

CITY OF DEARBORN
EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (EDDDA)
WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (WDDDA)
REGULARLY SCHEDULED JOINT BOARD MEETING
NOVEMBER 15, 2018
DEARBORN ADMINISTRATIVE CENTER
MINUTES

MEMBERS PRESENT

JOINT EAST & WEST : Mark Guido, Mayor Jack O'Reilly (8:23a arrival)

EAST DDDA : Janice Cislo (9:59a departed), Jay Kruz (9:59a departed),
Dan Merritt, Mary O'Bryan, Scott Saionz, Kamal Turfah

WEST DDDA : Sam Abbas (8:13a arrival), James Jernigan, Jackie
Lovejoy (8:12a arrival), Karen Nigosian, Audrey Ralko,
Doug Van Noord

MEMBERS ABSENT

EAST DDDA : Joseph Bojovic, Judith McNeeley

WEST DDDA : Thomas Clark, Mohammed Hider, John McWilliams

NON-MEMBERS PRESENT

CITY OF DEARBORN : Cristina Sheppard-Decius (DDDA), Jean Smith
(DDDA), Andrew Daulton (DDDA), Teresa Duhl (DDDA),
Barry Murray (ECD), Licia Yangouyian (Law), Maria
Buffone (Finance), Laura Freeman (Council), Steve
Horstman (ECD)

OTHERS : Cheryl Zuellig (SmithGroup)

I. Call to Order

Joint DDDA Chair Karen Nigosian called the meeting to order at 8:11am.

II. Roll Call

EDDDA: Secretary-Treasurer Jay Kruz called the roll of Board members. A quorum was Present.

WDDDA: Secretary-Treasurer James Jernigan called the roll of Board members. A quorum was not present. At 8:13am, Chairwoman Karen Nigosian announced quorum had been reached.

III. Approval of Minutes

EDDDA: The minutes from the October 18, 2018 Joint Board meeting were presented for approval. Vice Chairperson Scott Saionz motioned to approve. Director Mark Guido seconded. Passed by unanimous voice vote.

WDDDA: The minutes from the October 18, 2018 Joint Board meeting were presented for approval. Director Jackie Lovejoy motioned to approve. Secretary-Treasurer James Jernigan seconded. Passed by unanimous voice vote.

V. Treasurer's Report

A. Receive & File Report

EDDDA: Maria Buffone from Finance reviewed the financial statement dated November 1, 2018. Revenue to date totaled \$681,214. Expenditures to date totaled \$114,986. The current cash position equals \$1,598,578, and it is estimated that the EDDDA's cash position at the end of the fiscal year will be \$556,396. Per Chairperson Merritt, the Treasurer's Report was received and filed.

WDDDA: Maria Buffone from Finance reviewed the financial statement dated November 1, 2018. Revenue to date totaled \$523,940. Expenditures to date totaled \$138,601. The current cash position equals \$1,089,104, and it is estimated that the WDDDA's cash position at the end of the fiscal year will be \$364,278. Per Chairperson Nigosian, the Treasurer's Report was received and filed.

B. Recognize Receipt of Funds

WDDDA: Acknowledged the receipt of funds from Josh Reynolds (\$20) and Victoria Murdock (\$40) totaling \$60 and from Paparazzi Accessories totaling \$5. Joint Director Mark Guido motioned to approve. Director Jackie Lovejoy seconded. Passed by unanimous voice vote.

EDDDA: Acknowledged the receipt of funds from Paparazzi Accessories totaling \$5. Vice Chairperson Scott Saionz motioned to approve. Director Janice Cislo seconded. Passed by unanimous voice vote.

VI. Presentation

A. Michigan Avenue/Connector Streets/Cultural Trail

Presented by Cheryl Zuellig of SmithGroup. Presentation included slides to illustrate the current and coming phases of development on the aforementioned projects, including a recent exploration of plans and procedures for removal of cement planters in the East End for business owners who wish to invest in such a project.

VII. Action Items

A. Joint Action Items

1. Dearborn Restaurant Week

EDDDA: Approved expenditures up to \$16,375 from account #297-6100-911-51-00 for costs related to Dearborn Restaurant Week. Vice Chairperson Scott Saionz motioned to approve. Director Kamal Turfah seconded. Passed by unanimous voice vote.

WDDDA: Approved expenditures up to \$16,375 from account #296-6100-911-51-00 for costs related to Dearborn Restaurant Week. Director Jackie Lovejoy motioned to approve. Secretary-Treasurer James Jernigan seconded. Passed by unanimous voice vote.

2. Art Month 2019

EDDDA: Authorized an amount not to exceed \$1,000 towards supporting April Arts Month 2019 from Community Promotion account #297-6100-911-51-00 Art Month line Item. Vice Chairperson Scott Saionz motioned to approve. Secretary-Treasurer Jay Kruz seconded. Passed by unanimous voice vote.

WDDDA: Authorized an amount not to exceed \$1,000 towards supporting April Arts Month 2019 from Community Promotion account #296-6100-911-51-00 Art Month line Item. Secretary-Treasurer James Jernigan motioned to approve. Director Sam Abbas seconded. Passed by unanimous voice vote.

3. Cancellation of December 2018 Joint Board Meeting

EDDDA: Authorized the cancelation of the December 20, 2018 Joint East and West Dearborn Downtown Development Authorities' meeting if no action items are necessary. Vice Chairperson Scott Saionz motioned to approve. Director Mark Guido seconded. Passed by unanimous voice vote.

WDDDA: Authorized the cancelation of the December 20, 2018 Joint East and West Dearborn Downtown Development Authorities' meeting if no action items are necessary. Director Audrey Ralko motioned to approve. Mayor Jack O'Reilly seconded. Passed by unanimous voice vote.

4. Translation Services for Branding

EDDDA: Resolution vote canceled per direction from the City's Purchasing Department which found approval language in addendum.

WDDDA: Resolution vote canceled per direction from the City's Purchasing Department which found approval language in addendum.

B. WDDDA Actions Only

1. Office Lease

The WDDDA board authorized an amount not to exceed \$10,830 (\$902.50 per month) towards sharing an office with the East Dearborn Downtown Development Authority in 13615 Michigan Avenue Building B from building rental line item #296-6100-911-44-10. Also, the WDDDA board authorized an additional amount not to exceed \$902.50 towards covering half of the June 2018 office space rent from building rental line item #296-6100-911-44-10. Mayor Jack O'Reilly motioned to approve. Director Jackie Lovejoy seconded. Motion approved by unanimous voice vote.

C. EDDDA Actions Only

1. Lighting for Schaefer

The EDDDA board authorized entering into a contract with Detroit Edison, a DTE Energy Company, in an amount not to exceed \$34,581 towards the construction and installation of nine 60w acorn style luminaires on 14' aluminum posts on Schaefer south of Michigan Avenue to Osbourne from Contract Services account #297-6100-911-34-90. Also, the EDDDA board authorized the executive director to execute the contract, subject to the review and approval of Corporation Counsel. Vice Chairperson Scott Saionz motioned to approve. Mayor Jack O'Reilly seconded. Motion approved by unanimous voice vote.

2. Unemployment Resolution Amendment

The EDDDA board authorized an amount not to exceed \$7,240 towards unemployment costs for Michael Bewick from Contract Services #297-6100-911-34-90. Vice Chairperson Scott Saionz motioned to approve. Director Janice Cislo seconded. Motion passed by unanimous voice vote.

VIII. Committee Reports

A. Promotions/Organization Update

Presented by Sam Abbas and Cristina Sheppard-Decius. Branding kick-off breakfast took place on November 1, 2018. More than 700 individual branding campaign surveys have been completed. However, campaign still needs a diversity of ZIP codes. The heaviest respondents are in the northwest quadrant. Dearborn Restaurant Week is projected to bring in \$34,000 with expenses totaling \$32,750 for a net profit of \$1,250. Forty businesses have committed to participating. Fall holiday events were recapped. The 2019 Music Series is in the planning stage. Committee Chair Sam Abbas recommended that the boards consider investing in purchasing a tent to be set up by the city's staff, rather than incurring the rental expense for multiple events each year. The city will review this issue. See board packet for full committee meeting minutes.

B. Design/Economic Vitality

Mike Kirk was not present. Cristina Sheppard-Decius reported. The Pitch Competition was successful with three of the five selectees presenting. Remember to take the branding survey and tell others about it. Issues being addressed by the committee include the business development ecosystem, community reinvestment act funding, activating Artspace, and others. See board packet for full committee meeting minutes.

IX. DDDA Executive Management Team Report & ECD Report

Kayak launches will be open in Spring 2019. Senior housing at REDICO site is 95% leased. Wagner Place crosswalks will be done soon. Soon to open in Wagner Place: Jolly Pumpkin, Orange Theory, and other businesses. The Muirhead Building sold this week.

X. Call to Board of Directors

Artspace's new arts and technology lab opened. If anyone has a contact at LA Express, advise them to open their Michigan Avenue doors as an entrance. A new business is opening in the East End--a coffee shop/kids' play gym. The Dearborn Area Chamber's Ladies Night took place on November 16th, and the Chamber will hold its Holiday Gala at the Glass Academy on December 6th at 5pm.

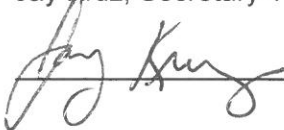
XI. Call to Audience

XII. Adjournment

Meeting adjourned at 9:59am. Mayor Jack O'Reilly motioned to approve. Director Sam Abbas seconded.

Approved by:

Jay Kruz, Secretary-Treasurer, EDDDA



Jim Jernigan, Secretary-Treasurer, WDDDA

