

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

September 16, 2021

8:00 – 9:30 AM

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

MINUTES

MEMBERS PRESENT

WEST DDA: Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Thomas Clark, Director Mark Guido, Director Jackie Lovejoy (arrived 8:10 a.m., left 9:18 a.m.), Director John McWilliams, Director Karen Nigosian (arrived 8:09 a.m.), and Director Audrey Ralko

EAST DDA: Vice-Chairperson Eric Woody, Secretary-Treasurer Matthew Dietz, Mayor Jack O'Reilly, Director Janice Cislo, Director Mark Guido, Director Jay Kruz (left 8:53 a.m.), and Director Kamal Turfah (arrived 8:08 a.m., left 9:18 a.m.)

MEMBERS ABSENT

WEST DDA: Chairperson Sam Abbas, Vice-Chairperson Mohammed Hider

EAST DDA: N/A

NON-MEMBERS PRESENT :

CITY OF DEARBORN: Jeff Watson (ECD), Hassan Sheikh (ECD), Licia Yangouyian (Legal), Moe Almaliky (Finance), Sarah Cornett (Council Office), Cristina Sheppard-Decius (DDDA), Frank Bellino (DDDA) Janet Bloom (DDDA), Helen Lambrix (DDDA), Cathleen Francois (DDDA), Steve Deisler (DDDA)

OTHERS: Mike Kirk (NeumannSmith Group), Ali Nasser (Property Owner), Nasser Beydoun (Business Owner)

I. Call to Order

EDDDA Vice Chairperson Eric Woody called the meeting to order at 8:07 am

II. Roll Call

EDDDA Secretary-Treasurer Matthew Dietz called the roll for Board Members for East DDDA. A quorum was present.

WDDDA Secretary-Treasurer Jeff Lynch called the roll for Board Members for West DDDA. A quorum was present.

III. Joint Meeting Chair for August 2021: Vice Chairperson Eric Woody

(WDDDA Chairperson Sam Abbas was not present)

IV. Approval of Minutes

Joint Meeting - August 19, 2021

- A. EDDDA - A motion to approve the minutes was made by Director Jay Kruz, seconded by Secretary-Treasurer Matthew Dietz. Voice vote passed unanimously. Motion passed. Minutes approved.
- B. WDDDA - A motion to approve the minutes was made by Director Mark Guido, seconded by Director Thomas Clark. Voice vote passed unanimously. Motion passed. Minutes approved.

V. Treasurer's Report

EDDDA: Moe Almaliky from Finance reviewed the financial statement dated August 31, 2021. Revenue to date totaled \$19,520. Total expenditures totaled \$50,365. The current cash position equals \$1,001,133 and it is estimated the EDDDA's cash position at the end of the fiscal year would be \$545,321.

WDDDA: Moe Almaliky reviewed the financial statement dated August 31, 2021. Revenue to date totaled \$25,951. Total expenditures totaled \$30,149. The current cash position equals \$1,368,326 and it is estimated the WDDDA's cash position at the end of the fiscal year will be \$1,230,663.

The Treasurer's Report was received and filed for both EDDDA and WDDDA.

VI. Action Item

A. Regular Action Items

- 1. **Joint Board Actions**
 - a) **Attendance Waiver**

The EDDDA and WDDDA board members have provided their reasons for absences for the 2021 calendar year for absence waiver consideration.

The following EDDDA and WDDDA Board Members have met the criteria for absence waivers for July 2021 and August 2021 regular board meetings, excluding any special board meetings:

EDDDA:

Jay Kruz - July;

Heidi Merino - July - since resigned, no waiver requested

WDDDA:

Karen Nigosian - July;

It is resolved that the EDDDA agrees to approve the presented absence waivers and excuses the absences as indicated of Jay Kruz and Heidi Merino, for monthly meetings conducted in July 2021.

It is resolved the WDDDA agrees to approve the presented absence waivers and excuses the absences of Karen Nigosian for monthly meetings conducted in July 2021.

For EDDDA, motion to approve was made by Director Kamal Turfah, seconded by Director Janice Cislo. A voice vote passed unanimously. Motion passed.

For WDDDA, motion to approve was made by Director Jackie Lovejoy, seconded by Mayor Jack O'Reilly. A voice vote passed unanimously. Motion passed.

2. EDDDA Actions only

a) None at this time.

3. WDDDA Actions only

a) Open Door Dearborn Grant Applicants

i. 22085 Michigan Avenue - Real Estate 1000, LLC

Real Estate 1000 LLC., Ali Nasser (applicant) owns an existing commercial office / retail building located at 22085 Michigan Avenue in

the WDDDA. The applicant is proposing to renovate the building exterior and remodel and divide up the main floor interior into 3 commercial units. The applicant has applied for Level III of the Open Door Dearborn grant program in the amount of \$10,000 for facade improvements including exterior window treatments, brick replacement, metal paneling and new doorways along Michigan and Mason, and has provided three quotes per the grant requirements.

A Special Meeting was held by the Design/Economic Vitality Committee on September 7, 2021 to verify and approve the design details of the facade. The Design/EV Committee recommends to the WDDDA Board funding Real Estate 1000, LLC for Level III facade improvements up to \$10,000 motioned by Mark Guido and seconded by Jackie Lovejoy; and roll call vote of support by all four ayes: Mike Kirk, Hassan Sheikh ; and no nays.

It is resolved the WDDDA awards a Level III grant up to \$10,000 from the Open Door Dearborn Business Grant Program from account #296-6100-911-34-90 to Real Estate 1000, LLC for 22085 Michigan Avenue; and subject to review and approval of Corporation Counsel.

For WDDDA, motion to approve was made by Director John McWilliams, seconded by Director Karen Nigosian. A voice vote passed unanimously. Motion approved.

ii. 22085 Michigan Avenue - District 12

District 12, Trio Restaurant Group LLC, Nasser Beydoun (applicant) plans to relocate, build out and remodel the main floor windows of the former Bailey's Sports Bar located at 22085 Michigan Avenue in the WDDDA. The applicant has received site plan and design plan approval from the City. The property owner, Ali Nasser, has started on some of the demolition. The applicant agreed to not begin work on the interior and sign until an Open Door Grant was submitted and the review and approval process was completed.

The applicant has applied for Level I and Level III of the Open Door Dearborn grant program in the amount of \$10,000 for exterior window treatments, brick replacement, metal paneling and new doorways for a total investment of \$155,000 by the applicant by the end of 2021.

Per the building owner, the main floor will be used for 3 new tenants, District 12 will relocate into the first space facing Michigan, a small office or retail use (TBD) in space 2 and a new Steakhouse restaurant will

occupy the third space in the back off Mason St.

A Special Meeting on September 7, 2021 was held by the Design/EV Committee. The committee verified and approved the design details of the restaurant floor plan and supported the outdoor seating area along Mason Street. The Design/EV Committee recommends to the WDDDA Board funding District 12, Trio Restaurant Group LLC, for Level I (signage at \$2,500) and Level III (interior construction at \$7,500) improvements up to \$10,000 motioned by Mark Guido and seconded by Jackie Lovejoy with the condition that the applicant submits 3 quotes for both signage and interior improvements and secures all required building and sign permits.; and roll call vote of support by four ayes: Jackie Lovejoy, Mark Guido, Mike Kirk and Hassan Sheikh ; and no nays.

It is resolved the WDDDA awards Level I (\$2,500) and Level III (\$7,500) grants up to \$10,000 from the Open Door Dearborn Business Grant Program to District 12, Trio Restaurant Group LLC, from account #296-6100-911-34-90, contingent on meeting requested conditions by Design/EV Committee; and subject to review and approval of Corporation Counsel.

For WDDDA, motion to approve was made by Director Thomas Clark, seconded by Director Karen Nigosian. A voice vote passed unanimously. Motion approved.

b) Brand Contract Amendment

The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) are preparing for Fall and Winter events, programming, marketing and promotions in the districts through the end of the calendar year to grow the economy and engage the community in redevelopment efforts. These efforts will need marketing and promotional materials, which will require an amendment to the branding contract with Octane Design in an amount of \$25,000 to be split equally between the EDDDA and WDDDA.

It is resolved the WDDDA agrees to approve expenditures up to \$12,500 with Octane Design for graphic design of additional marketing and promotional materials for Fall and Winter programming, expending from account #296-6100-911-51-00. It is also resolved the Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA with Octane Design, subject to review and approval by Corporation Counsel.

For WDDDA, motion to approve was made by Director Jackie Lovejoy, seconded by Mayor Jack O'Reilly. A voice vote passed unanimously. Motion passed.

c) Dearborn Historical Museum Beer Tasting Partnership

The Dearborn Historical Museum, a registered 501(c)3 non-profit, is hosting their annual craft beer festival on October 8, 2021, as a fundraiser for the Museum's ongoing renovations of three historic 1830's buildings. The event has moved from the Brady property to the West Downtown parking lot off the Commandant's Quarters at Michigan Avenue and Monroe Street, fostering a unique opportunity for the WDDDA to partner with the Dearborn Historical Museum supporting this event and reach over 150 attendees.

The Dearborn Historical Museum proposes a co-sponsorship of \$2000. In recognition of the sponsorship, the Dearborn Historical Museum will offer a year (four issues) of full-page advertising space in their quarterly magazine *The Dearborn Historian*, on-site table display, recognition on the event flyer, program and promotional materials, and up to 8 tickets to the event.

It is resolved the WDDDA agrees to expend \$2,000 to the Dearborn Historical Museum for sponsorship of the annual craft beer festival, expending from account #296-6100-911-51-00. It is also resolved that the Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA with Dearborn Historical Museum, subject to review and approval by Corporation Counsel.

WDDDA, motion to approve was made by Director Jackie Lovejoy, seconded by Director Karen Nigosian. A voice vote passed unanimously. Motion passed.

VII. Discussion

A. EDDDA Open Door Dearborn Fund Reallocation

The boards approve \$40,000 per district annually for the Open Door Dearborn grant program. The funds are half exhausted now and we are at the beginning of a fiscal year. There are four more businesses interested in obtaining Open Door Grants for building improvements in EDDDA. Cristina urges the board to consider a reallocation of funds from other projects where funds are likely not needed or can be reduced in size, in order to further assist businesses within the district to improve their properties. This can be done on a case-by-case basis as funds are reviewed.

B. Michigan Main Street Application

The Michigan Main Street Management group let it be known that the DDDA bid to receive Michigan Main Street designation will likely not be approved at this time, due to the lack of an established 501c3 and needed fund sourcing documents such as pledges from supporting businesses. The group agreed that it would be better to wait to submit a new application until more of the required application steps are in place. Therefore, the

Michigan Main Street Application will be postponed until 2022. We will continue to work on the goals and objectives outlined in the application process to further the success of our DDDAs and continue to work towards creating the necessary structure for better position in 2022. Mike Kirk noted that we are a complex applicant for them in that we are an urban area, much further along in our planning and execution as DDDAs, and we are two downtowns. Cristina Sheppard-Decius stated that other applicants may need more assistance than us as they are launching DDAs so they may view it as able to apply their resources to them with greater impact.

VIII. Old Business

A new Project Management Report was introduced to the digital Supplemental Package for Board review of ongoing projects and programs that the DDA Management team and committees are working on.

Platform Dining in EDDDA - Planters are finally being installed by W H Canon. However, 28 platform pieces were stolen. A police report and insurance claim will be filed and replacement is in process.

DDDA Management team met with WH Canon and Purchasing regarding upcoming needs and assessment of quality of work in the recent past. W H Canon is suffering workforce shortage and recognizes the need to adjust in order to honor contracted work. Beckett & Raeder is finalizing City Hall Park redesign drafts for review with the Advisory Committee, which will happen within the next couple weeks. Further review plans include an opportunity for public review and discussion at a later date.

A Mobility MOU has been submitted for review of the company SPIN for scooter share program, and MOGO for bike share program. Final review and decisions are forthcoming.

DDDA Management team and Purchasing met with Premium Snow Removal about the upcoming winter season needs, and reviewed billing and contract issues. It is noted that RFPs from the city to procure new service may be challenging as many companies are short-staffed and RFPs for contracted work are slow to come. DDDA Management recommends continuing the contract with Premium with the understanding that a discussion regarding issues was productive and the Premium will work to be more cognisant of weather reports and more proactive in responding to the needs of the districts.

IX. Committee Reports

Promotions Committee: Cathleen Francois - wrapped up Summer Music Series Music in the Park and Silent East Disco. The last couple Music in the Park events were very successful with great entertainment, and were well attended. Perennial exchange is September 18th, Friends of the Rouge will be on site to offer information about native plants and ecosystem. Adopt a Tree Well is lighter this year than usual, new signs are in the works. She notes that being short-staffed and flood issues may be hampering participation. Pumpkin Carving & Trick or Treat is well underway to being finished up in planning, with a photographer to be chosen in the next week. Thank you to Blick, Westborn Market and Dearborn Fresh for their support with art supplies and pumpkins.

Holiday vignettes are being conceptualized -- places to give you a shot of holiday fun, including pop up holiday entertainment, decor, refreshments and to use as a selfie station. Looking at two to four per district. SMART Stuff a Bus for Toys for Tots is being planned. Shop Small Kick off on Nov. 27 will be used to replace Winterbreeze in EDDDA. Winterfest is shaping up to be a Winter Wonderland in WDDDA with more crafters and activities planned. We are talking with Frank (DDDA Intern) about getting more engagement with student population in our downtown businesses. Frank Bellino was formally introduced at meeting as the DDDAs newest intern from Uof M-Dearborn.

Design/Economic Vitality Committee:

No updates.

Bike Share Committee:

No updates.

X. DDDA Executive Management Team & ECD Reports

Jeff Watson:

Hyatt sold to NY investment co. City Staff had a conference call with real estate broker to begin due diligence conversation and approval process. Buyer is a well-established company that is positioned well to handle renovation. Building to be renovated into apartments, boutique hotel, shops and restaurants. They currently have a portfolio of over 15,000 nationwide.

City working with CBRE to market city property. Michigan/Howard Tuxedo property - doing analysis internally to get that ready for market. Brady/Michigan - land survey done by end of September, will work with CBRE to get that to market. Empty lot between parking structures on West Village Drive has a development agreement attached to it from twenty years ago. ECD team is going to see if City Council will remove the agreement or leave as is and then this property will go up by October.

West Village Drive has landscaping and hardscaping to be done, work has been put off by the construction of the building at West Village Drive and Mason. Planning for next spring for this work to be done.

Small Business Grant program still in place. Micro businesses can get up to \$5,000 and Small businesses can get up to \$15,000 in reimbursement grants for expenses. City staff is available to help businesses with this process.

XI. Call to Board of Directors

Jackie Lovejoy: Chamber Choice event with 330 participants is happening tomorrow. Chamber to roll out the program Perfit-- an Etsy-like marketplace for local businesses and vendors that includes sales and delivery of items of the vendor's choice. Vendors

pay \$20 a month and get paid same day for any sales. The program utilizes delivery services such as Uber Eats and DoorDash to make deliveries of orders. Curbside and pickup is also available. If businesses already have Etsy, it is a seamless integration.

XII. Call to Audience

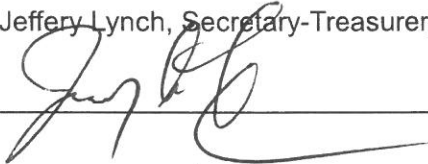
Nasser Beydoun stated during the Open Door Dearborn grant review that he would like the DDDA to consider moving the bike rack in front of District 12 currently further down to free up three parking space. Cristina Sheppard-Decius will review.

XIII. Adjournment


Meeting adjourned at 9:25 am. A motion was made by Director Mark Guido, seconded by Vice-Chairperson Eric Woody.

Approved by:

Jeffery Lynch, Secretary-Treasurer, WDDDA



Matthew Dietz, Secretary-Treasurer, EDDDA



10/21/2021