

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

**March 17, 2022**

**8:00 – 9:30 AM**

**Dearborn Administrative Center – Council Chambers  
18901 Michigan Avenue, Dearborn, MI, 48126**

**MINUTES**

**MEMBERS PRESENT**

**WEST DDA:** Chairperson Sam Abbas, Secretary-Treasurer Jackie Lovejoy (joined 8:19am), Mayor Abdullah Hammoud (joined 8:20am), Director Thomas L. Clark, Director Zalneb A. Hussein, Director Jeff Lynch, Director Amanda Bright McClanahan, and Director Karen Nigosian

**EAST DDA:** Chairperson Eric Woody, Vice Chairperson Matthew Dietz, Mayor Abdullah Hammoud (joined 8:20am), Director Zalneb A. Hussein, Director Amanda Bright McClanahan, and Director Kamal Turfah

**MEMBERS ABSENT**

**WEST DDA:** Vice Chairperson Mohammed Hider and Director Audrey A. Ralko

**EAST DDA:** Director Mustapha Hawily, Director Jay P. Kruz and Director Hamzah Nasser

**NON-MEMBERS PRESENT :**

**CITY OF DEARBORN:** Licia Yangouylan (Legal), Moe Almallky (Finance), Hassan Sheikh (ECD), Massara Zwayen (Planning), Cristina Sheppard-Declus (DDDA), Janet Bloom (DDDA), Helen Lambrix (DDDA), Cathleen Francois (DDDA), Steve Deisler (DDDA).

**OTHERS:** Dan Merritt (Green Brain Comics-EDDDA)

**I. Call to Order**

WDDDA Chairperson Sam Abbas called the meeting to order at 8:13am

**II. Roll Call**

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

WDDDA Director Jeff Lynch called the roll for Board Members for West DDDA. A quorum was not present. A quorum was reached at 8:19am.

**III. Joint Meeting Chair for March 2022: Chairman Sam Abbas**

**IV. Approval of Regular Meeting February 2022 Minutes**

A. EDDDA - Once quorum received, a motion to approve the minutes was made by Director Kamal Turfah, seconded by Director Amanda McClanahan. Voice vote passed unanimously. Motion passed. Minutes approved.

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

**V. Treasurer's Report**

WDDDA: Moe Almallky from Finance reviewed the financial statement dated February 28, 2022. Revenue to date totaled \$901,362. Total expenditures totaled \$409,857. The current cash position equals \$1,368,326 and it is estimated the WDDDA's cash position at the end of the fiscal year would be \$728,706.

EDDDA: Moe Almallky from Finance reviewed the financial statement dated February 28, 2022. Revenue to date totaled \$833,182. Total expenditures totaled \$350,198. The current cash position equals \$1,001,133 and it is estimated the EDDDA's cash position at the end of the fiscal year will be \$325,195.

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

**VI. Action Items**

**A. Regular Action Items**

**1. Joint Board Actions**

**a) Snow Removal Addendum**

The EDDDA authorized a budget of \$25,000 for snow removal services for FYE2022. WDDDA authorized a budget of \$36,500 for snow removal services for FYE2022. The City of Dearborn Parking Fund and Department of Public Works annually cover the costs for parking lots/decks and the sidewalk perimeters around parking lots/decks. The DDDAs authorized a one-year renewal for the 2021/2022 winter season

with Premium Lawn at the October 21, 2021 meeting which Premium later declined to continue.

Under exigent circumstances, Four Seasons provided sidewalk snow removal and salting; Frank's Nursery did parking lot snow removal. Four Seasons had to stop services which Christian's Maintenance stepped in to continue sidewalk snow removal and salting.

For EDDDA, total billing for Four Seasons was \$14,759.92, total billing for Frank's Nursery was \$7,370 and total billing for Christian's Maintenance was \$4,760. For WDDDA, total billing for Four Seasons was \$22,594, total billing for Frank's Nursery was \$7427.25 and total billing for Christian's Maintenance was \$3013.

The EDDDA Executive Committee recommends including an additional amount to cover one additional snow event in the amount of \$2484 for Frank's Nursery and \$3700 for Christian's Maintenance. The WDDDA Executive Committee recommends including an additional amount to cover one additional snow event in the amount of \$1104 for Frank's Nursery and \$4100 for Christian's Maintenance.

For EDDDA, reappropriation of funds is necessary from budget line item streetscape enhancements totaling \$13,590. For WDDDA, reappropriation of funds is necessary from budget line item building conversions totaling \$6,680.

The EDDDA authorizes the reappropriation of \$13,590 from streetscape enhancements to snow removal and authorizes the Manager of the DDDAs to execute a contract of payment on behalf of the EDDDA with Four Seasons, Frank's Nursery and Christian's Maintenance for snow removal services for the 2021/2022 snow season, from the snow removal budget line account #297-6100-911-34-90, covering the incurred charges plus one additional snow event, subject to the review and approval of Corporation Counsel.

The WDDDA authorizes the reappropriation of \$6,680 from building conversions to snow removal and authorizes the Manager of the DDDAs to execute a contract of payment on behalf of the WDDDA with Four Seasons, Frank's Nursery and Christian's Maintenance for snow removal services for the 2021/2022 snow season, from the snow removal budget line account #296-6100-911-34-90, covering the incurred charges plus one additional snow event, subject to the review and approval of Corporation Counsel.

For EDDDA, motion to approve was made by Chairperson Eric Woody, and was seconded by Director Kamal Turfah. A voice vote passed

unanimously. Motion approved.

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

**b) Landscape & Maintenance Contracts 2022/23  
WDDDA**

After a competitive bid process, the WDDDA Board entered into an agreement with Fairlane Ground for a comprehensive landscape/maintenance contract with Fairlane Grounds for two years with four one-year renewals in an amount not to exceed \$275,000 annually starting April 1, 2018.

The WDDDA wishes to exercise the option to renew the contract for the third of four one-year renewals with these additions:

- Planters around decks - Remove, replace, water plantings (spring, summer, fall)  
\$18,700
- Plantings in rails (75 Perennials includes watering for survival)  
\$8,860
- Hampton Inn additional plant materials  
\$2,525
- Tree replacement (per tree \$1400, 3 trees estimated)  
\$4,200
- Garrison and Howard Controller/Diagnose and Repair Electrical Issue  
\$920
- Replacement holiday décor (12 - 8 ornaments, 4 finials)/Installation Costs (20)  
\$7,240
- Moving 1 platform deck - materials not included  
\$3,000
- Irrigation Controller Upgrades (Howard/Monroe/Mason)  
\$4,815
- Holiday Décor Additions (Flood Lights) Installation/Removal  
\$680
- Trash collection at Streetscapes and Library  
\$10,000

A portion of these funds, totaling \$72,740, are expended under the Special Assessing District (SAD) fund which is payable by the Department of Public Works (DPW).

The WDDDA authorizes the third of four options to renew the landscape and maintenance contract with Fairlane Grounds starting April 1,

2022-March 31, 2023, in an amount not to exceed \$348,341 and the WDDDA Board authorizes the Manager of the DDDAS to execute the contract, subject to the review and approval of Corporation Counsel.

#### **EDDDA**

After a competitive bid process, the EDDDA authorized a two-year contract of \$130,000 per year (\$98,480 base services at \$32 per man hour and \$30,000 for additional materials/services) with W H Canon starting April 1, 2018, with four one-year renewals.

It was approved to increase the number of litter pick-ups per week from one to 2.5 days per week at an additional cost to the base services and install additional plant materials/services of \$24,300 in 2021.

The following special conditions were be applied to the contract with W H Canon for April 1, 2021-March 31, 2022:

1. A three-strike rule performance review with the option for the EDDDA to terminate the contract after three strikes. If the contract is terminated, WH Canon will continue to provide services until another service provider is retained.
2. WH Canon must notify DDDA Office each time service is being performed per week to better track quality of work.
3. Streetpole power assessment will be performed in the summer to allow for adequate time for DTE to address any power issues for upcoming holiday décor installation.
4. WH Canon to provide a map of banner arms and needs assessment for fixing or replacements, as well as inventory.
5. EDDDA to provide a new and improved GIS map with landscape and litter areas defined.
6. EDDDA and WH Canon to conduct a walk-through of the area to pinpoint issues and continue to educate WH Canon team on expectations.
7. Clarification in contract for sweeping curblines.
8. WH Canon will perform one additional power washing from the 2020 contract not completed in the 2021 contract.

A portion of these funds, totaling \$14,000, are expended under the Special Assessing District (SAD) fund which is payable by the Department of Public Works (DPW).

The EDDDA wishes to exercise the option to renew the third of four one-year renewals for the base contract of \$98,480 plus the following additions totaling \$61,410:

- Landscaping, Maintenance & Supplies totaling including:
  - Hanging baskets on Schaefer - \$1500
  - Planter beds and tree replacements in parking lots and key focal points - \$5,000
  - Holiday greens and supplies for Michigan Avenue raised planter wells - \$9,000
  - Holiday lighting management - \$9,000
  - Annuals with three seasonal changes for 22 new planters on Schaefer and Michigan/Schlaff intersection - \$7,000
- Additional 4x/week litter pick-up from April - December and additional 1x/week litter pick-up from January - March for a total of 5x/week peak season and 2x/week off-season - \$26,310
- Additional large refuse pick up - \$3,600; and

The EDDDA authorizes the third of four options to renew the landscape and maintenance contract including special conditions and additional services with W H Canon starting April 1, 2022-March 31, 2023, totaling \$160,890 with a base rate of \$99,480 plus \$61,410 for additional services and the EDDDA Board authorizes the Manager of the DDDAs to execute the contract, subject to the review and approval of Corporation Counsel.

For EDDDA, motion to approve was made by Chairperson Eric Woody, and was seconded by Director Kamal Turfah. A voice vote passed unanimously. Motion approved.

For WDDDA, motion to approve was made by Director Jackie Lovejoy, and was seconded by Chairman Sam Abbas. A voice vote passed unanimously. Motion approved.

### **c) Event Goal Policy**

The DDDAs would like to establish an Event Goal Analysis, Strategy and Policy that takes into consideration key performance indicators (KPIs),

including event goal, general target audience, attendance, social media reach and engagement, news media reach, sponsorship, expenses, community perception, consumer experience, market demand, business economic impacts, and a SWOT analysis.

The goal recommended is that event income should cover 50% of the expenditures of a DDDA event by year three of the event and other KPIs should be trending at a growth of 10% per year. Given the pandemic economic impact, it is recommended to apply this three year trend to all events whether new or existing.

The Executive Committee recommends that if income levels don't meet the three-year goal of 50% then the DDDAs should conduct an official review to discuss if the DDDA should remove the event or not. The official review should be conducted by the Promotions Committee and Manager of the DDDAs and then present to the DDDA board.

The DDDA will continue to have the Promotions Committee review and present a list of recommended events each August for board approval.

The EDDDA and WDDDA approves the DDDA Event Goal Analysis, Strategy and Policy as presented with the additions to the event matrix including media spend, local vs. non-local visitor ratio and business impact/sales.

For EDDDA, motion to approve was made by Director Kamal Turfah, and was seconded by Chairperson Eric Woody. A voice vote passed unanimously. Motion approved.

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

#### **d) FYE2023-25 Budget Draft Approval**

The manager of the DDDAs is required by Public Act 57 to prepare and submit an operating budget for each district to approve each year and submit to City Council for approval.

The districts reviewed a 3-year budget for FYE2023-25 as submitted by the Manager of the DDDA's.

At this time the EDDDA and WDDDA do not approve forwarding the current 3-year budget to City Council for the FYE2023-25 budget and removed it from the agenda. They will take an additional month for further review.

## **2. EDDDA Actions Only**

**a) Open Door Application: Green Brain**

Katie and Dan Merritt, owners of Green Brain, have submitted an Open Door Dearborn grant request for their property at 13936 Michigan Ave. located within the East Dearborn DDA. They plan to renovate their facade with the help of the Open Door Grant Program. Their first step is to secure a Level I design grant (up to \$2,500) to hire and design appropriate architectural plans for the storefront. Once the plans are completed and three quotes are collected they plan to return to request a Level III construction grant. The grant amount requested is \$2,500.

Attached in the supplemental packet were the Grant application, project narrative and design quote. On February 23, 2022 the Design/EV Committee unanimously approved recommending the Level I grant with the condition that they use a certified architect and they shall follow all City and EDDDA design guidelines.

The EDDDA awards a Level I grant of \$2,500 from the Open Door Dearborn grant program from account #2997-6100-911-34-90 to Green Brain Comics, for design assistance, subject to review and approval of Corporation Counsel.

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

**b) Open Door Extension: Juee Cafe**

Rafi Reyes, owner of the proposed Juee Café located at 14220 Michigan Ave. received approval for a total of \$10,000 with Level I, Level II and Level III grants on March 18, 2021, for sign, exterior and interior improvements. Significant progress has been made including new windows, and interior finishes. Mr. Reyes indicated he needs an extension to finish the Café project due to Wayne County Health Department taking longer than anticipated to review the application. Open Door Dearborn grant policy requires a project to complete within one year of grant awarded.

The Design/EV Committee reviewed and approved a 60-day extension on February 23, 2022 to complete the project.

The EDDDA authorizes Mr. Rafi Reyes a 60 day extension of the Open Door Dearborn grant with a new deadline of May 18, 2022.

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



unanimously. Motion approved.

**c) Holiday Decor Extra Light Management Costs**

The EDDDA had authorized \$28,000 for holiday decoration install by W H Canon, their landscape and maintenance contractor, for FYE2022. Additional items were authorized by the EDDDA including trees, greens, additional lighting and garland as part of the contract requiring install. W H Canon expending additional hours in troubleshooting or resetting GFI's to the holiday lights operational, at a rate of \$32/man hour.

The EDDDA authorizes up to \$4585 in expenditures for the additional holiday decor labor and lighting management, from the Contract Services budget account #297-6100-911-34-90. The Manager of the DDDAs is authorized to administer, sign contracts and expend the fund for the additional holiday decor labor as authorized, subject to review and approval of Corporation Counsel.

For EDDDA, motion to approve was made by Director Kamal Turfah, and seconded by Vice Chairman Matthew Dietz. A voice vote passed unanimously. Motion approved.

**3. WDDDA Actions Only**

a) None at this time

*Due to time at 10am and members had to leave, Chairperson Sam Abbas adjourned the meeting at 10:05am. Remaining items will move to the next meeting.*

**VII. Old Business**

- A. FEMA Reimbursement
- B. Farmers Market Shed Planning
- C. City Hall Park Redesign
- D. By-law Revision

**VIII. Committee Reports**

**IX. DDDA Executive Management Team**

**X. ECD Report**

**XI. Call to Board of Directors**

No comments at this time

**XII. Call to Audience**


No comments at this time

**XIII. Adjournment**

Meeting adjourned at 10:05 a.m. A motion was made by Mayor Abdullah Hammoud, seconded by Vice Chairperson Matthew Dietz.

Approved by:

Jackie Lovejoy, Secretary-Treasurer, WDDDA

  
\_\_\_\_\_ 4/21/22 ☺

Matthew Dietz, Vice-Chairperson/Interim Secretary-Treasurer, EDDDA

  
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