

CITY OF DEARBORN  
**EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (EDDDA)  
WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (WDDDA)  
REGULARLY SCHEDULED JOINT BOARD MEETING**

**April 16, 2020**

Virtual Meeting via Zoom

<https://zoom.us/j/433224302?pwd=bmd2VzZBZ2l2WEY5eDUyVmVCQlQwQT09>

Meeting ID: 433 224 302

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MINUTES

**MEMBERS PRESENT**

- EAST DDA : Chairperson Dan Merritt, Secretary-Treasurer Julia Kapilango, Director Janice B. Cislo, Director Mark Guido, Director Judith A. McNeeley, and Director Kamal Turfah (joined 8:42 am)
- WEST DDA : Chairperson Sam Abbas, Vice-Chairperson Mohammed Hider, Secretary-Treasurer Jeff Lynch, Director Thomas L. Clark (joined 8:28 am, left 9:42 am, back 10:00 am), Director Mark Guido, Director Jackie Lovejoy (left 9:41 am, returned 10:15 am, left 10:30 am) , and Director John McWilliams (left 9:18 am)

**MEMBERS ABSENT**

EAST DDA : Vice-Chairperson Jay P. Kruz, Director Mary O’Bryan, and Mayor Jack O’Reilly,

WEST DDA : Director Karen Nigosian, Mayor Jack O’Reilly, and Director Audrey Ralko

**NON-MEMBERS PRESENT :**

CITY OF DEARBORN : Jeff Watson (ECD), Licia Yangouyan (Legal), Moe Almaliky (Finance), Hassan Sheikh (ECD), Steve Horstman (ECD), Mike Kirk, Cristina Sheppard-Decius (DDDA), Jean Smith (DDDA) and Janet Bloom (DDDA)

OTHERS : N/A

**I. Call to Order**

Joint DDDA Chair Sam Abbas called the meeting to order at 8:13 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 April 2020: Chairperson Sam Abbas**

**IV. Approval of the March 2020 Board Meeting Minutes - EDDDA**

The minutes from the March 19, 2020 Board meeting were presented for approval. For the WDDDA, it was moved by Vice-Chairperson Mohammed Hider and it was seconded by Director Julia Kapilango. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes. Motion passed.

For the EDDDA, Director Julia Kapilango stated the minutes need a correction to correct her vote for the Consent Agenda item. Her “yes” vote will be corrected to “abstain, due to not confident with the process currently”. For EDDDA, it was moved by Director Janice Cislo and it was seconded by Director Mark Guido. Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - yes, Director Janice Cislo - yes, Director Mark Guido - yes, Director Judith McNeeley - yes. Motion passed with minutes being approved as corrected.

The minutes were recorded and filed.

**V. Treasurer's Report**

**A. Receive & File Report**

EDDDA: Moe Almaliky from Finance reviewed the financial statement dated March 31, 2020. Revenue to date totaled \$889,068. Total expenditures totaled \$817,313. The current cash position equals \$1,032,335 and it is estimated the EDDDA's cash position at the end of the fiscal year would be \$432,318.

WDDDA: Moe Almaliky reviewed the financial statement dated March 31, 2020. Revenue to date totaled \$1,079,445. Total expenditures totaled \$891,029. The current cash position equals \$993,363 and it is estimated the WDDDA's cash position at the end of the fiscal year will be \$779.852.

Chairman Sam Abbas asked that the minutes show the Treasurer's Report as received and filed for both EDDDA and WDDDA.

**VI. Action Items**

**A. Joint Board Actions**

**1. FYE 2021-23 Budget Draft**

The final draft budget for FYE 2021-23 for the DDDAs was reviewed. For EDDDA, Section 28 of Public Act 197 of 1975 requires that the Directors of the EDDDA prepare and submit an operating budget for the EDDDA each year. For both EDDDA and WDDDA, the City of Dearborn requires a three-year budget of all departments and authorities for adoption. The fund balance, along with projected FYE 2021-2023 revenues for both EDDDA and WDDDA, is sufficient to support the proposed budget. Unexpended FYE2020 appropriations shall be carried forward for completion of EDDDA and WDDDA activities initiated by June 30, 2020.

For EDDDA, motion to approve by Director Jan Cislo, seconded by Director Kamal Turfah. Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - no, Director Janice Cislo - yes, Director Mark Guido - yes, Director Judith McNeeley - yes, and Director Kamal Turfah - 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, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, and Director John McWilliams - yes. Motion passed.

**2. Tanner Friedman - Additional Budget through June 30, 2020**

Tanner Friedman is the current public relations vendor for both EDDDA and WDDDA. Due to Covid-19, Tanner Friedman was engaged to develop content, graphics,

communications for the website, Constant Contact, signage and social media for Downtown Dearborn. They utilized 50 hours on this response in the month of March 2020. An additional \$7500 is necessary to add to their current contract to take them to the contract end date of June 30, 2020. The cost will be split equally between EDDDA and WDDDA, each expending \$3750. For EDDDA it will come from account #297-6100-911-34-90. For WDDDA it will come from account #296-6100-911-34-90.

For EDDDA, motion to approve by Director Jan Cislo; seconded by Director Kamal Turfah. Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - no, Director Janice Cislo - yes, Director Mark Guido - yes, Director Judith McNeeley - yes, Director Kamal Turfah - yes. Motion passed.

For WDDDA, motion to approve by Director Jackie Lovejoy; seconded by Vice-Chairperson Mohammed Hider. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes. Motion passed.

### **3. Event Schedule For Spring/Summer 2020**

Due to Covid-19, the Executive Board spoke at length about how it impacts the DDDA's events for Spring and Summer 2020. The Executive Committee recommended cancellation or postponement of events in May and June.

The EDDDA board approved the following:  
Jazz on the Ave - cancelled for 2020

The WDDDA board approved the following:  
Farmers Market - further explore later start dates  
Tunes at Noon - cancelled for 2020  
Friday Nights - cancelled for 2020  
Kids Days at the Market - cancelled for 2020

Both EDDDA and WDDDA approved the following:  
Movies in the Park - further explore moving June dates to later months.  
Music in the Park - cancelled for 2020  
Ladies Night Out - further explore options of a virtual Ladies Night In, tentatively scheduled for May 6  
Dearborn Restaurant Week - further explore a new plan to do this event later in year

For EDDDA, motion to approve by Secretary-Treasurer Julia Kapilango; seconded by Director Judith McNeeley. Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - yes, Director Janice Cislo - yes, Director Mark Guido - yes, Director Judith McNeeley - yes, Director Kamal Turfah - 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, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes. Motion passed.

Other recommendations for events included considering purchasing hand sanitizer stands since in high demand, and set up sanitation stations; purchase gloves and branded masks; change Farmers Market bags to paper bags; and possibility of demarking 6ft. spacing at events.

The Executive Committee has also wanted to plan for a “Comeback Campaign”, putting funds towards mailers, co-op ads, more social media marketing, TV, YouTube/Google ads and a general video promotion on CDTV.

The DDDAs are still actively pursuing sponsors to help with events and programs.

## **B. EDDDA Board Actions**

### **1. Consent Agenda**

- a) COVID-19 Response Sandwich Board Signs**
- b) Movies in the Park**

### **2. Motion to revise Consent Agenda**

Motion was made to revise Consent Agenda to speak on each agenda item. Motion made by Director Mark Guido and seconded by Director Jan Cislo.

Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - yes, Director Janice Cislo - yes, Director Mark Guido - yes, Director Judith McNeeley - yes, Director Kamal Turfah - yes. Motion passed.

### **3. COVID-19 Response Sandwich Board Signs**

Sandwich board signs were created to advertise at select locations that area restaurants were still open and offering delivery, take out or curbside service and it provided a 15 minute parking rule. Malko Media produced 32 signs at \$22 a piece and two additional a-frame signs were ordered at \$105 each. The total cost is \$914, which is to be split equally between EDDDA and WDDDA. The EDDDA approves expending \$457 from account #296-6100-911-51-00 for the a-frames and inserts.

For EDDDA, motion to approve by Director Mark Guido; seconded by Director Jan Cislo. Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - yes, Director Janice Cislo - yes, Director Mark Guido - yes, Director Judith McNeeley - yes, Director Kamal Turfah - yes. Motion passed.

#### **4. Movies in the Park**

Movies in the Park is a family event that has two movies shown in the EDDDA district and two shown in the WDDDA district. The movies usually begin in June and run through August. Given the Covid-19 situation, this item was requested to be tabled until May.

For EDDDA, motion to table was presented by Director Mark Guido; seconded by Director Janice Cislo. Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - yes, Director Janice Cislo - yes, Director Mark Guido - yes, Director Judith McNeeley - yes, Director Kamal Turfah - yes. Motion passed.

#### **C. WDDDA Board Actions**

##### **1. Consent Agenda**

- a) **COVID-19 Response Sandwich Board Signs**
- b) **Movies in the Park**
- c) **Farmers Market**
- d) **Tunes at Noon**

##### **2. Motion to revise Consent Agenda:**

Motion was made to revise Consent Agenda to remove Movies in the Park and Tunes at Noon from Consent Agenda since Movies in the Park was moved to May review by EDDDA and Tunes at Noon was cancelled during Joint Board Actions.

For WDDDA, motion to remove Consent Agenda items presented by Vice-Chairperson Mohammed Hider; seconded by Director Mark Guido. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes. Motion passed.

##### **3. Motion to approve Consent Agenda**

- a) **COVID-19 Response Sandwich Board Signs**
- b) **Farmers Market**

The remaining items on Consent Agenda, COVID-19 Response Sandwich Board Signs and Farmers Market were presented for approval. For WDDDA, motion to approve by Director Jackie Lovejoy; seconded by Secretary-Treasurer Jeff Lynch. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes. Motion passed.

##### **4. Motion to Table Movies in the Park**

Movies in the Park is a family event that has two movies shown in the EDDDA district and two shown in the WDDDA district. The movies usually begin in June and run through August. Given the Covid-19 situation and EDDDA already approving this item to be presented at next board meeting, this item was requested to be tabled until May.

For WDDDA, motion to approve tabling this item was first moved by Director Mark Guido; seconded by Vice-Chairperson Mohammed Hider. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch-yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes. Motion passed.

## **VII. Committee Reports**

Committee minutes are in Supplemental Materials in digital board packet.

Cristina Sheppard-Decius shared updates on the Promotions Committee that volunteer needs will need to be reviewed given change of events in 2020. Jean Smith stated Home Tour is cancelled.

Cristina Sheppard-Decius covered items from the Design/Economic Vitality Committee. A virtual meeting was held with businesses with about 40 participants. It included a panel with government, economic development and chamber resources. Property Owner Round Table cancelled. Chairperson Sam Abbas interjected that this should be reinstated since property owners will need support more than ever given COVID-19 situation. For Open Door Dearborn, reviewing current applications. Follow up is being conducted with Haraz Coffee in East Dearborn on progress.

## **VIII. DDDA Executive Management Team & ECD Reports**

Chairperson Sam Abbas commented on the lack of transparency of the Brady RFP process and asked that RFP process be more open so more local participants in property development can happen. Cristina stated that the process is being managed by ECD and the Purchasing Department. RFP is on the DowntownDearborn.org site and on bidnet.com. Jeff Watson stated that the RFP went out to a list of potential candidates and primary tool is bidnet.com. Cristina stated working on bid for City Hall Park and bike racks. Sharing on Bike Share Committee information, Cristina stated Zagster has pulled all bikes and has suspended operations currently. The committee was exploring docked and dockless bike stations. She pointed out the Happy Hour document which lists opportunities for engagement between businesses and their customers. She stated she could invite a few board members to join in the weekly 4 pm Michigan Downtown Association calls if interested. A Downtown Business and Property Owner Virtual Town Hall event was held. Everyone is being directed to the DowntownDearborn.org website to visit the resources under the COVID-19 tab, which is a collection of available local, county, state and federal resources for business and property owners. Additional funds are being structured at the City level and more details will be coming out on that program. Hassan Sheikh mentioned Census is still in process. Mark Guido stated inspections have been scaled back and are primarily focused on vacant residential properties at this time to reflect compliance with Governor Whitmer's Executive Order. Jeff Lynch stated Ford is doing no new construction at this time and all focus is on essential maintenance. Sam asked if our Landscape and Maintenance contracts now are only concentrating on essential litter pickup, we should see a cost savings. Cristina stated yes and that we only get billed by work completed.

**IX. Call to Board of Directors**

No comments.

**X. Call to Audience**

No comments.

**XI. Adjournment**

Motion to adjourn moved by EDDDA's Vice-Chairperson Mohammed Hider and seconded by EDDDA's Secretary-Treasurer Julia Kapilango.

Meeting adjourned at 11:07 am

Approved by:

Julia Kapilango, Secretary-Treasurer, EDDDA

*Julia Kapilango*

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Jeff Lynch, Secretary-Treasurer, WDDDA

*Jeffrey Lynch*

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