

CITY OF DEARBORN
EAST AND WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITIES
BOARD OF DIRECTORS MEETING
October 20, 2022

PA 57 Meeting - 8:15 AM- 8:30AM/ Joint Board Meeting 8:30 AM – 9:30 AM
Dearborn Administrative Center – Council Chambers
16901 Michigan Avenue, Dearborn, MI, 48126

MINUTES

MEMBERS PRESENT

WEST DDA: Chairperson Sam Abbas, Secretary-Treasurer Jackie Lovejoy (phone, then joined 9:00 am in person), Mayor Abdullah Hammoud (joined 9:01am), Director Tahrik Alcodray, Director Thomas L. Clark, Director Zaineb A. Hussein, and Director Devon O'Reilly

EAST DDA: Vice Chairperson Matthew Dietz, Mayor Abdullah Hammoud (joined 9:01 am), Director Zaineb A. Hussein, Director Khalil Dabaja, Director Jay P. Kruz and Director Zo Olabi

MEMBERS ABSENT

WEST DDA: Vice Chairperson Mohammed Hider, Director Amanda Bright McClanahan and Director Audrey A. Ralko

EAST DDA: Director Amanda Bright McClanahan, Director Hamzah Nasser and Director Kamal Turfah

NON-MEMBERS PRESENT :

CITY OF DEARBORN: Licia Yangouyian (Legal), Becky Schultz (Legal), Meryl McKeever (Finance), Massara Zwayen (Planning), Jordan Twardy (ED), Steve Horstman (ED), Cristina Sheppard-Decius (DDDA), Helen Lambrix (DDDA), Janet Bloom (DDDA), Steve Deisler (DDDA)

OTHERS: N/A

I. Call to Order

WDDDA Chairperson Sam Abbas called the meeting to order at 8:10am

II. Roll Call

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

DDDA's Operations Manager Janet Bloom called the roll for Board Members for West DDDA. No quorum was present. Quorum reached at 9:00 am.

III. Joint Meeting Chair for October 2022: Vice Chairman Matthew Dietz

IV. PA57 Information Session #2-2022

1. PA57 Report - Cristina Sheppard-Decius
2. Q&A - Director
3. Close PA57 Information Session at 8:33 am

V. Approval of Regular Meeting September 2022 Minutes

A. Approval of Regular Meeting September 2022 Minutes:

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

WDDDA - A motion to approve the minutes was made by Chairman Zaineb Hussein, seconded by Director Amanda Bright McClanahan. Voice vote passed unanimously. Motion passed. Minutes approved.

VI. Treasurer's Report

EDDDA: Meryl McKeever from Finance reviewed the financial statement dated September 30, 2022. Revenue to date totaled \$10,305. Total expenditures totaled \$165,804. The current cash position equals \$1,001,133 and it is estimated the EDDDA's cash position at the end of the fiscal year would be \$730,849.

WDDDA: Meryl McKeever from Finance reviewed the financial statement dated September 30, 2022. Revenue to date totaled \$13,856. Total expenditures totaled \$90,945. The current cash position equals \$1,368,326 and it is estimated the WDDDA's cash position at the end of the fiscal year will be \$1,089,202.

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

VII. Action Items

A. Regular Action Items

1. **Joint Board Actions**
 - a) **Holiday Curtain Lights & Super Wrapped Trees**
The East Dearborn Downtown Development Authority (EDDDA)

authorized a budget of \$10,000 for the rental and installation of holiday lights on buildings and trees in FYE2023, with West Dearborn Downtown Development Authority (WDDDA) authorizing a budget for the same services for \$50,000.

A competitive bid solicitation for the lowest bidder was conducted by City of Dearborn Purchasing Department and Santa's Light Crew was found to be the lowest bidder.

The EDDDA authorizes up to \$35,000 in expenditures to Santa's Light Crew for the rental and installation of holiday lights, from the Contract Services budget account # 297-6100-911-34-90 with the ability for the Executive Board to redistribute \$25,000 to do holiday decor with Santa's Light Crew from the Contract Services budget. The WDDDA authorizes up to \$50,000 in expenditures for the same services expending from account #296-6100-911-34-90.

It was also resolved that the Manager of the DDDAs is authorized to administer, sign contracts and expend the funds for the holiday lights as authorized, subject to review and approval of Corporation Counsel.

For WDDDA, motion to approve was made by Director Zaineb Hussein, and seconded by Chairperson Sam Abbas. A voice vote passed unanimously. Motion approved.

For EDDDA, Director Zaineb Hussein made the motion to approve. Seconded by Director Jay Kruz. A voice vote passed unanimously. Motion approved.

b) Snow Removal

The EDDDA authorized a budget of \$32,500 and the WDDDA authorized a budget of \$47,450 for snow removal services FYE2023.

The City of Dearborn Parking Fund and Department of Public Works annually cover the costs for parking lots/decks and the sidewalk perimeters around parking lots/decks.

The DDDAs, through City of Dearborn procurement processes, recommends awarding the competitively solicited contract for snow removal services to Frank's Landscaping & Supplies, LLC, for a term of one year starting November 1, 2022, with up to four, one-year renewal options.

The estimated cost for the contract for the 2022/23 season is \$69,390 for the EDDDA, and \$77,450 for the DPW/SAD for EDDDA areas and the

estimated cost for the contract for the 2022/2023 season for WDDDA is \$44,440 with \$3300 for DPW/Public Facilities and \$77,450 for the DPW/SAD.

It is resolved that the EDDDA and WDDDA authorizes the Manager of the DDDAs to execute the snow removal contract with Frank's Landscaping & Supplies, LLC, on behalf of the EDDDA up to \$69,390 for snow removal services for the 2022/2023 snow season, from the snow removal budget line account #297-6100-911-34-90, subject to the review and approval of Corporation Counsel and for the WDDDA for up to \$44,440 for snow removal services for the 2022/2023 snow season, from the snow removal budget line account #296-6100-911-34-90, subject to the review and approval of Corporation Counsel

The EDDDA directs the Executive Committee to review and recommend where to reappropriate funds from as needed for the snow removal contract or whether an amendment to the EDDDA FYE2023 budget is necessary.

For WDDDA, motion to approve was made by Director Tahrik Alcodray, and seconded by Director Devon O'Reilly. A voice vote passed unanimously. Motion approved.

For EDDDA, Director Jay Kruz made the motion to approve. Seconded by Vice Chairperson Matthew Dietz. A voice vote passed unanimously. Motion approved.

c) 2023 Event Calendar (DRW & DFAM)

The Promotions and Executive Committees have reviewed the 2023 calendar of events and recommend approving one event for the EDDDA for 2023 until further review of staffing capacity as the Board transitions staffing from POW! Strategies, Inc., to the Economic Development Department staff and review of the community event survey results. The one event recommended is the Dearborn Restaurant Week on March 3 - March 12, 2023.

It was resolved that the EDDDA agrees to approve hosting the Dearborn Restaurant Week for the 2023 event season, which is funded by the Community Promotions Budget account #297-6100-911-51-00.

The Promotions and Executive Committees have reviewed the 2023 calendar of events and recommend approving two events for the WDDDA for 2023 until further review of staffing capacity as the Board transitions staffing from POW! Strategies, Inc., to the Economic Development

Department staff and review of the community event survey results. The two events recommended are the Dearborn Restaurant Week on March 3 - March 12, 2023, and the Dearborn Farmers & Artisans Market from June 16-September 15, 2023.

It is resolved that the WDDDA agrees to approve hosting the Dearborn Restaurant Week for the 2023 event season, which is funded by the Community Promotions Budget account #296-6100-911-51-00, and the Dearborn Farmers and Artisans Market, which is funded by the account #296-6110-911-34-90.

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

For EDDDA, Mayor Abdullah Hammoud made the motion to approve. Seconded by Director Khalil Dabaja. A voice vote passed unanimously. Motion approved.

d) 2023 Board & Committee Meeting Calendar

The East Dearborn Downtown Development Authority (EDDDA) and the West Dearborn Downtown Development (WDDDA) meet monthly to handle the economic, planning and financial matters of the downtown district per the requirements of Public Act 197.

The EDDDA and WDDDA Boards select July 20, 2023, and October 19, 2023, to better collaborate, share information and opinions with the public in an open Public Information Meeting, fulfilling the requires of Public Act 57.

The EDDDA and WDDDA Boards will continue to meet jointly on the third Thursday of every month at 8:00 a.m. at the Dearborn Administrative Center (DAC).

The attached proposed EDDDA/WDDDA joint Board meeting schedule will be adopted for the 2023 calendar year.

The EDDDA/WDDDA joint Committee meetings of the Design/Economic Vitality, Promotions/Organization, Steering, Executive, Bike Share/Mobility and Branding/Website Committees will be held on the attached proposed schedule for 2023 via Zoom or in-person as needed.

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

For EDDDA, Director Zaineb Hussein motioned to approve. Seconded by Director Mayor Abdullah Hammoud. A voice vote passed unanimously. Motion approved.

e) Extension of Octane Design Contract for DRW Graphic Services

The design assets for Dearborn Restaurant Week are with Octane Design and will need updating for the 2023 event, therefore, an amendment to the branding contract with Octane Design will be required in an amount not to exceed \$10,125, to be split equally with EDDDA and WDDDA. It was resolved that the EDDDA agrees to approve expenditures up to \$5062.50, expending from account #297-6100-911-51-00, and the WDDDA agrees to approve expenditures up to \$5062.50, expending from account #296-6100-911-51-00, with Octane Design for graphic design services for the marketing and promotional materials for Dearborn Restaurant Week 2023. It was resolved the Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA and WDDDA with Octane Design, subject to review and approval by Corporation Counsel.

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

For EDDDA, Mayor Abdullah Hammoud made the motion to approve. Seconded by Director Zaineb Hussein. A voice vote passed unanimously. Motion approved.

2. EDDDA Actions Only

a) Appointment of Interim Secretary/Treasurer

The EDDDA shall be under the supervision and control of a board consisting of the Mayor and members appointed by the Mayor subject to approval by the City Council.

The officers of the EDDDA shall be elected annually by the Board and shall consist of a Chair, Vice-Chair and Secretary-Treasurer.

The Secretary/Treasurer position was vacated on October 10, 2022, and the EDDDA Vice-Chairperson asked for an EDDDA board member to fill the current open position of Secretary-Treasurer and Khalil Dabaja has offered to fill the open executive position.

There were no additional nominations so nominations closed and the Board elected Khalil Dabaja as the Secretary/Treasurer of the EDDDA for the remainder of 2022 until the 2023 elections.

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

b) Landscape & Maintenance Contract Incentive

The East Dearborn Downtown Development Authority (EDDDA) wishes to advocate and promote a clean, safe and attractive downtown.

As the bid is being prepared for the next multi-year contract, set up as two Years with three, one-year renewals, the bid committee suggested implementing an incentive-based contract not to exceed 10% of the total contract price to help achieve compliance in a timely manner and a high level of performance.

The EDDDA authorizes using an incentive-based contract of up to 10% of the total contract for the awardee of the EDDDA Landscape and Maintenance contract.

It was resolved the recommended awardee will be brought to the EDDDA Board for approval at a future meeting of the Board.

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

3. WDDDA Actions Only

a) Dearborn Community Fund Mural Project

The WDDDA budgeted for a crosswalk mural on West Village Drive for the FYE2022 budget, which was carried forward to FYE2023 via PO#102516, in the amount of \$18,000 with the Dearborn Community Fund.

The Dearborn Community Fund collaborated with the WDDDA and Padzieski Gallery in securing artists, volunteers and logistics for the crosswalk mural on West Village Drive between Mason and Monroe Streets adjacent to Wagner Park. They also assisted with the completing the artwork on the remaining utility box at Wagner Park near Black Box.

The WDDDA secured the street closure and logistics with Dearborn City Council, POW! Strategies, Inc., DPW and Police, and area businesses, and provided the social media and communications about the project.

It was resolved that the WDDDA recognizes and authorizes the expense of \$18,000 for the utility box and crosswalk mural to the Dearborn Community Fund as budgeted from account #296-6100-911-34-90.

For WDDDA, motion to approve was made by Chairperson Sam Abbas, and seconded by Director Tahrik Alcodray. A voice vote passed unanimously. Motion approved.

VIII. Old Business

None noted

IX. Committee Reports

Promotions: Helen - Holiday promotions - TV and radio media secured.

WDIV/Audacy/iHeart Radio. WWJ is offering to have 5 retailers come to the station and do personal promos which will run the entire promotional period. Santa Pops will be taking place over holidays and working out retail locations that people can get a picture with Santa.

Design/Economic Vitality (DEV): Steve Deisler - Four new grants coming to DEV, three are in the East and one is in the West. Three platforms available for East. Still working on platform ordinance with the ED team. Green Brain is being put in for another grant with Match on Main. We are also moving one platform. Mike Kirk is stepping down from DEV Committee. He has the DDDAs thanks for his many contributions. We have lost other members but are adding a potential three more, one being an architect. Working on getting contractor lined up to store platform.

Bike Share - Steve Deisler- scooter ordinance -working with city - hope to have for next week's meeting.

X. DDDA Executive Management Team

A. Pedestrian Alley Stakeholder Preferred Concept Review - Oct. 19

B. South Connector Streetscape Internal Kick-Off - Oct. 21

C. Former WDDDA board member Jeff Lynch dropped off thank you card at DDDA offices. Janet Bloom read the card to the boards.

XI. Economic Development Department Report

Jordan - platforms - memo is circulating with recommendation to put the 4 in storage.

Leases end October 31. If any of those locations want to renew, we can shepherd to council. We have two pathways - adjacent to business which is on the sidewalk - we can handle administratively and won't need to go to council. Path two is to work with boards to build a process to preselect areas. Then a business would just come to DDDA and it would go through administrative review. It would streamline processes. Plan to have no later than December. Memo will be given to Cristina to pass along to boards.

Staffing plan - an offer has been made for Deputy Director position. That person will start the first week of November. Civil Service approved all positions. Taking to City Council 10/25/22 and will get new requisitions, then post positions. Still on track to hire by December 1, 2022.

XII. Call to Board of Directors

No comments at this time

XIII. Call to Audience

No comments at this time

XIV. Adjournment

Meeting adjourned at 10:15 a.m. A motion was made by Chairperson Sam Abbas, seconded by Mayor Abdullah Hammoud.

Approved by:

Jackie Lovejoy, Secretary-Treasurer, WDDDA

 11/17/22

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

 11/17/2022

