

CITY OF DEARBORN
EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (EDDDA)
WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (WDDDA)
REGULARLY SCHEDULED JOINT BOARD MEETING
January 16, 2020
DEARBORN ADMINISTRATIVE CENTER
MINUTES

MEMBERS PRESENT

EAST DDA : Vice Chairperson Dan Merritt, Secretary-Treasurer Jay P. Kruz, Mayor Jack O'Reilly, Director Mark Guido, Director Julia Kapilango, Director Judith A. McNeeley and Director Kamal Turfah

WEST DDA : Chairperson Sam Abbas, Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Thomas L. Clark, Director Mark Guido, Director Mohammed Hider, Director Jackie Lovejoy (8:20am), and Director John L. McWilliams (8:08am; left 9:30am) and Director Karen Nigosian

MEMBERS ABSENT

EAST DDA : Director Janice B. Cislo and Director Mary O'Bryan

WEST DDA : Director Audrey Ralko

NON-MEMBERS PRESENT :

CITY OF DEARBORN : Jeff Watson (ECD), Licia Yangouyian (Legal), Moe Almaliky (Finance), Laura Freeman(Council), Hassan Sheikh (ECD), Cristina Sheppard-Decius (DDDA), Jean Smith (DDDA) and Janet Bloom (DDDA)

OTHERS : N/A

I. Call to Order

Joint DDDA Chair Sam Abbas called the meeting to order at 8:06 am.

II. Roll Call

Secretary/Treasurer Jay P. Kruz called the roll of Board Members for East.
Secretary/Treasurer Jeff Lynch called the roll of Board members for West.
EDDDA: A quorum was present.

WDDDA: A quorum was present.

III. Joint Meeting Chair for December 2019: Chairman Sam Abbas

IV. Approval of the December 2019 Meeting Minutes

The minutes from the December 2019 Board meeting were presented for approval. It was moved by Mayor Jack O'Reilly and supported by Director Thomas Clark to approve the minutes as presented. The minutes were recorded and filed.

V. Treasurer's Report

A. Receive & File Report

EDDDA: Moe Almaliky from Finance reviewed the financial statement dated December 31, 2019. Revenue to date totaled \$669,503. Total expenditures totaled \$272,205. The current cash position equals \$1,386,190 and it is estimated the EDDDA's cash position at the end of the fiscal year would be \$690,664.

Vice-Chairperson Dan Merritt asked that the minutes show the Treasurer's Report as received and filed.

WDDDA: Moe Almaliky reviewed the financial statement dated December 31, 2019. Revenue to date totaled \$642,356. Total expenditures totaled \$314,081. The current cash position equals \$1,140,066 and it is estimated the WDDDA's cash position at the end of the fiscal year will be \$848,319.

Chairman Sam Abbas asked that the minutes show the Treasurer's Report as received and filed.

Director Mark Guido asked that Accounting provide information on why FY2020 property tax capture shows a large variance from Amended vs. Actual for both EDDDA and WDDDA.

VI. Action Items

A. WDDDA Board Actions

1. Reimbursement for Bistro Table/Chair locks and cables

In order to secure the recently purchased bistro tables and chairs, Janet Bloom, Operations Manager, purchased locks and cables so they could be locked up each night in the Wagner Park area. Reimbursement to Janet Bloom for \$153.09, payable from account #296-6100-911-51-00. For WDDDA, motion to approve by Director Jeff Lynch; seconded by Director Thomas Clark. A voice vote passed unanimously.

2. Reimbursement for Fall Perennial Exchange supplies

Janet Bloom, Operations Manager, purchased additional supplies for Fall Perennial Exchange for a cost of \$8.25. The WDDDA agrees to expend an additional \$8.25 from account #296-6100-911-51-00. For WDDDA, motion to approve by Director Jeff Lynch; seconded by Director Mark Guido. A voice vote passed unanimously.

3. Powder Coating of Trash Receptacles & Benches

The WDDDA has three benches and five trash cans that are currently stored at the DPW yard that need to be powder coated in black so they can be reintegrated into WDDDA district. The WDDDA awards the competitively solicited sole bid received by CMP Acquisitions, LLC dba Detroit Architectural Metal for the total cost of \$1325, from account #296-6100-911-34-90. For WDDDA, motion to approve by Mayor Jack O'Reilly; seconded by Director Dan Merritt. A voice vote passed unanimously.

B. EDDDA Actions Only

1. Open Door Dearborn Grant Application: Alderwish CPA

Alderwish CPA firm, an EDDDA district business, has applied for funding of \$2500 to support their installation of new business signage at 14224 Michigan Ave. through the Open Door Dearborn Business Incentives Program. Stipulations were added to the resolution to have powerwashing complete on the outside of the building by May 1, 2020 and signage was approved at \$1500 for grant. For EDDDA, motion to approve by Director Kamal Turfah; seconded by Mayor Jack O'Reilly. A voice vote passed unanimously.

C. Joint Board Actions

1. Comcast Reimbursement

Janet Bloom, Operations Manager, covered the cost of two bill cycles until bills could be pulled off online for payment purposes. The total cost was \$411.59 paid over the phone with personal credit cards to Comcast. This cost will be split equally between WDDDA and EDDDA. The WDDDA authorizes reimbursing Janet Bloom for \$205.80 from account #296-6100-911-53-00. The EDDDA authorizes reimbursing Janet Bloom for \$205.80 from account #297-6100-911-53-00. For EDDDA, motion to approve by Director Kamal Turfah; seconded by Director Julia Kapilango. A voice vote passed unanimously. For WDDDA, motion to approve by Director Jackie Lovejoy; seconded by Director Mark Guido. A voice vote passed unanimously.

2. Winterfest & Open House Amendments

Winterfest held in December added an additional vendor of Malko Media for vinyl banner decals for \$53.00, to be split equally with EDDDA and WDDDA. An additional amount of \$50 was requested for Got You Covered photography for onsite photography, Santa photos, and an onsite customer photo experience for WDDDA. WDDDA authorizes the expenditure from account #296-6100-911-51-00. EDDDA authorizes additional expenditures to Top Dog for \$150 for 2018 catering, which invoice was never received, \$400 to Henry Ford Music for Jazz Trio and Choristers, \$86 fro Jay Kruz for supplies, and additional equipment fee for Artspace at \$37, and \$26.50 for Malko Media for vinyl banner decals. The EDDDA authorizes expenditure totalling \$849.50 from account #297-6100-911-51-00. For EDDDA, motion to approve by Director Kamal Turfah; seconded by Director Mark Guido. A voice vote passed unanimously. For WDDDA, motion to approve by Mayor Jack O'Reilly; seconded by Director Jackie Lovejoy. A voice vote passed unanimously.

3. Dearborn Restaurant Week

The WDDDA and EDDDA Promotions Committee is coordinating the fourth annual Dearborn Restaurant Week for March 20-29, 2020. The WDDDA and EDDDA authorizes expenditures for the following service providers, which are to be split equally: Vendor (TBD)- social media influencers at \$2000; Vendor (TBD) - radio promotions at \$19,000; Times Herald - newspaper ads at \$600; Vendor (TBD) - billboards at \$6000; Essential IT -website design and programming at \$1000; Beshara - menu printing at \$1500; Beshara - banners at \$150; Beshara - foam core poster boards at \$150; Beshara - posters at \$100, Facebook -social media advertising at \$2500; and Vendor (TBD) - photography at \$500. WDDDA authorizes expenditures from account #296-6100-911-51-00. The EDDDA authorizes expenditures from account #297-6100-911-51-00.

For EDDDA, motion to approve by Director Jay Kruz; seconded by Director Judith McNeeley. A voice vote passed unanimously. For WDDDA, motion to approve

by

Director Jackie Lovejoy; seconded by Director Thomas Clark. A voice vote passed unanimously.

4. The Henry Ford Advertising

The Henry Ford offers a partnership benefit package that includes advertising in two editions of the THF Magazine, pre-show slides on the Giant Screen for 12 months, placement and links on the THF webpage, recognition in the THF eNews and opportunities to distribute the downtown promotional materials at the THF and additional event tie-ins. The WDDDA approves \$5600 for the 2020 marketing program with the Henry Ford utilizing account #296-6100-911-51-00. The EDDDA approves \$5600 for the 2020 marketing program with the Henry Ford utilizing account #297-6100-911-51-00.

For EDDDA, motion to approve by Director Julia Kapilango; seconded by Director Jay Kruz. A voice vote passed unanimously. For WDDDA, motion to approve by Mayor Jack O'Reilly; seconded by Director Jackie Lovejoy. A voice vote passed unanimously.

5. Michigan Downtown Association & National Main Street Center Annual Memberships

The WDDDA and EDDDA Board of Directors follows the Main Street Approach to revitalizing downtowns and downtown management and supports continuing memberships with Michigan Downtown Association and National Main Street Center. The annual membership with the National Main Street Center is \$350 as a designated member, and Michigan Downtown Association is \$575 based on the size of the community. The WDDDA approves an amount not to exceed \$462.50 for its joint membership portion with the EDDDA for both programs, and EDDDA approves an amount not to exceed \$462.50 for its joint membership portion with the WDDDA, utilizing account #296-6100-911-65-00 for WDDDA and account #297-6100-911-65-00 for EDDDA. For EDDDA, motion to approve by Director Julia Kapilango ; seconded by Mayor Jack O'Reilly. A majority voice vote passed resolution. For WDDDA, motion to

approve by Director Jackie Lovejoy; seconded by Director Mark Guido. A voice vote passed unanimously.

6. Main Street Conference

The WDDDA and EDDDA encourage volunteers, board members and staff to attend trainings and conferences that educate the practice of the Main Street Approach. The National Main NOW Conference is May 18-May 20, 2020 in Dallas, TX. The WDDDA and EDDDA will each send one board member to attend. The WDDDA approves allocating \$2000 for one board member's travel, lodging, and expense to account #296-6100-911-58-10. The EDDDA approves allocating \$2000 for one board member's travel, lodging, and expense to account #297-6100-911-58-10. The WDDDA is sending Director Jackie Lovejoy and the EDDDA is sending Director Julia Kapilango. For EDDDA, motion to approve by Director Julia Kapilango; seconded by Director Mark Guido. A majority voice vote passed the resolution. For WDDDA, motion to approve by Director Thomas Clark; seconded by Mayor Jack O'Reilly. A voice vote passed unanimously.

7. Election of Officers

Director Mark Guido, representing the 2020 Board Selection Committee, offered a slate of officers for consideration for WDDDA board positions: Chairperson - Sam Abbas, Vice-Chairperson - Mohammed Hider, and Treasury-Secretary - Jeff Lynch. For WDDDA the floor was opened for nominations, hearing none, Mayor Jack O'Reilly moved to close nominations, seconded by Director Tom Clark. The WDDDA then voted on the slate of officers for the WDDDA board and approved those presented. For WDDDA, motion to approve by Director Jackie Lovejoy, seconded by Director Thomas Clark.

Director Mark Guido, representing the 2020 Board Selection Committee, asked to have the EDDDA slate of officers consideration tabled until next month, citing a recent resignation of EDDDA chair and no one expressing interest to fill those roles currently. Director Dan Merritt will continue in his role as Vice-Chairperson, still handling Chair duties, as will Director Jay Kruz continue in his role as Secretary-Treasurer. For EDDDA, motion to approve by Mayor Jack O'Reilly; seconded by Director Kal Turfah. A majority voice vote passed the resolution. For WDDDA, motion to approve by Director Jackie Lovejoy; seconded by Director Thomas Clark. A voice vote passed unanimously.

VII. Committee Reports

Cristina Sheppard-Decius stated that no Design/EV Committee meeting was held in December due to meeting timing. Promotions Committee - Black History Month activities are planned and DDDAs will be supporting promotion. Executive Committee - the Branding Team will be holding community and one-on-one sessions between February 12-14. Also, budget review is slated to begin with Executive Committee. Also, the City will be working on Vision Planning in the next few months. Committee minutes are in Supplemental Materials in digital board packet.

VIII. DDDA Executive Management Team & ECD Reports

Director Jeff Watson stated RFP is out on Brady site for redevelopment, located at corner of Brady and Michigan Ave. There is a request to push out link to the bid. MITN is now bidnet.com so requested if MDA could push out link, and also asked for link to be posted on downtowndearborn.org site and City of Dearborn site. He also stated there will be changes to performance metrics for POW! Strategies, Inc., two corridors and the two DDDAs and would bring that to the boards.

IX. Call to Board of Directors

Director Karen Nigosian asked how to get compliance on those businesses not using grease traps properly. She continued that DTE trucks block her business driveway and asked how to address. Cristina Sheppard-Decius said to contact police. Karen also asked that Huntington Bank parking lot be reviewed for code enforcement regarding trash. She also mentioned sidewalks that needed to be addressed in the West DDDA. Cristina will reach out to appropriate parties to address.

Hassan Sheikh reminded group to push for Census participation. One person equals to \$1800 for 10 years. Mayor Jack O'Reilly stated that it could also impact representation in Washington, D.C.

Sam asked to have Tanner Friedmann engaged to help market the Census. Cristina requested Census images and materials.

Director Julia Kapilango stated 2020 Artspace calendar is out and asked Janet Bloom to forward to boards. She also stated area behind AANM needs addressing for trash, leaves and debris. Cristina will review with WH Canon and talked about increasing pickup times. Julia asked for branding dearborn website to have logos other than EPS files.

Director Judith McNeeley stated that at the DIA the rack cards on display were the old versions so they need to be updated.

X. Call to Audience

No comments.

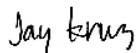
XI. Adjournment

Director Jackie Lovejoy motioned to adjourn. Seconded by Secretary-Treasurer Jeff Lynch.

Meeting adjourned at 10:05 am

Approved by:

Jay P. Kruz, Secretary-Treasurer, EDDDA



Jeff Lynch, Secretary-Treasurer, WDDDA

Jeffrey Lynch
