

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

June 17, 2021

8:00 – 9:30 AM

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

MINUTES

MEMBERS PRESENT

WEST DDA: Vice-Chairperson Mohammed Hider, Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Thomas Clark, Director Jackie Lovejoy, Director John McWilliams, and Director Karen Nigosian

EAST DDA: Secretary-Treasurer Matthew Dietz, Mayor Jack O'Reilly, Director Janice Cislo, and Director Jay Kruz (left at 9:45am)

MEMBERS ABSENT

WEST DDA: Chairperson Sam Abbas, Director Mark Guido, and Director Audrey Ralko

EAST DDA: Chairperson Julla Kapllango, Vice Chairperson Eric Woody, Director Mark Guido, Director Heidi Merino, Director Mary O'Bryan, and Director Kamal Turfah

NON-MEMBERS PRESENT :

CITY OF DEARBORN: Hassan Sheikh (ECD), Licia Yangouyian (Legal), Moe Almallky (Finance), Zelnab Hachem (Council Office), Cristina Sheppard-Decius (DDDA), Jean Smith (DDDA) and Janet Bloom (DDDA).

OTHERS: Mike Kirk

I. Call to Order

EDDDA Secretary-Treasurer Matthew Dietz called the meeting to order at 8:16 am

II. Roll Call

EDDDA Secretary-Treasurer Matthew Dietz called the roll for Board Members for East. EDDDA: A quorum was not present. WDDDA Secretary-Treasurer Jeff Lynch called the roll for Board Members for West. WDDDA: A quorum was present.

III. Joint Meeting Chair for June 2021: Secretary-Treasurer Matthew Dietz

IV. Approval of Minutes

A motion to approve the minutes was made by Director Jackie Lovejoy, seconded by Mayor Jack O'Reilly. A voice vote passed unanimously. Motion passed. Minutes approved.

V. Treasurer's Report

WDDDA: Received and Filed.

EDDDA: Received and Filed.

VI. Action Item

A. Regular Action Items

1. WDDDA Actions only

a) Planter & Bench Accident Replacements

The WDDDA recognizes the benefit of maintaining the districts as destination locations which encourage patronage of businesses. The West has experienced several vehicular accidents recently that have damaged some of the newest planters and a bench in the district. Insurance claims have started, but the replacement of the items is the responsibility of the WDDDA. Once the insurance funds are received, they will be directed back to the WDDDA budget.

Note: Licia Yangouylan of City of Dearborn Legal will check on the insurance process.

The items to be replaced will be identical to the new materials installed along the Connector Streets and are to be installed by DPW with Fairlane Grounds replacing soil and plant material.

WDDDA approves the purchase of 4 Kornegay Series planters from Landscape Forms and 1 Parc Vue backless bench for a total of \$7685 to be expended from account #296-6100-911-34-90.

It is also resolved the Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA with Landscape Forms subject to the review and approval by Corporate Council.

For WDDDA, motion to approve was made by Director Karen Nigosian, seconded by Director Thomas Clark. A voice vote passed unanimously.

Motion passed.

b) Social District Amendment – Cups & Entertainment

The WDDDA authorized the Social District Plan and the designation of Social District(s) for presentation to the City of Dearborn City Council for approval at the August 20, 2020 Joint DDDAs Board Meeting. City of Dearborn City Council approved the Social District pilot project through September 30, 2021 on February 9, 2021.

Additional amenities and services will need to be acquired to maintain the Social District pilot project.

WDDDA approves the expenditure of \$65,000 for amenities and services which includes the following amendments for entertainment and cups: from account #296-6100-911-51-00: Steven Taylor – entertainment on 6/4, 7-9PM - \$125, AJ Lynn – entertainment on 6/11, 7/23, 8/13, 8/14, 8/27 from 7-9PM - \$625, Dearborn School of Music – entertainment on 7/16, 8/6, 9/3 from 7-9PM - \$300, Visual Ronin – entertainment on 7/30, 8/20 from 7-9PM - \$200, and Budget Brander – cups (10K) - \$2,500, to be expended from account #296-6100-911-51-00.

It is also resolved 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 Council.

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

c) Art Competition – Electrical Boxes

The Dearborn Community Fund and Padzleski Gallery propose collaborating with the WDDDA and its Farmers & Artisans Market on an art competition to make utility boxes into pieces of art. The competition will be opened in June to all artists to submit a design that will be reviewed and selected by the Selection Team and the Design/EV Committee, with final approval from the WDDDA Board. The artists will be given a stipend of \$1000 each including art supplies.

The total sponsorship is \$3000 for three locations; and The Dearborn Community Fund and Padzieski Gallery will manage the project, and the WDDDA will also help support the project with social media and communications about the project.

The WDDDA approves the Utility Box Art Competition and agrees to authorize up to \$3000, payable to Dearborn Community Fund, expending from account #296-6100-911-51-00.

The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA with the Dearborn Community Fund, subject to review and approval by Corporation Counsel.

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

d) Amendment – Dearborn Farmers Market

The WDDDA authorized a budget of \$20,000 in expenditures for the 2021 Farmers & Artisans Market. The Farmers Market runs June 4, 2021 to September 24, 2021.

The WDDDA authorizes the expenditure of the listed service providers for a total of \$15,809 for the Farmers & Artisans Market from the Farmers Market budget line item account # 296-6110-911-34-90 for 2021, including the following additional service providers: Janet Bloom – storage room shelving and bins - \$500, Beshara – street banners - \$900 (reduced from \$1500), 5 tent banners - \$351.56 (reduced from \$500), 10 A-Frame Signs \$108 (reduced from \$500), and Capital Group – 16 pole banners - \$1340 (reduced from \$2000).

The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA with the list of providers for the Dearborn Farmers & Artisans Market, subject to review and approval by Corporation Counsel.

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

e) Amendment – Tunes at Noon

The Tunes at Noon at Wagner Place event, sponsored by the WDDDA, is created to provide entertainment during the afternoon to employees of Wagner Place, surrounding businesses, and the community.

The WDDDA authorized a budget of \$3700 in expenditures for the 2021 Tunes at Noon at Wager Place events. The WDDDA approved to expend \$2400 for the entertainment service providers from account #296-6100-911-51-00.

The WDDDA approves the additional listed service providers for a total of \$1741.50 to expend from account #296-6100-911-51-00. James Richard replacing Gia Warner for previously approved \$400 and Times Herald ad for \$150; and a reduction for Pandora streaming ads from \$1000 to \$750.

The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA for the listed service providers, subject to review and approval by Corporation Counsel.

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

2. Joint Board Actions (WEST ONLY)

a) FYE 2021 Carry Forwards

The City of Dearborn's end of fiscal year financial process allows for carrying forward any budget item from the current fiscal year to the future fiscal year for projects, programs or contracts not completed by year-end. These are the items to be carried forward into FYE 2022 in order to complete projects and contracts: Platform Dining - \$16,200, Adirondack Chairs - \$12,808, On-Street Bike Racks - \$8,000, Branding - \$107,294, Open Door Dearborn Grant Recipients - \$10,000, Art Competition - \$5,000, and Dog Waste Stations - \$2,500.

The WDDDA authorizes carrying forward \$161,802 for Branding, Platform Dining, Adirondack Chairs, On-Street Bike Racks, Door Dearborn Grant Recipients, Art Competition, and Dog Waste Stations from FYE 2021 to FYE 2022.

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

b) Light Pole Supply Restocking

In order to maintain a specific supply of the custom light poles in the downtown districts in case of accidental loss of light poles and to have a ready supply on-hand, it is recommended to have a supply of six (6) for the WDDDA. The cost of each Holophane Custom Light is \$715, for a total of \$4290. The WDDDA approves the purchase of six (6) Holophane Custom Lights for \$4290 via Great Lakes Electric, supplier for DTE, expending from account #296-6100-911-61-90.

It is also resolved the Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA with Great Lakes Electric for Holophane Custom Lighting, subject to review and approval by Corporation Counsel.

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

c) Amendment – Event Insurance and Porta Johns

Vendors have been secured for the portajohns for West events, and an

additional insured needed to be added for the Dearborn Farmers & Artisans Market, Tunes at Noon, and Movies at the Park.

The WDDDA agrees to expend up to \$2350 to the city insurer Nickel & Saph Inc., Insurance Agency, to cover the WDDDA portion of the Insurance premium for the Dearborn Farmers Market, to be expended from #296-6110-911-34-90, and also Tunes at Noon and Movies in the Park, both expending from #296-6100-911-51-00.

The WDDDA agrees to expend up to \$2329 to the awarded portajohn provider to cover the WDDDA costs for the Dearborn Farmers Market to be expended from account #296-6110-911-34-90, and Tunes at Noon, and Movies in the Park to be expended from account #296-6100-911-51-00. It is \$810 to Scotty's Potties for June 4– July 7, and \$737 to Brendel's for the Dearborn Farmers Market, and \$101 for Scotty's Potties and \$101 for Brendel's for Movies in the Park and the provider is Brendel's for Tunes at Noon for previously approved \$580.

It is also resolved the Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA for the selected service providers, subject to review and approval by Corporation Counsel.

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

d) Platform Dining Amendment – Final Planter Vendor & Bumpers

The WDDDA Board previously authorized the purchase from Unilock of up to \$7600 for three platform dining locations totaling \$22,800 from account #296-6100-911-34-90. The WDDDA Board previously authorized the purchase of planters and bumpers of up to \$5400 totaling \$16,200, and additional seasonal installation and removal of up to \$2000 per location, totaling \$6000.

Additional items are necessary to complete the platforms, including cement bumpers, Jersey barricades, rubber bumpers, cement bumper installation and plant materials.

The WDDDA Board authorizes the purchase of 36 planters from the lowest competitive bidder to be received on June 25, 2021 by the City of Dearborn Purchasing Department estimated at \$16,200 plus shipping to be expended from account #296-6100-911-34-90.

The WDDDA Board authorizes an additional purchase to finish the build out for the three platform dining locations totaling \$15,331.50 plus shipping to be expended from account #296-6100-911-34-90 and #269-6100-911-62-40, from the following vendors: Gabbert's – 21 cement bumpers \$735, Tamis Corporation – 4 Jersey barricades \$1980 plus shipping, Traffic Safety Store – 4 rubber bumpers \$200 plus shipping and

150 ft. reflective tape \$126.50 plus shipping, and Fairlane Grounds – concrete bumper install \$5090.

It is also resolved the WDDDA Board authorizes the Manager of the DDDAs to execute necessary contracts, subject to review and approval by Corporation Counsel.

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

e) Promotions Committee Chair Appointment

The East DDDA and West DDDA 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 standing committees shall be made annually or as vacancies arise to best maintain the standing committees. The former Chairperson, Sam Abbas stepped down as Promotions Chair to better focus on the WDDDA Board Chair Position.

The Promotions Committee recommends Matthew Dietz and Julla Kapilango of the EDDDA to Co-Chair the Downtown Dearborn Promotions Committee.

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

VII. Old Business

Director Jay Kruz stated much of Covid support has been restaurant driven. He asked how to help non-restaurant businesses. Mike Kirk stated one community did a scavenger hunt. Director Jackie Lovejoy suggested a public art project and used an example of cast pigs that were painted in a town that drew interest. Cristina Sheppard-Decius stated there is a program through utility companies that a business spends \$100 and they get a \$100 match. There are two utility companies that service the area so neither would commit to doing program here. Director Moe Hider stated to use social media to boost retail and look at doing a retail only event. Director Lovejoy added to do co-marketing with other businesses. Secretary-Treasurer Matthew Dietz asked how Retro Image did during Sidewalk Sale. Director Kruz replied he did good. Director Dietz also stated to do more retail driven events. Jean Smith stated to pull together a retail focused group that can meet monthly to review ideas, like the Dearborn Restaurant Week group. Hassan Sheikh stated to use social media for retail impact, maybe doing items like "Business of the Week" or something similar.

1) Igloos – a few are left if anyone needs.

- 2) City Hall Park – moving activities in front of Art Space since park is unusable due to settling of ground since construction of new stormwater system.
- 3) Landscaping – West: annuals installed but hanging baskets still need to do. East: getting materials and wrap up new design within next two weeks.
- 4) Branded banners up by DPW within the week for East and West (larger streetlights).

VIII. Committee Reports

Promotions Committee: Jean Smith – Dearborn Farmers Market is Friday, Juneteenth is Saturday, Music in the Park is in front of Art Space. The Movies in the Park was rained out. Jean would like to reinstate Kids Day.

Design Committee: Steve Deisler – For Bike Share, working on finding a partner with cooperative agreement. SPIN is Ford owned. Anticipate setting up a meeting in a couple weeks and then bring MOU to board.

IX. DDDA Executive Management Team & ECD Reports

A. Development Report – Cristina Sheppard-Decius – reviewed the new Business Development spreadsheet which listed a) New Development Projects b) Opportunities and c) New Businesses Coming Soon. Panera is planned to be split so restaurant in the front. Bailey's has a permitting issue. They are redoing inside and façade.

Hassan Sheikh – CBRE – developing internal process. Also, he encouraged businesses to apply for Small Business Grant.

B. Insurance Provider/City Relationship
Legal to review.

X. Call to Board of Directors

Director Karen Nigosian – their building had a buyer, then Covid hit. The property is now up for sale.

Director Lovejoy – SBA – the first part is forgivable – people are getting emails and it is a real application. Do apply since first \$10,000 is grant monies.

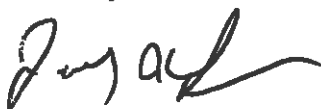
XI. Call to Audience

None

XII. Adjournment

Meeting adjourned at 10:15 am. A motion was made by Director Jackie Lovejoy, seconded by Secretary-Treasurer Jeff Lynch.

Approved by:



Jeffery Lynch, Secretary-Treasurer, WDDDA