

CITY OF DEARBORN
EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (EDDDA)
WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (WDDDA)
REGULARLY SCHEDULED JOINT BOARD MEETING
MAY 16, 2019
DEARBORN ADMINISTRATIVE CENTER
MINUTES

MEMBERS PRESENT

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

EAST DDA : Chairperson Scott Saionz, Vice Chairperson Dan Merritt, Secretary-Treasurer Jay P. Kruz (phoned in (9:02 am to 9:09 am), Director Janice B. Cislo

WEST DDA : Chairperson Sam Abbas, Vice Chairperson James M. Jernigan, Director Thomas L. Clark, Director Jackie Lovejoy, Director John L. McWilliams, Director Mohammed Hider, Director Karen Nigosian

MEMBERS ABSENT

JOINT EAST & WEST :

EAST DDA : Director Joseph Bojovic, Director Judith McNeeley, Director Mary O'Bryan, and Director Kamal Turfah

WEST DDA : Director Audrey Ralko

NON-MEMBERS PRESENT :

CITY OF DEARBORN : Maria Buffone (Finance), Licia Yangouyian (Counsel), Zeinab Hachem (Council's office), Michael Kennedy, Cristina Sheppard-Decius (DDDA), Jean Smith (DDDA), Baileigh Pomrenke (DDDA), Ellen Goedert (DDDA), Janet Bloom (DDDA)

OTHERS :

I. Call to Order

Joint DDDA Chair Scott Saionz called the meeting to order at 8:07 am.

II. Roll Call

Chairman Scott Saionz called the roll of Board members.

WDDDA: A quorum was present.

EDDDA: A quorum was not present.

III. Joint Meeting Chair for May 2019: Scott Saionz

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. In the interim, motion was made by Director John McWilliams to appoint Jackie Lovejoy to the position of Acting Secretary/Treasurer for the May 2019 Board Meeting. Motion was seconded by Director Jim Jernigan. Approved by all. No dissenting votes.

V. Approval of the April 2019 Meeting Minutes

EDDDA: The minutes from the April 2019 Board meeting were presented for approval. It was moved by Vice-Chairperson Dan Merritt and supported by Director Janice B. Cislo to approve the minutes as presented. A voice vote unanimously approved.

WDDDA: The minutes from the April 2019 Board meeting were presented for approval. It was moved by Acting Secretary/Treasurer Jackie Lovejoy and supported by Director Mohammed Hider to approve the minutes as presented. A voice vote unanimously approved.

VI. Treasurer's Report

A. Receive & File Report

EDDDA: Maria Buffone from Finance reviewed the financial statement dated April 29, 2019. Revenue to date totaled \$947,651. Total expenditures totaled \$841,682. The current cash position equals \$1,161,624.00 and it is estimated the EDDDA's cash position at the end of the fiscal year would be \$547,517. Maria also noted that carry forwards from the prior fiscal year are not yet reflected in the reports.

Chairman Scott Saionz asked that the minutes show the Treasurer's Report as received and filed.

WDDDA: Maria Buffone from Finance reviewed the financial statement dated April 29, 2019. Revenue to date totaled \$951,775. Total expenditures totaled \$563,776. The current cash position equals \$1,093,223.00 and it is estimated the WDDDA's cash position at the end of the fiscal year would be \$535,796. Maria also noted that carry forwards from the prior fiscal year are not yet reflected in the reports.

Chairman Scott Saionz asked that the minutes show the Treasurer's Report as received and filed.

VII. Action Items (Part 1)

Due to East not having a quorum, West DDDA Action Items were moved to beginning of actions items. Joint and East DDDA Action Items were held until quorum met.

A. WDDDA Actions Only

1. Farm to Table Liquor License

Resolution introduced to obtain a Special Event Liquor License for Farm to Table. The WDDDA resolved to authorize the application for the Special Event Liquor License for June 15, located at 22001 Michigan Ave. adjacent to Wagner Place West. The WDDDA authorizes the following expenditures: \$50 for application fee to be reimbursed to POW! Strategies, Inc. and up to \$1500 for the insurance bond with Nickel & Saph. The WDDDA authorizes the Chairperson, Vice Chairperson and Acting Interim Secretary to execute liquor license. The WDDDA further authorizes the Executive Director to execute a contract with Nickel & Saph for the special event liquor license bond. For WDDDA, Director Jackie Lovejoy motioned to approve; seconded by Mayor Jack O'Reilly. Voice vote passed unanimously.

2. Wagner Park Amenities

Resolution to expend \$3284 plus shipping costs from 296-6100-911-51-00 to purchase fabric bollard covers for \$1233.98 and Class III Barricades \$2049.50. These funds come from \$15,000 already budgeted for FYE2019 and FYE 2020 for Wagner Park event amenities. For WDDDA, Director Mark Guido motioned to approve; seconded by Director Jackie Lovejoy. A voice vote passed unanimously.

2a. Wagner Park Event Amenities - Electrical Panel

Resolution introduced in meeting to give authority to WDDDA Executive Director to make electrical panel decision for Wagner Park location if cost is under \$3000. For WDDDA, Mayor Jack O'Reilly motioned to approve; seconded by Director Jackie Lovejoy. A voice vote passed unanimously.

3. Farmers Market Vendor Amendment

This amendment to the Farmers & Artisans Market_Service Providers notes reduction in price for Aframe signs, so to move from PostNet as original supplier, to Malkomedia, due to cheaper price. For WDDDA, Director Mohammed Hider motioned to approve; seconded by Mayor Jack O'Reilly. A voice vote passed unanimously.

4. Friday Nites Vendor Amendment for Banners

This resolution is to create patches to apply to banners to indicate new location of events at Wagner Park. It is resolved that the WDDDA authorizes \$540 from the Community Promotions budget #296-6100-911-51-00 for banner patches provided by Malkomedia. It is further resolved that the WDDDA Director is authorized to execute contract on behalf

of WDDDA. For WDDDA, Director Jackie Lovejoy motioned to approve; seconded by Director Mohammed Hider. A voice vote passed unanimously.

VIII. Discussion Items

No items brought forth at this time.

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.

ECD Report:

XI. Action Items (Part 2)

Quorum was met for East DDDA at 9:15am so continued with Action Items for Joint and East DDDA.

A. Approval of the April 2019 Meeting Minutes

EDDDA: The minutes from the April 2019 Board meeting were presented for approval. It was moved by Vice-Chairperson Dan Merritt and supported by Director Janice B. Cisko to approve the minutes as presented. A voice vote unanimously approved.

B. Joint Action Items

1. Network Relocation

Resolution introduced to approve relocating internet and network equipment to a storage room in DDDA office suite and authorize rewiring and cable installation in the new equipment area. This work will be done by CBTS for \$2239.97, to be split evenly between EDDDA and WDDDA. It further states EDDDA and WDDDA will split the cost of \$561 evenly to purchase new firewall with Jensen IT. The resolution authorizes Executive Director to execute a contract with CBTS for this work. Motion to approve for EDDDA was made by Director Mark Guido; Mayor Jack O'Reilly seconded. A voice vote passed unanimously. Motion to approve for WDDDA was made by Director Jackie Lovejoy; Mayor Jack O'Reilly seconded. A voice vote passed unanimously.

2. Comcast Cable Contract

Resolution introduced to execute contract with Comcast cable for Internet services and equipment at a total cost of \$187.50 per month, split evenly between EDDDA and WDDDA. A one-time installation fee of \$49.00 will also be split evenly between EDDDA and WDDDA. Mayor Jack O'Reilly moved to approve for EDDDA; Director Mark Guido seconded. A voice vote passed unanimously. Director Jackie Lovejoy moved to approve for WDDDA; Director Mohammed Hider seconded. A voice vote passed unanimously.

2a. Artspace Connector Internet and Phone

Resolution introduced in meeting to amend Artspace agreement to end internet and phone utilities charges in lease contract. For EDDDA: Director Mark Guido motioned to approve; seconded by Director Jackie Lovejoy. A voice vote passed unanimously. For WDDDA: Mayor Jack O'Reilly motioned to approve; seconded by Director Mark Guido. A voice vote passed unanimously.

3. Ladies Night Transportation

Resolution introduced to approve reimbursing POW! Strategies for transportation services due to cancellation of transportation provider week of event. \$500 cost is to be split evenly between EDDDA and WDDDA. For EDDDA, Director Janice Cislo moved to approve; seconded by Director Jay Kruz. A voice vote passed unanimously. For WDDDA, Director Mark Guido motioned to approve; seconded by Mayor Jack O'Reilly. A voice vote passed unanimously.

4. Volunteer T-shirts

Resolution introduced to approve purchase of volunteer t-shirts. EDDDA will get 100 out of 150 shirts for \$620. WDDDA will get 50 out of the 150 shirts for \$320. The Executive Director was authorized to initiate a contract with Printcotee LLC for 150 shirts at a total cost of \$940. For EDDDA, Mayor Jack O'Reilly motioned to approve; seconded by Director Jan Cislo. A voice vote passed unanimously. For WDDDA, Director Mohammed Hider motioned to approve; seconded by Director Jackie Lovejoy. A voice vote passed unanimously.

5. Event Photography

Resolution introduced to build an inventory of photography for EDDDA and WDDDA. The EDDDA authorizes up to \$1875 from the photography budget #297-6100-911-51-00 for FYE2019 and FYE2020 for summer event and general district photography. This resolution authorizes the Executive Director to execute the contracts with On Location Photography and JWhite Photography. For EDDDA, Director Jan Cislo motioned to approve; seconded by Director Jay Kruz. A voice vote passed unanimously.

For WDDDA, authorizes up to \$3100 from Photography budget #296-6100-911-51-00 for FYE 2019 and FYE 2020 for summer event and general district photography. The WDDDA authorizes the Executive Director to execute contracts with On Location

Photography and JWhite Photography. For WDDDA, Director Jackie Lovejoy motioned to approve; Director Mohammed Hider seconded. A voice vote passed unanimously.

For both resolutions, it was noted to include a minimum picture threshold for both EDDDA and WDDDA.

C. EDDDA Actions Only

1. Spring Perennial Exchange Speaker Change

The speaker cancelled so this was a No Action item.

XII. Call to Board of Directors

Director Janice Cislo noted that tents are in the parking lot against mural near Jay's in city lots. It was noted council had approved them for Ramadan.

It was noted that portajohn in front of Wine Captain was still there.

Council recently approved outdoor seating for M Cantina.

Green Brain Comics held a free comic book day, Vice-Chairperson Dan Merritt noted. Over 1200 people were in attendance and over 400 pounds of food donations collected. He also noted Mayor O'Reilly attended.

Acting Secretary/Treasurer Jackie Lovejoy had one ticket available for a board member to attend the May 21 Michigan Chamber Day. She encouraged everyone to the June 19 Taste of Dearborn. Tickets are buy one, get one free with code. Visit dearbornareachamber.org for details on these and other events.

Chair Sam Abbas commented that parking is getting worse at Wagner area. Mayor O'Reilly mentioned concern of structure always being full.

Chair Sam Abbas commented that trash hauler GFL not making regular pickups. He also noted that residents are dumping garbage in bins. Businesses are being ticketed.

Chair Sam Abbas mentioned he is currently in litigation regarding Yogurtopia.

It was also mentioned, August 2 is Cruise in Dearborn.

Director Karen Nigosian asked where streets were to close for June 7 and if her building would be blocked.

Cristina Sheppar-Decius introduced new Operations Manager, Janet Bloom who started May 15, 2019 and new summer intern, Baileigh Pomrenke, who started May 13, 2019.

XIII. Call to Audience

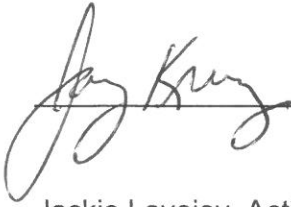
No business/announcements.

XIV. Adjournment

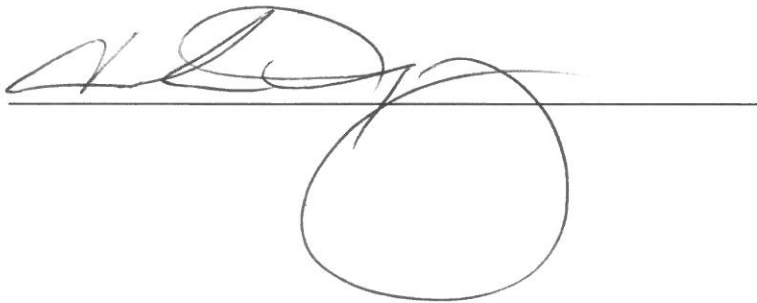
Chair Saionz adjourned meeting at 9:40 am.

Approved by:

Jay Kruz, Secretary-Treasurer, EDDDA

A handwritten signature in cursive script, appearing to read "Jay Kruz", written over a horizontal line.

Jackie Lovejoy, Acting Secretary-Treasurer for May 2019 meeting, WDDDA

A handwritten signature in cursive script, appearing to read "Jackie Lovejoy", written over a horizontal line. The signature is highly stylized and includes a large circular flourish at the end.

