

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

August 19, 2021

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 (arrived at 8:18 am), Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Thomas Clark, Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams, Director Karen Nigosian, and Director Audrey Ralko

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

MEMBERS ABSENT

WEST DDA: N/A

EAST DDA: N/A

NON-MEMBERS PRESENT :

CITY OF DEARBORN: Jeff Watson, Licia Yangouyian (Legal), Michael Kennedy (Finance), Sarah Cornett (Council Office), Cristina Sheppard-Decius (DDDA), Jean Smith (DDDA) Janet Bloom (DDDA), Helen Lambrix (DDDA), Cathleen Francois (DDDA), Steve Deisler (DDDA - via phone).

OTHERS: EmmaJean Woodyard (Dearborn Community Fund),
Sasha Corder (Padzieski Art Gallery)

I. Call to Order

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

II. Roll Call

EDDDA Secretary-Treasurer Matthew Dietz called the roll for Board Members for East. A quorum was present.

WDDDA Secretary-Treasurer Jeff Lynch called the roll for Board Members for West. A quorum was present.

III. Joint Meeting Chair for August 2021: Vice Chairperson Eric Woody

IV. Approval of Minutes

Joint Meeting - July 15, 2021

A. EDDDA - A motion to approve the minutes was made by Director Mark Guido, seconded by Director Jay Kruz. Voice vote passed unanimously. Motion passed. Minutes approved.

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

V. Treasurer's Report

EDDDA: Moe Almaliky from Finance reviewed the financial statement dated July 31, 2021. Revenue to date totaled \$16,385. Total expenditures totaled \$14,388. 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 \$503,114.

WDDDA: Moe Almaliky reviewed the financial statement dated July 31, 2021. Revenue to date totaled \$22,645. Total expenditures totaled \$9,227. 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 \$1,260,291.

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

VII. Action Item

A. Regular Action Items

1. Joint Board Actions

a) Attendance Waivers

The EDDDA and WDDDA board members have provided their reasons for absences for the 2021 calendar year for absence waiver consideration.

The following EDDDA Board Members have met the criteria for absence waivers for January 2021 to June 2021 monthly board meetings, excluding any special board meetings:

Eric Woody - June;
Janice Cislo - January and April;
Mark Guido - June;
Jay Kruz - February;

The following WDDDA Board Members have met the criteria for absence waivers for January 2021 to June 2021 monthly board meetings, excluding any special board meetings:

Sam Abbas - April and June;
Mohammed Hider - May;
Jeff Lynch - January;
Thomas Clark - April;
Karen Nigosian - February and May;
Audrey Ralko - June

The WDDDA agrees to approve the presented absence waivers and excuses the absences of Sam Abbas, Mohammed Hider, Jeff Lynch, Thomas Clark, Karen Nigosian, and Audrey Ralko, for monthly meetings conducted from January 2021 to June 2021.

The EDDDA agrees to approve the presented absence waivers and excuses the absences as indicated of Eric Woody, Janice Cislo, Mark Guido, and Jay Kruz, for monthly meetings conducted from January 2021 to June 2021.

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

For WDDDA, motion to approve was made by Chairperson Sam Abbas, seconded by Mayor Jack O'Reilly. A voice vote passed unanimously. Motion passed.

b) Purchase Policy

The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) have been working with the City of Dearborn Purchasing, Economic and Community Development, Accounting and Legal Departments towards a comprehensive Purchasing Policy for the Dearborn Downtown

Development Authorities to improve management efficiencies, project implementation and Board processes and oversight.

The Purchasing Policy defines all purchasing authorizations and processes for the WDDDA and EDDDA, including purchasing requirements, authorizations, solicitation, procurement process, local advantage, emergency purchases, and change order to contracts.

The Purchasing Policy defines an authorization threshold for purchases of \$10,000 and above to be approved by the EDDDA Board or WDDDA Board, based on district funds are expending from.

Budgeted purchases below \$10,000 shall be made by the Manager of the DDDAs without additional board approval following the Purchasing Policy.

The monthly financial report provided by the DDDA accountant and treasurer shall include a list of all monthly expenditures.

The boards requested that the policy include a file and receive stipulation for presented transactions.

For WDDDA, motion to approve was made by Vice-Chairperson Mohammed Hider, seconded by Chairperson Sam Abbas. A voice vote passed unanimously. Motion passed.

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

c) Brand Contract Amendment

The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) are preparing for Fall and Winter events, programming, marketing and promotions in the districts through the end of the calendar year to grow the economy and engage the community in redevelopment efforts.

These efforts will need marketing and promotional materials, which will require an amendment to the branding contract with Octane Design in an amount of \$25,000, to be split equally between EDDDA and WDDDA, so \$12,500 per district.

The EDDDA agrees to approve expenditures up to \$12,500 with Octane Design for additional marketing and promotional materials for Fall and Winter programming, expending from account #297-6100-911-51-00.

Note: original resolution stated \$25,000 for both EDDDA and WDDDA, not indicating a split in cost.

The WDDDA agrees to table the resolution until a list of assets can be provided to show what has been provided by Octane so far and what they plan for upcoming events.

For WDDDA, motion to table was made by Vice Chairperson Mohammed Hider, seconded by Director Karen Nigosian. A voice vote passed unanimously. Motion passed to table resolution.

For EDDDA, motion to approve original resolution indicating cost was \$25,000 (and not split) was made by Director Janice Cislo, seconded by Secretary-Treasurer Matthew Dietz. Director Mark Guido - no, rest ayes. Roll call vote: Director Woody - yes, Director Dietz - yes, Mayor O'Reilly - yes, Director Cislo - yes, Director Mark Guido - no, Director Kruz - yes, and Director Turfah - yes. Motion passed. Board determined they need to modify cost to correct. Second motion was presented to pay only up to \$12,500 for fee to Octane. Motioned by Director Janice Cislo, seconded by Secretary-Treasurer Matthew Dietz. A voice vote passed unanimously. Motion passed.

d) 2022 Event Schedule

The Promotions Committee has reviewed and offered the following events schedule for 2022 for board review and approval.

The EDDDA agrees to approve the following events and promotions: Morning Mix Facebook Live Sessions, Black History Month online Promotion, Dearborn Restaurant Week, Historic Preservation Month tour and promotion, Ramadan Pop Ups and promotions, Earth Day event and promotions, East Sidewalk Sale, Dearborn Jazz on the Ave., Dearborn Farmers & Artisans Market (East), Movies in the Park, Harmonize Dearborn: A Mosaic in Music, Christmas in July, Spring Perennial Exchange, Adopt a Tree Well, Pumpkin Carving, Trick or Treat, Small Business Saturday/Open House and Shop Small Week for the 2022 event season, which are funded by the Community Promotions Budget account # 297-6100-911-51-00.

The WDDDA agrees to approve the following events: Morning Mix Facebook Live Sessions, Black History Month online promotions, Dearborn Restaurant Week, Historic Preservation Month, Ramadan Pop Ups and promotions, Earth Day event and promotions, Ladies Night Out, Fall Perennial Exchange, Dearborn Farmers & Artisans Market, Kids Days, Movies in the Park, Friday Nite Music & Food Rallies, Tunes at

Noon, Christmas in July, Adopt a Tree Well, Pumpkin Carving, Trick or Treat, Small Business Saturday, and Shop Small Week for the 2022 event season, which are funded by the Community Promotions Budget account # 296-6100-911-51-00, except for Dearborn Farmers & Artisans Market with account #296-6110-911-34-90.

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

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

e) Event Portajohns Amendment

The EDDDA authorized an event schedule for Summer 2021 which includes the Music in the Park running from June 2nd to August 18th, 2021, Movies in the Park series, operating for two dates in the district, once in July and once in September, and a new event Silent Disco happening June 4 to September 24, 2021.

The WDDDA authorized an event schedule for Summer 2021 which included the Dearborn Farmers Market running from June 4th to September 24th, 2021, Movies in the Park series, operating for two dates in the district, once in June and once in August, and Tunes at Noon happening July 13 to August 17, 2021.

Due to Brendel's not having enough staff to deliver and maintain the remaining events, and additional quotes were at a higher rate, Purchasing has agreed to extend Scotty's Potties for the event season.

The EDDDA agrees to expend up to \$2610 to Scotty's Potties (Bob's Sanitation) to cover the EDDDA costs for the Music in the Park, Silent Disco, and Movies in the Park to be expended from #297-6100-911-51-00.

The WDDDA agrees to expend up to \$2610 to Scotty's Potties (Bob's Sanitation) portajohn provider to cover the WDDDA costs for the Dearborn Farmers Market, Tunes at Noon, and Movies in the Park to be expended from #296-6100-911-51-00 and #296-6110-911-34-90 for the Dearborn Farmers Market.

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

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

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

f) Payment Authorizations

The EDDDA & WDDDA would like to authorize payment for vendors previously approved by the board, but are currently not under contract, due to extenuating circumstances.

These vendors have completed the service and are due payment or they are currently in progress of agreed service and are due funds as work completes.

The EDDDA approves to authorize payment to the listed service Providers, which have been approved previously to expend from account #296-6100-911-51-00.

The WDDDA approves to authorize payment to the listed service providers, which have been approved previously to expend from account #296-6100-911-51-00 or account #296-6110-911-34-90 for Dearborn Farmers Market, as indicated.

Vendor	Purpose	Amount Paid	Amount Due	Account	District
Bruce Bailey	Sounds and Lights: Music in the Park Was 12 dates, cancelled 2, so 10 dates at \$249.84 each; dates (June 23, 30; July 7, 14, 21, 28; Aug. 4, 11, 18, 25) Cancelled for Sept. 1, 8 Total \$2,498.40 (originally \$2998)	\$1499	\$999.60	51-00	EDDDA
Bruce Bailey	Silent Disco - booking agent & sound and lights. 9 original dates. Cancelled two dates: Aug. 13 and Sept. 24. Total \$3,888.89 - Booking	Booking Agent: \$2500; Lights and Sound: \$1499	Booking: \$1388.89 Sounds & Lights: \$832.78	51-00	EDDDA

	(originally \$5,000) Total \$2,331.78 (originally \$2998) - sound/lights				
Soil 2 Science/Edible Wow	Dearborn Farmers Market - Edible Wow - digital website magazine - Aug-Dec	N/A	\$500	34-90	WDDDA
City Hop	Silent Disco headphone provider Dates: June 4, 18; July 2, 17, 30; Aug. 27; Sept. 10 (Aug. 13 and Sept. 24 cancelled); \$300 per date/\$300 donation per date (\$2100 total)	\$600	\$1500	51-00	EDDDA
Plan B/Frank Woods	Music in the Park Booking Agent (June 23, 30; July 7, 14, 21, 28; Aug. 4, 11, 18, 25; Sept. 1, 8) - \$9000 Total	\$4500	Two Installments of \$3,750 + Final Payment of \$750	51-00	EDDDA
CWO Farms	Community Garden coordinator and supplies plant material/weeding services(April 15-October 15)	\$250	\$750	51-00	EDDDA
Susan Marsh-Hatty	Tunes at Noon performer July 20 (replaced a same day cancellation)	N/A	\$400	51-00	WDDDA
PORTAJOHNS: Bob's Sanitation Service	DFM/ T@N/M@WP; 6/2-6/29	N/A	\$ 860	34-90 & 51-00	WDDDA
Bob's Sanitation Service	MIP/ SED/ M@CHP; 6/2-6/29	N/A	\$ 860	51-00	EDDDA
Bob's Sanitation Service	DFM/ T@N/M@WP; 6/30-7/26	N/A	\$ 500	34-90 & 51-00	WDDDA
Bob's Sanitation Service	MIP/ SED/ M@CHP; 6/30-7-26	N/A	\$ 500	51-00	EDDDA
Bob's Sanitation Service	DFM/ T@N/M@WP; 7/27-8/17	N/A	\$ 500	34-90 & 51-00	WDDDA
Bob's Sanitation Service	MIP/ SED/ M@CHP; 7/27-8/17	N/A	\$ 500	51-00	EDDDA
Bob's Sanitation Service	DFM/ T@N/M@WP; 8/18-9/14	N/A	\$ 500	34-90 & 51-00	WDDDA
Bob's Sanitation Service	MIP/ SED/ M@CHP; 8/18-9/14	N/A	\$ 500	51-00	EDDDA
Bob's Sanitation Service	DFM/ T@N/M@WP;	N/A	\$ 250	34-90 &	WDDDA

	9/15-9/24			51-00	
Bob's Sanitation Service	MIP/ SED/ M@CHP; 9/15-9/24	N/A	\$ 250	51-00	EDDDA

The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA & WDDDA for the listed service providers, subject to review and approval by Corporation Counsel.

****Motion for Executive Board to review and approve.

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

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

2. EDDDA Actions only

a) Rodent Remediation at Schaefer & Osborn

Three quotes for remediation services were obtained to address a rodent infestation at the corner of Schaefer and Osborn, in a landscape bed. Rose Pest Solutions provided the best baiting and remediation plan at a cost of \$265 which includes the initial treatment of rat burrows, follow up twice in first week, then one time a week for two weeks. Additional service Requests are \$65 per service in the following month. Rose Pest Solutions will inform if additional service is warranted after the initial thirty (30) day program.

Should any additional service calls be required to control pests covered by this agreement after treatment has been completed, they will be provided at no additional cost to the EDDDA for a period of thirty (30) days.

The EDDDA approves expenditures up to \$460, for the initial \$265 and three \$65 service calls, if needed, expending from EDDDA Account #297-6100-911-34-90.

The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA, subject to review and approval by Corporation Counsel.

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

b) Music at the Park Amendment

For the EDDDA Music in the Park, Bruce Bailey Entertainment, who provides sounds and lights, now due to extenuating circumstances, has booked elsewhere for September 1st and September 8th, so two quotes were obtained for lights and sounds for those dates, with KLA Laboratories Inc. being the lowest at \$1250, so \$625 per date. Also, Brendel's was removed from list since portajohns are a separate resolution, and staging was removed due to not using this season.

The EDDDA amends the budget and now obligates \$13,923.49 from the Community Promotions Budget #297-6100-911-51-00 to fund the event costs for the 2021 Music in the Park events; and

Also, the Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA with the companies listed below for Music in the Park, subject to review and approval by Corporation Counsel.

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

c) Executive Committee

The East DDDA Chairperson recently resigned. Board officer selection occurs in January. The EDDDA board approved to leave the current Chairperson seat open and allow Vice Chairperson Eric Woody and Secretary-Treasurer Matthew Dietz to continue in their current roles for the remainder of the term.

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

3. WDDDA Actions only

a) Zap! Art Final Selection

The Dearborn Community Fund and Padzieski Gallery propose collaborating with the WDDDA and its Farmers & Artisans Market on an art competition to turn utility boxes along W. Village Drive into pieces of art.

The competition will be opened in June to all artists to submit a design that will be reviewed and selected by the Selection Team and the Design/EV Committee, with final approval from the WDDDA Board.

The artists will be given a stipend of \$1000 each including art supplies. The date selected is September 10, 2021 to coincide with the Dearborn Farmers Market Community Day. The total sponsorship is \$3000 for three locations.

The Dearborn Community Fund and Padzieski Gallery will manage the project, and the WDDDA will also help support the project with social media and communications about the project.

The WDDDA approved the Zap Utility Box Art Competition and agreed to authorize up to \$3000, payable to Dearborn Community Fund, expending from account #296-6100-911-51-00.

The Design & Economic Vitality Committee, Dearborn Community Fund and Padzieski Gallery have selected the following three artists out of 24 submittals for the project: Shadia Derbyshire, Biz Drouillard, and Becca Simmons and the WDDDA approves the presented selection.

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

b) Dearborn Farmers Market Amendment

The WDDDA added Dearborn School of Music for 6/25/21 market entertainment for \$150, added Capitol Group for two over the street banners for \$1179, Jean Smith is to be reimbursed for Farmers Market Coalition membership of \$40, and Octane Design for marketing material of \$2082.50 and voice over for radio spot of \$450 for a total to Octane of \$2532.50.

1. The WDDDA authorizes the expenditure of the additional listed service providers for a total of \$18,610.06 for the Farmers & Artisans Market from the Farmers Market budget line item account #

296-6110-911-34-90 for 2021; and

2. The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA with the list of providers listed below for the Dearborn Farmers & Artisans Market, subject to review and approval by Corporation Counsel.

For WDDDA, motion to approve was made by Chairperson Sam Abbas, seconded by Vice-Chairperson Mohammed Hider. A voice vote passed unanimously. Motion passed.

c) Tunes at Noon Amendment

The WDDDA, the Tunes at Noon replace Jillian Govan who canceled day of performance with Susan Marsh-Hatty for same price of \$400. It was resolved to approve the same budget amount of \$1741.50 with the new performer; expending from account #296-6100-911-51-00.

For WDDDA, motion to approve was made by Vice Chairperson Mohammed Hider, seconded by Director Audrey Ralko . A voice vote passed unanimously. Motion passed.

VII. Old Business

Platform Dining - three in West; East - has one, need to get planters/ramp delivered for it.

Office Remediation - have temporary desks, new computers are in, waiting on Artspace to complete repairs to walls and deeper conversations on what that lease may or may not look like in the future.

City Hall Park Stormwater Redesign - Beckett and Raeder - design concepts are done and ready to meet with us so setting that up within next two weeks to get advisory committee together.

Mobility - Scooter Share - been meeting with Spin, subsidiary of Ford, looking to deploy 600 scooters. Bringing MOU sometime in September to city council. Hope to launch end of September.

EDDDA Landscape & Maintenance Schedule - meeting with W H Canon shortly to go over issues. Number of items to cover. Have been going back and forth on raised planters. Old perennials have been pulled out. Some were used in parking lot areas to help fill in. We'll see how many take and make it for next year. For new perennials in raised planters, we anticipate fall install. Smith Group developed concept plan - sun side and shade side. W H Canon, in order to do exact quote for materials, we need a design plan for each of those planters. Also some are on corners so that will need modification for safety.

DTE is scheduled to come out to test GFIs. They began scheduling that work last week.

WDDDA Landscape & Maintenance - working with previous provider for plant materials around Wagner to replace materials that have died off that falls within the plant warranty. Those will be replaced in the fall.

Lightpoles - In the WDDDA more have been knocked down due to vehicle accidents in the past week. They are the news ones. Will work to replace.

VIII. Committee Reports

Promotions Committee: Cathleen Francois introduced to Board, report on Music in the Park, Silent East Disco. Farewell to Jean Smith who is transitioning over to the Dearborn Chamber. Board members expressed their appreciation for her service. Helen Lambrix, the Social Media Mgr., will be working on print/marketing and promotional items that support the events.

Design/Economic Vitality Committee:

No updates.

Bike Share Committee:

No updates.

IX. DDDA Executive Management Team & ECD Reports

A. Development Report

Main Street Application completed. Main Street site visit scheduled for August 30th. Posters will be delivered to put in your windows.

X. Call to Board of Directors

Chairperson Sam Abbas: requesting to push on PMADS to review trip hazards in parking lots. Not asking for new resurface of lots but address trips hazards. Provide breakout of Octane contract, also provide details on Farmers Market in particular. Directed to Karen, the bridge was fixed by county. Director Karen Nigosian - Oakwood/Michigan - bike rack still in lane. Cristina responded that it has been requested to be removed.

XI. Call to Audience

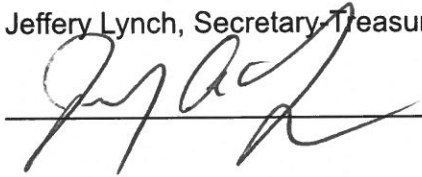
Emmajean Woodyard with Dearborn Community Fund and Sasha Corder with Padzieski Art Gallery invited boards and attendees to the mural dedication in EDDDA for the recently completed POP mural on the Blick building. It is the second mural they have done in EDDDA. The mural was supported by Ford and Kosch Foundation. The mural was done by nine, 14-18 year olds along with the supervision and guidance of Sunshine from Fishnet Studios. Dedication is on September 26 at 5 pm.

XII. Adjournment

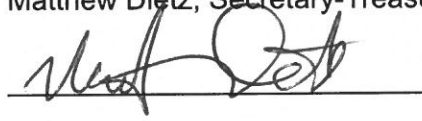
Meeting adjourned at 10:30am. A motion was made by Director Jeff Lynch, seconded by Jackie Lovejoy.

Approved by:

Jeffery Lynch, Secretary-Treasurer, WDDDA

 9-16-21

Matthew Dietz, Secretary-Treasurer, EDDDA

 9/16/2021
