

CITY OF DEARBORN
EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (EDDDA)
WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (WDDDA)
REGULARLY SCHEDULED JOINT BOARD MEETING
APRIL 18, 2019
DEARBORN ADMINISTRATIVE CENTER
MINUTES

MEMBERS PRESENT

JOINT EAST & WEST :

EAST DDDA : Scott Saionz, Dan Merritt, Janice Cislo, Kamal Turfah (left At 10:01am), Judith McNeeley, Jay Kruz (arrived at 8:16am, left at 9:53am).

WEST DDDA : Sam Abbas, Audrey Ralko, Mohammed Hider, Jim Jernigan (left at 10:01am) Karen Nigosian, Jackie Lovejoy, John McWilliams (left at 9:48am).

MEMBERS ABSENT

JOINT EAST & WEST : Mayor Jack O'Reilly, Mark Guido

EAST DDDA : Joseph Bojovic, Mary O'Bryan

WEST DDDA : Thomas Clark

NON-MEMBERS PRESENT

CITY OF DEARBORN : Bill Irving (Law), Maria Buffone (Finance), Maryann Zelasko (ECD), Zeinab Hachem (Council's Office), Cristina Sheppard-Decius (DDDA), Ellen Goedert (DDDA), Jean Smith (DDDA).

OTHERS : John Davis (Ford Land)

I. Call to Order

Joint DDDA Chair Sam Abbas called the meeting to order at approximately 8:14am.

II. Roll Call

WDDDA: Vice-Chair Jim Jernigan called the roll of Board members. A quorum was present.

EDDDA: Vice-Chair Dan Merritt called the roll of Board members. Secretary-Treasurer

Jay Kruz arrived during Roll Call and a quorum was then present.

III. Joint Meeting Chair for April 2019: Sam Abbas

IV. WDDDA Secretary/Treasurer Appointment & Nominations

The WDDDA Board has a vacancy on the Executive Committee. The position of Secretary/Treasurer is currently open. WDDDA Board Members interested in running for the position need to notify Chair Sam Abbas or Executive Director Cristina Sheppard-Decius. Elections will be held at the May 2019 Board Meeting. In the interim, Chair Sam Abbas appoints Jackie Lovejoy to the position of Secretary/Treasurer for the April 2019 Board Meeting.

V. Approval of the January 2019 Meeting Minutes

EDDDA: The minutes from the March 21, 2019 Joint Board meeting were presented for approval. Secretary-Treasurer Jay Kruz motioned to approve. Director Jan Ciso seconded. Passed by unanimous vote.

WDDDA: The minutes from the March 21, 2019 Joint Board meeting were presented for approval. Director Jackie Lovejoy motioned to approve. Vice Chair Jim Jernigan seconded. Passed by unanimous vote.

VI. Treasurer's Report

A. Receive & File Report

EDDDA: Maria Buffone from Finance reviewed the financial statement dated April 9, 2019. Revenue to date totaled \$941,256.. Expenditures to date totaled \$830,148. The current cash position equals \$1,166,417, and it is estimated that the EDDDA's cash position at the end of the fiscal year will be \$547,517. Per Chairperson Scott Saionz, the Treasurer's Report was received and filed.

WDDDA: Maria Buffone from Finance reviewed the financial statement dated April 9, 2019. Revenue to date totaled \$946,020. Expenditures to date totaled \$551,970. The current cash position equals \$1,097,575 and it is estimated that the WDDDA's cash position at the end of the fiscal year will be \$535,797. Per Chairperson Sam Abbas, the Treasurer's Report was received and filed.

VII. Action Items

A. Joint Action Items

1. Open Door Dearborn Incentives

EDDDA: The EDDDA adopts the Open Door Dearborn Business Incentive Program in conjunction with the WDDDA to revitalize Downtown Dearborn, subject to review and approval by Corporation Counsel. The EDDDA agrees to financially invest in the Open Door Dearborn Incentive Program annually as budgets permit and adopted by the EDDDA; be it further resolved, The EDDDA will review and authorize funding to applicants on a case-by-case basis. Vice Chair Dan Merritt motioned to approve. Director Judith McNeeley seconded. Passed by unanimous vote.

WDDDA: The WDDDA adopts the Open Door Dearborn Business Incentive Program in conjunction with the EDDDA to revitalize Downtown Dearborn, subject to review and approval by Corporation Counsel. The WDDDA agrees to financially invest in the Open Door Dearborn Incentive Program annually as budgets permit and adopted by the WDDDA; be it further resolved, The WDDDA will review and authorize funding to applicants on a case-by-case basis. Director Jackie Lovejoy motioned to approve. Director Mohammed Hider seconded. Passed by unanimous vote.

2. Office Supplies

EDDDA: The EDDDA authorizes amending the contract with POW! Strategies, Inc. allocating up to \$500 split evenly with the WDDDA (no more than \$250 per DDDA) until the end of December 31, 2019, to be reimbursed to POW! Strategies, Inc. for office supplies in the DDDAs' office Vice chair Dan Merritt motioned to approve. Director Kal Turfah seconded. Motion passed by unanimous vote.

WDDDA: The WDDDA authorizes amending the contract with POW! Strategies, Inc. allocating up to \$500 split evenly with the EDDDA (no more than \$250 per DDDA) until the end of December 31, 2019, to be reimbursed to POW! Strategies, Inc. for office supplies in the DDDAs' office Director Jackie Lovejoy motioned to approve. Director Audrey Ralko seconded. Motion passed by unanimous vote.

3. Web Hosting and Maintenance

EDDDA: The EDDDA allocates \$267.00 to Essential IT for web hosting, maintenance and email address services from January 1- June 30, 2019 for FYE 2019; be it further resolved, The EDDDA allocates \$534.00 to Essential IT for web hosting, maintenance and email address services from July 1, 2019- June 30, 2020, subject to review and approval by Corporation Counsel. Vice Chair Dan Merritt motioned to approve. Secretary-Treasurer Jay Kruz seconded. Motion passed by unanimous vote.

WDDDA: The WDDDA allocates \$267.00 to Essential IT for web hosting, maintenance and email address services from January 1- June 30, 2019 for FYE 2019; be it further resolved, The WDDDA allocates \$534.00 to Essential IT for web hosting, maintenance

and email address services from July 1, 2019- June 30, 2020, subject to review and approval by Corporation Counsel. Director Jackie Lovejoy motioned to approve. Director Mohammed Hider seconded. Motion passed by unanimous vote.

4. Main Street Conference Reimbursement Amendment

EDDDA: The EDDDA previously approved allocating \$2000 for one EDDDA board member's travel, lodging and registration costs associated with the Main Street NOW Conference 2019 and expense to Account #297-6100-911-58-10; and that all other out-of-pocket costs are the responsibility of the Board member or volunteer. Registration for Director J. Scott Saionz was paid directly by the EDDDA to the National Main Street Center, but the costs of the travel and accommodations were greater than anticipated. Therefore, the EDDDA allocates up to an additional \$700.00 to reimburse Director J. Scott Saionz for attending the National Main Street Conference on behalf of the EDDDA. Vice Chair Dan Merritt motioned to approved. Director Judith McNeeley Scott Saionz abstained. Motion passed.

WDDDA: The WDDDA previously approved allocating \$2000 for one WDDDA board member's travel, lodging and registration costs associated with the Main Street NOW Conference 2019 and expense to Account #296-6100-911-58-10; and that all other out-of-pocket costs are the responsibility of the Board member or volunteer. Director Sam Abbas paid the National Main Street Conference directly for his registration costs. The costs of the conference registration, travel and accommodations were greater than anticipated. Therefore, the WDDDA allocates up to an additional \$900.00 to reimburse Director Sam Abbas for attending the National Main Street Conference on behalf of the WDDDA. Director Jackie Lovejoy motioned to approve. Vice Chair Jim Jernigan seconded. Sam Abbas abstained. Motion passed.

5. Ladies Night Amendment

Executive Director Cristina Sheppard-Decius and Events Manager Jean Smith presented a revised list of vendors for Ladies Night 2019. The proposed vendor changes do not change the event costs or budget. They are edits only to the vendors providing services for the event.

EDDDA: The EDDDA Executive Director is authorized to administer, sign contracts and expend the funds for the 2019 Ladies Night event with the amended list of companies and amounts below, subject to review and approval by Corporation Counsel. Vice Chair Dan Merritt motioned to approve. Director Kal Turfah seconded. Motion passed by unanimous vote.

WDDDA: The WDDDA Executive Director is authorized to administer, sign contracts and expend the funds for the 2019 Ladies Night event with the amended list of companies and amounts below, subject to review and approval by Corporation Counsel. Director

Jackie Lovejoy motioned to approve. Vice Chair Jim Jernigan seconded. Motion passed by unanimous vote.

B. WDDDA Actions Only

1. Farm to Table POS/Chamber Agreement

The WDDDA agrees to use the Chamber of Commerce's point of sale system and will give the Chamber 5% of total sales from tickets and auction items paid through credit card processing system and will cover the processing fees; Be it further resolved the WDDDA authorizes the executive director to execute a contract on behalf of the WDDDA with the Dearborn Area Chamber of Commerce for use of the point of sale system, contingent upon review and approval by Corporation Counsel. Vice Chair Jim Jernigan motioned to approve. Director Audrey Ralko seconded. Jackie Lovejoy abstained. Motion passed.

2. Summer Banners

The WDDDA authorized an expenditure of up to \$3,000 for printing of Summer banners including pertinent costs of design, shipping and freight. Director Jackie Lovejoy motioned to approve. Director Mohammed Hider seconded. Motion passed by unanimous vote.

3. Farmers Market Amendment to Providers

Executive Director Cristina Sheppard-Decius and Events Manager Jean Smith presented a revised list of vendors for the Dearborn Farmers and Artisans Market 2019. The proposed vendor changes do not change the event costs or budget. They are edits only to the vendors providing services for the event.

The WDDDA authorized the executive director to execute contracts on behalf of the WDDDA with the amended list of companies for Dearborn Farmers & Artisans Market, subject to review and approval by Corporation Counsel. Director Jackie Lovejoy motioned to approve. Vice Chair Jim Jernigan seconded. Motion passed by unanimous vote.

4. Tunes at Noon Amendment to Providers

Executive Director Cristina Sheppard-Decius and Events Manager Jean Smith presented a revised list of vendors for Tunes at Noon at Wagner Park 2019. The proposed vendor changes do not change the event costs or budget. They are edits only to the vendors providing services for the event.

The WDDDA authorizes the Executive Director to execute contracts on behalf of the WDDDA with the amended list of companies for Tunes at Noon, subject to review and approval by Corporation Counsel. Director Karen Nigosian motioned to approve. Director Jackie Lovejoy seconded. Motion passed by unanimous vote.

C. EDDDA Actions Only

1. Eastborn Neighborhood Clean-Up

The EDDDA approved an amount up to \$1500 from the Community Promotions budget account 297-6100-911-51-00 in support of the 2019 Eastborn Neighborhood Clean-Up Efforts in the EDDDA district. Purchases in support of the Eastborn Neighborhood Clean-Up can be made using a department purchasing card from the Property Maintenance & Development Services Office which the EDDDA agrees to reimburse through CDV or Inter-Department Transfer through the Economic and Community Development Department. Vice Chair Dan Merritt motioned to approve. Director Jan Ciso seconded. Motion passed by unanimous vote.

2. Memorial Day Parade

The EDDDA approved an amount of \$500 from the Community Promotions budget account 297-6100-911-51-00 in support of the 2019 Memorial Day Parade to be held May 27, 2019. The EDDDA authorizes the Executive Director to issue a funds transfer for the \$500 to the Department of Public Information in support of the 2019 Memorial Day Parade. Vice Chair Dan Merritt motioned to approve. Director Kal Turfah seconded. Motion passed by unanimous vote.

3. Music in the Park Amendment to Providers

Executive Director Cristina Sheppard-Decius and Events Manager Jean Smith presented a revised list of vendors for Music in the Park 2019. The proposed vendor changes do not change the event costs or budget. They are edits only to the vendors providing services for the event.

The EDDDA authorized the Executive Director to execute contracts on behalf of the EDDDA with the amended list of companies and amounts for Music in the Park, subject to review and approval by Corporation Counsel. Vice Chair Dan Merritt motioned to approve. Secretary-Treasurer Jay Kruz seconded. Motion passed by unanimous vote.

4. Spring Perennial Exchange Speaker

The EDDDA authorized the Executive Director to execute contracts with Geoff Dickens and Julia Kapilango as the speakers at the Perennial Exchange in the amount of \$100 each on behalf of the EDDDA for the Spring Perennial Exchange, subject to review and approval by Corporation Counsel. Vice Chair Dan Merritt motioned to approve. Director Jan Ciso seconded. Motion passed by unanimous vote.

5. Jazz on the Ave. Amendment to Providers

Executive Director Cristina Sheppard-Decius and Events Manager Jean Smith presented a revised list of vendors for Jazz on the Ave 2019. The proposed vendor changes do not exceed the budget previously approved by the board.

The EDDDA obligates \$52,460 from the Community Promotions Budget # 297-6100-911-51-00 to fund the event costs for the 2019 Jazz on the Ave events; and The EDDDA Executive Director is authorized to execute contracts on behalf of the EDDDA with the amended list of companies for Jazz on the Ave, subject to review and approval by Corporation Counsel. Vice Chair Dan Merritt motioned to approve. Director Judith McNeeley seconded. Motion passed by unanimous vote.

VIII. Discussion Items

1. Wagner Park Event Amenities- WDDDA

Executive Director Cristina Sheppard-Decius presented. As the WDDDA transitions to a new event space at Wagner Park and the adjacent West Village Dr. area, the WDDDA had identified a need for adding event amenities to the area. Initially, we anticipated adding an upgraded portable bathroom, but the cost was too great, so it is recommended to invest in a permanent public bathroom facility in the future. In the meantime, the Design/EV committee is recommending investing bistro tables & chairs, adirondack chairs, games, street blockades, and portable carts. Additionally, the Dearborn Police are recommending anti-ramming street blockades. Executive director presented on proposed anti-ramming street blockades and bistro tables and chairs. The executive management team will send quote requests to purchasing and report back with more updated pricing information on these items.

IX. Committee Reports

Committee reports can be found in the supplemental board packet information that Executive Director Cristina Sheppard-Decius emailed out prior to the meeting.

X. DDDA Executive Management Team Report & ECD Report

Executive Management: Cristina Sheppard-Decius sent a full Executive Management Team Summary to the board prior to the meeting. Team updates can be found in the summary.

Executive Director Cristina Sheppard-Decius shared some training & conference opportunities for those interested. Michigan Main Street is hosting trainings in Howell, MI on April 30th. Oakland County also offers trainings that they have now opened to us as well.

ECD: Maryann Zelasko reported updates on the parking at Wagner Place. The concern is that there is a lack of parking available for customers of businesses in the area. The parking deck is also used for Ford Land employees and there is not always available parking during the business day for customers. The issue was taken to the city parking advisory committee. The city will put up limited-time parking signs on the lower levels of the deck. Ford Land will need to create and track parking passes for employees. City will cover the costs of the signs, but other costs will be Ford Land's responsibility.

A new ECD Director has been hired with a start date of June 1st. Maryann Zelasko will be retiring at the end of June 2019.

XI. Call to Board of Directors

- The board is looking for updates on the lighting on Schaefer Rd. The contract was approved and is ready to be sent to purchasing.
- Vice Chair Dan Merritt updated the board about Free Comic Book Day. They have secured a keynote speaker, Jim Benton.
- Chair Sam Abbas reiterated parking concerns in the WDDDA. Maryann addressed some of these issues, but Sam is concerned that these measures will not fully address the problem. The board should plan ahead and anticipate future parking concerns in the district.
- Director Judith McNeeley offered insight into what sponsors are most looking for and what makes sponsors interested in supporting our events. Director McNeeley also suggested scaling back on the number of events the DDDAs manage to better allocate existing resources to a smaller number of events.
- Director Karen Nigosian expressed concern about the appearance of gang-related graffiti on a Nar Bar window in the West District. Executive Director noted this and will be following up.

XII. Call to Audience


None.

XIII. Adjournment

Meeting adjourned by Chairman Sam Abbas at 10:13am.

Approved by:

Jay Kruz, Secretary-Treasurer, EDDDA



Jackie Lovejoy, Acting Secretary-Treasurer for April 2019 Meeting, WDDDA

