

CITY OF DEARBORN
**EAST AND WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITIES
BOARD OF DIRECTORS MEETING**

November 17, 2022

Joint Board Meeting 8:30 AM – 9:30 AM

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

MINUTES

MEMBERS PRESENT

WEST DDA: Secretary-Treasurer Jackie Lovejoy, Mayor Abdullah Hammoud, Director Tahrik Alcodray, Director Thomas L. Clark, Director Zaineb A. Hussein, Director Amanda Bright McClanahan, and Director Audrey A. Ralko

EAST DDA: Vice Chairperson Matthew Dietz, Mayor Abdullah Hammoud, Director Zaineb A. Hussein, Secretary-Treasurer Khalil Dabaja, Director Jay P. Kruz, Director Amanda Bright McClanahan, Director Zo Olabi, and Director Kamal Turfah

MEMBERS ABSENT

WEST DDA: Chairperson Sam Abbas, Vice Chairperson Mohammed Hider, and Director Devon O'Reilly

EAST DDA: Director Hamzah Nasser

NON-MEMBERS PRESENT :

CITY OF DEARBORN: Joseph Roemer (Legal), Meryl McKeever (Finance), Massara Zwayen (Planning), Jordan Twardy (ED), Angela Fortino (ED), Steve Horstman (ED), Cristina Sheppard-Decius (DDDA), Helen Lambrix (DDDA), Janet Bloom (DDDA), Steve Deisler (DDDA)

OTHERS: Cheryl Zuellig - Smithgroup, Open Door grants: Jonathan Yono - Robusto's Cigar and Mazen Muraser - Red Eye Smoke Shop

I. Call to Order

WDDDA Secretary-Treasurer Jackie Lovejoy called the meeting to order at 8:12am

II. Roll Call

EDDDA Vice-Chairperson Matthew Dietz called the roll for Board Members for East DDDA. A quorum was present.

WDDDA Secretary-Treasurer Jackie Lovejoy called the roll for Board Members for West DDDA. A quorum was present.

III. Joint Meeting Chair for November 2022: Secretary-Treasurer Jackie Lovejoy

IV. Approval of Regular Meeting October 2022 Minutes

A. Approval of Regular Meeting October 2022 Minutes:

EDDDA - A motion to approve the minutes was made by Vice-Chairperson Matthew Dietz, seconded by Director Kamal Turfah. Voice vote passed unanimously. Motion passed. Minutes approved.

WDDDA - A motion to approve the minutes was made by Director Amanda Bright McClanahan, seconded by Director Thomas Clark. Voice vote passed unanimously. Motion passed. Minutes approved.

V. Treasurer's Report

EDDDA: Meryl McKeever from Finance reviewed the financial statement dated October 31, 2022. Revenue to date totaled \$667,383. Total expenditures totaled \$190,499. The current cash position equals \$1,001,133 and it is estimated the EDDDA's cash position at the end of the fiscal year would be \$200,393.

WDDDA: Meryl McKeever from Finance reviewed the financial statement dated October 31, 2022. Revenue to date totaled \$566,474. Total expenditures totaled \$144,939. The current cash position equals \$1,368,326 and it is estimated the WDDDA's cash position at the end of the fiscal year will be \$593,000.

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

VI. EDDDA Pedestrian "CulturAlley" Concept

Cheryl Zuellig, landscape architect of Smithgroup, presented the concept and goals of the pedestrian alley project behind the former Citizens Bank location and south of Adonis Restaurant for the West and between the 5050 Building and Masri building on

the East. Project information was included in the digital supplemental packet. The project received a RAP grant of little over \$787,000 in 2022 to match what is in Capital Improvement funds. The project has until 2026 for completion of the project.

One issue that was noted was the Schaefer Road curbing needs to be closed up to stop car traffic entering the alley behind Masri.

Mayor Hammoud stated the struggle is what becomes of the former Citizens Bank and Adonis locations since it might dictate the use of the space.

Cristina Sheppard-Decius stated Frank with the Citizens property and owner of Adonis were involved in the meetings and agreed to the plans. This can help build confidence in the space and help with recruitment. Funding help can come from AANM has offered to help, along with Masri Clinic. Also, since sanitation/stormwater work will be required, monies might be available through programs for that. Also, EDDDA could earmark additional funds in addition to the CIP plus if survey work was brought in house, that would be an approximate \$25,000 savings.

Mayor Hammoud asked to have a retaining wall so patrons aren't looking into a large open parking lot. He also stated that the administration will be announcing the parks project within a few weeks which includes the City Hall Park.

Director Turfah stated that it should be considered to open up the 5050 building as it was planned before to give access to the lot behind and also put in a park in the unused parking lot.

Cristina Sheppard-Decius stated there are plans for the 5050 parking lot and Neckel parking lots that could be referenced.

VII. Action Items

A. Regular Action Items

1. Joint Board Actions

a) 2023 Event Calendar

The EDDDA and WDDDA value programming events and activities to engage the community and bring a vibrancy and a positive economic impact to the districts. The EDDDA and WDDDA approved Dearborn Restaurant Week and WDDDA also approved Dearborn Farmers & Artisans Market at the October 20, 2022 Joint Board meeting.

The Promotions Committee has reviewed and offered the included events schedule for 2023 for the boards' review and approval.

It was resolved that the WDDDA agrees to approve the following events and promotions for the 2023 event season, which are funded by the Community Promotions Budget account # 296-6100-911-51-00:

Event	Date
Dearborn Restaurant Week	March 3-12, 2023
Historic Preservation Month	May 2023
Ramadan Promotions	March 22 - April 21, 2023
Movies in the Park	June 9, July 7, August 11, September 8, 2023
Ladies Night Out/Adventures on the Ave	June 1-3, 2023
Dearborn Farmers & Artisans Market	June 16-September 15, 2023
Kids Days at the Market	June 16, July 21, August 18, 2023
Friday Nite Music & Food Rallies	June 23, July 28, August 25, 2023
Fall Perennial Exchange	September 16, 2023
Adopt -a- Tree Well	October 1 - November 1, 2023
Pumpkin Carving	October 28, 2023
Trick-or-Treat	October 28, 2023
Small Business Saturday and Shop Small Promotions	November 25 - December 24, 2023
Winterfest Market	December 9, 2023

It was resolved that the EDDDA agrees to approve the following events and promotions for the 2023 event season, which are funded by the Community Promotions Budget account # 297-6100-911-51-00:

Event	Date
Dearborn Restaurant Week	March 3-12, 2023
Historic Preservation Month Tour and Promotion	May 2023
Ramadan Promotions	March 22 - April 21, 2023

Event	Date
Spring Perennial Exchange	May 20, 2023
Movies in the Park	June 30, July 14, August 18, and September 15, 2023
Adopt- a- Tree Well	October 1 - November 1, 2023
Pumpkin Carving	October 28, 2023
Trick-or-Treat	October 28, 2023
Small Business Saturday and Shop Small Promotions	November 25 - December 24, 2023

For WDDDA, motion to approve was made by Mayor Abdullah Hammoud, and seconded by Director Amanda Bright McClanahan. A voice vote passed unanimously. Motion approved.

For EDDDA, Director Kamal Turfah made the motion to approve. Seconded by Director Zaineb Hussein. A voice vote passed unanimously. Motion approved.

b) Nominating Committee

The EDDDA and WDDDA recognize the need to form a Nominating Committee for the annual nomination of officers to be elected by the board and serve as the Executive Committee.

The WDDDA board authorizes Board members Zaineb Hussein, Jackie Lovejoy, and Devon O'Reilly to be appointed to the 2023 Officer Nominating Committee.

The EDDDA board authorizes Board members Zaineb Hussein, Khalil Dabaja, and Jay Kruz to be appointed to the 2023 Officer Nominating Committee.

For WDDDA, motion to approve was made by Mayor Abdullah Hammoud, and seconded by Director Amanda Bright McClanahan. A voice vote passed unanimously. Motion approved.

For EDDDA, Secretary-Treasurer Khalil Dabaja made the motion to approve. Seconded by Director Kamal Turfah. A voice vote passed unanimously. Motion approved.

c) Waiver of Absences

The WDDDA and EDDDA board members have provided their reasons for absences for the 2022 calendar year for absence waiver consideration.

The following WDDDA Board Members have met the criteria for absence waivers for June 2022 to October 2022 monthly board meetings, excluding any special board meetings:

Sam Abbas- August 2022;
Mohammed Hider - June 2022, July 2022 and October 2022;
Amanda Bright McClanahan - October 2022.

The WDDDA agrees to approve the presented absence waivers and excuses the absences of Sam Abbas, Mohammed Hider, and Amanda Bright McClanahan for monthly meetings conducted from June 2022 to October 2022.

The following EDDDA Board Members have met the criteria for absence waivers for the June 2022 to October 2022 monthly board meetings, excluding any special board meetings:

Eric Woody - July 2022;
Jay Kruz - August 2022;
Amanda Bright McClanahan - October 2022;
Kamal Turfah - October 2022;
Khalil Dabaja - September 2022;
Zo Olabi - July 2022.

The EDDDA agrees to approve the presented absence waivers and excuses the absence as indicated by Eric Woody, Jay Kruz, Amanda Bright McClanahan, Kamal Turfah, Khalil Dabaja, and Zo Olabi for the monthly meetings conducted from June 2022- October 2022.

For WDDDA, motion to approve was made by Mayor Abdullah Hammoud, and seconded by Director Tahrik Alcodray. A voice vote passed unanimously. Motion approved.

For EDDDA, Director Kamal Turfah made the motion to approve. Seconded by Director Amanda Bright McClanahan. A voice vote passed unanimously. Motion approved.

2. EDDDA Actions Only

a) Reappropriation of Funds for Holiday Lights & Snow Removal

The EDDDA board has budgeted funds for holiday lights and Ramadan lighting and for snow removal for this fiscal year, FYE2023, but there still remains a gap in funding so monies are being requested to be reappropriated.

The EDDDA board budgeted \$20,000 for holiday lights and Ramadan lighting and \$32,500 for snow removal for FYE2023.

The EDDDA board authorized up to \$35,000 for holiday and Ramadan lighting and up to \$69,390 for snow removal at its October 2023 Board Meeting.

The financial gap between the two accounts and what the EDDDA board has authorized spending up to is \$53,388 with \$16,498 attributed to the holiday and Ramadan lights and \$36,890 for snow removal.

The EDDDA board directed the Executive Committee to determine where best to reappropriate funds from and recommends reappropriating \$16,498 from Community Promotions account #297-6100-911-51-00 to Holiday Lights and Ramadan Lighting account #297-6100-911-34-90, and \$32,802 from Community Promotions account #297-6100-911-51-00 to Snow Removal account #297-6100-911-34-90.

The reappropriations recommended are from the following line items of Community Promotions: SEO \$2500, Dearborn Farmers & Artisans Market \$15,000, Earth Week \$2000, Photography \$2300, Sidewalk Sale \$2500, Wayfinding \$10,000, Music Series/Jazz on the Ave \$15,000, remaining balance of Fall Promotions after 2022 is completed, for a total of \$49,300 plus Fall Promotions balance.

It was resolved the EDDDA board approved to reappropriate funds of \$16,498 from Community Promotions account #297-6100-911-51-00 to Holiday Lights and Ramadan Lighting, account #297-6100-911-34-90 and \$32,802 from Community Promotions account #297-6100-911-51-00 to Snow Removal account #297-6100-911-34-90.

For EDDDA, motion to approve was made by Mayor Abdullah Hammoud, and seconded by Director Amanda Bright McClanahan. A voice vote passed unanimously. Motion approved.

b) Open Door Dearborn Grant: Red Eye Smoke Shop

Mazen Munaser, applicant and owner of Red Eye Smoke Shop is leasing the lower retail space at 13254 Michigan Ave., and plans to renovate the facade and interior main floor unit of the two story building for a new smoke shop. Mr Munaser also owns the property 13252 Michigan Avenue to the east (Socotra Juice).

The applicant has applied to the EDDDA for a Level III grant from the Open-Door Dearborn grant program in the amount of \$10,000 for facade improvements and interior renovation.

Mr. Munaser plans to clean and repair the limestone, and replace the newly installed EFIS material with stone or brick material. The repairs and new materials will match what is being applied to the storefront next door at 13252 Michigan Ave. A new business sign will be installed on the base floor band above the door located at the corner of the building. The

interior renovation includes demolition and new flooring. The stated renovations are anticipated to be completed by the end of fall 2022.

A sketch and 3 quotes have been provided for the improvements. Mr. Munaser has agreed to the details of the exterior and interior repairs outlined in the supplemental board documents. The quotes include USAF Construction for \$25,475.00, AK Interior Design for \$23,500 and Quality Carpet and Construction at \$21, 829.

The Design/EV Committee met on October 26, 2022, and recommended conditional approval of the \$10,000 grant, subject to the following conditions:

- Remove EFIs, retain and repair the existing limestone
- Remove EFIS and replace it with stone or brick as permitted in the EDDDA Design Guidelines
- Paint black or replace the door with a new black aluminum doorway. Paint entry door way sidewalls black (Socotra)
- Reinstall limestone medallion over door
- Retain EFIS, paint to match limestone, and place a new sign on the curved corner EFIS panel (Elite).
- Proposed sign - placed on curved panel on painted EFIS (E), Scale down size of sign to meet city sign permit standards.
- Window signs must be reduced to meet permit requirements and LED window lights must be removed per city ordinance.

The EDDDA hereby awards a Level III grant up to \$10,000 from the Open Door Dearborn Business Grant Program to Mazen Munaser, dba Red Eye Smoke Shop, located at 13254 Michigan Ave., from account #297-6100-911-34-90, contingent upon meeting required conditions imposed by Design/EV Committee; and subject to review and approval of Corporation Counsel.

This award is also conditioned upon the owner of the building at 13254 Michigan Avenue removing the improperly installed stucco/EIFS material on the outside of the building, and comply with all Dearborn Code provisions, including issuance of a certificate of occupancy.

For EDDDA, motion to approve was made by Director Kamal Turfah, and seconded by Mayor Abdullah Hammoud. A voice vote passed unanimously. Motion approved.

3. WDDDA Actions Only

a) Open Door Dearborn Grant: Robusto's

The applicant and property owner, Jonathan Yono, plans to renovate the interior and exterior sign located at 22263 Michigan Avenue in the WDDDA District.

The applicant has applied for Level I of the Open Door Dearborn grant program, requesting a grant of \$2,500 for a new sign to be located on the exterior facade of the building.

At the October 26, 2022, regular meeting of the Design/EV Committee, the committee unanimously approved recommending to the WDDDA Board funding the applicant for a Level I Open Door Dearborn Grant in the amount of \$2,500.00, with a requirement to follow all required WDDDA and City design guidelines and secure a city sign permit.

The WDDDA awards a Level I grant for \$2,500.00 from the Open Door Dearborn grant program from account #297-6100-911-34-90 to Robusto's Cigar Bar, for a new business sign conditioned upon receiving all required city permits, removal of existing signage and temporary signage on metal canopy, and subject to review and approval of Corporation Counsel.

For WDDDA, motion to approve was made by Mayor Abdullah Hammoud, and seconded by Director Jackie Lovejoy. A voice vote passed unanimously. Motion approved.

b) Award Contract to Morse Moving and Storage

Two Outdoor Seating Platform were purchased by the WDDDA in 2021 for La Fork Restaurant on Howard St. and Noah's Smokehouse / Cannoli's on Monroe Street.

La Fork and Noah's / Cannoli's has decided they do not want to use the platforms, planters, barricades and bumpers in 2023.

The WDDDA staff has secured three quotes to dismantle, move and store the platforms at City Yards with Morse Moving as the lowest quote at \$2,998.00 (the other two bids were Fairlane Grounds at \$10,210 and City DPW at \$4,000).

The WDDDA already expended \$2249 for moving and storing the greenhouses, but had not budgeted for the expenditure.

The WDDDA Board approves a budget reallocation of \$5,247.00 from Streetscape Enhancements line item 296-6100-911-34-90 to cover the cost to move and store two platforms and previously expended costs of moving the greenhouses.

It was resolved that the WDDDA Board authorizes the Manager of the DDDAs to execute necessary contracts, contingent on City Council approval, subject to the review and approval of Corporation Counsel.

For WDDDA, motion to approve was made by Mayor Abdullah Hammoud, and seconded by Director Thomas Clark. A voice vote passed unanimously. Motion approved.

VIII. Old Business

Cristina - Bryant Library lot - waiting on revised budget since survey engineering is done. There will be a need for additional funds to complete the project. We can bring that back in December.

Vision Plan - Might come to board in December or later. Jordan's team has taken lead on the project now.

Additional board packet items at table to add to Board Manual (last tab) - Downtown Management Checklist, Committee and Board schedules for 2023, and TIF information from MDA.

Meetings coming up in the next couple weeks for South Connector Streetscape for WDDDA and concept improvements for Lot E. DDDA office will contact property owners around those areas to include in the meetings.

POW! Strategies team is taking next month to wrap everything up to turn over next month. December 6 is the move out date. The team will be remote at that point.

IX. Committee Reports

Promotions: Helen Lambrix- Had Pumpkin Carving and Trick or Treat October 29. Both events were fabulously attended. Thank you to Dearborn Fresh and Westborn Market for the pumpkin donations. In EDDDA, for many attendees it was the first time they attended the event and for some it was the first time ever carving a pumpkin. Over 50 businesses participated in both districts for Trick or Treat.

Shop Small promotion kicks off November 19. Radio and TV will start - Click on Detroit and Comcast is in place inviting people to come shop, eat and enjoy the downtown.

Lights are starting to go up on businesses. Bandwango - mobile shopping pass with 17 businesses that are currently live. Going through final checks to bring on the final list of businesses. Bandwango is year round. Businesses get a unique link. Shoppers get points and get a prize, so incentivizes shopping.

Social Media Report - For October, we had over 100K impressions, 7k engagements, gained over 200 followers. Annually we are at 2.1 million impressions, 76K engagements - a 46% improvement from last year. 19,799 followers over all platforms, over the 18K benchmark, and trying to push to 20,000 before the end of year.

Design/Economic Vitality (DEV): Steve Deisler - We are working on getting a couple more applicants in this month - Green Brain with facade improvements and Baba's Grill for landscaping. We also hope to get a couple more applicants in before end of year into the program.

Bike Share - Cristina Sheppard-Decius - The November and December meetings are canceled. Jordan is having internal conversations on bikes and scooters and plan to bring to the meeting in January. Looking at doing a pilot program.

Steering Committee - Cristina Sheppard-Decius - Have worked on draft content of bylaws that would need to be used for 501(c)3. We also had a cohort meeting with MEDC with Main Street. Had good Dearborn attendance. Cristina sent out to the boards the information presented. Building friends and funders for the program this next year.

X. DDDA Executive Management Team

Shop Small banners - DPW gave the DDDA first time charges for install and it is over \$3000 and currently not budgeted. We were also notified there are staff issues so may not have someone available to do install. We can budget in the future for such costs. Amanda - have Jordan and Angela check on since first time charges are coming through but the department is looking to accurately track costs for non-profits/departments who use DPW services.

XI. Economic Development Department Report

Jordan Twardy- We are on track with staffing plan. Introduced Angela Fortino, the new Deputy Director in Economic Development who started November 14. A lot of good candidates coming in for listed positions. Plan to have hires in by December 25. Angela Fortino - presented memo on transition and positions. Steve Horstman will continue to work with Janet Bloom on the office move. Also listed events and will plan to execute what the board has approved.

XII. Call to Board of Directors

Secretary-Treasurer Jackie Lovejoy - Holiday Gala & Auction is happening December 1 from 5 pm - 9pm at the Glass Academy. One of the major fundraisers for the Dearborn Chamber. Live entertainment, 10 restaurants, and an auction which you can do online or in-person.

Mayor Abdullah Hammoud - Christmas Tree lighting ceremony on Monday, November 21. Replacing the current tree at the Ford Performing Arts Center. Director Zaineب Hussein - Program is at 6 pm and a social post is going out soon and asking others to share.

Director Amanda Bright McClanahan - city wide auction to make room and get rid of forfeitures from police and other items - vehicles, tools, etc. It's December 5 in-person, at the Motor Transit Building. Preview is available.

XIII. Call to Audience

N/A

XIV. Adjournment

Meeting adjourned at 9:45 a.m. A motion was made by Mayor Abdullah Hammoud, seconded by Director Zaineب Hussein.

Approved by:

Jackie Lovejoy, Secretary-Treasurer, WDDDA

Khalil Dabaja, Secretary-Treasurer, EDDDA
