

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

August 20, 2020

Virtual Meeting via Zoom

<https://zoom.us/j/433224302?pwd=bmd2VzZBZ2l2WEY5eDUyVmVCQlQwQT09>

Meeting ID: 433 224 302

Password: 844577

One tap mobile

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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, Secretary-Treasurer Heidi Merino, Mayor Jack O'Reilly (joined 8:05am), Director Janice Cislo, Director Matthew Dietz (joined 8:05am), Director Mark Guido, Director Jay Kruz, Director Mary O'Bryan, Director Kamal Turfah (joined 8:30am), and Director Eric Woody.

WEST DDA : Chairperson Sam Abbas, Vice-Chairperson Mohammed Hider, Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly (joined 8:05am), Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams, and Director Audrey Ralko.

MEMBERS ABSENT

EAST DDA :

WEST DDA : Director Thomas L. Clark and Director Karen Nigosian

NON-MEMBERS PRESENT :

CITY OF DEARBORN : Jeff Watson (ECD), Licia Yangouyian (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 Chair Julia Kapilango called the meeting to order at 8:04 am.

II. Roll Call

Secretary-Treasurer Heidi Merino called the roll of Board Members for East.
EDDDA: A quorum was present.

Janet Bloom, Operations Manager for DDDAs, called roll of Board Members for West.
WDDDA: A quorum was present.

III. Joint Meeting Chair for August 2020: Chairperson Julia Kapilango

IV. Approval of the July 2020 Board Meeting Minutes

For EDDDA, the minutes from the Regular July 2020 Board meeting were presented for approval. It was moved by Director Dan Merritt and it was seconded by Director Mary O'Bryan. Roll call vote: Chairperson Julia Kapilango - yes, Vice Chairperson Dan Merritt - yes, Secretary-Treasurer Heidi Merino - yes, Mayor Jack O'Reilly - yes, Director Jan Cislo, Director Mark Guido - yes, Director Jay Kruz - yes, Director Mary O'Bryan- yes, and Director Eric Woody - yes. Motion passed and minutes were recorded and filed.

For EDDDA, the minutes from the Special Board meeting held July 27, 2020 were presented for approval. It was moved by Director Heidi Merino and it was seconded by Director Mark Guido. Roll call vote: Chairperson Julia Kapilango - yes, Vice Chairperson Dan Merritt - yes, Secretary-Treasurer Heidi Merino - yes, Mayor Jack O'Reilly - yes,

Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Jay Kruz - yes, Director Mary O'Bryan- yes, and Director Eric Woody - yes. Motion passed and minutes were recorded and filed.

For the WDDDA, the minutes from the Regular July 2020 Board meeting were presented for approval. It was moved by Director Jackie Lovejoy and it was 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 Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes, and Director Audrey Ralko - yes. Motion passed. The minutes were recorded and filed.

For the WDDDA, the minutes from the Special board meeting held July 27, 2020 were presented for approval. It was moved by Director Jackie Lovejoy and it was seconded by Director Mark Guido. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes, and Director Audrey Ralko - 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 July 31, 2020. Revenue to date totaled \$1885. Total expenditures totaled \$16,910. 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 \$697,987.

WDDDA: Moe Almaliky reviewed the financial statement dated July 31, 2020. Revenue to date totaled \$5,245. Total expenditures totaled \$42,752. 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 \$2,521,023.

Chairperson Julia Kapilango asked that the minutes show the Treasurer's Report as received and filed for EDDDA.

Chairperson Julia Kapilango unable to file WDDDA Treasurer's Report due to outstanding questions that Moe Almaliky will respond to after meeting.

VI. Action Items

A. Regular Action Items

1. Joint Board Actions

a) Michigan Main Street Select Level Application Letter of Intent

The DDDAs have fulfilled the requirements of the Associate level of the Michigan Main Street Program and wish to apply to become a Select level

Main Street community. The East and West Dearborn DDAs have a memorandum of understanding to work together towards the formation of an umbrella organization, Downtown Dearborn, Incorporated, which will allow further joint cooperation and management services across both downtown districts.

The East DDDA and West DDDA authorizes a Resolution of Support and agrees to fulfill the requirements of the Select level Michigan Main Street Program and authorizes the Manager of the DDDAs, Cristina Sheppard-Decius, to sign all related documents, subject to the review and approval by Corporation Counsel.

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

For WDDDA, motion to approve by Director Jackie Lovejoy; seconded by Chairperson Sam Abbas. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes, and Director Audrey Ralko - yes. Motion passed.

b) Vision Planning Printing

The EDDDA and WDDDA will be launching a Vision Planning project this Fall. Both districts recognize the need to obtain input from the community stakeholder, business owners, and residents alike. Printing costs associated with the Vision Planning project are \$150, to be split equally between East and West DDAs. The EDDDA authorizes to pay \$75 for printed material for the Vision Planning project from the General Marketing budget line item account # 297-6100-911-51-00. WDDDA authorizes to pay \$75 for printed material for the Vision Planning project from the General Marketing budget line item account # 296-6100-911-51-00, subject to the review and approval of Corporation Counsel.

For EDDDA, motion to approve by Director Dan Merritt, seconded by Director Kal Turfah. Roll call vote: Chairperson Julia Kapilango - yes, Vice Chairperson Dan Merritt - yes, Secretary-Treasurer Heidi Merino - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Jay Kruz - yes,

Director Mary O'Bryan- yes, and Director Eric Woody - yes. Motion passed.

For WDDDA, motion to approve by Mayor Jack O'Reilly; seconded by Chairperson Sam Abbas. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes, and Director Audrey Ralko - yes. Motion passed.

c) Movies in the Park Photography

The EDDDA and WDDDA recognize the need to build an inventory of photography that best demonstrates the culture, life and vibrancy of downtown. The DDDAs mutually agree to divide the costs for a photography to capture Movies in the Park one day at City Hall Park and one day at Wagner Place for a fee of \$375, to be split equally.

The EDDDA authorizes to pay \$187.50 from the photography budget account #297-6100-911-51-00 to vendor DeJuan McTaw, and EDDDA authorizes the Manager of the DDDAs to execute contracts, subject to the review and approval of Corporation Counsel.

The WDDDA authorizes to pay \$187.50 from the photography budget account #296-6100-911-51-00 to vendor DeJuan McTaw, and WDDDA authorizes the Manager of the DDDAs to execute contracts, subject to the review and approval of Corporation Counsel.

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

For WDDDA, motion to approve by Vice Chairperson Mohammed Hider; 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 Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes, and Director Audrey Ralko - yes. Motion passed.

d) Cleaning Services

The EDDDA and WDDDA boards requested at July 2020 Joint Board

meeting that the DDDAs office cleaning services be reviewed and obtain quotes for cost savings while maintaining the same cleanliness and level of sanitizing.

The EDDDA authorizes a six month contract with Services to Enhance Potential (STEP) in the amount not to exceed \$455 at at rate of \$17.50 per weekly cleaning from account #297-6100-911-34-90. The EDDDA authorizes the Manager of the DDDAs to execute contracts, subject to the review and approval of Corporation Counsel.

The WDDDA authorizes a six month contract with Services to Enhance Potential (STEP) in the amount not to exceed \$455 at at rate of \$17.50 per weekly cleaning from account #296-6100-911-34-90. The WDDDA authorizes the Manager of the DDDAs to execute contracts, subject to the review and approval of Corporation Counsel.

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

For WDDDA, motion to approve by Director Mark Guido; seconded by Director John McWilliams. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes, and Director Audrey Ralko - yes. Motion passed.

2. EDDDA Actions Only

a) Haraz Coffee - Open Door Dearborn Grant

Haraz Coffee, a proposed EDDDA start up, has applied for Level I and Level II funding under the Open Door Dearborn grant program. The quotes for the signage, as requested by the Design/EV Committee, has been received and reviewed.

At the August 5, 2020 special meeting of the Design/EV Committee, the committee approved recommending the EDDDA Board to fund Haraz Coffee for Level I sign at \$2500, motioned by Mark Guido and seconded by Jackie Lovejoy with the condition: 1) the applicant will modify the sign size to 3'x3' and place it above the front door facing Michigan Ave.

At the August 5, 2020 special meeting of the Design/EV Committee, the

committee approved recommending the EDDDA Board to fund Haraz Coffee for Level II grant in the amount up to \$5000, motioned by Mark Guido and seconded by Jackie Lovejoy with the condition: 1) the applicant provide a letter with supporting documentation on total renovation cost and one year of operating cost while also stating a commitment that applicant has the funds available to cover all construction costs and operating costs for the first year.

The EDDDA awards Haraz Coffee a Level I grant and a Level II grant up the \$7500 from the Open Dearborn grant program from account #297-6100-911-34-90.

For EDDDA, motion to approve by Director Kamal Turfah; seconded by Director Matthew Dietz. Roll call vote: Chairperson Julia Kapilango - yes, Vice Chairperson Dan Merritt - yes, Secretary-Treasurer Heidi Merino - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Jay Kruz - yes, Director Mary O'Bryan - yes, Director Kamal Turfah - yes, and Director Eric Woody - yes. Motion passed.

b) City Hall Park Redesign

EDDDA wishes to improve City Hall Park, located at 13615 Michigan Ave. The goal is to improve overall walkability and pedestrian connection as well as a safe and visually appealing location.

A competitive solicitation of proposals was conducted for developing a schematic redesign of City Hall Park and a construction budget.

Of the eight proposals received, the proposal recommended for awarding based on the City of Dearborn's Purchasing process is with Beckett & Raeder at a cost of \$18,000 plus the option of additional online survey for \$1750 and an additional perspective rendering at \$3500.

The EDDDA Board awards Beckett & Raeder for the City Hall Park Redesign project in the amount of \$18,000 plus the option of an additional online survey for \$1750 to be expended from account #297-6100-911-34-90; 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 by Director Heidi Merino; seconded by Director Eric Woody. Roll call vote: Chairperson Julia Kapilango - yes, Vice Chairperson Dan Merritt - yes, Secretary-Treasurer Heidi Merino - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director

Mark Guido - yes, Director Jay Kruz - yes, Director Mary O'Bryan- yes, Director Kamal Turfah - yes, and Director Eric Woody - yes. Motion passed.

3. WDDDA Board Actions

a) Bike Racks

A competitive bid for the purchase and installation of 2 on-street bike racks that add an additional function and design element to the district was solicited by the City of Dearborn on behalf of the WDDDA. The WDDDA awards Graber Manufacturing for the purchase and installation of 2 on-street bike racks, delineators and rubber bumpers in the amount of \$2,651.52, expending from account #296-6100-911-34-90. The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA with the selected vendor, subject to review and approval by Corporation Counsel.

For WDDDA, motion to approve by Vice Chairperson Mohammed Hider; seconded by Director Audrey Ralko. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes, and Director Audrey Ralko - yes. Motion passed.

b) Hanging Baskets for Connector Streets

The WDDDA secured via competitive bid 24 self-watering hanging baskets at 22" diameter size, of which Sybertech Waster was the lowest bidder. Fifteen more are needed for a Spring project as the connector streets of Mason, Howard and Monroe Streets are nearing completion.

City of Dearborn Purchasing was able to affirm vendor would hold price for the additional purchase, for \$131.50 each, for a total of \$1972.50, which is to be expended from account # 296-6100-911-62-42.

For WDDDA, motion to approve by Director Jackie Lovejoy; seconded by Director John McWilliams. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes, and Director Audrey Ralko - yes. Motion passed.

c) Budget Amendment for Library Lot Greenspace Conversion

The WDDDA wishes to convert the former parking lot at Bryant Library, 22100 Michigan Ave., to a pedestrian friendly greenspace.

Survey work, engineered drawings and construction costs are estimated at \$150,000 and are to be bid out for this project through the City of Dearborn with costing sharing of 50% by City of Dearborn, 25% by WDDDA, and 25% by the Dearborn Public Library.

The WDDDA authorizes amending its FYE2021 budget to include the 25% portion of the Bryant Library Greenspace in the amount of \$37,500 and presenting the budget amendment to City of Dearborn City Council for approval.

For WDDDA, motion to approve by Director John McWilliams; seconded by Secretary-Treasurer Jeff Lynch. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes, and Director Audrey Ralko - yes. Motion passed.

d) Social District Plan

The WDDDA wishes to establish a Social District, per Michigan Public Act 124 of 2020, allowing common areas where two or more contiguous licenses establishments could sell alcoholic beverages in special cups, following State of Michigan guidelines which require a license through MLLC with approval from City of Dearborn, as well as name City of Dearborn as additional insured on their policies and provide proof of coverage. Their is a \$250 application fee to state.

The WDDDA authorizes the Social District Plan and the designation of the Social District(s) be presented to the City of Dearborn City Council for approval.

For WDDDA, motion to approve by Director Jackie Lovejoy; seconded by Secretary-Treasurer Jeff Lynch. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes, and Director Audrey Ralko - yes. Motion passed.

e) Water & Sewer

The WDDDA is responsible for the water and sewer costs at the Wagner Deck at 22037 Michigan Ave. The City of Dearborn has estimated the following for the expense for water and sewer is \$2890 total for active months and \$300 total for inactive months, with a total estimated expenditure annually of \$3190 and will need to amend the budget to reflect those costs.

The WDDDA approves to amend the budget to include water and sewer charges at 22037 Michigan Ave. for the Wagner Parking Deck for FYE 2021 and approves to expend \$3190 for water and sewer charges at 22037 Michigan Ave. for the Wagner Parking Deck from account # 296-6100-911-41-75; subject to the review and approval by Corporation Counsel.

For WDDDA, motion to approve by Director Jackie Lovejoy; seconded by Secretary-Treasurer Jeff Lynch. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes, and Director Audrey Ralko - yes. Motion passed.

f) Fall Perennial Exchange

The Promotions Committee has recommended WDDDA to host Fall Perennial Exchange in Wagner Place. The anticipated expenditures of \$241.50 are for Beshara (100 posters) at \$91.50 and Bewick Publications (newspaper advertisement) at \$150.

The WDDDA obligates \$241.50 in expenditures for the Fall Perennial Exchange from Community Promotions Budget account #296-6100-51-00 for 2020, Manager of DDDAs is authorized to execute contracts on behalf of the WDDDA, subject to review and approval by Corporation Counsel.

For WDDDA, motion to approve by Director Audrey Ralko; seconded by Vice-Chairperson Mohammed Hider. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes, and Director Audrey Ralko - yes. Motion passed.

VII. Committee Reports

Committee minutes are in Supplemental Materials in digital board packet.

A. Promotion Committee - Jean Smith

Dearborn Farmers Market not as many vendors this year. East DDDA movie at City Hall Park had 42 attendees; West DDDA movie at Wagner Place had 54 attendees. The workload now is preparing for Fall events.

B. Design Committee - Cristina Sheppard-Decius

Reviewing areas for Open Dearborn Grant and outdoor dining. Steve Deisler

shared the Business Assistance Team (BAT) held the second Town Hall with many attending from the resource group, around 20, but businesses had little attendance. Presentation was recorded so that will be posted on website.

C. Bike Share - Steve Deisler

In process of developing RFP due to the need of a new service provider since Zagster no longer servicing Dearborn. The remaining Zagster bike racks were supposed to be picked up in June. If they continue to stay on property, they will be repurposed.

VIII. DDDA Executive Management Team & ECD Reports

A. DDDA Executive Management Team - Cristina Sheppard-Decius

The PR RFP review committee rated all the selections that came in. The top three companies will now go through an interview process with the review committee on August 24, 2020. A final selection will be announced once responses are tallied.

B. ECD Reports - Hassan Sheikh

Census is shutting down one month early on September 30, 2020. Dearborn holds at 71%. Wayne County at 64.1%, Michigan at 69%, National at 63.4%.

Field workers are out. If a business or individual can do a call to action, they can help out at the phone bank or by other means. Contact Hassan Sheikh for more information.

IX. Call to Board of Directors

Chairperson Mohammed Hider asked for code enforcement in areas where property owners and tenants are not maintaining their properties.

Director Jackie Lovejoy stated that The Taste of Dearborn will be rescheduled for next year.

X. Call to Audience

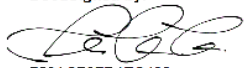
City Council member Leslie Herrick enjoyed the movie at Wagner Place and encourages everyone to social distance and to “mask up”.

XI. Adjournment

Motion to adjourn by Director Jackie Lovejoy, seconded by Chairperson Sam Abbas. Meeting adjourned at 9:35 am.

Approved by:

Heidi Merino, Secretary-Treasurer, EDDDA

DocuSigned by:

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Jeff Lynch, Secretary-Treasurer, WDDDA

Jeffrey Lynch
