

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

April 21, 2022

8:00 – 9:30 AM

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

MINUTES

MEMBERS PRESENT

WEST DDA: Chairperson Sam Abbas, Vice Chairperson Mohammed Hider (joined 8:26 am), Secretary-Treasurer Jackie Lovejoy (joined via phone), Director Zaineb A. Hussein (joined 8:25 am), Director Jeff Lynch, Director Amanda Bright McClanahan, Director Karen Nigosian, and Director Audrey A. Ralko

EAST DDA: Chairperson Eric Woody, Vice Chairperson Matthew Dietz, Director Zaineb A. Hussein (joined 8:25 am), Director Jay P. Kruz, Director Amanda Bright McClanahan, and Director Kamal Turfah

MEMBERS ABSENT

WEST DDA: Mayor Abdullah Hammoud, Director Tahrik Alcodray, and Director Thomas L. Clark

EAST DDA: Mayor Abdullah Hammoud, Director Mustapha Hawily, and Director Hamzah Nasser

NON-MEMBERS PRESENT :

CITY OF DEARBORN: Licia Yangouyian (Legal), Moe Almaliky (Finance), Hassan Sheikh (ED), Massara Zwayen (Planning), Cristina Sheppard-Decius (DDDA), Janet Bloom (DDDA), Steve Deisler (DDDA), Jack Haman (DDA intern), Jordan Twardy (ED) (joined 9:15 am)

OTHERS: N/A

I. Call to Order

EDDDA Chairperson Eric Woody called the meeting to order at 8:10am

II. Roll Call

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

WDDDA Chairperson Sam Abbas called the roll for Board Members for West DDDA. A quorum was present.

III. Joint Meeting Chair for April 2022: Chairman Eric Woody

IV. Approval of Regular Meeting February 2022 Minutes & Special EDDDA March 2022 Minutes

A. Approval of Regular Meeting February 2022 Minutes:

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

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

B. Approval of Special EDDDA March 2022 Minutes:

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

V. Treasurer's Report

WDDDA: Moe Almaliky from Finance reviewed the financial statement dated March 31, 2022. Revenue to date totaled \$921,823. Total expenditures totaled \$463,576. 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 \$772,699.

EDDDA: Moe Almaliky from Finance reviewed the financial statement dated March 31, 2022. Revenue to date totaled \$849,552. Total expenditures totaled \$410,473. 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 \$372,010.

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) FYE2023 Budgets

The Manager of the DDDAs is required by Public Act 57 to prepare and submit an operation budget for the DDDAs to be approved each year and submit to City Council. The boards have reviewed a 3-year budget for FYE2023-25 as submitted by the Manager of the DDDAs. Due to the absence of Mayor Abdullah Hammoud Chairperson Eric Woody asked to table the budget resolutions until next meeting. It was shared that the DDDA budget review is slated for May 25, 2022.

The EDDDA and WDDDA approve tabling the FYE2023-25 budget approval, contingent on the May 25, 2022 review date, until the next Joint board meeting.

For EDDDA, motion to table was made by Director Kamal Turfah, and was seconded by Director Jay Kruz. A voice vote passed unanimously. Motion approved.

For WDDDA, motion to table was made by Director Karen Nigosian, and was seconded by Chairperson Sam Abbas. A voice vote passed unanimously. Motion approved.

b) Metromode

The EDDDA and WDDDA value and desire to increase communications, public relations, and marketing and media exposure for Downtown Dearborn.

Issue Media Group/Metromode provides economic development news stories and entrepreneurial engagement.

The 2022/2023 contract is \$14,000 from May 1, 2022 to April 30, 2023, with the funds to be split equally for EDDDA to pay \$7000 from account #297-6100-911-51-00 and the WDDDA to pay \$7000 from account #296-6100-91-51-00 and will consist of seven Streetview Instagram Stories during the year per district.

The Manager of the DDDAs is authorized to execute and sign the contract agreement on behalf of the EDDDA and WDDDA; subject to the review and approval by Corporation Counsel.

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

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

2. **EDDDA Actions Only**

a) Open Door Application: Baba's Grill, 13823 Michigan Ave.

The applicant and business owner, Firial Dabaja, of Baba's Grill plans to redesign the landscaping in front of the building located at 13823 Michigan Ave. in the EDDDA District.

The applicant has applied for Level I of the Open Door Dearborn grant program, requesting a grant of up to \$2,500 for design assistance services in order to develop landscape drawings for the improvements that can then be used to acquire three bids for future Level III grant funding.

The applicant has provided one quote for design services to create a landscape site plan with quantities and estimated costs from JVL Landscape LLC. totaled \$100.00.

At the March 23, 2022, regular meeting of the Design/EV Committee, the committee unanimously approved recommending to the EDDDA Board funding the applicant for a Level I Open Door Dearborn Grant in the amount up to \$2,500.00, to cover landscape design services and to follow all required EDDDA and City site plan design guidelines. It was motioned by Jackie Lovejoy and seconded by Mike Kirk; and roll call vote of support by three ayes: Jackie Lovejoy, Mike Kirk and Steve Horstman; and no nays.

The EDDDA awards a Level I grant up to \$2,500.00 from the Open Door Dearborn grant program from account #297-6100-911-34-90 to Baba's Grill, for design assistance, subject to review and approval of Corporation Counsel.

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

b) Open Door Application: Juee CafeKHYL, LLC 13736 Michigan Ave.

Layth Yaseen, KHYL LLC., Open Door Dearborn applicant, is the new owner of the former Peacock Cafe building at 13736/13732 Michigan Ave. The applicant purchased the building to renovate the main floor into a new restaurant and potential residential units on the second floor.

The applicant has applied for Level III of the Open Door Dearborn grant program in the amount of \$10,000 for facade window repair, removal of existing sign and surface renovation. The estimated total investment is \$30,000 with a proposed completion date of summer 2022.

Three required contractor quotes have been provided and include: USAF Construction for \$30,000, RA Realty Management LLC. for \$32,000 and AT Construction for \$23,500.

A meeting on March 23, 2022, was held by the Design/EV Committee in which the committee verified and approved the facade renovations based on available grant funds. The Open Door Grant is conditioned upon the following:

- 1) using a chemical cleaner and painting the facade instead of grinding;
- 2) replace all windows and enlarge the two lower windows to 24" above the sidewalk with clear glass; and
- 3) that the applicant submit and secures all required building and sign permits. The Design/EV Committee recommends to the EDDDA Board funding KHYL LLC. a Level III Grant (exterior construction) for improvements up to \$10,000 motioned by Mike Kirk and seconded by Jackie Lovejoy with the conditions; and roll call vote of support by three ayes: Jackie Lovejoy, Mike Kirk and Steve Horstman ; and no nays; so let it be

The EDDDA awards a Level III grant up to \$10,000 from the Open Door Dearborn Business Grant Program to Layth Yaseen, KHYL LLC, from account #297-6100-911-34-90, contingent on meeting requested conditions by Design/EV Committee; and subject to review and approval of Corporation Counsel.

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

c) Landscape & Maintenance Contract - Temporary Services

The East Dearborn Downtown Development Authority (EDDDA) wishes to advocate and promote a clean, safe and attractive downtown.

The previous Landscape and Maintenance provider, W H Canon, sold their company and the owner opted not to continue with the EDDDA contract slated to run April 1, 2022 to March 31, 2023.

Due to these exigent circumstances, Fairlane Grounds has committed to servicing the Landscape and Maintenance obligations in the EDDDA from April 10 to May 8, 2022.

The EDDDA has indicated the scope of work as the following:

- Litter Removal (5x a week for 4 weeks)
- Banner Install (1x Michigan Ave/Schaefer qty 74)
- Landscape and Maintenance of sidewalks, parking lots, planters, tree wells, City Hall Park including:
 - Spring Clean Up (1x)
 - Spring Annual Installation of 30 Planter Pots (1x)
 - Move/Relocate 18 Planter Pots
 - Grass Cutting - 1x/week starting no later than April 25
 - Weeding as needed

- Graffiti Removal as needed
- Spring Annuals Planting in raised tree planter beds along Michigan Ave.

For a total cost up to \$42,030 for the temporary contract period plus \$45/hour for graffiti removal as needed.

A portion of these funds will be expended under the Special Assessing District (SAD) fund which is payable by the Department of Public Works (DPW).

The EDDDA authorizes the temporary landscape and maintenance contract with Fairlane Grounds starting April 10, 2022-May 9, 2022, in an amount of \$42,030.

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 Vice Chairperson Matthew Dietz, and seconded by Director Kamal Turfah. A voice vote passed unanimously. Motion approved.

3. WDDDA Actions Only
a) None at this time

VII. Old Business

- A. Board Member Appointments
 Janet - working with Hala in the Mayor's office and the City Clerk department on updating current board member information. There is a packet available for board members to review in today's meeting to check the accuracy of the information. Cristina and Janet will create a best practices system for board member appointments and share to boards and administration.
- B. Bylaw Amendments
 Cristina - Need to get final Legal then review final version to bring for next month, if ready.
- C. EDDDA - City Hall Park Redesign
 Eric Woody asked to have a meeting set up to talk about next steps with redesign and the proposed grouping of three parks, which City Hall Park, will be included.
- D. WDDDA - Lot E Update
 Cristina - Ford Land fencing it to be removed by April 25.

VIII. Committee Reports

Design/EV Committee - Steve Deisler stated more Open Door grants are in the works and will move through DEV Committee then be brought to the board. District 12 (Trio Restaurant Group LLC) was awarded MEDC's Match on Main grant of \$25,000. Two other applied - Green Brain Comics and Haraz Coffee- but didn't make it in this round. More rounds will be coming. MEDC reached out to both businesses who didn't make it.

IX. DDDA Executive Management Team

Cristina - board attendance resolutions will be brought to next month's meeting. It was requested to provide a chart of both boards attendance records for review.

X. ECD Report

Jordan Twardy was welcomed to the meeting as the new Economic Development Director. He stated the name of the department is transitioning from Economic and Community Development to Economic Development. He looks forward to working with everyone and can be reached anytime to answer questions.

XI. Call to Board of Directors

Boards welcomed Ken Paris to today's board meeting. Matthew - a couple events to mention are the exhibition at Black Box. Sam - park design for West and how to tap into city funds and grants to help support. Sam also voiced his concern for the Homecoming event moving to Performing Arts Center and asked that both boards be in communication with the organizers of this year's event. Use of parking lots and shuttles in the downtowns was mentioned so DDDAs can help communicate information, as needed. Zaineb Hussein - the move has been communicated that it has been due to flooding issues. More details will be made available as planning continues.

XII. Call to Audience

No comments at this time

XIII. Adjournment


Meeting adjourned at 10:00 a.m. A motion was made by Vice Chairman Matthew Dietz, seconded by Director Jeff Lynch.

Approved by:

Jackie Lovejoy, Secretary-Treasurer, WDDDA

 5/19/22

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

 5/19/2022

