

CITY OF DEARBORN
EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (EDDDA)
WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (WDDDA)
REGULARLY SCHEDULED JOINT BOARD MEETING
March 19, 2020
DEARBORN ADMINISTRATIVE CENTER
MINUTES

MEMBERS PRESENT

EAST DDA : Chairperson Dan Merritt (call in), Secretary-Treasurer Julia Kapilango (call in), Mayor Jack O'Reilly, Director Janice B. Cislo, Director Mark Guido, and Director Judith A. McNeeley (call in)

WEST DDA : Chairperson Sam Abbas (call in) , Secretary-Treasurer Jeff Lynch (call in, arrived 8:51am, left 9:15 am), Mayor Jack O'Reilly, Director Thomas L. Clark, Director Mark Guido, Director Jackie Lovejoy (arrived 8:36 am), and Director Audrey Ralko

MEMBERS ABSENT

EAST DDA : Vice-Chairperson Jay P. Kruz, Director Mary O'Bryan, and Director Kamal Turfah

WEST DDA : Vice-Chairperson Mohammed Hider, Director John L. McWilliams, and Director Karen Nigosian

NON-MEMBERS PRESENT :

CITY OF DEARBORN : Jeff Watson (ECD) (call in) , Licia Yangouyan (Legal), Moe Almaliky (Finance) (call in), Hassan Sheikh (ECD) (call in), Cristina Sheppard-Decius (DDDA), Jean Smith (DDDA) and Janet Bloom (DDDA)

OTHERS : N/A

I. Call to Order

Joint DDDA Chair Dan Merritt called the meeting to order at 8:14 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 not present.

III. Joint Meeting Chair for March 2020: Chairperson Dan Merritt

IV. Approval of the February 2020 Board Meeting Minutes - EDDDA

The minutes from the February 28, 2020 Board meeting were presented for approval. For the EDDDA, it was moved by Director Mark Guido and it was seconded by Director Judith McNeeley. Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - no, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark Guido - yes, Director Judith McNeeley - yes. Motion passed. For the WDDDA, it was moved further down the agenda until a quorum reached.

V. Action Items

A. EDDDA Actions Only

1. Parking Lot CIP - Lighting

The EDDDA wishes to improve vehicular parking lots, alleys, and a pedestrian corridor along the alley north of Michigan Ave. from 5050 Schaefer Road to Williamson St., as well as the Wellesley parking lot and alley south of Michigan Ave. between Maple and Schlaff as part of the Parking Lot Improvement Project M20017. There is \$998,465 remaining in the CIP M20017. A lighting plan from Detroit Edison has been prepared to the address improved safety and appropriate light levels, changing out 82 lightpoles, including 110 LED luminaires and adding seven hanging basket/banner arms to the seven of the fixture in the pedestrian alleys. The construction cost is \$315,114 minus a 3-year energy-back revenue of \$104,367 for a total contribution of \$210,747; and cutting the annual costs for the City of Dearborn in half to \$34,789. The EDDDA Board authorizes entering into a contract with Detroit Edison, a DTE Energy Company, for the Parking Lot Capital Improvement Project M20017 in an amount not to exceed \$210,747.00 towards the construction and installation of 82 lightpoles, including 110 LED luminaires and adding seven hanging basket/banner arms to seven of the fixtures in the parking lots, alleys and pedestrian alleys north of Michigan Avenue from 5050 Schaefer Road to Williamson Street using Contract Services account #634-6100-435.45-20; and be it further resolved the EDDDA Board authorizes the Executive Director to execute the contract, subject to the review and approval of Corporation Counsel.

LED

For EDDDA, motion to approve by Mayor Jack O'Reilly; seconded by Director Janice Cislo. Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark Guido - yes, Director Judith McNeeley - yes. Motion passed.

2. Free Comic Book Day

Chairperson Dan Merritt stated that since the businesses and residents are currently dealing with impacts from the Covid-19 situation, the Free Comic Book Day event is being moved to later in the year. Chairperson Merritt asked that the resolution be tabled today and brought back to the board in late Summer.

3. Jazz on the Ave

The EDDDA presents the Jazz on the Ave as an event to draw residents and visitors alike to East Dearborn and its numbers continue to grow each year. The EDDDA has authorized a budget of \$55,000 in expenditures for the 2020 Jazz on the Ave events with an anticipated revenue of \$25,000. Hi-Falutin' Music is the booking agent, providing the following services for 2020: music lineup for six weeks, sound reinforcement, lighting and roof for stage for 6 weeks, all expenses related to national acts (hotel, ground transportation, backline equipment, hospitality), be onsite for all performances, and marketing and advertising consisting of major local radio, press releases to local print, radio and TV, radio and TV spots, flyers passed out at other jazz events, rack cards, email blasts, and listed on artist website and Alexander Zonjic website. The EDDDA obligates \$51,820 from the Community Promotions Budget # 297-6100-911-51-00 to fund the event costs for the 2020 Jazz on the Ave events; and the EDDDA Executive Director is authorized to execute contracts on behalf of the EDDDA with following list of companies for Jazz on the Ave, subject to review and approval by Corporation Counsel: Hi-Falutin' Music for booking services for \$42,500, City of Dearborn Recreation for stage setup and tear down for \$750, Beshara for posters (qty. 100) and event brochure for \$320.00, and Malko Media for street pole/banner patches for \$800.

For EDDDA, motion to approve by Secretary-Treasurer Julia Kapilango; seconded by Director Mark Guido. Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark Guido - yes, Director Judith McNeeley - yes. Motion passed.

4. Memorial Day Parade

Each year the EDDDA has supported the Memorial Day Parade as it starts in the East Downtown. Ideas to further engage the full board and have a presence in the parade are under consideration. The EDDDA approves \$500 from the Community Promotions budget account #297-6100-911-51-00 to support the 2020 Memorial Day Parade to be held May 25, 2020. The board authorized the EDDDA Executive Director to issue a funds transfer for the \$500 to the Department of Public Information. For EDDDA, motion to approve by Director Janice Cislo; seconded by Mayor Jack O'Reilly. Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark Guido - yes, Director Judith McNeeley - yes. Motion passed.

VI. Approval of the February 2020 Board Meeting Minutes - WDDDA

A quorum for WDDDA was reached. For the WDDDA, the minutes from the February 28, 2020 Board meeting were presented for approval. For the WDDDA, it was moved by Chairperson Sam Abbas and seconded by Director Audrey Ralko. Roll call vote: Chairperson Sam Abbas - yes, Mayor Jack O'Reilly-yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director Audrey Ralko - yes. Motion passed.
The minutes were recorded and filed.

VII. Treasurer's Report

A. Receive & File Report

EDDDA: Moe Almaliky from Finance reviewed the financial statement dated February 29, 2020. Revenue to date totaled \$761,972. Total expenditures totaled \$327,761. The current cash position equals \$1,411,086 and it is estimated the EDDDA's cash position at the end of the fiscal year would be \$418,712.

WDDDA: Moe Almaliky reviewed the financial statement dated February 29, 2020. Revenue to date totaled \$658,617. Total expenditures totaled \$457,099. The current cash position equals \$1,250,675 and it is estimated the WDDDA's cash position at the end of the fiscal year will be \$857,887.

Director Mark Guido requested that color coding source of accounts that roll up into larger accounts be created to help follow the funds. It was also noted to check on unearned income discrepancy.

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

VIII. Action Items

A. Joint Board Actions

1. Consent Agenda

In order to improve the efficiency of the joint DDDA Board meetings, the Executive Committees recommend using a consent agenda. A consent agenda is an instrument under Robert's Rules of Order that enables the DDDAs to consider and approve a grouping of routine items that do not require board discussion and to take action through a single agenda item. The Executive Committees will determine items for consent at their regular monthly meeting prior to the joint DDDA Board meetings. The EDDDA and WDDDA agree to use the consent agenda method at each joint DDDA Board meeting starting at its next regular meeting on April 16, 2020. The EDDDA and WDDDA agree that the DDDA's Executive Director is authorized to execute this consent agenda method on behalf of the EDDDA board, after the Executive Committee has determined which items are appropriate for the consent agenda, subject to Corporation Counsel

approval. For EDDDA, motion to approve by Mayor Jack O'Reilly; seconded by Director Janice Cislo. Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - abstain, due to lack of confidence with process currently, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark Guido - yes, Director Judith McNeeley - yes. Motion passed.

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

2. Landscape & Maintenance Contracts

Contracts for landscape and maintenance for both downtown districts are coming up for renewal April 1, 2020. The EDDDA has a contract with W H Canon and WDDDA has a contract with Fairlane Grounds. Both contracts have the option for one-year renewals for four years (through 2023). It is recommended to renew both contracts at this time.

The EDDDA, through competitive bid, authorized a two-year contract of \$130,000 per year (\$98,480 base services at \$32 per man hour and \$30,000 for additional materials/services) with WH Canon starting April 1, 2018, with four one-year renewals. It is recommended to increase the number of litter pick-ups per week from one to 2.5 days per week at an additional cost of \$4500 annually to the base services. Also, a budget of \$12,000 for additional plant materials/services as needed for the district for 2020, including, but not limited to: re-topsoil and replace/reinstall perennials in the large planter wells; replacement trees for Michigan Avenue; hanging Baskets for Schaefer; planter beds in parking lots and key focal points. It is recommended to annually powerwash the sidewalks in spring of 2020 at no additional cost. The EDDDA authorized the first of four options to renew the landscape and maintenance contract with WH Canon starting April 1, 2020-March 31, 2021, at a base rate of \$104,380 annually plus \$12,000 for additional materials/services. The EDDDA Board also authorized the Executive Director to execute the contract, subject to the review and approval of Corporation Counsel.

The WDDDA entered into an agreement, after a competitive bid, with Fairlane Ground for a comprehensive landscape/maintenance contract for two years with four one-year renewals in an amount not to exceed \$275,000 annually starting April 1, 2018. The WDDDA exercised the option to renew the contract for the first of four one-year renewals with an increase to the annual materials cost for the new streetscapes on Howard, Mason and Monroe Streets, and additional winter materials. The WDDDA authorized the first of four options to renew the landscape and maintenance contract with Fairlane Grounds starting April 1, 2020-March 31, 2021, in an amount not to exceed \$286,465.36. Also, the WDDDA Board authorizes the Executive Director to execute the contract, subject to the review and approval of Corporation Counsel.

For EDDDA, motion to approve by Secretary-Treasurer Julia Kapilango; seconded by Director Janice Cislo. Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark Guido - yes, Director Judith McNeeley - yes. Motion passed.

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

3. Branding Launch Print Items Amendment

The EDDDA and WDDDA produced flyers and display boards for the branding launch totaling \$243.50 to be split equally. The expenditures were approved at February board meeting. In addition to those expenses, posters were printed by Beshara Printing for a total cost of \$42.50, to be split equally between EDDDA, utilizing account #297-6100-911-51-00, and WDDDA, utilizing account #296-6100-911-51-00. The EDDDA and WDDDA authorizes expenditures of an additional \$21.25 for posters printed by Beshara to be applied to their respective accounts. In addition, the EDDDA Executive Director is authorized to execute contracts on behalf of the EDDDA for the service providers, subject to review and approval by Corporation Counsel.

For EDDDA, motion to approve by Director Mark Guido; seconded by Director Janice Cislo. Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark Guido - yes, Director Judith McNeeley - yes. Motion passed.

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

B. WDDDA Board Actions

1. Kids Days

The WDDDA values programming events and activities to engage the community. WDDDA has a budget of \$10,000 for Kids Days in Wagner Park for the 2020 event season scheduled for June 5, July 10, and August 14. The WDDDA obligates \$10,445 in expenditures for the Kids Days in Wagner Park events for 2020 event season from the Community Promotions Budget # 296-6100-911-51-00; and the WDDDA director is authorized to execute contracts on behalf of the WDDDA with the companies listed for Kids Day, subject to review and approval by Corporation Counsel.

The list of vendors to approved are: City of Dearborn Recreation - stage/chairs, setup/teardown - \$600, Gail & Rice - entertainment booking - \$7000, Inflatable Play Space - photo booth - \$450, Pebbles the Clown (Dana Woods) - face painter - \$1125, Ann Arbor Symphony - Instrument Petting Zoo - \$200, and Beshara Printing - posters/event brochures.

Given the current Covid-19 situation, Director Judith McNeeley requested the Jokers4Fun - bounce house - \$750 be removed as an entertainment option. She also asked for Jean Smith to review local symphony options for entertainment.

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

2. Ladies Night 2020 Service Provider Amendment

The WDDDA is planning the Ladies Night Event for May 6, 2020. The WDDDA anticipates \$4500 in expenditures and \$750 in income from participating businesses and \$3500 from sponsorships. The WDDDA will be expending from account #296-6100-911-51-00. The resolution includes the replacement of yard signs and banners for branding purposes and a request for miscellaneous supplies of badges, buttons and decor. The Executive Director is authorized to execute contracts on behalf of the WDDDA with the list of service providers, subject to review and approval by Corporation Counsel. Expenditures are Beshara Printing for posters (\$91.50), Rocket Printing for 5K postcards (\$200), Malko Media for banners (\$150), TBD for photographer (\$500), Jean Smith as vendor for purchases of Misc. supplies of badges, buttons, and decor (\$275), and Mama Mia direct mail (\$2999).

For WDDDA, motion to approve by Director Jackie Lovejoy; seconded by Mayor Jack O'Reilly.. Roll call vote: Chairperson Sam Abbas - yes, Mayor Jack O'Reilly-yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director Audrey Ralko - yes. Motion passed.

IX. FYE2021-23 Budget Review

Cristina Sheppard-Decius went through a budget presentation for FYE2021-2023. Budget presentation on May 13. A question was asked if Moe could check to see if the outdoor seating income includes Brome Pocket Park. Director Julia Kapilango asked for FYE21 why the difference in office supplies was \$8000 versus \$1500. Chairman Dan Merritt asked to check other operating expenses, ie. \$15,000 versus \$1250 noted.

X. Committee Reports

Committee minutes are in Supplemental Materials in digital board packet.

XI. DDDA Executive Management Team & ECD Reports

Cristina Sheppard-Decius stated Downtown Dearborn is responding to Covid-19. Information has been collected and put into a Covid-19 tab on downtowndearborn.org website. Dearborn Restaurant Week has been postponed. An event page is being created for Facebook to help businesses.

Hassan Sheikh asked departments and boards to help promote Census 2020. He stated the Census went live 3/14/20. The City's event scheduled on 3/22/20 was cancelled due to Covid-19. The Census mailed out information and can complete

online. Cristina Sheppard-Decius requested elements to be able to add to website and post on social media. Hassan stated he would send over.

Jeff Watson stated for underground power, DTE to pull down poles at the end of April. There has been less response on taking down the actual lines. The ECD Dept. is tracking state and local informaton on Covid-19 response. Government is setting up a Small Business Administration setting up funds for relief. Information will be shared once received.

XII. Call to Board of Directors

No comments.

XIII. Call to Audience

No comments.

XIV. Adjournment

Meeting adjourned at 10:06 am

Approved by:

Julia Kapilango, Secretary-Treasurer, EDDDA

Julia Kapilango

Jeff Lynch, Secretary-Treasurer, WDDDA

Jeffery Lynch
