

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

February 17, 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 (left 10:02am), Mayor Abdullah Hammoud (joined 8:30am), Director Thomas L. Clark, Director Zaineb A. Hussein, Director Jeff Lynch (via phone), Director Amanda Bright McClanahan, and Director Karen Nigosian.

EAST DDA: Chairperson Eric Woody, Vice Chairperson Matthew Dietz (joined 8:45am), Mayor Abdullah Hammoud (joined 8:30am), Director Janice B. Cislo, Director Mustapha Hawily, Director Zaineb A. Hussein, Director Jay P. Kruz (left 9:15am), Director Amanda Bright McClanahan, Director Hamzah Nasser and Director Kamal Turfah

**MEMBERS ABSENT**

WEST DDA: Secretary-Treasurer Jackie Lovejoy and Director Audrey A. Ralko

EAST DDA: N/A

**NON-MEMBERS PRESENT :**

CITY OF DEARBORN: Licia Yangouyian (Legal), Moe Almaliky (Finance), Hassan Sheikh (ECD), Alexa Salen (Council Office), Cristina Sheppard-Decius (DDDA), Janet Bloom (DDDA), Helen Lambrix (DDDA), Cathleen Francois (DDDA), Steve Deisler (DDDA).

OTHERS:

Dan Merritt (Green Brain Comics-EDDDA)

**I. Call to Order**

EDDDA Chairperson Eric Woody called the meeting to order at 8:15am

**II. Roll Call**

EDDDA Chairperson Eric Woody 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 February 2022: Chairman Eric Woody**

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

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

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

**V. Treasurer's Report**

WDDDA: Moe Almaliky from Finance reviewed the financial statement dated January 31, 2022. Revenue to date totaled \$900,023. Total expenditures totaled \$349,714. 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 \$669,902.

EDDDA: Moe Almaliky from Finance reviewed the financial statement dated January 31, 2022. Revenue to date totaled \$817,142. Total expenditures totaled \$316,380. 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 \$307,417.

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**

The EDDDA and WDDDA recognizes the need to maintain a safe and accessible downtown area with snow removal services.

The EDDDA authorized a budget of \$25,000 and the WDDDA authorized

a budget of \$36,500 for fye 2022. 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 services were sent for bid with Premium Lawn being awarded a term of one season starting November 2019-March 2020 with up to three, one-year renewals. The DDDAs authorized a one year renewal for the 2021/2022 season with Premium Lawn October 2021. The contractor declined proceeding with contract January 23, 2022.

Under exigent circumstances, Four Seasons was brought in to clear sidewalks and Frank's Nursery was brought in to plow parking lots. The current billing for EDDDA for Four Season's is \$12,060.16 and Frank's is \$5448 and for WDDDA for Four Season's is \$18,565 and Frank's at \$6725.75.

It was resolved that the Manager of the DDDAs is able to execute a contract of payment to Four Seasons and Frank's Nursery for snow removal services not to exceed \$25,000 in EDDDA and not to exceed \$36,500 in WDDDA, expending from account #296/297-6100-911-34-90.

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

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

**b) SmithGroup 2022 Design Service Plan via POW! Strategies**

As part of the DDDAs contract with POW! Strategies for Executive Management Services, SmithGroup can provide design services up to \$83,035 annually (January - December) split equally between the EDDDA and WDDDA.

Currently for the DDDAs there is \$62,533 remaining on Year 2 of the 2021 contract year plus another for Year 3 of the 2022 contract year for a total of \$145,568.

The DDDAs input on prioritizing projects that require design concepts and analysis is desired to set a workplan for 2022. A summary of proposed projects prepared by POW! Strategies and SmithGroup along with design costs was presented.

For EDDDA, approved was Vision Plan (up to \$10,000, split equally), GIS

Mapping (up to \$9,000, split equally) and Multi-modal pavement markings (up to \$30,000, split equally), and EDDDA Pedestrian Alley (\$30,000, EDDDA only).

For WDDDA, approved was Vision Plan (up to \$10,000, split equally), GIS Mapping (up to \$9,000, split equally) and Multi-modal pavement markings (up to \$30,000, split equally), and WDDDA South Connector Streetscape (\$30,000, WDDDA only).

For EDDDA, motion to approve was made by Vice Chairperson Matthew Dietz, and was seconded by Director Janice Cislo. A voice vote passed unanimously. Motion approved.

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

### **c) Absence Waivers**

The East Dearborn Downtown Development Authority (EDDDA) and the West Dearborn Downtown Development Authority (WDDDA) recognize the benefit of engaged board members with consistent attendance at monthly board meetings.

The following EDDDA and WDDDA board members have provided their reasons for absences for recent board meetings.

West: Sam Abbas, November 2021 and January 2022; Audrey Ralko, November 2021

East: Kamal Turfah, January 2022

The EDDDA and WDDDA agree to approve the presented absence waivers and excuse the absences.

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

For WDDDA, motion to approve was made by Vice Chairperson Mohammed Hider, and was seconded by Mayor Abdullah Hammoud. A voice vote passed unanimously. Motion approved.

## **2. EDDDA Actions Only**

### **a) Mosaic: Music on Michigan Ave. Concept**

The East Dearborn Downtown Development Authority (EDDDA) recognizes the benefit of Marketing and Promoting businesses and activities in the District.

The EDDDA shall expend Tax Increment Financing (TIF) pursuant to the EDDDA Development and TIF Plan, Section (2) (e) B) District Marketing, Promotion, Recruitment, Support of Arts and Cultural Programs for programs that sustain and increase business activity within the district.

The music concert series concept proposal is to change from twelve (12) weeks to ten (10) weeks that will replace Jazz on the Ave with the goal to bring visitors to the District, promote diversity of the district through entertainment and increase local community engagement and business development.

The EDDDA budgeted a total of \$73,162 for Jazz on the Ave and Music in the Park for FYE2022 and FYE2023 (2022 event season), and it is recommended to utilize the funds from those budgeted events to replace the new music concert series concept.

A budget of \$69,220 is proposed for the 2022 music concert series, which would include entertainment, advertising, marketing and equipment rental.

It was resolved that the EDDDA tables this resolution to allow time to research further style of music and community needs for this new music series concept as presented to replace Jazz on the Ave and Music in the Park/Harmonize Dearborn.

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

**3. WDDDA Actions Only**  
**a) None at this time**

***Chairperson Eric Woody requested that due to time, if anyone had any pressing comments for items VII. to X. they were welcome to share.***

**VII. Old Business**

- A. Downtown Market Data  
Steve D. - looking at expanding scope so it engages data citywide. Will plan to get more quotes.
- B. Igloos/Platforms
- C. Social District Common Area Boundaries
- D. Event Goals & Participation Fee/Policy Development  
Sam asked for review of events to see which have 50% expense coverage by sponsorship. For those that don't, board needs to review to see if event



continues or if event was recently launched, allow it time to build.

**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 10:10 a.m. A motion was made by Mayor Abdullah Hammoud, seconded by Vice Chairperson Matthew Dietz.

Approved by:

Jackie Lovejoy, Secretary-Treasurer, WDDDA

A handwritten signature in black ink, appearing to be 'Jackie Lovejoy', written over a horizontal line. The signature is cursive and includes a small flourish at the end.

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

A handwritten signature in black ink, appearing to be 'Matthew Dietz', written over a horizontal line. The signature is cursive and includes a large loop at the end.