

CITY OF DEARBORN
EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (EDDDA)
WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (WDDDA)
REGULARLY SCHEDULED JOINT BOARD MEETING
November 21, 2019
DEARBORN ADMINISTRATIVE CENTER
MINUTES

MEMBERS PRESENT

EAST DDA : Chairperson Scott Saionz, Vice Chairperson Dan Merritt, Mayor Jack O'Reilly, Director Mark Guido, Director Julia Kapilango, and Director Kamal Turfah

WEST DDA : Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Thomas L. Clark, Director Mark Guido, Director Mohammed Hider, Director Jackie Lovejoy, Director John L. McWilliams, Director Karen Nigosian, and Director Audrey Ralko

MEMBERS ABSENT

EAST DDA : Secretary-Treasurer Jay P. Kruz, Director Janice B. Cislo, Director Judith A. McNeeley, and Director Mary O'Bryan

WEST DDA : Chairperson Sam Abbas

NON-MEMBERS PRESENT :

CITY OF DEARBORN : Licia Yangouyian (Legal), Moe Almaliky (Finance), Laura Freeman (Council), Jordan Roberts (Property Maintenance), Nicole Golich (Property Maintenance), Cristina Sheppard-Decius (DDDA), Jean Smith (DDDA), Janet Bloom (DDDA)

OTHERS : N/A

I. Call to Order

Joint DDDA Chair Scott Saionz called the meeting to order at 8:05 am.

II. Roll Call

Secretary/Treasurer Thomas Clark called the roll of Board members for West.
Secretary/Treasurer Dan Merritt called the roll of Board Members for East.
WDDDA: A quorum was present.
EDDDA: A quorum was present.

III. Joint Meeting Chair for December 2019: Chairman Sam Abbas

IV. Approval of the October 2019 Meeting Minutes

EDDDA: The minutes from the October 2019 Board meeting were presented for approval. It was moved by Director Mark Guido and supported by Director Julia Kapilango to approve the minutes as presented. A voice vote unanimously approved.

WDDDA: The minutes from the October 2019 Board meeting were presented for approval. It was moved by Jeff Lynch and supported by Mayor Jack O'Reilly to approve the minutes as presented. A voice vote unanimously approved.

V. Treasurer's Report

A. Receive & File Report

EDDDA: Moe Almaliky from Finance reviewed the financial statement dated October 31, 2019. Revenue to date totaled \$664,893. Total expenditures totaled \$152,109. The current cash position equals \$1,507,819 and it is estimated the EDDDA's cash position at the end of the fiscal year would be \$633,080.

Chairman Scott Saionz asked that the minutes show the Treasurer's Report as received and filed.

WDDDA: Moe Almaliky reviewed the financial statement dated October 31, 2019. Revenue to date totaled \$632,471. Total expenditures totaled \$155,793. The current cash position equals \$1,293,183 and it is estimated the WDDDA's cash position at the end of the fiscal year will be \$473,846.

Chairman Scott Saionz asked that the minutes show the Treasurer's Report as received and filed.

VI. Action Items

A. Joint Board Actions

1. Holiday Decor - Executive Committee Action

Resolution detailing the Executive Committee Action item that occurred on Nov. 11 at the Executive Board Meeting. Executive Committee Action addressed the additional costs for the EDDDA with Northern Lights Display for 16 - pole attachments for 24" red bows(\$400), 114 additional warm white mini lights (\$1710) and shipping (\$510.66) for a total of \$2620.66; And due to an item price discrepancy, the original price was thought to be by case but it was by item: Holiday Lights Display for 4 cases warm white light spheres (24) , 2 cases red light spheres (12) and 2 cases green light spheres (12) for a

total of \$2169.60. The total EDDDA is authorizing is \$4,790.26 from the budget account of #297-6100-911-34-90. For WDDDA, Mayor Jack O'Reilly motioned to approve; seconded by Director Jackie Lovejoy. A voice vote passed unanimously. For EDDDA, motion to approve by Director Julia Kapilango; seconded by Director Mark Guido. A voice vote passed unanimously.

2. Holly Berry Brunch Ad for Shop Small

Resolution introduced to do a quarter page ad in the Dearborn Garden Club's annual Holly Berry Brunch program for a cost of \$300, be split equally between EDDDA and WDDDA; using Community Promotions funds from West account #296-6100-911-51-00 (\$150.00) and from East account #297-6100-911-51-00 (\$150.00). The Dearborn Garden Club also distributes 500 Shop Small Passports at the function. For WDDDA, motioned by Director Thomas Clark and seconded by Director Mohammed Hider. A voice vote passed unanimously. For EDDDA, motioned by Director Kamal Turfah and seconded by Director Dan Merritt. A voice vote passed unanimously.

3. Chamber Membership Directory Ad

Resolution introduced to do full page ad in the 2020 Dearborn Area Chamber of Commerce Directory. The directory will be available in fully interactive digital edition, mobile and 2000 print copies. The ad cost is \$2475, payable to Harbor House Publishers and will be split equally between EDDDA and WDDDA; using Community Promotions funds from West account #296-6100-911-51-00 (\$1237.50) and from East account #297-6100-911-51-00 (\$1237.50). For WDDDA, motioned by Director Mohammed Hider and seconded by Director Audrey Ralko. A voice vote passed unanimously. For EDDDA, motioned by Director Mark Guido and seconded by Director Kamal Turfah. A voice vote passed unanimously.

4. Metromode - 2nd Extension of Two

Resolution introduced to exercise the second, three-month extension option at \$12,000 to run December 1, 2019 to February 29, 2020, split equally between EDDDA and WDDDA; allocating \$6,000 from Community Promotions from West account #296-6100-911-51-00 and from East account #297-6100-911-51-00. For WDDDA, motioned by Director Jackie Lovejoy and seconded by Director Mohammed Hider. A voice vote passed unanimously. For EDDDA, motioned by Director Mark Guido and seconded by Director Julia Kapilango. A voice vote passed unanimously.

5. MMTP Letter of Support

Resolution introduced to have Joint Board of the DDDAs present a letter of support for the Multi-Modal Transportation Plan, set to go before Dearborn City Council January 2020. The plan will help the city apply for state and federal grants and improve walking, bicycle, sidewalk, bridges and streets infrastructure. For WDDDA, motioned to approve by Director John McWilliams; seconded by Director Jackie Lovejoy. A voice vote passed unanimously. For EDDDA, motion to approve by Director Dan Merritt; seconded by Director Julia Kapilango. A voice vote passed unanimously.

6. Nomination Committees

Resolution introduced to select a Nomination Committee for the annual nomination of officers for both EDDDA and WDDDA. For EDDDA, Nominating Committee is Mark Guido, Julia Kapilango, and Kamal Turfah. For WDDDA, Nominating Committee is Mark Guido, Jackie Lovejoy and Audrey Ralko. For WDDDA, motioned to approve by Director John McWilliams; seconded by Mayor Jack O'Reilly. A voice vote passed unanimously. For EDDDA, motion to approve by Director Dan Merritt; seconded by Director Scott Saionz. A voice vote passed unanimously.

B. WDDDA Actions Only

Motion made to add to the Winterfest to the WDDDA agenda. Motioned by Jackie Lovejoy, seconded by Jeff Lynch. A voice vote passed unanimously.

1. Got You Covered is photographer onsite for WDDDA for Winterfest. \$450 was already approved in October for a photographer. The photographer will do Santa photos, general photos and a customer photo booth onsite. An additional fee of \$250 is requested for Got You Covered for Winterfest. For WDDDA, motioned to approve by Mayor Jack O'Reilly; seconded by Director Jackie Lovejoy. A voice vote passed Unanimously.

C. EDDDA Actions Only

1. Winterfest Market/Open House

The EDDDA has planned the Open House Dec. 11. \$15,000 has been budgeted from the Community Promotions fund / Holiday Promotionsline item account #297-6100-911-51-00. The final quote for vendor S&R Tent Rental is \$117.60 more the the \$300 approved at the October board meeting. This resolution is to approve the additional funds of \$117.60 to S&R Tent Rental for Open House equipment. For EDDDA, motion to approve by Mayor Jack O'Reilly; seconded by Director Kamal Turfah. A voice vote passed unanimously.

VIII. PMADS Report

Jordan Roberts introduced himself with City Property Maint. and then Nicole Golich, a recent hire, is Supervisor of Property Maint.. Top issues to be addressed are lighting and getting information to businesses on ordinance issues.

IV. Committee Reports

Promotions Committee, Design Committee, Executive Committee minutes are in Supplemental Materials in digital board packet .Event Wrap ups to be sent via to Joint Board later in day.

X. DDDA Executive Management Team & ECD Reports

No report

XI. Call to Board of Directors

1. Metromode - keep pressure on types of articles and a balanced approach to districts
2. Reminder of EDDDA Open House on Dec. 11. Also on Nov. 30, Open Studios at Artspace, Shop Small Nov. 30 - Dec. 8.
3. Karen Nigosian pointed out construction staging happening in lot. Jeff Lynch mentioned he would check with Program Manager and to see if available to open during winter months. Cristine Sheppard-Decius mentioned employees park south of the railroad tracks.

XI. Call to Audience

No discussion

XII. Adjournment

Meeting adjourned at 9:35 am

Approved by:

Jay Kruz, Secretary-Treasurer, EDDDA

JK

Jeff Lynch, Secretary-Treasurer, WDDDA

Jeffrey Lynch
