



EAST AND WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITIES BOARD OF DIRECTORS MEETING

THURSDAY, AUGUST 20, 2020

8:00 A.M. - 9:30 A.M.

Via Zoom

Join Zoom Meeting

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Meeting ID: 433 224 302

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- I. Call to Order** Chairwoman Julia Kapilango
- II. Roll Call** Secretaries Merino & Lynch
- III. Joint Meeting Chair for August 2020: Julia Kapilango**
- IV. Approval of the July 2020 Meeting Minutes**
- V. Treasurer's Report** Finance/Treasurers
- VI. Action Items** (40 min.)
 - A. Regular Action Items**
 - 1. Joint Board Actions**
 - a) Michigan Main Street Select Level Application Letter of Intent
 - b) Vision Planning Printing
 - c) Movies in the Park Photography
 - d) Cleaning Services
 - 2. EDDDA Actions Only**
 - a) Haraz Coffee Open Door Dearborn Grant
 - b) City Hall Park Redesign
 - 3. WDDDA Actions Only**
 - a) Bike Racks
 - b) Hanging Baskets for Connector Streets
 - c) Budget Amendment for Library Lot Greenspace Conversion
 - d) Social District Plan
- VII. Committee Reports** (20 min.)
- VIII. DDDA Executive Management Team & ECD Reports**
- IX. Call to Board of Directors**
- X. Call to Audience** **3 min./guest**
- XI. Adjournment**

AGENDA OVERVIEW

JOINT ACTIONS

Michigan Main Street Select Level Application Letter of Intent

Since 2014, the DDDAs have been a part of the Engaged Level of the Michigan Main Street Program. During this engaged level, Board members, volunteers and management team have participated in the trainings provided and required to move on to the Select Level. As recommended by Main Street, the Steering Committee has continued to develop a plan for Dearborn's Main Street program. Modeling after other communities in the State of Michigan, the DDDAs have been working towards forming a non-profit management Board that brings together broad-based community support and energy focused on the Downtown Dearborn vision.

To apply to the Select Level of the Michigan Main Street program, a letter of intent is needed. Previously, the Michigan Main Street Advisory Board authorized Dearborn's proposal in 2018 to submit one application and apply as ONE downtown. In August 2018, the DDDAs considered this, but did not move forward at that time looking for more information on the following items:

- The first related to whether or not having a service agreement between the DDAs and DDI to manage the DDA operations, projects and programs would jeopardize the DDAs' Tax Increment Financing (TIF). As previously noted, there are other communities across the state that other entities such as a non-profit or economic development organization manage DDAs and multiple TIFs or TIFAs, such as Detroit Economic Growth Corporation with seven different authorities, Downtown Grand Rapids, Inc. with five TIF and DDA areas, and a few other models such as Lansing, Howell and Muskegon. Inquiry was also made with the State Treasury, which they confirmed it would not jeopardize TIF, as long as DDA P.A. 57 law is followed and TIF funds are used for their defined districts.
- The second issue discussed was Board representation. This is an easy solution in making sure that there is an emphasis of DDA Board representation on the DDI Board versus other community members.
- Third, the Boards wanted to know whether forming the DDI was a requirement of Michigan Main Street. It will not be required to have the organization legally formed by the application deadline, but they do want to see the Boards working towards this goal. The Boards did also pledge a memorandum of understanding indicating how the Boards currently and intend to work together in the future, which will be looked at favorably with our application.
- Fourth, a clear understanding of the DDI and DDAs' role, responsibilities and process relationship. A service agreement will address all of these items.

Members of our Steering Committee prepared a presentation for the Michigan Main Street Advisory Board to review and consider prior to Dearborn's application, which the committee has now updated further and will review with the DDDA Boards at the Board meeting. The presentation will be sent under separate cover on Monday.

The final application is due in December, but a letter of intent to apply to the Select Level is needed in the first part of September. The Steering Committee does recommend submitting a letter of intent at this time.

The Steering Committee is still working on the legal aspects of forming the Downtown Dearborn, Inc. including by-laws and service agreements between the EDDDA/WDDDA and DDI. The organization does not need to be formed prior to applying to the Michigan Main Street. Anticipated timeline for forming the DDI, completing service agreements and financial processes would be by the end of FYE2021 so that we can move forward in the next fiscal year.

Vision Planning Printing

The Downtown Vision Planning process is underway and in September/October we intend to launch the first part of the community engagement needed for the planning process by going on social media and online to encourage local input. The second part of the community engagement process will entail both online and hard copy surveys for those not able to participate online.

As part of the communications plan, printing an informational postcard that can be distributed at businesses and at the Farmers Market. Printing will be \$150, split equally between the EDDDA/WDDDA.

Movies in the Park Photography

Movies in the Park needs new photography to help best present it in future years in our promotional materials and marketing. Recommendation is for two nights of photography services (one night each in each district) and editing. Management has solicited quotes from a variety of photographers, with a few more quotes still anticipated to be received by early next week. The final resolution will be provided at the table with the recommended vendor(s).

Cleaning Services

The DDDA Boards recommended pursuing other quotes for cleaning services for FYE2021, which management has been in the process of securing. A draft resolution is attached. Final determination of the service provide will be presented at the Board meeting.

EAST DDDA ACTION ITEMS ONLY

Haraz Coffee Open Door Dearborn Grant Application

The EDDDA and WDDDA established the Open Door Dearborn business incentive to recruit businesses to Downtown Dearborn and improve the appearance of the districts through storefront and business rehabilitation and expansions at its April 18, 2019 joint Board meeting.

Haraz Coffee, a proposed EDDDA district business start-up, has applied for Level 1 funding of \$2500 to support their installation of new business signage and Level 2 funding of \$5,000 for business start-up support at 13810 Michigan Avenue under the Open Door Dearborn grant program.

Although the applicant started with a larger request for Levels 1-3, but the applicant ran into issues securing three quotes for the Level 3 items. Management therefore recommended that Haraz Coffee narrow its application scope to Levels 1 & 2 to meet the three-quote requirement for the signage in Level 1. The Applicant has secured the required three quotes for the sign despite the challenges that COVID-19 threw in the way and has modified his grant request for Level 2 by providing a business plan for a new business concept called Haraz Coffee. Market analysis prove that the EDDDA needs coffee shops to create a vibrant economy.

The Design/EV Committee met and reviewed the application, and they recommend funding support. Resolution is attached. The Board has budgeted \$40,000 for the Open Door Dearborn program in FYE2021.

City Hall Park Redesign

The EDDDA's goal of this project is to develop a regional downtown destination that enhances the sites historical context. The intent is to make the park a central gathering spot within the East Downtown, providing amenities for large events, cultural activities, as well as a place where neighbors can relax.

Competitively solicited bids for the design concept services for redesigning City Hall Park have been received and are under review. This was a Solicitation for Quote (SFQ), which is essentially a mini RFP due to the estimated value (\$20,000 on the requisition) being lower than the Council threshold. Purchasing and the requesting department is the evaluation team on this type of solicitation. Eight proposals were received. A recommendation will be provided at the Board meeting. The EDDDA Board carried forward from FYE2020 to FYE2021, budgeting \$20,000 from contractual services for design concepts. Depending on the final recommended firm, budget accommodations may be needed.

An advisory committee will be formed made up of EDDDA stakeholders and Board members to provide guidance and feedback through the public engagement and planning phases to make sure that the design meets the desires of the community. Kick-off will be September with design concepts and a construction budget developed by the end of the calendar year so that the EDDDA can plan for the installation in FYE2022. Stormwater repairs are still needed prior to embarking on any reconstruction of the park, which is still anticipated either this fall or early spring of 2021.

WEST DDDA ACTION ITEMS ONLY

Bike Racks

As part of the DDDAs strategy to improve and diversify mobility in the districts, locations for additional on-street bike racks and sidewalk bike racks have been identified including:

EDDDA: 8 on-street and 3 on-sidewalk (along Michigan and Schaefer)

WDDDA: 2 on-street (on Howard and Mason)

(The WDDDA already has a number of locations throughout the district, as well as more are being added with the Connector Streetscape project on Howard, Mason and Monroe.)

The EDDDA budgeted \$15,000, while the WDDDA budgeted \$6,000, and carried forward those budgets from FYE20 to FYE21.

A competitive bid for the installation and purchase of the bike racks, bumpers and stanchions was solicited for both the EDDDA and WDDDA twice. The first solicitation, Purchasing received no bids by the due date. The bid solicitation was extended and have now received two bids. The specifications match those currently being used in the new streetscapes along the North Connector Streets and Wagner Place development to provide consistency and bike mobility awareness.

Striping for the on-street areas is also recommended, but this solicitation will be competitively bid separately upon confirmation of a bike rack provider.

The EDDDA Executive Committee recommends deferring this to Spring 2021 to evaluate budget needs and potentially explore local metal artists.

The WDDDA Executive Committee recommends moving forward with the purchase to complete its bike mobility plan. A resolution is attached.

Hanging Baskets

Water-resilient hanging baskets for the North Connector Streets are needed in future years. The DDDAs recently purchase hanging baskets for West Village Drive and Wagner Place area, and Purchasing Department confirmed that the provider will hold the same price if purchased now. Fifteen more units are needed for the Connector Streets. Ordering now would allow for a timely spring installation in 2021. Resolution attached.

Library Lot Conversion to Greenspace

Dearborn City Council authorized moving forward with conversion of the Bryant Library parking lot to a greenspace at its Tuesday, July 14, Council meeting. Survey work, engineered drawings and construction are the next steps. Projected budget cost is \$150,000 and it is recommended to split the cost 50% City/25% Library/25% WDDDA as it has been done for other similar projects in the past with the City. Since this project was not included in the WDDDA budget for FYE2021, the Board will need to amend its budget to include it for an amount of \$37,500.

Attached is a presentation that reviews the need and plans for the area, and below is a summary of the intended improvements.

The greenspace will improve pedestrian safety at the Library and in the district, resolve existing stormwater issues at the Library, and increase economic growth and quality of life for the downtown and Dearborn residents. From the community engagement held during the design study and planning of the WDDDA Connector Streetscape along Howard, Mason and Monroe, it was determined that converting the Bryant Branch Library Parking Lot to a greenspace would greatly improve the pedestrian safety in the area, as well as providing an external connection to the Library by creating a community gathering space for the Library, Chamber and community at-large to use.

Based on the existing site conditions, the proposed improvements will:

- Resolve existing stormwater issues by removing the impervious surface directly adjacent to the library
- Provide a programmable outdoor space for library use.
- Reduce disconnected parking resources to improve wayfinding
- Remove the existing drive lane adjacent to the library entrances/exits to reduce pedestrian/vehicular conflict areas
- Remove driveways that cross sidewalks within the downtown core
- Provide on street parking along side streets closest to Michigan Avenue
- Relocate dumpster enclosure to improve access and pedestrian/vehicular conflicts

In February 2020, a public meeting was held at the Bryant Library for the patrons of the Library and Dearborn residents. At this meeting, the following input was provided further informing the design process and needs within this area:

- Provide additional dedicated ADA parking near the library
- Improve existing ADA parking spaces, bollards and signage within Lot B
- Improve winter maintenance on the sidewalks and roadway that lead to the library
- Improve winter maintenance on the sidewalks and roadway that lead to the library
- Provide short stay dedicated library parking spaces
- Look into future alternative book drop-off location
- Three concepts were developed and the final recommended concept provides for:
- Two ADA parking spaces within +/- 10' of existing
- New on-street parking spaces (2-hour short term parking)
- Dedicated Library parking space. (1-2 spaces 15 or 30-minute parking)
- Existing ADA parking spaces to be restriped and confirm compliance
- On-street bike parking spaces
- Maintain a similar dumpster location and keeps the dumpster pick up time flexible with a dedicated drive.
- Site wall with raised lawn edge accommodate a 100 seated theater style (rows of chairs with an aisle up the middle or on seated on the lawn) or 64 seated at round tables of 8, as well as the availability to provide for more intimate small group settings for readings and educational instruction.

There are also mid-term and long-term recommendations needed within Lot B and on Mason Street, including:

- Meter the remaining on-street spots on Mason with pay stations. This will prevent "all-day parking" in the spots that should be the highest turn-over. It will also prevent overflow parking from gas station. Coupons can be provided to library patrons for free parking when visiting the library.
- Once streetscape construction is completed, enhance Police regulations of gas station overflow and work with gas station to resolve tow truck issues.
- Once streetscape construction is completed, enhance Police regulations of gas station overflow and work with gas station to resolve tow truck issues.
- Add an additional drop box to alleviate accessibility concerns. Keep the current walkup drop-box location, but offer a drive-up drop-box location perhaps either near each library or one central point within the City. Recommend further discussions.

- Conduct a parking usage analysis of Lot B, especially the usage of the handicap spaces to determine the need of additional handicap parking. Conduct a survey of library patrons regarding parking usage.
- Reconfigure the handicap spaces in Lot B to improve parking access. Before restriping, confirm that parking lot is level in those areas.
- If more handicap spots are found to be needed, then add additional spots to the alley parking spots closest to the Library. Again, leveling of the parking spaces must be confirmed prior to restriping.
- Evaluate and potentially redesign Lot B and the alley between Mason and Howard.
- Three concepts have been developed for Lot B redesign that will greatly improve pedestrian access from the parking lot and traffic flow for future consideration of Council and the WDDDA. These greater improvements would be a potential long-term goal for the WDDDA to consider, but obviously would require a greater investment.

Social District Plan

Michigan Public Act 124 of 2020, Social Districts, was signed into law on July 1, 2020. This enabling legislation allows Michigan municipalities to establish Social Districts that would allow for “common areas” where two or more contiguous licensed establishments (bars, distilleries, breweries, restaurants and tasting rooms) could sell alcoholic beverages in special designated plastic cups to be taken into the area for consumption. A consumer cannot bring the purchase into another alcohol establishment, but may bring it into non-alcohol establishments if permitted by the business. The designated area must provide for a contiguous area from establishment to establishment. The area must be defined by signage, but does not require closure of streets or barricading. Across the State of Michigan, communities are designating everything from single blocks to multiple blocks within their downtowns. The State of Michigan looked at other states who have similar laws, including Ohio. In Ohio, you’ll find that many of these social districts have been marketed as a tourism destination.

Management is working in collaboration with the ECD Director, Police, Legal and DPW to develop policies, parameters and management of this new community development tool. The management team has reached out to WDDDA businesses to discuss this opportunity which they have shown interest in pursuing. Outline of the social district plan is attached. Recommended to use this as a pilot project for the first year, however the law does allow for a district area through 2024. For businesses to participate, there is a \$250 fee to the State of Michigan through the application process. There is no specification in the law for any local fees. As part of the pilot project we are recommending no local fees for this first year in order for us to better evaluate the potential cost and impacts, as well as providing businesses who are already hurt by the pandemic to flourish. We do anticipate that there may be an increase in maintenance and police enforcement to manage and monitor the area. Businesses will be required to maintain the area as well. Liability is on the business and must provide the appropriate insurance and add the City/DDA as additional insureds.

In Muskegon, they are proposing the DDA purchase the cups and support the district with maintenance and marketing/promotions. While we do not propose purchasing the cups, we do recommend the DDAs manage the maintenance and marketing/promotions.

The areas proposed include:

- West Village Commons Plaza
- West Village Drive/Monroe/Mason
- North side of Michigan Avenue and alley from Howard to Muirhead Plaza and /or potentially to Oakwood (to include Dearborn Brewing)

While we could make all of the areas contiguous, we recommend for this year to keep them separate as we further evaluate how it is used this year, as well as evaluating how other communities are establishing their districts and outcomes.

The Board's input and support of the Social District Plan is requested.

CITY OF DEARBORN
EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (EDDDA)
WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (WDDDA)
REGULARLY SCHEDULED JOINT BOARD MEETING

July 16, 2020

Virtual Meeting via Zoom

<https://zoom.us/j/433224302?pwd=bmd2VzZBZ2l2WEY5eDUyVmVCQlQwQT09>

Meeting ID: 433 224 302

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Meeting ID: 433 224 302

Join by Skype for Business

<https://zoom.us/skype/433224302>

MINUTES

MEMBERS PRESENT

EAST DDA : Chairperson Dan Merritt, Vice-Chairperson Jay P. Kruz, Secretary-Treasurer Julia Kapilango, Mayor Jack O'Reilly, Director Matthew Dietz, Director Mark Guido, Director Heidi Merino (joined 8:09am), Director Mary O'Bryan, and Director Eric Woody.

WEST DDA : Chairperson Sam Abbas, Vice-Chairperson Mohammed Hider (joined 8:17am), Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Thomas L. Clark, Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams, and Director Karen Nigosian.

MEMBERS ABSENT

EAST DDA : Director Janice B. Cislo and Director Kamal Turfah

WEST DDA : Director Audrey Ralko

NON-MEMBERS PRESENT :

CITY OF DEARBORN : Jeff Watson (ECD), Licia Yangouyian (Legal), Moe Almaliky (Finance), Hassan Sheikh (ECD), Zeinab Hachem (Council Office), Ray Alcodray (Black Box), Leslie Herrick (City Council), Cristina Sheppard-Decius (DDDA), Jean Smith (DDDA) Steve Deisler (DDDA), and Janet Bloom (DDDA)

OTHERS : N/A

I. Call to Order

Joint DDDA Chair Sam Abbas called the meeting to order at 8:04 am.

II. Roll Call

Janet Bloom, Operations Mgr. for DDDAs called the roll of Board Members for East and Board members for West.

EDDDA: A quorum was present.

WDDDA: A quorum was present.

III. Joint Meeting Chair for June 2020: Chairperson Sam Abbas

IV. Approval of the June (EDDDA) & May (WDDDA) 2020 Board Meeting Minutes

The minutes from the June 18, 2020 EDDDA Board meeting were presented for approval. For EDDDA, it was moved by Director Mark Guido and it was seconded by Director Mary O'Bryan. Roll call vote: Chairperson Dan Merritt - yes, Vice Chairperson Jay Kruz - yes, Secretary-Treasurer Julia Kapilango - yes, Mayor Jack O'Reilly - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan- yes, and Director Eric Woody - yes. Motion passed and minutes were recorded and filed.

For the WDDDA, the minutes from the June 18, 2020 WDDDA Board meeting were presented for approval. It was moved by Director Karen Nigosian and it was seconded by Director John McWilliams. Roll call vote: Chairperson Sam Abbas - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Thomas Clark -

yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes, and Director Karen Nigosian - yes. Motion passed. The minutes were recorded and filed.

V. Treasurer's Report

A. Receive & File Report

EDDDA: Moe Almaliky from Finance reviewed the financial statement dated June 30, 2020. Revenue to date totaled \$897,920. Total expenditures totaled \$903,649. The current cash position equals \$994,168 and it is estimated the EDDDA's cash position at the end of the fiscal year would be \$432,320.

WDDDA: Moe Almaliky reviewed the financial statement dated June 30, 2020. Revenue to date totaled \$1,098,496. Total expenditures totaled \$830,937. The current cash position equals \$1,083,008 and it is estimated the WDDDA's cash position at the end of the fiscal year will be \$766,396.

Chairman Sam Abbas asked that the minutes show the Treasurer's Report as received and filed for WDDDA.

Chairman Dan Merritt asked that the minutes show the Treasurer's Report as received and filed for EDDDA

VI. Public Act 57 Info Session #1 - 2020

Cristina Sheppard-Decius reviewed PPT of completed projects, current projects and upcoming projects. A new project discussed was Dearborn Business Assistance Team (BAT) and how that will be a program that continues to grow and be utilized by downtown businesses. It offers free webinars, consultations and access to interns for hire to help businesses.

VII. Action Items

A. Regular Action Items

1. Joint Board Actions

a) By-Law Amendment Ad-hoc Committee

The DDDAs recognizes the need to form an Ad-hoc committee to review the by-laws for both EDDDA and WDDDA. For the EDDDA, the board appoints Julia Kapilango and Mary O'Bryan. For the WDDDA, the board appoints Jeff Lynch and Mohammed Hider.

For EDDDA, motion to approve by Mayor Jack O'Reilly, seconded by Director Eric Woody. Roll call vote: Chairperson Dan Merritt - yes, Vice-Chairperson Jay Kruz - yes, Secretary-Treasurer Julia Kapilango - abstain, Mayor Jack O'Reilly - yes, Director Matthew Dietz - yes, Director

Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - abstain, and Director Eric Woody - yes. Motion passed.

For WDDDA, motion to approve by Director Mark Guido; seconded by Director Thomas Clark. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - abstain, Secretary-Treasurer Jeff Lynch - abstain, Mayor Jack O'Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes and Director Karen Nigosian - yes. Motion passed.

b) PR Extension of Contract

Tanner Friedman has been engaged for public relations services for Downtown Dearborn to date. Due to the timing of the RFP, a service gap will occur. \$8400, to be split equally between EDDDA and WDDDA, was recommended to meet communication needs. The EDDDA obligated to pay 50% of the cost of an amended amount of \$4200, equalling \$2100 for EDDDA expending from account #297-6100-911-34-90. WDDDA obligates to pay 50% of \$4200, equalling \$2100, expending from account #296-6100-911-34-90.

For EDDDA, motion to approve by Director Mary O'Bryan, seconded by Director Matthew Dietz. Roll call vote: Chairperson Dan Merritt - yes, Vice Chairperson Jay Kruz - yes, Secretary-Treasurer Julia Kapilango - no, Mayor Jack O'Reilly - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - yes, and Director Eric Woody - yes. Motion passed.

For WDDDA, motion to approve by Secretary Treasurer Jeff Lynch; seconded by Vice Chairperson Mohammed Hider. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, and Director John McWilliams - yes and Director Karen Nigosian - yes. Motion passed.

c) Welcome Back Campaign Amendment

For the Welcome Back Campaign, a reopening strategy has been developed, consisting of both physical improvements and marketing, with costs to be split equally between EDDDA and WDDDA. The items to be ordered are from Malko Media for covid-19 safety yardsigns (qty. 50, \$475), Beshara posters (3 sets - \$300), and Rocket branded outdoor ground stickers (qty. 40, \$50 ea. for \$2000); Rocket branded outdoor ground stickers (DFM) (qty. 10, \$26.25 ea. for \$262.50) Press and Guide

newspaper ads (\$600), Times Herald newspaper ads (\$600), Epiccrowdcontrol.com (10 sets, \$170); and Beshara \$300 for flyer; Rocket 14 vinyl posters (\$262.50); Rocket 50 vinyl banners (\$1347.50); Rocket feather banners (20 per district, \$3964); Beshara gateway banner (qty 3, \$607.50); Jean Smith 6ft foldable picnic tables (10 per district, \$150 each, \$3000); Downriver Tents 20x 20 tent, 1 EDDDA/1WDDDA, \$4225 each, \$8450), and Janet Bloom for stakes and chains for picnic tables (\$25 per table, \$500) and Adirondack chairs \$18 each, EDDDA 16, WDDDA 12, \$504).

It is recommended to move five picnic tables from the EDDDA and relocated to the WDDDA and adjusting the cost so \$750 comes off EDDDA total and adds \$750 to WDDDA total.

The EDDDA obligates to pay 50% of the \$23,343 for the purchase of supplies for the welcome back campaign for a total of \$11,617.50 from account #297-6100-911-51-00.

The WDDDA obligates to pay 50% of the \$23,343 for the purchase of supplies for the welcome back campaign for a total of \$11,617.50 plus an additional \$750 for five additional picnic tables from account #296-6100-911-51-00.

For EDDDA, motion to approve by Chairperson Dan Merritt, seconded by Mayor Jack O'Reilly. Roll call vote: Chairperson Dan Merritt - yes, Vice Chairperson Jay Kruz - yes, Secretary Treasurer Julia Kapilango - no, Mayor Jack O'Reilly - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - yes, and Director Eric Woody - yes. Motion passed.

For WDDDA, motion to approve by Vice Chairperson Mohammed Hider; seconded by Secretary Treasurer Jeff Lynch. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes and Karen Nigolian - yes. Motion passed.

2. WDDDA Actions Only

a) Black Box Gallery - Open Door Dearborn Grant

Black Box Coffee, a proposed WDDDA start up, has applied for all three levels of funding under the Open Door Dearborn grant program, but ran into issues getting quotes for Level 3 funding. The application was modified to request only Level I funding of \$2500 to support sign

installation and Level II funding of \$5000 for business start up support. Three quotes for the signage, as requested by the Design/EV Committee, has been received and reviewed; and at the July 14, 2020, Design/EV Committee, for the Level 1 grant, Mike Kirk made a motion, with a second from Mark Guido, to approve a Level 1 grant in the amount of \$2,500 for a new projecting sign for Black Box. Conditions of the grant include: 1) the applicant will return to the DEV Committee for the approval of the final design, 2) the design of the sign will show the business name "Black Box" as the prominent graphic on the sign and 3) the applicant will secure an appropriate sign permit from the city; and for the Level 2 grant, Mike Kirk made a motion, with a second from Mark Guido, to approve a Level 2 grant in the amount of \$5,000 for a new business start-up grant for Black Box. Conditions of the grant include: 1) the applicant will provide in writing details of the project budget including estimated capital investment, operating costs and commitment to cover the costs for year one and 2) the applicant will also work with the Dearborn DDA Business Assistance Team to engage in discussions and assistance from area experts on marketing and business planning.

The WDDDA awards Black Box Coffee a Level I grant for signage for \$2500 and a Level 2 grant for business start up support of \$5000 from account #296-6100-911-34-90.

For WDDDA, motion to approve by Mayor Jack O'Reilly; seconded by Vice Chairperson Mohammed Hider. Roll call vote: Chairperson Sam Abbas - abstain, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, and Director John McWilliams - yes. Motion passed.

b) Planters for Alley behind Gentleman's First Barbershop

WDDDA was notified of a pedestrian safety issue at Gentlemen's First barbershop located off Military. Vehicles are currently driving through a pedestrian walkway already clearly marked, along with painted curbs. It was determined three large planter boxes with tall plants are a proper deterrent to redirect traffic in that area.

A planter box style was chosen from Wayfair.com and Fairlane Grounds has quoted for plant materials, fill and installation of the planters. The WDDDA authorizes a not to exceed price of \$1000 plus shipping and handling for three planter from Wayfair.com and authorizes up to \$3000 for Fairlane Grounds for fill, plant materials and installation. Funds are to be expended from account #297-6100-911-62-40.

For WDDDA, motion to approve by Director Jackie Lovejoy; seconded by Director John McWilliams. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, and Director John McWilliams - yes. Motion passed.

c) Library Lot Conversion to Greenspace

No action presented to board.

Plans are to convert former parking space to greenspace. Survey work (estimated \$9500), engineering drawings and construction costs (estimated at \$80,000) will be obtained then budgeted for. More details are to come.

d) DFAM Amendment

The Farmers Market is utilizing Mama Mia for direct mail DFM campaign to reach a portion of resident in Dearborn area. The cost of the production and mailing is \$2990.00

Already approved expenses include, Press and Guide for \$600, \$700 for supplemental market supplies for Jean Smith. Brendel's was arranged for portajohns, sinks and hand sanitizer for \$2940 for abbreviated 12 week market season. \$2500 is allotted for entertainment. WDDDA will expend from account #296-6110-911-34-90

For WDDDA, motion to approve by Director Jackie Lovejoy; seconded by Vice Chairperson Mohammed Hider. Roll call vote: Chairperson Sam Abbas - abstained, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Thomas Clark - abstain, Director Mark Guido - yes, Director Jackie Lovejoy - yes, and Director John McWilliams - yes. Motion passed.

3. EDDDA Board Actions

a) City Hall Park Redesign

No action taken at this time.

Goal of project is to build a destination location that enhances the sites historical context. \$20,000 was carried over from FYE2020 to FYE 2021 for contractual services for design concepts.

An advisory committee will be formed to engage stakeholders and the community with planned installation targeted at FYE 2022.

Storm water repairs will be needed prior to construction and are scheduled for FYE 2021.

b) Executive Committee Resignations & Call for Nominations

The 2020 Executive Committee for EDDDA resigned at the July 16, 2020 board meeting. The following board members were nominated: Heidi Merino nominated Julia Kapilango for Chair; Mayor Jack O'Reilly nominated Dan Merritt for Vice Chairperson; and Julia Kapilango nominated Heidi Merino for Secretary Treasurer. No other nominations were submitted.

To close nominations, Mayor Jack O'Reilly motioned to close; seconded by Director Mary O'Bryan.

Roll call vote: Chairperson Dan Merritt - yes, Secretary Treasurer Julia Kapilango - yes, Mayor Jack O'Reilly - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - yes, and Director Eric Woody - yes. Motion passed.

Motion was presented by Director Mary O'Bryan to approve slate of Executive Committee as presented and seconded by Director Eric Woody.

Roll call vote: Chairperson Dan Merritt - yes, Secretary Treasurer Julia Kapilango - yes, Mayor Jack O'Reilly - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - yes, and Director Eric Woody - yes. Motion passed.

VIII. Committee Reports

Committee minutes are in Supplemental Materials in digital board packet.

A. Platform Dining

Interest in launching pilot program to bring two to four platform dining locations into downtown. Goal would be have DDDA financially support this year, then future years, lease equipment to restaurants who continue to use it. Identified West locations: Bailey's and next to Great Commoner. Identified East locations: In front of Bamboozle's, Good Burger (no curb cut out for natural barrier), Joe's Top Dog (if planter tree well removed, could do dining on sidewalk). Cost is around \$5,000 per location. Review pulling funding from Open Door Dearborn Grant program.

Sam asked to have as action item for next board meeting. Mayor stated to have it slated for later.

B. Main Street/DDI

Letter of Intent due in September. Plan is to apply in December 2020.

It was noted that setting up the DDI/DDA structure would not jeopardize TIF as long as DDA PA 57 law is followed and TIF funds are used in their defined districts. Board representation on DDI would emphasize DDAs. The DDI board doesn't have to be formed by application deadline but Michigan Main Street will want to see Boards working towards that. An example of that is the MOU the Boards signed. A service agreement will be necessary to define roles and

responsibilities for both DDI and DDAs. The Steering Committee has targeted August to bring the request for the letter of intent.

This structure will allow it to be set up as a 501(c)3 allowing it to accept donations the organization hasn't been able to access in the past.

IX. DDDA Executive Management Team & ECD Reports

Jeff Watson shared that City Council approved outdoor service areas. Currently the numbers have been disappointing as far as participation. At this time, less than half a dozen have stepped forward. Jean Smith stated that for some businesses the hindrance is inability to get staff to cover additional area.

Hassan Sheikh shared that the Census is making steady progress and it has been extended to October. Canvassing will start the first week of August. Idea to help was to ask to host a phone bank. He asked for attendees to continue to spread word or disseminate materials to get more engagement.

X. Call to Board of Directors

Chairperson Dan Merritt stated they are participating in Patronicity program for funding. It allows up to \$5000 to be doubled by MEDC.

Jackie Lovejoy stated MEDC has another new grant providing \$20,000 per business. Cristina stated the DDDAs have share in social media and eNewsletter.

XI. Call to Audience

No comments.

XII. Adjournment

Motion to adjourn by Director Jackie Lovejoy, seconded by Director Eric Woody. Meeting adjourned at 10:28 am.

Approved by:

Julia Kapilango, Secretary-Treasurer, EDDDA

Jeff Lynch, Secretary-Treasurer, WDDDA

CITY OF DEARBORN
EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (EDDDA)
WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (WDDDA)
SPECIAL SCHEDULED JOINT BOARD MEETING

July 27, 2020

Virtual Meeting via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/87157308104?pwd=NEk1ejV6eVpncGppZU9TTzk1SW5odz09>

Meeting ID: 871 5730 8104

Passcode: 969095

One tap mobile

+13126266799,,87157308104#,,,,,0#,,969095# US (Chicago)

+19292056099,,87157308104#,,,,,0#,,969095# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 871 5730 8104

Passcode: 969095

Join by Skype for Business

<https://us02web.zoom.us/skype/87157308104>

MINUTES

MEMBERS PRESENT

EAST DDA : Chairperson Julia Kapilango, Secretary-Treasurer Heidi Merino, Mayor Jack O'Reilly, Director Jan Cislo, Director Matthew Dietz, Director Jay P. Kruz, Director Mary O'Bryan, and Director Eric Woody.

WEST DDA : Chairperson Sam Abbas, Vice-Chairperson Mohammed Hider, Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly,

Director Thomas L. Clark, Director Jackie Lovejoy, and
Director John McWilliams.

MEMBERS ABSENT

EAST DDA : Vice Chairperson Dan Merritt, Director Mark Guido,
Director Jay Kruz, and Director Kamal Turfah

WEST DDA : Director Mark Guido, Director Karen Nigosian, and Director
Audrey Ralko

NON-MEMBERS PRESENT :

CITY OF DEARBORN : Licia Yangouyian (Legal), Moe Almaliky (Finance), Hassan
Sheikh (ECD), Cristina Sheppard-Decius (DDDA), and
Janet Bloom (DDDA)

OTHERS : N/A

I. Call to Order

Joint DDDA Chair Sam Abbas called the meeting to order at 1 pm.

II. Roll Call

Janet Bloom, Operations Mgr. for DDDAs called the roll of Board Members for East and
Board members for West.

EDDDA: A quorum was present.

WDDDA: A quorum was present.

III. Joint Meeting Chair for June 2020: Chairperson Sam Abbas

IV.. Action Items

A. Regular Action Items

1. Joint Board Actions

a) Carry Over Amendment

Additional items were added to FYE 20- FYE 21 Carry Overs due to
purchases or payments happening after year end on June 30, 2020 or
repairs not complete by year end.

The additions for EDDDA were Issue Media Group (\$6000), Tanner Friedman (\$1800), Covid Supplies (\$16,221), and W H Canon (\$25,000). This brings the total of Carry Forwards for EDDDA to \$195,433.

The additions for WDDDA were Issue Media Group (\$6000), Covid Supplies (\$16,221), Planter Rail/Future Fabricators (\$4426), Fairlane Grounds (\$72,352). This brings the total of Carry Forwards for WDDDA to \$233,684.

For EDDDA, motion to approve by Mayor Jack O'Reilly, seconded by Director Janice Cislo. Roll call vote: Chairperson Julia Kapilango - abstain, Secretary-Treasurer Heidi Merino - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Jay Kruz, Director Mary O'Bryan - yes, and Director Eric Woody - yes. Motion passed.

For WDDDA, motion to approve by Director Jackie Lovejoy; seconded by Director John McWilliams. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Thomas Clark - yes, Director Jackie Lovejoy - yes, and Director John McWilliams - yes. Motion passed.

XII. Adjournment

Meeting adjourned at 1:40 pm.

Approved by:

Heidi Merino, Secretary-Treasurer, EDDDA

Jeff Lynch, Secretary-Treasurer, WDDDA

Financial Statement Summary		FY2019	FY2020	FY2021				
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance
Revenue								
296-0000-311.40-00	Property Tax Capture	\$ 570,692	769,618	\$ 888,400	\$ 888,400	\$ -	\$ -	\$ 888,400
	Brownfield Tax Capture	132,940	248,583	243,700	243,700	-	-	243,700
	Tax Revenue Total:	\$ 703,632	\$ 1,018,201	\$ 1,132,100	\$ 1,132,100	\$ -	\$ -	\$ 1,132,100
296-0000-330.05-14	Local Community Stabilization Authority	25,313	-	25,000	25,000	-	-	25,000
296-6110-330.01-90	Farmer's Market Federal Grant	1,424	607	1,500	1,500	-	-	1,500
296-6110-369.90-00	Farmer's Market Miscellaneous	18,865	7,265	23,500	23,500	2,320	-	21,180
296-6100-365.90-00	Donations from a Private Source	48,348	16,659	52,500	52,500	-	-	52,500
296-6100-322.40-10	Events Revenue	-	6,545	-	-	-	-	-
296-0000-361.10-05	Interest Income	19,928	14,219	15,755	15,755	-	-	15,755
296-0000-369.90-00	Miscellaneous Income	6,194	-	-	-	-	-	-
	Donations & Farmer's Market Total:	\$ 120,072	\$ 45,295	\$ 118,255	\$ 118,255	\$ 2,320	\$ -	\$ 115,935
296-0000-391.91-01	Contributions from the General Fund	37,913	35,000	35,105	35,105	2,925	-	32,180
	General Fund Contribution Total:	37,913	35,000	35,105	35,105	2,925	-	32,180
Total Revenues:		\$ 861,617	1,098,496	\$ 1,285,460	\$ 1,285,460	\$ 5,245	\$ -	\$ 2,528,250
Expenditure								
296-6100-911.10-20	Part-time Wages	81	-	\$ -	\$ -	\$ -	\$ -	\$ -
296-6100-911.22-00	City Share of FICA & Medicare	6	-	-	-	-	-	-
296-6100-911.26-00	Workers Compensation Contribution	-	-	-	-	-	-	-
296-6100-911.30-40	Audit Services	382	400	400	400	-	-	400
296-2972-463.34-90	Sanitation Contractual Services	25,920	19,620	25,920	25,920	-	540	25,380
296-6100-911.34-90	Development Contractual Services	399,227	360,287	522,540	522,540	21,840	43,368	457,332
296-6110-911.34-90	Farmer's Market Contractual Services	16,509	10,624	20,000	20,000	9,484	5,502	5,014
296-6100-911.41-75	WATER/SEWAGE	-	534	-	-	-	-	-
296-6100-911.43-82	Copier Repair & Maintenance Services	362	-	375	375	-	-	375
296-6100-911.44-10	Building Rental	10,935	10,830	9,000	9,000	903	7,220	877
296-6100-911.51-00	Community Promotion	264,955	173,821	241,225	241,225	9,981	60,135	171,109
296-6100-911.52-10	Insurance	2,670	3,730	5,344	5,344	445	-	4,899
296-6100-911.53-00	Communications	225	1,010	1,140	1,140	99	-	1,041
296-6100-911.58-10	Training & Transportation	2,836	175	3,500	3,500	-	-	3,500
296-6100-911.60-10	Office Supplies	802	395	1,487	1,487	-	-	1,487
296-6100-911.60-20	POSTAGE	-	203	350	350	-	-	350
296-6100-911.61-90	Non-Capital Equipment	-	-	18,600	18,600	-	5,426	13,174
296-6100-911.62-00	Repair & Maintenance Supplies	1,400	-	-	-	-	-	-
296-6100-911.62-40	Planting Materials	6,798	577	40,000	40,000	-	17,916	22,084
296-6100-911.65-00	Memberships	513	148	940	940	-	-	940
296-6100-911.68-90	Other Operating Expenses	-	-	1,250	1,250	-	-	1,250
296-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	132,940	248,583	243,700	243,700	-	-	243,700
Total Expenditure		\$ 866,561	\$ 830,937	\$ 1,135,771	\$ 1,135,771	\$ 42,752	\$ 140,107	\$ 952,912
Revenues Over/(Under) Expenditures		\$ (4,944)	\$ 267,559	\$ (268,293)	\$ 149,689	\$ (37,507)	\$ (140,107)	\$ 1,575,338
Balance Sheet						Current	Beginning of Year	
Equity in Pooled Cash/Cash Position						\$ 1,083,008	\$ 1,083,008	
Current Assets						18,860	18,860	
	Current Receivables					2,528,250	230,536	
	Unearned Income					(16,076)	(16,076)	
Current Liabilities						(140,107)	(200,138)	
	Current Liabilities					(952,912)	(349,794)	
	Encumbrances							
	Uncommitted Budget							
	Estimated Ending Cash Position	\$ 906,009	1,083,008			\$ 2,521,023	\$ 766,396	
Expenditure Details		FY2019	FY2020	FY2021				
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance
Beautification								
296-2972-463.34-90	Sanitation Contractual Services	\$ 25,920	19,620	\$ 25,920	\$ 25,920	\$ -	\$ 540	\$ 25,380
296-6100-911.34-90	Holiday Décor & Installation	17,350	11,861	10,000	10,000	-	-	10,000
296-6100-911.34-90	Landscape & Maintenance	55,820	193,459	188,000	188,000	20,040	18,685	149,275
296-6100-911.34-90	Snow Removal	38,250	39,678	36,500	36,500	-	63	36,437
296-6100-911.34-90	On-Street Bike Racks	516	-	4,000	4,000	-	-	4,000
296-6100-911.34-90	Master Plan/Vision, Art in Public Spaces	-	-	10,000	10,000	-	-	10,000
296-6100-911.62-40	Planting Materials	6,798	577	40,000	40,000	-	17,916	22,084
	Total Beautification	\$ 144,654	265,195	\$ 314,420	\$ 314,420	\$ 20,040	\$ 37,204	\$ 257,176

Development

296-6100-911.51-00	General Marketing (banners, printing, social media)	10,258	10,147	\$ 35,000	\$ 35,000	\$ 803	\$ 168	\$ 34,029
296-6100-911.51-00	Branding	118,371	84,932	30,000	86,964	-	56,964	30,000
296-6100-911.51-00	CTM Brochure Distribution	2,339	438	-	3,605	2,403	1,202	-
296-6100-911.51-00	Photography	1,850	963	5,000	5,000	-	-	5,000
296-6100-911.51-00	Metro Mode / Issue Media	18,000	18,000	19,000	19,000	6,000	1	12,999
296-6100-911.51-00	Website, Constant Contacts	226	-	230	230	-	-	230
296-6100-911.51-00	Website Hosting & Domain Registration	801	2,188	1,680	1,680	-	-	1,680
296-6100-911.51-00	Henry Ford Promotion Package	5,600	5,600	5,600	5,600	-	-	5,600
296-6100-911.51-00	Community Art Enhancement	-	-	4,000	4,000	-	-	4,000
296-6100-911.51-00	Art month, Art Spark, Pocket Park Mural, POP-Studen	5,500	1,000	1,000	1,000	-	-	1,000
296-6100-911.51-00	Fall Promotions	193	-	300	300	-	-	300
296-6100-911.51-00	Holiday Promotions, Holly Berry Brunch Program	16,144	13,590	14,665	14,665	-	-	14,665
296-6100-911.51-00	Shop Small Business Saturday	3,665	6,480	7,000	7,000	-	-	7,000
296-6100-911.51-00	Restaurant week	17,581	1,050	16,500	16,500	-	-	16,500
296-6100-911.51-00	Tunes at Noon	-	3,024	3,700	3,700	-	-	3,700
296-6100-911.51-00	Friday Nites Concert Series & Food Truck Rally	32,876	8,468	38,000	38,000	-	-	38,000
296-6100-911.51-00	Movies In the Park	-	658	3,100	3,100	362	673	2,065
296-6100-911.51-01	Black History Month	-	-	-	-	-	-	-
296-6100-911.51-00	Ladies Night Out	-	-	3,400	3,400	-	-	3,400
296-6100-911.51-00	Pernennail	-	360	550	550	-	-	550
296-6100-911.51-00	Kids Day	1,457	8,945	12,500	12,500	-	-	12,500
296-6100-911.51-00	Farmer's Market Promotions	3,936	300	-	-	-	-	-
296-6100-911.51-00	Way Finding	-	-	10,000	10,000	-	-	10,000
296-6100-911.51-00	Build Institute Program/Entrepreneur	-	-	10,000	10,000	-	-	10,000
296-6110-911.34-90	Farmer's Market Contractual Services	16,509	13,564	20,000	20,000	9,484	5,502	5,014
296-6100-911.34-90	Building / Business Incentives	-	-	40,000	40,000	-	-	40,000
296-6100-911.51-00	Covid Comeback Marketing	-	-	20,000	20,000	412	1,029	18,559
296-6100-911.51-00	Other Community Development	4,479	798	-	-	-	98	(98)
	Total Development	\$ 259,784	180,505	\$ 301,225	\$ 361,794	\$ 19,464	\$ 65,637	\$ 276,791

Planning & Administration

296-6100-911.34-90	Pow Strategies	128,820	79,272	193,140	193,140	-	22,634	170,506
296-6100-911.34-90	Communications Manager, Public Relations	30,064	38,430	40,000	40,000	1,800	1,537	36,663
	Total Directors Expenses	158,884	117,702	233,140	233,140	1,800	24,171	207,169
various (comment)	Wages & Benefits	87	-	-	-	-	-	-
various (comment)	Other Office Expenses	9,277	7,297	13,536	13,536	544	-	12,992
296-6100-911.34-90	Office Cleaning	-	825	900	900	-	450	450
296-6100-911.44-10	Building Rental	10,935	10,830	9,000	9,000	903	7,220	877
296-6100-911.61-90	Non-Capital Equipment (lighting, repairs)	-	-	18,600	18,600	-	5,426	13,174
296-6100-911.68-90	Other Operating Expenses (utilities)	-	-	1,250	1,250	-	-	1,250
296-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	132,940	248,583	243,700	243,700	-	-	243,700
	Total Planning & Administration	\$ 462,123	385,237	\$ 286,986	\$ 286,986	\$ 3,247	\$ 37,267	\$ 479,612

Expenditures	\$ 866,561	830,937	\$ 1,198,241	\$ 1,135,771	\$ 42,751	\$ 140,108	\$ 952,912
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Contractual Services

Community Promotions

Other Operating Expenses

Financial Statement Summary		FY2019	FY2020	FY2021				
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance
Revenue								
297-0000-311.40-00	Property Tax Capture	\$ 359,405	\$ 366,558	\$ 386,700	\$ 386,700		\$ -	\$ 386,700
	Brownfield Tax Capture	464,099	448,590	456,900	456,900		-	456,900
	Tax Revenue Total	\$ 823,504	\$ 815,148	\$ 843,600	\$ 843,600	\$ -	\$ -	\$ 843,600
297-0000-330.05-14	Local Community Stabilization Authority	23,733	26,223	26,000	26,000	-	-	26,000
297-6100-330.01-99	Federal Sources (contra-revenue)	(142,029)	-	-	-	-	-	-
297-6100-365.90-00	Donations from a Private Source	41,850	7,849	46,000	46,000	-	-	46,000
297-0000-361.10-05	Interest Income	27,156	16,682	18,200	18,200	-	-	18,200
297-6100-322.40-10	Events Revenue	-	6,350	3,000	3,000	-	-	3,000
297-6100-369.90-00	Miscellaneous Income	-	14,203	14,205	14,205	-	-	14,205
	Donation Revenue Total	\$ (49,290)	\$ 71,307	\$ 107,405	\$ 107,405	\$ -	\$ -	\$ 107,405
297-0000-391.96.97	Workers Compensation Fund	0	155	0	-	-	-	0
297-0000-391.91-01	Contributions from the General Fund	11,794	11,310	22,620	22,620	1,885	-	20,735
	Contribution Total	\$ 11,794	\$ 11,465	\$ 22,620	\$ 22,620	\$ 1,885	\$ -	\$ 20,735
	Total Revenue	\$ 786,008	\$ 897,920	\$ 973,625	\$ 973,625	\$ 1,885	\$ -	\$ 971,740
Expenditure								
297-6100-911.10-20	Part-time Wages	\$ 505	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
297-6100-911.22-00	City Share of FICA & Medicare	\$ 39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
297-6100-911.25-00	Unemployment Compensation	\$ -	\$ 5,068	\$ 2,200	\$ 2,200	\$ -	\$ -	\$ 2,200
297-6100-911.26-00	Workers Compensation Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
297-6100-911.30-40	Audit Services	\$ 763	\$ 800	\$ 800	\$ 800	\$ -	\$ -	\$ 800
297-2972-463.34-90	Sanitation Contractual Services	\$ 11,794	\$ 2,600	\$ 22,620	\$ 22,620	\$ 1,575	\$ 2,825	\$ 18,220
297-6100-911.30-90	Other Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
297-6100-911.34-90	Development Contractual Services	\$ 265,527	\$ 282,713	\$ 426,610	\$ 426,610	\$ 5,800	\$ 33,431	\$ 387,379
297-6100-911.43-82	Copier Repair & Maintenance Services	\$ 362	\$ -	\$ 375	\$ 375	\$ -	\$ -	\$ 375
297-6100-911.44-10	Building Rental	\$ 10,935	\$ 10,830	\$ 9,000	\$ 9,000	\$ 903	\$ 7,220	\$ 877
297-6100-911.51-00	Community Promotion	\$ 190,668	\$ 111,401	\$ 270,860	\$ 270,860	\$ 8,013	\$ 106,412	\$ 156,435
297-6100-911.52-10	Insurance	\$ 4,110	\$ 6,260	\$ 6,234	\$ 6,234	\$ 520	\$ -	\$ 5,714
297-6100-911.53-00	Communications	\$ 281	\$ 1,199	\$ 1,141	\$ 1,141	\$ 99	\$ -	\$ 1,042
297-6100-911.58-10	Training & Transportation	\$ 2,539	\$ 1,397	\$ 3,500	\$ 3,500	\$ -	\$ -	\$ 3,500
297-6100-911.60-10	Office Supplies	\$ 802	\$ 401	\$ 1,487	\$ 1,487	\$ -	\$ -	\$ 1,487
297-6100-911.60-20	Postage	\$ 154	\$ 214	\$ 350	\$ 350	\$ -	\$ -	\$ 350
297-6100-911.61-90	Non-Capital Equipment	\$ -	\$ -	\$ 3,500	\$ 3,500	\$ -	\$ -	\$ 3,500
297-6100-911.62-00	Repair & Maintenance Supplies	\$ 1,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
297-6100-911.62-40	Planting Materials	\$ 18,455	\$ 17,825	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ 30,000
297-6100-911.65-00	Memberships	\$ 513	\$ 148	\$ 1,190	\$ 1,190	\$ -	\$ -	\$ 1,190
297-6100-911.66-00	Reference Materials	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
297-6100-911.68-80	Licenses, Fees, & Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
297-6100-911.68-90	Other Operating Expenses	\$ -	\$ 14,203	\$ 29,660	\$ 29,660	\$ -	\$ -	\$ 29,660
297-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	\$ 464,099	\$ 448,590	\$ 456,900	\$ 456,900	\$ -	\$ -	\$ 456,900
	Total Operating Expenditures	972,946	903,649	1,263,001	1,266,427	16,910	149,888	1,099,629
	Total Capital Expenditures	-	-	-	-	-	-	-
	Total Expenditure	\$ 972,946	\$ 903,649	\$ 1,263,001	\$ 1,266,427	\$ 16,910	\$ 149,888	\$ 1,099,629
	Revenues Over/(Under) Expenditures	\$ (186,938)	\$ (5,729)	\$ (237,538)	\$ (292,802)	\$ (15,025)	\$ (149,888)	\$ (127,889)
Balance Sheet								
Equity in Pooled Cash	Cash Position					Current	Beginning of Year	
						\$ 994,168	\$ 994,168	
Current Assets	Current Receivables					10,750	10,750	
	Unearned Income					971,740	148,339	
Current Liabilities	Current Liabilities					(29,154)	(29,154)	
	Encumbrances					(149,888)	(356,384)	
	Uncommitted Budget					(1,099,629)	(335,399)	
	Estimated Ending Cash Position	\$ 1,042,608	\$ 994,168			\$ 697,987	\$ 432,320	

Expenditure Details		FY2019	FY2020	FY2021				
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance
Beautification								
297-2972-463.34-90	Sanitation Contractual Services	\$ 11,794	\$ 2,600	\$ 22,620	\$ 22,620	\$ 1,575	\$ 2,825	\$ 18,220
297-6100-911.34-90	Holiday Décor & Installation	\$ 17,256	\$ 14,440	10,000	10,000	-	-	10,000
297-6100-911.34-90	Landscape & Maintenance	\$ 62,470	\$ 44,841	74,070	74,070	4,000	8,811	61,259
297-6100-911.34-90	Snow Removal	\$ 38,536	26,538	25,000	25,000	-	-	25,000
297-6100-911.34-90	Artspace, Public Space Design		\$ 34,581	10,000	10,000	-	-	10,000
297-6100-911.34-90	Streetscape Enhancements		\$ 8,415	16,000	16,000	-	-	16,000
297-6100-911.34-90	Master Plan/Vision, Art in Public Spaces			10,000	10,000	-	-	10,000
297-6100-911.62-40	Planting Materials	\$ 18,455	\$ 17,825	30,000	30,000	-	-	30,000
	Total Beautification	\$ 151,331	\$ 151,836	\$ 197,690	\$ 197,690	\$ 5,575	\$ 11,636	\$ 180,479
Development								
297-6100-911.51-00	General Marketing (banners, printing, social media)	\$ 4,705	\$ 4,976	\$ 30,000	\$ 30,000	\$ 1,107	168.00	\$ 28,725
297-6100-911.51-00	Branding	34,210	35,568	120,000	202,042	-	104,012.00	98,030
297-6100-911.51-00	Graphic Design	490	220	5,000	5,000	-	-	5,000
297-6100-911.51-00	Photography	1,125	963	5,000	5,000	-	-	5,000
297-6100-911.51-00	Metro Mode / Issue Media	18,000	18,000	24,000	24,000	6,000	1.00	17,999
297-6100-911.51-00	Mobile App	1,197		3,750	3,750	-	-	3,750
297-6100-911.51-00	CTM Brochure Distribution	2,193	438	4,250	4,250	-	-	4,250
297-6100-911.51-00	Website, Constant Contacts	226		230	230	-	-	230
297-6100-911.51-00	Website Hosting & Domain Registration	801	1,828	1,350	1,350	-	-	1,350
297-6100-911.51-00	Henry Ford Promotion Package	5,600	5,600	5,600	5,600	-	-	5,600
297-6100-911.51-00	Community Art Enhancement	-	-	10,000	10,000	-	-	10,000
297-6100-911.51-00	Dearborn Community Fund Sculpture Initiative	5,900		6,000	6,000	-	-	6,000
297-6100-911.51-00	Art Month	4,480	1,000	1,000	1,000	-	-	1,000
297-6100-911.51-00	Pocket of Perception (student art project)	8,000		20,000	20,000	-	-	20,000
297-6100-911.51-00	Fall Promotions	592		600	600	-	-	600
297-6100-911.51-00	Holiday Promotions (Holiday Open House, Santa)	8,197	8,486	15,000	15,000	-	-	15,000
297-6100-911.51-00	Shop Small Business Saturday	4,581	5,565	7,000	7,000	-	-	7,000
297-6100-911.51-00	Restaurant Week	15,583	1,050	16,500	16,500	-	-	16,500
297-6100-911.51-00	Black History Month	-	43	-	-	-	-	-
297-6100-911.51-00	Big Read	-	-	1,000	1,000	-	-	1,000
297-6100-911.51-00	Movies in the Park	2,582	1,511	2,000	2,000	798	1,104.00	98
297-6100-911.51-00	Music in the Park	5,177	316	-	-	-	-	-
297-6100-911.51-00	Tunes at Noon	8,495	-	-	-	-	-	-
297-6100-911.51-00	City Hall Park Events	-	-	2,700	2,700	-	-	2,700
297-6100-911.51-00	Jazz on the Ave	51,136	25,088	55,000	55,000	-	-	55,000
297-6100-911.51-00	Eastborn Clean Up	448	-	1,500	1,500	-	-	1,500
297-6100-911.51-00	Covid Comeback Marketing	-	-	20,000	20,000	108	1,029.00	18,863
297-6100-911.51-00	Other Community Development	8,922	750	2,500	2,500	-	98.00	2,402
	Total Development	\$ 192,640	\$ 111,402	\$ 339,980	\$ 442,022	\$ 8,013	\$ 106,412	\$ 327,597
Planning & Administration								
297-6100-911.34-90	Pow Strategies	106,038	114,019	-	193,140	-	22,634	170,506
297-6100-911.34-90	Communications Manager, Public Relations	38,430	39,130	40,000	40,000	1,800	1,537	36,663
297-6100-911.34-90	Building/Business Incentive	-	-	7,760	7,760	-	-	7,760
	Total Directors Expenses	144,468	153,149	155,286	240,900	1,800	24,171	214,929
various (comment)	Wages & Benefits	-	-	-	-	-	-	-
various (comment)	Other Office Expenses	10,924	10,419	15,077	15,077	619	-	14,458
297-6100-911.34-90	Office Cleaning	825	750	900	900	-	450	450
297-6100-911.44-10	Building Rental	10,935	10,830	9,000	9,000	903	7,220	877
297-6100-911.61-90	Non-Capital Equipment (light poles)	-	-	3,500	3,500	-	-	3,500
297-6100-911.68-90	Other Operating Expenses (utilities)	-	-	1,250	1,250	-	-	1,250
297-6100-911.68-90	DCC Gun Range ArtSpace Loan Payment	-	14,203	14,205	14,205	-	-	14,205
297-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	464,566	448,590	456,900	456,900	-	-	456,900
	Total Planning & Administration	\$ 631,718	\$ 637,941	\$ 656,118	\$ 741,732	\$ 3,322	\$ 31,841	\$ 706,569
	Expenditures	\$ 975,689	\$ 901,179	\$ 1,263,001	\$ 1,266,427	\$ 16,910	\$ 149,889	\$ 1,099,628
	Contractual Services							
	Community Promotions							
	Other Operating Expenses							

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Main Street Program Resolution of Support- EDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The East and West Dearborn Downtown Development Authorities recognize the importance of the downtown districts to the community and region, as well as the need for revitalization of the downtown districts; and

WHEREAS: The East and West Dearborn Downtown Development Authorities have fulfilled the requirements of the Associate level of the Michigan Main Street Program and wish to apply to become a Select level Main Street community; and

WHEREAS: The East and West Dearborn Downtown Development Authorities have a memorandum of understanding to work collaboratively and are working towards the formation of an umbrella organization, Downtown Dearborn Incorporated, which will assist the Development Authorities with joint cooperation and management services across both downtown districts.

WHEREAS: The City of Dearborn's downtown districts have been accepted as meeting the physical characteristics of a Traditional Downtown; and

WHEREAS: The downtown districts are vital to our community's identity and quality of life and it is the East and West Dearborn Downtown Development Authorities' joint goal to reverse the historic trend which has led to the loss of population, jobs and businesses in the downtown districts and to work on the continued improvement, revitalization and development of the downtown districts; and

WHEREAS: The East and West Dearborn Downtown Development Authorities both plan to use the Main Street Program's Four Point Approach as an organizational tool for downtown revitalization and historic preservation; therefore, be it

WHEREAS: The Michigan Main Street Program requires a resolution of support to fulfill the requirements of the Select Level Main Street Program for 2021; therefore, be it

RESOLVED: The East Dearborn Downtown Development Authority authorizes a Resolution of Support and agrees to fulfill the requirements of the Select Level Michigan Main Street Program and authorizes the Manager of the DDDAs Cristina Sheppard-Decius to sign all related documents on behalf of the East Dearborn Downtown Development Authority, subject to review and approval by Corporation Counsel.

Yes:

No:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Main Street Program Resolution of Support- WDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The East and West Dearborn Downtown Development Authorities recognize the importance of the downtown districts to the community and region, as well as the need for revitalization of the downtown districts; and

WHEREAS: The East and West Dearborn Downtown Development Authorities have fulfilled the requirements of the Associate level of the Michigan Main Street Program and wish to apply to become a Select level Main Street community; and

WHEREAS: The East and West Dearborn Downtown Development Authorities have a memorandum of understanding to work collaboratively and are working towards the formation of an umbrella organization, Downtown Dearborn Incorporated, which will assist the Development Authorities with joint cooperation and management services across both downtown districts.

WHEREAS: The City of Dearborn's downtown districts have been accepted as meeting the physical characteristics of a Traditional Downtown; and

WHEREAS: The downtown districts are vital to our community's identity and quality of life and it is the East and West Dearborn Downtown Development Authorities' joint goal to reverse the historic trend which has led to the loss of population, jobs and businesses in the downtown districts and to work on the continued improvement, revitalization and development of the downtown districts; and

WHEREAS: The East and West Dearborn Downtown Development Authorities both plan to use the Main Street Program's Four Point Approach as an organizational tool for downtown revitalization and historic preservation; therefore, be it

WHEREAS: The Michigan Main Street Program requires a resolution of support to fulfill the requirements of the Select Level Main Street Program for 2021; therefore, be it

RESOLVED: The West Dearborn Downtown Development Authority authorizes a Resolution of Support and agrees to fulfill the requirements of the Select Level Michigan Main Street Program and authorizes the Manager of the DDDAs Cristina Sheppard-Decius to sign all related documents on behalf of the East Dearborn Downtown Development Authority, subject to review and approval by Corporation Counsel.

Yes:

No:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Vision Planning Printing - EDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The EDDDA and WDDDA will be launching a Vision Planning project this Fall; and both districts recognize the benefits of obtaining input from community stakeholders, business owners and residents alike as the vision of Downtown Dearborn takes shape; and

WHEREAS: Printing costs of \$150 are associated with the Vision Planning project for the EDDDA and WDDDA districts, which is to be split equally; therefore, be it

RESOLVED: The EDDDA authorizes expending up to \$75 for printed material for the Vision Planning project from the General Marketing budget line item account #297-6100-911-51-00, subject to review and approval of Corporation Counsel.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Vision Planning Printing - WDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The WDDDA and EDDDA will be launching a Vision Planning project this Fall; and both districts recognize the benefits of obtaining input from community stakeholders, business owners and residents alike as the vision of Downtown Dearborn takes shape; and

WHEREAS: Printing costs of \$150 are associated with the Vision Planning project for the WDDDA and EDDDA districts, which is to be split equally; therefore, be it

RESOLVED: The WDDDA authorizes expending up to \$75 for printed material for the Vision Planning project from the General Marketing budget line item account #296-6100-911-51-00, subject to review and approval of Corporation Counsel.

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Photography_Movies in the Park 2020 - EDDDA

Date Adopted:

Moved by:

Seconded by:

WHEREAS: The EDDDA and WDDDA recognize the benefit of Marketing and Promoting businesses and activities in the District; and

WHEREAS: The EDDDA and WDDDA recognize the need to build an inventory of photography that best demonstrates the culture, life and vibrancy of the downtown; and

WHEREAS: The EDDDA and WDDDA mutually agree to divide the costs for a photographer to capture Movies in the Park which represents one day at City Hall Park and one day at Wagner Place during the movies for a fee up to \$700; so let it be

RESOLVED: The EDDDA authorizes up to \$350 from the Photography budget # 297-6100-911-51-00 for Movies in the Park photography with vendor _____; and let it be

RESOLVED: EDDDA authorizes the Manager of the DDDAs to execute the contracts, subject to the review and approval of Corporation Counsel selected vendor.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Photography_Movies in the Park 2020 - WDDDA

Date Adopted:

Moved by:

Seconded by:

WHEREAS: The WDDDA and EDDDA recognize the benefit of Marketing and Promoting businesses and activities in the District; and

WHEREAS: The WDDDA and EDDDA recognize the need to build an inventory of photography that best demonstrates the culture, life and vibrancy of the downtown; and

WHEREAS: The WDDDA and EDDDA mutually agree to divide the costs for a photographer to capture Movies in the Park which represents one day at City Hall Park and one day at Wagner Place during the movies for a fee up to \$700; so let it be

RESOLVED: The WDDDA authorizes up to \$350 from the Photography budget # 296-6100-911-51-00 for Movies in the Park photography with vendor _____; and let it be

RESOLVED: WDDDA authorizes the Manager of the DDDAs to execute the contracts, subject to the review and approval of Corporation Counsel selected vendor.

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

EDDDA OFFICE CLEANING CONTRACT FOR REMAINDER OF FYE21

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The EDDDA and WDDDA boards requested at July 2020 Joint Board meeting that

DDDA's office cleaning services be reviewed and obtain quotes to see if a cost savings can be obtained while maintaining the same level of service of sanitizing and cleanliness; and

WHEREAS: The EDDDA and WDDDA currently split the office space cost at Artspace and would therefore, split the cost of the office cleaning service; and

WHEREAS: A contract for cleaning services for FYE2021 beginning October 1, 2020 to June 30, 2021 at a rate of _____ per month for weekly cleaning and Bioshield application for a contract total not to exceed _____ to be split equally between the EDDDA and WDDDA; therefore, let it be

RESOLVED: The EDDDA authorizes a nine month contract with _____ in an amount not to exceed _____ at a rate of _____ a month, which will be split equally between EDDDA and WDDDA, from account #297-6100-911-34-90; and let it be further

RESOLVED: That the Manager of the DDAs is authorized to execute a contract with the listed service provider on behalf of the EDDDA, subject to the review and approval by Corporation Counsel.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

WDDDA OFFICE CLEANING CONTRACT FOR REMAINDER OF FYE21

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The WDDDA and EDDDA boards requested at July 2020 Joint Board meeting that

DDDA's office cleaning services be reviewed and obtain quotes to see if a cost savings can be obtained while maintaining the same level of service of sanitizing and cleanliness; and

WHEREAS: The WDDDA and EDDDA currently split the office space cost at Artspace and would therefore, split the cost of the office cleaning service; and

WHEREAS: A contract for cleaning services for FYE2021 beginning October 1, 2020 to June 30, 2021 at a rate of _____ per month for weekly cleaning and Bioshield application for a contract total not to exceed _____ to be split equally between the WDDDA and EDDDA; therefore, let it be

RESOLVED: The WDDDA authorizes a nine month contract with _____ in an amount not to exceed _____ at a rate of _____ a month, which will be split equally between WDDDA and EDDDA, from account #296-6100-911-34-90; and let it be further

RESOLVED: That the Manager of the DDAs is authorized to execute a contract with the listed service provider on behalf of the WDDDA, subject to the review and approval by Corporation Counsel.

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Open Door Dearborn Business Incentives Program - Grant Application Haraz Coffee. Owner: Hamzah Nasser

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The EDDDA and WDDDA are committed to promoting the downtown districts by aiding in efforts to address vacancies, beautification, and attraction within the districts; and

WHEREAS: The EDDDA and WDDDA established the Open Door Dearborn business incentive to recruit businesses to Downtown Dearborn and improve the appearance of the districts through storefront and business rehabilitation and expansions at its April 18, 2019 joint Board meeting; and

WHEREAS: Haraz Coffee, a proposed EDDDA district small business coffee shop start-up, applied for Level I and Level II of the Open Door Dearborn grant program; and

WHEREAS: Three quotes for the signage, as requested by the Design/EV Committee, has been received and reviewed;

WHEREAS: At the August 5, 2020, special meeting of the Design/EV Committee, the committee approved recommending to the EDDDA Board funding Haraz Coffee for Level I sign grant of \$2500, motioned by Mark Guido and seconded by Jackie Lovejoy with the following condition:

1) the applicant will modify the sign size to 3'x3' and place it above the front door facing Michigan Ave.

WHEREAS: At the August 5, 2020, special meeting of the Design/EV Committee, the committee approved recommending to the EDDDA Board funding Haraz Coffee for Level II grant in the amount up to \$5,000 for a new start up business with the following conditions, motioned by Mark Guido and seconded by Jackie Lovejoy:

1) The applicant provide a letter with supporting documentation on total renovation cost and one year of operating cost while also stating a commitment that applicant has the funds available to cover all construction costs and operating cost for the first year; and therefore, be it

RESOLVED: The EDDDA awards Haraz Coffee a Level 1 grant and Level II grant up to \$7500 from the Open Door Dearborn grant program from account #297-6100-911-34-90; subject to review and approval of Corporation Counsel.

Yes:

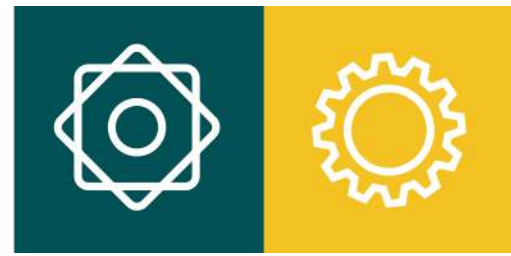
No:

Abstained:

Absent:



Downtown Dearborn
13615 Michigan Ave., Suite B-2
Dearborn, Michigan 48126
313-943-3141
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To: Dearborn Design & Economic Vitality Committee

The Special DEV Committee meeting scheduled for 2pm, Wednesday, August 5, 2020 will include the Open Door Grant request from Mr. Hamzah Nasser, Haraz Coffee. Mr Nasser is requesting Level 1 and Level 2 grants for his new business at 13810 Michigan Ave. East DDA. The Zoom Meeting invite was sent out 7/30/20.

We have requested construction costs (including for work not completed) and estimated annual operating costs with a commitment from Mr. Nasser has the funding for construction and first year operating.

Steve

Haraz Coffee House OPEN DOOR GRANT REQUEST

Application / Business Plan: attached

Photos: attached

Plans: attached

Staff Recommendation: Mr Nasser's grant request is very similar to the grants the DEV Committee approved recently for Black Box. Mr Nasser initially requested all 3 levels of grants. He also faced issues with getting bids on signage and construction. Based on conversations with staff he has modified his application and is submitting for Level 1 and 2. The 3 sign design and installation quotes are provided. Mr. Nasser is eligible to receive up to \$7,500 for signage (\$2,500) and start-up business branding and marketing (\$5,000) to support his new business. Staff recommends to the DEV Committee that Black Box receive both Level 1 - signage and Level 2 - start-up grants.

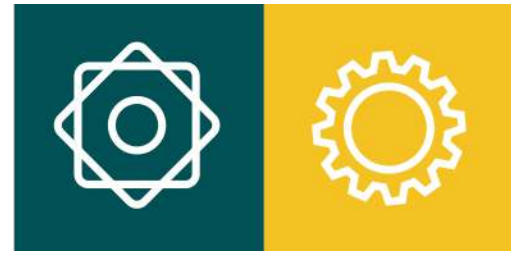
DEV Committee Recommendation: TBD

Project History:

1/31/20 - City issued stop work order to Nasser
2/7/20 - Original Plans submitted to City
2/14/20 - Open Door Application Submitted to EDDA, not complete (3 quotes, business plan...)
3/11/20 - DEV reviewed Nasser application. Approved with conditions
4/14/20 - Business plan submitted
4/28/20 - DDA requested quotes, verify Nasser wants to proceed with Grants
4/30/20 - Nasser verifies wants to proceed
5/18/20 - Revised plans and 1 quote submitted to City / DDA. conditions set by DEV must be included.
5/21/20 - EDDA requested 2 more quotes



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5/21/20 - City approves zoning and DRC, permits approved

6/1/20 - Nasser commences work, windows installed, fencing up, facade changes

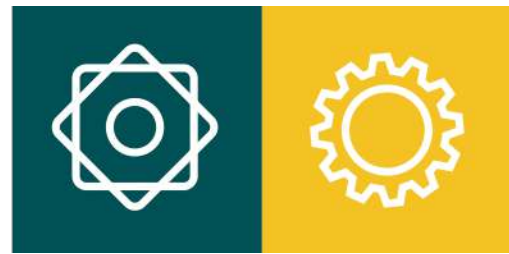
6/23/20 - Outstanding property taxes checked, City verifies property combined and is ok

7/21/20 - EDDA staff suggested Mr Nasser amend his grant request to include Level 1 and Level 2 only

7/23/20 - Mr Nasser agreed to the modified request and submitted 3 sign quotes



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Business

Owner Hamzah Nassef

Business Owner
Address 1784 Venice St Dearborn, mi 48124

Business Owner Hamzah Nassef

Business Owner Phone 313-505-0666 Email Nass1117@gmail.com

Property Owner USA2 Realty

Property Owner Address 13840 Michigan ave Dearborn, mi 48126

Property Owner Phone 313-584-7588 Email Diamondten2@yahoo.com

Is this business currently located within the DDA District? ☒ Yes ☐ No

Is this business expanding? Yes ☐ No ☒

Amount of square footage to be added to building _____

Is this an existing or a new business? ☒ New ☐ Existing

If relocating, when was this business established? _____

If relocating, please list current address _____

Estimated start date of project 06 / 02 / 20

Estimated completion date of project 10 / 01 / 20

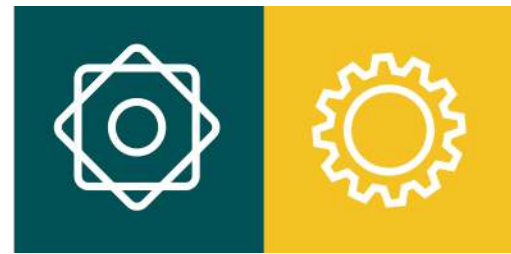
Total cost of project \$ 120,000 Amount requested \$ 7,500
~~60,000~~

APPLYING FOR:

☒ Level 1 Grant

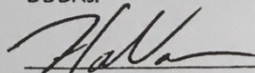


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- ☒ Level 2 Grant
☐ Level 3 Grant

By signing this grant application, I understand that grant payment must be personally guaranteed. If my business does not remain open for 6 consecutive months after grant payment, the grant funding must be repaid in full to the DDDAs.



Signature of Applicant

07-29-20

Date

MANDATORY CHECKLIST

Please submit with your application the following 4 attachments (required):

- ☐ Narrative describing in detail how this project will benefit the DDDA Districts and a description of your project
- ☐ Architectural plans, renderings, sketches or illustrations depicting the work to be performed
- ☐ Breakdown of the costs associated (estimates) with your project. Please include the entire project cost and the amount you are requesting
- ☐ Copy of your company's business plan (Level 2 only)

NOTE: All decisions concerning aspects of the grant application process, including eligibility and/or containing eligibility for grants are within the sole discretion of the DDDA Boards. Incomplete applications will not be reviewed and make sure to retain a copy for your records.

SUBMIT

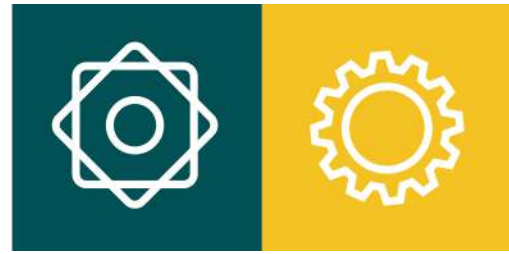
Please return grant application and supporting documentation to:

Dearborn Downtown Development Authorities
13615 Michigan Avenue, Suite B-2
Dearborn, MI 48126
info@downtowndearborn.org
313-943-3141

For more info about Downtown Dearborn events and projects visit www.downtowndearborn.org.



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Applications may take up to 90 days for processing depending on the applicants readiness. Work cannot begin without DDDA Board approval.

Grant payments will be made within 30 days upon receipt of all paid invoices and approved City of Dearborn building inspection and/or occupancy permit.

APPLICATION

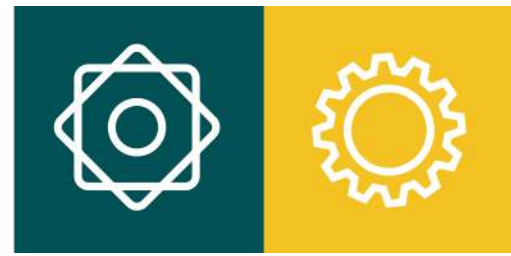
Application Date 07/29/20

Business Name Haraz coffee House

Property Address 13810 Michigan Ave



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BUSINESS PLAN: HARAZ COFFEE HOUSE

Business Overview

- Haraz Coffee House will be a new establishment offering customers specialty caffeinated drinks, including but not limited to organic coffee and specialty lattes, middle eastern coffee and teas, and various deluxe desserts and pastries. It will be owned and managed by lifelong Dearborn resident Hamzah Nasser. The café-like business will serve as a family friendly, eat in or take out establishment promising exquisite traditional and modern beverages and desserts.
- Haraz Coffee House will open in east downtown Dearborn. The facility is located at 13810 Michigan Avenue, Dearborn, 48126. The existing title of the facility is Stanley Insurance. It will be a lease under a ten-year contract, leasing for \$2,200 a month. The square footage is 1,871.
- Haraz Coffee House will bring emphasis on the natural origins of superb quality coffee from the middle east, with a traditional accented inspired design with a modern architectural overlook. New design for the establishment will be pleasing for Dearborn residents and out of towners looking one of a kind specialty drinks in an atmosphere filled with art and decor accentuating the city of coffee's oldest supplier, Haraz, Yemen.

Market Analysis

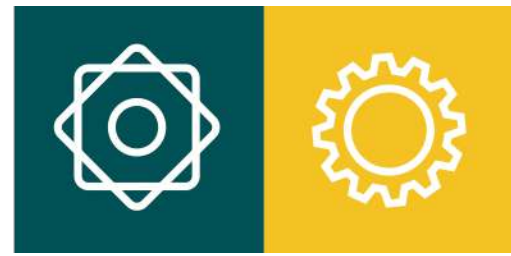
- The number of Americans drinking coffee continues to rise. Over half of Americans 18 and older make up the 150 million who drinks coffee on a daily basis. Haraz Coffee House will attract dedicated coffee drinkers looking for top quality caffeinated drinks while new customers will be attracted the superb quality of service, product and social atmosphere.
- The location of Haraz Coffee House will bring new life to a building built in 1946, having been closed for the past few years. Dearborn residents will be eager to eat, drink, and socialize in a familiar and prosperous part of the city that for the past several years continues to bring new and exciting businesses to life. The location is across the street of the City Hall Artspace Lofts, and near the Arab American National Museum, ensuring a steady flow of customers during social and creative events throughout the year.

Management

- Haraz Coffee House will be managed and run by owner, Hamzah Nasser. There will be employees hired to assist in over the counter services to provide maximum



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output of the product in the quickest but most quality efficient way. Tables will be placed along the side of the wall near the window allowing for a clear aisle to and from the back and front of the shop. An array of various coffee producing equipment will be behind a counter and display case, showcasing divine and unique pastries, serviced by hired Dearborn residents looking for a job to help give back to the city.

Haraz Coffee House- Narrative Description

Coffee is a uniting element worldwide. *Haraz Coffee House* is eager to become part of a world uniting element, right in the heart of east downtown Dearborn. The location of Haraz Coffee House will be 13810 Michigan Avenue, Dearborn, 48126. It is a rented space and will be leased to become a new establishment. The renter of the property and owner of the proposed business is lifelong Dearborn resident Hamzah Nasser.

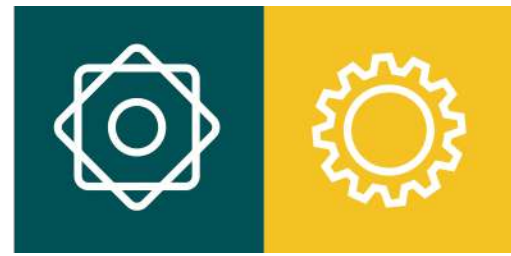
The current property is called Stanley Insurance, which has been closed for several years. The building itself was built in 1946. It is surrounded by new businesses that have gradually increased in number over the past decade, making east downtown Dearborn vibrant and attractive. This new establishment called *Haraz Coffee House* will bring new and attractive life into this 13810 Michigan Avenue location, which has been dormant and unproductive for years.

Haraz Coffee House will allure customers city-wide and state-wide. Changes to the building are immanent, but to keep the charm of the old architectural design while giving it a new modern look is sure to attract residents to an increasingly booming part of town. The warm and inviting feeling from the new atmosphere that will be created by the change in interior design will only match the superior quality of the products *Haraz Coffee House* will have to offer, ensuring success for the business and in turn the city of Dearborn.

The variety of ways coffee can be prepared and presented is limitless. *Haraz Coffee House* is committed to bring its customers a multitude of various specialty caffeinated drinks. The origin of coffee from the secluded city of the Haraz mountains in Yemen, one of the oldest coffee suppliers in the world, will be the inspiration for the variety of expertly prepared coffee, lattes, and teas *Haraz Coffee House* will have to offer. Dearborn residents will become immersed in coffee culture as they enjoy organic ethnic beverages as well as various ethnic desserts and pastries. At *Haraz Coffee House*, people will gather socially for familiar and new caffeinated beverages and for experiencing the elements of a different culture through inspired traditional atmosphere.



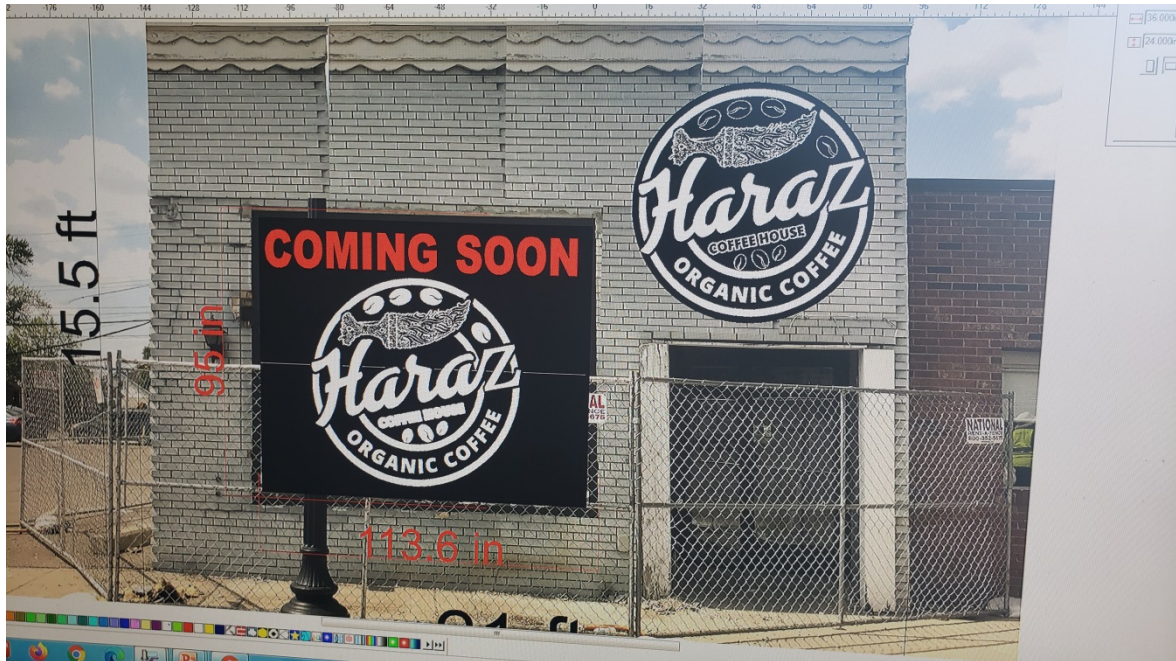
Downtown Dearborn
13615 Michigan Ave., Suite B-2
Dearborn, Michigan 48126
313-943-3141
downtowndearborn.org



Every new business has aspirations to be successful for many reasons. It is the goal of owner Hamzah Nasser to make *Haraz Coffee House* an essential part of Dearborn's success. The steady flow of generated revenue from resident and nonresident customers who are eager to take part in a new, exciting cultural experience will ensure a great amount of taxes that will go straight back to the city. The establishment will be managed by owner Hamzah Nasser, but it will need to hire employees, ensuring the job opportunities to Dearborn residents. The location of the property is not only in the midst of other prospering small business, but in close proximity of bigger establishments such as Arab American National Museum and the City Hall Artspace Lofts, allowing for maximum shared advertisement, exposure, and customer inflow and interest for each business.



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DATE:7-22-2020

COMPANY: Haraz Coffee House


ADDRESS: 13810 Michigan Ave

ZIP: 48122

FX:

2331 Oakwood Blvd. Melvindale, MI 48122
Ph. 313.633.5555 Fx. 313.383.2837

INVOICE

ITEM DESCRIPTION		AMOUNT
48in by 48in front sign		
with permit		
4-84" HO LAMPS \$12.50 ec.		50.00 + tax
1572 Ballast		160.00 + tax
Service Truck 3 hrs (\$75.00 hr)		225.00
<div></div> <div>CHECK# <input type="checkbox"/></div> <div>CASH <input type="checkbox"/></div> <div>CREDIT CARD <input type="checkbox"/></div> <div>DATE: 7/22/2020</div>	SUB-TOTAL	3,000.00
	SALES TAX	
	DELIVERY	
	EXTRA CHG.	
	GRAND TOTAL	447.60
	LESS DEPOSIT	
	BALANCE DUE	3,000.00

SPECS

AGREEMENT MUST BE APPROVED BY CUSTOMER

Customers acknowledges receipt of goods and understands terms of sale as outlined on documents including the warranty

You may cancel this transaction, with a penalty of 10%, within three business days from the above date after the three days you are responsible for all the cost the described item as it shows above.

Any changes during construction is subject to extra charges.

Customer Signature _____

Customer Name _____

DATE _____

NOTES

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INVOICE

**14241 Michigan Ave
Dearborn, MI 48126
Tel: 313.581.4376
313.581.4603**

DATE _____

To: Name: Hardy Coffee House
Phone: 3135050616

JOB

QTY	DESCRIPTION	UNIT PRICE	TOTAL
1	Channel letters with Bracketing and led lights		35.00
Price quote			

*Please tell us the new developments so that we can carry out their mission as soon as possible, even before the official opening.

*These prices do not include taxes and permit.

*Payment shall be made in 2 stages: An initial deposit of 50% is required to begin project, the remaining 50% balance is due upon completion, the day of installation.

Disclaimer:-

Disclaimer:-
A 5% penalty will be applied to the total balance if payment is not received within 10 days after installation, and then 15% after 20 days. We reserve the right to remove any or all signage if payment is not received after the 30th day after installation. Client is responsible for the cost of removal. Client is responsible for reading and acknowledging terms and conditions herein.

SALES TAX \$

SALES TAX \$

TOTAL \$ 37.10

DEPOSIT \$

BALANCE \$

THANK YOU FOR YOUR BUSINESS!



DEARBORN

Downtown Dearborn
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Dearborn, Michigan 48126
313-943-3141
downtowndearborn.org



DREAM SIGN INC

Tel: 313-231-1376 - Email: dreamsign12@yahoo.com

NAME	Haraz Coffee House		DATE	6-19-2020
ADDRESS	13810 Michigan Ave			
CITY	STATE	ZIP CODE		
Dearborn	MI	48126		
PHONE	313-505-0666		TYPE OF JOB	
JOB DESCRIPTION			AMOUNT	
channel letters sign				
on a sheet.				
Sign to be 6ft x 6ft				
overall size.				
without permit fees			\$3300.00	

**50% DEPOSIT IS REQUIRED AT TIME OF ORDER
COLOR & DESIGN ACCORDING TO CUSTOMER APPROVAL**

I have the authority to order the above work and do so order as outlined above. It is agreed that the seller will retain title to any equipment or material furnished until final & complete payment is made. I fully understand and am aware if balance owed is not paid in full after job is completed. DREAM SIGN is authorized to remove all work completed (signs, awning, frames, etc.) and DREAM SIGN will be held harmless for any damages resulting from removal thereof. I also understand DREAM SIGN also reserves the right to place a lien on building and/or property listed above. I have read and understand all fees and charges listed above and authorize all work to be completed as outlined. The above prices specifications, terms and conditions are satisfactory and hereby accepted.
No electric will be pulled from the main panel to the sign.

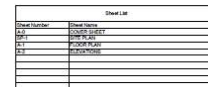
PAID BY: ☐ CASH ☐ C.C. ☐ CHECK#

PERMIT COST	\$ 235.00
SUB TOTAL	\$ 3535.00
TAX	included.
DEPOSIT	
BALANCE	
TOTAL PAID	

Signature X

Date:

All Claims and returned goods MUST be accompanied by this bill



APPLICABLE CODES

INTERNET
 9000 0001 Buildings/Building Code (B/C)

Fire/Center
 9000 0002 International Fire Code (IFC)

Codebooks
 9000 0003 Building Planning Code (B/C)

Codebooks
 9000 0004 Building Structural Code (B/C)

Codebooks
 9000 0005 Codes of International Building Code (IFC)

Codebooks
 9000 0006 International Code with Fire & Construction

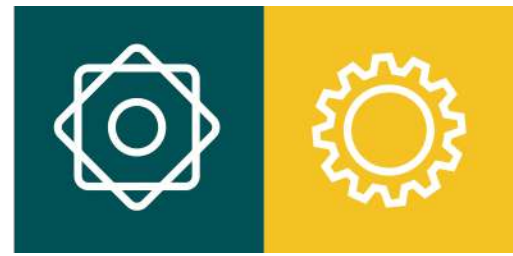
Codebooks
 9000 0007 Building Construction Code & Existing Building Code

Codebooks
 9000 0008 Building Code, The New York State, 1990/2000, 2003, 2004, 2005 (2000-2005)

[illegible][illegible]



Downtown Dearborn
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EXISTING POWER PLAN
SCALE 1"=50'

SITE DATA	
PROJECT NAME	CITY OF DEARBORN, CLONING ORDINANCE
PROJECT ADDRESS	13615 MICHIGAN AVE. DEARBORN, MI 48126
PROJECT TYPE	GENERAL BUSINESS
PROJECT OWNER	DEARBORN CITY
PROJECT CONTACT	ALAN J. BROWN, CITY MANAGER
PROJECT PHONE	313-943-3141
PROJECT FAX	313-943-3141
PROJECT EMAIL	ALAN.BROWN@CITYOFDEARBORN.MI.GOV
PROJECT WEBSITE	WWW.DOWNTOWNDEARBORN.ORG
PROJECT DESCRIPTION	CLONING ORDINANCE
PROJECT STATUS	CLONING ORDINANCE
PROJECT DATE	2015-01-01
PROJECT SCALE	1"=50'
PROJECT SHEET	SP-1

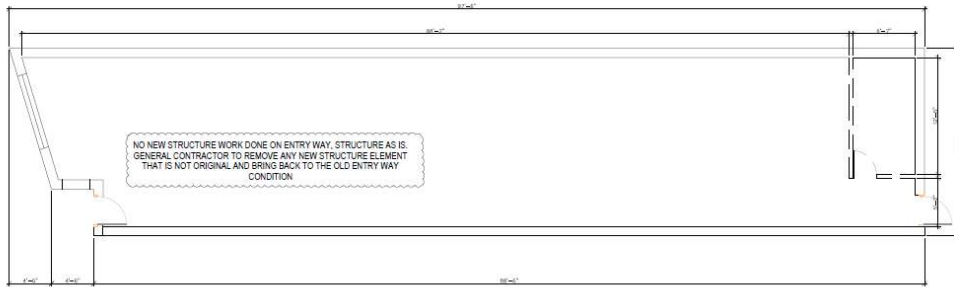
NOTES:
PROPERTY ALREADY COMBINED. NEW LEGAL
DESCRIPTION IS AS FOLLOW:
LOTS 367 TO 371 MAPLEWOOD PARK SUB



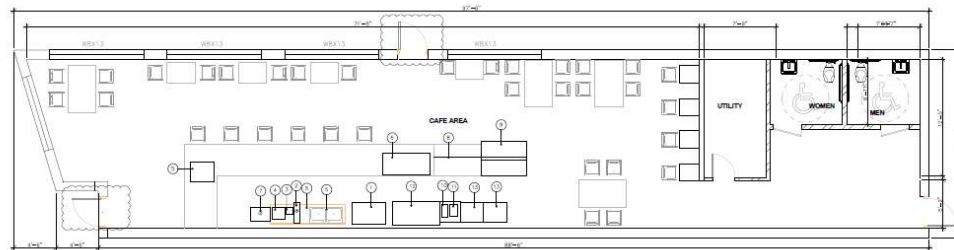
PROJECT:	CLONING ORDINANCE
LOCATION:	13615 MICHIGAN AVE DEARBORN, MI 48126
A & M CONSULTANTS:	100 W. WABASH ST. DEARBORN, MI 48104 PHONE: 313-943-3141 FAX: 313-943-3141
DESIGNED BY:	ALAN J. BROWN
APPROVED BY:	ALAN J. BROWN
SUBMITTALS:	
REVISIONS:	
PROJECT NO.:	
DATE:	
SCALE:	
SHEET TITLE:	SP-1
SEAL:	



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EXISTING PLAN



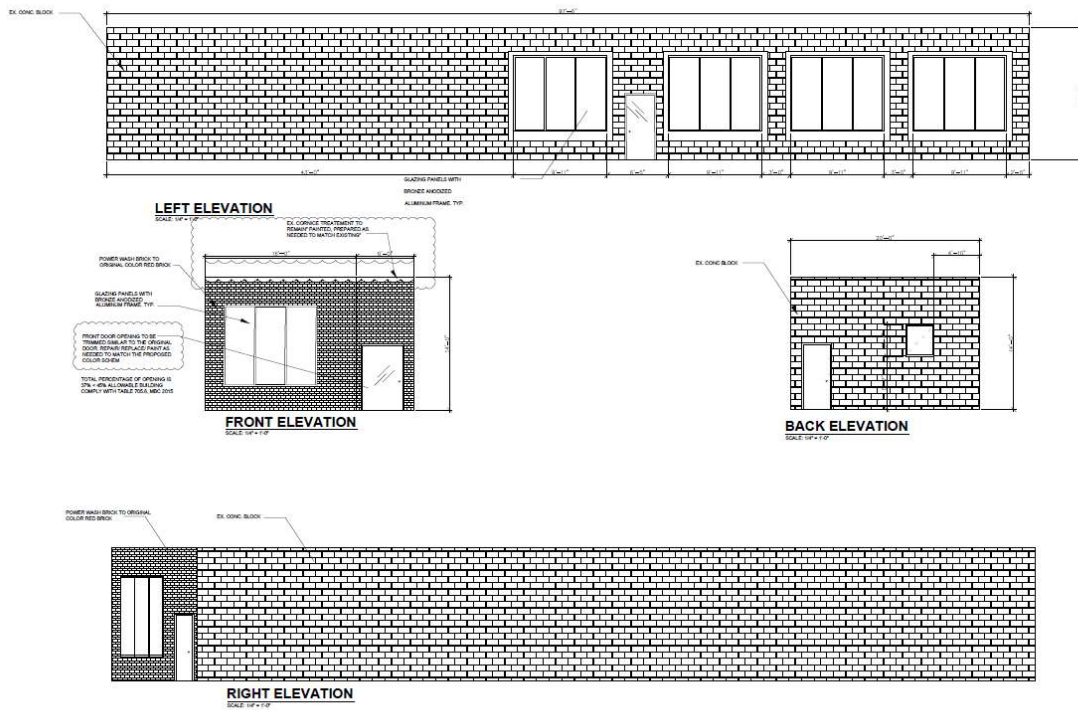
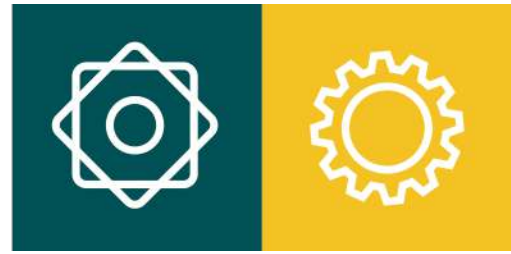
PROPOSED FLOOR PLAN

NO NEW STRUCTURE WORK DONE ON ENTRY WAY. STRUCTURE AS IS. GENERAL CONTRACTOR TO REMOVE ANY NEW STRUCTURE ELEMENT THAT IS NOT ORIGINAL AND BRING BACK TO THE OLD ENTRY WAY CONDITION

EQUIPMENT SCHEDULE		
NO.	QTY.	DESCRIPTION
1	1	SINK/STOVE/REF. TABLE
2	1	1ST WASH. REFERENCE
3	1	2ND WASH. REFERENCE
4	1	3RD WASH. REFERENCE
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Downtown Dearborn
13615 Michigan Ave., Suite B-2
Dearborn, Michigan 48126
313-943-3141
downtowndearborn.org



PROJECT:
HARAZ COFFEE HOUSE
LOCATION:
13615 MICHIGAN AVE DEARBORN, MI 48126
A & M CONSULTANTS
801 WILSON ST., SUITE DEARBORN, MI 48124 PHONE: 313.943.3141 FAX: 313.943.3141
DESIGN BY:
APPROVED BY:
ADAM AL-SAYT
SUBMITTALS
REVISIONS:
REVISION (DATE)
PROJECT NO.
DATE
SCALE
SHEET TITLE
ELEVATION
A-2
SEALED
01/18/2017

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Park Redesign Schematics

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) wishes to improve the City Hall Park located at 13615 Michigan Avenue; and

WHEREAS: The EDDDA goal is to improve the overall walkability and pedestrian connection, as well as providing a safe and visually appealing environment in a highly visible location within the downtown business district; and

WHEREAS: A competitive solicitation of proposals was conducted for developing a schematic redesign of City Hall Park and a construction budget; and

WHEREAS: Of the eight proposals received, the proposal recommended for awarding based on the City of Dearborn's Purchasing process is _____ at a price of _____; therefore, let it be

RESOLVED: The EDDDA Board awards _____ for the City Hall Park Redesign project in the amount of _____ to be expended from account #297-6100-911-34-90; and let it further be

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

Yes:

No:

Abstain:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Bike Racks 2020 - WDDDA

Date Approved:

Motioned by:

Seconded by:

WHEREAS: The WDDDA recognizes the benefit of beautification and adding aesthetic elements to a downtown for placemaking purposes; and

WHEREAS: The WDDDA values the importance of the goals and objectives of non-motorized transportation for a healthier and more engaged community; and

WHEREAS: A competitive bid for the purchase and installation of 2 on-street bike racks that add an additional function and design element to the district was solicited by the City of Dearborn on behalf of the WDDDA; therefore, be it

RESOLVED:

1. That the WDDDA awards Graber Manufacturing for the purchase and installation of 2 on-street bike racks, delineators and rubber bumpers in the amount \$2,651.52 to be expended from account # 296-6100-911-34-90; and
2. The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA with the vendor selected, subject to review and approval by Corporation Counsel.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Hanging Baskets 2020 Connector Streets - WDDDA

Date Approved:

Motioned by:

Seconded by:

WHEREAS: The WDDDA recognizes the benefit of beautification and adding aesthetic elements to a downtown for placemaking purposes; and

WHEREAS: The WDDDA values implementing planters and landscaping to beautify the district; and

WHEREAS: A competitive bid for the purchase of twenty-four (24) self-watering hanging baskets at 22" diameter size was solicited by the City of Dearborn on behalf of the WDDDA, of which Sybertech Waste was the lowest bidder; and

WHEREAS: Fifteen (15) more hanging baskets are to be installed in the new connector street project of Mason, Howard and Monroe Streets, and

WHEREAS: City of Dearborn Purchasing Department affirmed the vendor will hold the same pricing previously bid for these additional hanging baskets; therefore, be it

RESOLVED:

1. That the WDDDA requests purchase of fifteen (15) self-watering hanging baskets, 22" diameter in size, for WDDDA, for placement at connector streets of Mason, Howard and Monroe streets, at \$131.50 each, for a total of \$1972.50, from Sybertech Waste, which is to be expended from account # 296-6100-911-62-40; and
2. The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA with the vendor selected, subject to review and approval by Corporation Counsel.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Bryant Library Lot Updates- 2020

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The WDDDA goal is to improve the overall walkability and pedestrian connection, as well as providing a safe and visually appealing environment in a highly visible location within the downtown business district; and

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) wishes to improve the area behind the Bryant Library branch located at 22100 Michigan Avenue, converting it from a parking lot to a pedestrian-friendly greenspace; and

WHEREAS: Survey work, engineered drawings and construction costs are estimated at \$150,000 and are to be bid out for this project through the City of Dearborn with a proposed cost-sharing of 50% by the City of Dearborn, 25% by WDDDA, and 25% by the Dearborn Public Library; therefore let it be; and

RESOLVED: The WDDDA Board authorizes amending its FYE2021 budget to include the 25% portion of the Bryant Library Greenspace project in the amount of \$37,500 and presenting the budget amendment to City of Dearborn City Council for approval.

Yes:

No:

Abstain:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Social District Program- 2020- WDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: Michigan Public Act 124 of 2020, Social Districts, was signed into law on July 1, 2020, enabling Michigan municipalities to establish Social Districts that allow for “common areas” where two or more contiguous licensed establishments (bars, distilleries, breweries, restaurants and tasting rooms) could sell alcoholic beverages in special designated plastic cups to be taken into the area for consumption;

WHEREAS: The WDDDA goal is to establish areas of increased customer traffic and sales at established businesses with unique attractions; and

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) wishes to establish a Social District as presented, following the guidelines provided by the State of Michigan; and

WHEREAS: Businesses who participate in the Social District are required to apply for a license through the State of Michigan Liquor License Commission with approval from the City of Dearborn, as well as name the City of Dearborn as an additional insured on their insurance policies and provide proof of coverage; and

WHEREAS: The participating businesses will need to pay \$250 application fee to the State of Michigan and must follow all the outlined guidelines and directives from the State of Michigan, City of Dearborn and the WDDDA, for participating in a Social District; therefore, let it be

RESOLVED: The WDDDA Board authorizes the Social District Plan and the designation of the Social District(s) be presented to the City of Dearborn City Council for approval; further, let it be

RESOLVED: The WDDDA Board authorizes the Manager of the DDDAs to execute necessary contracts in conjunction with the Social District program, subject to the review and approval of Corporation Counsel.

Yes:

No:

Abstain:

Absent:

Dearborn Social District Plan

((DRAFT/8-17-20))

Introduction:

The City of Dearborn seeks to take advantage of Michigan Public Act 124 of 2020 signed in to law on July 1, 2020. This enabling legislation allows Michigan municipalities to establish Social Districts that would allow for “common areas” where two or more contiguous licensed establishments (bars, distilleries, breweries, restaurants and tasting rooms) could sell alcoholic beverages in special cups to be taken into the area for consumption. City of Dearborn through a collaboration of the ECD, DDDAs, Legal, PD and DPW is designing a Dearborn Social District and the policies, parameters and management of this new community development tool. This Dearborn Social District Plan is being shared with potential license holder users for refinement of the plan, a final draft will be presented to the City of Dearborn City Council for approval and sent on to the Michigan Liquor Control Commission for state concurrence.

A consumer cannot bring the purchase into another alcohol establishment, but may bring it into non-alcohol establishments if permitted by the business. The designated area must provide for a contiguous area from establishment to establishment. The area must be defined by signage, but does not require closure of streets or barricading. Across the State of Michigan, communities are designating everything from single blocks to multiple blocks within their downtowns. The State of Michigan looked at other states who have similar laws, including Ohio. In Ohio, you'll find that many of these social districts have been marketed as a tourism destination.

Definition of Social District:

“Businesses that have been approved for and issued a Social District Permit, may sell alcoholic liquor (beer, wine, mixed spirit drink, spirits, or mixed drinks) on their licensed premises to customers who may then consume the alcoholic liquor within the commons area of the Social District.” https://www.michigan.gov/lara/0,4601,7-154-89334_10570_90824-533429--,00.html

Pilot Project

The WDDDA recommends utilizing this new economic development tool as a pilot project for the first year. The law does allow for a district area to be set through 2024, however, the WDDDA as part of the pilot project recommends a one-year pilot in order to evaluate maintenance, public enforcement and safety impacts and costs. Also for the first year, the WDDDA recommends no local fees as a way of providing businesses impacted by the pandemic to grow. The WDDDA does anticipate that there may be an increase in maintenance and police enforcement to manage and monitor the area. Businesses will be required to maintain the area. Liability is on

the business and must provide the appropriate insurance and add the City/DDA as additional insureds.

District boundaries:

As part of the pilot project evaluation, the WDDDA recommends testing three areas within the WDDDA. The Dearborn Social District common areas would consist of:

- West Village Commons Plaza
 - West Village Drive from Mason to Monroe
 - North side of Michigan Avenue and parallel northern alley from Howard to Mason
 - (tentatively) North side of Michigan and parallel northern alley from Howard to Oakwood
- (see map attached)

Streets in the Social Districts would remain open to traffic and for parking, unless parking spaces are given to outdoor dining. The district is being proposed with the expectation of certain properties being developed that would include future businesses with liquor licenses that might expand the common area.

Potential participating license holders Dearborn Social District

The potential participating license holders must apply for a permit through the Michigan Liquor Control Commission at a fee of \$250. Applications must also be approved by the City of Dearborn. It is recommended that the applicants enter into an agreement with the City of Dearborn developed by Legal which includes insurance requirements. This specific license through the LCC allows a license holder to sell alcoholic beverages in special district cups in its service area to be taken into the common area for consumption.

Non-alcohol businesses within the district:

There are businesses which could be in the common area and allow for Social District beverages to be brought into those places of business. Examples would be retail outlets such as Desert Rose in Wagner Place, Nichols Ski and Sports and Common Grace Coffee in West Village Commons Plaza. This approval will be per businesses and specific signage will be developed for uniformity.

Management:

The Dearborn Social District would be created by the City through its Economic and Community Development department and managed by the Manager of the DDDAs. The district management and operations would be assisted by the city's Police Department and Public Works.

WDDDA Role:

1. Coordinating each departments task/assignments
2. Coordinate maintenance of SD areas

3. Create IDSR's related to street closures, trash cans, barricades, etc.
4. Complete/ submit Social District plan/ present to City Council
5. Create/ print/ install SD signage
 - a. Code of conduct
 - b. Trash receptacles
 - c. Standard design for disposable cups using DD & SD logo
6. Assist businesses with outdoor seating in specific areas- Muirhead Park, WVD
 - a. Provide chairs, tables, tents if needed
7. Provide appropriate signage to all participating businesses
8. Assist businesses with any paperwork/ license requirements and any local, state approvals
9. Assist businesses with coordinating w/ PD
10. Coordinate w/ legal re: Liability
11. Create a brand and name for the Social District
12. Promote/ Market via social media & eblast
13. Website- have tab added

Dearborn Public Works Role:

1. Disperse additional trash receptacles (if needed)
2. Pick up trash- (if additional receptacles are needed)
3. Provide/ set up road barricades (as needed/determined)

Dearborn Police Department Role:

1. Enforce regulations
2. Provide additional on-site coverage as determined by the Police Department
3. Process business application approvals and coordination with LCC
4. Review of street closures

Operations:

The Dearborn Social Districts would operate year round, but the district's seasonal road closures along with outdoor services and amenities would be from May 1 to Oct. 31. The common areas would be open:

Sunday - Wednesday
12 p.m. until 10 p.m.

Thursday - Saturday
12 p.m. until 12 p.m.

After hours, consumption of alcoholic beverages would have to be contained within the license holders' service areas.

Business Owner Responsibilities:

- Oversee the overall maintenance of SD areas in their jurisdiction
- Manage safety protocols per code of conduct rules and regulations
- Container:
 - labeled with a mark indicating the social district and place of business
Sold in a non-glass container of no more than 16 ounces per state guidelines
 - Complete all licensing requirements per City, State, LCC, etc.
- Add City & DDA as additional insured
- Promote on social media platforms
- Common areas must be clearly defined with appropriate signage
- License holder is only permitted to sell to-go beverages on their property

Oversee social distancing guidelines when in their designated business areas

- a. Tables/chairs
- b. Individuals
- c. Signage

Customers who buy alcoholic beverages from a restaurant or bar that's permitted to sell bottled wine to-go could potentially consume part of a bottle in the social district and take the remainder home, so long as the business recaps the bottle or replaces the cork following state guidelines.

Employees are also required to wear face coverings and get health screenings at the start of a shift.

District designation, signage and markings:

The boundaries of the Dearborn Social Districts will be clearly designated and marked with signs and graphics on streets and sidewalks provided by the WDDDA. The signs should be accompanied by a trash receptacle for customers to dispose of used district cups as they exit the district (provided by DPW).

Social District Brand and beverage containers:

The Dearborn Social Districts will have a name for branding and marketing purposes but must have a special logo for use on the non-glass district beverage cups of no more than 16 ounces. The cups of various colors and/or stickers to differentiate among license holders must also have a logo or name identifying the establishment. Dearborn Social District cups may not be reused, must remain in the establishment where they were purchased or in the common area and may not be taken into an establishment that did not sell the beverage. Dearborn Social District will explore the use of cups that can be recycled or composted.

Security-enforcement:

Security and enforcement in the Dearborn Social Districts would be provided by the Dearborn Police Department. In future years, the DDDAs will evaluate whether a certified private security personnel is needed to assist within the district.

Insurance:

The city would insure its management and operation of the Dearborn Social District through its municipal umbrella insurance policy. Participating license holders would be left to secure their own liability insurance as they deem necessary.

Sanitation:

The WDDDA and Dearborn Public Works Department with heavy assistance from participating establishments would provide sanitation within the district including trash removal, litter pick up on a daily basis and deployment of portable toilets, if needed. Each participating license holder would be required to have a city provided trash receptacle outside of its entrances for the disposal of district cups and empty those receptacles when needed. The city would maintain its current downtown trash receptacles and could expand the number in areas where establishments are not available to assist.

Marketing and promotion:

The Dearborn Social District should have a branded name for marketing purposes and a distinctive logo. Marketing would be done through traditional free media and paid advertising along with extensive social media of the WDDDA. The WDDDA will create its own Dearborn Social District Facebook page, other social media accounts and add to its website.

Entertainment:

The Dearborn Social District will incorporate entertainment in future years if determined necessary.

Festivals/special events:

The state's Social District law does not allow special event liquor licenses to participate in a Social District. Such special licenses are the backbone of several large festival events historically within Dearborn's Social Districts. However, this new Social District law also releases the burden on the WDDDA and other non-profits to provide alcoholic beverages as part of the event. Going forward, the Dearborn Social District and its participating license holders will serve as the alcoholic beverage provider.

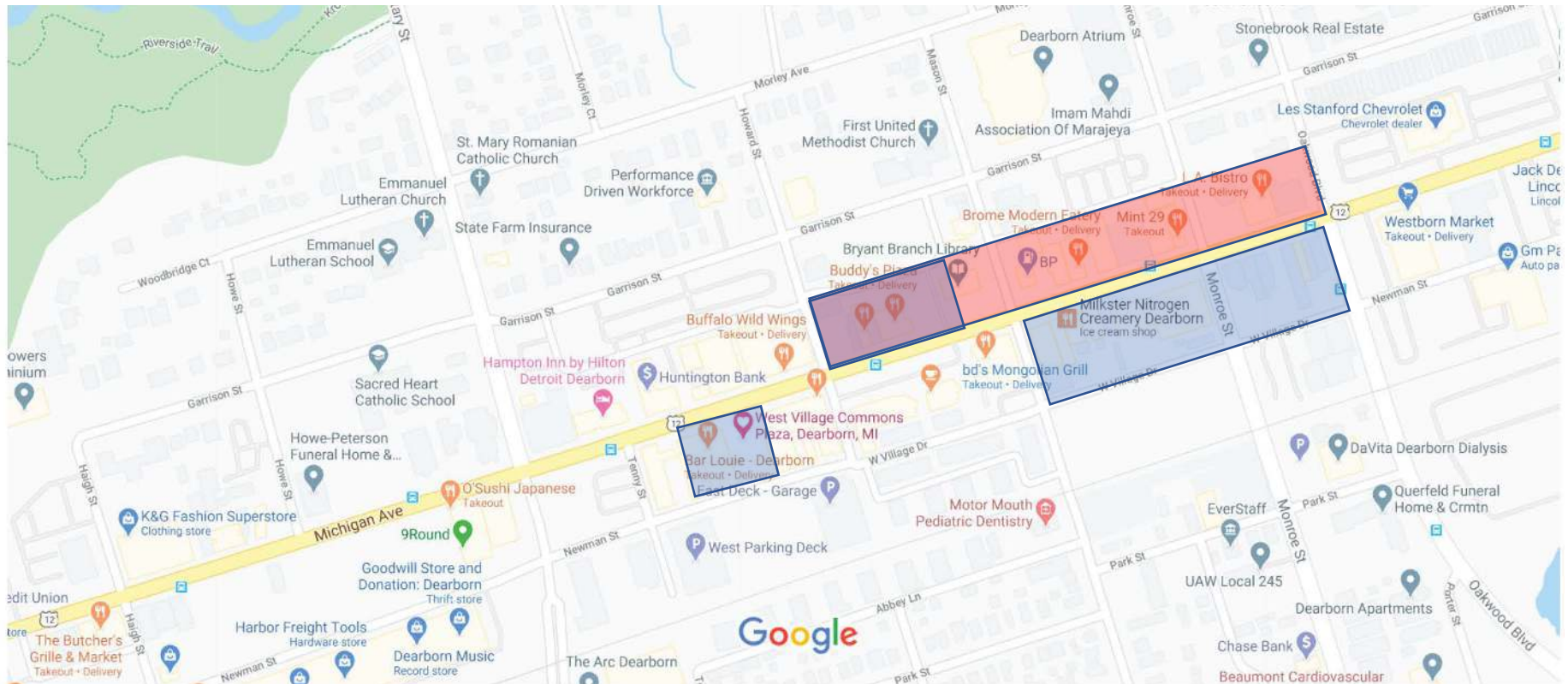
Code of Conduct for Visitors: City Attorney to Review and Determine

Rules of Social District - Code of Conduct (list below)

1. No alcoholic beverages out of SD areas- A customer that purchases alcoholic beverages to be consumed in a commons area must not transport that alcoholic liquor outside of the commons area.
2. No cocktails-to-go are permitted inside another liquor licensed establishment.
3. Common areas must be marked clearly with signs and established hours of operation
 - a. Customers must discard any alcoholic beverages before entrance into another establishment would be permitted. No bar hopping.
4. Patrons must wear a mask when not seated for service.

5. Patrons must dispose of Social District beverage cups in trash receptacles prior to exiting the Social District.

DEARBORN SOCIAL DISTRICT MAP (DRAFT)



An aerial photograph of the Bryant Library building, a rectangular structure with a grey roof and several air conditioning units. The building is surrounded by a paved area with yellow parking lines, some trees, and a sidewalk. To the left, there is a larger building with a flat roof and some outdoor seating. To the right, there is a street with a white van and a black car. The text "BRYANT LIBRARY" is overlaid in white capital letters on the building.

BRYANT LIBRARY

DEARBORN LIBRARY

PAST AND PRESENT



1978



1991






2019

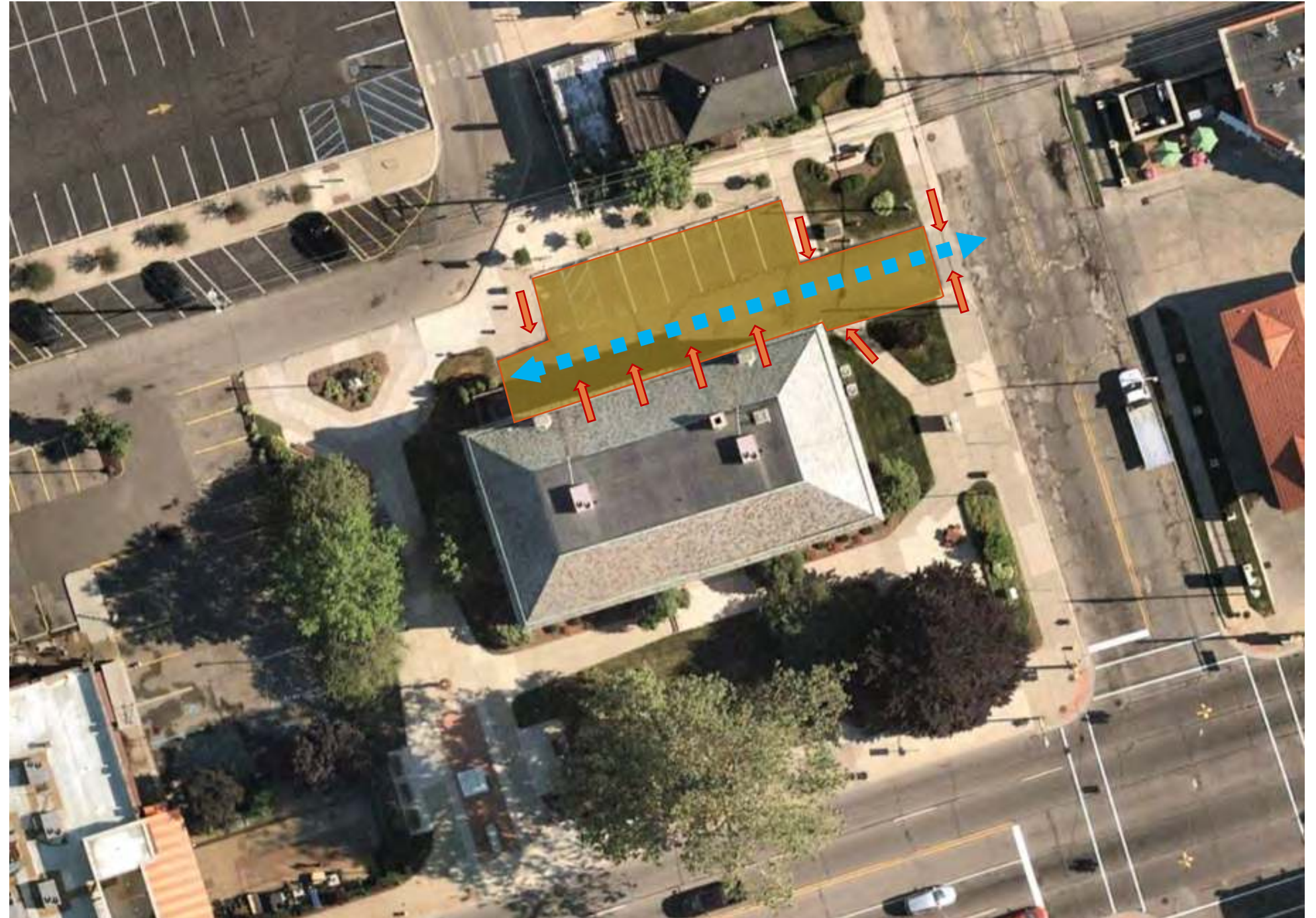
EXISTING SITE CONDITIONS

PROJECT GOALS

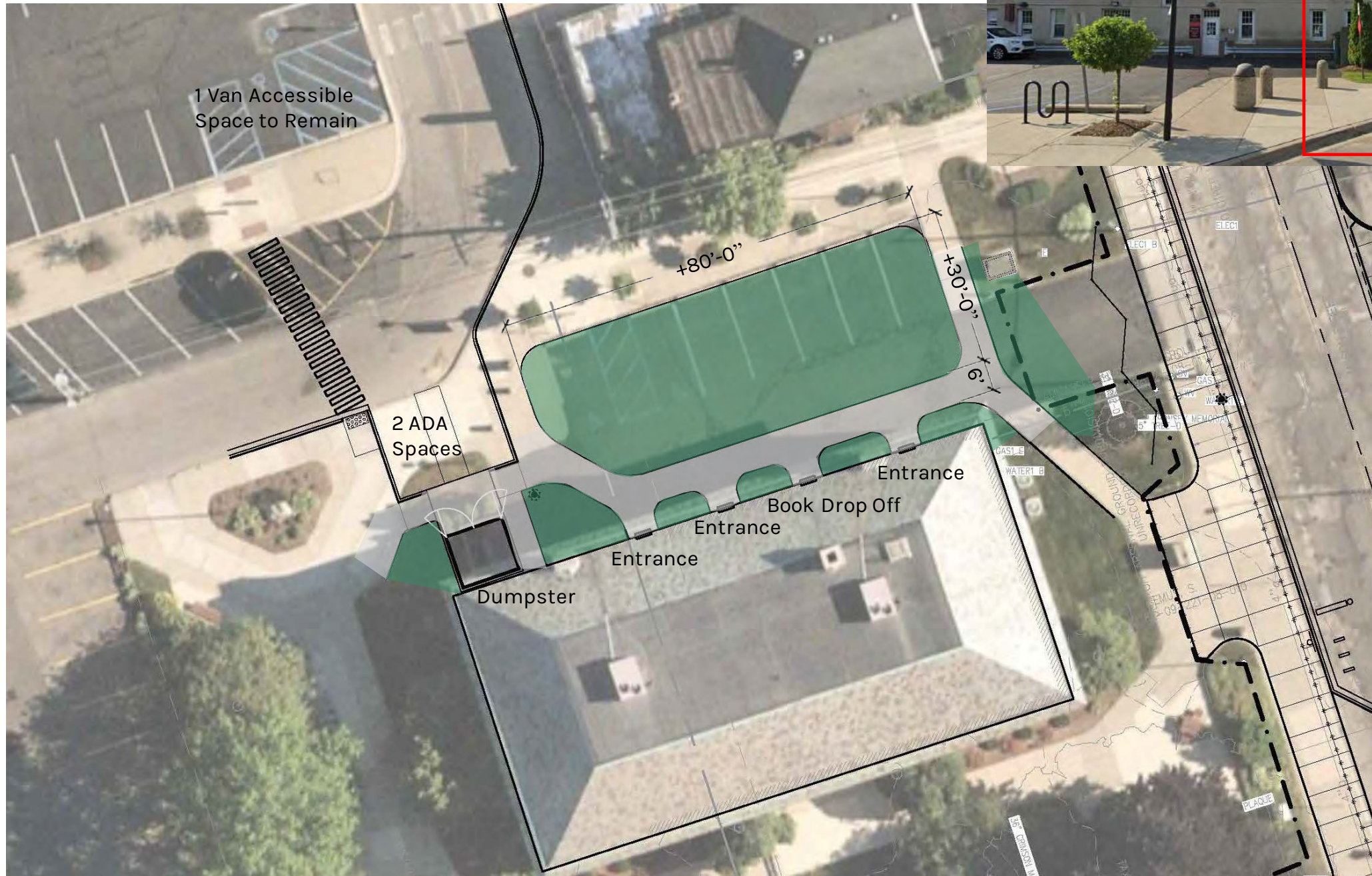
- Resolve existing stormwater issues by removing the impervious surface directly adjacent to the library
- Provide a programable outdoor space for library use.
- Reduce disconnected parking resources to improve wayfinding
- Remove the existing drive lane adjacent to the library entrances/exits to reduce pedestrian/vehicular conflict areas
- Remove driveways that cross sidewalks within the downtown core
- Provide on street parking along side streets closest to Michigan Ave.

SITE ANALYSIS

-  Impervious surface
-  Vehicular circulation
-  Pedestrian circulation

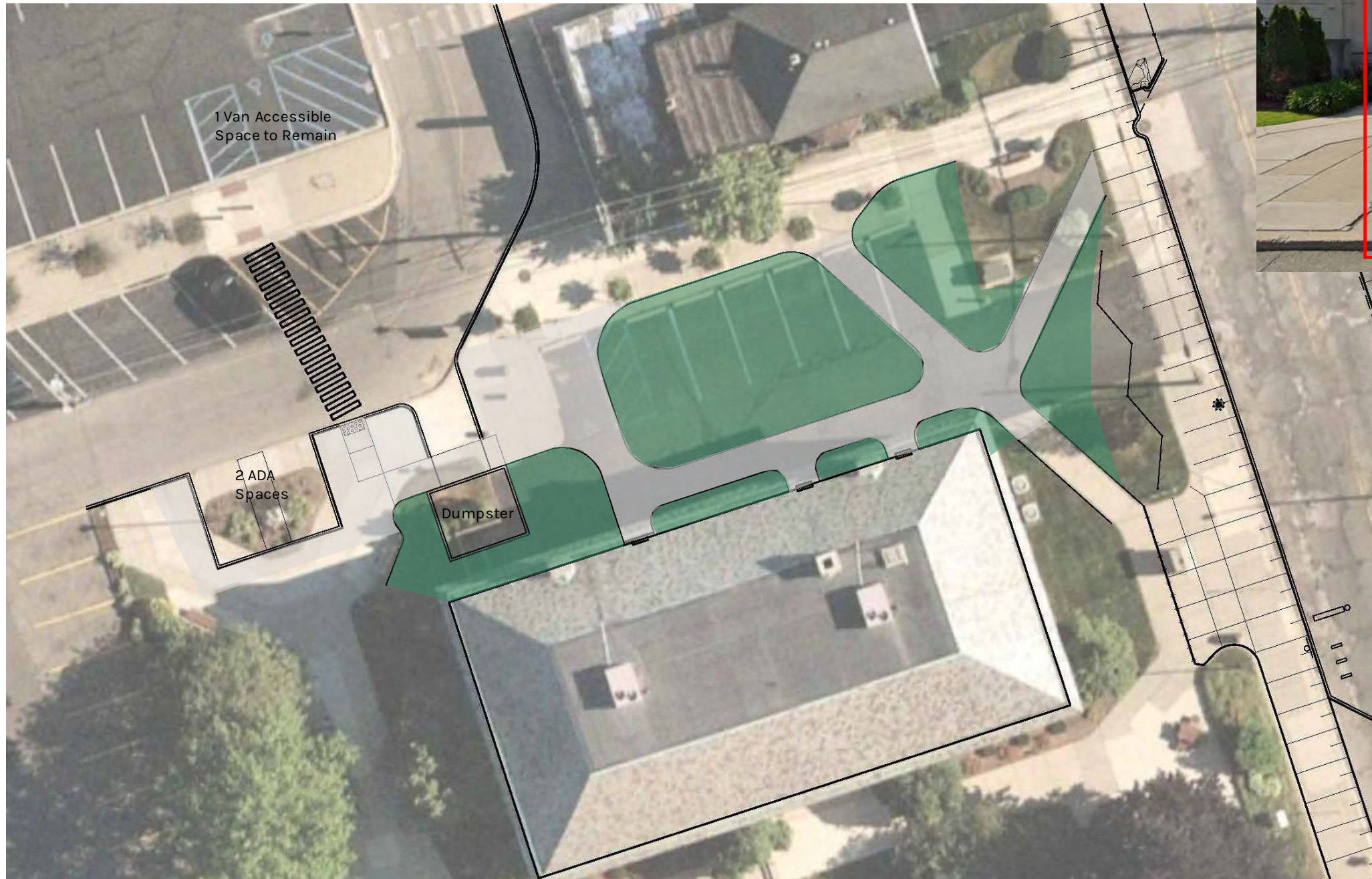


CONCEPT 1



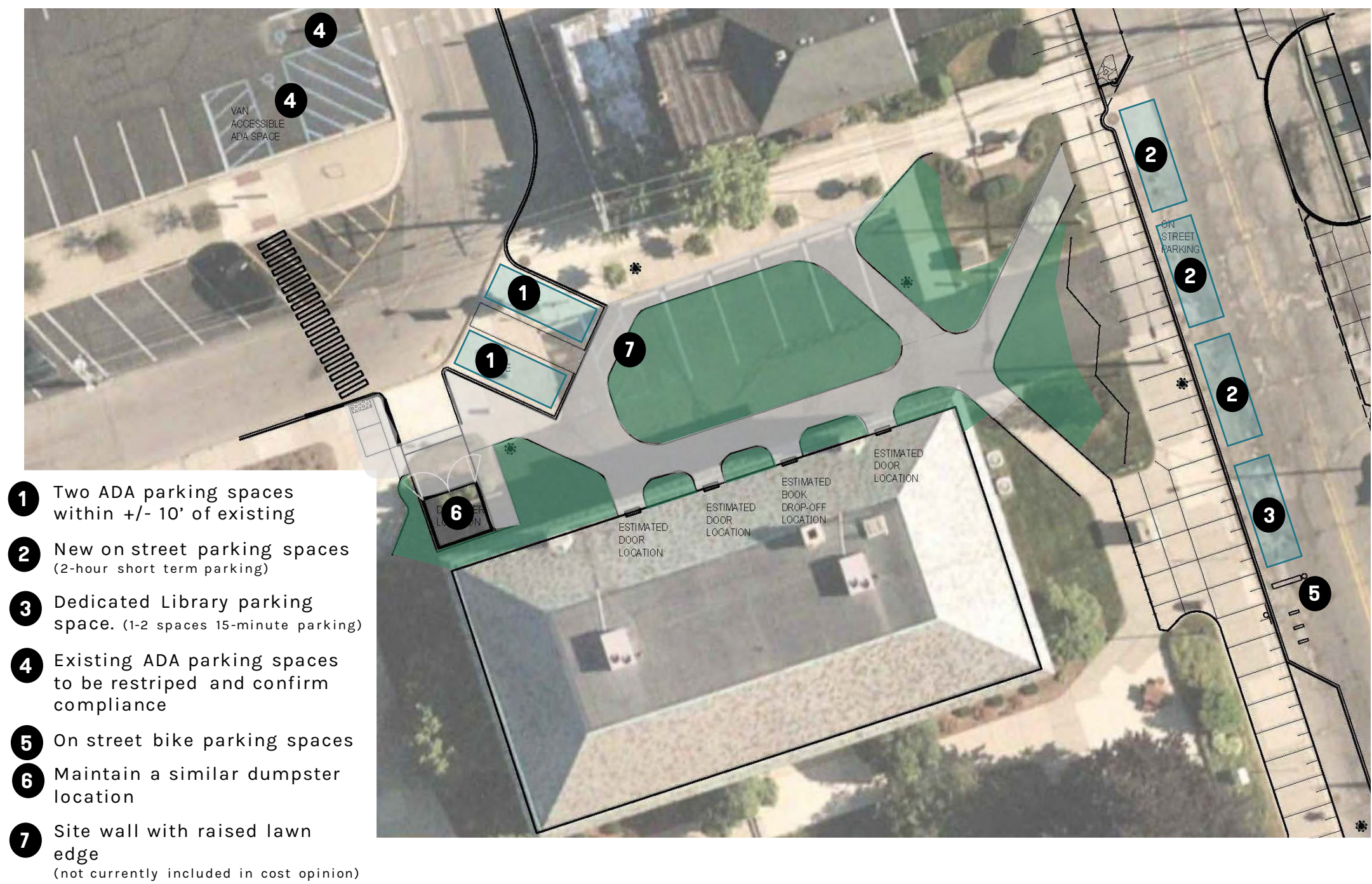
- Maintains a similar dumpster location
- Potentially most cost-effective option.
- Existing site lighting and utilities to remain without disruption.
- ADA spaces slightly further away then existing.
- A 30' x 60' tent could fit within the lawn area and accommodate 225 seated theater style, 144 seated at round tables of 8, or 180 seated cafeteria style (rows of 8' banquet tables).
- Removes existing bollards.
- Limits the time for dumpster pickup / parking.

CONCEPT 2



- Keeps the existing bollards.
- Maintains a similar dumpster location
- Keeps the dumpster pick up time flexible with a dedicated drive.
- Removes the memorial stone and plant bed.
- Removal or relocation of the existing light pole required.
- ADA spaces are the furthest away of the three options

LIBRARY LOT CONCEPT SELECTED



- Maintains a similar dumpster location
- Keeps the dumpster pick up time flexible with a dedicated drive.
- ADA spaces are the closest to the existing in this option.
- A 20' x 40' tent could be accommodated within the lawn area and accommodate 100 seated theater style (rows of chairs with an aisle up the middle) or 64 seated at round tables of 8.
- Removes the existing light pole and bollards.
- Adjustments to the existing utility structure may be needed.



7 Site wall with raised lawn edge (not currently included in cost opinion)

PUBLIC MEETING

WHAT WE HEARD:

- Provide additional dedicated ADA parking near the library entrance
- Improve existing ADA parking spaces and signage within Lot B
- Improve winter maintenance on the sidewalks and roadway that lead to the library
- Provide short stay dedicated library parking spaces
- Look into future alternative book drop-off location

EXISTING CONDITIONS



PROPOSED PLAN



- Existing ADA Parking
- No onstreet vehicular parking adjacent
- Pedestrian and Vehicular conflict

- Maintain similar dumpster location
- Maintain two ADA parking spaces close to their original location
- Provide safe pedestrian movement at each entry and the book drop off
- Provide a large open lawn for potential event space
- Provide 4 new vehicular parking spaces on street
- Provide on street bike parking

LIBRARY RECOMMENDATIONS

SHORT-TERM/IMMEDIATE RECOMMENDATIONS

In conjunction with proposed Library Lot plans, we recommend the following:

- Dedicate library patrons only handicap parking signage to the two new handicap spots.
- Add 15-minute parking signage at spots adjacent to Library on Mason Street.
- Adjust snow removal maintenance schedules to clear the library's entries as one of their first stops.

MID-TERM RECOMMENDATIONS

- Meter the remaining on-street spots on Mason with pay stations. This will prevent “all-day parking” in the spots that should be highest turn-over. It will also prevent overflow parking from gas station. Coupons can be provided to library patrons for free parking when visiting the library.
- Once streetscape construction is completed, enhance Police regulations of gas station overflow and work with gas station to resolve tow truck issues.
- Add an additional drop box to alleviate accessibility concerns. Keep the current walk-up drop-box location but offer drive-up drop-box location perhaps either near each library or one central point within the City. Recommend further discussions.

An aerial photograph of a large, rectangular parking lot with numerous white-painted parking spaces. The lot is situated between a street on the left and a street on the right. Several cars are parked in the lot. The text "PARKING LOT B" is overlaid in the center of the image in a large, white, sans-serif font. The surrounding area includes various buildings, trees, and a clear sky.

PARKING LOT B

DEARBORN LIBRARY

PROPERTY LINES

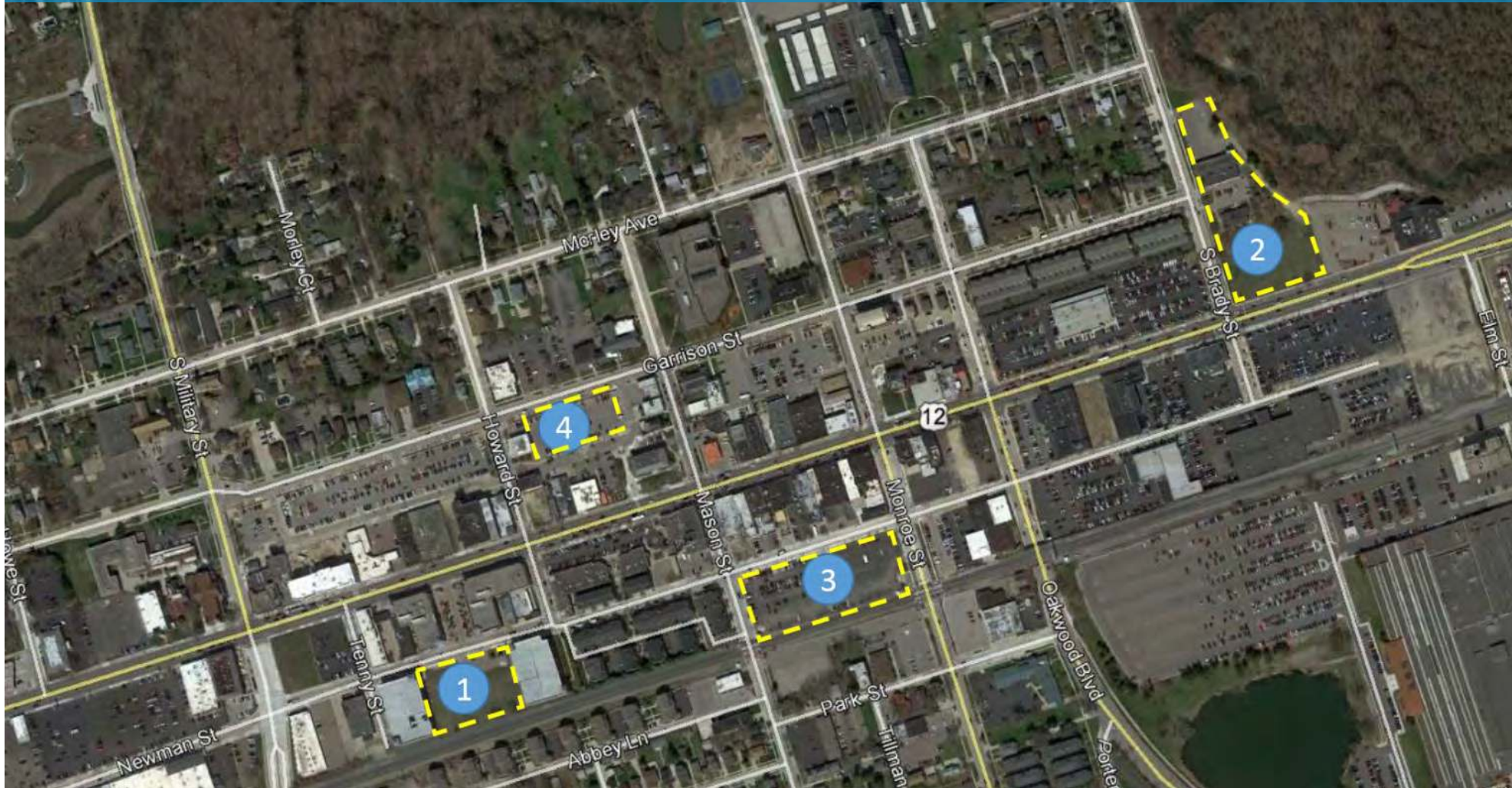
Bryant Library: 20 ft. Alley



NRN STUDY

SITE IMPLEMENTATION STRATEGIES

Four city-owned parcels with short and/or long-term development potential.



The city identified 4 sites within the downtown for the planning team to study and develop site capacity development diagrams. The following development concepts provide a visual representation of the massing and layout of one development idea that could occur at each location. Further studies will be required to determine the market for and feasibility of each project.

NRN STUDY

SITE 4 CAPACITY STUDY

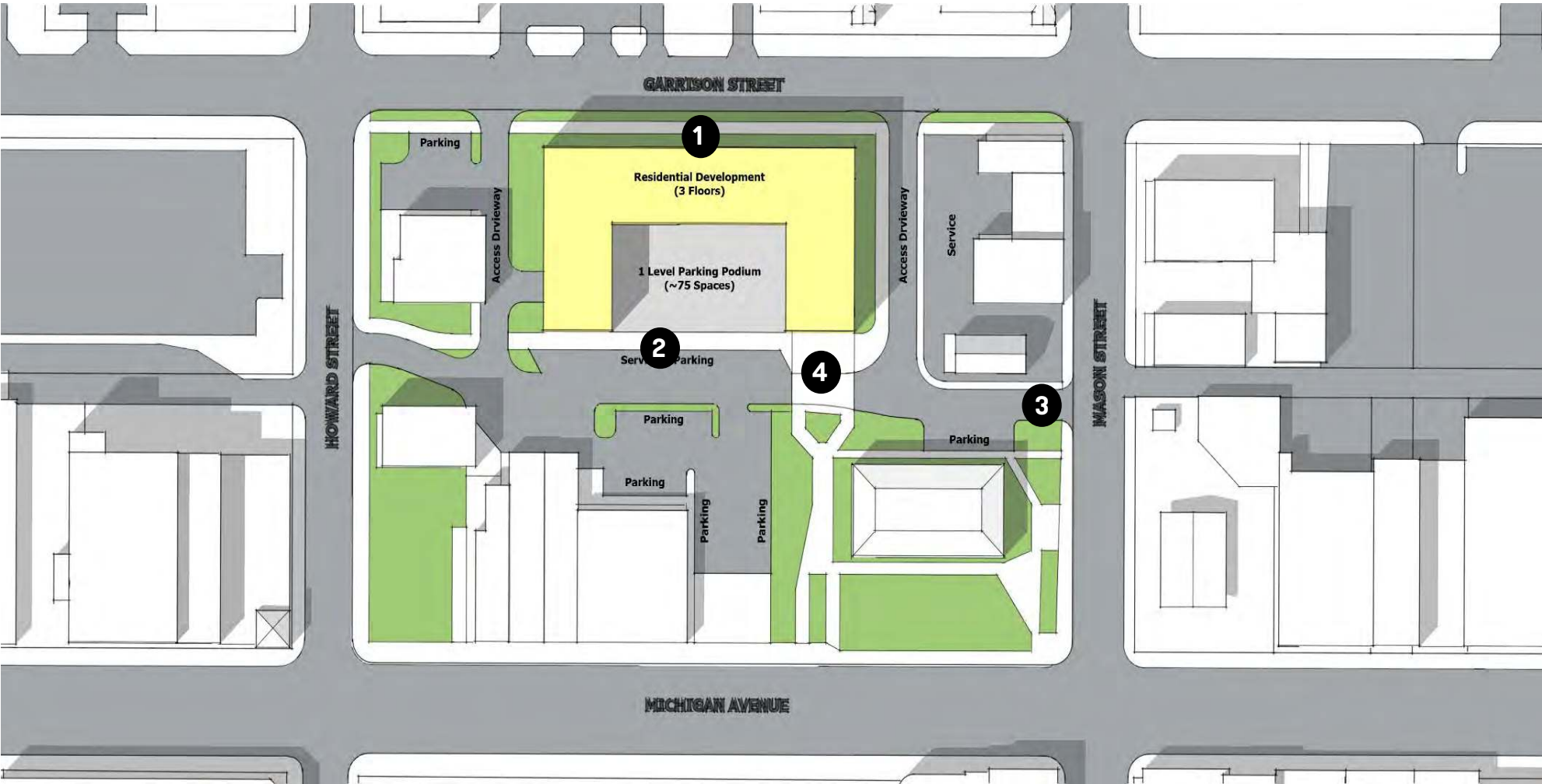
Size: 0.85 acres (37,000 SF)
Zoning: BA – Local Business District



Loft-style residential development on existing City-owned parking lot (First development priority)

NRN STUDY

SITE 4 CAPACITY STUDY: RECOMMENDATIONS



- 1 Residential units front Garrison Street and east/west access driveways.
- 2 One level podium parking on ground floor.
- 3 Connect existing alley behind Bryant Library through to Mason Street.
- 4 Create a plaza space connecting to existing linear park adjacent to Bryant Library.

NRN STUDY

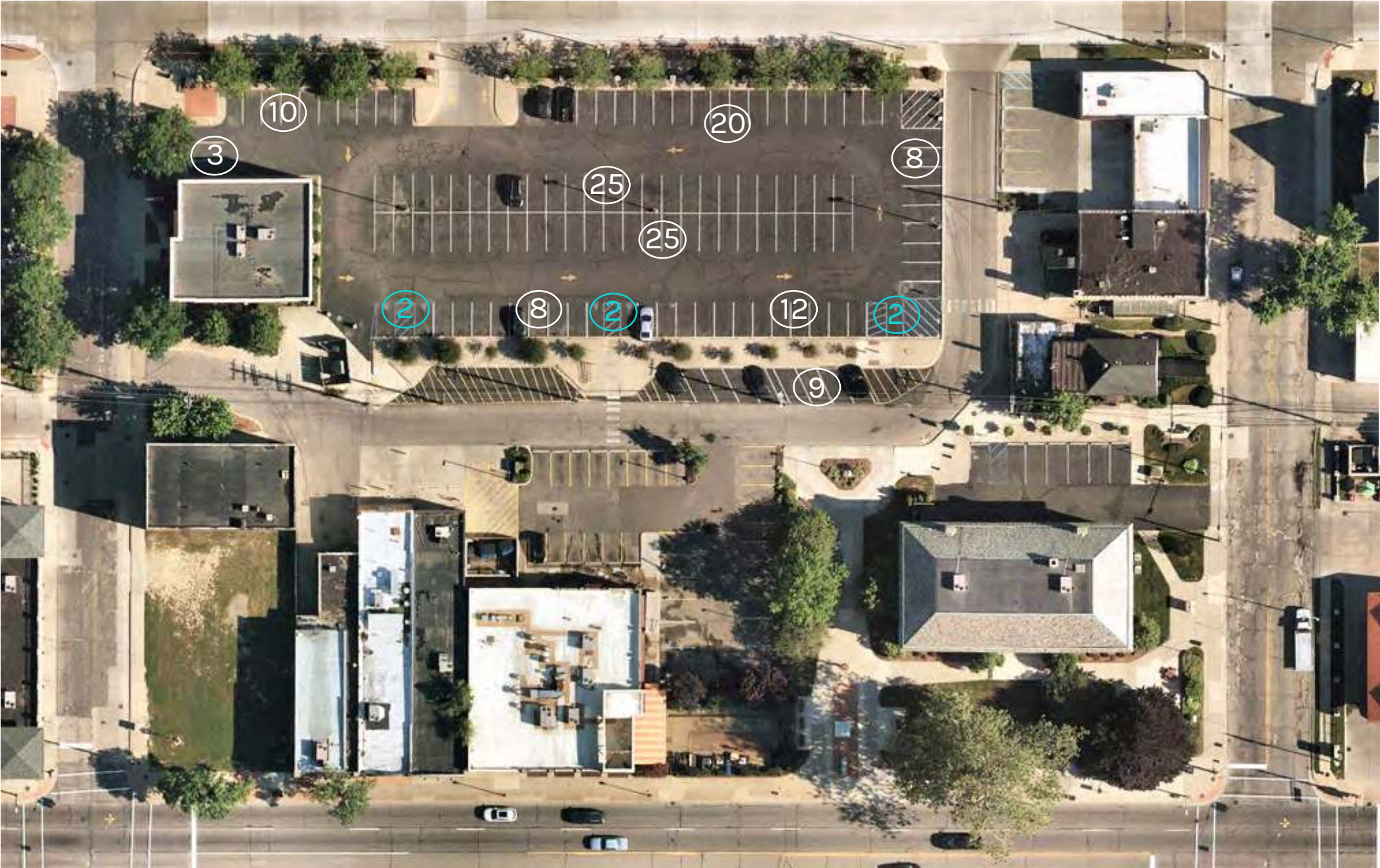
SITE 4 CAPACITY STUDY: SUMMARY



Development Summary:

Name	Floorplate	# of Floors	GSF
Res. Development	18,250 SF	3	54,750
Parking: ~75 spaces			

EXISTING PARKING



Total Number of Parking Spaces Provided in Parking Facility (per facility)	(Column A) Minimum Number of Accessible Parking Spaces (car and van)	Minimum Number of Van-Accessible Parking Spaces (1 of six accessible spaces)
1 to 25	1	1
26 to 50	2	1
51 to 75	3	1
76 to 100	4	1
101 to 150	5	1
151 to 200	6	1
201 to 300	7	2
301 to 400	8	2
401 to 500	9	2
500 to 1000	2% of total parking provided in each lot or structure	1/6 of Column A*
1001 and over	20 plus 1 for each 100 over 1000	1/6 of Column A*

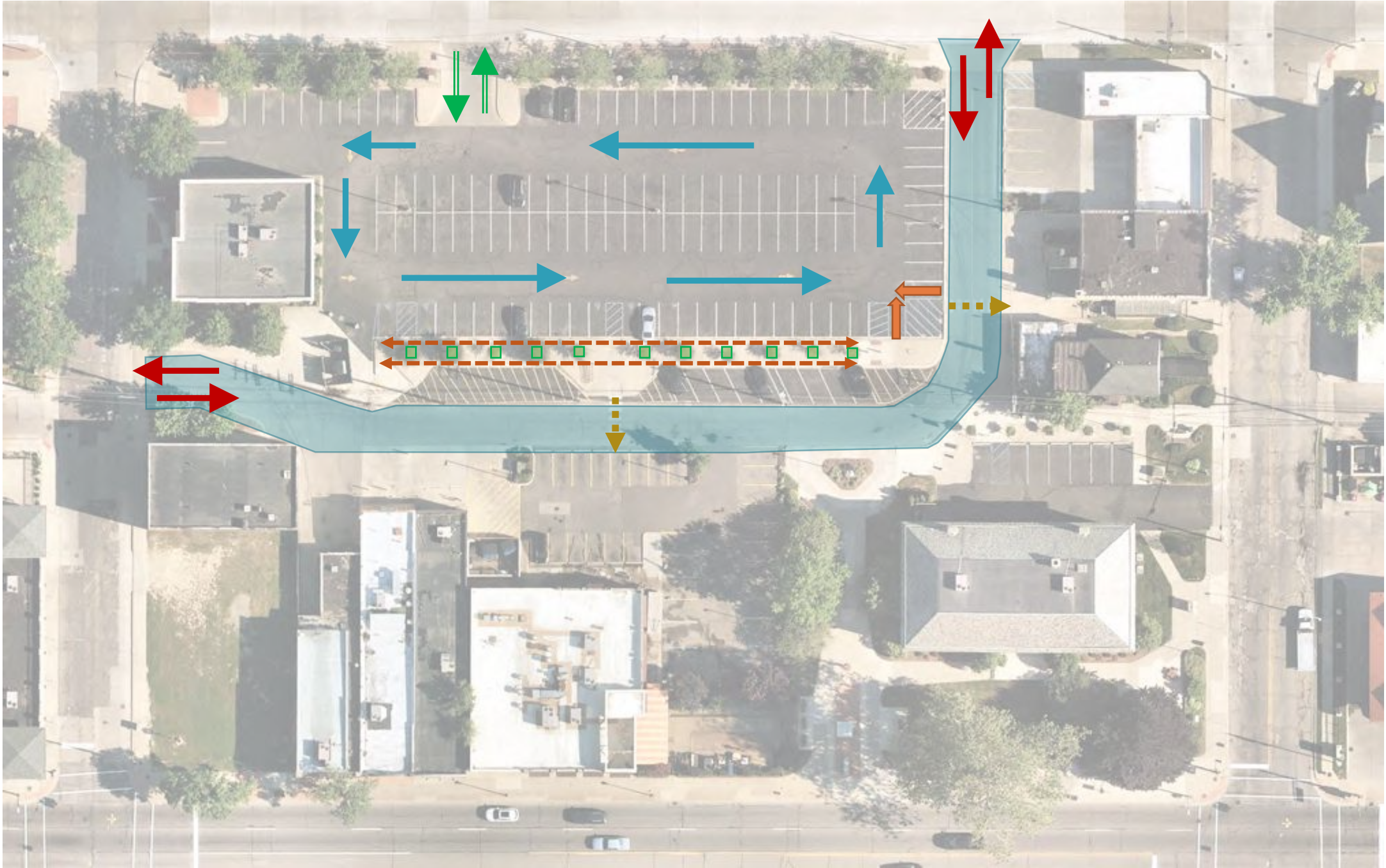
*one out of every 6 accessible spaces





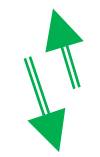


Existing Parking Counts:
120 Standard parking spaces
6 ADA parking spaces
126 Total parking spaces

Required ADA parking spaces: 5

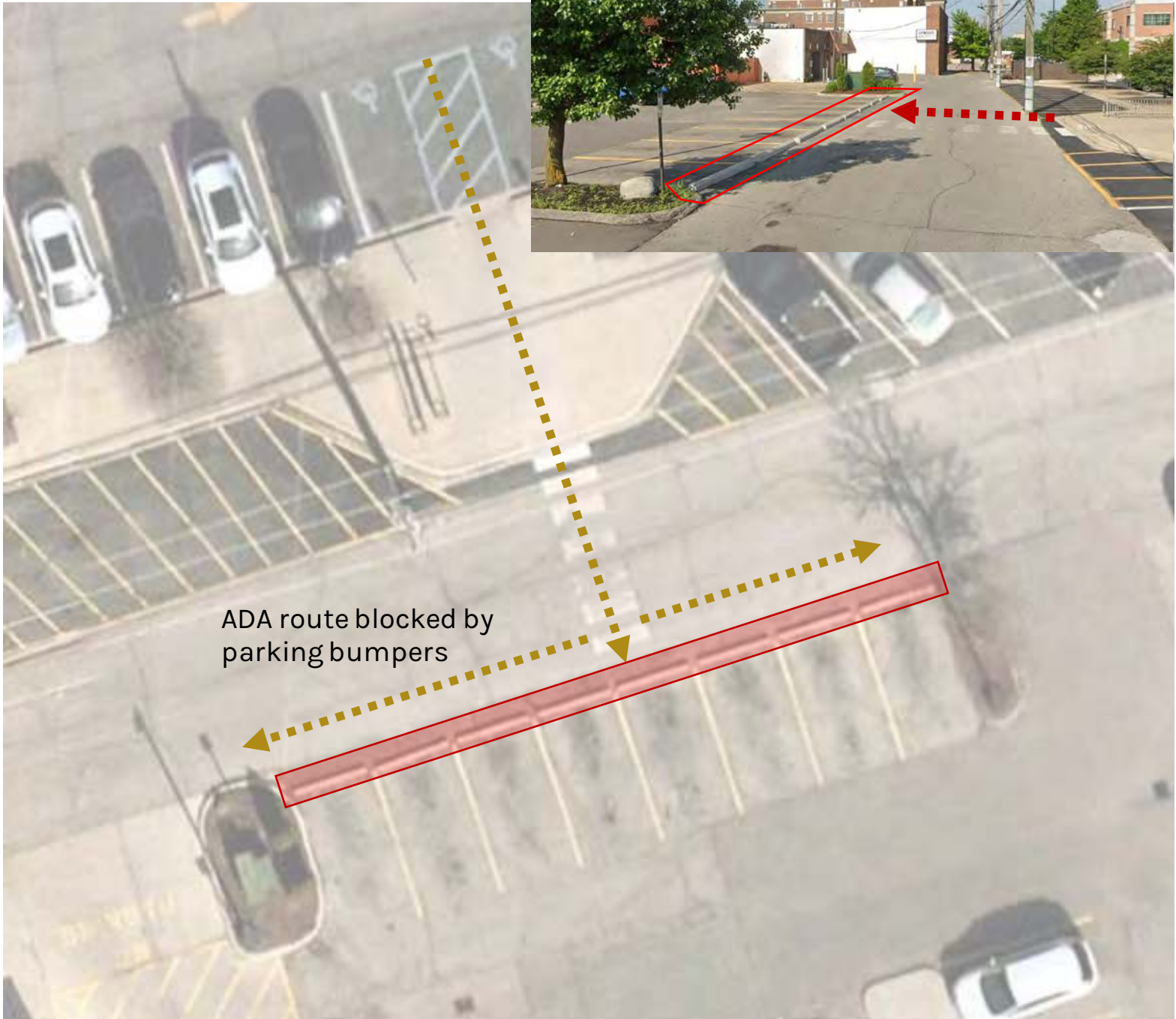
Provided ADA parking spaces: 6

EXISTING CONDITIONS ANALYSIS

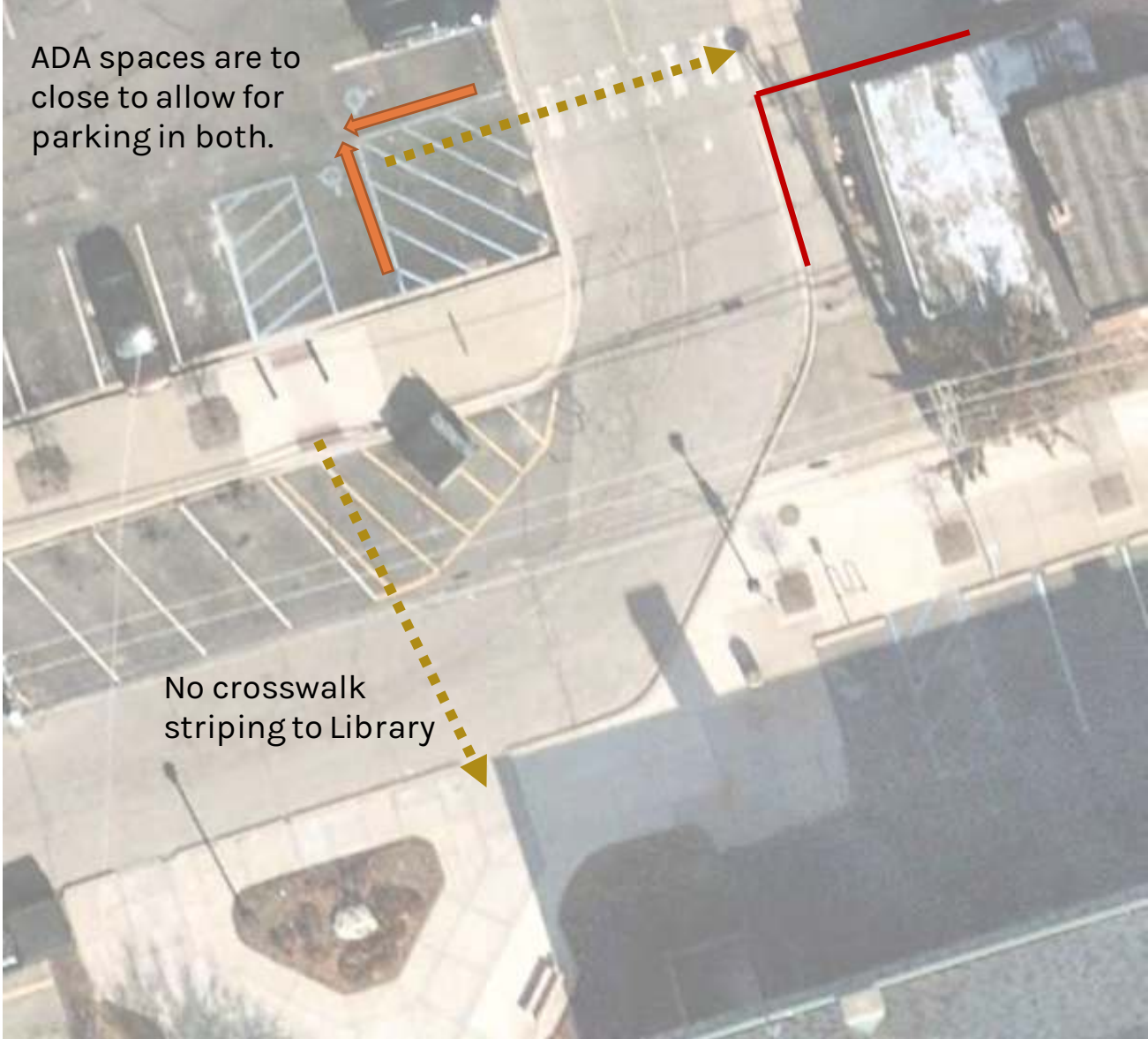


-  Planter within center of median eliminates the pedestrian flow on the sidewalk.
-  ADA corner parking spaces don't have enough perceived distance between the two.
-  Pedestrians must cross two-way drive aisle to get to their destination.
-  Each crosswalk has ADA limitations. (see next page)
-  One entrance / exit into Lot B (restricts access off alley)
-  One-way circulation within Lot B
-  Two-way circulation within Alley

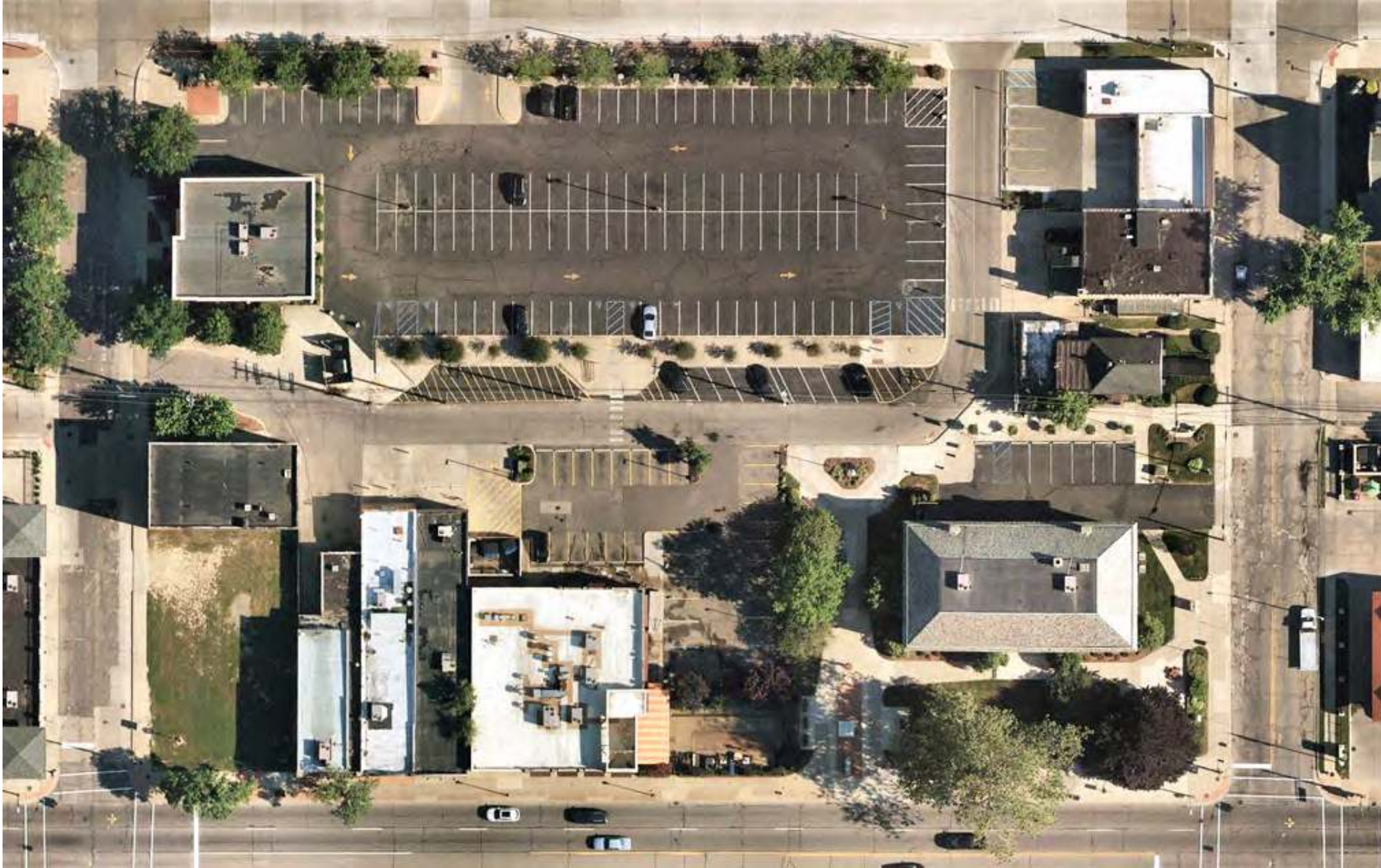
ADA CROSSWALK CONFLICTS



Curb restricts
ADA route to
Library



EXISTING CONDITIONS



CONCEPT 1



Proposed Parking Counts:

- 113 Standard parking spaces
- 8 ADA parking spaces
- 121 Total parking spaces
(5 less than existing)

Realign the alley entry along Garrison.

Maintain the east/west alley to the south side of the existing power poles.

Provides a large east/west sidewalk to the south side of the existing alley.

Provides majority of parking on a north/south axis

Provides some ADA parking directly adjacent to the sidewalk and links to local businesses.

Removes 8 parking spaces and realigns dumpster location at Buddy's Pizza

CONCEPT 2



Proposed Parking Counts:

- 111 Standard parking spaces
- 8 ADA parking spaces
- 119 Total parking spaces
(7 less than existing)

Maintain both the alley and parking lot entry along Garrison.

Maintain the east/west alley to the south side of the existing power poles.

Provides a large east/west sidewalk to the south side of the existing alley.

Provides majority of parking on a north/south axis

Removes 8 parking spaces and realigns dumpster location at Buddy's Pizza

CONCEPT 3



Proposed Parking Counts:

- 129 Standard parking spaces
- 6 ADA parking spaces
- 135 Total parking spaces
(9 more than existing)

Realign both the alley and parking lot entry along Garrison.

Moves the east/west alley to the north side of the existing power poles.

Provides a large east/west sidewalk to the south side of the new alley location.

Maintains parking on an east/west axis.

Provides ADA parking directly adjacent to the sidewalk and links to local businesses.

Removes 8 parking spaces and realigns dumpster location at Buddy's Pizza

EXISTING CONDITIONS



CONCEPT 1



CONCEPT 2



CONCEPT 3



LIBRARY & LOT B RECOMMENDATIONS

SHORT-TERM/IMMEDIATE RECOMMENDATIONS

In conjunction with proposed Library Lot plans, we recommend the following:

- Dedicate library patrons only handicap parking signage to the two new handicap spots.
- Add 15-minute parking signage at spots adjacent to Library on Mason Street.
- Adjust snow removal maintenance schedules to clear the library's entries as one of their first stops.

Lot B

- Option: Dedicate library only spaces in Lot B and monitor usage.
- Add bollards to crosswalk ramp from Lot B to Library to define the pedestrian zone and prevent parking over the lines.
- Confirm that the handicap signs are still in place and follow all standard guidelines in Lot B.

MID-TERM RECOMMENDATIONS

- Meter the remaining on-street spots on Mason with pay stations. This will prevent “all-day parking” in the spots that should be highest turn-over. It will also prevent overflow parking from gas station. Coupons can be provided to library patrons for free parking when visiting the library.
- Once streetscape construction is completed, enhance Police regulations of gas station overflow and work with gas station to resolve tow truck issues.
- Add an additional drop box to alleviate accessibility concerns. Keep the current walk-up drop-box location but offer drive-up drop-box location perhaps either near each library or one central point within the City. Recommend further discussions.

Lot B

- Conduct a parking usage analysis of Lot B, especially the usage of the handicap spaces to determine need of additional handicap parking. Conduct a survey of library patrons regarding parking usage.
 - There sometimes is a perceived notion that the amount isn't always enough but when you monitor it there is no problem. However, the only way to know is to monitor it and survey to library patrons.
 - Questions to ask:
 - Are the existing handicap spaces consistently full throughout the day, certain days of the week or times?
 - Are there other indicators that show the need for additional handicapped spaces?
- Reconfigure the handicap spaces in Lot B to improve parking access. Before restriping, confirm that parking lot is level in those areas.
- If more handicap spots are found to be needed, then add additional spots to the alley parking spots closest to the Library. Again, leveling of the parking spaces must be confirmed prior to restriping.

LONG-TERM RECOMMENDATIONS

Lot B

- Evaluate and potentially redesign Lot B and the alley between Mason and Howard. Need to consider the following:
 - Access to business properties/private lots on Mason.
 - Access to Buddy's and Biergarten private lots.
 - Truck access for deliveries and garbage.
 - Traffic flow in parking lot
 - Quantity and location of handicap spaces.
 - Vegetation/Shade.
 - Pedestrian accessibility/medians

SUMMARY AND RECOMMENDATIONS FOR BRYANT LIBRARY LOT

The WDDDA held a public meeting on February 26, 2020, at the Bryant Library to review and discuss the proposed plans for the Bryant Library Parking Lot. Approximately 25 people attended the meeting.

Questions revolved around a couple of key areas or points of concern, including:

- Lack or shortage of handicap parking supply.
- Location and/or access of handicap parking.
- Dropbox location and/or accessibility via vehicle.
- Pedestrian/vehicular conflict points. Near misses.
- Maintenance during inclement weather.
- Dedicated library only parking.
- Handicap spaces in Lot B are in accessible and not well signed.
- Crosswalk ramp from Lot B needs better definition and bollards to prevent cars from blocking/overparking on the pedestrian path.

ANALYSIS

Streetscapes

As a starting point, the current streetscape construction on Howard, Mason and Monroe was discussed showing the evolution of the project.

The goals of the streetscape project included the following:

- Improve both the vehicular and non-motorized experience through Dearborn including traffic calming and dedicated bike lanes on Monroe Street
- Create a walkable downtown
- Promote alternative transportation choices
- Make downtown safer for the pedestrian and bicycle rider
- Enhance neighborhood character

The timeline of research, community engagement and approval process are below.

- NRN Study – Start Early 2016 to Mid-2017 [March 16, 2017 (final deliverable)]
- Traffic Safety Study – 2018
- Public Meetings –
 - 2017-0419 Design and Economic Vitality Committee review of North Streets Schematic Design
 - 2017-0516 Public Meeting (Form Based Code)
 - 2017-0728 Public Meeting: Streetscape Framework for West Downtown (Michigan Ave, Monroe and West Village)
 - 2018-0131 Public Meeting (Michigan Ave Schematic Design Concepts)
 - 2018-1115 Update on Wagner, Michigan Ave, North Streets, Cultural Trail and East Dearborn

- 2019-0729 Streetscape Framework for West Downtown
- Board / Council Presentations -
 - 2017-0622 City Meeting (North Streets SD, Michigan Ave and Wagner)
 - 2017-0921 Update on Wagner, Michigan Ave and North Streets
 - 2017-0921 Board Presentation (update on Wagner Improvements, Michigan Ave and North Streets)
 - 2018-0206 Council Presentation (update on Wagner Improvements)
 - 2018-1115 Board Presentation (Wagner, Michigan Ave, North Streets, Cultural Trail, East Dearborn)
 - 2019-0716 Council Approval –

Library Parking Lot

- Ratio of Handicap Parking:
 - Required ratio provided below <https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/guide-to-the-ada-standards/chapter-5-parking>

Parking Facility Total	Minimum Number of Accessible Spaces		
	Standard	Van*	Total (Standard + Van)
1 - 25	0	1	1
26 – 50	1	1	2
51 – 75	2	1	3

- The current library parking lot has two handicap spaces and four regular parking spaces.
- The new design plan retains two handicap parking spaces, and the regular parking is shifted to on-street on Mason immediately adjacent to the library, which previously didn't have parking. This shift improves pedestrian safety by removing vehicle/pedestrian conflict points with the drive access and location to the library doors.
- The new library parking lot design plan meets the required handicap parking ratio.
- Even though the library is providing over the minimum required amount of handicap spaces based on the standard ratio it may not be enough for the types of patrons that use the library.
- There is potentially a higher influx of handicap users at the Bryant Library due to the closing of the Centennial Library for reconstruction.
- Distance of Handicap Spaces:
 - The proposed spaces are a very close in terms of proximity to the original existing spaces.
 - Existing ADA route proposed to be removed = +/- 22'
 - Existing ADA route to remain = +/- 127'
 - Proposed ADA route to be installed = +/- 32' (See diagram below)
 - Additionally, the spaces are located closer than handicapped spaces at other nearby local libraries.

- Henry Ford Centennial Library distance from front door to nearest handicap space = +/- 138'
- Esper Branch Library distance from:
 Front door to the nearest handicap space = +/- 94'
 Back door to the nearest handicap space = +/- 35'

Proposed Concept



- Safety:
 - There is an existing safety concern with having an active drive aisle so close to 4 pedestrian entrance/exit doors.
 - The existing guard rail adjacent to the building was to help alleviate the vehicles hitting the building. It is apparent that it has been hit numerous times.
 - The striped areas for no parking in Lot B are not clearly identified when there is snow cover.
 - Lot B does not have enough signage identifying the handicap spaces.
 - Handicap parking in Lot B doesn't seem sufficient enough based on conversations with public
 - Handicap parking in Lot B is not easily accessible due to the corner locations when cars back out. People are afraid of getting blocked in. Restriping would be a quick and inexpensive solution. If the corner parking spaces are located without enough clearance adjustments could be made to the pavement markings to shift it down further.
- Sustainability:
 - Existing Library parking lot in combination with the roof drainage is causing stormwater concerns within the limit of the lot.
 - In discussions with the library, a new drop box location was a concern for staff maintaining it.

Questions/Suggestions from Public:

- The City does not own the sidewalk area between the beauty salon and the current library lot, therefore, expansion of the lot is not possible.

- It was suggested by one of the community session attendees to reverse the parking space direction in the existing library lot. The ability to reverse the parking spaces would be costly due to the location of an existing transformer on the Library site, as well as underground and overhead utilities. This could be investigated further if interested.
- Circular drive was mentioned, but again, due to utility conflicts, moving these would be costly. This could be investigated further if interested.

SHORT-TERM/IMMEDIATE RECOMMENDATIONS IN CONJUNCTION WITH LIBRARY LOT PLANS

In conjunction with proposed Library Lot plans, we recommend the following:

- Dedicate library patrons only handicap parking signage to the two new handicap spots.
- Add 15-minute parking signage at spots adjacent to Library on Mason Street.
- Option: Dedicate library only spaces in Lot B and monitor usage.
- Add bollards to crosswalk ramp from Lot B to Library to define the pedestrian zone and prevent parking over the lines.
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- Conduct a parking usage analysis of Lot B, especially the usage of the handicap spaces to determine need of additional handicap parking. Conduct a survey of library patrons regarding parking usage.
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- Add an additional drop box to alleviate accessibility concerns. Keep the current walk-up dropbox location, but offer drive-up dropbox location perhaps either near each library or one central point within the City. Recommend further discussions.

LONG-TERM RECOMMENDATIONS

- Evaluate and potentially redesign Lot B and the alley between Mason and Howard. Need to consider the following:
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 - Traffic flow in parking lot
 - Quantity and location of handicap spaces.
 - Vegetation/Shade.
 - Pedestrian accessibility/medians

Dearborn Bike Share Minutes

Meeting date: July 23, 2020
10:00am

Via Zoom

Join Zoom Meeting

<https://zoom.us/j/656083923?pwd=SVhjNWxDQ2ppKzZSMExOU1heHUzd09>

Meeting ID: 656 083 923

Password: 041183

One tap mobile

+19292056099,,656083923# US (New York)

+13126266799,,656083923# US (Chicago)

Attendees: Cristina Sheppard-Decius, Steve Diesler, Joseph Koo, Tim Harrison, Janet Bloom, Kari Woloszyk, George Moroz, Tracy Bezek, Dave Norwood, Jackie Lovejoy, and Steve Horstman.

RFP Review

Dave, Joseph and Steve worked on RFP with gathered comments and suggestions.

Steve: We divided RFP into various sections such as history, scope of work, hardware, amenities, and logistics. Added at end a section on “criteria for measuring proposals”.

Need to be sure dock and dockless stations are noted in RFP and then also note that The Henry Ford requested docked bikes.

Hardware: docked/dockless and also add scooters.

Add maintenance plan.

Tim: What are plans if bike goes missing? Zagster was to charge user. Not sure if that happened. Need to define how this will be handled.

Marketing - make sure to ask for marketing plan.

Break Logistics into digestible categories. Remove “the vendor should” and do as a top item so redo format.

Provide a list of users but will need to see if they are able to provide if third parties can receive or if customer privacy is a hurdle. Set up a set schedule to review current users/data.

Be sure to address Covid-19. This might fall under maintenance. Bikes are in use in Detroit. Mogo stations do not have sanitation stations. There is some personal responsibility - wipe down/spray before and after use. Utilize signage with directions on sanitation instructions. Need to ask what they plan to do.

George wants to review with The Henry Ford on how they feel about people self-sanitizing given focus on contactless measures and lack of individual responsibility to do as instructed.

Cristina would like some plan which includes guidelines and how they will support in keeping users safe.

Dave: Work with Joseph to develop benchmarking to see what other vendors are doing.

Cristina: check with state on transportation guidelines.

Uber - no mask, no ride; after each ride - wipe down.

Carousel/Train at Henry Ford- mask on, disinfected after each use. Staff does. Bikes wouldn't have that same level of care.

Measurements for Criteria:

Yes, weigh the criteria.

Add Cost/Fee - how do you want them to submit the cost? Annual, per bike, per scooter? Need to do comparison so it's apples to apples. Dave stated he is looking for one year, with potential for renewal, up to three years.

Cristina stated that if one vendor does bikes but another does scooters and bikes, need to be sure language matches so when pricing it is accurate in comparison.

Add map of system, and last three years analytics to packet. Should we schedule onsite reviews?

Timing, who will be in review committee (DDDA reps, Kaileigh, George, Marc at UofM), and decide if interviews should be conducted.

For Fordland, bikeshare is not currently on radar so no response yet on their consideration. Need to follow up on U of M's position via Marc.

Kari - Beaumont - eager to spend funding which has rolled over the last couple of years. Bike lanes and bike share are two different projects. Just waiting to hear from county on Bike Lane program. Beaumont pledged \$150K for Bike Lanes and \$540K for Bike Share program.

Beaumont feels this is a healthy activity to get people out and active.

Dave and Steve will forward to group with additional suggestions. Committee declined to do another meeting. They will review final RFP prior to release digitally.

Cristina suggested that advisory members can be added so can add in those steeped in the biking program such as Tracy and Tim.

Plan is to work with Purchasing and release mid-August. The install would be late spring 2021.

George asked if a survey was conducted to gauge interest. Yes, via intern and asked about interest in use and locations of stations. He said we could ask level of support to bring back this type of service, like The Henry Ford who conducted one which helped shape their response on reopening.

Tracy suggests that making metrics public would be good for RFP and also public perception.

In description, add top logistics and stats so RFP is desirable to potential vendors so we can demonstrate robustness of program.

U of M Dearborn could survey their students of community at large. Some will have been users.

Ask the vendor if they would work with UofM to conduct a survey. Steve - add to marketing as a service to also ask about locations. Some may be out of scope of Bike Share companies. They can look at data to see what locations worked and also add input, whether digital survey or in person information.

Cristina will pull at least two years of reports to add to RFP.

Downtown Dearborn

Design & Economic Vitality Committee

July 22, 2020 @ 2pm

DDDA Office, 13615 Michigan Ave.

Join Zoom Meeting

<https://zoom.us/j/323245564?pwd=NnhnNjVNSE1tVTdHNjVMak91dC9nZz09>

Meeting ID: 323 245 564

Password: 265323

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 323 245 564

Find your local number: <https://zoom.us/u/adku9nqyrM>

Join by Skype for Business

<https://zoom.us/skype/323245564>

Attendees: Thomas Clark, Heidi Merino, Mark Guido, Hassan Sheikh, Steve Deisler, Mike Kirk, Jackie Lovejoy, Steve Horstman, Cristina Sheppard-Decius, and Janet Bloom.

AGENDA ITEMS	TASKS/ACTIONS
A. Sidewalk Cafés	<ul style="list-style-type: none">• Temporary Applicant Update-Heidi did application, now City wants verbiage changed and addressed with insurance but city has all information. Beirgarten is up and running. Waiting on West Village Dr. between Mason and Monroe. Ran into issue that picnic tables doubled in price so looking at options. Reached out to Habib's, still not sure they have enough of customer base to launch. Issues: Financial hurdle, not enough customers dining in, or enough staff to do. Kicking around mini-grant of around \$500 from Open Door Dearborn Grant to help support set up. Mark - need to distinguish those that can truly use for set up. For others may not make sense. Famous Hamburger - agreed to move tables in and out.• Boardwalk Platform Dining-Met with Unilock onsite, starting at Bailey's taking up two parking spaces as a start. Scott demonstrated setup of pads, etc. 8 ft into street. Can add 300-400 sq. ft of extra

	<p>seating. Reviewed Great Commoner area. Use concrete parking stall pieces for barrier. EDDDA - Zo's Good Burger - good space, steep slope, might need transition ramp, consider one lane, south to parking lot. PD should review plans. Look at Bamboozles/Koja Sushi on Michigan Ave. - need more substantial barricades and conversation with MDOT - they are open to permit review. MCantina too far down. If by Top Dog, decide if to keep planter tree well and use funds for platform. \$7500 per one space (turnkey cost). Might use Open Dearborn funds (\$40K per district) minus what is in the hopper for grant awards (\$7500 in WDDDA and \$7500 in EDDDA)</p> <ul style="list-style-type: none"> • Open area that is for sale - maybe pocket park/pedestrian connection. Find out more details. Maybe DDDAs could purchase. • Future Items: <ul style="list-style-type: none"> ○ Amendment ○ Design Manual
B. COVID-19 Business Support	<ul style="list-style-type: none"> • CDBG loan/grant Update- working on getting out soon. • Wayne County Grant & Tech Support - grant has reopened - no close date, phase 2 open. Rec'd 5K applicants in June in one week. • MEDC Grant - closed Aug. 5, taking apps and parsing out to 15 agencies to distribute. • Welcome Back Campaign- started to get out this week. Video coming out soon. Pushing social media. • Economic Study- need to follow up with Tim Davis.
C. Business Assistance Team	<ul style="list-style-type: none"> • Town Hall & Marketing/Promotions - doing follow up to one in April - formal announcement. More than 30 resources. Internship program to be announced and creating webinars. A Press Release going out and eBlasts - hoping for early August. Use BAT to help businesses get items in order to apply for grants. Can send out resource list and post on website. • Send to Grant Applicants/Survey

D. Open Door Dearborn	<ul style="list-style-type: none"> ● Haraz Coffee App- Steve been in contact. Asking for quotes. Only received one. Trying to get written bids (received as verbal). Target for next month to get all items in. ● Application Interest
UPDATES	
E. Tackling Vacancies Property Owner Roundtable	<ul style="list-style-type: none"> ● One-on-One Meetings/Issue-Fact Finding; Jeff W. talking with some property owners. Talked to Hamame on maintenance. Asked to clean windows at Pizza Papalous. Village Plaza Site - any updates since fenced in now. Najib - get designs. Spoke to Adam Easterly regarding Keller Williams - thinking of holding a brokers meeting. Need to note major construction on 5050 building. Hassan to notify Jeff W.
F. Bike Facilities Implementation Plan	<ul style="list-style-type: none"> ● Bids for Bike Racks ● Bike Share RFP - going to Bike Share committee for review tomorrow. Zagster is out of business. They were supposed to pick up racks.
G. Public Art	<ul style="list-style-type: none"> ● AANM Mural Location - sent email to Jeff/Hassan/Emmajean - building along Brady looking to do mural - point in direction of grants, etc. ● Review DIA Inside Out program - Jackie will find contact. ● Train overpass - Steve Horstman will find info on mural. Warren Corr. looked at one by Chase. ● POP Team? ● Sculpture Program ● Community Fund Impact
H. Recruitment	<ul style="list-style-type: none"> ● Property Updates ● Schedule Brainstorming with KW ● Meet with Key Properties
I. Public Spaces & Amenities	<ul style="list-style-type: none"> ● M Cantina & Joe's Top Dog Café tree wells/café areas - need info from Yunus. ● CHP - stormwater - conversations happening. Yunus - suggested Artspace do development in John Nagy lot and in CHP park. Cristina to set meeting on sewer work and CHP - invite Becky and Will with Artspace.

	<ul style="list-style-type: none"> • REQ for Seating at Fishnet • Library Lot – Survey & Engineering - City Council has approved changing that from parking lot to greenspace. We have estimates on survey and engineered drawings will need to move through purchasing quickly. • Jackie - check on utility savings • Bids received for City Hall Park Redesign • EDDDA Parking Lots - getting through legal this week. • Connector Streets • Michigan Avenue Temporary Lane Closure for WDDDA Oakwood to Military - what would it take to close that. Can submit for permitting quickly. Need to get drawings and cost through Mayor. East - get platform dining location approved, so need drawings approved to start conversations. • Need to add entrepreneur items back on list. Start up space. • Mark - technology accelerator idea. • Quahwah House - close to being finished before covid-19. Now hiring sign up. Hassan to check on. • Cristina meet with West Village on Social Districts. Need more police enforcement is they consider. Do a partnership will police/business, etc.
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ACTION PLAN & RESOURCES

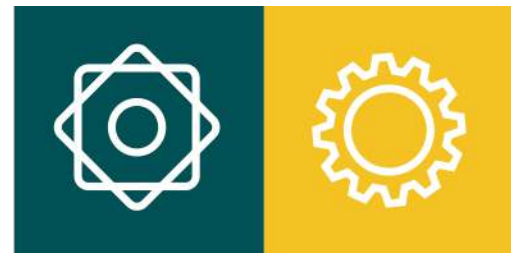
OBJECTIVE	ASSIGNED TO:	NEXT STEPS:	BUDGET/ VOLUNTEER NEEDS/NOTES
Objective: Recruit Businesses (1.75)	Adam/Hassan/ Andrea	TASKS	IMPORTANT DOCS
Ecosystem—Networking/Incubator/Shared Space/Accelerators/Pop Ups (2)	Hassan/Reaching out for New UofM Rep	<ul style="list-style-type: none"> • Recruitment of an Incubator/Co-Working Space • Metromode Follow Up • Partners • Funding!! • Hub Location: Commercial Kitchen Needed – <u>Discuss Code Issues in downtown districts</u> 	Metromode DRAFT Summary Launch Lab Framework Launch Dearborn Vision Plan Draft Entrepreneur Ecosystem Committee Notes
Business Start-up/Recruitment Incentive (4.67)	Andrea/Stacey/Steve/Jackie	<ul style="list-style-type: none"> • Innovate this Space - Recruitment Marketing Campaign with Key Retail Properties - develop 	Open Door Dearborn Vision Vacancy Roundtable

		<ul style="list-style-type: none"> • EDDDA Intercept Survey – In Process • Vacancy Roundtable – Nov. 21 • Keller Williams Sub-Committee 	Business Promotion Micro-Grant link FINAL Open Door Dearborn Incentive link
Business Assistance Programs/Trainings	Steve/Stacey/Hassan	<ul style="list-style-type: none"> • Round Table with Entrepreneurs for Strategy on Needs/Missing Links • Website Resource Draft – Partnership to Manage • Hubs: Tech Lab @Artspace; Kitchen Connect; FEAST Detroit – Commercial Kitchen Needed 	https://staceygrant1.wixsite.com/launchlab Business Resource Incentives Document
Objective: Redevelop Sites (1.8)	Steve/Doug/Mike/Jennifer	TASKS	
Redevelopment Ready Marketing of Sites (1.8)	Doug/Steve/Mike/Jennifer	<ul style="list-style-type: none"> • PRIORITY 1 SITES: Brady & MI; 5050 • Tour of Top 10 Development Sites – <u>schedule with Ford Land</u> – coordinate event - Lease sites (Developer Road Show) & separate development sites (DABOR partnership potential) • Howard & Michigan RFP – marketing needed? 	
Design Guidelines/Façade Improvement Program (2.25)	Hassan/Mike/Steve	<ul style="list-style-type: none"> • Final Guidelines • Sponsor Recruitment/Sale Sheet; • Lending Partners Needed (ie: Comerica, Huntington, Chase) • Meet with CRA Wayne County – HASSAN – Status? • Finalize CDBG funding opps/changes • Main Street funding/grant with Select Level • Finalize and Approach Design Assistance Firms – Inquiring with City on any recommended architects 	Candidates for Façade Program: Merchants, Jiu Jitsu, and refer to <u>previous list identified for EDDDA</u> ; <u>-FBC Code presentation and user guide</u> ; <u>FBC Code</u> <u>-Business Overlay & Sample Guidelines</u> ; <u>Committee Notes</u> ; <u>Suggested Design Asst. Firms</u> <u>FINAL DESIGN GUIDELINES</u> <u>FINAL INCENTIVE PROGRAM</u>
Objective: Streetscape/Walkability Improvements (4) – 2 votes	Mark G		

Streets		<ul style="list-style-type: none"> • Connector Streets & Michigan Ave • Multi-Modal Plan – (Jeff P.) <ul style="list-style-type: none"> ▪ Amenities <ul style="list-style-type: none"> ○ Tree Well Planters/Sidewalk Cafes ○ Mural Seating Area – need concept design (volunteer?) ○ WDDDA Trash Cans • Artspace Landscaping/Campus Plan – discussed preliminarily with Kim Moore • Schaefer Lighting –in process • Bike Share & Scooter Launch 2020 	Presentation for Connector Streets & Michigan Ave. MMTP draft plan link Tree Well Overview Overall Rendered Plan Schaefer Rendered Plan
Public Spaces		<ul style="list-style-type: none"> • Sidewalk Café/Design Cheat Sheets - SmithGroup ▪ Alley in AANM Lot – need concept – part of Parking Lot CIP • Art in Public Spaces Plan – 2020 • Sculpture Initiative 2020 	Using Public Sidewalks How To Sheet DRAFT FYE2020 - Art In Public Spaces Plan budgeted
Objective: Branding (2.6)	Cristina	Brand Design & Messaging	www.brandingdearborn.com
Wayfinding (3.83)		RFP release?	



Downtown Dearborn
13615 Michigan Ave., Suite B-2
Dearborn, Michigan 48126
313-943-3141
downtowndearborn.org



Design/Economic Vitality Special Meeting Minutes

Wednesday, August 5, 2020

2:00 pm

Zoom meeting:

Join Zoom Meeting

<https://zoom.us/j/323245564?pwd=NnhnNjVNSE1tVTdHNjVMak91dC9nZz09>

Meeting ID: 323 245 564

Password: 265323

One tap mobile

+13126266799,,323245564# US (Chicago)

+19292056099,,323245564# US (New York)

Attendees: Hamzah Nasser (Haraz Coffee), Mike Kirk, Mark Guido, Hassan Sheikh, Jackie Lovejoy, Tom Clark, Jeff Watson, Cristina Sheppard-Decius, Steve Deisler, and Janet Bloom.

Old Business - Open Door

- Black Box - Revised Sign Design (attachment)
Mr. Alcodray provided information as requested for committee. Committee suggested to leave off address on sign.
- Haraz Coffee - Level 1 and Level 2 Grant Request (attachment)
Level I – 3'x3' sign in front over door only. It is backlit with raised lettering. Mr. Nasser may also do a sign on west side of building.
Level II - Provide letter with support.
Motion to support Level I motioned by Mark Guido and seconded by Jackie Lovejoy. All support.
Motion passed.
Motion to support Level II motioned by Mark Guido and seconded by Jackie Lovejoy. All support.
Motion passed.

New Business - Open Door (attachment)

Potential New Grant Requests

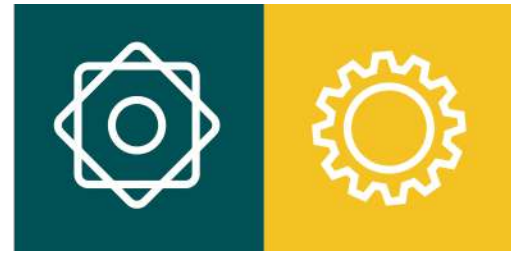
- Al Wissam – existing business looking to do updates
- Moneer Abdo
- Great Commoner- new business doing build out
- District 12 – edge of district so looking at CDBG funds
- Nicol's Ski – established business looking to do updates

Status Outdoor Seating Platforms - Potential locations and business support

- Bailey's (Cristina) – on hold currently until operating again.



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313-943-3141
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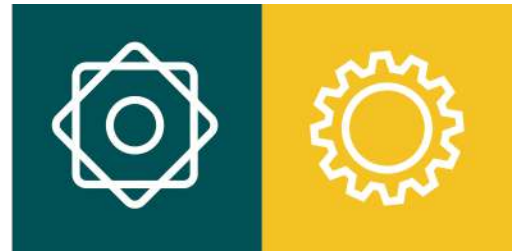


- Great Commoner (Cristina) – not able to proceed, will look at next Spring
- JB Bamboozles (Steve) – see email – too dusty and too fast of traffic along Michigan Ave./decline
- Top Dog (Steve) – current plan is to remove tree well.

Larger conversation needs to be look at traffic calming measures in EDDDA.



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FRONT VIEW

PERSPECTIVE VIEW

EDGE LIT PANEL

SIDE VIEW

EXISTING

PERPENDICULAR MOUNT (FRONT/SIDE)

PROPOSED

FRONT ELEVATION

SIDE ELEVATION

RENDERING IS FOR REPRESENTATION ONLY SIZE, COLOR AND SCALE MAY VARY

ADDRESS: 1034 Monroe St., Dearborn, MI 48124

SIGN DIMENSIONS

29 x 29" (5.84 sq ft)

BLADE SIGN

Faces

BLACK

XXXXXX

Vinyl

XXXX

XXXX

Sign Depth

6"

DARK GRAY

Illumination

White LED

Notes: Edge-lit panel with push-thru letters. Brackets no longer than 6".

UL LISTED

BLACK BOX GALLERY

Sales Person: Paul Deters

Drawn By: Don Puchalski

Date: 7/6/20

File Name: Black Box Gallery/Blade Sign Corner Mount

Revision: 7/15/20

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Customer Signature

Date

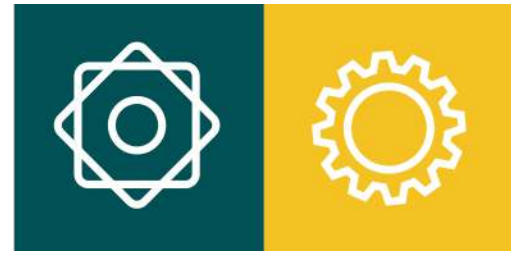
Work Order #: XXX

METRO SIGNS

11444 Kallie Ave
Warren, MI 48099
Phone: 586-759-2700
Fax: 586-759-2703



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July 14, 2020

West DDA Board
c/o Steve Deisler

Re: Black Box Open Door Grant Letter Request

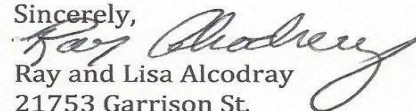
To Whom It May Concern:

This letter is a summary of expected renovation costs, equipment investments, and basic operating costs incurred during the first year of operation of the new "Black Box" business located at 1034 Monroe, Dearborn, MI 48124 (see Attachment 1).

This letter further confirms that we are in a financial position to cover the costs outlined, assuring 1 year of operation.

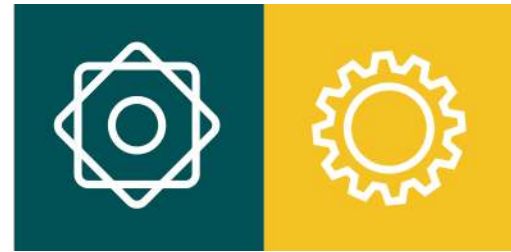
The time frame for completion of the project and "soft opening" is targeted for August 15th, 2020, pending completion of work and receiving required Wayne County Health Department and City of Dearborn approvals.

Sincerely,


Ray and Lisa Alcodray
21753 Garrison St.
Dearborn, MI 48124
(248) 962-5466 cell



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Attachment 1 – Summary of First Year Renovation and Operating Costs

\$149,327.00 1st Year Operating Total

	\$70,577.00	Open 1st Floor (Phase 1)
	\$2,900.00	ADM Sneeze Guard
TBD	\$2,500.00	Marygrove Awning
Complete	\$575.00	Water Filtration
	\$4,000.00	Walk Up Window
Complete	\$300.00	Entrance Step Cement
Complete	\$225.00	Brick/Block basement Windows
Complete	\$500.00	Sill Repair
	\$1,000.00	2nd Floor Tuck Point
Complete	\$225.00	Glass Block Window
	\$4,500.00	Hot Water Tank (199k BTU)
Complete	\$2,400.00	Drywall
Complete	\$4,000.00	Tile/Cement Leveling
	\$500.00	Equipment Move and Re-install
	\$3,500.00	Quartz Counter
	\$2,500.00	Coffee Counters (Cabinets/Frames)
	\$3,000.00	Outdoor Seating
Complete	\$5,000.00	Electrical Wiring
	\$6,000.00	Flooring - 1st Floor Interlocking
	\$2,000.00	Carpet on Stairs
Complete	\$3,000.00	Front Exterior Door
TBD	\$2,500.00	Cold Brew Tap System
Complete	\$2,500.00	Plumbing Rework
	\$1,500.00	Track Lighting
TBD	\$7,200.00	Tilt Out Windows - 1st Floor
	\$2,952.00	Foyer Doors
	\$3,500.00	Paint Walls
Complete	\$1,800.00	Architect

\$17,500.00 Open 2nd Floor (Future Phase)

\$6,000.00 Flooring - 2nd Floor Interlocking
 \$4,000.00 2nd Floor Retail Doors (2)
 \$7,500.00 Tilt Out Windows - 2nd Floor

Additional Equipment Investment

\$15,250.00 Total

\$6,000.00 Back Up Single Group Espresso Machine



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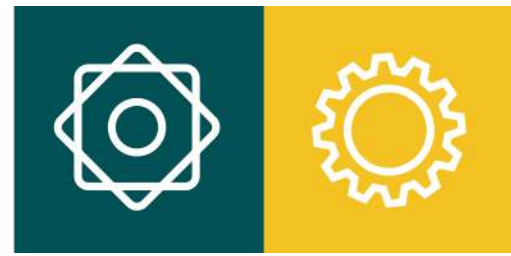
Complete	\$800.00	Used Upright Refrigerator
Complete	\$600.00	Used Under counter Freezer
Complete	\$600.00	Used Under counter Refrigerator
Complete	\$350.00	Used Drip Coffee Maker
Complete	\$1,500.00	Used Electric Pastry Oven

Estimated Year One High Level Operating Expenses

\$46,000.00	Total
\$15,000.00	Annual Taxes
\$6,000.00	Annual Utilities
\$25,000.00	Raw Material (Beans, Cups, etc.)



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Dearborn DDA Open Door Grant Requests Status August 3, 2020

EAST DDA

Hamzah Nasser (**Haraz Coffee**) is the only current Open Door Grant that we are processing for EDDA. They are requesting Level 1 sign grant and Level 2 start-up grant. Will go to DEV Committee August 5th for review.

Alderwish CPA withdrew their grant request (sign). Project is completed.

Matt Dietz at **Blick's** put their request on hold.

Now Cafe was contacted and sent an application for their building facade repair. No response yet.

Al Wassam is proposing to submit per Julia.

Moneer Abdo - was sent Open Door grant guidelines and application for a possible cafe next to Kidcadia. No response yet.

WEST DDA

Black Box - Level 1 and Level 2 grants approved on July

Steve Alderson - **Steven Bernard Jewelers**, sent application, followed up July 23, no response

District 12 - Nasser Beydoun, sent application

Nicol's Ski Shop - sent application to Tom and Karen, need to follow-up



DEARBORN

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⇒ APPLICATION ⇒

Application Date / /

Business

Name AL-WISSAM INC

Property Address 13354 Michigan Ave. Dearborn, MI 48126

Business Owner BASSEM SOUWAIDAN

Business Owner

Address 23372 Meadlawn Dr. Dearborn Heights, MI 48127

Business Owner

Business Owner Phone 313-790-7777 Email NIJAR@ALWISSAM.COM

Property Owner BASSEM SOUWAIDAN

Property Owner Address 23372 Meadlawn Dr. Dearborn^{Heights}, MI 48127

Property Owner Phone 313-790-7777 Email NIJAR@ALWISSAM.COM

Is this business currently located within the DDA District? Yes No

Is this business expanding? Yes No

Amount of square footage to be added to building N/A

Is this an existing or a new business? New Existing

If relocating, when was this business established? April 1992

If relocating, please list current address N/A

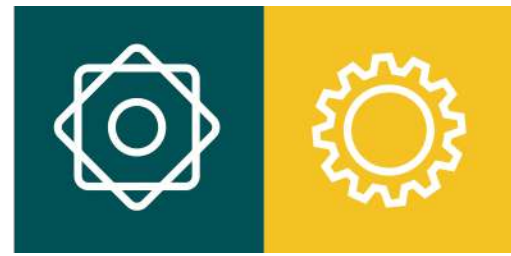
Estimated start date of project 08/01/20

Estimated completion date of project 09/01/20

Total cost of project \$ 35,000-40,000 Amount requested \$ 10,000



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Platform Dining – Response from JB Bamboozle's:

On Fri, Jul 31, 2020 at 3:20 PM Steve Deisler <srdeisler@gmail.com> wrote:

TO:

Ms. Linda Rimanelli
General Manager
JB Bamboozles Pub & Grille
313.581.0295

Dear Linda,

I work with Cristina and the staff at the Dearborn DDA office. We have completed a survey of the EDDA and identified two possible locations for a pilot project that would add outdoor seating capacity to businesses along the street for serving food and beverages (including alcohol as permitted by the LCC). We understand the challenges COVID has created by limiting indoor seating to 50% capacity and this is an option that is working very well in other cities.

One possible location is in front JB Bamboozles. The proposed platform design (see attached) would be placed in the two parking spaces along Michigan Ave. The platform would add about 320 sq. ft. of dining space. The platform would be made out of wood and include planter boxes and protective barricades for safety from vehicular traffic. The EDDA would cover the cost of the platform system and installation for the first season. The businesses who would use it would need to provide chairs and tables and keep the area clean. It is possible that the EDDA could help with loaning tables and chairs to keep costs down.

We potentially see JB's, Good Burger and maybe customers from Blick's using the boardwalk platform in this block. We also think it is a good location from a visibility standpoint to promote these systems to the East DDA restaurant businesses. This also could be a long term opportunity for you to keep the expanded seating after COVID restrictions are lifted. Use of the platforms in the future would be dependent on a proposed long term maintenance support program from businesses.

I hope you will consider this unique opportunity and let us know if you think it would 1) **help your business** and 2) **if your customers would like using it**. I plan to call you next week as a follow up and get some feedback and hopefully support so we can take it to the next level.

Cristina, Jean and Janet are all up to speed on this concept and we look forward to talking to you further.

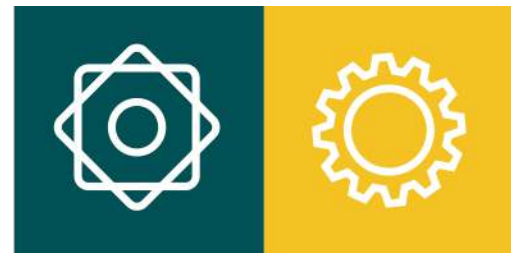
I'll be in touch. Thank you,

Steve Deisler
Project Manager
Dearborn DDA
269-365-2964





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Dearborn, Michigan 48126
313-943-3141
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On Aug 3, 2020, at 10:27 AM, Jean Smith <jsmith@downtowndearborn.org> wrote:

Thanks Steve for getting this over to Linda!

Linda, please don't hesitate to reach out to me if you have any questions or concerns!

On Mon, Aug 3, 2020 at 5:01 PM Linda Rimanelli <info@jbbamboozles.com> wrote:

Hello All,

Boy do I ever appreciate how hard you guys are working to make this town thrive!

Unfortunately, I hate to say, but this proposal is not at all conducive to a good dining experience for the customer! First of all, it's sooo dusty out there. The cars kick up the dust so much so that we have to dust our mail box daily. Second of all, cars rev their engines constantly, especially when there's an audience, and it's ear piercing! Any time I have been working out front, it was so loud that there were times with the big delivery trucks constantly passing through, that we had to yell at each other to be heard. This is not a clean, slow, quiet street like most of the cities that have street side service. I can't imagine that anyone would want to be seated out there to enjoy a meal!

I'm sorry, I know that you guys are all trying hard on our behalf and I really appreciate your efforts. Vince is checking into any grants that may be available so that we can come up with maybe some design changes that would make using our back parking spots make sense, but so far, the out of pocket investment this late in the year doesn't make sense unless we can find some grant money, etc.

Thanks again, Y'all!

Linda Rimanelli

General Manager

JB Bamboozles Pub & Grille

313.581.0295

info@jbbamboozles.com



DOWNTOWN DEARBORN STEERING COMMITTEE MINUTES



August 12, 2020

9 a.m.

Attendees: Hassan Sheikh, Mark Guido, Kari Woloszyk, Jeff Lynch, Eric Woody, Jackie Lovejoy, Julia Kapilango, Mike Kirk, Cristina Sheppard-Decius, Steve Deisler, and Janet Bloom

I. Actions/Updates

- a. Letter of Intent - Board Presentation
- b. Chairperson/Lead Advocates –
 - i. Candidate Update – met with Donna Inch within last 1-2 weeks.
- c. Draft Job Description – what will the job look like in next 6-12 mos. 5-8 hours a month/more in the beginning, daily and weekly tasks. DDI Chairperson promotes the vision of the city plan and cultivates positive image, cohesiveness, and consensus. Jackie – be a champion for unification and have her as face and voice, with others doing more heavy lifting. Cristina - Be clear on each other's roles.

The application is due December 2020 with one application to cover both areas. State we are working towards DDI management. Mark – be sure to share successes. Be sure to note restructure updates. Steve asked and Mark concurred to add a communication line to City in organizational chart. Add under DDI, upholding DDDA law and reporting and funding within DDDA boundaries. Also add ad hoc committees to demonstrate how active and developed the DDDAs are.

Need to look at numbers of DDI board and what will the representation be. DDI versus DDA's – one is policy group and one is management group. Must consider advisory versus voting board. Suggested reach outs for board makeup to ACCESS (need new contacts), AAA, Carhartt, Detroit Convention and Visitors Bureau, Dearborn Public Schools, Fairlane (the Estate), and Dearborn Board of Realtors.

These are the PR people of this activity and it was suggested to show Donna possible makeup of boards and ask for her input.

- d. Vision Plan Update – first round of community engagement via social media first to launch in Sept.; in Oct./Nov. – do an online version.

II. Next Steps

- a. Service Agreement –Set Up Meeting with Legal (Julia, Eric, Jackie and Mark);people are identified.
- b. Michigan Main Street Select Level Application Work Plan –
 - i. Application – Divide Sections
 1. Physical Characteristics



Mission:

Collaborating to create a vibrant Downtown Dearborn experience for all.



- a. Is there community support for preserving the district's overall historic character and historic buildings? Please list evidence of this support. (5000 character limit); Mark – utilize Historical Museum contacts as a resource. Mark – city council is working on an ordinance on historical districts and structures for Dearborn. Also recognize Fordland with Train Station and Wagner Place, streetscapes, Brady property.
2. Organizational Structure
 - a. What will be the local Main Street program's relationship with the municipal government including city council and city staff? (3000 character limit) Cristina and Mark will continue work on this item.
3. Community Support
 - a. Describe what actions, if any, the community will take to address downtown revitalization if your community is not selected this round? (2000 character limit); Mark stated that we won't stop what we are doing. Be sure to share successes and all that we have accomplished without the designation of Main Street and will continue to do so.
 - b. List any significant community volunteer efforts that impacted the downtown occurring over the past three years, the lead organization and an estimate number of volunteers who participated? (300 character limit per fillable field); Cover activities and volunteers. Jackie – Homecoming volunteer efforts selling sandwiches by drive up service. Recognize efforts such as Tracy with the Walk and Roll. List over 80 events.
 - c. Committee will be asked about application so must be sure to help create and know it well.
- ii. Letters of Support: (including dollar amount pledged) for the Main Street Program from organizations, institutions, business owners and citizens must be attached to the original application. Application is due December 2020.

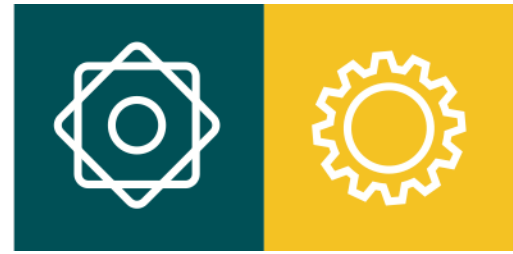
Jackie suggested to add volunteer hours pledged.

 1. Partner Engagement Recruitment – Committee Progress/Update – People are identified
 2. Include a municipal resolution of support for participation in the Select Level Michigan Main Street program. City Council



Mission:

Collaborating to create a vibrant Downtown Dearborn experience for all.



will draft. DDDA's will also have a separate resolution to provide.

- c. Downtown Management Checklist (tally) – still need to do.
- d. GIS Mapping

Cristina stated to start reaching out to individuals and she can provide support.

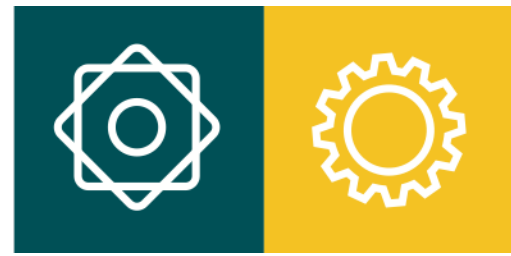


Mission:

Collaborating to create a vibrant Downtown Dearborn experience for all.



JOINT DDDA EXECUTIVE COMMITTEE MEETING Minutes



August 12, 2020
2 p.m.

Attendees: Dan Merritt, Julia Kapilango, Hassan Sheikh, Heidi Merino, Jeff Watson, Moe Hider, Sam Abbas, Jeff Lynch, Cristina Sheppard-Decius, Steve Deisler, and Janet Bloom.

1. JOINT BOARD MEETING AGENDA ITEMS
 - a. New 2020 PR Contract – 9 bids are in and tallied. Plan is to interview top 3 candidates. Budget was \$40K for EDDDA and \$40K for WDDDA. The prices that came back were much higher so will need to prioritize what the DDDAs need them to perform.
 - b. Michigan Main Street Letter of Intent – bringing back to board; talk about where the DDDAs are at and where they want to go. Will need an additional resolution, plus a City Council resolution along with a letter of support to form a DDI Board. Confirmed with State Treasury that there are no implications in forming the DDI structure. Will just need to adhere to state laws and follow funding guidelines. Will authorize to send letter of intent in September. Application is due December 2020.
 - c. Bike Racks – two bids received. Verifying with purchasing that pricing does include install. Cristina stated the prices seem a bit off and might be missing that element. Cristina to send specs to Heidi and Julia. EDDDA plans to not move forward at this time. WDDDA will proceed.
 - d. Vision Planning Printing (@\$150) – split equally
 - e. Photography for Movies in the Park (@\$700) – split equally. Julia stated to connect with those from Artspace that were previously supplied. Direction given to have Jean reach out. One night East and one night West.
 - f. Cleaning Services – Janet contacted three businesses and will be working on quotes and walk throughs.
2. WDDDA ONLY ITEM
 - a. Social District Plan (this only requires City approval – do we want Board approval?) Yes. Appears West Village Commons will be first area. There is a \$250 application fee and must add City of Dearborn as “additional insured”. Sam stated to check with Legal if someone ends up dropping the additional insurance protecting city, need to be sure protections are in place to prevent that scenario.
 - b. Tentative: Library Lot - Budget Amendment for Survey, Construction Drawings and Construction – (@\$90k-\$100k – investigating contributing City partners). Cristina and Jeff reviewed and the cost appears to be closer to \$150K. Breakdown anticipated is: 50% city, 25%library, and 25% DDDA.



Need to do budget amendment and need to have budget line item assigned to it.

- c. Hanging Baskets for Connector Streets – Purchasing confirmed that vendor will hold price for 15 baskets (one every other pole) for the connector streets.

3. EDDDA

- a. City Hall Park Redesign – currently doing reference checks
- b. Haraz Coffee Open Door Dearborn Grant – Committee approved to move forward with Level I and Level II funding up to \$7500. Owner shared he is working with contractor regarding the large windows not being strong enough so would hold up certificate of occupancy.

4. UPDATES/DISCUSSION

- a. BAT Team – Town Hall Meeting – August 13 at 11 am. Will be introduction of team and services. Also include the list of interns ready to help businesses.
- c. Board Member Training – Chair Training & Board Retreat – researching programs and available collateral.
- d. Landscape & Maintenance- review service and determine if we need to up number of litter removal days (for EDDDA, up from 2.5 days). Examine all to see performance level.
- e. Snow Removal- suggestion is to do one-year renewal with Premium Lawn. Julia will have talking points at board meeting on this past year's service.
- f. Holiday Décor – conducting counts this week to see what needs to be replaced and added to.
- g. Purchasing Property – EDDDA – reviewing the possibility of creating a pocket park in EDDDA. Property listed at \$29,900. Located by MCantina area.

5. CALL TO EXEC COMMITTEE

Moe H. asked that the parking deck servicing his restaurant be checked. Constant complaints of litter and vomit. The city maintains those so they will be notified.

Sam stated there are 4-5 dead arborvitaes in pocket park. Cristina stated they need to be pulled and replaced with something different.

Julia stated she would like the EDDDA to do a retreat in October. Consider City Council room. Cristina stated maybe it is EDDDA and WDDDA begins separately then come together.

Downtown Dearborn Promotions Committee Minutes

Attendees: Matthew Dietz, Katie Merritt, Julia Kapilango, Hassan Sheikh, Jackie Lovejoy, Cristina Sheppard-Decius, Jean Smith, and Janet Bloom

I. 3RD Quarter Events/Promotions Update

a. Farmers Market

Jean - Opening Day, July 10, was rained out; one farmer has backed out due to Covid concerns, other farmers being solicited to replace and add to the number of farmers onsite.

b. Movies in the Park

Jean to use cones/string etc. to mark “pods” for family seating. Julia suggested silly string as a degradable alternative. Matthew suggested string. Two volunteers requested for event to direct families to pods. Reservations might be best. Jean will use Google maps to map out maximum capacity. Cristina requests not using marking paint. Julia suggested printed circle discs - large and visible from aerial shot. Julia suggested capturing aerial shot of movie nights.

II. Comeback Campaign

a. PR/Marketing/Advertising

Videos were created and are still in post production. Julia asked Jean to forward list of the roughly 20 businesses that were listed as potential to solicit for video.

b. Outdoor Activation Plan

Cristina - haven't seen a large response from business (not enough staff, not able to cover additional area, not enough traffic to support, unable to fund additional tables/chairs, etc. to build out space)

c. DRW Plans/GR Example

Reviewing the Grand Rapids restaurant event and see if this is a good model to replicate. Uses a digital pass. Katie - put focus on picnic or eat out/take out model.

Meeting Date:

July 22, 2020

10:00 am

Meeting Location:

DDDA Office

13615 Michigan Avenue

Conference Call #:

Join Zoom Meeting

[https://zoom.us/j/30897](https://zoom.us/j/308973055?pwd=Sy9GNIBXaGZ4UmgxRlZrRzk3WTdHOT09)

[3055?pwd=Sy9GNIBXa](https://zoom.us/j/308973055?pwd=Sy9GNIBXaGZ4UmgxRlZrRzk3WTdHOT09)

[GZ4UmgxRlZrRzk3WTd](https://zoom.us/j/308973055?pwd=Sy9GNIBXaGZ4UmgxRlZrRzk3WTdHOT09)

[HOT09](https://zoom.us/j/308973055?pwd=Sy9GNIBXaGZ4UmgxRlZrRzk3WTdHOT09)

Meeting ID: 308 973 055

Password: 123811

One tap mobile

+19292056099,,308973

055# US (New York)

+13126266799,,308973

055# US (Chicago)

Dial by your location

+1 929 205 6099

III. 2021 Calendar

Julia - suggested to add Cinco de Mayo; Sidewalk Sales; Julia volunteered to chair Music in the Park and also Jazz on the Ave.; add Black History Month; add Historical Walk/Bike/Drive Tour. Jam3A - July 24-25. Katie - suggests events that don't bring large groups together, bike tour or self guided tour. Do events that people are comfortable attending.

IV. Fall/Winter Event Plans

Trick or Treat Stations, still do pumpkin carvings. Jean - if nice out, move Haunted Hallways activities to park. Can do individual treat bags. Matthew - currently Blick corporate doesn't allow even passing out coupons currently. Julia - can use outdoor concourse area. Cristina - pumpkin carving can be spaced out; pre-package carving tools. Jean - bring your own, but can have wash, rinse, sanitize. Julia - give out carving tools per family.

Fall Perennial is fine.

Jean - can't see Covid affecting Shop Small, if same measures are in place. Katie and Matthew agree Shop Small is still a good event to hold, with protocols in place. Jean - Winterfest; Julia - do same feel as Winterbreeze. Janet - need to be sure Artspace Corp. would approve customers within Artspace location for event. Santa - will they want to have kids sit on their lap. Jean to research reindeer, Santa options. Julia would like Winterbreeze for East, and West stays Winterfest. The two events were agreed to be on different dates.

Open House: Katie - it gathers lots of people in small space. Jean - maybe it becomes a Spring Open House. Create it as a virtual event. Ugly sweater theme. Get a chance to meet board members, council, etc. Businesses can showcase holiday finds. Do a password protection to reduce hackers.

Need to find out if a Brewery Tour is happening. DDDA could do as a promotion. Include photos, website, branding, awards program and main street program. Julia - do a 30 sec spot with key stakeholders in community. Cristina - can use footage we have, then add to.

Next steps: work on Treat or Treat plans, ask businesses if they would participate. August business survey form needs to add those questions.

V. Volunteer/Committee Needs

a. Volunteer Management Plan –

- i. Edits/Updates to Plan/Materials - Janet working with Octane on edits.
- ii. Outreach Plan (Develop Target List) - Janet compiling.

VI. Artspace Resident Survey Status - 52/53 residents, free shopping bag from Blick.
Work to obtain more participants.

VII. Storytelling Time– What’s Happening Around Town

Jean - Farmers Market to give more traction - interview vendors to take entrepreneurial view.

DATE	EVENT	HASHTAG	CHAMPION
March 20 - 29, 2020	Dearborn Restaurant Week	#DRW2020	Sam Abbas
March	Reading Month/ The Big Read		Maryanne Bartles
April	Art Month		Emma Jean Woodyard
May 18	Martian Marathon		Mo Hider
May 6	Ladies Night		Chris Sickle
May 2	Free Comic Book Day		Katie Merritt
May 16	Spring Perennial Exchange		Katie Merritt
July 10 – September 25	Farmers Market	#DFM	NEED A CHAIR
June 5, July 10, August 14	Kids Days	#KidsDays	NEED A CHAIR
June 3-July 8	Music in the Park	#MIP2020	Julia Kapliango?
June 12, July 17, August 14, Aug. 21	Movies in the Park (West & East Alternate)	#Movies2019	NEED A CHAIR
June 26, July 24, Aug 28	Friday Nites	#FridayNites	NEED A CHAIR
July 15-August 19	Jazz on the Ave	#JazzAve2019	Kalette Willis
July 14-August 18	Tunes at Noon	#TunesatNoon	
Aug 15-16	JAM3A		AANM
Sept. 12	Fall Perennial Exchange		Katie Merritt
Oct. 24 (same day as TOT?)	Pumpkin Carving		
Oct. 24	Trick-or-Treat	#DearbornTreats #TrickorTreat	
Oct. 26	Doggone Dearborn		
???	Beer Crawl		Lynette Downey

Nov. 28	Shop Small & EDDDA Winterfest Market	#ShopSmall	
Dec. 9 (change on lists)	EDDDA Open House		
Dec. 12	WDDDA Winterfest Market	#DWM2019	

DOWNTOWN DEARBORN EVENT MANAGEMENT NOTES JULY 2020

REPORT ON RECENT EVENTS

POSTPONED/CANCELED UPCOMING EVENTS:

- Movies in the Park (@WP & @CHP) have all been schedule and secure:
 - M@WP: August 7th- A Dog's Purpose; August 21st- Sonic the Hedgehog
 - M@CHP: August 14th- Toy Story 4; August 28th- Godzilla
 - DFM- opening day was scheduled for July 10th however due to inclement weather we had to cancel it.
 - We clicked in almost 400 attendees for opening day July 17th
 - Several vendors declined participation this season due to their concerns with both safety and lack of attendance due to Covid. Our primary vendor is one of these, which he let me know last week day before market.
- I am working on securing a new farmer.
- Musical entertainment for remaining for July through Sept are booked. Because the music will not be directly in the market space, we are permitted to have in WP area while maintaining social distancing

- Octane filmed at market and are creating a market video depicting the process coming into, making a purchase, and exiting the market.
- Direct mail postcard was mailed.
- Yoga Shala will be providing 45 min. Free sessions every Friday at the market. They had 12 attendees on the 17th
- Cooking demo with High Five Salts was pre recorded and shared via social media as we cannot have live demos at this time.
- Police Explorers will be at the market each week
- Due to COVID19 and MDARD rules the following policies will be implemented into the farmers market:
 - All vendors are now permitted to participate- all food, pet food, body care products, and crafters

As of 5/26 the following are not permitted at Michigan markets:

Entertainment, kids activities, cooking demos, food sampling/tasting, social gathering areas, eating within the market area

- The market will be contained with a caution tape barrier with one way traffic directional signage.
- All vendors, market staff, and volunteers will be required to wear face masks.
- Social distancing will be enforced and managed with directional signage and staff/volunteers.
- Sponsorships secured: Beaumont, Andrea Fitzgerald, Glass Academy, Rotary
 - Will be reaching out to others for confirmation by the end of the month
- Signage related to COVID19 has been created for market

- Ads in Edible WOW, Family Farm Fun (Michigan Agritourism Council publication), and Taste the Local Difference have been placed and/or being worked on.
- Times Herald ad will go out later due to the opening date being changed.
- Looking to take monies from iHeart and redirect in social media marketing- in order to reach a more local demographic.
- DFM- very desperate for help here
- **AANM: Film showings**
 - Discussion from David
- **FALL EVENTS:**
- Fall Perennial Exchange:
 - Set meeting to discuss process, advertising, logistics
- Pumpkin carving and trick or treat
 - This has taken place only in the East, however this year I think it might be good to include in the West as well
 - Pumpkin carving should be an easy to manage event with social distancing
 - Will reach out to Kal for donation of pumpkins for the East
 - Will reach out to Westborn for donations for the West

- SHOP SMALL:

**DDDA's BOARD OF DIRECTORS
ADOPTED RESOLUTIONS
JULY 2020**

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Appointment of By-Law Ad-hoc Committee Members 2020

Date Adopted: July 16, 2020

Motioned by: Mayor Jack O'Reilly

Seconded by: Director Eric Woody

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) recognizes the need to form an Ad-Hoc Committee for the review of by-laws; therefore, be it

RESOLVED: That the EDDDA Board appoints Julia Kapilango and Mary O'Bryan to the 2020 By-law Ad-hoc Committee to develop an amendment recommendation for the consideration of the EDDDA Board.

Yes: Chairperson Dan Merritt, Vice Chairperson Jay Kruz, Mayor Jack O'Reilly, Director Matthew Dietz, Director Mark Guido, Director Heidi Merino and Director Eric Woody

No:

Abstain: Secretary-Treasurer Julia Kapilango and Director Mary O'Bryan

Absent: Director Janice Cislo and Director Kamal Turfah

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Appointment of By-Law Ad-hoc Committee Members 2020

Date Adopted: July 16, 2020

Motioned by: Director Mark Guido

Seconded by: Director Thomas Clark

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) recognizes the need to form an Ad-Hoc Committee for the review of by-laws; therefore, be it

RESOLVED: That the WDDDA Board appoints Jeff Lynch and Mohammed Hider to the 2020 By-law Ad-hoc Committee to develop an amendment recommendation for the consideration of the WDDDA Board.

Yes: Chairperson Sam Abbas, Mayor Jack O'Reilly, Director Thomas Clark, Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams, and Director Karen Nigosian.

No:

Abstain: Vice-Chairperson Mohammed Hider and Secretary-Treasurer Jeff Lynch.

Absent: Director Audrey Ralko

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Budget Carry-Forwards from FYE2020 to FYE2021 Amendment I

Date Adopted: July 27, 2020

Motioned by: Director Jackie Lovejoy

Seconded by: Director John McWilliams

WHEREAS: The City of Dearborn's process for carrying forward any budget items from the current fiscal year to the future fiscal year, in this case, FYE2020 to FYE2021; and

WHEREAS: The WDDDA and EDDDA have the following projects in which funding needs to be carried forward into FYE2021 in order to complete the projects and contracts:

Item	WDDDA	EDDDA
Branding	\$110,985	\$62,462
Planter Tree Well Removal	\$0	\$32,000
City Hall Park Redesign	\$0	\$20,000
Brand Banners	\$4,250	\$1,500
Dearborn Restaurant Week	\$15,450	\$15,450
Bike Racks	\$4,000	\$15,000
Issue Media Group	\$6000	\$6000
Tanner Friedman	\$0	\$1800
Covid Supplies	\$16,221	\$16,221
WH Canon	\$0	\$25,000
Planter Rail/Future Fabricators	\$4426	\$0
Fairlane Grounds	\$72,352	\$0

RESOLVED: That the WDDDA authorizes carrying forward \$233,684 for Branding, Brand Banners, Dearborn Restaurant Week, Bike Racks, Issue Media Group, Covid Supplies, Planter Rail/Future Fabricators and Fairlane Grounds, from FYE2020 to FYE2021.

Yes: Chairperson Sam Abbas, Vice Chairperson Mohammed Hider, Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Thomas Clark, Director Jackie Lovejoy, and Director John McWilliams

No:

Abstain:

Absent: Director Mark Guido, Director Karen Nigosian, Director Audrey Ralko.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Budget Carry-Forwards from FYE2020 to FYE2021 Amendment I

Date Adopted: July 27, 2020

Moved by: Mayor Jack O'Reilly

Seconded by: Director Janice Cislo

WHEREAS: The City of Dearborn's process for carrying forward any budget items from the current fiscal year to the future fiscal year, in this case, FYE2020 to FYE2021; and

WHEREAS: The WDDDA and EDDDA have the following projects in which funding needs to be carried forward into FYE2021 in order to complete the projects and contracts:

Item	WDDDA	EDDDA
Branding	\$110,985	\$62,462
Planter Tree Well Removal	\$0	\$32,000
City Hall Park Redesign	\$0	\$20,000
Brand Banners	\$4,250	\$1,500
Dearborn Restaurant Week	\$15,450	\$15,450
Bike Racks	\$4,000	\$15,000
Issue Media Group	\$6000	\$6000
Tanner Friedman	\$0	\$1800
Covid Supplies	\$16,221	\$16,221
WH Canon	\$0	\$25,000
Planter Rail/Future Fabricators	\$4426	\$0

Fairlane Grounds	\$72,352.00	\$0
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RESOLVED: That the EDDDA authorizes carrying forward \$195,433 for Branding, Planter Tree Well Removal, City Hall Park Redesign, Brand Banners, Dearborn Restaurant Week, Bike Racks, Issue Media Group, Tanner Friedman, Covid Supplies, and WH Canon from FYE2020 to FYE2021.

Yes: Secretary-Treasurer Heidi Merino, Director Janice Cislo, Director Matthew Dietz, Director Mary O'Bryan, Mayor Jack O'Reilly and Director Eric Woody

No:

Abstain: Chairperson Julia Kapilango

Absent: Vice Chairperson Dan Merritt, Director Mark Guido, Director Jay Kruz and Director Kamal Turfah

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2020 EDDDA Board Nominations - Close Nominations

Date Adopted: July 16, 2020

Motioned by: Mayor Jack O'Reilly

Seconded by: Director Mary O'Bryan

WHEREAS: 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; and

WHEREAS: The officers of the EDDDA shall be elected annually by the Board and shall consist of a Chair, Vice-Chair and Secretary-Treasurer to make up the Executive Committee; and

WHEREAS: The 2020 Executive Committee members resigned at the July 16, 2020, meeting, and the Executive Committee positions may be filled at any meeting of the Board for the unexpired portion of the term of such office; and

WHEREAS: The following Board members were nominated for the Executive Committee positions:

Chairperson: Julia Kapilango

Vice-Chairperson: Dan Merritt

Secretary-Treasurer: Heidi Merino

RESOLVED: The EDDDA Board has a full slate of officers as named above for the remaining year of 2020 and is closing nominations.

Yes: Chairperson Dan Merritt, Secretary Treasurer Julia Kapilango, Mayor Jack O'Reilly, Director Matthew Dietz, Director Mark Guido, Director Heid Merino, Director Mary O'Bryan, and Director Eric Woody.

No:

Abstained:

Absent: Vice Chairperson Jay Kruz, Director Janice Cislo, and Director Kal Turfah

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2020 EDDDA Board Nominations- Slate of Officers

Date Adopted: July 16, 2020

Motioned by: Director Mary O'Bryan

Seconded by: Director Eric Woody

WHEREAS: 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; and

WHEREAS: The officers of the EDDDA shall be elected annually by the Board and shall consist of a Chair, Vice-Chair and Secretary-Treasurer to make up the Executive Committee; and

WHEREAS: The 2020 Executive Committee members resigned at the July 16, 2020, meeting, and the Executive Committee positions may be filled at any meeting of the Board for the unexpired portion of the term of such office; and

WHEREAS: The following Board members were nominated for the Executive Committee positions:

Chairperson: Julia Kapilango

Vice-Chairperson: Dan Merritt

Secretary-Treasurer: Heidi Merino

RESOLVED: The EDDDA Board elects the officers as named above for the remaining year of 2020.

Yes: Chairperson Dan Merritt, Secretary Treasurer Julia Kapilango, Mayor Jack O'Reilly, Director Matthew Dietz, Director Mark Guido, Director Heidi Merino, Director Mary O'Bryan, and Director Eric Woody.

No:

Abstained:

Absent: Vice Chairperson Jay Kruz, Director Janice Cislo, and Director Kal Turfah

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Farmers & Artisans Market_Service Providers_ Amendment III 2020

Date Adopted: July 16, 2020

Motioned by: Director Jackie Lovejoy

Seconded by: Vice Chairperson Mohammed Hider

WHEREAS: The WDDDA recognizes the benefit of Marketing and Promoting businesses and activities in the District; and

WHEREAS: The WDDDA authorized a budget of \$22,000 in expenditures for the 2020 Farmers & Artisans Market; and

WHEREAS: A listing of selected vendors and expenditures is recommended for the Farmers & Artisans Market for the 2020 season, being expended from account #296-6110-911-34-90; and

WHEREAS: Adjustments were made to accommodate the Farmers Market late start of July 10th, the entertainment vendors of Lawrence Arbor, Visual Ronin Media (Michael Kuentz), Dearborn School of Music, One Man Music Band, and Amy Loskowski, have been selected to perform for a fee of \$150 per scheduled date, with exception of One Man Band for \$135 for two dates, maintaining within the approved \$2500 entertainment budget; and

WHEREAS: Accommodations were made to remove the high contact kid activity of the bounce house from the list of service providers, which was previously approved for Jokers4Fun for \$500, and POP Club Passports for \$400 with Beshara; and

WHEREAS: The portajohns, sinks, and hand sanitizer stands from Brendel's are arranged at a cost of \$2940 for the abbreviated twelve week market season; and

WHEREAS: The Farmers Market has expanded advertising in Press & Guide for \$600 and added additional \$200 to Jean Smith's supplies budget to total \$700 for additional a-frames, tables and caution tape; and

WHEREAS: Additional marketing for the Farmers Market was printed and sent via Mama Mia's service to selected postal codes for \$2990.00; so let it be

RESOLVED: The WDDDA Executive Director is authorized to execute contracts on behalf of the WDDDA with the list of providers below for the Dearborn Farmers & Artisans Market, subject to review and approval by Corporation Counsel:

Vendor	Purpose	Amount
Taste the Local Difference	Advertisement- magazine	\$ 100.00
Edible WOW LLC	Advertisement- magazine	\$ 1,800.00
Farmers Market Coalition via Jean Smith	Membership renewal- POP Club related materials/ resources	\$40.00
Michigan Agritourism Association	Advertisement- magazine	\$ 150.00
Times Herald (Bewick Publications)	Advertisement- newspaper	\$ 300.00
Beshara Printing	Posters (qty. 100) and yard sign patches	\$ 310.00
Lawrence Arbor Dates: 7/17/20, 8/21/20 Visual Ronin Media (Michael Kuentz) Dates: 9/18/20, 9/25/20 Dearborn School of Music Dates: 7/24/20, 8/28/20, 9/4/20 One Man Music Band Date: 7/31/20, 8/7/20 Amy Loskowski Dates: 7/10/20, 8/14/20, 9/11/20	Entertainment at market (\$150 per performance, with exception of One Man Music Band for \$135)	\$2500.00
Malko Media	A-frame signage, road closed signage, vinyl coverups (tent, over the street banners, and street pole banners)	\$1000.00
Essential IT, LLC	web hosting, maintenance, technical support (Jan. 2020-Dec. 2020)	\$ 720.00
Michigan Farmers Market Assoc. (MIFMA)	Dues for membership- advertisement	\$200.00
Jean Smith, Events Mgr.	cooking demo supplies, caution tape, tables, a-frame signs	\$700.00
Brendel's	Portajohns, sinks, and hand sanitizer stands	\$2940
Malko Media	Yard signs - Safety reminders and FM specific (\$9.50ea - qty. 30 signs total)	\$300
Malko Media	A-frame signs (\$120 ea.) qty. 4 plus signage (8 signs at \$23ea.)	\$680
Epiccrowdcontrol.com	floor/ground stickers (\$17/ 6pk) qty 3 sets	\$51

Press & Guide	monthly newspaper - 4 ads in June	\$600
Arab American News	4 weeks of ads	\$900
Mama Mia	postcard printing and distribution	\$2990.00

Yes: Vice Chairperson Mohammed Hider, Secretary Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Thomas Clark, Director Mark Guido, Director Jackie Lovejoy, and Director John McWilliams.

No:

Abstained: Chairperson Sam Abbas

Absent: Director Karen Nigosian and Director Audrey Ralko

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Gentlemen's First Pedestrian Safety Planters

Date Adopted: July 16, 2020

Motioned by: Director Jackie Lovejoy

Seconded by: Director John McWilliams

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) was notified of a pedestrian safety issue at Gentlemen's First barbershop location off of Military; and

WHEREAS: Vehicles are currently driving through a pedestrian walkway already clearly marked along with painted curbs; and

WHEREAS: A WDDDA goal is to improve the overall walkability and pedestrian access, as well as providing a safe and visually appealing environment within the downtown business district; and

WHEREAS: It was determined using three large planter boxes with tall plants are a proper deterrent to redirect traffic in that area; and

WHEREAS: A planter box style was selected from Wayfair.com at a price of \$317 each plus shipping and handling so estimated cost is \$951 plus shipping and handling; so let it be

WHEREAS: Plant materials, fill and installation of the planters is estimated at \$3,000 with landscape and maintenance contractor Fairlane Grounds; so let it be

RESOLVED: The WDDDA Board authorizes the purchase of three planters from Wayfair to not exceed \$1,000 plus shipping and handling charges from account #297-6100-911-62-40; and let it further be

RESOLVED: The WDDDA Board authorizes up to \$3,000 for fill, plant materials and installation by Fairlane Grounds from account #297-6100-911-62-40; and let it be it further

RESOLVED: The WDDDA Board authorizes the Executive Director to execute the contract, subject to the review and approval of Corporation Counsel.

Yes: Chairperson Sam Abbas, Vice Chairperson Mohammed Hider, Secretary Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Thomas Clark, Director Mark Guido, Director Jackie Lovejoy, and Director John McWilliams.

No:

Abstain:

Absent: Director Karen Nigosian and Director Audrey Ralko

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Open Door Dearborn Business Incentives Program - Grant Application Black Box - 1034 Monroe. Owner: Ray and Lisa Alcodray

Date Adopted: July 16, 2020

Motioned by: Mayor Jack O'Reilly

Seconded by: Director Mohammed Hider

WHEREAS: The EDDDA and WDDDA are committed to promoting the downtown districts by aiding in efforts to address vacancies, beautification, and attraction within the districts; and

WHEREAS: The EDDDA and WDDDA established the Open Door Dearborn business incentive to recruit businesses to Downtown Dearborn and improve the appearance of the districts through storefront and business rehabilitation and expansions at its April 18, 2019 joint Board meeting; and

WHEREAS: Black Box , a proposed WDDDA district small business coffee shop start-up, had applied for all three levels of funding under the Open Door Dearborn grant program, but ran into significant issues acquiring quotes for Level 3 construction funding; and

WHEREAS: Black Box modified its application for only requesting Level 1 funding of \$2500 to support their installation of new business signage at 1034 Monroe Avenue and Level 2 funding of \$5,000 for business start-up support under the Open Door Dearborn grant program; and

WHEREAS: Three quotes for the signage, as requested by the Design/EV Committee, has been received and reviewed; and at the July 14, 2020, Design/EV Committee, for the Level 1 grant, Mike Kirk made a motion, with a second from Mark Guido, to approve a Level 1 grant in the amount of \$2,500 for a new projecting sign for Black Box. Conditions of the grant include: 1) the applicant will return to the DEV Committee for the approval of the final design, 2) the design of the sign will show the business name "Black Box" as the prominent graphic on the sign and 3) the applicant will secure an appropriate sign permit from the city; and

WHEREAS: For the Level 2 grant, Mike Kirk made a motion, with a second from Mark Guido, to approve a Level 2 grant in the amount of \$5,000 for a new business start-up grant for Black Box. Conditions of the grant include: 1) the applicant will provide in writing details of the project budget including estimated capital investment, operating costs and commitment to cover the costs for year one and 2) the

applicant will also work with the Dearborn DDA Business Assistance Team to engage in discussions and assistance from area experts on marketing and business planning; therefore, be it

RESOLVED: The WDDDA awards Black Box a Level 1 grant for signage of \$2500, and also awards a Level 2 grant for business start-up support of \$5000 from the Open Door Dearborn grant program from account #296-6100-911-34-90.

Yes: Vice Chairperson Mohammed Hider, Secretary Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Thomas Clark, Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams
No:

Abstained: Chairperson Sam Abbas

Absent: Director Karen Nigosian and Director Audrey Ralko

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

PR Service Tanner Friedman - July and August Extension- EDDDA

Date Adopted: July 16, 2020

Motioned by: Director Mary O'Bryan

Seconded by: Director Matthew Dietz

WHEREAS: The East Dearborn Downtown Development Authority ("EDDDA") and the West Dearborn Downtown Development Authority ("WDDDA"), collectively "DDDA's", have worked collaboratively to create and maintain a vibrant Downtown Dearborn experience for all, unified by a shared vision for the community to improve the local economy; and

WHEREAS: The East & West DDDAs currently have returned bids for the PR RFP and awaits PR RFP committee review; and

WHEREAS: Tanner Friedman has been engaged for public relations service for Downtown Dearborn to date; and

WHEREAS: Due to the timing of the PR RFP review, a service gap will occur. An additional \$8400, to be split equally between EDDDA and WDDDA, is recommended to meet the needs of the DDDAs' communication and marketing efforts; therefore, let it be

RESOLVED: That the EDDDA obligates to pay 50% of the cost of \$4200 for contact extension for Tanner Friedman for public relations services for July and August 2020 expending \$2100 for EDDDA from account #297-6100-911-34-90; and let it be further

Yes: Chairperson Dan Merritt, Vice Chairperson Jay Kruz, Mayor Jack O'Reilly, Director Matthew Dietz, Director Mark Guido, Director Heidi Merino, Director Mary O'Bryan and Director Eric Woody.

No: Secretary-Treasurer Julia Kapilango

Abstained:

Absent: Director Janice Cislo and Director Kamal Turfah

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

PR Service Tanner Friedman - July and August Extension- WDDDA

Date Adopted: July 16, 2020

Motioned by: Secretary Treasurer Jeff Lynch

Seconded by: Vice Chairperson Mohammed Hider

WHEREAS: The West Dearborn Downtown Development Authority (“WDDDA”) and the East Dearborn Downtown Development Authority (“EDDDA”), collectively “DDDA’s”, have worked collaboratively to create and maintain a vibrant Downtown Dearborn experience for all, unified by a shared vision for the community to improve the local economy; and

WHEREAS: The West & East DDDAs currently have returned bids for the PR RFP and awaits PR RFP committee review; and

WHEREAS: Tanner Friedman has been engaged for public relations service for Downtown Dearborn to date; and

WHEREAS: Due to the timing of the PR FRP review, a service gap will occur. An additional \$8400, to be split equally between WDDDA and EDDDA, is recommended to meet the needs of the DDDAs’ communication and marketing efforts; therefore, let it be

RESOLVED: That the WDDDA obligates to pay 50% of the cost of \$4200 for contact extension for Tanner Friedman for public relations services for July and August 2020 expending \$2100 for WDDDA from account #296-6100-911-34-90; and let it be further

RESOLVED: That the WDDDA Executive Director is authorized to execute the contract with Tanner Friedman on behalf of the WDDDA, subject to the review and approval by Corporation Counsel.

Yes: Chairperson Sam Abbas, Vice Chairperson Mohammed Hider, Secretary Treasurer Jeff Lynch, Mayor Jack O’Reilly, Director Thomas Clark, Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams, and Director Karen Nigosian.

No:

Abstained:

Absent: Director Audrey Ralko

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Welcome Back Campaign Items 2020 Amendment I-EDDDA

Date Adopted: July 16, 2020

Motioned by: Chairperson Dan Meritt

Seconded by: Mayor Jack O'Reilly

WHEREAS: The East Dearborn Downtown Development Authority ("EDDDA") and the West Dearborn Downtown Development Authority ("WDDDA"), collectively "DDDA's", have worked collaboratively to create and maintain a vibrant Downtown Dearborn experience for all, unified by a shared vision for the community to improve the local economy; and

WHEREAS: The East & West DDDAs have been impacted by the recent COVID-19 pandemic and a reopening strategy has been developed to safely welcome customers back into the district and its businesses, following local, state, and federal guidelines; and

WHEREAS: The "Welcome Back" reopening strategy consists of both physical improvements and marketing with the cost to be split equally between EDDDA and WDDDA; and

WHEREAS: The amendment recommends moving five picnic tables from the EDDDA and relocate to the WDDDA and adjusting the cost so \$750 comes off the EDDDA total and adds \$750 to the WDDDA total; so let it be

RESOLVED: The EDDDA obligates to pay 50% of the cost of \$23,343 for the purchase of Welcome Back campaign supplies and materials for a total of \$11,671.50 minus \$750 for five picnic tables moving to WDDDA for a total cost of \$10,921.50 from account #297-6100-911-51-00; and let it be

RESOLVED: That the EDDDA Executive Director is authorized to execute contracts with the listed service providers on behalf of the EDDDA, subject to the review and approval by Corporation Counsel.

Vendor	Purpose	Amount
Malko Media	covid-19 safety yardsigns (\$9.50 ea) qty 50	\$475
Beshara	posters (3 sets)	\$300
Rocket	40 qty. 24" branded outdoor stickers (\$50/ea)	\$2000
Rocket	10 qty. 24" branded outdoor stickers (DFM)	\$262.50

	\$26.25/ea.	
Press & Guide	newspaper ads	\$600
Times Herald	newspaper ads	\$600
Epiccrowdcontrol.com	Distance Street decals (\$17/6 items) 10 sets	\$170
Beshara	starter info flyer	\$300
Rocket	14 vinyl posters (18"x60") for businesses	\$262.50
Rocket	50 vinyl banners (3'x5') for businesses	\$1347.50
Rocket	Feather banners (qty 40);includes hardware qty: 20 per district; \$99.10/ea	\$3964
Beshara	3 gateway banners (36"x240") vinyl \$202.50/ea	\$607.50
Jean Smith	6ft foldable picnic tables (5 for EDDDA/15 for WDDDA) \$150/ea	\$3000
Downriver Tents	20x20 tent - 1 EDDDA, 1 WDDDA (\$4225 each) at 13 week use.	\$8450
Janet Bloom	stakes and chains for foldable picnic tables (\$25/table) qty= 20 tables	\$500
Jean Smith	Adirondack plastic chairs (\$18/ea) EDDDA: qty. 16 (\$288); WDDDA: qty. 12 (\$216)	\$504

Yes: Chairperson Dan Merritt, Vice Chairperson Jay Kruz, Mayor Jack O'Reilly, Director Matthew Dietz, Director Mark Guido, Director Heidi Merino, Director Mary O'Bryan, and Director Eric Woody

No: Secretary Treasurer Julia Kapilango

Abstained:

Absent: Director Janice Cislo and Director Kamal Turfah

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Welcome Back Campaign Items 2020-WDDDA amendment I

Date Adopted: July 16, 2020

Motioned by: Vice Chairperson Mohammed Hider

Seconded by: Secretary Treasurer Jeff Lynch

WHEREAS: The East Dearborn Downtown Development Authority (“EDDDA”) and the West Dearborn Downtown Development Authority (“WDDDA”), collectively “DDDA’s”, have worked collaboratively to create and maintain a vibrant Downtown Dearborn experience for all, unified by a shared vision for the community to improve the local economy; and

WHEREAS: The East & West DDDAs have been impacted by the recent COVID-19 pandemic and a reopening strategy has been developed to safely welcome customers back into the district and its businesses, following local, state, and federal guidelines; and

WHEREAS: The “Welcome Back” reopening strategy consists of both physical improvements and marketing with the cost to be split equally between WDDDA and EDDDA; and

WHEREAS: The WDDDA obligated at May 2020 board meeting to pay 50% of the cost of \$4595 for the purchase of supplies for a Welcome Back campaign expending \$2297.50 for the WDDDA from account #296-6100-911-51-00; and

WHEREAS: Modifications to service providers for cost savings have been secured, as well as window display, gateway and sail signage for businesses, and tents and picnic tables for W. Village Drive and City Hall Park public seating areas; and

WHEREAS: The amendment recommends moving five picnic tables from the EDDDA and relocate to the WDDDA and adjusting the cost so \$750 comes off the EDDDA total and adds \$750 to the WDDDA total; so let it be

RESOLVED: The WDDDA obligates to pay 50% of the cost of \$23,343 for the purchase of Welcome Back campaign supplies and materials for a total of \$11,671.50 plus and additional \$750 for five additional picnic tables for a total cost of \$12,421.50 from account #296-6100-911-51-00; and let it be

RESOLVED: That the WDDDA Executive Director is authorized to execute contracts with the listed service providers on behalf of the WDDDA, subject to the review and approval by Corporation Counsel.

Vendor	Purpose	Amount
Malko Media	covid-19 safety yardsigns (\$9.50 ea) qty 50	\$475
Beshara	posters (3 sets)	\$300.00
Rocket	40 qty. 24" branded outdoor stickers (\$50/ea)	\$2000
Rocket	10 qty. 24" branded outdoor stickers (DFM) \$26.25/ea.	\$262.50
Press & Guide	newspaper ads	\$600
Times Herald	newspaper ads	\$600
Epiccrowdcontrol.com	Distance Street decals (\$17/6 items) 10 sets	\$170
Beshara	starter info flyer	\$300
Rocket	14 vinyl posters (18"x60") for businesses	\$262.50
Rocket	50 vinyl banners (3'x5') for businesses	\$1347.50
Rocket	Feather banners (qty 40);includes hardware qty: 20 per district; \$99.10/ea	\$3964
Beshara	3 gateway banners (36"x240") vinyl \$202.50/ea	\$607.50
Jean Smith	6ft foldable picnic tables (5 in EDDDA/ 15 in WDDDA) \$150/ea	\$3000
Downriver Tents	20x20 tent - 1 EDDDA, 1 WDDDA (\$4225 each) at 13 week use.	\$8450
Janet Bloom	stakes/metal bars and chains for foldable picnic tables	\$500
Jean Smith	Adirondack plastic chairs (\$18/ea) EDDDA: qty. 16 (\$288); WDDDA: qty. 12 (\$216)	\$504

Yes: Chairperson Sam Abbas, Vice Chairperson Mohammed Hider, Secretary Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Thomas Clark, Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams, and Director Karen Nigosian

No:

Abstained:

Absent: Director Audrey Ralko