

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

September 17, 2020
Virtual Meeting via Zoom

<https://zoom.us/j/433224302?pwd=bmd2VzZBZ2I2WEY5eDUyVmVCQlQwQT09>

Meeting ID: 433 224 302

Password: 844577

One tap mobile

+13126266799,,433224302# US (Chicago)

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Dial by your location

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Meeting ID: 433 224 302

Join by Skype for Business

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MINUTES

MEMBERS PRESENT

EAST DDA : Chairperson Julia Kapilango, Vice-Chairperson Dan Merritt, , Mayor Jack O'Reilly, Director Janice Cislo, Director Matthew Dietz, Director Mark Guido, Director Mary O'Bryan, Director Kamal Turfah, and Director Eric Woody.

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

MEMBERS ABSENT

EAST DDA : Secretary-Treasurer Heidi Merino and Director Jay Kruz

WEST DDA : Director Audrey Ralko

NON-MEMBERS PRESENT :

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

OTHERS : N/A

I. Call to Order

Joint DDDA Chairperson Sam Abbas called the meeting to order at 8:05 am.

II. Roll Call

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

EDDDA: A quorum was present.

WDDDA: A quorum was present.

III. Joint Meeting Chair for September 2020: Chairperson Sam Abbas

IV. Approval of the August 2020 Board Meeting Minutes

For EDDDA, the minutes from the Regular August 2020 Board meeting were presented for approval. It was moved by Director Kal Turfah and it was seconded by Director Janice Cislo. Roll call vote: Chairperson Julia Kapilango - yes, Vice Chairperson Dan Merritt - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Kal Turfah - yes, and Director Eric Woody - yes. Motion passed and minutes were recorded and filed.

For the WDDDA, the minutes from the Regular August 2020 Board meeting were presented for approval. It was moved by Mayor Jack O'Reilly and it was 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 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 August 31, 2020. Revenue to date totaled \$3,770. Total expenditures totaled \$44,264. 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 \$723,456.

WDDDA: Moe Almaliky reviewed the financial statement dated August 31, 2020. Revenue to date totaled \$8,370. Total expenditures totaled \$58,008. 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 \$1,285,119.

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

VI. Action Items

A. Regular Action Items

1. Joint Board Actions

a) PR Contract 2020/21

PR RFP Selection Committee reviewed all nine submitted proposals and interviewed the top three. The top firm was One Magnify with a total annual contract cost of \$243,204 plus a one-time set up fee of \$39,730 and expenses/travel of up to \$60,000. The DDDA's collectively budgeted \$80,000 (\$40,000 each district). The boards decided to table the resolution due to the additional negotiations that will need to take place to select final candidate.

For the EDDDA, motion to table by Chairperson Julia Kapilango and seconded by Director Dan Merritt. Roll call vote: Chairperson Julia Kapilango - yes, Vice Chairperson Dan Merritt - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Mary O'Bryan - yes, Director Kal Turfah - yes, and Director Eric Woody - yes. Motion passed.

For the WDDDA, motion to table by Director Thomas Clark and 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 Karen Nigosian - yes. Motion passed.

b) Snow Removal Contract 2020/21

The EDDDA and WDDDA recognize the need to maintain safe and accessible downtown areas. The EDDDA authorized a budget for

\$25,000 for snow removal services for FYE2021. The WDDDA authorized a budget of \$36,500 for snow removal services for FYE2021. Premium Lawn was awarded a bid for a term of one season starting November 1, 2019 - March 31, 2020, with up to three, one-year renewal options. The EDDDA and WDDDA authorize the Manager of the DDDAs to execute the year one of the renewal contract not to exceed \$25,000 for East nor exceed \$36,500 in West using EDDDA account #297-6100-911-34-90 and WDDDA account #296-6100-911-34-90. It was requested to go to bid summer of 2021.

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

For WDDDA, motion to approve by Secretary-Treasurer Jeff Lynch, seconded by Mayor Jack O'Reilly. 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 Karen Nigosian - yes. Motion passed.

c) Adopt- a-Tree Well Signage

The EDDDA and WDDDA strives for festive displays throughout the downtown districts. The use of Adopt-a-Tree Well signs is used in the decorated tree wells. The EDDDA authorized up to \$325 to Beshara for signage from account #297-6100-911-51-00. The WDDDA authorized up to \$325 to Beshara for signage from account #296-6100-911-51-00. The WDDDA Board requested an additional \$4500 in mums, haybales and cornstalks from landscape/maintenance contractor, Fairlane Grounds. Both boards requested DDDAs be added to the signage.

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

For WDDDA, motion to approved by Director Thomas Clark, 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 Karen Nigosian - yes. Motion passed.

d) Shop Small

Both EDDDA and WDDDA build a comprehensive marketing plan to promote Small Business Saturday and holiday shopping through Shop Small. The EDDDA and WDDDA collectively budgeted \$14,000 for the FYE 2021. The EDDDA and WDDDA authorize the purchase of posters (\$100 to be split 50/50 for East and West) and passports (\$1200 to be split 50/50 for East and West) from Beshara using EDDDA account #297-6100-911-51-00 and WDDDA account #296-6100-911-51-00.

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

For WDDDA, motion to approve by Chairperson Sam Abbas, seconded by Director Thomas Clark. 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 Karen Nigosian - yes. Motion passed.

e) Board of Directors Dishonesty Bond

The City of Dearborn Legal Department recommends the EDDDA and WDDDA secure a Dishonesty Bond for protection of its assets. The City of Dearborn insurer Nickel & Saph, Inc. Insurance Agency, quoted \$285 for the bond premium with coverage effective 8/17/2020-8/17/2023 for EDDDA and \$285 for the bond premium for WDDDA for the same time period. The EDDDA and WDDDA authorized expending \$285 per district to Nickel and Saph for the Dishonesty Bond using account #297-6100-911-51-00 for East and account #296-6100-911-51-00 for West.

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

For WDDDA, motion to approve by Vice Chairperson Mohammed Hider, seconded by Director Karen Nigosian. 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 Karen Nigosian - yes. Motion passed.

f) CTM Brochure Printing

The EDDDA, WDDDA, Dearborn Area Chamber of Commerce and the City of Dearborn partner together to create “rack cards” that are distributed throughout Metro Detroit via CTM. Printing is to be done by Shear Color Printing to create 10,000 for September 18, 2020 to November 30, 2020. The partners will share the cost equally at \$103.75 max per organization. The EDDDA and WDDDA authorizes brochure printing with Shear Color Printing not to exceed \$415 to be shared equally, using account #297-6100-911-51-00 for EDDDA and account #296-6100-911-51-00 for WDDDA.

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

For WDDDA, motion to approve by Director Thomas Clark, 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 Karen Nigosian - yes. Motion passed.

g) MDA Annual Conference

The EDDDA and WDDDA collaborate with state-level organizations which focus on downtown revitalizations. The Michigan Downtown Association is hosting an annual conference virtually November 5-6, 2020. They are offering a sponsor package of \$300 which includes three conference registrations and marketing opportunities. Board attendees to date are Chairperson Julia Kapilango and Director Matthew Dietz. The EDDDA and WDDDA authorize the expenditure of up to \$150 per district for sponsorship of the 2020 Virtual MDA Annual Conference, utilizing account # 297-6100-911-58-10 for EDDDA and #296-6100-911-58-10 for WDDDA.

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

For WDDDA, motion to approve by Director Jackie Lovejoy, seconded by Secretary 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, Director John McWilliams - yes, and Director Karen Nigosian - yes. Motion passed.

h) Vision Plan Flyer Mailing

The EDDDA and WDDDA will be launching a Vision Planning project this Fall obtaining input from community stakeholders, business owners and residents on the future vision of Downtown Dearborn. The printing costs of \$150 are to be split equally. The postcards are to be mailed to each business in both districts, with an estimated cost of postage and labels of \$200, to be split equally. The EDDDA and WDDDA authorize expending up to \$100 per district for labels and postage for the Vision Plan Flyer Mailing, utilizing account #297-6100-911-51-00 for EDDDA and account #296-6100-911-51-00 for WDDDA.

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

For WDDDA, motion to approve by Mayor Jack O'Reilly, 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 Karen Nigosian - yes. Motion passed.

2. WDDDA Actions Only

a) Farmers & Artisans Market Extension

The WDDDA is extending the Dearborn Farmers Market through October 30, 2020, calling it Fall Harvest Market. The extension creates added expenditures. An additional five dates of musical entertainment for a total of \$750, additional posters from Beshara for \$100, Brendel's portajohn and sink for \$450, newspapers ads in Bewich Publications for \$150, and Beshara for additional yard signs for \$60. The WDDDA authorizes the expenditure of up to \$1060 for the Farmers Market extension using account #296-6110-911-34-90.

For WDDDA, motion to approve by Mayor Jack O'Reilly, 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 Karen Nigosian - yes. Motion passed.

b) Winterfest Market

The WDDDA will be hosting Winterfest on December 12, 2020. The WDDDA authorized the expenditure of up to \$15,000 for the event from the Community Promotions/Holiday Promotions budget account #296-6100-911-51-00. At this time, expenses authorized are \$300 for postcards from Rocket and \$100 for posters from Beshara.

For WDDDA, motion to approve by Director Jackie Lovejoy, seconded by Director 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 Karen Nigosian - yes. Motion passed.

3. EDDDA Board Actions

No Actions at this time.

VII. Committee Reports

Committee minutes are in Supplemental Materials in digital board packet.

A. Promotion Committee - Jean Smith

No Trick or Treat this year due to Covid. No Winterbreeze due to timing, space and location.

B. Design Committee - Cristina Sheppard-Decius

More applications coming in for Business Assistance Team. M Cantina and Biergarten opened outdoor dining. Yoga events have also started in outdoor locations. Tree well specs are expected today or latest tomorrow.

Steve Deisler shared Open Dearborn is working with three businesses for marketing, supporting online beauty and launching a consulting business. Also reaching out to 11-12 Artspace residents who expressed need for support.

C. Steering Committee - Cristina Sheppard-Decius

Started on Michigan Main Street Application and was told by organization they have extended deadline to February 2021 due to Covid. Cristina has also set up meeting with Urban Main Street.

VIII. DDDA Executive Management Team & ECD Reports

A. DDDA Executive Management Team - Cristina Sheppard-Decius

The Michigan Downtown Association received a Gov. proclamation to declare September 26 at Downtown Day. It will be an annual event. It celebrates MDA's

40th anniversary so taking 40 days to celebrate.

Vision plan community engagement will be beginning soon. It will be on social channels and website. Survey will be available month of October. Currently pulling together advisory committee.

B. ECD Reports - Hassan Sheikh

Census #'s: Dearborn holds at 73.4%. Wayne County at 65.7%, Michigan at 70.7%.

Robocall to over 22,000 houses and ads and mailers have gone out.

Hassan will provide development report to forward to board members.

IX. Call to Board of Directors

Director Karen Nigosian inquired if new code takes effect when tenant moves out and new one moves in. A title company left a location and an attorney moved in and was wondering if it should have become retail space. Oakman and Michigan parking lot rented out for equipment. People start using Nigosian Rug lot. She also stated that she doesn't support closure of West Village Dr. by Wagner Deck.

Director John McWilliams inquired about bike lane on Monroe and cars parking in the lanes. Cristina Sheppard-Decius stated there is no parking in bike lanes and signs will come down in that area as construction continues.

Chairperson Sam Abbas stated Mike Hamame's group needs to remove old signage and needs to be reviewed by city ordinance. He requested list of approved banners and a list of those not approved. Request was suggested to go to the PMDS department.

Director Jackie Lovejoy stated a Virtual 5K is happening in the month of October by the Chamber.

Director Thomas Clark stated areas around his shop are littered and not swept. DDDAs will follow up with landscape and maintenance contractor and city services.

X. Call to Audience

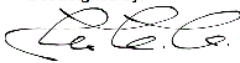
No comments.

XI. Adjournment

Motion to adjourn by Director Eric Woody and seconded by Director Julia Kapilango. Meeting adjourned at 9:40 am.

Approved by:

Heidi Merino, Secretary-Treasurer, EDDDA

DocuSigned by:


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Jeff Lynch, Secretary-Treasurer, WDDDA

Jeffrey Lynch
