

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

November 18, 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 (call in, left at 9:40 a.m.), Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Thomas L. Clark, Director Mark G. Guido, Director Jackie Lovejoy (joined 8:15 a.m.), Director John L. McWilliams, and Director Karen Nigosian.

EAST DDA: Vice-Chairperson Eric Woody (joined 8:15 a.m.), Secretary-Treasurer Matthew Dietz, Mayor Jack O'Reilly, Director Janice B. Cislo, Director Mark G. Guido, Director Jay P. Kruz, Director Kamal Turfah (call in)

MEMBERS ABSENT

WEST DDA: Chairperson Sam Abbas and Director Audrey A. Ralko

EAST DDA: N/A

NON-MEMBERS PRESENT :

CITY OF DEARBORN: Jeff Watson (ECD), Hassan Sheikh (ECD), Licia Yangouyian (Legal), Michael Kennedy (Finance), Zeinab Hachem (Council Office), Cristina Sheppard-Decius (DDDA), Frank Bellino (DDDA) Janet Bloom (DDDA), Helen Lambrix (DDDA), Steve Deisler (DDDA)

OTHERS: Ben (SPIN) and Mike Kirk

I. Call to Order

WDDDA Secretary-Treasurer Jeff Lynch called the meeting to order at 8:07 am

II. Roll Call

EDDDA Secretary-Treasurer Matthew Dietz called the roll for Board Members for East DDDA. A quorum was present.

WDDDA Secretary-Treasurer Jeff Lynch called the roll for Board Members for West DDDA. A quorum was present.

III. Joint Meeting Chair for November 2021: Vice Chairperson Eric Woody

Secretary-Treasurer Jeff Lynch began meeting; Vice Chairperson joined and then chaired meeting starting at his arrival at 8:15 a.m.

IV. Approval of Minutes

Joint Meeting - October 2021

- A. EDDDA - A motion to approve the minutes was made by Director Mark Guido, seconded by Director Janice Cislo. Voice vote passed unanimously. Motion passed. Minutes approved.
- B. WDDDA - A motion to approve the minutes was made by Mayor Jack O'Reilly, seconded by Director Karen Nigosian. Voice vote passed unanimously. Motion passed. Minutes approved.

V. Treasurer's Report

WDDDA: Moe Almaliky from Finance reviewed the financial statement dated October 31, 2021. Revenue to date totaled \$694,034. Total expenditures totaled \$108,916. 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 \$642,608.

EDDDA: Moe Almaliky reviewed the financial statement dated October 31, 2021. Revenue to date totaled \$720,947. Total expenditures totaled \$127,568. 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 \$128,560.

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) Office Lease

The EDDDA and WDDDA sent a non-renewal letter to Artspace that the DDDAs will let the lease expire December 31, 2021. The DDDAs have secured space from Beaumont at 4700 Schaefer Ave. Lease shall

commence on December 15, 2021. The EDDDA and WDDDA will continue sharing space and splitting the rent and electrical costs equally. The boards authorize the Manager of the DDDAs to execute a one-year lease agreement with four one-year renewals with Oakwood Healthcare, Inc. subject to review and approval of Corporation Counsel. The EDDDA will pay \$1000 monthly from Building Lease budget line item 297-6100-911-44-10 plus 50% of monthly electrical costs and the EDDDA amends it FYE2022 building lease budget line item to \$11,915 annually by reappropriating \$4,415 from account 297-6100-91-51-00.

The WDDDA will pay \$1000 monthly from Building Lease budget line item 296-6100-911-44-10 plus 50% of monthly electrical costs and the WDDDA amends it FYE2022 building lease budget line item to \$11,915 annually by reappropriating \$4,415 from account 296-6100-91-51-00.

For EDDDA, motion to approve was made by Director Jay Kruz, and was seconded by Director Janice Cislo. Vice Chair Eric Woody abstained from voting. A voice vote passed unanimously. Motion approved.

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

b) Scooter Share

The DDDA Mobility Committee recommends SPIN Scooter as the best provider of city scooter programs to partner and negotiate a pilot program for a proposed launch in Spring 2022. The SPIN program will require Council support to create a scooter ordinance, and MOU with SPIN and further program details. The EDDDA and WDDDA support the development and implementation of a SPIN Scooter Program and it was resolved the EDDDA and WDDDA recommend sending an Advisory Memo including program details to the Dearborn City Council seeking Council support and authority to create an MOU with SPIN and a city-wide scooter ordinance.

For EDDDA, motion to approve was made by Director Janice Cislo, and was seconded by Secretary-Treasurer Matthew Dietz. A voice vote was all ayes, except one dissenting vote from Director Jay Kruz. Motion approved.

For WDDDA, motion to approve was made by Director Jackie Lovejoy, and was seconded by Vice Chairperson Mohammed Hider. A voice vote passed unanimously. Motion approved.

c) Nominating Committees

EDDDA and WDDDA are required to form a Nominating Committee for the annual nomination of officers to be elected by the board and serve as the Executive Committee. The EDDDA authorizes Eric Woody, Matthew Dietz, and Mark Guido to be appointed to the 2022 Office Nominating Committee. The WDDDA authorizes Mohammed Hider, Jackie Lovejoy, and Mark Guido to be appointed to the 2022 Office Nominating

Committee.

For EDDDA, motion to approve was made by Mayor Jack O'Reilly, and was seconded by Director Janice B. Cislo. A voice vote passed unanimously. Motion approved.

For WDDDA, motion to approve was made by Mayor Jack O'Reilly, and was seconded by Secretary-Treasurer Jeff Lynch. A voice vote passed unanimously. Motion approved.

d) Board Absences: October

The EDDDA and WDDDA board members have provided their reasons for absences for the October 2021 monthly board meeting, excluding any special board meetings. For East, it is Director Jay Kruz and for West, it is Director Jackie Lovejoy. Both boards agree to approve the presented absence waiver and excuses the absences.

For EDDDA, motion to approve was made by Secretary-Treasurer Matthew Dietz, and was seconded by Director Mark Guido. A voice vote passed unanimously. Motion approved.

For WDDDA, motion to approve was made by Secretary-Treasurer Jeff Lynch, and was seconded by Director Mark Guido. A voice vote passed unanimously. Motion approved.

e) Executive Action: Holiday Decor

No Action Taken.

f) Executive Action: Perfit/Chamber Partnership

No Action Taken.

2. EDDDA Actions only

a) Tree Well Removal

Due to the lack of bidder, competition for contractors and projects, and the need for timely completion of this project for business growth the EDDDA authorizes 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. This project has been bid out three times with no bidders received in the course of the last six months. The recommendation is utilizing the DDDA Purchasing Policy Section II Solicitation: Item F.

For EDDDA, motion to approve was made by Secretary-Treasurer Matthew Dietz, seconded by Director Janice Cislo. A voice vote was taken with one dissenting vote from Director Jay Kruz. Motion approved.

3. WDDDA Actions only

a) Extension of Open Door Dearborn Grant for Better Health

Better Health Market was the recipient of an Open Door Dearborn Grant and it stipulates that if a business doesn't open within one year of receipt of grant, that the monies must be returned. Better Health Market has requested a 90 day extension as they have been experiencing supply and stock issues due to COVID.

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

b) Executive Action: Winterfest Market Tent

No Action Taken.

VII. Discussion: Next steps for DDI/501c3

Jackie Lovejoy - met with Michigan Main Street and we need to work collaboratively as two DDDAs. Mike Kirk - We need a singular marketing focus of Downtown Dearborn rather than East and West. Forming a 501(c)3 will allow for funding from philanthropic organizations and individuals. Cristina Sheppard-Decius - we need to work to get service agreements set. There will be annual reporting requirements with 501(c) 3. Michael Kennedy requested to be involved at front end of process to be sure those requirements are met and planned for.

VIII. Old Business

After board meeting, the DDDA staff is installing one igloo at The Great Commoner, to training staff on how to create others for install.

IX. Committee Reports

Promotions Committee:

Upcoming events of Shop Small Nov. 27 and Winterfest Dec. 11.

Design/Economic Vitality Committee:

Steve - added six Open Door applications to report. Updates in districts: A steakhouse is coming to the former Bailey's location. Dave's Hot Chicken - two more dumpsters put in parking lot, PMADS created space for them. They are evaluating for additional trash cans. Owner is looking into hiring a street sweeper for once a week cleaning. Working with Legal on insurance requirements.

Jeff Watson - Parcels: Michigan and Brady - waiting on completion of engineering survey.

Taking more time than expected. West Village Dr. - getting ready to do RFP. Pacing it so new administration can weigh in. Howard and Michigan (NE corner) - has received two offers. Staff ready to make a recommendation. It will be retail/office and maybe

some residential. Village Plaza has been sold. Someone is interested in redeveloping site.

Steering Committee:

No updates.

Bike Share Committee:

No updates.

X. DDDA Executive Management Team & ECD Reports

None at this time.

XI. Call to Board of Directors

Karen Nigosian - 600 kids came through for Trick or Treat. There was no police presence when there should have been. Assistance is needed at intersections. Noticed three people run red lights.

Helen Lambrix - social media report - 2.8 million impressions, goal was 1.6 million. Engagement is 58K, goal is over 60K, and we have 16K followers and goal is 18K. With more events coming up, we expect to surpass our goals. Helen has found success in direct messaging business via Facebook or Instagram for those who are social media active.

XII. Call to Audience

None at this time

XIII. Adjournment

Meeting adjourned at 9:48 a.m. A motion was made by Director Jackie Lovejoy, seconded by Director Janice B. Cislo.

Approved by:

Jeffery Lynch, Secretary-Treasurer, WDDDA

DocuSigned by:

Jeffery Lynch

Dec-16-2021

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Matthew Dietz, Secretary-Treasurer, EDDDA

DocuSigned by:

Matthew Dietz

Dec-17-2021

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