

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

September 15, 2022

Joint Board Meeting 8:00 AM – 9:30 AM

Dearborn Administrative Center – Council Chambers
16901 Michigan Avenue, Dearborn, MI, 48126

MINUTES

MEMBERS PRESENT

WEST DDA: Chairperson Sam Abbas, Vice Chairperson Mohammed Hider, Secretary-Treasurer Jackie Lovejoy, Director Tahrik Alcodray, Director Thomas L. Clark, Director Zaineب A. Hussein, Director Amanda Bright McClanahan, Director Devon O'Reilly, and Director Audrey A. Ralko

EAST DDA: Chairperson Eric Woody, Vice Chairperson Matthew Dietz, Director Zaineب A. Hussein, Director Jay P. Kruz, Director Amanda Bright McClanahan, Director Hamzah Nasser, Director Zo Olabi, and Director Kamal Turfah

MEMBERS ABSENT

WEST DDA: Mayor Abdullah Hammoud

EAST DDA: Mayor Abdullah Hammoud and Director Khalil Dabaja

NON-MEMBERS PRESENT :

CITY OF DEARBORN: Licia Yangouyian (Legal), Moe Almaliky (Finance), Massara Zwayen (Planning), Hassan Sheikh (ED), Jordan Twardy (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.

WDDDA - Chairperson Sam Abbas called the roll for Board Members for West DDDA. A quorum was present.

III. Joint Meeting Chair for September 2022: Chairman Sam Abbas

IV. Recognition of Former Board Member Jeff Lynch

V. Approval of Regular Meeting August 2022 Minutes

A. Approval of Regular Meeting August 2022 Minutes:

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

WDDDA - A motion to approve the minutes was made by Director Thomas Clark, seconded by Director Devon O'Reilly. Voice vote passed unanimously. Motion passed. Minutes approved.

VI. Treasurer's Report

EDDDA: Moe Almaliky from Finance reviewed the financial statement dated August 31, 2022. Revenue to date totaled \$3,435. Total expenditures totaled \$69,309. 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 \$773,334.

WDDDA: Moe Almaliky from Finance reviewed the financial statement dated August 31, 2022. Revenue to date totaled \$10,098. Total expenditures totaled \$32,600. 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 \$1,224,347.

VII. Action Items

A. Regular Action Items

1. Joint Board Actions

a) Staffing Plan

With the expiration of the POW! Strategies contract on December 31, 2022, the proposed Staffing Plan is to take the place of the status quo to ensure smooth transition and provide high level of services. The positions of Deputy Director of Economic Development, Senior Economic Development Assistant, Business District Liaison, and Events and Marketing Manager positions will formulate the team. The total cost will not exceed the total amount currently allocated for the POW! Strategies

contract unless approved by the EDDDA and WDDDA Boards. The EDDDA and WDDDA adopts the proposed Staffing Plan as proposed and that the remaining allocated funds from the POW! Strategies contract after December 31, 2022, shall be utilized to fund these positions. The EDDDA and WDDDA boards accept the staffing proposal as presented by the Economic Development team with an amendment of providing information by next board meeting providing information on timelines, staffing, hiring dates, events, and funding. Also, the Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA and WDDDA, subject to review and approval by Corporation Counsel.

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

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

b) DDDA Office Lease Non-Renewal

At its December 16, 2021, Board meeting, the EDDDA and WDDDA resolved to move into one of the commercial office spaces in the Beaumont building at Michigan Ave. and Schaefer Road. The EDDDA and WDDDA Boards executed a lease agreement on December 21, 2021, for an office in 4700 Schaefer Road, Suite 360, Dearborn, MI 48126 with a monthly rental amount of \$1000 per district, from building rental line item #296/297-6100-911-44-10.

The EDDDA and WDDDA Board agreed to sharing the office space and adopted a budget for office lease for FYE2022 of \$7,000; and for FYE2023 for \$6,000.

At the Joint Board meeting in June 2022, the EDDDA and WDDDA resolved to reduce the office lease budget in half for FYE2023 with the intent to not renew the current lease on the office space at 4700 Schaefer Rd., Suite 360 on December 15, 2022, as the City transitions DDDA staffing in-house.

Submitting a notice of renewal or non-renewal to Beaumont by October 15, 2022, is required per the lease agreement so it is resolved that the EDDDA and WDDDA Boards authorize the Manager of the DDDAs to execute a Letter of Non-Renewal to Beaumont for office space at 4700 Schaefer Road, Suite 360, subject to the review and approval by Corporation Counsel by October 15, 2022.

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

For EDDDA, Director Kamal Turfah made the motion to

approve. Seconded by Director Zaineb Hussein. Chairperson Eric Woody abstained from voting. A voice vote passed unanimously. Motion approved.

2. EDDDA Actions Only

a) Extension of Temporary Landscape & Maintenance Contract

As the bid is being prepared for the next multi-year contract, Four Seasons is being requested to extend their contract for an additional two months, October 1, 2022- November 30, 2022. The indicated scope of work is as the follows:

- Litter Removal (5x a week)
- Remove large debris/graffiti as needed
- Landscape and Maintenance of sidewalks, alleys, parking lots, planters, tree wells, City Hall Park including:
 - Installation of holiday decor (1x)
 - Installation of Shop Small banners (1x)
 - Installation of Downtown Dearborn branded banners (1x)
 - Grass Cutting (1x/week)
 - Weeding as needed
 - Pruning as needed
 - Leaf Removal (1x/week)

The cost for this additional two months service with Four Seasons is up to \$61,350.

A portion of these funds will be expended under the Special Assessing District (SAD) fund which is payable by the Department of Public Works (DPW). The EDDDA authorizes the temporary landscape and maintenance contract with Four Seasons starting October 1, 2022-November 30, 2022, in an amount of up to \$61,350, contingent upon the Executive Board has the ability to act on behalf of the board.

The EDDDA Board authorizes the Manager of the DDDA to execute the contract, subject to the review and approval of Corporation Counsel.

For EDDDA, motion to approve was made by Director Amanda Bright McClanahan, and seconded by Chairperson Eric Woody. A voice vote passed unanimously. Motion approved.

3. WDDDA Actions Only

a) None at this time

VIII. Old Business

Tom - redo the Bryant Library signage - work with Jackie on how to update. Cristina - will include it as part of the wayfinding plan. It would go with the brand. You do have some budget for. RFP still needs to go out. We've been waiting on city's initiative on wayfinding so we could coordinate.

Cristina - (new business in packet) - AANM gala on Oct. 15 - wanted to see if any board members would be interested to attend to help connect on EDDDA pedestrian alley - will need to see if a booth location or speaking opportunity is available. Will be at The Henry. Eric - Beaumont is a sponsor so will probably be attending. Cristina - alley plans will be brought to the boards soon, can share what we have so far. We have another meeting in October on the alley project.

IX. Committee Reports

Promotions: Helen - Dearborn Farmers Market - vendors are asking about plans for 2023. The last market day for this season is September 30. Fall Perennial Exchange is this Saturday.

Tunes at Noon averaged attendance of 30-40 people but we must realize that offices are still not fully staffed. Social media report: we have 6.3% engagement, where industry standard is 2%. We also have over 19,000 followers. We are hitting or exceeding targets.

Design/EV: Steve Deisler - Open Door grant program - District 12 is now open. They received \$10,000 from Open Door and also was a recipient of \$25,000 Match on Main grant from MEDC. The Sweet Shop is now open in EDDDA. MEDC is doing another round of Match on Main grants which we will resubmit Green Brain for again. We spoke to MEDC and it was a competitive field in the first round so they found the project good to do but there was a lot of competition. We can also include concepts. We are working with staff to solidify platform policy. It was requested to do a traffic review by District 12 on Mason prior to installing a platform there. Check to see what other locations may be viable.

X. DDDA Executive Management Team

- A. RAP Grant Award for EDDDA Pedestrian Alley
Cristina - the EDDDA was awarded \$787,718 towards the EDDDA Pedestrian Alley via MEDC's Michigan Strategic Fund Revitalization and Placemaking (RAP) Grant. More funds will need to be raised for the project to complete.
- B. New Board Member Orientation - Monday, Sept. 19 from 11am - 12:30 pm
Cristina - invites were sent out. It will be held at the DDDAs office. If you haven't RSVP'd, please do so.
- C. Downtown Day - Sept. 24 - Crosswalk Art Project
Cristina - Sept. 24 is Downtown Day in the state. This project has been on the books for awhile. It will be a mural that will be placed directly on W. Village Dr. directly between the Wagner Deck and Wagner Place. It is a project with the Dearborn Community Fund. It was always part of the streetscape plan to do this scale of a project. They will be asking for volunteers. We will coordinate street closure and business notifications.
- D. Cristina - I have accepted a position as Downtown Birmingham's Downtown Director officially beginning Sept. 19 and will be doing 1-2 days with them and keeping myself available. POW! Strategies will still be available and if we are needed to help during the transition, rate is already in contract.

XI. ED Report

Jordan Twardy- Hassan Sheikh is moving to a new position at Wayne County. He will be finishing up this month.

XII. Call to Board of Directors

Zo - mid- October for the Good Burger remodel. Zeinab - provide a list of options for next board meeting for platform placement in West. Jackie - there is one foursome left for the Executive Nine and Dine. Check the chamber website for upcoming activities and events. Sam - biggest issue with garbage is GFL missing days. We need cameras. If dumpster full, it makes businesses keep trash bags inside which is not allowed. We didn't have rat problem until pandemic and issues with trash pickup and carelessness of businesses disposing of oil by staff. Zeinab - please send photos of issues so city and sanitation can hold businesses accountable. Need to collect data for a month on GFL pick up misses and business misuse.

XIII. Call to Audience

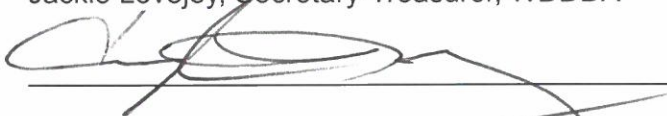
N/A

XIV. Adjournment

Meeting adjourned at 10:08 a.m. A motion was made by Secretary-Treasurer Jackie Lovejoy, seconded by Vice Chairperson Mohammed Hider.

Approved by:

Jackie Lovejoy, Secretary-Treasurer, WDDDA

 _____ 10/20/22

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

 _____ 10/20/22