

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

May 19, 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, Vice Chairperson Mohammed Hider, Secretary-Treasurer Jackie Lovejoy, Mayor Abdullah Hammoud, Director Tahrik Alcodray, Director Zaineb A. Hussein, Director Jeff Lynch (joined via Zoom), Director Amanda Bright McClanahan (joined via Zoom), and Director Audrey A. Ralko

EAST DDA: Chairperson Eric Woody, Vice Chairperson Matthew Dietz, Mayor Abdullah Hammoud, Director Zaineb A. Hussein, Director Amanda Bright McClanahan (joined via Zoom), Director Hamzah Nasser, and Director Kamal Turfah (joined via Zoom)

MEMBERS ABSENT

WEST DDA: Director Thomas L. Clark and Director Karen Nigolian,

EAST DDA: Director Mustapha Hawily and Director Jay P. Kruz

NON-MEMBERS PRESENT :

CITY OF DEARBORN: Licia Yangouyian (Legal), Moe Almaliky (Finance), Jordan Twardy (ED), Cristina Sheppard-Decius (DDDA) (joined via Zoom, left 9:40am), Cathleen Francois (DDDA), Janet Bloom (DDDA), Steve Deisler (DDDA)

OTHERS: Julia Kapilango, Darryl Woods, and Min. Teferi Brant

I. Call to Order

WDDDA Chairperson Sam Abbas called the meeting to order at 8:20am

II. Roll Call

WDDDA Director 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 May 2022: Chairman Sam Abbas

IV. Approval of Regular Meeting April 2022 Minutes

A. Approval of Regular Meeting April 2022 Minutes:

WDDDA - A motion to approve the minutes was made by Secretary-Treasurer Mohammed Hider, seconded by Director Jackie Lovejoy. Voice vote passed unanimously. Motion passed. Minutes approved.

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

V. Treasurer's Report

WDDDA: Moe Almaliky from Finance reviewed the financial statement dated April 30, 2022. Revenue to date totaled \$1,132,104. Total expenditures totaled \$740,603. The current cash position equals \$1,368,326 and it is estimated the WDDDA's cash position at the end of the fiscal year would be \$844,860.

EDDDA: Moe Almaliky from Finance reviewed the financial statement dated April 30, 2022. Revenue to date totaled \$959,760. Total expenditures totaled \$723,557. The current cash position equals \$1,001,133 and it is estimated the EDDDA's cash position at the end of the fiscal year will be \$411,654.

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

VI. Action Items

A. Regular Action Items

1. Joint Board Actions

a) FYE2023 Budgets

The Manager of the DDDAs is required by Public Act 57 to prepare and submit an operation budget for the DDDAs to be approved each year and submitted to the City Council. The boards have reviewed a 3-year budget for FYE2023-25 as submitted by the Manager of the DDDAs.

Director Zaineb Hussein presented a motion to amend the EDDDA and WDDDA budget to reduce the funding for POW! Strategies, Inc. contract by 50% to reflect not renewing the contract after December 31, 2022.

Also, to amend the EDDDA and WDDDA budget to reduce the office lease at the Beaumont building by 50% so lease will not renew and will expire December 31, 2022. Mayor Abdullah Hammoud seconded the motion. No vote taken.

Discussion continued on the subject.

For WDDDA, Director Zaineb Hussein made a motion to end discussion and take a vote. Seconded by Director Tahrik Alcodray. A voice vote passed unanimously. Motion approved.

For WDDDA, roll call vote for proposed budget amendment motion: Chairperson Sam Abbas - no, Vice Chairperson Mohammed Hider - yes, Mayor Abdullah Hammoud - yes, Director Tahrik Alcodray - yes, Director Zaineb Hussein - yes, Director Jeff Lynch - yes, Director Amanda Bright-McClanahan - yes, Director Audrey Ralko - no, and Secretary-Treasurer Jackie Lovejoy - yes. Motion approved.

For EDDDA, roll call vote for proposed budget amendment motion: Chairperson Eric Woody - yes, Mayor Abdullah Hammoud - yes, Director Zaineb Hussein - yes, Director Amanda Bright-McClanahan - yes, Director Hamzah Nasser - yes, Kamal Turfah - yes, Matthew Dietz - yes. Motion approved.

b) Sale of Dining Platforms

The EDDDA and WDDDA purchased from Unilock outdoor dining platforms up to \$7600 per 8'x40'. EDDDA planters were moved along Michigan and Schaefer Roads.

For EDDDA, one was purchased and placed on Williamson St. for \$6000 and \$1500 installed to be used by Good Burger and Koja Sushi. Both decided they didn't want to use the platform and removal and storage is approximately \$1500.

For WDDDA, one outdoor dining platform was purchased for \$5954 and installed for \$1500 on Howard St. which La Fork was going to use. They decided to no longer use the platform. Removal and storage will be approximately \$1500.

For WDDDA, Secretary-Treasurer Jackie Lovejoy made the motion to allow District 12 to obtain the outdoor dining platform, planters and barricades through a three year lease with an option to purchase at the end of the lease. Seconded by Vice Chairperson Mohammed Hider. A voice vote passed unanimously. Motion approved.

For EDDDA, Chairman Eric Woody motioned to obtain the outdoor dining platform through a one year lease to Haraz Coffee with an option to purchase at end of the lease, complying with all permitting and approvals. Seconded by Vice Chairperson Matthew Dietz. Director Hamzah Nasser

abstained from voting. A voice vote passed unanimously. Motion approved.

2. **EDDDA Actions Only**

a) Temporary Landscape & Maintenance Services

The EDDDA wants to align a second temporary service until a Request for Proposal is awarded. The temporary service is May 10, 2022 to August 31, 2022.

The EDDDA has indicated the scope of work as the following:

- Litter Removal (5x a week)
- Remove large debris/graffiti as needed
- Landscape and Maintenance of sidewalks, alleys, parking lots, planters, tree wells, City Hall Park including:
 - Mulching (1x)
 - Installation of annuals (1x)
 - Installation of perennials (1x)
 - Grass Cutting - 1x/week
 - Weeding as needed
 - Watering (3-5x a week)
 - Pruning as needed
 - Fertilize - grass (2x), other plant materials (1x)

Six quotes were requested, one quote was secured. Four Seasons quote for a total cost up to \$118,770 for the temporary contract period.

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 authorizes the temporary landscape and maintenance contract with Four Seasons starting May 10, 2022-August 31, 2022, in an amount of \$118,770.

The EDDDA Board authorizes the Manager of the DDDAS to execute the contract, subject to the review and approval of Corporation Counsel.

For EDDDA, motion to approve was made by Mayor Abdullah Hammoud, and seconded by Chairperson Eric Woody. A voice vote passed unanimously. Motion approved.

b) RAP Grant Supporting Resolution

There is a project in EDDDA to improve the alleyways between 5050 building and Masri Clinic, east of Schaefer and west of Schaefer between Adonis and former Citizens Bank alley continuing up to the last building by Dearborn Fresh. The project total is currently \$1.5 million, with funds currently in CIP. POW! Strategies Inc. and stakeholders are currently working with SmithGroup on the design.

This is a resolution of support to apply for the RAP grant and to approve the matching funds.

Motion is that the EDDDA strongly supports applying for the MEDC Revitalization and Placemaking Grant due on June 3, 2022, for the pedestrian alley improvements that stimulate and grow the local economy and the EDDDA commits the necessary 50% matching funds to match the grant request not to exceed a total project cost of \$1,575,436 through its CIP M20017 project.

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

c) Juneteenth Event Sponsorship Request

Julia Kapilango is bringing back the Juneteenth event to EDDDA. She brought supporters Darryl Woods and Minister Teferi Brant to speak in support of the event. Julia requested the EDDDA to financially support the event.

EDDDA approves paying for the police support, printing of posters, paying for insurance, and also artist labels/cards, up to \$5500. It was requested to display the EDDDA logo as a sponsor. Invoices must be submitted to the DDDA office.

For EDDDA, motion to approve was made by Director Hamzah Nasser, and seconded by Mayor Abdullah Hammoud. A voice vote passed unanimously. Motion approved.

3. WDDDA Actions Only
a) None at this time

VII. Old Business

- A. Bylaw Amendments
Currently under Legal review. Will revisit in June.
- B. EDDDA - City Hall Park Redesign
Mayor Hammoud - \$20 million dollar proposal was turned into Wayne County, of which \$10 million is slated for foundation/non-profit use. The project was considered highly transformational so could get funding by the end of this year and with construction happening next year. When funds are received, it would be brought back to the DDDAs and community to review the list of items for parks. Also included is the sliver of land next to Beaumont parking deck off Schaefer to possibly set up a ghost kitchen.

VIII. Committee Reports

Promotions - Cathleen Francois - Spring Perennial Exchange Saturday 10am - 1 pm.
Dearborn Farmers and Artisans Market now has 40 vendors, back to pre-pandemic numbers. Starts June 3. Also includes ribbon cutting, Kids Day with pirates versus

mermaids and movie night showing Luca. Ladies Night Out - more restaurant and service so have set it up as an "Adventure" night. Focus is to be more gender neutral. Design/Economic Vitality (DEV) Committee - Steve Deisler - one more Open Dearborn grant request is coming in for facade improvements in EDDDA. Will be brought to board after DEV review. Committee is also reviewing rules to grant programs to decide how best to proceed moving forward.

IX. DDDA Executive Management Team

Janet Bloom - left at table a copy of board attendance.

X. ED Report

Jordan Twardy - will be working to set up meetings that were brought up earlier. Sam Abbas - glad to know Building Dept. going under ED. He complimented the process since he had a project go through the building department recently.

XI. Call to Board of Directors

Jackie Lovejoy - Taste of Dearborn coming up June 15. Tickets are still available. Eric Woody stated Beaumont's sponsorship deadline is July 1 for upcoming events and programs.

XII. Call to Audience

No comments at this time

XIII. Adjournment

Meeting adjourned at 10:09 a.m. A motion was made by Director Jackie Lovejoy, seconded by Director Tahrack Alcodray.

Approved by:

Jackie Lovejoy, Secretary-Treasurer, WDDDA

 7/5/22

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

 6/21/2022