McWilliams

WHEREAS: The City of Dearborn’s process for carrying forward any budget items from the current fiscal year to the future fiscal year, in this case, FYE2020 to FYE2021; and

WHEREAS: The WDDDA and EDDDA have the following projects in which funding needs to be carried forward into FYE2021 in order to complete the projects and contracts:

<table>
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<tr>
<th>Item</th>
<th>WDDDA</th>
<th>EDDDA</th>
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<tr>
<td>Branding</td>
<td>$110,985</td>
<td>$62,462</td>
</tr>
<tr>
<td>Planter Tree Well Removal</td>
<td>$0</td>
<td>$32,000</td>
</tr>
<tr>
<td>City Hall Park Redesign</td>
<td>$0</td>
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<tr>
<td>Brand Banners</td>
<td>$4,250</td>
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<td>Dearborn Restaurant Week</td>
<td>$15,450</td>
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<td>Bike Racks</td>
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<tr>
<td>Issue Media Group</td>
<td>$6000</td>
<td>$6000</td>
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<tr>
<td>Tanner Friedman</td>
<td>$0</td>
<td>$1800</td>
</tr>
<tr>
<td>Covid Supplies</td>
<td>$16,221</td>
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<tr>
<td>WH Canon</td>
<td>$0</td>
<td>$25,000</td>
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<tr>
<td>Planter Rail/Future Fabricators</td>
<td>$4426</td>
<td>$0</td>
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<tr>
<td>Fairlane Grounds</td>
<td>$72,352</td>
<td>$0</td>
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RESOLVED: That the WDDDA authorizes carrying forward $233,684 for Branding, Brand Banners, Dearborn Restaurant Week, Bike Racks, Issue Media Group, Covid Supplies, Planter Rail/Future Fabricators and Fairlane Grounds, from FYE2020 to FYE2021.

Yes: Chairperson Sam Abbas, Vice Chairperson Mohammed Hider, Secretary-Treasurer Jeff Lynch, Mayor Jack O’Reilly, Director Thomas Clark, Director Jackie Lovejoy, and Director John McWilliams
No:
Abstain:
Absent: Director Mark Guido, Director Karen Nigosian, Director Audrey Ralko.
Date Adopted: July 27, 2020

Moved by: Mayor Jack O’Reilly
Seconded by: Director Janice Cislo

WHEREAS: The City of Dearborn’s process for carrying forward any budget items from the current fiscal year to the future fiscal year, in this case, FYE2020 to FYE2021; and

WHEREAS: The WDDDA and EDDDA have the following projects in which funding needs to be carried forward into FYE2021 in order to complete the projects and contracts:

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<tr>
<td>Planter Rail/Future Fabricators</td>
<td>$4426</td>
<td>$0</td>
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</table>
RESOLVED: That the EDDDA authorizes carrying forward $195,433 for Branding, Planter Tree Well Removal, City Hall Park Redesign, Brand Banners, Dearborn Restaurant Week, Bike Racks, Issue Media Group, Tanner Friedman, Covid Supplies, and WH Canon from FYE2020 to FYE2021.

Yes: Secretary-Treasurer Heidi Merino, Director Janice Cislo, Director Matthew Dietz, Director Mary O'Bryan, Mayor Jack O'Reilly and Director Eric Woody

No:
Abstain: Chairperson Julia Kapilango
Absent: Vice Chairperson Dan Merritt, Director Mark Guido, Director Jay Kruz and Director Kamal Turfah
WHEREAS: The EDDDA shall be under the supervision and control of a board consisting of the Mayor and members appointed by the Mayor subject to approval by the City Council; and

WHEREAS: The officers of the EDDDA shall be elected annually by the Board and shall consist of a Chair, Vice-Chair and Secretary-Treasurer to make up the Executive Committee; and

WHEREAS: The 2020 Executive Committee members resigned at the July 16, 2020, meeting, and the Executive Committee positions may be filled at any meeting of the Board for the unexpired portion of the term of such office; and

WHEREAS: The following Board members were nominated for the Executive Committee positions:

Chairperson: Julia Kapilango
Vice-Chairperson: Dan Merritt
Secretary-Treasurer: Heidi Merino

RESOLVED: The EDDDA Board has a full slate of officers as named above for the remaining year of 2020 and is closing nominations.

Yes: Chairperson Dan Merritt, Secretary Treasurer Julia Kapilango, Mayor Jack O'Reilly, Director Matthew Dietz, Director Mark Guido, Director Heid Merino, Director Mary O’Bryan, and Director Eric Woody.

No: Absent: Vice Chairperson Jay Kruz, Director Janice Cislo, and Director Kal Turfah
WHEREAS: The EDDDA shall be under the supervision and control of a board consisting of the Mayor and members appointed by the Mayor subject to approval by the City Council; and

WHEREAS: The officers of the EDDDA shall be elected annually by the Board and shall consist of a Chair, Vice-Chair and Secretary-Treasurer to make up the Executive Committee; and

WHEREAS: The 2020 Executive Committee members resigned at the July 16, 2020, meeting, and the Executive Committee positions may be filled at any meeting of the Board for the unexpired portion of the term of such office; and

WHEREAS: The following Board members were nominated for the Executive Committee positions:

Chairperson: Julia Kapilango
Vice-Chairperson: Dan Merritt
Secretary-Treasurer: Heidi Merino

RESOLVED: The EDDDA Board elects the officers as named above for the remaining year of 2020.

Yes: Chairperson Dan Merritt, Secretary Treasurer Julia Kapilango, Mayor Jack O'Reilly, Director Matthew Dietz, Director Mark Guido, Director Heidi Merino, Director Mary O'Bryan, and Director Eric Woody.

No:

Abstained:

Absent: Vice Chairperson Jay Kruz, Director Janice Cislo, and Director Kal Turfah
West Dearborn
Downtown Development Authority

Farmers & Artisans Market_Service Providers_ Amendment III 2020

Date Adopted: July 16, 2020
Motioned by: Director Jackie Lovejoy
Seconded by: Vice Chairperson Mohammed Hider

WHEREAS: The WDDDA recognizes the benefit of Marketing and Promoting businesses and activities in the District; and

WHEREAS: The WDDDA authorized a budget of $22,000 in expenditures for the 2020 Farmers & Artisans Market; and

WHEREAS: A listing of selected vendors and expenditures is recommended for the Farmers & Artisans Market for the 2020 season, being expended from account #296-6110-911-34-90; and

WHEREAS: Adjustments were made to accommodate the Farmers Market late start of July 10th, the entertainment vendors of Lawrence Arbor, Visual Ronin Media (Michael Kuentz), Dearborn School of Music, One Man Music Band, and Amy Loskowski, have been selected to perform for a fee of $150 per scheduled date, with exception of One Man Band for $135 for two dates, maintaining within the approved $2500 entertainment budget; and

WHEREAS: Accommodations were made to remove the high contact kid activity of the bounce house from the list of service providers, which was previously approved for Jokers4Fun for $500, and POP Club Passports for $400 with Beshara; and

WHEREAS: The portajohns, sinks, and hand sanitizer stands from Brendel’s are arranged at a cost of $2940 for the abbreviated twelve week market season; and

WHEREAS: The Farmers Market has expanded advertising in Press & Guide for $600 and added additional $200 to Jean Smith’s supplies budget to total $700 for additional a-frames, tables and caution tape; and

WHEREAS: Additional marketing for the Farmers Market was printed and and sent via Mama Mia’s service to selected postal codes for $2990.00; so let it be

RESOLVED: The WDDDA Executive Director is authorized to execute contracts on behalf of the WDDDA with the list of providers below for the Dearborn Farmers & Artisans Market, subject to review and approval by Corporation Counsel:
<table>
<thead>
<tr>
<th>Vendor</th>
<th>Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taste the Local Difference</td>
<td>Advertisement - magazine</td>
<td>$100.00</td>
</tr>
<tr>
<td>Edible WOW LLC</td>
<td>Advertisement - magazine</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>Farmers Market Coalition via Jean Smith</td>
<td>Membership renewal- POP Club related materials/ resources</td>
<td>$40.00</td>
</tr>
<tr>
<td>Michigan Agritourism Association</td>
<td>Advertisement - magazine</td>
<td>$150.00</td>
</tr>
<tr>
<td>Times Herald (Bewick Publications)</td>
<td>Advertisement - newspaper</td>
<td>$300.00</td>
</tr>
<tr>
<td>Beshara Printing</td>
<td>Posters (qty. 100) and yard sign patches</td>
<td>$310.00</td>
</tr>
<tr>
<td>Lawrence Arbor</td>
<td>Dates: 7/17/20, 8/21/20</td>
<td></td>
</tr>
<tr>
<td>Dearborn School of Music</td>
<td>Dates: 7/24/20, 8/28/20, 9/4/20</td>
<td></td>
</tr>
<tr>
<td>One Man Music Band</td>
<td>Date: 7/31/20, 8/7/20</td>
<td></td>
</tr>
<tr>
<td>Amy Loskowksi</td>
<td>Dates: 7/10/20, 8/14/20, 9/11/20</td>
<td></td>
</tr>
<tr>
<td>Entertainment at market</td>
<td>($150 per performance, with exception of One Man Music Band for $135)</td>
<td>$2500.00</td>
</tr>
<tr>
<td>Malko Media</td>
<td>A-frame signage, road closed signage, vinyl coverups (tent, over the street banners, and street pole banners)</td>
<td>$1000.00</td>
</tr>
<tr>
<td>Essential IT, LLC</td>
<td>web hosting, maintenance, technical support (Jan. 2020-Dec. 2020)</td>
<td>$720.00</td>
</tr>
<tr>
<td>Michigan Farmers Market Assoc. (MIFMA)</td>
<td>Dues for membership- advertisement</td>
<td>$200.00</td>
</tr>
<tr>
<td>Jean Smith, Events Mgr.</td>
<td>cooking demo supplies, caution tape, tables, a-frame signs</td>
<td>$700.00</td>
</tr>
<tr>
<td>Brendel’s</td>
<td>Portajohns, sinks, and hand sanitizer stands</td>
<td>$2940</td>
</tr>
<tr>
<td>Malko Media</td>
<td>Yard signs - Safety reminders and FM specific ($9.50ea - qty. 30 signs total)</td>
<td>$300</td>
</tr>
<tr>
<td>Malko Media</td>
<td>A-frame signs ($120 ea.) qty. 4 plus signage (8 signs at $23ea.)</td>
<td>$680</td>
</tr>
<tr>
<td>Epiccrowdcontrol.com</td>
<td>floor/ground stickers ($17/ 6pk) qty 3 sets</td>
<td>$51</td>
</tr>
<tr>
<td>Newspaper/Service</td>
<td>Description</td>
<td>Cost</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>--------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Press &amp; Guide</td>
<td>monthly newspaper - 4 ads in June</td>
<td>$600</td>
</tr>
<tr>
<td>Arab American News</td>
<td>4 weeks of ads</td>
<td>$900</td>
</tr>
<tr>
<td>Mama Mia</td>
<td>postcard printing and distribution</td>
<td>$2990.00</td>
</tr>
</tbody>
</table>

Yes: Vice Chairperson Mohammed Hider, Secretary Treasurer Jeff Lynch, Mayor Jack O’Reilly, Director Thomas Clark, Director Mark Guido, Director Jackie Lovejoy, and Director John McWilliams.

No: Abstained: Chairperson Sam Abbas

Absent: Director Karen Nigosian and Director Audrey Ralko
WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) was notified of a pedestrian safety issue at Gentlemen’s First barbershop location off of Military; and

WHEREAS: Vehicles are currently driving through a pedestrian walkway already clearly marked along with painted curbs; and

WHEREAS: A WDDDA goal is to improve the overall walkability and pedestrian access, as well as providing a safe and visually appealing environment within the downtown business district; and

WHEREAS: It was determined using three large planter boxes with tall plants are a proper deterrent to redirect traffic in that area; and

WHEREAS: A planter box style was selected from Wayfair.com at a price of $317 each plus shipping and handling so estimated cost is $951 plus shipping and handling; so let it be

WHEREAS: Plant materials, fill and installation of the planters is estimated at $3,000 with landscape and maintenance contractor Fairlane Grounds; so let it be

RESOLVED: The WDDDA Board authorizes the purchase of three planters from Wayfair to not exceed $1,000 plus shipping and handling charges from account #297-6100-911-62-40; and let it further be

RESOLVED: The WDDDA Board authorizes up to $3,000 for fill, plant materials and installation by Fairlane Grounds from account #297-6100-911-62-40; and let it be it further

RESOLVED: The WDDDA Board authorizes the Executive Director to execute the contract, subject to the review and approval of Corporation Counsel.

Yes: Chairperson Sam Abbas, Vice Chairperson Mohammed Hider, Secretary Treasurer Jeff Lynch, Mayor Jack O’Reilly, Director Thomas Clark, Director Mark Guido, Director Jackie Lovejoy, and Director John McWilliams.

No: 

Abstain: 

Absent: Director Karen Nigosian and Director Audrey Ralko
WEST DEARBORN
DOWNTOWN DEVELOPMENT AUTHORITY

Open Door Dearborn Business Incentives Program - Grant Application Black Box - 1034 Monroe. Owner: Ray and Lisa Alcodray

Date Adopted: July 16, 2020

Motioned by: Mayor Jack O’Reilly

Seconded by: Director Mohammed Hider

WHEREAS: The EDDDA and WDDDA are committed to promoting the downtown districts by aiding in efforts to address vacancies, beautification, and attraction within the districts; and

WHEREAS: The EDDDA and WDDDA established the Open Door Dearborn business incentive to recruit businesses to Downtown Dearborn and improve the appearance of the districts through storefront and business rehabilitation and expansions at its April 18, 2019 joint Board meeting; and

WHEREAS: Black Box, a proposed WDDDA district small business coffee shop start-up, had applied for all three levels of funding under the Open Door Dearborn grant program, but ran into significant issues acquiring quotes for Level 3 construction funding; and

WHEREAS: Black Box modified its application for only requesting Level 1 funding of $2500 to support their installation of new business signage at 1034 Monroe Avenue and Level 2 funding of $5,000 for business start-up support under the Open Door Dearborn grant program; and

WHEREAS: Three quotes for the signage, as requested by the Design/EV Committee, has been received and reviewed; and at the July 14, 2020, Design/EV Committee, for the Level 1 grant, Mike Kirk made a motion, with a second from Mark Guido, to approve a Level 1 grant in the amount of $2,500 for a new projecting sign for Black Box. Conditions of the grant include: 1) the applicant will return to the DEV Committee for the approval of the final design, 2) the design of the sign will show the business name "Black Box" as the prominent graphic on the sign and 3) the applicant will secure an appropriate sign permit from the city; and

WHEREAS: For the Level 2 grant, Mike Kirk made a motion, with a second from Mark Guido, to approve a Level 2 grant in the amount of $5,000 for a new business start-up grant for Black Box. Conditions of the grant include: 1) the applicant will provide in writing details of the project budget including estimated capital investment, operating costs and commitment to cover the costs for year one and 2) the
applicant will also work with the Dearborn DDA Business Assistance Team to engage in discussions and assistance from area experts on marketing and business planning; therefore, be it

**RESOLVED:** The WDDDA awards Black Box a Level 1 grant for signage of $2500, and also awards a Level 2 grant for business start-up support of $5000 from the Open Door Dearborn grant program from account #296-6100-911-34-90.

Yes: Vice Chairperson Mohammed Hider, Secretary Treasurer Jeff Lynch, Mayor Jack O’Reillly, Director Thomas Clark, Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams
No:
Abstained: Chairperson Sam Abbas
Absent: Director Karen Nigosian and Director Audrey Ralko
WHEREAS: The East Dearborn Downtown Development Authority ("EDDDA") and the West Dearborn Downtown Development Authority ("WDDDA"), collectively “DDDAs”, have worked collaboratively to create and maintain a vibrant Downtown Dearborn experience for all, unified by a shared vision for the community to improve the local economy; and

WHEREAS: The East & West DDDAs currently have returned bids for the PR RFP and awaits PR RFP committee review; and

WHEREAS: Tanner Friedman has been engaged for public relations service for Downtown Dearborn to date; and

WHEREAS: Due to the timing of the PR RFP review, a service gap will occur. An additional $8400, to be split equally between EDDDA and WDDDA, is recommended to meet the needs of the DDDAs’ communication and marketing efforts; therefore, let it be

RESOLVED: That the EDDDA obligates to pay 50% of the cost of $4200 for contact extension for Tanner Friedman for public relations services for July and August 2020 expending $2100 for EDDDA from account #297-6100-911-34-90; and let it be further

Yes: Chairperson Dan Merritt, Vice Chairperson Jay Kruz, Mayor Jack O’Reilly, Director Matthew Dietz, Director Mark Guido, Director Heidi Merino, Director Mary O’Bryan and Director Eric Woody.

No: Secretary-Treasurer Julia Kapilango

Abstained:

Absent: Director Janice Cislo and Director Kamal Turfah
WHEREAS: The West Dearborn Downtown Development Authority ("WDDDA") and the East Dearborn Downtown Development Authority ("EDDDA"), collectively "DDDAs", have worked collaboratively to create and maintain a vibrant Downtown Dearborn experience for all, unified by a shared vision for the community to improve the local economy; and

WHEREAS: The West & East DDDAs currently have returned bids for the PR RFP and awaits PR RFP committee review; and

WHEREAS: Tanner Friedman has been engaged for public relations service for Downtown Dearborn to date; and

WHEREAS: Due to the timing of the PR FRP review, a service gap will occur. An additional $8400, to be split equally between WDDDA and EDDDA, is recommended to meet the needs of the DDDAs’ communication and marketing efforts; therefore, let it be

RESOLVED: That the WDDDA obligates to pay 50% of the cost of $4200 for contact extension for Tanner Friedman for public relations services for July and August 2020 expending $2100 for WDDDA from account #296-6100-911-34-90; and let it be further

RESOLVED: That the WDDDA Executive Director is authorized to execute the contract with Tanner Friedman on behalf of the WDDDA, subject to the review and approval by Corporation Counsel.

Yes: Chairperson Sam Abbas, Vice Chairperson Mohammed Hider, Secretary Treasurer Jeff Lynch, Mayor Jack O’Reilly, Director Thomas Clark, Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams, and Director Karen Nigosian.

No:

Abstained:

Absent: Director Audrey Ralko
WHEREAS: The East Dearborn Downtown Development Authority ("EDDDA") and the West Dearborn Downtown Development Authority ("WDDDA"), collectively “DDDAs”, have worked collaboratively to create and maintain a vibrant Downtown Dearborn experience for all, unified by a shared vision for the community to improve the local economy; and

WHEREAS: The East & West DDDAs have been impacted by the recent COVID-19 pandemic and a reopening strategy has been developed to safely welcome customers back into the district and its businesses, following local, state, and federal guidelines; and

WHEREAS: The “Welcome Back” reopening strategy consists of both physical improvements and marketing with the cost to be split equally between EDDDA and WDDDA; and

WHEREAS: The amendment recommends moving five picnic tables from the EDDDA and relocate to the WDDDA and adjusting the cost so $750 comes off the EDDDA total and adds $750 to the WDDDA total; so let it be

RESOLVED: The EDDDA obligates to pay 50% of the cost of $23,343 for the purchase of Welcome Back campaign supplies and materials for a total of $11,671.50 minus $750 for five picnic tables moving to WDDDA for a total cost of $10,921.50 from account #297-6100-911-51-00; and let it be

RESOLVED: That the EDDDA Executive Director is authorized to execute contracts with the listed service providers on behalf of the EDDDA, subject to the review and approval by Corporation Counsel.

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<tr>
<th>Vendor</th>
<th>Purpose</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Malko Media</td>
<td>covid-19 safety yardsigns ($9.50 ea) qty 50</td>
<td>$475</td>
</tr>
<tr>
<td>Beshara</td>
<td>posters (3 sets)</td>
<td>$300</td>
</tr>
<tr>
<td>Rocket</td>
<td>40 qty. 24” branded outdoor stickers ($50/ea)</td>
<td>$2000</td>
</tr>
<tr>
<td>Rocket</td>
<td>10 qty. 24” branded outdoor stickers (DFM)</td>
<td>$262.50</td>
</tr>
<tr>
<td>Company</td>
<td>Item Description</td>
<td>Cost</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------------------------------------------------</td>
<td>-------</td>
</tr>
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<td>Press &amp; Guide</td>
<td>newspaper ads</td>
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<tr>
<td>Epiccrowdcontrol.com</td>
<td>Distance Street decals ($17/6 items) 10 sets</td>
<td>$170</td>
</tr>
<tr>
<td>Beshara</td>
<td>starter info flyer</td>
<td>$300</td>
</tr>
<tr>
<td>Rocket</td>
<td>14 vinyl posters (18&quot;x60&quot;) for businesses</td>
<td>$262.50</td>
</tr>
<tr>
<td>Rocket</td>
<td>50 vinyl banners (3'x5') for businesses</td>
<td>$1347.50</td>
</tr>
<tr>
<td>Rocket</td>
<td>Feather banners (qty 40); includes hardware qty: 20 per district; $99.10/ea</td>
<td>$3964</td>
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<tr>
<td>Beshara</td>
<td>3 gateway banners (36&quot;x240&quot;) vinyl $202.50/ea</td>
<td>$607.50</td>
</tr>
<tr>
<td>Jean Smith</td>
<td>6ft foldable picnic tables (5 for EDDDA/15 for WDDDA) $150/ea</td>
<td>$3000</td>
</tr>
<tr>
<td>Downriver Tents</td>
<td>20x20 tent - 1 EDDDA, 1 WDDDA ($4225 each) at 13 week use.</td>
<td>$8450</td>
</tr>
<tr>
<td>Janet Bloom</td>
<td>stakes and chains for foldable picnic tables ($25/table) qty= 20 tables</td>
<td>$500</td>
</tr>
<tr>
<td>Jean Smith</td>
<td>Adirondack plastic chairs ($18/ea) EDDDA: qty. 16 ($288); WDDDA: qty. 12 ($216)</td>
<td>$504</td>
</tr>
</tbody>
</table>

Yes: Chairperson Dan Merritt, Vice Chairperson Jay Kruz, Mayor Jack O’Reilly, Director Matthew Dietz, Director Mark Guido, Director Heidi Merino, Director Mary O’Bryan, and Director Eric Woody

No: Secretary Treasurer Julia Kapilango

Abstained:

Absent: Director Janice Cislo and Director Kamal Turfah
WEST DEARBORN
DOWNTOWN DEVELOPMENT AUTHORITY

Welcome Back Campaign Items 2020-WDDDA amendment I

Date Adopted: July 16, 2020
Motioned by: Vice Chairperson Mohammed Hider
Seconded by: Secretary Treasurer Jeff Lynch

WHEREAS: The East Dearborn Downtown Development Authority ("EDDDA") and the West Dearborn Downtown Development Authority ("WDDDA"), collectively "DDDAs", have worked collaboratively to create and maintain a vibrant Downtown Dearborn experience for all, unified by a shared vision for the community to improve the local economy; and

WHEREAS: The East & West DDDAs have been impacted by the recent COVID-19 pandemic and a reopening strategy has been developed to safely welcome customers back into the district and its businesses, following local, state, and federal guidelines; and

WHEREAS: The "Welcome Back" reopening strategy consists of both physical improvements and marketing with the cost to be split equally between WDDDA and EDDDA; and

WHEREAS: The WDDDA obligated at May 2020 board meeting to pay 50% of the cost of $4595 for the purchase of supplies for a Welcome Back campaign expending $2297.50 for the WDDDA from account #296-6100-911-51-00; and

WHEREAS: Modifications to service providers for cost savings have been secured, as well as window display, gateway and sail signage for businesses, and tents and picnic tables for W. Village Drive and City Hall Park public seating areas; and

WHEREAS: The amendment recommends moving five picnic tables from the EDDDA and relocate to the WDDDA and adjusting the cost so $750 comes off the EDDDA total and adds $750 to the WDDDA total; so let it be

RESOLVED: The WDDDA obliges to pay 50% of the cost of $23,343 for the purchase of Welcome Back campaign supplies and materials for a total of $11,671.50 plus and additional $750 for five additional picnic tables for a total cost of $12,421.50 from account #296-6100-911-51-00; and let it be

RESOLVED: That the WDDDA Executive Director is authorized to execute contracts with the listed service providers on behalf of the WDDDA, subject to the review and approval by Corporation Counsel.
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Yes: Chairperson Sam Abbas, Vice Chairperson Mohammed Hider, Secretary Treasurer Jeff Lynch, Mayor Jack O’Reilly, Director Thomas Clark, Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams, and Director Karen Nigosian
No:
Abstained:
Absent: Director Audrey Ralko