

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

July 21, 2022

PA 57 Meeting - 8 AM- 8:30AM/ Joint Board Meeting 8:30 AM – 9:30 AM

Dearborn Administrative Center – Council Chambers
16901 Michigan Avenue, Dearborn, MI, 48126

MINUTES

MEMBERS PRESENT

WEST DDA: Chairperson Sam Abbas, Secretary-Treasurer Jackie Lovejoy, Director Tahrik Alcodray, Director Thomas L. Clark, Director Zaineb A. Hussein (joined 8:19am), Director Jeff Lynch, Director Amanda Bright McClanahan (joined 8:16am), Director Devon O'Reilly, and Director Audrey A. Ralko

EAST DDA: Vice Chairperson Matthew Dietz, Director Zaineb A. Hussein (joined 8:19am), Director Khalil Dabaja, Director Jay P. Kruz, Director Amanda Bright McClanahan (joined 8:16am), Director Hamzah Nasser, and Director Kamal Turfah

MEMBERS ABSENT

WEST DDA: Vice Chairperson Mohammed Hider and Mayor Abdullah Hammoud

EAST DDA: Chairperson Eric Woody, Mayor Abdullah Hammoud, and Director Zo Olabi

NON-MEMBERS PRESENT :

CITY OF DEARBORN: Licia Yangouyian (Legal), Meryl McKeever (Finance), Massara Zwayen (Planning), Hassan Sheikh (ED), Jordan Twardy (ED), Steve Horstman (ED), City Council, Cristina Sheppard-Decius (DDDA), Cathleen Francois (DDDA), Helen Lambrix (DDDA), Janet Bloom (DDDA), Steve

Deisler (DDDA), Leslie Herrick (City Council) (joined 9:05am)

OTHERS: Steve Adelson (Steven Bernard Jewelers), Issam and Ahmad with Galata Sweets.

I. Call to Order

WDDDA Chairperson Sam Abbas called the meeting to order at 8:13am

II. Roll Call

WDDDA Secretary-Treasurer Jackie Lovejoy called the roll for Board Members for West DDDA. A quorum was present.

EDDDA Vice-Chairperson Matthew Dietz called the roll for Board Members for East DDDA. A quorum was present.

III. Joint Meeting Chair for July 2022: Chairman Sam Abbas

IV. PA57 Information Session #1-2022

1. PA57 Report - Cristina Sheppard-Decius
2. City Hall Park Redesign Concepts - Beckett & Raeder
3. Q&A - Director
4. Close PA57 Information Session at 8:51 am

V. Approval of Regular Meeting June 2022 Minutes

A. Approval of Regular Meeting June 2022 Minutes:

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

WDDDA - A motion to approve the minutes was made by Chairman Zaineb Hussein, seconded by Director Amanda Bright McClanahan. Voice vote passed unanimously. Motion passed. Minutes approved.

VI. Treasurer's Report

EDDDA: Meryl McKeever from Finance reviewed the financial statement dated June 30, 2022. Revenue to date totaled \$968,791. Total expenditures totaled \$771,176. 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 \$450,242.

WDDDA: Meryl McKeever from Finance reviewed the financial statement dated June 30, 2022. Revenue to date totaled \$1,160,650. Total expenditures totaled \$826,486. 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 \$909,087.

Per Meryl, audit would be around end of September. It was asked to have Finance provide the final list of carry forwards for both districts, and also the final FYE22 numbers. Sam noted that Shop Small needs to be reviewed since over \$23,000 in account. The Treasurer's Report was received and filed for both EDDDA and WDDDA.

VII. Action Items

A. Regular Action Items

1. Joint Board Actions

a) Bylaw Amendment

The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) follow adopted by-laws for operating under the established Downtown Development Authority per district. At its July 16, 2020, Joint Board meeting, the EDDDA and WDDDA appointed an Ad-hoc Committee made up of Board and Executive Committee members, legal counsel, City administration and Executive Management to review the current by-laws for any modifications needed.

The EDDDA and WDDDA Executive Committee presented the proposed by-law amendments to the board for review at its June 16, 2022, meeting and the EDDDA and WDDDA authorized voting on the by-law amendment at the July 21, 2022, Joint DDDA board meeting. The EDDDA and WDDDA approves the by-law amendments as presented at the June 2022 Joint DDDA board meeting and those changes go into immediate effect.

For WDDDA, motion to approve was made by Secretary-Treasurer Jackie Lovejoy, and seconded by Director Jeff Lynch. A voice vote passed unanimously. Motion approved.

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

2. EDDDA Actions Only

a) Open Door Dearborn Grant: 13355 Michigan

The EDDDA and WDDDA established the Open Door Dearborn business incentive to recruit businesses to Downtown Dearborn and improve the appearance of the districts through storefront and business rehabilitation and expansions at its April 18, 2019, joint Board meeting.

Issam Sayed-Ahmad, applicant and property owner of 13355 Michigan Ave., plans to renovate the facade of the one story building for a new office tenant in the building.

The applicant has applied for Level III of the Open Door Dearborn grant

program in the amount of \$10,000 for facade improvements, window replacement, removal of existing brick and application of new brick and cornice with an estimated total investment of \$40,000 and a proposed completion date of late summer 2022.

Three required contractor quotes have been provided and include: Professional Consulting Co. for \$34,100, Alexismartin Construction for \$40,000 and a verbal quote for \$40,000.

A meeting on June 22, 2022, was held by the Design/EV Committee in which the committee verified and approved the facade renovations based on available grant funds. The Open Door Grant is conditioned upon the following: 1) follow the revised facade design A-1 dated 1/5/22; 2) that the applicant submit and secures all required building and sign permits.

The Design/EV Committee recommends to the EDDDA Board funding KHYL, LLC a Level III Grant (exterior construction) for improvements up to \$10,000 with special conditions motioned by Matthew Dietz and seconded by Steve Horstman with the conditions; and roll call vote of support by six ayes: Steve Horstman, Matthew Dietz, Jackie Lovejoy, Mike Kirk, Jeff Lynch and Hassan Shiekh; and no nays.

The EDDDA awards a Level III grant up to \$10,000 from the Open Door Dearborn Business Grant Program to 13355 Michigan Ave., Issam Sayed-Ahmad, from account #297-6100-911-34-90, contingent upon meeting requested conditions by Design/EV Committee; and subject to review and approval of Corporation Counsel.

For EDDDA, motion to approve was made by Director Kamal Turfah, and seconded by Director Zaineb Hussein. A voice vote passed unanimously. Motion approved.

3. WDDDA Actions Only

a) Open Door Dearborn Grant: Galata Sweets, 1035 Mason Street

The EDDDA and WDDDA established the Open Door Dearborn business incentive to recruit businesses to Downtown Dearborn and improve the appearance of the districts through storefront and business rehabilitation and expansions at its April 18, 2019, joint Board meeting.

Galata Sweets is a new Turkish bakery / restaurant to be located at the new mixed-use building 1035 Mason Street, occupying the corner suite on the main floor of the building consisting of 1,345 sq. ft. and seating for approximately 26 customers.

The applicant has applied for Level I and Level II of the Open Door Dearborn grant program in the amount of \$7,500 for interior build-out including installation of a new plumbing, electrical, HVAC system and new sign with an estimated total investment of \$320,000. The proposed

completion date is late summer 2022.

Three required contractor quotes have been provided and include: Eastern Michigan Builders for \$149,300, Green Builders Plus for \$123,199; and Quality Construction for \$141,192.00.

On June 22, 2022, the Design/EV Committee verified and approved a recommendation to the WDDDA Board to fund a Level I grant for \$2,500 (sign) and a Level II grant for interior improvements up to \$5,000 motioned by Matthew Dietz and seconded by Steve Hortsman with the conditions that the applicant submit a business plan, the sign design including three quotes and secures all required building and sign permits with an unanimous roll call vote.

The WDDDA awards a Level I grant up to \$2,500 and Level II grant up to \$5,000 from the Open Door Dearborn Business Grant Program to Galata Sweets, from account #296-6100-911-34-90, contingent on meeting requested conditions by Design/EV Committee; and subject to review and approval of Corporation Counsel.

For WDDDA, motion to approve was made by Director Zaineb Hussein, and seconded by Chairperson Sam Abbas. A voice vote passed unanimously. Motion approved.

VIII. Old Business

- A. Platforms/Greenhouses - Cristina Sheppard-Decius- waiting on contracts to be approved through Purchasing/Legal.
Platform at Haraz Coffee - waiting on MDOT to approve permit. Cristina suggests a fee is needed. Khalil Dabaja - seven year depreciation so \$1k a year. Licia - lease is set up as square footage of platform and city council approved. Cristina Sheppard Decius - we have not charged for the use of the platforms, the board may want to review that moving forward. Sam Abbas- three pronged approach - maintenance, length of depreciation, review lease as MDOT versus City property and retroactively look at funds brought back to DDDA. Add to agenda for next month, get update from Finance on funds received to date. Matthew Dietz - if damage happens to asset, who maintains? Sam Abbas said his lease includes repair and maintenance of lease.

- B. WDDDA Grease issue at Wagner Place - Cristina Sheppard-Decius - Still is an issue. Hassan Sheikh and Jordan Twardy- working with Sanitation and DPW to get right numbers of tipping and systemic plans of scrapping/powerwashing so there is a fixed fee spread to those who use it. If we order a special cleaning - then bill is sent or added to taxes like grass cutting. Can tell it is one business - then they get full bill; if not, cost is spread across those who share the area. This is still being vetted. Sam Abbas- if someone has a closed system, he would like to have an exemption created. Jordan Twardy - we do respond to code issues on private property. Property owner would be given timeline of required remediation, if not met, then fines, then court. Sam Abbas- Ferndale uses cameras to help with remediation. Licia Yangouian- several years ago DPW was requested to do a policy on grease. There is some system where a colorant is added in disposal for tracking purposes.

Thomas Clark- West Village Shops - one dumpster for whole property - hot days it gets bad. Jordan Twardy will talk to code enforcement. Sam Abbas - finds that trash collection is only getting done 4-5 times and not 6 days. Staffing can be an issue with GFL.

IX. Committee Reports

Design/Economic Vitality (DEV)

No further updates.

Bike Share

Steve Deisler - U of M-Dearborn did a survey and yes, the students want scooters more than bikes. U of M-Dearborn sponsored the bikes for students.

Promotions

Cathleen Francois - She shared her last day is this Friday. She is going to Hour Detroit/dBusiness.

Upcoming events include a Journey cover band this Friday, plus Dearborn Farmers Market this Friday.

Social Media

Helen Lambrix - we are hitting or exceeding all our benchmarks; over 1.5 million impressions so still on target for a goal of 3 million by year end.

Engagement goal was 60,000, we are close with over 40,000. Adding to our over 18,000 current followers.

X. DDDA Executive Management Team

Jeff Lynch - Jolly Pumpkin is now open.

Cristina Sheppard-Decius - they are wanting to do more grass roots in the community and to understand the organizations in the area and who they can market with.

Cristina Sheppard-Decius - In regard to transition, we are pulling together team priorities and will tie it in with board priorities. It will be a substantial workplan. Cristina has been meeting with Jordan and Hassan to talk through transition plan.

XI. ED Report

Jordan Twardy- draft staffing plan was distributed. There are currently 60 events. A survey will be sent out next week to review for programs and events. You will have a week to review. Wants to fill positions by holidays so at end of year. We seek your input. Matthew Dietz- requested Cristina to send out projects lists to all board members so everyone can see scope.

Sam Abbas- don't slash at events, keep in mind pandemic and show the costs/sponsor support.

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 10:20 a.m. A motion was made by Director Jeff Lynch, seconded by Director Tahrik Alcodray.

Approved by:

Jackie Lovejoy, Secretary-Treasurer, WDDDA

A handwritten signature in black ink, appearing to be 'J. Lovejoy', written over a horizontal line.

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

A handwritten signature in black ink, appearing to be 'Matthew Dietz', written over a horizontal line. To the right of the signature, the date '8/18/2022' is written in black ink.