

CITY OF DEARBORN
EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (EDDDA)
WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (WDDDA)
REGULARLY SCHEDULED JOINT BOARD MEETING
July 18, 2019
DEARBORN ADMINISTRATIVE CENTER
MINUTES

MEMBERS PRESENT

EAST DDA : Chairperson Scott Saionz, Vice Chairperson Dan Merritt, Secretary-Treasurer Jay P. Kruz, Director Janice B. Cislo, Director Mark Guido, Director Julia Kapilango, Director Mary O'Bryan, Mayor Jack O'Reilly, Director Kamal Turfah

WEST DDA : Chairperson Sam Abbas, Vice Chairperson James M. Jernigan, Director Thomas L. Clark, Director Mark Guido, Director Mohammed Hider, Director Jackie Lovejoy, Director John L. McWilliams, Director Karen Nigosian, Mayor Jack O'Reilly

MEMBERS ABSENT

EAST DDA : Director Judith A. McNeeley

WEST DDA : Director Audrey Ralko

NON-MEMBERS PRESENT :

CITY OF DEARBORN : Bill Irving (Legal), Maria Buffone (Finance), Jeff Watson (ECD), Sarah Cornett (Council), Cristina Sheppard-Decius(DDDA), Janet Bloom (DDDA)

OTHERS : N/A

I. Call to Order

Joint DDDA Chair Scott Saionz called the meeting to order at 8:03 am.

II. Roll Call

Vice Chairperson James M. Jernigan called the roll of Board members for West. Secretary/Treasurer Jay P. Kruz called the roll of Board Members for East.

WDDDA: A quorum was present.

EDDDA: A quorum was present.

III. Joint Meeting Chair for July 2019: Chairman Scott Saionz

IV. WDDDA Secretary/Treasurer Appointment & Nominations

The WDDDA Board has a vacancy on the Executive Committee. The position of Secretary/Treasurer is currently open. WDDDA Board Members interested in running for the position need to notify Chair Sam Abbas or Executive Director Cristina Sheppard-Decius. In the interim, motion was made by Director Mark Guido to appoint James Jernigan to the position of Acting Secretary/Treasurer for the July 2019 Board Meeting. Motion was seconded by Director Tom Clark. Approved by all. No dissenting votes.

V. Approval of the June 2019 Meeting Minutes

EDDDA: The minutes from the June 2019 Board meeting were presented for approval. It was moved by Vice-Chairperson Dan Merritt and supported by Director Jan Cislo to approve the minutes as presented. A voice vote unanimously approved.

WDDDA: The minutes from the June 2019 Board meeting were presented for approval. It was moved by Director Karen Nigosian and supported by Director John McWilliams to approve the minutes as presented. A voice vote unanimously approved.

VI. Treasurer's Report

A. Receive & File Report

EDDDA: Maria Buffone from Finance reviewed the financial statement dated June 30, 2019. Revenue to date totaled \$823,417. Total expenditures totaled \$926,821. The current cash position equals \$1,099,982 and it is estimated the EDDDA's cash position at the end of the fiscal year would be \$578,027.

Chairman Scott Saionz asked that the minutes show the Treasurer's Report as received and filed.

WDDDA: Maria Buffone from Finance reviewed the financial statement dated June 30, 2019. Revenue to date totaled \$982,915. Total expenditures totaled \$786,147. The current cash position equals \$917,897 and it is estimated the WDDDA's cash position at the end of the fiscal year will be \$535,799.

Chairman Scott Saionz asked that the minutes show the Treasurer's Report as received and filed.

VII. Action Items

A. WDDDA Actions Only

1. Farmers Market Vendor Agreement

Resolution introduced to modify service provider information for Farmers Market. Insurance increase of \$690 for Nickel & Saph, original only noted estimated costs.

Added in up to \$500 reimbursement for food tasting materials for POP Club and cooking demos to Jean Smith. For WDDDA, Director Mark Guido motioned to approve; seconded by Director James Jernigan. A voice vote passed unanimously.

2. Fund Reallocation for Fairlane Grounds

Resolution to do a budget reallocation for FYE 2019 in order to pay Fairlane Grounds for services rendered in May 2019. The reallocation is \$9,452 moving funds from account ending 62-40 (plant materials) to account ending 34-90 (contractual). For WDDDA, Director Jackie Lovejoy motioned to approve; seconded by Director Mohammed Hider. A voice vote passed unanimously.

B. EDDDA Actions Only

1. AANM JAM3A Festival Letter of Support

Resolution to support a new Arab American National Museum music, food and art event August of 2020. The AANM is pursuing a NEA Our Town grant to help fund the event and have asked the EDDDA to commit to promotion, support, logistic coordination, use of established equipment, and provide a letter of support by deadline of grant August 15, 2019. For EDDDA, Director Dan Merritt motioned to approve; seconded by Director Karen Nigosian. A voice vote passed unanimously.

2. Fund Reallocation for WH Canon

Resolution for a budget reallocation for FYE2019 to pay WH Canon for services rendered May and June 2019. Cause of reallocation is due to payments for FYE 2018 were made in FYE 2019, shorting the budget. The reallocations of \$6,455 is moving from line item for contract services to landscape materials. Other adjustments were made in account 34-90 to cover costs of \$10, 012. For EDDDA, Dan Merritt motioned to approve; seconded by Director Jan Cislo. A voice vote passed unanimously.

3. Music in the Park Vendor Amendment

Resolution to modify sound vendor at Music in the Park to reflect a reduction in cost for service. Vendor was changed from KLA Labs to Lion Sound (Kent Knight). Final cost is \$1000. For EDDDA, Dan Merritt motioned to approve; seconded by Director Jay Kruz. A voice vote passed unanimously; Mary O'Bryan recused herself from the vote.

4. Jazz on the Ave. Vendor Amendment

Resolution to modify service providers for Jazz on the Ave for FYE 2020. These do not alter the overall budget for Jazz on the Ave. Modifications for Malkomedia for \$800 for event parking directional signs (qty. 2) and Michigan Ave. banner patches (qty. 52). For EDDDA, Mayor Jack O'Reilly motioned to approve; seconded by Director Dan Merritt. A voice vote passed unanimously.

VIII. Adjourn Special Meeting

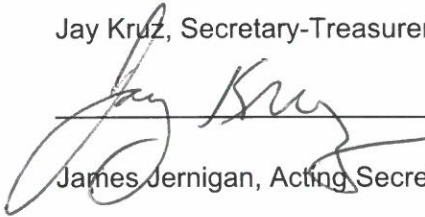
For EDDDA, Director Dan Merritt motioned to approve; seconded by Director Mark Guido. A voice vote passed unanimously.

For WDDDA, Director Jackie Lovejoy motioned to approve; seconded by Director James Jernigan. A voice vote passed unanimously.

Meeting adjourned at 9:30am

Approved by:

Jay Kruz, Secretary-Treasurer, EDDDA



James Jernigan, Acting Secretary-Treasurer for July 2019 meeting, WDDDA