

CITY OF DEARBORN  
EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (EDDDA)  
WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (WDDDA)  
REGULARLY SCHEDULED JOINT BOARD MEETING  
OCTOBER 18, 2018  
DEARBORN ADMINISTRATIVE CENTER  
MINUTES

**MEMBERS PRESENT**

EAST DDDA : Mark Guido, Jay Kruz, Judith McNeeley, Dan Merritt, Mary O'Bryan, Mayor Jack O'Reilly, Scott Saionz

WEST DDDA : Sam Abbas (arrived 8:19am), Thomas Clark, Mark Guido, Mohammed Hider, John McWilliams, Karen Nigosian, Audrey Ralko, Mayor Jack O'Reilly

**MEMBERS ABSENT**

EAST DDDA : Joseph Bojovic, Janice Cislo, Kamal Turfah

WEST DDDA : James Jernigan, Jackie Lovejoy, Doug Van Noord

**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), Leslie Herrick (Council)

OTHERS : Mike Kirk (Neumann/Smith Architecture & Design/EV Chair)

**I. Call to Order**

Joint DDDA Chair Dan Merritt called the meeting to order at 8:09am.

**II. Roll Call**

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

WDDDA: Vice Chair Thomas Clark called the roll of Board members. A quorum was Present.

**III. Approval of Minutes**

EDDDA: The minutes from the September 20, 2018 Joint Board meeting were presented for approval. Secretary-Treasurer Jay Kruz motioned to approve. Director Judith McNeeley seconded. A voice vote unanimously approved.

WDDDA: The minutes from the September 20, 2018 Joint Board meeting were presented for approval. Director Mark Guido motioned to approve. Vice Chairperson Thomas Clark seconded. A voice vote unanimously approved.

**V. Treasurer's Report**

**A. Receive & File Report**

EDDDA: Maria Buffone from Finance reviewed the financial statement dated October 2, 2018. Revenue to date totaled \$18,215. Total expenditures totaled \$91,028. The current cash position equals \$993,940 and it is estimated the EDDDA's cash position at the end of the fiscal year would be \$527,250. Chairperson Merritt asked that the minutes show the Treasurer's Report as received and filed.

WDDDA: Maria Buffone from Finance reviewed the financial statement dated October 2, 2018. Revenue to date totaled \$16,755. Total expenditures totaled \$96,617. The current cash position equals \$653,868 and it is estimated the WDDDA's cash position at the end of the fiscal year would be \$352,077. Chairperson Nigosian asked that the minutes show the Treasurer's Report as received and filed.

**B. Recognize Receipt of Funds**

Mistakenly included on agenda. Not applicable.

**VI. A. Joint Action Items**

**1. Snow Removal**

EDDDA: The EDDDA authorized the Executive Director to execute a contract on behalf of the EDDDA with the approved vendor for snow removal services, subject to the review and approval of Corporation Counsel. In addition, the EDDDA authorized entering into a contract with Premium Lawn not to exceed \$30,000 for snow removal services for the 2018/19 snow season, and the option of two one-year renewals, from the snow removal budget line item. Vice Chair Scott Saionz motioned to adopt. Director Mary O'Bryan seconded. A voice vote passed unanimously.

WDDDA: The WDDDA authorized the Executive Director to execute a contract on behalf of the WDDDA with the approved vendor for snow removal services, subject to the review and approval of Corporation Counsel. In addition, the WDDDA authorized entering into a contract with Premium Lawn not to exceed \$30,000 for snow removal

services for the 2018/19 snow season, and the option of two one-year renewals, from the snow removal budget line item. Mayor Jack O'Reilly motioned to adopt. Director John McWilliams seconded. A voice vote passed unanimously.

## **2. Holiday Decor**

EDDDA: The EDDDA authorized the Executive Director to execute a contract on behalf of the EDDDA with the approved vendor for the purchase of holiday décor, subject to the review and approval of Corporation Counsel. Furthermore, the EDDDA authorized the contract not to exceed \$9,870 for the purchase of holiday decorations from the approved vendor from the holiday decorations budget line item account #297-6100-911-34-90. Vice Chair Scott Saionz motioned to adopt. Seconded by Secretary-Treasurer Jay Kruz. A voice vote passed unanimously.

WDDDA: The WDDDA authorized the Executive Director to execute a contract on behalf of the WDDDA with the approved vendor for the purchase of holiday décor, subject to the review and approval of Corporation Counsel. Furthermore, the WDDDA authorized the contract not to exceed \$6,500 for the purchase of holiday decorations from the approved vendor from the holiday decorations budget line item account #296-6100-911-34-90. Vice Chair Thomas Clark motioned to adopt. Seconded by Director Sam Abbas. A voice vote passed unanimously.

## **3. Shop Small Banners**

EDDDA: The EDDDA authorized expending up to \$800 for the production of Shop Small banners from Britten Banners Inc. from the General Marketing budget line item account #297-6100-911-51-00. Vice Chair Scott Saionz motioned to adopt. Director Mary O'Bryan seconded. Voice vote passed unanimously.

WDDDA: The WDDDA authorized expending up to \$1,400 for the production of Shop Small banners from Britten Banners Inc. from the General Marketing budget line item account #296-6100-911-51-00. Vice Chair Thomas Clark motioned to adopt. Director Audrey Ralko seconded. Voice vote passed unanimously.

## **4. Officer Nominating Committee**

EDDDA: The EDDDA board authorized Board members Scott Saionz, Mary O'Bryan, and Mark Guido to be appointed to the 2019 Officer Nominating Committee. Mayor Jack O'Reilly motioned to adopt. Secretary-Treasurer Jay Kruz seconded. Voice vote passed unanimously.

WDDDA: The WDDDA board authorized Board members Audrey Ralko, Mark Guido, and Jackie Lovejoy to be appointed to the 2019 Officer Nominating Committee. Vice Chair Thomas Clark motioned to adopt. Director Sam Abbas seconded. Voice vote passed unanimously.

## **B. EDDDA Actions Only**

### **1. Winterfest Market Budget Increase**

The EDDDA authorized utilizing \$2,750 from Community Promotions fund / City Hall Park Events 297-6100-911-51-00 to purchase and secure Reindeer Ranch additional costs and move it to the Community Promotions fund / Holiday Promotions line item. Furthermore, the EDDDA amended its August 16, 2018 resolution to now authorize an amount not to exceed \$5,750 for the production and promotion of the 2018 Winterfest Market from Community Promotions Fund / Holiday Promotions #297-6100-911-51-00.

## **C. WDDDA Actions Only**

**None.**

## **VII. Committee Reports**

### **A. Promotions/Organization Update**

In addition to the written executive director report provided in the board packet, Committee Chair Sam Abbas reported on difficulties with collecting participation fees from certain Dearborn Restaurant Week participants. This challenge is not unique to DRW. The executive management team will schedule a meeting with city officials to discuss changes to the current process to improve revenue collection.

### **B. Design/Economic Vitality**

In addition to the written executive director report provided in the board packet, Committee Chair Michael Kirk reported that he is working with Ford Land and the city's Economic and Community Development Department to coordinate a tour of redevelopment-ready properties. He also said the committee is ready to support the DDDAs in their work on the facade improvement program.

## **VIII. DDDA Executive Management Team Report & ECD Report**

ECD Director Barry Murray reported that M. Cantina is seeking support from the EDDDA for demolition of the cement planter on the sidewalk in front of its building. Director Murray would like to meet with the EDDDA to discuss this request as well as an overall plan for addressing the many cement planters in the East End.

Other issues reported on: the Wagner Place ribbon cutting, renovations of existing buildings, Redico's progress on filling the senior living apartments at the medical office building at the corners of Schaefer and Michigan Avenue.

## **IX. Call to Board of Directors**

Chairperson Dan Merritt recognized the presence of Councilwoman Leslie Herrick. Announcements included: 1. Dearborn Branding Campaign Kick-off Breakfast at 8am on November 1st at the Ford Community and Performing Arts Center. 2. Pitch competition registration deadline is October 26th.

WDDDA Vice Chair Thomas Clark noted that he does not receive emails sent via Constant Contact. The executive management team will have to email him separately.

ComiqueCon, held on October 13th, was successful with 487 attendees and ad displayed 400 times at event. Debbie Dingell attended.

**X. Call to Audience**


Dearborn Restaurant Week event was recognized at the Michigan Downtown Association Annual Conference for its outstanding marketing and promotions event that is volunteer-driven.

**XI. Adjournment**

Meeting adjourned at 10:02am.

Approved by:

Jay Kruz, Secretary-Treasurer, EDDDA



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Jim Jernigan, Secretary-Treasurer, WDDDA



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