

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

July 15, 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 (joined 8:05 am), Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Thomas Clark, Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams, and Director Audrey Ralko (left at 9:40 am)

EAST DDA: Chairperson Julia Kapilango (called in from Orlando, Orange County, FL), Vice-Chairperson Eric Woody (joined 8:15 am), Secretary-Treasurer Matthew Dietz, Mayor Jack O'Reilly, Director Janice Cislo, Director Mark Guido, and Director Kamal Turfah

**MEMBERS ABSENT**

WEST DDA: Director Karen Nigosian

EAST DDA: Director Jay Kruz and Director Heidi Merino

**NON-MEMBERS PRESENT :**

CITY OF DEARBORN: Hassan Sheikh (ECD), Licia Yangouyian (Legal), Michael Kennedy (Finance), Moe Almaliky (Finance), Zeinab Hachem (Council Office), Cristina Sheppard-Decius (DDDA), Jean Smith (DDDA) Janet Bloom (DDDA), Helen Lambrix (DDDA), Steve Deisler (DDDA)

OTHERS: Hamzah Nasser (EDDDA business owner)

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

**VIII. Action Item**

**A. Regular Action Items**

**1. Joint Board Actions**

**a) FYE 2022-24 Budget Adoption**

Section 28 of Public Act 197 of 1975 requires that the Directors of the both East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) prepare and submit an operating budget for each year. The EDDDA and WDDDA approved a 3-year budget for FYE2022-24 at the April 15, 2021 Joint DDDAs Board meeting, which then the City of Dearborn City Council approved and adopted the budget on June 15, 2021, as submitted by the EDDDA and WDDDA.

The EDDDA and WDDDA approve to adopt the FYE2022-24 budget as adopted by the City Council on June 15, 2021.

It is also resolved that unexpended FYE 2021 appropriations shall be carried forward for completion of EDDDA and WDDDA activities initiated by June 30, 2021.

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

For WDDDA, motion to approve was made by Mayor Jack O'Reilly, seconded by Director Thomas Clark. A voice vote passed unanimously. Motion passed.

**b) Promotions Co-Chair Appointment**

The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) appoint the committee members and chairpersons for the joint standing Downtown Dearborn Promotions Committee to lead community engagement in the events, marketing and promotions of Downtown Dearborn. Appointments to the standing committees shall be made annually or as vacancies arise to best maintain the standing committees. The former Chairperson, Sam Abbas, stepped down as Downtown Dearborn Promotions Chair to better focus on the WDDDA Board Chair position. The Promotions Committee recommended Matthew Dietz and Julia Kapilango of the EDDDA to Co-Chair the Downtown Dearborn Promotions Committee. The WDDDA and members in attendance from the EDDDA (no quorum obtained by EDDDA) discussed the need for balanced representation between

The WDDDA authorizes expenditures up to \$4500 for the computer units, to be split equally with EDDDA, expending up to \$2250 from WDDDA Account #296-6100-911-61-90, Non-Capital Equipment.

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

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

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

**d) Comcast Annual Advertising Plan**

The West Dearborn Downtown Development Authority (WDDDA) and the East Dearborn Development Authority (EDDDA) Board of Directors recognize the importance of promoting the districts' events and shopping and dining districts via TV, cable and streaming services. The Promotions Committee has reviewed and recommends to approve an annual Comcast advertising package so the message and brand of Downtown Dearborn runs majority of weeks annually; to engage businesses, residents and visitors alike to the shops and businesses and events of Downtown Dearborn.

The WDDDA authorizes expenditures up to \$20,000 for the Comcast annual advertising package, to be split equally with EDDDA, expending up to \$10,000 from from WDDDA Account #296-6100-911-51-00.

The EDDDA authorizes expenditures up to \$20,000 for the Comcast annual advertising package, to be split equally with WDDDA, expending up to \$10,000 from EDDDA Account #297-6100-911-51-00.

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

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

and interest on any Bonds as they become due, and the BRA pays such sums from its own funds or from the funds of the City, the BRA or the City, as appropriate, shall be entitled to be reimbursed from special assessments or other revenues to the extent available and from Tax Increment Revenues of the Authority as the same are received.

2. The Authority hereby acknowledges that the Bonds will be issued by the BRA in reliance upon the irrevocable pledge of the Authority to pay to the BRA from the Tax Increment Revenues generated by the Eligible Property in the amounts necessary to pay the principal of and interest on the Bonds.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution be and the same hereby are rescinded.
4. This Resolution shall be given immediate effect.

For EDDDA, motion to approve was made by Chairperson Julia Kapilango, seconded by Secretary-Treasurer Matthew Dietz. A voice vote passed unanimously. Motion passed

**b) Free Comic Book Day Sponsorship**

The East Dearborn Downtown Development Authority (EDDDA) recognizes hosting, creating and sponsoring special public and community events in East Dearborn Downtown as a means to reach the goals of increased traffic and commerce, which benefit its businesses and neighborhoods.

Green Brain Comics has invited the EDDDA to be a sponsor of its Free Comic Book Day on August 14, 2021, which offers marketing opportunities for the EDDDA.

The EDDDA authorizes an amount not to exceed \$1,000.00 from the Community Promotions General Marketing budget account #297-6100-911-51-00 in support of Green Brain Comics' Free Comic Book Day to be held August 14, 2021. The money provided by the EDDDA will be used to promote the EDDDA and the EDDDA will be listed as a sponsor in all materials.

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

**c) Tent/ Table Reimbursement**

The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) have been working on policies and procedures that will outline the expectations and demands of being an active and engaged board member for the Dearborn Downtown Development Authorities (DDDA). The Pledge of Commitment defines the roles, responsibilities and expectations of conduct for WDDDA Board members.

The WDDDA Board votes to table the adoption of the Pledge of Commitment, to be resolved after review and approval by Corporation Counsel.

For WDDDA, motion to table this appointment was made by Director Jackie Lovejoy, seconded by Director Audrey Ralko. A voice vote passed unanimously. Resolution tabled.

### **c) Social District Amendment**

Michigan Public Act 124 of 2020, Social Districts, was signed into law on July 1, 2020, enabling Michigan municipalities to establish Social Districts that allow for "common areas" where two or more contiguous licensed establishments (bars, distilleries, breweries, restaurants and tasting rooms) could sell alcoholic beverages in special designated plastic cups to be taken into the area for consumption.

The WDDDA goal is to establish areas of increased customer traffic and sales at established businesses with unique attractions. The West Dearborn Downtown Development Authority (WDDDA) wishes to establish a Social District as presented, following the guidelines provided by the State of Michigan.

The City of Dearborn City Council approved the Social District pilot project through September 30, 2021, at its February 9, 2021, meeting. Additional amenities and services will need to be acquired to maintain the Social District pilot project.

The WDDDA Board authorizes the expenditure of an additional \$65,000 for the amenities and services listed below from accounts # 296-6100-911-51-00 and #296-6100-911-34-90.

The Cup Store was the only vendor added for 10,000 cups for \$2500, from account # 296-6100-911-51-00 which would be given to participating restaurants to use in the social district.

The WDDDA Board authorizes the Manager of the DDDAs to execute necessary contracts in conjunction with the Social District program, subject to the review and approval of Corporation Counsel.

For WDDDA, motion to approve was made by Vice Chairperson Mohammed Hider, seconded by Director Jackie Lovejoy. A voice vote

Bike Share - working to get MOU together. Need to pull information on Zagster Co. and provide to Legal to see if a letter should go to investment co. or if it was a bankruptcy, how are we impacted.

**XI. DDDA Executive Management Team & ECD Reports**

- A. Development Report- reviewed monthly report of new development projects, opportunities, and new businesses coming soon into districts.
- B. Insurance Provider / City Relationship

**XII. Call to Board of Directors**

Julia Kapilango wanted to recognize those who supported and participated in Juneteenth.

Jackie Lovejoy: Had a good golf outing Friday. After Hours coming up as well as other events. Check out chamber website for all details.

**XIII. Call to Audience**

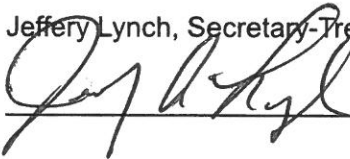
N/A

**IX. Adjournment**

Meeting adjourned at 10:03 am. A motion was made by Director Jackie Lovejoy, seconded by Director Mohammed Hider.


Approved by:

Jeffery Lynch, Secretary-Treasurer, WDDDA



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Matthew Dietz, Secretary-Treasurer, EDDDA



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