

CITY OF DEARBORN
**EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (EDDDA)
WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (WDDDA)
REGULARLY SCHEDULED JOINT BOARD MEETING**

March 18, 2021

Virtual Meeting via Zoom

Topic: Joint DDDA Board Meeting

Time: March 18, 2021 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

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MINUTES

MEMBERS PRESENT

EAST DDA :

Chairperson Julia Kapilango, Vice-Chairperson Eric Woody, Secretary-Treasurer Matthew Dietz (joined 8:19 am and left 9:31 am), Mayor Jack O'Reilly (joined 8:24am), Director Janice Cislo, Director Mark Guido, and Director Kamal Turfah.

WEST DDA :

Chairperson Sam Abbas (left at 10:21 am), Vice-Chairperson Mohammed Hider (left at 10:16 am), Secretary-Treasurer Jeff Lynch (left at 10:14 am),

Mayor Jack O'Reilly (joined 8:24 am), Director Thomas Clark, Director Mark Guido, Director Jackie Lovejoy (left at 9am), and Director John McWilliams.

MEMBERS ABSENT

EAST DDA : Director Jay Kruz, Director Heidi Merino and Director Mary O'Bryan

WEST DDA : Director Karen Nigosian and Director Audrey Ralko.

NON-MEMBERS PRESENT :

CITY OF DEARBORN : Jeff Watson (ECD), Hassan Sheikh (ECD), Licia Yangouyian (Legal), Moe Almaliky (Finance), Zeinab Hachem (Council Office), Tim Hawkins (PMADS), Leslie Herrick (Council), Cristina Sheppard-Decius (DDDA), Jean Smith (DDDA), Steve Deisler (DDDA), Helen Lambrix (DDDA), and Janet Bloom (DDDA).

OTHERS : Samira Hassan and Rafi Rayes (T-Mobile/Juee).

I. Call to Order

WDDDA Chairperson Sam Abbas called the meeting to order at 8:12 am

II. Roll Call

Janet Bloom, Operations Manager for DDDAs, called the roll for Board Members for East and West.

EDDDA: A quorum was not present (reached quorum at 8:19 am)

WDDDA: A quorum was present

III. Joint Meeting Chair for March 2021: Chairman Abbas

IV. Approval of Minutes

A. Joint DDDA Board February 2021 Minutes

For the WDDDA, the minutes from the February 2021 Board meeting were presented for approval. It was moved by Director Jackie Lovejoy and it was seconded by Director Mark Guido. Roll call vote: Chairperson Sam Abbas - yes, Vice Chairperson

Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, and Director John McWilliams - yes. Motion passed.

For the EDDDA, the minutes from the February 2021 Board meeting were presented for approval. For EDDDA, motion to approve by Director Mark Guido, seconded by Director Janice Cislo. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark Guido - yes, and Director Kamal Turfah - yes. Motion passed.

The minutes were recorded and filed.

B. EDDDA Special Meeting Minutes from March 1, 2021

For the EDDDA, the minutes from the March 1, 2021 Special Board Meeting were presented for approval. For EDDDA, motion to approve by Chairperson Julia Kapilango, seconded by Vice Chairperson Eric Woody. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark Guido - yes, and Director Kamal Turfah - yes. Motion passed.

The minutes were recorded and filed.

V. Treasurer's Report

EDDDA: Moe Almaliky from Finance reviewed the financial statement dated February 28, 2021. Revenue to date totaled \$685,986. Total expenditures totaled \$290,284. The current cash position equals \$1,346,387 and it is estimated the EDDDA's cash position at the end of the fiscal year would be \$738,049.

WDDDA: Moe Almaliky reviewed the financial statement dated February 28, 2021. Revenue to date totaled \$686,477. Total expenditures totaled \$445,119. The current cash position equals \$1,329,104 and it is estimated the WDDDA's cash position at the end of the fiscal year will be \$1,030,387.

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

VI. Action Items

A. Regular Action Items

1. Joint Board Actions

a) Chamber Directory Ad

The 2021 Dearborn Area Chamber of Commerce Membership Directory will be available as a fully interactive digital edition, mobile and 2,000 printed copies. The EDDDA and WDDDA will split the cost of running a full-page inside front cover advertisement totaling \$2725, payable to

Harbour House Publishers. The EDDDA authorizes an expenditure not to exceed \$1362.50 from General Marketing Fund account #297-6100-911-51-00, payable to Harbor House Publishers for a full page ad. The WDDDA authorizes an expenditure not to exceed \$1362.50 from General Marketing Fund account #296-6100-911-51-00, payable to Harbor House Publishers for a full page ad.

The Manager of the DDDAs is authorized to execute a contract on behalf of the EDDDA and WDDDA with Harbor House Publishers, subject to review and approval by Corporation Counsel.

For EDDDA, motion to approve was made by Chairperson Julia Kapilango, seconded by Vice-Chairperson Eric Woody. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark Guido - yes, and Director Kamal Turfah - yes. Motion passed.

For WDDDA, motion to approve was made by Secretary-Treasurer Jeff Lynch, seconded by Director John McWilliams. Roll call vote: Chairperson Sam Abbas - yes, Vice Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - abstain, and Director John McWilliams - yes. Motion passed.

b) Michigan Downtown Association Spring Workshop

The EDDDA and WDDDA will each participate in the Michigan Downtown Association virtual Spring Workshop on March 26, 2021 at a cost of \$50 per participant. For the EDDDA, Chairperson Julia Kapilango and Secretary-Treasurer Matthew Dietz will attend and the EDDDA board approved for the addition of three volunteers to participate. The WDDDA will send two board members, Director Jackie Lovejoy and Chairperson Sam Abbas. The EDDDA authorizes the expenditure up to \$250 from the Training/Transportation budget line item # 297-6100-911-58-10 and the WDDDA authorizes the expenditure up to \$100 from the Training/Transportation budget line item # 296-6100-911-58-10 for participation at the 2021 virtual MDA Spring Workshop.

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

For EDDDA, motion to approve by Chairperson Julia Kapilango, seconded by Director Mark Guido. Roll call vote: Chairperson Julia Kapilango - yes,

Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark Guido - yes, and Director Kamal Turfah - yes. Motion passed.

For WDDDA, motion to approve by Director Jackie Lovejoy, seconded by Director Mark Guido.

Roll call vote: Chairperson Sam Abbas - yes, Vice Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, and Director John McWilliams - yes. Motion passed.

c) National Main Street NOW Conference

The EDDDA and WDDDA plans to participate in the National Main Street NOW Conference happening April 12-14, 2021. The cost is \$99 per person or \$25 per person for any business owner. The EDDDA has Chairperson Julia Kapilango and Secretary-Treasurer Matthew Dietz participating. The EDDDA board will also sponsor four guests to participate. The WDDDA will have Director Jackie Lovejoy for one registration and sharing one registration so they can divide up the meetings are Chairperson Sam Abbas, Vice Chairperson Mohammed Hider, and Secretary-Treasurer Jeff Lynch. The EDDDA authorizes the expenditure up to \$594 from the Training/Transportation budget line item # 297-6100-911-58-10 and the WDDDA authorizes the expenditure up to \$198 from the Training/Transportation budget line item # 296-6100-911-58-10 for participation at the 2021 virtual National Main Street NOW Conference.

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

For EDDDA, motion to approve by Chairperson Julia Kapilango, seconded by Vice Chairperson Eric Woody. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark Guido - yes, and Director Kamal Turfah - yes. Motion passed.

For WDDDA, motion to approve by Director Jackie Lovejoy, seconded by Director John McWilliams.

Roll call vote: Chairperson Sam Abbas - yes, Vice Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie

Lovejoy - yes, and Director John McWilliams - yes. Motion passed.

d) Landscape & Maintenance Contract Renewals

WDDDA (Fairlane Grounds)

At its March 15, 2018 meeting, the WDDDA Board authorized the Executive Committee to act on behalf of the full Board to negotiate and enter into an agreement with Fairlane Ground for a comprehensive landscape/maintenance contract with Fairlane Grounds for two years with four one-year renewals in an amount not to exceed \$275,000 annually starting April 1, 2018.

The WDDDA wishes to exercise the option to renew the contract for the second of four one-year renewals with these additions:

- Landscape Installation - Pocket Park (\$3000)
- Landscape Installation - Red Effect Alley (\$1400)
- Landscape Installation - Village Road behind Comerica (\$420)
- Landscape Installation - West Deck (\$4175)
- Landscape Installation - East Deck (\$2470)
- Platform Dining Installation/Removal - (\$9200)
- Additional holiday decorations - materials/labor for 20 additional pots - (\$7155)
- Social District 2x Daily Litter Removal for 12 weeks - (\$14,685; weekly rate \$1223.75); and

A portion of these funds, totaling \$72,740, are expended under the Special Assessing District (SAD) fund which is payable by the Department of Public Works (DPW). The WDDDA authorizes the second of four options to renew the landscape and maintenance contract with Fairlane Grounds starting April 1, 2021-March 31, 2022, in an amount not to exceed \$329,905.

EDDDA (W H Canon)

The EDDDA authorized a two-year contract of \$130,000 per year (**\$98,480** base services at \$32 per man hour and \$30,000 for additional materials/services) with W H Canon starting April 1, 2018, with four one-year renewals.

It was approved to increase the number of litter pick-ups per week from one to 2.5 days per week at an additional cost of **\$4500** annually to the base services in 2020 and the EDDDA wishes to continue this additional service.

A budget of **\$15,000** for additional plant materials/services was approved for the district for 2020 in which some services were not completed, therefore, the EDDDA wishes to continue with these additional materials, including, but not limited to:

- re-topsoil and replace/reinstall perennials in the large planter wells;
- Replacement trees for Michigan Avenue;
- Hanging baskets on Schaefer
- Planter beds in parking lots and key focal points
- Holiday greens for Michigan Avenue raised planter wells

It was recommended to annually powerwash the sidewalks in spring at no additional cost, and since the service was not rendered in 2020, two power washings will be performed in 2021. Also, sixteen additional planter pots will be added by the EDDDA along Schaefer Road with soil and plants and three seasonal material changes provided by W H Canon up to **\$4800**.

In addition, the following special conditions will be applied to the contract with W H Canon for April 1, 2021-March 31, 2022:

1. A three-strike rule performance review with the option for the EDDDA to terminate the contract after three strikes. If the contract is terminated, W H Canon will continue to provide services until another service provider is retained.
2. W H Canon must notify DDDA Office each time service is being performed per week to better track quality of work.
3. Streetpole power assessment will be performed in the summer to allow for adequate time for DTE to address any power issues for upcoming holiday décor installation.
4. W H Canon to provide a map of banner arms and needs assessment for fixing or replacements, as well as inventory.
5. EDDDA to provide a new and improved GIS map with landscape and litter areas defined.
6. EDDDA and W H Canon to conduct a walk-through of the area to pinpoint issues and continue to educate WH Canon team on expectations.
7. Clarification in contract for sweeping curblines.
8. W H Canon will perform one additional power washing from the 2020 contract not completed in the 2021 contract.

A portion of these funds, totaling \$9000, are expended under the Special Assessing District (SAD) fund which is payable by the Department of Public Works (DPW).

The EDDDA authorizes the second of four options to renew the landscape and maintenance contract including special conditions with W H Canon starting April 1, 2021-March 31, 2022, at a base rate of \$102,980 annually plus \$19,800 for additional materials/services.

The EDDDA and WDDDA Boards authorize the Manager of the DDDAS to execute the contract, subject to the review and approval of Corporation Counsel.

For EDDDA, motion to approve by Chairperson Julia Kapilango, seconded by Secretary-Treasurer Matthew Dietz. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark Guido - yes, and Director Kamal Turfah - yes. Motion passed.

For WDDDA, motion to approve by Mayor John O'Reilly, seconded by Director John McWilliams.

Roll call vote: Chairperson Sam Abbas - yes, Vice Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, and Director John McWilliams - yes. Motion passed.

2. EDDDA Actions Only

a) Open Door Dearborn - T-Mobile

The EDDDA and WDDDA established the Open Door Dearborn grant to recruit businesses to Downtown Dearborn and improve the appearance of the districts through storefront and business rehabilitation and expansions. T-Mobile is an existing business, and owned by Rafi Rayes, proposes to improve the exterior, interior and signage, with an estimated project cost of \$30,000 and is located at 14216 Michigan Ave. T-Mobile has applied for Level I sign grant at \$2500 and a Level III grant for \$7,500 for a total of \$10,000. The EDDDA awards a Level I grant for \$2,500, a Level III grant for \$7,500 or up to 50% of construction costs, whichever contingency comes first, funding from the Open Door Dearborn grant program from account #297-6100-911-34-90, subject to review and approval of Corporation Counsel.

For EDDDA, motion to approve by Chairperson Julia Kapilango, seconded by Secretary-Treasurer Matthew Dietz. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark Guido - yes, and Director Kamal Turfah - yes. Motion passed.

b) Open Door Dearborn - Juee Cafe

Property owner, Rafi Rayes applied for an Open Door Dearborn Grant to start a new coffee shop, Juee Cafe located at 14220 Michigan Ave. There

are improvements intended for the exterior and interior estimated at \$100,000. The applicant has applied for Level I design grant for \$2,500, a Level II startup grant for \$2,500 and a Level III construction grant in the amount of \$5,000, all totaling \$10,000. The EDDDA awards a Level I grant for \$2,500, a Level II start up grant for \$2,500 and a Level III grant for \$5,000, totaling \$10,000 from the Open Door Dearborn grant program from account #297-6100-911-34-90, subject to review and approval of Corporation Counsel.

For EDDDA, motion to approve by Chairperson Julia Kapilango, seconded by Director Janice Cislo. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark Guido - yes, and Director Kamal Turfah - yes. Motion passed.

c) Perennial Exchange Amendment

The Promotions and Organization Committee has recommended hosting a Spring Perennial Exchange in the EDDDA to increase engagement in open spaces in Downtown Dearborn while adhering to COVID-19 protocols. The EDDDA previously approved Beshara Printing for posters (qty. 100) for \$100 and Bewick Publications for two publications to run one ad, one time each for \$150, coming from account #297-6100-911-51-00. The EDDDA asked to table the resolution requesting additional service providers until the April 2021 Joint Board meeting.

For EDDDA, motion to table by Chairperson Julia Kapilango, seconded by Director Janice Cislo. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark Guido - yes, and Director Kamal Turfah - yes. Motion tabled.

d) 5050 Alley Planter Tree Well Removal

The EDDDA authorized entering into a contract with Detroit Edison, a DTE Energy Company, for the Parking Lot Capital Improvement Project M20017 in an amount not to exceed \$210,717 towards the construction and installation of 82 light poles, including 110 LED luminaires and adding seven hanging basket/banner arms to seven of the fixtures in the parking lots, alleys and pedestrian alleys north of Michigan Ave from 5050 Schaefer Road to Williamson Street. As part of this project, DTE now needs to remove raised planter beds in the pedestrian alley east of Schaefer Road going into the 5050 Schaefer lot due to them preventing the best possible placement of lighting in the area. The removal cost of

the raised planter beds is \$2999. The EDDDA authorizes the additional expenditure of \$2999 for the removal of the raised planter beds from account #634-6100-435.45-20.

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

For EDDDA, motion to approve by Mayor Jack O'Reilly, seconded by Chairperson Julia Kapilango. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark Guido - yes, and Director Kamal Turfah - yes. Motion passed.

3. WDDDA Actions Only

a) Ladies Night Out

The WDDDA is planning Ladies Night Out for May 12, 2021 to highlight the retail shopping experience in Downtown Dearborn. The WDDDA approves expending \$302 to Beshara for posters (\$91.50), 2500 postcards (\$125.50), and yard signs (\$85). These funds are approved to expend from account #296-6100-911-51-00.

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

For WDDDA, motion to approve by Director Thomas Clark, seconded by Vice Chairperson Mohammed Hider. Roll call vote: Chairperson Sam Abbas - yes, Vice Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, and Director John McWilliams - yes. Motion passed.

b) Tunes at Noon

The Tunes at Noon at Wagner Place event, sponsored by the WDDDA, is created to provide entertainment during the afternoon within the WDDDA district. The WDDDA approves to expend \$2400 for the following musical entertainers, each at \$400, Dearborn School of Music, Amy Loskowski, Jillian Govan, Steve Taylor, Gia Warner, and Bruce Bailey, expending from account # 296-6100-911-51-00 for Tunes at Noon entertainment.

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

For WDDDA, motion to approve by Vice Chairperson Mohammed Hider, seconded by Director Thomas Clark . Roll call vote: Chairperson Sam Abbas - yes, Vice Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, and Director John McWilliams - yes. Motion passed.

VII. FYE2021-23 Budget Presentation

Cristina Sheppard-Decius will send detail reports after meeting. Moe Almaliky presented highlights from presented report. It contains three year plan, this year's information and last two years actual.

For West: WDDDA is spending more than they are taking in, but a well funded fund balance is helping. Sam Abbas - contractual services jumps in price from \$580,000 to \$935,000. Cristina Sheppard-Decius - the cost increase is due to projects proposed: W. Village Commons Plaza redesign, Farmers Market Shed (estimated at \$200,000), South Connector Streetscape, bike facilities, planning costs, and increase in landscape and maintenance costs. Moe Almaliky to follow up with Aiden on Form A for CIP project which was not reflected in report yet.

For East: Mark Guido would like see budgeting toward a break even approach. Cristina Sheppard-Decius - be sure to plan out large capital projects so you can balance out over the years. Mark Guido - Programming may need to cut back on certain years based on large projects. Moe Almaliky: In 2018-2019 - was at \$815,000. \$457,000 goes to Brownfield Redico project and it is for seven more years. Two-thirds of revenue moves directly to Brownfield so not much left to work with. Moe updating budget project sheet.

Sam Abbas requested all budget items be sent in one email and then boards will vote in April.

VIII. Old Business

A. Outdoor Dining Amenities

Tent in West Village Commons was taken down due to businesses not using. There is desire to remove the Monroe Road tent. The one on West Village Drive Doesn't seem to be used much, as the igloos are being used in that area. Igloos and Greenhouses have partially arrived and are being distributed. Julia - would like Open Door Grant to have businesses purchase outdoor seating. Per Cristina,

it would fall under the Level III at 50% cost. Mark - there needs to be a process set in place (apply, assessment and dollars out based on criteria). Julia would like to have it reviewed that their costs are covered. Review the sidewalk space at corner by Coco Divine.

B. WDDDA Social District Update

We need businesses who are contiguous to apply for Social District. There are 13-14 available and only two have stepped up. Cristina going out to businesses but will reach out for help from board if no inroads made. Businesses need to support neighboring businesses by doing this program.

C. EDDDA TIF

Licia - the funds cannot be spent outside of the district.

D. EDDDA Holiday Decor

DTE doing assessment on lighting to then allow us to finalize upcoming holiday plans so we can finalize plans in Spring and Summer.

IX. Committee Reports

Due to time at meeting and many had to leave for other commitments, attendees were directed to view committee minutes in the Supplemental Materials digital board packet. Cristina Sheppard-Decius asked if there were any questions she could answer for both committee reports and DDDA Executive Management Team reports.

A. Promotion Committee

No updates at this time.

B. Bike Share/Mobility Committee

No updates at this time.

C. Design/EV Committee

No updates at this time.

D. Steering Committee

No updates at this time.

VIII. DDDA Executive Management Team & ECD Reports

A. DDDA Executive Management Team

Cristina Sheppard-Decius - two have applied for Social District. She asked for board support to gain more participation. Licia Yangouyian added a point of clarification that in no case can TIF funds be spent outside of the district.

B. ECD Reports

No updates at this time.

IX. Call to Board of Directors

No questions or comments posed

X. Call to Audience


No questions or comments posed.

XI. Adjournment

Motion to adjourn moved by Director John McWilliams and seconded by Director Mark Guido. Meeting adjourned at 10:25 am.

Approved by:

Matthew Dietz, Secretary-Treasurer, EDDDA



Jeff Lynch, Secretary-Treasurer, WDDDA

