

CITY OF DEARBORN
WEST DOWNTOWN DEVELOPMENT AUTHORITY
REGULARLY SCHEDULED MEETING
SEPTEMBER 20, 2018
DEARBORN ADMINISTRATIVE CENTER
MINUTES

- MEMBERS PRESENT : Karen Nigosian, Thomas L. Clark, James M. Jernigan, Mark Guido, Mohammed Hider, Jackie Lovejoy (arrived approx 8:20am), John McWilliams, Audrey A. Ralko, Doug Van Noord
- MEMBERS ABSENT : Mayor O'Reilly, Sam Abbas
- CITY OF DEARBORN : Barry Murray (ECD), Steve Horstman (ECD), Maria Buffone (Finance), Laura Freeman (Council), Bill Irving (Legal) (departed approx 8:20am), Debbie Walling (Legal) (arrived approx 8:20am), Cristina Sheppard-Decius (DDDA), Jean Smith (DDDA) (arrived approx 8:35am), Andrew Daulton (DDDA), Teresa Duhl (DDDA)
- OTHERS : Mike Kirk (Neumann/Smith Architecture)

I. Call to Order

Joint DDDA Chair Karen Nigosian called the meeting to order at 8:09am.

II. Roll Call

Secretary/Treasurer Jim Jernigan called the roll of Board members. A quorum was present.

III. Joint Meeting Chair

Per the decision at the last meeting to alternate joint meeting chairmanship, today's meeting was chaired by Karen Nigosian.

IV. Approval of Minutes

The minutes from the August 16, 2018 Board meeting were presented for approval. It was moved by Director Mark Guido and supported by Director Thomas L. Clark to approve the minutes as presented. A voice vote unanimously approved.

V. Treasurer's Report

A. Receive & File Report

Maria Buffone from Finance reviewed the financial statement dated September 6, 2018. Revenue to date totaled \$11,945. Total expenditures totaled \$34,721. The

current cash position equals \$675,670.32 and it is estimated the WDDDA's cash position at the end of the fiscal year would be \$630,295. Maria also noted that carry forwards from the prior fiscal year are not yet reflected in the reports. Chairwoman Nigosian asked that the minutes show the Treasurer's Report as received and filed.

B. Recognize Receipt of Funds

The WDDDA received \$170 in revenue from Seven Spatulas to the Farmers Market Sponsor Fund. Director Thomas L. Clark moved to acknowledge the receipt of funds. Director Mohammed Hider seconded. A voice vote passed unanimously.

VI. A. Joint Action Items

1. Graphic Design for Ads

Resolution introduced to approve a combined total of \$1600 in graphic design services from Bright Sky Creative, \$800 per DDA. Thomas L. Clark moved to approve \$800 from the WDDDA; Doug Van Noord seconded. A voice vote passed unanimously.

2. Branding Kick-off Events & Promotional Budget

Resolution introduced to approve a combined total not to exceed \$3,000 in site, materials, and supplies for the branding campaign kickoff event and stakeholder meetings. It is expected that, including board members, 40 to 50 people will attend these meetings and events. Jackie Lovejoy moved to approve \$1500 for the WDDDA; James Jernigan seconded. A voice vote passed unanimously.

3. 2017 Discover Dearborn App

Resolution introduced to approve a combined total payment of \$2394 to the Dearborn Area Chamber of Commerce for the maintenance of a visitor app. Payments were not made in 2017, the last year the app was in operation. John McWilliams motioned to approve the \$1197 payment for the WDDDA; James Jernigan seconded. A voice vote passed unanimously.

4. Lifestyle/Holiday Photography

Resolution introduced to approve a combined total of \$2700 in photography services to capture the culture, life, and vibrancy of the city through walking, shopping, and holiday environment shots. These photos need to be captured annually to ensure an inventory of such images is built and that the photos reflect the city's current landscape. The joint DDDAs own these images. Deborah Walling from the legal department did not see joint ownership as a concern.

While executive team has been getting quotes from photographers through Tanner-Friedman, the board directed that a clause should be added to the resolution stating that this work would be put out through a formal, competitive bidding process and that a "local" photographer should be used, if possible.

Jackie Lovejoy motioned to approve \$1350 from the photography budget for the WDDDA; Mohammed Hider seconded. Voice vote passed unanimously.

5. POW! Strategies Amendment to Contract

Resolution introduced to amend the POW! Strategies, Inc. contract to compensate POW at a discounted rate for work done in operations management, and design and planning management during the period when POW was understaffed due to unexpected departures, the ensuing vacancies, and the time it took to engage contractors to fill the vacant positions.

Compensation language on future contracts will be revised to reflect a billing process designed to handle potential staff shortages. Teresa Duhl was introduced as the newest member of the POW team, and it was announced that one additional member will be on-boarded soon, thus bringing the POW team up to full capacity.

Jackie Lovejoy motioned to approve the amendment to the WDDDA's contract with POW to reflect payment for:

1. Operations Management services as follows: July 15, 2018: \$257.92 and July 31, 2018: \$403.00.
2. Design and Planning Management services as follows: July 15, 2018: \$100, July 31, 2018: \$100, August 15, 2018: \$100, August 31, 2018: \$100.

James Jernigan seconded. Voice vote passed unanimously.

B. WDDDA Actions

1. Winterfest Market

Resolution to authorize the expenditure of an amount not to exceed \$15,000 for the production and promotion of the 2018 Winterfest activities. Location of Winterfest is not yet finalized, waiting on final determination of streetscape project. Thomas L. Clark motioned to approved; James Jernigan seconded. Voice vote passed unanimously.

VII. Committee Reports

A. Promotions/Organization Update

Sam Abbas not present. Cristina Sheppard-Decius and Jean Smith reported on behalf of the committee. Planning for Dearborn Restaurant Week is underway. Farm to Table event has been postponed until Spring 2019 at the earliest. Wagner Place Welcome packets were distributed. At the end of the month, the Executive Management Team will follow up with businesses who participated in the "Ford Employee Discount" program that was part of the package to see what the engagement rate was. Pitch panel with Metromode is coming up September 26.

B. Design/Economic Vitality

Michael Kirk reported. The list of redevelopment ready properties is being compiled. They plan to engage developers and brokers to tour these properties. The committee

was concerned about the delay in pursuing the Main Street program and understood that the board may have had concerns about how an umbrella organization's authority would change the funding of the two downtowns. The committee did not share those concerns. In response, the board assured Mike Kirk that the board remained resolved to pursue the Main Street program. The delay was due only to the Board's request to pursue reassurances from state government that an umbrella organization would not jeopardize the city's TIF funding.

VIII. DDDA Executive Management Team Report & ECD Report

Cristina Sheppard-Decius reported for the executive management team. The board postponed submission of the Michigan Main Street intent to apply as a Select Level community. The next opportunity will be September 2019. The assessment at the last board meeting was that the Boards were not yet ready to move to the next phase, and that approval of organizational structure, supporting documentation and agreements were needed prior to Michigan Main Street Select Level application. Next August 2019, a board resolution should be drafted to formally announce the board's intent to apply. An MOU is recommended between the two DDDA boards that states each agrees to collaborate with the other on the development and marketing of Downtown Dearborn.

Barry Murray reported for the ECD. Workers strike is slowing construction projects. In the west end, Wagner Place has opened. Occupants for the first floor are signing leases. The ribbon cutting will be on 10/4/18 at 4pm at the West Building at Wagner Place. There have been a few struggles with rebuilding the old Howell's site which is planned to have four stories with apartments and a pedestrian bridge to the building across the street. The construction equipment for that job is being stored on Lot G, with the city's approval. Street lighting poles are going up and being replaced. Poles are gaining banner and basket brackets which makes them custom poles. Railway underpass on Oakwood will be fixed by the Wayne County. Board member expressed concern about the Oakwood and Michigan Avenue intersection and the stop sign intersection behind Starbucks.

In the east end, progress on City Hall Park is being delayed by the need to upgrade sewer systems. Viable solutions do exist. City is attempting to standardize all street lighting poles throughout the city. City considering how best to market the Dearborn Town Center building to get it reoccupied. Senior housing is at or near 100% occupancy. Peacock Indian Cuisine recently opened.

IX. Call to Board of Directors

Concern was raised that the contract for the Pocket Park mural artist stated that upon execution of the contract, artist would receive a check, but his check was not available at that time. It was reported that the artist is borrowing funds from Sam Abbas. Executive team reported that the requisition for payment was submitted on 9/19/18. Purchasing recommended language should change to reflect payment within 30 days of contract execution. In cases where a check is needed immediately, the executive management

team should notify purchasing, so they can request it be put in the check run for that week.

Jackie Lovejoy encouraged all to attend the Conference of Western Wayne at the Ford Conference and Events Center on October 2nd. Wagner Place Ribbon Cutting on October 10th at 4pm. October 12th: Sculpture Fest VIP Preview Party from 5:30pm to 7:30pm. October 13th: Live auction fundraiser benefiting Dearborn Public Schools at the Dearborn Country Club. Visit dearbornareachamber.org for details on these and other events.

X. Call to Audience

No business/announcements.

XI. Adjournment

Motion to adjourn called by member who could not be heard (in person or on recording); Jackie Lovejoy seconded. Meeting adjourned at 9:43am.

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EAST DOWNTOWN DEVELOPMENT AUTHORITY
REGULARLY SCHEDULED MEETING
SEPTEMBER 20, 2018
DEARBORN ADMINISTRATIVE CENTER
MINUTES

MEMBERS PRESENT : Janice Cislo, Mark Guido, Jay Kruz, Dan Merritt, Mary O'Bryan, Scott Saionz, Kamal Turfah (arrived approx 8:18am)

MEMBERS ABSENT : Mayor O'Reilly, Joseph Bojovic, Judith McNeeley

CITY OF DEARBORN : Barry Murray (ECD), Steve Horstman (ECD), Maria Buffone (Finance), Laura Freeman (Council), Bill Irving (Legal) (departed approx 8:20am), Debbie Walling (Legal) (arrived approx 8:20am), Cristina Sheppard-Decius (DDDA), Jean Smith (DDDA) (arrived approx 8:35am), Andrew Daulton (DDDA), Teresa Duhl (DDDA)

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V. Treasurer's Report

A. Receive & File Report

Maria Buffone from Finance reviewed the financial statement dated September 6, 2018. Revenue to date totaled \$6,070. Total expenditures totaled \$52,761. The current cash position equals \$1,009,821 and it is estimated the EDDDA's cash

position at the end of the fiscal year would be \$893,040. Maria also noted that carry forwards from the prior fiscal year are not yet reflected in the reports. Chairman Merritt asked that the minutes show the Treasurer's Report as received and filed

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Jay Kruz seconded. Voice vote passed unanimously.

B. EDDDA Actions

1. 2nd Mural Contract & Payment Amendment

Resolution to amend the terms of the original contract with the Dearborn Community Fund to cover the costs of the artist's labor as well as materials in an amount not to exceed \$3480. Scott Saionz motioned to approved; Janice Cislo seconded. Voice vote passed unanimously.

2. Holiday Decor Reimbursement

Resolution to reimburse Retro Image Antiques, owned by Jay Kruz, \$130 for the purchase of 13 Christmas wreaths for the EDDDA holiday displays. Scott Saionz motioned to approve; Kamal Turfah seconded. Voice vote passed unanimously.

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