

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

**June 18, 2020**

Virtual Meeting via Zoom

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

Meeting ID: 433 224 302

Password: 844577

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Meeting ID: 433 224 302

Join by Skype for Business

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MINUTES

**MEMBERS PRESENT**

- EAST DDA : Chairperson Dan Merritt, Secretary-Treasurer Julia Kapilango, Mayor Jack O'Reilly, Director Janice B. Cislo, Director Matthew Dietz, Director Mark Guido, Director Heidi Merino, Director Mary O'Bryan, and Director Kamal Turfah (joined 8:15 am) and Director Eric Woody.
- WEST DDA : Chairperson Sam Abbas, , Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Thomas L. Clark, Director Mark Guido, Director Jackie Lovejoy, and Director John McWilliams (joined 8:10 am), and Director Audrey Ralko.

**MEMBERS ABSENT**

EAST DDA : Vice-Chairperson Jay P. Kruz

WEST DDA : Vice-Chairperson Mohammed Hider and Director Karen Nigosian

**NON-MEMBERS PRESENT :**

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

OTHERS : N/A

**I. Call to Order**

Joint DDDA Chair Dan Merritt called the meeting to order at 8:05 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 Dan Merritt**

**IV. Approval of the April (EDDDA) & May (WDDDA) 2020 Board Meeting Minutes**

The minutes from the April 16, 2020 EDDDA Board meeting were presented for approval. 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, Mayor Jack O'Reilly - yes, Director Janice Cislo - 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 May 21, 2020 WDDDA Board meeting were presented for approval. It was moved by Mayor Jack O'Reilly and it was seconded by Director Jackie Lovejoy. 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 Audrey Ralko - 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 May 31, 2020. Revenue to date totaled \$896,978. Total expenditures totaled \$881,589. The current cash position equals \$1,000,335 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 May 31, 2020. Revenue to date totaled \$1,090,579. Total expenditures totaled \$807,974. The current cash position equals \$1,086,480 and it is estimated the WDDDA's cash position at the end of the fiscal year will be \$774,554.

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. Artspace Lease**

The DDDAs office is at the Artspace. The PO expires 6/30/20 and the lease agreement runs until 12/31/21. Lease negotiations for 2022 have been initiated. Annually the Boards need to authorize the next fiscal year end expenditures for issuance of a purchase order, running July 1, 2020 to June 30, 2021.

The EDDDA and WDDDA boards authorized an amount not to exceed \$10,830 per district using account #297-6100-911-44-10 for EDDDA and account #296-6100-911-44-10 for WDDDA. The EDDDA and WDDDA boards also authorized the Executive Director to execute the contract with the listed service provider on behalf of both boards, subject to review and approval by Corporation Counsel.

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

For WDDDA, motion to approve by Mayor Jack O'Reilly; seconded by Chairperson Sam Abbas. 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 Audrey Ralko - yes. Motion passed.

## **2. Bike Racks**

The bike racks for both EDDDA and WDDDA are going back out to bid since zero bids were received at deadline. No resolutions to pass at today's meeting.

## **3. Brand Banners**

The EDDDA and WDDDA launched new branding for the districts. Street pole banners are an important element to market and identify the districts. For EDDDA, they obligate \$1500 for the design, production and shipping of branded banners from account #297-6100-911-51-00. For WDDDA, they obligate \$4250 for the design, production and shipping of branded banners from account #296-6100-911-51-00.

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

For WDDDA, motion to approve by Vice Chairperson Mohammed Hider; seconded by Chairperson Sam Abbas. 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 Audrey Ralko - yes. Motion passed.

## **3. Campbell's Cleaning**

The EDDDA and WDDDA split the office space cost at Artspace. Campbell's Cleaning contract ends June 30, 2020. Also, due to Covid-19, cleanings have moved from twice a month to weekly. The EDDDA and WDDDA authorize a contract extension of three months from July 1, 2020 to September 30, 2020 at a cost of \$300 a month, totaling \$900, to be split equally by EDDDA and WDDDA. For EDDDA, the funds will expend from account #297-6100-911-34-90. For WDDDA, the funds will expend from account #296-6100-911-34-90.

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

For WDDDA, motion to approve by Director Thomas Clark; 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, Director Jackie Lovejoy - yes, Director John McWilliams - yes and Director Audrey Ralko - yes. Motion passed.

#### **4. Comcast - FYE 2021**

The EDDDA and WDDDA split the office space cost at Artspace. Comcast is the current provider for internet and Wi-Fi services. A new PO needs to be issued for FYE 2021 at a rate of \$190 a month, totaling \$2280, to be split equally between EDDDA and WDDDA. The EDDDA authorizes an expenditure of \$1140 for EDDDA's 50% portion of the Comcast billing year of FYE 2021. For EDDDA, the funds will expend from account #297-6100-911-53-00. The WDDDA authorizes an expenditure of \$1140 for WDDDA's 50% portion of the Comcast billing year of FYE 2021. For WDDDA, the funds will expend from account #296-6100-911-53-00.

For EDDDA, motion to approve by Director Jan Cislo, seconded by Director Eric Woody. Roll call vote: Chairperson Dan Merritt - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - yes, Director Kamal Turfah - yes, and Director Eric Woody - 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, Mayor Jack O'Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes and Director Audrey Ralko - yes. Motion passed.

#### **5. Covid-19 - Welcome Back Campaign**

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 yardsigns (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 banners (qty 3, \$607.50); Jean Smith 6ft foldable picnic tables (10 per district, \$150 each, \$3000); Downriver Tents 20x 20 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).

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 from account #296-6100-911-51-00.

For EDDDA, motion to approve by Director Jan Cislo, seconded by Director Heidi Merino. Roll call vote: Chairperson Dan Merritt - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - yes, Director Kamal Turfah - yes, and Director Eric Woody - 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, Mayor Jack O'Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes and Director Audrey Ralko - yes. Motion passed.

## **6. Sanitation Stations**

For the safety of customers within Downtown Dearborn, hand sanitizing stations will be placed throughout key locations, seven in the East and nine in the West. The EDDDA obligates up to \$2303 for sanitation stations from Sanistands and security items to be purchased by Janet Bloom from account #297-6100-911-51-00. The WDDDA obligates \$2761 from account #296-6100-911-51-00.

For EDDDA, motion to approve by Director Kamal Turfah, seconded by Director Jan Cislo. Roll call vote: Chairperson Dan Merritt - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - yes, Director Kamal Turfah - yes, and Director Eric Woody - yes. Motion passed.

For WDDDA, motion to approve by Director Jackie Lovejoy; seconded by Chairperson Sam Abbas. 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 Director Audrey Ralko - yes. Motion passed.

## **7. Carry Forwards**

The City of Dearborn uses carry forwards for any budget items that need to move from the current fiscal year to the future fiscal year, in this case, FYE 2020 to FYE 2021. The EDDDA authorized the following projects to be carried forward: Branding (\$62,462), Planter Tree Well Removal (\$32,000), City Hall Park Redesign (\$20,000), Brand Banners (\$1,500), Dearborn Restaurant Week (\$15,450), and Bike Racks (\$15,000). Total carry forward amount is \$146,412.

The WDDDA authorized the following projects to be carried forward: Branding

(\$110,985), Brand Banners (\$4,250), Dearborn Restaurant Week (\$15,450), and Bike Racks (\$4,000). Total carry forward amount is \$134,685.

For EDDDA, motion to approve by Director Jan Cislo, seconded by Director Mark Guido. Roll call vote: Chairperson Dan Merritt - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - 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 Director Jackie Lovejoy. 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 Director Audrey Ralko - yes. Motion passed.

#### **8. Social Media Amendment**

Due to Covid-19, several summer 2020 events were cancelled or postponed so certain social media funds will be transferred to the Welcome Back Campaign and to the virtual Ladies Night In event which include both EDDDA and WDDDA. The EDDDA authorizes \$3500 from account #297-6100-911-51-00 for the revised social media schedule. For the WDDDA, the total is \$4000 from account #296-6100-911-51-00 for the revised social media schedule.

DRW: \$1500 (E/W split); Ladies Night In: \$100 (E/W split), Perennial Exchange: \$100 (W); Farmers Market: \$800 (W); Movie Nights: \$500 (E/W split); Welcome Back Campaign: \$2500 (E/W split); Trick or Treat: \$200 (E/W split); Pumpkin Carving: \$100 (E); Shop Small: \$500 (E/W split); Winterfest: \$400 (E/W split); General Page Boosts: \$500 (E/W split); Bike Share: \$100 (E/W split); Black History Month: \$200 (E).

For EDDDA, motion to approve by Director Jan Cislo, seconded by Mayor Jack O'Reilly. Roll call vote: Chairperson Dan Merritt - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - yes, Director Kamal Turfah - yes, and Director Eric Woody - yes. Motion passed.

For WDDDA, motion to approve by Chairperson Sam Abbas; 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, Director John McWilliams - yes and Director Audrey Ralko - yes. Motion passed.

## **B. EDDDA Board Actions**

### **1. COVID-19 Office Supplies**

For COVID-19 office supplies, as the DDDAs office prepares for return to work in the office, in the field and at events, additional supplies are needed to maintain a safe work environment. The supplies to be ordered will be split equally between EDDDA and WDDDA. Supplies to be ordered are from City of Dearborn for two contactless thermometer (\$96) and 12, one gallon 70% hand sanitizer gels and pump (\$38 each, \$456 total), Visibles for medical grade masks (qty. 500, \$450) and non-latex gloves (qty. 5000, \$650), Dearborn Chamber of Commerce for 10, half-gallon disinfectant spray (\$195), DPW for sneeze guard at office desk (\$300), Janet Bloom to purchase check in table for office at Wal-Mart (\$150), Campbell's Cleaning to increase from 2x monthly cleaning to a weekly cleaning schedule and use a Bioshield type product (\$200), and Sanistand hand sanitizer stands (1 in office and 4 for events) \$1620), and Janet Bloom to purchase spray bottles (qty. 4,\$12). The total cost of these supplies is \$4129.

The EDDDA obligates to pay 50% of the cost of \$4129 for the purchase of supplies for the office and event use, expending \$2064.50 for EDDDA from account #297-6100-911-51-00 and further resolves the EDDDA Executive Director is authorized to execute the contract with listed service providers on behalf of the WDDDA, subject to review and approval by Corporation Counsel.

For EDDDA, motion to approve by Director Heidi Merino, seconded by Director Jan Cislo. Roll call vote: Chairperson Dan Merritt - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - yes, Director Kamal Turfah - yes, and Director Eric Woody - yes. Motion passed.

### **2. Tanner Friedman**

For Tanner Friedman COVID-19 response additional hours, Tanner Friedman has been engaged to develop content for graphics, communications, media relations, website, Constant Contact, signage, and social media for Downtown Dearborn. An additional 30 hours of work up to \$4500 was authorized by EDDDA and WDDDA to split equally to add to contract ending June 30, 2020. An additional 24 hours of work up to \$3600, split equally between EDDDA and WDDDA, is recommended to be added to Tanner Friedman contract through June 30, 2020, which is for additional communications specific to crafting content and managing media relations for the reopening of the business districts and summer event schedule.

The EDDDA obligates to pay 50% of the cost of \$3600 for the additional 24 hours of work with Tanner Friedman, expending \$1800.00 for EDDDA from account #297-6100-911-34-90 and further resolves the EDDDA Executive Director is authorized to execute the contract with the listed service provider on behalf of the EDDDA, subject to review and approval by Corporation Counsel.



For EDDDA, motion to approve by Director Jan Cislo, seconded by Director Mary O'Bryan . Roll call vote: Chairperson Dan Merritt - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - yes, Director Kamal Turfah - yes, and Director Eric Woody - yes. Motion passed.

### **3. Hanging Baskets**

The EDDDA values implementing planters and landscaping to beautify the district. A competitive bid managed by the City of Dearborn for seven self-watering hanging baskets at 22" diameter size was conducted. Sybertech Waste was the lowest bidder for an amount of \$131.50 each for a total of \$920.50. The EDDDA approves expending \$920.50 from account #297-6100-911-34-90 for the seven hanging baskets, to be placed on the southside of Schaefer.

For EDDDA, motion to approve by Director Mark Guido, seconded by Director Heidi Merino. Roll call vote: Chairperson Dan Merritt - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - yes, Director Kamal Turfah - yes, and Director Eric Woody - yes. Motion passed.

### **4. Movies in the Park Service Provider Amendment**

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, these are now scheduled for four Fridays in August. The EDDDA budgeted and obligates \$2350 to conduct the Movies in the Park event. Vendors are: Stardust Theatre Rental (\$800), Swank movie licensing (\$945), Beshara (\$50). Funds will be expended from account #297-6100-911-51-00.

For EDDDA, motion to approve by Mayor Jack O'Reilly, seconded by Director Matthew Dietz. Roll call vote: Chairperson Dan Merritt - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - yes, Director Kamal Turfah - yes, and Director Eric Woody - yes. Motion passed.

### **5. Event Insurance**

The city's insurer, Nickel and Saph Inc. Insurance Agency, quoted \$1290 for the insurance premium to cover Dearborn Farmers Market and the Movies in the Park, effective 07/10/2020 - 09/26/2020, for a cost of \$80.265 per event day. For EDDDA, having two movie days, the cost is \$161.25 for coverage. The EDDDA authorizes expending \$161.25 from account # 297-6100-911-51-00.

For EDDDA, motion to approve by Mayor Jack O'Reilly, seconded by Director Matthew Dietz. Roll call vote: Chairperson Dan Merritt - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director

Heidi Merino - yes, Director Mary O'Bryan - yes, Director Kamal Turfah - yes, and Director Eric Woody - yes. Motion passed.

#### **4. Planter Tree Well Removal**

The EDDDA developed a plan for planter tree well removal along Michigan Ave. to spur economic development, such as additional outdoor restaurant dining space. Two have been identified for removal: in front of Joe's Top Dog and M Cantina. The EDDDA obligates \$32,000 for the removal of the two tree wells expending from account #297-6100-911-34-90.

For EDDDA, motion to approve by Mayor Jack O'Reilly, seconded by Director Jan Cislo. Roll call vote: Chairperson Dan Merritt - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - abstain., Director Mary O'Bryan - yes, Director Kamal Turfah - yes, and Director Eric Woody - yes. Motion passed.

#### **4. Trash Liners**

The EDDDA previously authorized \$720 to Britten Banners for the production of the liners for the new trash cans for the district. Additional red vinyl needed to be ordered from Britten to better match the trash can color for an additional fee of \$195. The EDDDA authorizes to expend \$195 from account #297-6100-911-34-90.

For EDDDA, motion to approve by Director Kamal Turfah, seconded by Director Jan Cislo. Roll call vote: Chairperson Dan Merritt - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - yes, Director Kamal Turfah - yes, and Director Eric Woody - yes. Motion passed.

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

#### **1. Farmers Market Amendment**

The Farmers Market requested to expand advertising in the Press and Guide for \$600, and add an additional \$200 to the budget for Jean Smith for additional a-frames, caution tape and tables at the market, bringing total to \$700. The POP Club Passports for \$400 from Beshara were removed from list due to POP Club not running due to Covid-19. Brendel's was arranged for portajohns, sinks and hand sanitizer for \$2940 for abbreviated 12 week market season. An additional date was added for One Man Band on August 7 for \$135, still within the \$2500 allotted for entertainment. WDDDA will expend from account #296-6110-911-34-90

For WDDDA, motion to approve by Director Mark Guido; 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 Mark Guido - yes, and Director John McWilliams - yes. Motion passed.

#### **D. Joint Action Item added**

##### **1. FYE 2021-FYE 2023 Budget**

In April, the EDDDA and WDDDA boards approved a budget which was then presented to City Council. City Council approved the budget presented. The action today is to adopt the approved budget.

For EDDDA, motion to approve by Director Jan Cislo, seconded by Director Kamal Turfah. Roll call vote: Chairperson Dan Merritt - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - yes, Director Kamal Turfah - yes, and Director Eric Woody - yes. Motion passed.

For WDDDA, motion to approve by Chairperson Sam Abbas; 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 Mark Guido - yes, and Director John McWilliams - yes. Motion passed.

#### **VII. Committee Reports**

Committee minutes are in Supplemental Materials in digital board packet.

Jean shared Promotion Committee updates that new Covid related signage will be used for the Farmers Market. She also shared that vendors are happy since all can participate now that restrictions are lifted on types of vendors at market.

Steve Deisler covered items from the Design/Economic Vitality Committee. The Dearborn Business Assistance Team (BAT) is in recruitment mode for resource participants. A possible list of about 25-30 people are being asked to be on the Team. A few have been working with Zee the Cook as a BAT client.

Steve has been working with U of M for a list of interns that downtown businesses can hire for additional support, tied into the BAT program.

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

Cristina shared that the city is moving a program forward for expanded outdoor seating at restaurants. It will encompass both public areas and sidewalks, and private areas. Staff have been reaching out to businesses to gauge interest and notify them of the program.

Hassan stated the outdoor seating is launching Friday for private property and a week later for public sites. Permit fees will be waived and a 24 turnaround is the goal. He also stated CDBG application should be available end of June. As far as Census, 7 of 10 areas have surpassed targets.

#### **IX. Call to Board of Directors**

Chairperson Dan Merritt stated that the Black Lives Matter had good content and thought it was a good piece. Cristina stated that it was a combined effort of Tanner

Friedman, POW! Strategies and Director Julia Kapilango. It was posted on social media and will be posted on website soon.

**X. Call to Audience**

No comments.

**XI. Adjournment**

Meeting adjourned at 10:50 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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