

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

June 16, 2022

8:00 – 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 (joined 8:17am), Director Tahrik Alcodray, Director Thomas L. Clark, Director Zaineb A. Hussein Director Jeff Lynch, Director Amanda Bright McClanahan (joined 8:38am), and Director Audrey A. Ralko

EAST DDA: Chairperson Eric Woody, Director Zaineb A. Hussein, Director Jay P. Kruz, Director Amanda Bright McClanahan (joined 8:38am), and Director Kamal Turfah

**MEMBERS ABSENT**

WEST DDA: Vice Chairperson Mohammed Hider, Mayor Abdullah Hammoud, and Director Karen Nigosian

EAST DDA: Vice Chairperson Matthew Dietz, Mayor Abdullah Hammoud, Director Mustapha Hawily, and Director Hamzah Nasser

**NON-MEMBERS PRESENT :**

CITY OF DEARBORN: Licia Yangouyian (Legal), Moe Almaliky (Finance), Massara Zwayen (Planning), Hassan Sheikh (ED), Cristina Sheppard-Decius (DDDA), Cathleen Francois (DDDA), Helen Lambrix (DDDA), Janet Bloom (DDDA), Steve Deisler (DDDA)

OTHERS: Christy - Amazing Subs

I. **Call to Order**

EDDDA Chairperson Eric Woody called the meeting to order at 8:13am

II. **Roll Call**

WDDDA Chairperson Sam Abbas called the roll for Board Members for West DDDA. A quorum was present.

EDDDA Chairperson Eric Woody called the roll for Board Members for East DDDA. A quorum was not present. (Note: quorum reached at 8:38am)

III. **Joint Meeting Chair for June 2022: Chairman Eric Woody**

IV. **Approval of Regular Meeting May 2022 Minutes**

A. Approval of Regular Meeting May 2022 Minutes:

WDDDA - A motion to approve the minutes was made by Chairman Sam Abbas, seconded by Director Jef Lynch. Voice vote passed unanimously. Motion passed. Minutes approved.

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

V. **Treasurer's Report**

EDDDA: Moe Almaliky from Finance reviewed the financial statement dated May 31, 2022. Revenue to date totaled \$958,156. Total expenditures totaled \$740,158. 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 \$429,859.

WDDDA: Moe Almaliky from Finance reviewed the financial statement dated May 31, 2022. Revenue to date totaled \$1,129,274. Total expenditures totaled \$768,914. 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 \$876,001.

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

VI. **Staffing Change Proposal**

Hassan Sheikh presented the first draft of the staffing plan to the board. Eric Woody requested that a market study be conducted since he feels salaries are too low for work requested. Jackie Lovejoy asked for salary data from other comparable communities be presented. Jackie Lovejoy and Sam Abbas also pointed out that the cost savings shown doesn't reflect the removal of the social media and the work of SmithGroup which both pass through the POW! Strategies, LLC. contract. These amounts would need to be removed to compare accurately.

VII. **Action Items**

## **A. Regular Action Items**

### **1. Joint Board Actions**

#### **a) Adopt FYE2023 Budgets**

Section 28 of Public Act 197 of 1975 requires that the director of the DDDAs to prepare and submit an operating budget each year.

The DDDA boards approved a 3-year budget for FYE2023-25 at the May 19, 2022, meeting to be submitted to the City of Dearborn City Council for approval and adoption with an amendment reducing the funding for POW! Strategies, Inc. contract by 50% to reflect not renewing the contract after December 31, 2022, and to further amend the DDDA budgets to reduce the office lease at the Beaumont building by 50% so lease will not renew and will expire December 31, 2022, and by transitioning Executive Management to in-house staffing provided by the City of Dearborn Economic Development Department.

The City of Dearborn approved and adopted the budget on June 9, 2022, as submitted by the DDDAs.

It is approved to have the DDDAs adopt the FYE2023-25 budget as adopted by City Council on June 9, 2021, reflecting an expenditure amount of \$626,955 for FYE2023.

Also approved was the proposal for staffing plans and any FYE2023 budget amendments necessary will be provided to the DDDAs for approval.

The DDDAs also approved that unexpended FYE 2022 appropriations shall be carried forward for completion of DDDAs activities initiated by June 30, 2022.

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

For EDDDA, Director Kamal Turfah made the motion to approve. Seconded by Director Jay Kruz. A voice vote passed unanimously. Motion approved.

#### **b) Landscape & Maintenance Reallocations**

For East: In order to meet current costs for plant materials for the district it is being requested to reallocate \$20,150 to Plant Materials, account #297-6100-911-62-40, from Streetscape Enhancements, account #297-6100-911-34-90. A portion of these funds will be expended under the Special Assessing District (SAD) fund which is payable by the Department of Public Works (DPW).

The EDDDA Board authorizes reallocating \$20,150 from line item # 297-6100-911-34-90 Streetscape Enhancements to be transferred into the EDDDA budget line item #297-6100-911-62-40 Plant Materials to support the additional costs in FYE2022.

For West: In order to meet current costs for plant materials for the WDDDA district it is being requested to reallocate \$10,039 to Plant Materials, account #296-6100-911-62-40, from Connector Streetscapes, account #297-6100-911-34-90.

The WDDDA Board authorizes reallocating \$10,039 from line item # 296-6100-911-34-90 Connector Streetscapes to be transferred into the WDDDA budget line item #296-6100-911-62-40 Plant Materials to support the additional costs in FYE2022.

For WDDDA, Director Tahrik Alcodray made the motion to approve. Seconded by Director Audrey Ralko. A voice vote passed unanimously. Motion approved.

For EDDDA, Director Jay Kruz made the motion to approve. Seconded by Director Kamal Turfah. A voice vote passed unanimously. Motion approved.

**c) FYE22 Carry Forwards**

The City of Dearborn’s end-of-year financial process allows for carrying forward any budget items from the current fiscal year to the future fiscal year for projects, programs or contracts not completed by year-end.

For East: The EDDDA has the following projects in which funding needs to be carried forward into FYE2023 in order to complete the projects and contracts:

Item	EDDDA
Juee Cafe - Open Door Dearborn Grant	\$10,000.00
K & W Real Estate Property, LLC-Open Door Dearborn Grant	\$10,000.00
Green Brain Comics-Open Door Dearborn Grant	\$2,500.00
KHYL, LLC-Open Door Dearborn Grant	\$10,000.00
Baba's Grill- Open Door Dearborn Grant	\$2,500.00

Bike Racks	\$15,000.00
Wayfinding	\$10,000.00
Holiday Curtain Lights	\$6,800.00
Planter Removal	\$23,385.12
Graphic Design/Branding	\$39,580.00
Photography	\$2,100.00
Light Poles	\$1,430.00
Dog Waste Stations	\$1500.00
POW! Strategies	\$50,175.00

The EDDDA authorizes carrying forward \$184,969.12 for Open Door Dearborn Grants, Bike Racks, Wayfinding, Holiday Curtain Lights, Planter Removal, Graphic Design/Branding, Photography, Light Poles, Dog Waste Stations, and POW! Strategies, from FYE2022 to FYE2023.

For West: The WDDDA has the following projects in which funding needs to be carried forward into FYE2023 in order to complete the projects and contracts:

Item	WDDDA
Real Estate 1000 LLC- Open Door Dearborn Grant	\$10,000.00
District 12 - Open Door Dearborn Grant	\$10,000.00
Le Cigar - Open Door Dearborn Grant	\$10,000.00
City of Dearborn Water Bills	\$680.47
City of Dearborn Water Bills	\$1,755.15
Multi-modal Pavement Markings	\$30,000.00
Wayfinding	\$10,000.00
Holiday Curtain Lights	\$47,000.00
Graphic Design/Branding	\$49,841.00
Photography	\$1,500.00

Light Poles	\$4,290.00
Dog Waste Stations	\$1499
Streetscape Enhancement/Crosswalk Art	\$18,000.00
Bench and Planter Replacement	\$7,685.00
SmithGroup/Library Parking Lot	\$65,000.00
POW! Strategies	\$65,510.00
Bike Racks	\$4,000.00
Planter Rail Repairs	\$17,854.00

The WDDDA authorizes carrying forward \$354,614.62 for Open Door Dearborn Grants, City of Dearborn Water Bills, Multi-modal Pavement Markings, Wayfinding, Holiday Curtain Lights, Graphic Design/Branding, Photography, Light Poles, Dog Waste Stations, Streetscape Enhancement/Crosswalk Art, Bench and Planter Replacement, SmithGroup/Library Parking Lot, POW! Strategies, Bike Racks, and Planter Rail Repairs from FYE2022 to FYE2023.

For WDDDA, Secretary-Treasurer Jackie Lovejoy made the motion to approve. Seconded by Director Thomas Clark. A voice vote passed unanimously. Motion approved.

For EDDDA, Director Kamal Turfah made the motion to approve. Seconded by Director Jay Kruz. A voice vote passed unanimously. Motion approved.

**d) Introduction of Bylaw Amendment**

The EDDDA and 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; and

The EDDDA Executive Committee presented the proposed by-law amendments to the board for review at its June 16, 2022, meeting.

The EDDDA authorizes voting on the by-law amendment at the July 21, 2022, Joint DDDA board meeting.

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

For EDDDA, Director Kamal Turfah made the motion to approve. Seconded by Director Jay Kruz. A voice vote passed unanimously. Motion approved.

**e) Bike Racks**

The EDDDA budgeted \$15,000 for bike racks for FYE2022 and the WDDDA budgeted \$4,000 for bike racks for FYE2022 for a bike rack to be placed near Howard and Michigan Avenue. DPW has offered to install bike racks on behalf of the DDDAs.

A competitive bid went sent out multiple times for the purchase of on-street bike racks by the City of Dearborn on behalf of the DDDAs but no bidders stepped forward so a quote was obtained direct from the Manufacturer.

It is resolved that the EDDDA awards Dero for the purchase of five on-street bike rack sets, anchors, delineators and rubber bumpers in the amount \$10,366.60 to be expended from account # 297-6100-911-34-90. EDDDA awards Forms+Surfaces for the purchase of on-sidewalk Twist bike racks and anchors in the amount of \$2735.00 from account #297-6100-34-90.

It is also resolved WDDDA awards Dero for the purchase of one on-street bike rack set, delineators and rubber bumpers in the amount \$2591.65 to be expended from account # 296-6100-911-34-90.

Lastly, It is also resolved the Manager of the DDDAs is authorized to execute contracts on behalf of the DDDAs with the vendor selected, subject to review and approval by Corporation Counsel.

For WDDDA, Chairperson Sam Abbas made the motion to approve. Seconded by Secretary-Treasurer Jackie Lovejoy. A voice vote passed unanimously. Motion approved.

For EDDDA, Director Kamal Turfah made the motion to approve. Seconded by Director Jay Kruz. A voice vote passed unanimously. Motion approved.

**f) Board Absence Waivers**

The WDDDA and EDDDA board members have provided their reasons for absences for the 2022 calendar year for absence waiver consideration.

The following WDDDA Board Members have met the criteria for absence waivers for February 2022 to May 2022 monthly board meetings, excluding any special board meetings:

Thomas Clark- April 2022 and May 2022;  
Mayor Abdullah Hammoud - April 2022;  
Mohammed Hider - March 2022;  
Jackie Lovejoy - February 2022;  
Karen Nigosian - May 2022  
Audrey Ralko - February 2022 and March 2022

The following EDDDA Board Members have met the criteria for absence waivers for the March 2022 to May 2022 monthly board meetings, excluding any special board meetings:

Mayor Abdullah Hammoud - April 2022;  
Jay Kruz - March 2022 and May 2022;  
Hamzah Nasser - March 2022 and April 2022

It was resolved the WDDDA agrees to approve the presented absence waivers and excuses the absences of Thomas Clark, Mayor Abdullah Hammoud, Mohammed Hider, Jackie Lovejoy, Karen Nigosian and Audrey Ralko, for monthly meetings conducted from February 2022 to May 2022.

The EDDDA agrees to approve the presented absence waivers and excuses the absence as indicated by Mayor Abdullah Hammoud, Jay Kruz, and Hamzah Nasser for the monthly meetings conducted in March 2022- May 2022.

For WDDDA, Director Jeff Lynch made the motion to approve. Seconded by Director Tahrik Alcodray. A voice vote passed unanimously. Motion Approved.

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

## **2. EDDDA Actions Only**

### **a) Raised Planter Bed Perennials**

Two bids were received that were well over budget. Scope will be reviewed again.

No resolution was presented so no action was taken on this item.

### **b) Removal of Two Raised Planter Beds**

The EDDDA developed a plan for planter tree well removal along Michigan Avenue to spur economic development, and two tree wells have been identified for immediate removal in front of Joe's Top Dog and M Cantina in order to create additional outdoor seating along Michigan



Avenue.

At the November 21, 2021 board meeting, due to the lack of bidders, competition for contractors and projects, and the need for timely completion of this project for business growth the EDDDA authorized the Manager of the DDDAs to make the purchase of the tree well planter removal and concrete replacement in the open market without bid solicitation and bring the selected service provider to the Board for approval if over \$10,000.

Only one quote was received for the project from USAF Construction for \$43,320.00, and given the budget, the project scope was reduced to removing the planter tree wells in front of M Cantina and Joe's Top Dog only, along with traffic control costs and management fees for a total of \$23,000.00 expending from account #297-6100-911-34-90.

USAF Construction is selected to remove the planter tree wells in front of M Cantina and Joe's Top Dog only, along with traffic control costs and management fees for a total of \$23,000.00 expending from account #297-6100-911-34-90 and it was resolved the Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA with the vendor selected, subject to review and approval by Corporation Counsel.

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

### **3. WDDDA Actions Only**

#### **a) Open Door Dearborn Grant Amazing Subs**

Rabee Khayat, Amazing Subs LLC. (applicant), will be a tenant in the new multiple use building at 1035 Mason St. in Suite 101 on the main floor of the building consisting of 1,532 sq. ft. and seating for 30 - 40 customers.

The applicant has applied for Level III of the Open Door Dearborn grant program in the amount of \$10,000 for interior build-out including installation of a new HVAC system with an estimated total investment of \$185,000 and a proposed completion date of summer 2022.

Three required contractor quotes have been provided and include: Unlimited Heating and Cooling for \$35,000, Protech for \$39,200 and Cool Heat for \$38,000.

On May 25, 2022, the Design/EV Committee verified and approved a recommendation to the WDDDA Board to fund a Level III Grant for Amazing Subs for interior improvements up to \$10,000 motioned by Hassan Sheikh and seconded by Steve Hortsman with the conditions that the applicant submit and secures all required building and sign permits with an unanimous roll call vote.

The WDDDA awards a Level III grant up to \$10,000 from the Open Door Dearborn Business Grant Program to Amazing Subs LLC, 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 Amanda Bright McClanahan, and seconded by Director Thomas Clark. A voice vote passed unanimously. Motion approved.

**b) MEDC Match on Main Grant Agreement**

Trio Restaurant Group, LLC, doing business as District 12 restaurant, located at 22099 Michigan Avenue in the WDDDA district was selected by the MEDC as a recipient of the \$25,000 Match on Main grant based on its project impact, quality of improvements, private investment and job Creation.

The WDDDA strongly supports accepting and administering the Match on Main Grant on behalf of Trio Restaurant, LLC, for District 12, and requests City of Dearborn Legal to review the MEDC agreement to ensure that the WDDDA is protected from liabilities and that the WDDDA is able to fulfill the necessary obligations required for the grant receipt.

The WDDDA authorizes the Manager of the DDDAs to execute the MEDC Match on Main Grant Agreement for the interior restaurant improvements subject to the review and approval of Corporation Counsel.

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

**c) Planter Rail Repairs**

The WDDDA decorative planter rail elements were placed throughout the West Village Drive streetscape improvements around Wagner Place.

Damage from vehicles necessitates the repair of several planter rails within the WDDDA, with funds being expended from Repair/Maintenance account #296-6100-911-61-90. The manufacturer and designer of WDDDA's planter rails, Future Fabricating, is determined to be a Sole Source provider in the repair. The cost by Future Fabricating for the repair of the damaged planter rails is estimated to be \$17,854.00. Future Fabricators is awarded the contract to repair the damaged planter rail in WDDDA, with the cost not to exceed \$17,854, expending from Repair/Maintenance account #296-6100-911-61-90. Attempts will be made to collect where able through insurance on these repairs to help offset the cost. The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA with this provider, subject to review and approval by Corporation Counsel.

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

**VIII. Old Business**

- A. Platforms/Greenhouses - Steve Deisler - waiting on MDOT permit for platform at Haraz Coffee.
- B. EDDDA Pedestrian Alley - Cristina Sheppard-Decius - have received letters of support for RAP grant for project.
- C. WDDDA Library Lot - Cristina Sheppard-Decius - Smithgroup to do work - will take 6-8 weeks. We do know costs are higher so hopefully as bids come in we have budget to cover.

**IX. Committee Reports**

Design/Economic Vitality (DEV)

Steve Deisler - two more Open Door Dearborn grants coming in

Promotions

Cathleen Francois - June 3 was Dearborn Farmers Market Opening Day along with ribbon cutting plus it looped in Kids Day and Movie in the Park the same day. The market will run each Friday now until September 30 from 2 pm - 7 pm.; June 4 was East Sidewalk Sale - didn't get a lot of businesses to participate. Adventure on the Ave is replacing Ladies Night Out in West Dearborn and will be June 27 to July 2 with a special night on June 29.

Social Media

Helen Lambrix - we are hitting or exceeding all our benchmarks; 1.5 million impressions so far which puts us on target for a goal of 3 million by year end. Engagement goal was 60,000, we are close to 40,000. 18,400 current followers.

**X. DDDA Executive Management Team**

Cristina Sheppard-Decius - we are pulling together team priorities and will tie it in with board priorities. It will be a substantial workplan.

We thank outgoing West board member Karen Nigosian. We appreciate her years of service to the community.

Sam Abbas welcomed incoming board members: for East, Khalil Dabaja and Zo Olabi and for West, Devon O'Reilly. Sam requested that the boards, or at minimum, board executive committee members get a chance to weigh in on potential DDDA board members prior to Mayoral approval.

**XI. ED Report**

No comments at this time

**XI. Call to Board of Directors**

Tom Clark requested that Howard Street have increased parking enforcement due to so many people parking in no parking zones.

Sam Abbas requested that loading zone enforcement is also increased.

**XII. Call to Audience**

No comments at this time

**XIII. Adjournment**

Meeting adjourned at 10:08 a.m. A motion was made by Director Jackie Lovejoy, seconded by Chairperson Sam Abbas.

Approved by:

Jackie Lovejoy, Secretary-Treasurer, WDDDA

 7/21/22

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

 7/21/2022