

**CITY OF DEARBORN  
EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (EDDDA)  
SPECIAL BOARD MEETING**

**July 1, 2021**

**8:00 – 9:30 AM**

Dearborn Administrative Center – Council Chambers  
16901 Michigan Avenue, Dearborn, MI, 48126

**MINUTES**

**MEMBERS PRESENT**

**EAST DDA:** Vice-Chairperson Eric Woody, Secretary-Treasurer Matthew Dietz, Mayor Jack O'Reilly, Director Janice Cislo, Director Mark Guido, and Director Jay Kruz.

**MEMBERS ABSENT**

**EAST DDA:** Chairperson Julla Kapilango, Director Heidi Merino, Director Mary O'Bryan, and Director Kamal Turfah.

**NON-MEMBERS PRESENT :**

**CITY OF DEARBORN:** Jeff Watson-arrived 8:30 am (ECD), Hassan Shelkh (ECD), Licia Yangouyian (Legal), Moe Almaliky (Finance), Zeinab Hachem (Council Office), Cristina Sheppard-Decius (DDDA), Steve Deisler (DDDA) and Janet Bloom (DDDA).

**OTHERS:** N/A

- I. **Call to Order**  
EDDDA Vice- Chairperson Eric Woody called the meeting to order at 8:05 am
- II. **Roll Call**  
EDDDA Secretary-Treasurer Matthew Dietz called the roll for Board Members for East.  
EDDDA: A quorum was present.
- III. **Approval of Minutes**  
For the EDDDA, the minutes from the May 20, 2021 Board meeting were presented for approval. The minutes were recorded and filed.

**IV. Treasurer's Report**

Moe Almaliky from Finance reviewed the financial statement dated May 31, 2021. Revenue to date totaled \$907,818. Total expenditures totaled \$864,199. The current cash position equals \$1,004,863 and it is estimated that the EDDDA's cash position at the end of the fiscal year would be \$493,441.

The Treasurer's Report was received and filed for EDDDA.

**V. Action Items**

**A. Regular Action Items**

**1. Joint Board Actions**

**a) FYE 2021 Carry Forwards**

The City of Dearborn's end of fiscal year financial process allows for carrying forward any budget item from the current fiscal year to the future fiscal year for projects, programs or contracts not completed by year-end. These are the items to be carried forward into FYE 2022 in order to complete projects and contracts: Platform Dining \$5,000, Greenhouses \$6,747, Adirondack Chairs \$5,263, On-Street Bike Racks \$30,000, City Hall Park Redesign Concepts \$14,113, Planter Tree Well Removal-Streetscape Enhancements \$46,200, Branding (remaining contract) \$68,805, Open Door Dearborn Grant Recipients (if not reimbursed prior to fiscal year) \$10,000, Dog Waste Stations (awaiting bids) \$1,800, and Mural Project \$14,000.

The EDDDA authorizes carrying forward \$201,928 for Branding, Platform Dining Greenhouses, Adirondack Chairs, On-Street Bike Racks, City Hall Park Redesign, Planter Tree Well Removal, Open Door Dearborn Grant Recipients, Dog Waste Stations, and Mural Project from FYE 2021 to FYE 2022.

For EDDDA, motion to approve was made by Secretary-Treasurer Matthew Dietz, seconded by Mayor O'Reilly. A voice vote passed unanimously. Motion passed.

**b) Light Pole Supply Restocking**

In order to maintain a specific supply of the custom light poles in the downtown districts in case of accidental loss of light poles and to have a ready supply on-hand, it is recommended to have a supply of two (2) for the EDDDA. The cost of each Holophane Custom Light is \$715, for a total of \$1,430. The EDDDA approves the purchase of two (2) Holophane Custom Lights for \$1,430 via Great Lakes Electric, supplier for DTE, expending from account #297-6100-911-51-00.

It is also resolved the Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA with Great Lakes Electric for Holophane Custom Lighting, subject to review and approval by Corporation Counsel.

For EDDDA, motion to approve was made by Director Mark Guido, seconded by Director Jay Kruz. A voice vote passed unanimously. Motion passed.

**c) Amendment – Event Insurance and Porta Johns**

Vendors have been secured for the portajohns for the East events, and an additional insured needed to be added for the EDDDA events for utilizing Artspace property.

EDDDA is adding an additional \$200 to Silent Disco for additional insurance. For Music in the Park, EDDDA is adding \$405 for Scotty's Potties and \$806 for Brendel's for June 4- July 7. For Silent Disco, EDDDA is adding \$405 for Scotty's Potties and \$503 for Brendel's for June 4 – July 7.

The EDDDA agrees to expend up to \$1,150 to the city insurer Nickel & Saph Inc., Insurance Agency, to cover the EDDDA portion of the insurance premium to cover the Music in the Park, Silent Disco, and Movies in the Park to be expended from #297-6100-911-51-00. The EDDDA agrees to expend up to \$2,321 to the awarded portajohn provider to cover the EDDDA costs for the Music in the Park, Silent Disco, and Movies in the Park to be expended from account #297-6100-911-51-00.

It is also resolved the Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA for the selected service providers, subject to review and approval by Corporation Counsel.

For EDDDA, motion to approve was made by Director Jay Kruz, seconded by Director Janice Cislo. A voice vote passed unanimously. Motion passed.

**d) Platform Dining Amendment – Final Planter Vendor & Bumpers**

The EDDDA Board previously authorized the purchase from Unilock of up to \$7,600 for one platform dining location from account #297-6100-911-34-90. The EDDDA Board previously authorized the purchase of planters and bumpers of up to \$5400 (vendor TBD), and seasonal installation and removal of up to \$2000 from W H Canon.

Additional items are necessary to complete the platforms, including cement bumpers, jersey barricades, rubber bumpers, cement bumper installation and plant materials.

DPW will pick up and deliver to the DPW yards the cement bumpers from Gabbert's, the supplier.

The EDDDA Board authorizes the additional purchase from the following vendors to finish the build out for the one platform dining location for \$6,974.13 plus shipping from account #297-6100-911-34-90 and

#297-6100-911-62-40.

It is also resolved the EDDDA Board authorizes the Manager of the DDDAs to execute necessary contracts, contingent on City Council approval, for the selected service providers, subject to review and approval by Corporation Counsel.

Vendors include the following (all are account #297-6100-911-34-90, unless indicated): Wayfair – 12 Planters \$2621.88, Gabbert's – 7 Cement Bumpers \$245, Tamis Corporation – 1 Jersey Barricade \$495, Traffic Safety Store – 1 Rubber Bumper \$50 and 150 ft. reflective tape \$126.50, Unlock – Extra Pedestals \$497.75, WH Canon – Concrete Bumper Install \$750, W H Canon- Soil/Plants Install \$1,840 (account #297-6100-911-62-40), Aosom – Wheelchair Ramp \$350, for a total of \$6,974.13 plus shipping.

For EDDDA, motion to approve was made by Secretary-Treasurer Matthew Dietz, seconded by Director Mark Guldo. A voice vote passed unanimously. Motion passed.

## **2. EDDDA Actions Only**

### **a) Planters for Schaefer and Corner of Schlaff**

The EDDDA already authorized WH Canon to place an additional 16 planters along Schaefer. The purchase of the physical planters still needs to be authorized by the Board. The Beautification Subcommittee also recommended adding six (6) planters at the corner of Schlaff and Michigan Avenue, as well.

The following planter selection is recommended for these areas: Lakeside Planter from Landscape Forms (16) \$15,510, and Hampton Planters from Urbanscape Self Watering Planters (6) \$18,150.

The EDDDA approves the purchase of sixteen(16) Lakeside planters from Landscape Forms for \$15,510 and six (6) Hampton planters from Urbanscape Self-Watering Planters for \$2640 for a total of \$18,150 expending from account #296-6100-911-34-90.

It is also resolved the Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA with Urbanscape and Landscape Forms, subject to review and approval by Corporation Counsel.

For EDDDA, motion to approve was made by Director Janice Cislo, seconded by Mayor Jack O'Reilly. A voice vote passed unanimously. Motion passed.

### **b) Amendment – Music In the Park/Silent Disco Tents & Stage Music In the Park:**

A tent and table were needed for Music in the Park, and the stage banner

and Pandora ads were reduced to accommodate for the expense. Music in the Park and Silent Disco are sharing the banner, tent and table costs.

Music in the Park amendment costs include: Beshara - Stage Banner (split Music in the Park/Silent Disco), price reduced to \$125 from \$250. Pandora – streaming ad, price reduced to \$750 from \$1,000. Jean Smith – 1 Tent & 1 Table, price \$119.67, and the EDDDA now obligates \$15,000 expending from Community Promotions budget account #297-6100-911-51-00.

Music In the Park Amendment: For EDDDA, motion to approve was made by Mayor Jack O'Reilly, seconded by Secretary-Treasurer Matthew Dietz. A voice vote passed unanimously. Motion passed.

It is noted that the EDDDA Board requested that the Promotions Committee provide the list of proposed acts to the Board, so that the Board may provide guidance on musical selection to the promoter.

**Silent Disco:**

A tent and table were needed for Silent Disco, and the stage banner and Pandora ads were reduced to accommodate for the expense. Music in the Park and Silent Disco are sharing the banner, tent and table costs.

Silent Disco amendment costs include: Beshara - Stage Banner (split Music In the Park/Silent Disco), for \$125. Pandora – streaming ad, price reduced to \$750 from \$1,000, Times Herald ad for \$150, Jean Smith – 1 Tent & 1 Table, price \$119.67 and the EDDDA now obligates \$17,772.82 expending from Community Promotions budget account #297-6100-911-51-00.

It was requested by EDDDA Board to send Silent Disco attendance.

Silent Disco Amendment: For EDDDA, motion to approve was made by Secretary-Treasurer Matthew Dietz, seconded by Director Mark Guido. Roll call vote: Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - no, Director Jay Kruz - no, and Director Mark Guido - yes. Motion failed.

**c) Amendment – Juneteenth**

The Homage to Black Excellence event, Juneteenth, requires additional yard signs for the route, posters, a podium sign and a photographer. Reductions in costs were noted from Dearborn Parks & Recreation, Police Department services and Nickel & Saph Insurance.

Amendment costs include: Janet Bloom via FedEx Kinko's – posters \$160, Beshara – yard signs (qty increased from 10 to 40) price approved \$125, additional cost \$375 for \$500 total, Dearborn Police – Street Closure estimated price reduced from \$7,500 to \$5,000, Beshara –

podium sign \$50, Dejuan McTaw – Photographer \$250, Parks and Recreation reduction for golf cart from \$170 to \$100 (reduced from two carts to one plus delivery) and cost of podium is \$50 and costs of tables reduced from \$600 to \$170. Insurance from Nickel & Saph reduced from \$2,000 to \$850.

The EDDDA had already reallocated \$11,000 from Jazz on the Ave/Music in the Park 2020 to the Juneteenth Mobility Stroll & Roll and another \$11,000 from General Marketing for a total of \$39,758 budgeted for all H2BE events.

It was resolved that no funds are to be spent outside of the EDDDA and it was also resolved that the Manager of the DDDA's is authorized to execute contracts on behalf of the EDDDA for the Homage to Black Excellence events of DE&I, Art of Courage, and Juneteenth Mobility Stroll & Roll with the service providers and amounts listed, subject to review and approval by Corporation Counsel.

For EDDDA, motion to approve was made by Secretary-Treasurer Matthew Dietz, seconded by Mayor Jack O'Reilly. Roll call vote: Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - no, Director Jay Kruz - no, and Director Mark Guido - yes. Motion failed.

A motion was made by Director Janice Cislo to reconsider this item. Motion to approve was made by Vice-Chairperson Eric Woody, seconded by Secretary-Treasurer Matthew Dietz. Roll call vote: Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Jay Kruz - no, and Director Mark Guido - yes. Motion passed.

Jeff Watson stated that a Conflict of Interest was made apparent after the conclusion of the Juneteenth event. DJ Asset provided a copy of w-9 on the day of the event, after event concluded, and it was determined that she is related to Chairperson Julia Kapilango. Such conflicts need to be disclosed and the board member who is in conflict must abstain from voting on the matter.

## **VI. Old Business**

**Cristina Sheppard-Decius:** Brand banners are being installed in both EDDDA and WDDDA.

**Steve Deisler:** Good success with Open Door Dearborn Grant program: we had 6 applicants and 6 approvals. A couple are still in progress: Juee Café and USAF Construction office. Two more interested: Green Brain Comics and former Stormy Records location. Projects are allowed a one year timeline. We bring back to the board if something extraordinary happened that adjusts timeline such as supply issues (covid) or flooding.

**VII. Committee Reports**

**Promotions Committee – Presented by Matthew Dietz**

The committee is reviewing the timing and types of events hosted in both EDDDA and WDDDA. The Promotions Committee will present to the boards in August.

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

**A. Façade Study – Presented by Steve Deisler**

A façade comparison photo of current EDDDA block of businesses from SmithGroup with an architect reimagined drawing of the store fronts was presented. The idea is to reach out to current tenants and building owners to offer these ideas and then offer support with Open Door Dearborn grant monies and other financial resources that might be available.

**B. Development Report - Presented by Cristina Sheppard-Decius and Steve Deisler**

A new spreadsheet was developed to capture new development projects, development opportunities, and new businesses coming soon for both EDDDA and WDDDA. It will be presented to the board on a regular basis.

**C. Refinancing of Dearborn Town Center Parking Deck presented by Jeff Watson:**

Interest rates are at historic lows so the parking deck was refinanced/refunded. Expected savings of 30%. There is 7 ½ years on current loan. This item will be presented as a resolution next month. This means more TIF revenue going back into EDDDA.

**IX. Call to Board of Directors**

None.

**V. Call to Audience**

Zeinab Hachem (Council Office) announced that the fees are waived for permits at last City Council meeting. July 31 is due date. Find more information on the city website or contact the Permit Department.

**VI. Adjournment**

Meeting adjourned at 9:42 am. A motion was made by Director Mark Guido, seconded by Secretary-Treasurer Matthew Dietz.

Approved by:

Matthew Dietz, Secretary-Treasurer, EDDDA

 7/15/2021