



EAST AND WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITIES BOARD OF DIRECTORS MEETING

THURSDAY, AUGUST 19, 2021

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

****IN-PERSON****

**Dearborn Administrative Center - Council Chambers
16901 Michigan Avenue, Dearborn, MI**

- I. Call to Order** Vice Chairman Eric Woody
- II. Roll Call** Secretaries Dietz & Lynch
- III. Joint Meeting Chair for July 2021: Vice Chairman Eric Woody**
- IV. Approval of Regular Meeting July 2021 Minutes:**
- V. Treasurer's Report** Finance/Treasurers
- VI. Action Items** (40 min.)
 - A. Regular Action Items**
 - 1. Joint Board Actions**
 - a) Attendance Waivers
 - b) Purchasing Policy
 - c) Brand Contract Amendment
 - d) 2022 Event Schedule
 - e) Event Portajohns Amendment
 - 2. EDDDA Actions Only**
 - a) Rodent Remediation at Schaefer and Osborn
 - b) Music in the Park Amendment
 - c) Executive Committee
 - 3. WDDDA Actions Only**
 - a) Zap! Artist Final Selection
 - b) Dearborn Farmers Market Amendment
 - c) Tunes at Noon Amendment
- VII. Old Business**
- VIII. Committee Reports**
- IX. DDDA Executive Management Team & ECD Reports**
 - A. Development Report**
- X. Call to Board of Directors**
- XI. Call to Audience** 3 min./guest
- XII. Adjournment**

AGENDA OVERVIEW

JOINT ACTIONS

Attendance Waivers

As discussed at the July Joint Board meeting, a regular process of the Boards should be to provide waivers for Board members' absences either as requested by the member or as a monthly standard with its meetings. To be consistent, the latter is recommended so that issues with attendance can be addressed immediately. The Boards, via its bylaws, may provide a waiver for absence for extenuating circumstances. Attached is a resolution for the waivers of attendance for the calendar year thus far.

Purchasing Policy

Last month, the WDDDA tabled this item to the next meeting so that Legal Counsel could thoroughly review. The DDDA Executive Committees and Legal have now reviewed, made modifications and is recommending the approval of the DDDA Purchasing Policy attached in the supplemental packet. Modifications include a more definitive process for solicitation of quotes under \$3000, as well as removing duplicative items already in the City's Purchasing Policy.

In the course of performing the regular business of the East & West Dearborn Downtown Development Authorities (DDAs), an undefined purchasing policy results in unnecessary project implementation delays, lengthy Board meetings, redundancy with multiple resolution amendments for projects and programs and management efficiency. It has negatively impacted Board meetings and keeps the Boards from focusing on the big picture and strategies of redeveloping the downtowns when having to approve every purchase no matter what size of purchase.

In the interest of expediting many of the minor purchasing decisions that arise in the course of mobilizing the programs and projects of the DDAs' approved annual budgets, transformational strategies and economic development marketing strategy, this policy shall provide the policies and procedures necessary for the conduct of purchasing activities of the DDAs and establish Board approved limits of authority for the Manager of the DDAs. The policy below mirrors the City of Dearborn's Purchasing Policy for ease of implementation between the DDAs and the City of Dearborn, financial management, and in accordance with Public Act 57 and the Uniform Administrative Requirements for Federal awards (2 CFR Part 200). It also ensures the fair and equitable treatment of all persons who deal with the procurement system and fosters effective broad-based competition within the free enterprise system.

To summarize the policy, the policy allows for the Manager of the DDAs to purchase budgeted items up to \$10,000 without additional approval from the Board. All items over \$3,000 will require following the City's competitive bidding process. All items over \$10,000 will need Board approval.

Brand Contract Amendment

Under the branding contract with Octane Design, all of the graphic design for the events, promotions, communications and programs of the DDDAs were produced. The plan was to develop standards of design for each of the events/programs for the first year of the rebranding. Also, knowing that we would need to add additional funding to the contract on an annual basis to produce the graphics needed to support the events and programs moving forward. The DDDAs budgeted \$60,000 split equally for FYE2022 for these annual graphics. The annual average cost for graphic services for the events, programs and communications averaged about \$75,000 for FYE2021. As we move into the Fall and Winter promotions, it is estimated to be \$25,000 based on the anticipated programs and events through the end of the calendar year. As we finalize the 2022 calendar and program needs over the course of this month, the remainder of the fiscal year needs for branding budgeting will be brought forth later this year. The resolution attached authorizes an additional \$25,000 for the contract.

The website, annual report, business recruitment package and video, and a few other projects identified for the branding contract will still be produced with the funding previously authorized by the Boards.

2022 Event Schedule

Attached in the supplemental packet is the recommended event schedule for 2022. As a process, it is recommended that the Boards approve the annual schedule in order for the Boards to discuss and determine which events to continue with each year. Also attached is an event ROI that consists of events to date, but also data from previous years for those events not held this past year due to COVID. The Promotions Committee has reviewed and discussed the 2022 Schedule in depth, and this is the product of those discussions and anticipated changes the Executive Management team projects.

It is important to remember that having a balance of events and promotions throughout the year, looking at the type of event, intended audience/goal and where there might be gaps in the programming. There are four types of events and promotions that a downtown should support and/or host:

- Signature Events –these are intended to build awareness of the downtown and usually draw in significant crowds both within and outside of Dearborn. These are not meant to ring registers of local businesses, but every effort to create that synergy should still be explored.
- Community Events –these are goodwill events that keep the community engaged and connected, and truly enjoying their downtown on a consistent basis.
- Retail & Restaurant Promotions –these are meant to ring registers of downtown businesses.
- Educational/Outreach/Branding Promotions –these are meant to grow engagement and/or recognition of the downtown brand.

A chart of this past year's event is attached as well showing this analysis, which also takes in what the Promotions Committee considered for 2022.

In summary, the Promotions Committee recommended the following changes:

- First and foremost, the committee felt that due to COVID and the number of challenges, changes and cancellations of events this past year, it was too soon to just completely eliminate an event that may be just getting its legs beneath it.
- Reduce the number of music events per week because it was too difficult to market these events properly on social media without either bifurcating the audience or cannibalizing each other. All music events in the East will be held on Wednesdays throughout the summer season to build consistency.
- Bring back Jazz on the Ave, rename it Dearborn Jazz on the Ave; flip the start to the beginning of June so it helps to build an audience for the music events that follow later in the summer; add a farmers and artisans market as well as opening local, diverse bands to draw in the local community; and develop business tie-ins and promotions.
- Combine the Music in the Park and Silent Disco into a Mosaic of Music, alternating Wednesdays. Also, while the Silent Disco was fun and cool, an outsider's perspective watching the event didn't understand what it was, but the DJ aspect was what everyone really enjoyed. So, incorporating a mix of different types of bands and DJs that will draw in the local community is what is recommended, but nothing silent.
- Add a Christmas in July retail promotion that encourages shopping in the districts, and for that week, put a Christmas theme to all of the events.
- Add Ramadan retail & restaurant promotions showcasing the businesses open late, as well as partnering with the City or other organizations on pop-up events in the downtown.
- Host a kick-off event for Shop Small, collaborating with businesses, artists and bakeries around town.
- Add an Earth Day week-long promotion that helps to provide businesses resources to be more earth-friendly, encourage consumers to shop earth-friendly products at local businesses and conduct earth-friendly activities in the downtown.
- Support Juneteenth celebration that is coordinated by the City or other organization, but the EDDDA should not be the organizer. This is a community-wide celebration and should be structured as such. Also, closing down Michigan Avenue is not recommended if a stroll and roll type of event is held in the future, rather recommend that it travels local roads to parks throughout Dearborn, east to west, north to south.
- Diversity, Equity and Inclusion Panels –take this to the next step that creates an action plan as to how the City will grow its equitability and inclusion. These should be structured as a community planning forum in collaboration with or led by the City that will lay a framework as to steps we can all take to be more equitable and inclusive. Therefore, moving away from a panel event on a monthly basis, and turning it into engagement sessions and/or focus groups that set a long-term plan. A schedule is not set.
- Farmers Market –the goal is to establish a market shed/shelter by 2022.
- Fridays Nights & Kids Days will return!

For a full summary description of each of these events, please refer to the supplemental packet.

Event Portajohns Amendment

At the beginning of the season, Scottie's Potty's was contracted to cover the first half of the event dates for the season with portajohns, and anticipated contracting with Brendel's for the remainder of the season. Brendel's since that time does not have the available staffing for servicing the portajohns for the remainder of the season, and the Executive Management team pursued quotes from other companies to provide this service. Scottie's Potty's came in as lowest cost provider and Purchasing has approved the use of this service provider since it has come in over the total \$3000 threshold for bids. Resolution attached authorizes Scottie's Potty's for the remainder of the season.

EAST DDDA ACTION ITEMS ONLY

Rodent Remediation

The Executive Management Team was notified of a health and safety issue at the corner of Schaefer and Osborn related to a rodent infestation. Baiting and remediation plan at a cost of \$265 includes the initial treatment of rat burrows, follow up twice in first week, then one time a week for two weeks. Additional service requests are \$65 per service in the following month. Rose Pest Solutions will inform if additional service is warranted after the initial thirty (30) day program; The resolution attached authorizes the emergency expenditure in an amount up to \$460.

Music in the Park Amendment

Due to the unauthorized contract cancellation from a former Board member of the sound provider of Music in the Park, the service provider (Bruce Bailey Entertainment) lost his sound tech scheduled for the September dates of Music in the Park (previously rescheduled from June rain out dates) and is no longer able to provide that service. It is unfortunate that this transpired, but we are working through a final agreement with Bruce Bailey Entertainment and a payment structure based on the dates they are not able to perform since it was based on a season cost.

In the meantime, we are still in need of a new sound company for the events, and have received quotes from three different companies who have all provided services to the DDDAs in years past. The resolution is attached for the new sound and lights service provider, KLA, for September 1 & 8 events.

Executive Committee

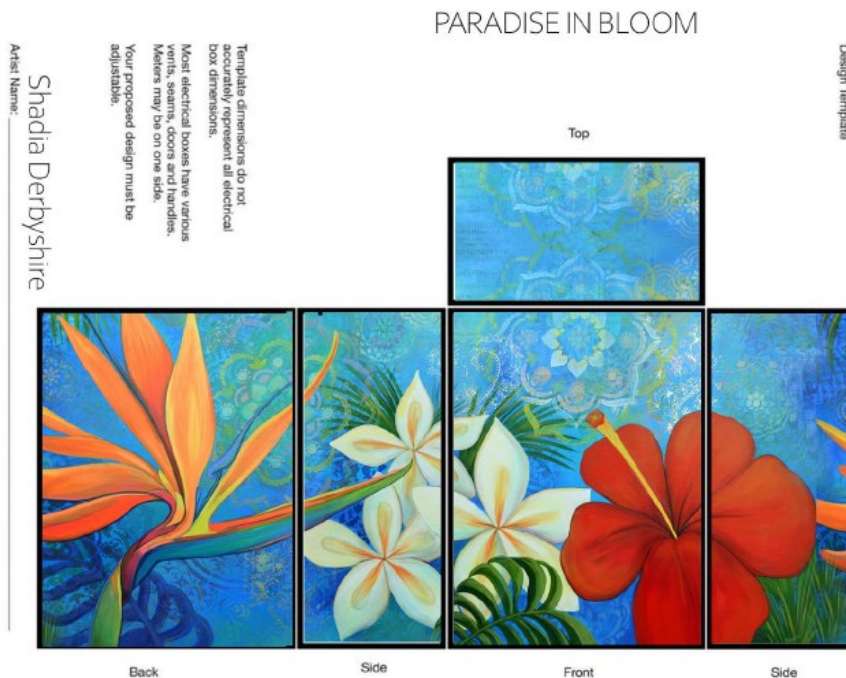
Upon the resignation of Julia Kapilango this past week, the Chair position is vacant on the Executive Committee. The EDDDA Board may choose to keep the existing Executive Committee in place and not fill the seat – wait for the January elections (the Vice-Chair would then chair the meetings for the remainder of the year); or fill the chair position; or nominate a new slate for all positions. Discussion regarding this is planned for the meeting.

WEST DDDA ACTION ITEMS ONLY

Zap! Artist Selection

The Dearborn Community Fund collected 24 applications for the Zap! Art project (utility box) for West Village Drive between Mason and Monroe on behalf of the WDDDA. The Design/EV Committee met with DCF to review submittals and determine the three artists that will participate on September 10 with the art installation during the Community Day at the Farmers Market. The selection was based on the criteria and requirements outlined in the application (see in supplementals). The final selection recommended for Board support are:

Shadia Derbyshire



Biz Drouillard



Becca Simmons



Dearborn Farmers Market Amendment

Service provider modifications have been made for the Dearborn Farmers Market, as well as properly accounting for the graphic production out of the farmers market account as opposed to pulling it from the DDA's general account. Resolution is attached.

Tunes at Noon

Service provider modifications have been made for Tunes at Noon for changes in entertainment. Resolution is attached.

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

July 15, 2021

8:00 – 9:30 AM

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

MINUTES

MEMBERS PRESENT

WEST DDA: Chairperson Sam Abbas, Vice-Chairperson Mohammed Hider (joined 8:05 am), Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Thomas Clark, Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams, and Director Audrey Ralko (left at 9:40 am)

EAST DDA: Chairperson Julia Kapilango (called in from Orlando, Orange County, FL), Vice-Chairperson Eric Woody (joined 8:15 am), Secretary-Treasurer Matthew Dietz, Mayor Jack O'Reilly, Director Janice Cislo, Director Mark Guido, and Director Kamal Turfah

MEMBERS ABSENT

WEST DDA: Director Karen Nigosian

EAST DDA: Director Jay Kruz and Director Heidi Merino

NON-MEMBERS PRESENT :

CITY OF DEARBORN: Hassan Sheikh (ECD), Licia Yangouyian (Legal), Michael Kennedy (Finance), Moe Almaliky (Finance), Zeinab Hachem (Council Office), Cristina Sheppard-Decius (DDDA), Jean Smith (DDDA) Janet Bloom (DDDA), Helen Lambrix (DDDA), Steve Deisler (DDDA)

OTHERS: Hamzah Nasser (EDDDA business owner)

I. Call to Order

WDDDA Chairperson Sam Abbas called the meeting to order at 8:09 am

II. Roll Call

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

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

III. Joint Meeting Chair for July 2021: Chairperson Sam Abbas

IV. Public Session: P.A. 57 Report 2021 - #1

Presentation by DDDA Manager Cristina Sheppard-Decius and DDDA Social Media Manager Helen Lambrix. No questions from audience.

V. Approval of Minutes

A. Joint Meeting - June 17, 2021 - WDDDA - (no quorum for East)

A motion to approve the minutes for WDDDA Board Meeting on June 17, 2021 was made by Director Jackie Lovejoy, seconded by Vice-Chairperson Mohammed Hider. A voice vote passed unanimously. Motion passed. Minutes approved.

B. EDDDA Special Meeting - July 1, 2021

A motion to approve the minutes for the EDDDA Special Board Meeting on July 1, 2021 was made by Secretary-Treasurer Matthew Dietz, seconded by Director Mark Guido. A voice vote passed unanimously. Motion passed. Minutes approved.

VI. ATTENDANCE - EXCUSED WAIVERS FOR ABSENCES

Manager of the DDDAs Cristina Sheppard-Decius to provide a list of absences and create a standing resolution to be reviewed next month, allowing board to approve those that meet criteria of excused waiver status. Operations Manager Janet Bloom will reach out to Board members with absences to obtain reasons for absences for review.

VII. Treasurer's Report

EDDDA: Moe Almaliky from Finance reviewed the financial statement dated June 30, 2021. Revenue to date totaled \$909,703. Total expenditures totaled \$865,265. 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 \$479,237.

WDDDA: Moe Almaliky reviewed the financial statement dated June 30, 2021. Revenue to date totaled \$1,151,118. Total expenditures totaled \$875,917. 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 \$1,034,092.

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

VIII. Action Item

A. Regular Action Items

1. Joint Board Actions

a) FYE 2022-24 Budget Adoption

Section 28 of Public Act 197 of 1975 requires that the Directors of the both East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) prepare and submit an operating budget for each year. The EDDDA and WDDDA approved a 3-year budget for FYE2022-24 at the April 15, 2021 Joint DDDAs Board meeting, which then the City of Dearborn City Council approved and adopted the budget on June 15, 2021, as submitted by the EDDDA and WDDDA.

The EDDDA and WDDDA approve to adopt the FYE2022-24 budget as adopted by the City Council on June 15, 2021.

It is also resolved that unexpended FYE 2021 appropriations shall be carried forward for completion of EDDDA and WDDDA activities initiated by June 30, 2021.

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

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

b) Promotions Co-Chair Appointment

The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) appoint the committee members and chairpersons for the joint standing Downtown Dearborn Promotions Committee to lead community engagement in the events, marketing and promotions of Downtown Dearborn. Appointments to the standing committees shall be made annually or as vacancies arise to best maintain the standing committees. The former Chairperson, Sam Abbas, stepped down as Downtown Dearborn Promotions Chair to better focus on the WDDDA Board Chair position. The Promotions Committee recommended Matthew Dietz and Julia Kapilango of the EDDDA to Co-Chair the Downtown Dearborn Promotions Committee. The WDDDA and members in attendance from the EDDDA (no quorum obtained by EDDDA) discussed the need for balanced representation between

EDDDA and WDDDA for the Promotions Committee Co-Chair position at the June 17, 2021, Joint DDDA Board meeting. The WDDDA tabled the action to the July 15, 2021, Joint DDDA Board meeting and recommended to have the Co-Chairs of Matthew Dietz for EDDDA and Jackie Lovejoy for WDDDA.

The EDDDA & WDDDA Boards appoint Matthew Dietz of the EDDDA and Jackie Lovejoy of the WDDDA as Co-Chairs of the joint standing Downtown Dearborn Promotions Committee effective upon approval.

For WDDDA, motion to approve was made by Director Mark Guido, seconded by Vice-Chairperson Mohammed Hider. A voice vote passed unanimously. Motion passed.

For EDDDA, motion to approve was made by Mayor Jack O'Reilly, seconded by Vice-Chairperson Eric Woody. A voice vote passed unanimously. Motion passed.

c) Flood Remediation for DDDA Office

Due to recent water damage at the Dearborn Downtown office located at The Connector in Artspace Building B, the East Dearborn Downtown Development Authority (EDDDA) and the West Dearborn Development Authority (WDDDA) Board of Directors recognize the importance of remediation of the space as quickly as possible. The initial estimate from selected contractor, Servpro of Dearborn/Dearborn Heights, of almost \$5,000 is for steam and sanitizing the office and some drywall removal and repair. There will be additional expenses to be incurred such as removal of all press board wooden cabinets, shelves, desks and a credenza; and loading up boxes of items to keep into storage. Three computers were removed from the office due to water damage and three computer units will be ordered for the three work stations through the City of Dearborn, for a total cost of \$1500 per setup, for a total of \$4500.

The EDDDA authorizes expenditures to Servpro up to \$10,000, to be split equally with WDDDA, expending up to \$5,000 from EDDDA Account #297-6100-911-34-90.

The WDDDA authorizes expenditures to Servpro up to \$10,000, to be split equally with EDDDA, expending up to \$5,000 from WDDDA Account #296-6100-911-34-90.

The EDDDA authorizes expenditures up to \$4500 for the computer units, to be split equally with WDDDA, expending up to \$2250 from EDDDA Account #297-6100-911-61-90, Non-Capital Equipment.

The WDDDA authorizes expenditures up to \$4500 for the computer units, to be split equally with EDDDA, expending up to \$2250 from WDDDA Account #296-6100-911-61-90, Non-Capital Equipment.

The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA & WDDDA, subject to review and approval by Corporation Counsel.

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

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

d) Comcast Annual Advertising Plan

The West Dearborn Downtown Development Authority (WDDDA) and the East Dearborn Development Authority (EDDDA) Board of Directors recognize the importance of promoting the districts' events and shopping and dining districts via TV, cable and streaming services. The Promotions Committee has reviewed and recommends to approve an annual Comcast advertising package so the message and brand of Downtown Dearborn runs majority of weeks annually; to engage businesses, residents and visitors alike to the shops and businesses and events of Downtown Dearborn.

The WDDDA authorizes expenditures up to \$20,000 for the Comcast annual advertising package, to be split equally with EDDDA, expending up to \$10,000 from from WDDDA Account #296-6100-911-51-00.

The EDDDA authorizes expenditures up to \$20,000 for the Comcast annual advertising package, to be split equally with WDDDA, expending up to \$10,000 from EDDDA Account #297-6100-911-51-00.

The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA & EDDDA with Comcast, subject to review and approval by Corporation Counsel.

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

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

2. EDDDA Actions only

a) Dearborn Town Center Parking Deck Bond Refunding

The City of Dearborn Brownfield Redevelopment Authority (the "BRA") has previously issued its Limited Tax General Obligation Redevelopment Refunding Bonds, Series 2009A, dated as of November 10, 2009 (the "Prior Bonds"), for the purpose of paying the cost of acquiring and constructing a parking structure and related infrastructure improvements to facilitate the redevelopment of the Michigan Avenue/Schaefer Road Redevelopment Project (the "Project"), pursuant to the BRA's Brownfield Plan #7 (the "Brownfield Plan"). The EDDDA has previously pledged its tax increment revenues captured on the Project as security for repayment of the Prior Bonds.

The BRA has indicated that it intends to issue refunding bonds pursuant to Act 381, Public Acts of Michigan, 1996, as amended ("Act 381") and Act 34, Public Acts of Michigan, 2001, as amended ("Act 34"), in an aggregate principal amount of not to exceed Eight Million Five Hundred Seventy Thousand Dollars (\$8,570,000) (the "Bonds") for the purpose of paying all or part of the cost of refunding the Prior Bonds in order to achieve interest cost Savings.

It is necessary for the EDDDA to reconfirm its pledge of its tax increment revenues to the BRA in amounts sufficient to pay the debt service on the Bonds.

The EDDDA shall expend Tax Increment Financing (TIF) pursuant to the EDDDA Development and TIF Plan, Section (2) (e) D. 3) Public Facility Improvements, New Parking.

1. The Authority hereby irrevocably pledges the tax increment revenues generated by the Project and attributable to non-school operating taxes to secure the Bonds to be issued by the BRA to refinance the Prior Bonds issued for the Project. The Authority agrees to pay to the BRA from the Tax Increment Revenues received by the Authority the amounts necessary to pay principal of and interest on the Bonds as they come due in the event that other revenues are insufficient for any reason to meet such debt service obligations. The Authority further agrees that in the event the funds of the Authority are insufficient to pay the principal of

and interest on any Bonds as they become due, and the BRA pays such sums from its own funds or from the funds of the City, the BRA or the City, as appropriate, shall be entitled to be reimbursed from special assessments or other revenues to the extent available and from Tax Increment Revenues of the Authority as the same are received.

2. The Authority hereby acknowledges that the Bonds will be issued by the BRA in reliance upon the irrevocable pledge of the Authority to pay to the BRA from the Tax Increment Revenues generated by the Eligible Property in the amounts necessary to pay the principal of and interest on the Bonds.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution be and the same hereby are rescinded.
4. This Resolution shall be given immediate effect.

For EDDDA, motion to approve was made by Chairperson Julia Kapilango, seconded by Secretary-Treasurer Matthew Dietz. A voice vote passed unanimously. Motion passed

b) Free Comic Book Day Sponsorship

The East Dearborn Downtown Development Authority (EDDDA) recognizes hosting, creating and sponsoring special public and community events in East Dearborn Downtown as a means to reach the goals of increased traffic and commerce, which benefit its businesses and neighborhoods.

Green Brain Comics has invited the EDDDA to be a sponsor of its Free Comic Book Day on August 14, 2021, which offers marketing opportunities for the EDDDA.

The EDDDA authorizes an amount not to exceed \$1,000.00 from the Community Promotions General Marketing budget account #297-6100-911-51-00 in support of Green Brain Comics' Free Comic Book Day to be held August 14, 2021. The money provided by the EDDDA will be used to promote the EDDDA and the EDDDA will be listed as a sponsor in all materials.

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

c) Tent/ Table Reimbursement

The EDDDA recognizes the benefit of Marketing and Promoting businesses and activities in the District to bring visitors to the District and promote a diverse culture.

The EDDDA needed a table and tent for events held in the EDDDA. Jean Smith, Events Manager of POW! Strategies, Inc. purchased the tent and table for the events at a cost of \$119.67.

The EDDDA authorizes to reimburse Jean Smith from the Community Promotions Budget #297-6100-911-51-00 for \$119.67 for the tent and table.

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

3. WDDDA Actions only

a) Purchasing Policy

The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) have been working with the City of Dearborn Purchasing, Economic and Community Development, Accounting and Legal Departments towards a comprehensive Purchasing Policy for the Dearborn Downtown Development Authorities to improve management efficiencies, project implementation and Board processes and oversight. The Purchasing Policy defines all purchasing authorizations and processes for the WDDDA and EDDDA, including purchasing requirements, authorizations, solicitation, procurement process, local advantage, emergency purchases, and change order to contracts. The Purchasing Policy defines an authorization threshold for purchases of \$10,000 and above to be approved by the WDDDA Board. Budgeted purchases below \$10,000 shall be made by the Manager of the DDDAs without additional board approval following the Purchasing Policy. The monthly financial report provided by the DDDA accountant and treasurer shall include a list of all monthly expenditures.

The WDDDA Board voted to table the Purchasing Policy resolution as presented at its July 15, 2021, Joint DDDA Board meeting, subject to review by Corporation Counsel, and shall take immediate effect upon approval.

For WDDDA, motion to table was made by Mayor Jack O'Reilly, seconded by Vice Chairperson Mohammed Hider. A voice vote passed unanimously. Motion tabled.

b) Board of Directors Pledge of Commitment

The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) have been working on policies and procedures that will outline the expectations and demands of being an active and engaged board member for the Dearborn Downtown Development Authorities (DDDA). The Pledge of Commitment defines the roles, responsibilities and expectations of conduct for WDDDA Board members.

The WDDDA Board votes to table the adoption of the Pledge of Commitment, to be resolved after review and approval by Corporation Counsel.

For WDDDA, motion to table this appointment was made by Director Jackie Lovejoy, seconded by Director Audrey Ralko. A voice vote passed unanimously. Resolution tabled.

c) Social District Amendment

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.

The WDDDA goal is to establish areas of increased customer traffic and sales at established businesses with unique attractions. The West Dearborn Downtown Development Authority (WDDDA) wishes to establish a Social District as presented, following the guidelines provided by the State of Michigan.

The City of Dearborn City Council approved the Social District pilot project through September 30, 2021, at its February 9, 2021, meeting. Additional amenities and services will need to be acquired to maintain the Social District pilot project.

The WDDDA Board authorizes the expenditure of an additional \$65,000 for the amenities and services listed below from accounts # 296-6100-911-51-00 and #296-6100-911-34-90.

The Cup Store was the only vendor added for 10,000 cups for \$2500, from account # 296-6100-911-51-00 which would be given to participating restaurants to use in the social district.

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.

For WDDDA, motion to approve was made by Vice Chairperson Mohammed Hider, seconded by Director Jackie Lovejoy. A voice vote

passed unanimously. Motion passed.

IX. Old Business

Platform Dining in EDDDA moved from Good Burger to Koja Parking lot, and will need to be set up again. Project delayed due to delay in delivery of selected planters. Resolution suggested to authorize DDDA management to use the same amount of money to purchase planters from different source to expedite the process.

NEW RESOLUTION:

Planter purchase for Platform Dining Decor

The WDDDA & EDDDA authorize the purchase of planters up to the same cost as previous resolution but allow for flexibility to find new source to expedite the delivery of needed planters.

For EDDDA, motion to approve was made by Director Kamal Turfah, seconded by Secretary-Treasurer Matthew Dietz. A voice vote passed unanimously. Motion passed.

For WDDDA, motion to approve was made by Mayor O'Reilly, seconded by Vice Chairperson Mohammed Hider. A voice vote passed unanimously. Motion passed.

For raised planter tree well beds in EDDDA, we are pushing to have perennials in this fall.

X. Committee Reports

Promotions Committee:

Jean Smith: Dearborn Restaurant Week in March for 2022. Chamber's Taste of Dearborn has 4 restaurants committed. Event is Wednesday, October 13, 2021. Lots of rain outs for events so far this year. Dearborn Farmers Market had its best day last Friday. Movies in the Park - 120 participants on lawn then it rained out nine minutes in. 169 have registered for Movies tomorrow. Silent Disco and Music in the Park averages 25-35 per event. It had to move to City Hall Park to stairs at Artspace at corner of Michigan Ave. and Schaefer. Have sent out Google form for Trick or Treat/Adopt a Tree Well/Spooky Windows for business participants. Eric Woody: need to have a hybrid or back up plan for fall events due to Delta variant.

Design/Economic Vitality Committee:

Steve Deisler: Social District - Bar Louie signed up and is approved by the state. We are waiting on others to join in. Add City and DDA as additional insured (should have \$1 million coverage). Cost is \$250 for application fee.

Sam Abbas: maybe we don't do the Social District since restaurants aren't stepping Forward.

Facade Study - A business owner is very interested in pursuing updating two facades between Bingham and Calhoun, South of Michigan in EDDDA. Steve Deisler is working on getting better numbers to provide owner.

Bike Share - working to get MOU together. Need to pull information on Zagster Co. and provide to Legal to see if a letter should go to investment co. or if it was a bankruptcy, how are we impacted.

XI. DDDA Executive Management Team & ECD Reports

- A. Development Report- reviewed monthly report of new development projects, opportunities, and new businesses coming soon into districts.
- B. Insurance Provider / City Relationship

XII. Call to Board of Directors

Julia Kapilango wanted to recognize those who supported and participated in Juneteenth.

Jackie Lovejoy: Had a good golf outing Friday. After Hours coming up as well as other events. Check out chamber website for all details.

XIII. Call to Audience

N/A

IX. Adjournment

Meeting adjourned at 10:03 am. A motion was made by Director Jackie Lovejoy, seconded by Director Mohammed Hider.

Approved by:

Jeffery Lynch, Secretary-Treasurer, WDDDA

Matthew Dietz, Secretary-Treasurer, EDDDA

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Board Attendance Absence Waivers-EDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) recognize the benefit of engaged board members with consistent attendance at monthly board meetings; and

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

WHEREAS: The following EDDDA Board Members have met the criteria for absence waivers for January 2021 to June 2021 monthly board meetings, excluding any special board meetings:

Eric Woody - June;
Janice Cislo - January and April;
Mark Guido - June;
Jay Kruz - February;
so let it be

RESOLVED: The EDDDA agrees to approve the presented absence waivers and excuses the absences as indicated of Eric Woody, Janice Cislo, Mark Guido, and Jay Kruz, for monthly meetings conducted from January 2021 to June 2021.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Board Attendance Absence Waivers-WDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) and East Dearborn Downtown Development Authority (EDDDA) recognize the benefit of engaged board members with consistent attendance at monthly board meetings; and

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

WHEREAS: The following WDDDA Board Members have met the criteria for absence waivers for January 2021 to June 2021 monthly board meetings, excluding any special board meetings:

Sam Abbas - April and June;
Mohammed Hider - May;
Jeff Lynch - January;
Thomas Clark - April;
Karen Nigosian - February and May;
Audrey Ralko - June;
so let it be

RESOLVED: The WDDDA agrees to approve the presented absence waivers and excuses the absences of Sam Abbas, Mohammed Hider, Jeff Lynch, Thomas Clark, Karen Nigosian, and Audrey Ralko, for monthly meetings conducted from January 2021 to June 2021.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Purchasing Policy - WDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) have been working with the City of Dearborn Purchasing, Economic and Community Development, Accounting and Legal Departments towards a comprehensive Purchasing Policy for the Dearborn Downtown Development Authorities to improve management efficiencies, project implementation and Board processes and oversight; and

WHEREAS: The Purchasing Policy defines all purchasing authorizations and processes for the WDDDA and EDDDA, including purchasing requirements, authorizations, solicitation, procurement process, local advantage, emergency purchases, and change order to contracts; and

WHEREAS: The Purchasing Policy defines an authorization threshold for purchases of \$10,000 and above to be approved by the WDDDA Board; and

WHEREAS: Budgeted purchases below \$10,000 shall be made by the Manager of the DDDAs without additional board approval following the Purchasing Policy; and

WHEREAS: The monthly financial report provided by the DDDA accountant and treasurer shall include a list of all monthly expenditures;

WHEREAS: The WDDDA Board tabled approval of the Purchasing Policy at its July 15, 2021, Board meeting for corporation counsel to review;

WHEREAS: Corporation Counsel reviewed and presented modifications to the Purchasing Policy to the Executive Committee at its August 9, 2021, meeting; so let it be

RESOLVED: That the WDDDA Board adopts the Purchasing Policy as presented at its August 19, 2021, Joint DDDA Board meeting and shall take immediate effect upon approval.

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Purchasing Policy - EDDDA

Date Adopted:

Motioned by:

- WHEREAS:** The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) have been working with the City of Dearborn Purchasing, Economic and Community Development, Accounting and Legal Departments towards a comprehensive Purchasing Policy for the Dearborn Downtown Development Authorities to improve management efficiencies, project implementation and Board processes and oversight; and
- WHEREAS:** The Purchasing Policy defines all purchasing authorizations and processes for the WDDDA and EDDDA, including purchasing requirements, authorizations, solicitation, procurement process, local advantage, emergency purchases, and change order to contracts; and
- WHEREAS:** The Purchasing Policy defines an authorization threshold for purchases of \$10,000 and above to be approved by the EDDDA Board; and
- WHEREAS:** Budgeted purchases below \$10,000 shall be made by the Manager of the DDAs without additional board approval following the Purchasing Policy; and
- WHEREAS:** The monthly financial report provided by the DDDA accountant and treasurer shall include a list of all monthly expenditures;
- WHEREAS:** Corporation Counsel reviewed and presented modifications to the Purchasing Policy to the Executive Committee at its August 9, 2021, meeting; so let it be
- RESOLVED:** That the EDDDA Board adopts the Purchasing Policy as presented at its August 19, 2021, Joint DDDA Board meeting and shall take immediate effect upon approval.

Yes:
No:
Abstained:
Absent:



EAST & WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITIES (DDDA's)



Purchasing Policy

July 2021

In the course of performing the regular business of the East & West Dearborn Downtown Development Authorities (DDDA's), an undefined purchasing policy results in unnecessary project implementation delays, lengthy Board meetings, redundancy with multiple resolution amendments for projects and programs and management efficiency. It has negatively impacted Board meetings and keeps the Boards from focusing on the big picture and strategies of redeveloping the downtowns when having to approve every purchase no matter what size of purchase.

In the interest of expediting many of the minor purchasing decisions that arise in the course of mobilizing the programs and projects of the DDDAs' approved annual budgets, transformational strategies and economic development marketing strategy, this policy shall provide the policies and procedures necessary for the conduct of purchasing activities of the DDDAs and establish Board approved limits of authority for the Manager of the DDDAs. The policy below mirrors the City of Dearborn's Purchasing Policy for ease of implementation between the DDDAs and the City of Dearborn, financial management, and in accordance with Public Act 57 and the Uniform Administrative Requirements for Federal awards (2 CFR Part 200). It also ensures the fair and equitable treatment of all persons who deal with the procurement system and fosters effective broad-based competition within the free enterprise system.

The DDDAs shall follow the City of Dearborn's Purchasing and Disposition of Goods and Services Policy, Code Sec. 2-566. – 2-575, except as specifically authorized below:

PURCHASING REQUIREMENTS & AUTHORIZATION

- a) All purchases of budgeted materials, supplies or services in amount of three thousand dollars (\$3,000) or less may be made without approval of the DDDA Board of Directors, , upon approval of the Manager of the DDDAs, however, three vendor quotes and the best price and quality product or service must be obtained. In the event that three vendor quotes cannot be obtained, the attempt to obtain such quotes and the reasons why they were not obtained must be documented. The Manager of the DDDAs shall be authorized to execute contracts, subject to the review and approval of the City of Dearborn Corporation Counsel.
- b) All purchases of budgeted materials, supplies or services in an amount of more than three thousand dollars (\$3,000.00) but less than ten thousand dollars (\$10,000) shall be competitively solicited and the Manager of the DDDAs shall be authorized to execute contracts, subject to the review and approval of the City of Dearborn Corporation Counsel.
- c) All purchases of budgeted materials, supplies or services in an amount of ten thousand dollars (\$10,000.00) or more shall be competitively solicited and submitted to the DDDA Board of Directors for approval.
- d) All Open Door Dearborn Grants shall be approved by the DDDA Board of Directors.
- e) All purchases of unbudgeted materials, supplies or services may be made by the Manager of the DDDAs after approval of the DDDA Board of Directors and following

the DDDA purchasing policy and the City of Dearborn budget approval process for the DDDAs.

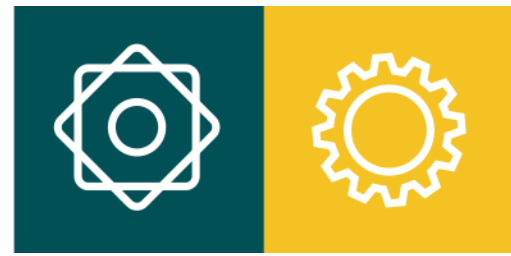
- f) DDDA Board of Directors approval is not required for: merchandise for resale, parcel/postage services, utilities, and revenue contracts.
- g) Procurements shall not be artificially divided to avoid the purchasing thresholds.
- h) The competitive bidding or quotation requirements of this policy may be waived by majority vote of the Board of Directors when there is a sole supplier, competition exemption, a specific type or brand of supply or part necessary for acceptable operations of the DDDAs or other conditions exist which inhibit the bidding or quotation process.
- i) Any expenditures for trainings, workshops, skill set building and continued educational opportunities for Board development and downtown economic development shall be approved in advance by resolution of the Board of Directors, identifying the name of the Board member approved to attend. Training expenditures for anyone other than Board members shall be evaluated by the Board of Directors on a case-by-case basis.

SOLICITATION

- a) Notification of competitive solicitations over three thousand dollars (\$3,000) shall be published on the City of Dearborn Purchasing Department's online solicitation system, except for solicitations for artists or art installations which shall be published on three art organization websites and/or publications.
- b) The Downtown Dearborn website shall have a link to the online solicitation system to provide better access to bidding opportunities with the DDDAs.
- c) The DDDAs will market or advertise purchasing opportunities on its social media and e-communications mediums on a regular basis.
- d) All DDDA procurements shall be obtained through the defined methods in the City of Dearborn's Purchasing Policy, Code Section 2-568.
- e) For purchases of three thousand dollars (\$3,000) or less, if three (3) vendor quotes cannot be secured, a written explanation shall be noted in the requisition.
- f) In the event no bids are received after two solicitation attempts or all bids are rejected, the DDDAs may, by resolution, after stating the reasons therefor, direct the Manager of the DDDAs to make the purchase in the open market without solicitation.
- g) At the request of the Manager of the DDDAs, and with the approval of Corporation Counsel, the Mayor and the DDDA Chair, an alternative procurement method may be applied.

PROCUREMENT PROCESS

- a) A Requisition shall be entered into the City of Dearborn Finance Department software system by the DDDA Operations Manager.
- b) If a budgeted purchase \$3,000 or less, the Manager of the DDDAs or Executive Management Team shall solicit quotes from vendors and the DDDA Manager shall execute a contract for services to be rendered and submit it to City of Dearborn Purchasing Division for issuance of a Purchase Order.
- c) If the purchase is greater than \$3,000, the Executive Management Team shall prepare, in coordination with the City of Dearborn Purchasing Division, a solicitation for advertisement on the City's online purchasing solicitation system. Selection process



will follow the City of Dearborn's Purchasing Policy or as otherwise authorized in the DDDA Purchasing Policy. A Purchase Order will be issued by the City of Dearborn upon review of Corporation Counsel and the awardee providing all necessary insurance or documentation as required in the bid or proposal.

LOCAL ADVANTAGE

- a) The DDDAs believe that its purchasing practices should encourage local vendors to provide goods/services to the DDDAs. Dearborn-based business means a physical and economic relationship to Dearborn determined by a verifiable business address (not a P.O. Box) within the corporate boundaries of the City of Dearborn, activities carried out in Dearborn substantial enough to consider it a Dearborn-based business, and the payment of city personal property taxes for not less than one year immediately prior to the date of the bid submittal.
- b) The DDDAs shall follow the City of Dearborn's Purchasing Ordinance Sec. 2-568A. - Preference for local bidders/Dearborn-based businesses.
- c) The DDDA shall follow the Uniform Administrative Requirements (2 CFR Part 200.321) of taking all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible for purchases related to a Federal award or project.

EMERGENCY PROCUREMENTS

- a) With the mutual concurrence of the City of Dearborn Purchasing Manager, , a purchase may be made to alleviate a situation in which there is a threat to health, welfare, or safety, or to address an immediate regulatory mandate that does not allow time for normal, competitive purchasing procedures. This method may not follow required purchasing methods as previously described due to the immediate need.
- b) Regardless of the cost of the procurement, notice from the Purchasing Manager and Manager of the DDDAs will be provided to the DDDA Executive Committee and Economic and Community Development Director in advance of the procurement whenever possible.
- c) Procurements in the amount of \$10,000 or more must be presented at the next regular DDDA meeting.

CHANGE ORDERS TO EXISTING CONTRACTS

- a) DDDA Board of Directors approval shall be required when a new contract total value on an existing contract exceeds the DDDA approval threshold of \$10,000 or more; or
- b) When the change order or combination of change orders exceeds DDDA threshold of \$10,000 or 50 percent of the original contract amount, whichever is lower.

CONFLICT OF INTEREST

All members of selection teams, DDDA Board of Directors or in other decision-making processes must disclose any conflict of interest as stated in Chapter 3, Standards of Conduct, of the City Charter. In addition, no person or entity, or anyone who has financial ties, direct or indirect, to such a person or entity, who participates significantly in the development of specifications may compete. Per DDDA bylaws, such declaration shall be made before discussion begins on the item at a Board meeting, and the declarant shall be recused from the



meeting while the item is being discussed and voted upon. Any Board member is permitted to inquire about potential conflicts that may exist among other members.



DDDA PURCHASING EXAMPLES



FY20 SUMMARY OF TRANSACTIONS

QTY of Transactions 98

Average Value \$11,105

QTY > \$14,400 12

QTY < \$14,400 86

EXAMPLES OF PURCHASES

Typical Purchases Under \$3,000 (Quotes Only)

Printing of posters and postcards that usually range

Membership Fees (MDA and NMSC)

Event Supplies and Equipment

Event Entertainment

Standard Website Hosting and Maintenance

Signage for Events

Office Supplies

Small Event Ads (Local Newspapers)

Cleaning Services

Typical Purchases Over \$3,000, But Under \$10,000 (Competitive Bids Required)

Insurance

Medium Event Ads (Billboards, Comcast or Radio)

Henry Ford Ad Program

Water Meter Services

Streetscape Materials

Streetpole Banners

Photography – Bundled for Year

Artists or Entertainers

Small Professional Service Contracts

Typical Purchases Over \$10,000 (Board Approval)

Landscape/Maintenance Contract

Architectural Services

Streetscape Improvements

Holiday Décor

Metromode

Large Events Ads (Comcast or Radio)

Branding or Other Large Professional Service Contracts

Communications/PR

Executive Management Team

Open Door Dearborn Grants

Capital Improvement Projects

*If a project or program isn't budgeted for, the program/project and purchases related to those programs/projects must come before the DDDAs. The Boards may transfer funds to that project from another line item if available. If not available, the budget will need to be amended and approved by Council.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Branding Contract Amendment - EDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: 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; and

WHEREAS: The EDDDA shall expend Tax Increment Financing (TIF) pursuant to the EDDDA Development and TIF Plan, Section (2) (e) B) District Marketing, Promotion, Recruitment, Support of Arts and Cultural Programs for programs that sustain and increase business activity within the district; and

WHEREAS: 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, so let it be

RESOLVED: The EDDDA agrees to approve expenditures up to \$25,000 with Octane Design for additional marketing and promotional materials for Fall and Winter programming, expending from account #297-6100-911-51-00; and let it be

RESOLVED: The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA with Octane Design, subject to review and approval by Corporation Counsel.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Branding Contract Amendment - WDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: 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; and

WHEREAS: 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, so let it be

RESOLVED: The WDDDA agrees to approve expenditures up to \$25,000 with Octane Design for additional marketing and promotional materials for Fall and Winter programming, expending from account #297-6100-911-51-00; and let it be

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.

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Event Schedule for 2022-EDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) recognize the benefit of marketing and promoting businesses and activities in the District; and

WHEREAS: The EDDDA and WDDDA value programming events and activities to engage the community and bring a vibrancy and a positive economic impact to the districts; and

WHEREAS: The EDDDA shall expend Tax Increment Financing (TIF) pursuant to the EDDDA Development and TIF Plan, Section (2) (e) B) District Marketing, Promotion, Recruitment, Support of Arts and Cultural Programs for programs that sustain and increase business activity within the district; and

WHEREAS: The Promotions Committee has reviewed and offers the attached events schedule for 2022 for board review and approval; so let it be

RESOLVED: The EDDDA agrees to approve the following events and promotions: Morning Mix Facebook Live Sessions, Black History Month online promotion, Dearborn Restaurant Week, Historic Preservation Month tour and promotion, Ramadan Pop Ups and promotions, Earth Day event and promotions, East Sidewalk Sale, Dearborn Jazz on the Ave., Dearborn Farmers & Artisans Market (East), Movies in the Park, Harmonize Dearborn: A Mosaic in Music, Christmas in July, SpringPerennial Exchange, Adopt a Tree Well, Pumpkin Carving, Trick or Treat, Small Business Saturday/Open House and Shop Small Week for the 2022 event season, which are funded by the Community Promotions Budget account # 297-6100-911-51-00.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Event Schedule for 2022-WDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) and East Dearborn Downtown Development Authority (EDDDA) recognize the benefit of marketing and promoting businesses and activities in the District; and

WHEREAS: The WDDDA and EDDDA value programming events and activities to engage the community and bring a vibrancy and a positive economic impact to the districts; and

WHEREAS: The Promotions Committee has reviewed and offers the attached events schedule for 2022 for board review and approval; so let it be

RESOLVED: The WDDDA agrees to approve the following events: Morning Mix Facebook Live Sessions, Black History Month online promotions, Dearborn Restaurant Week, Historic Preservation Month, Ramadan Pop Ups and promotions, Earth Day event and promotions, Ladies Night Out, Fall Perennial Exchange, Dearborn Farmers & Artisans Market, Kids Days, Movies in the Park, Friday Nite Music & Food Rallies, Tunes at Noon, Christmas in July, Adopt a Tree Well, Pumpkin Carving, Trick or Treat, Small Business Saturday, and Shop Small Week for the 2022 event season, which are funded by the Community Promotions Budget account # 296-6100-911-51-00, except for Dearborn Farmers & Artisans Market with account #296-6110-911-34-90.

Yes:

No:

Abstained:

Absent:

DOWNTOWN DEARBORN 2022 EVENT SCHEDULE

Event	Date	Start Time	Date Again	End Time or Blank	Website or Blank	Location or Blank
Art of Courage - Virtual Tour continues	1/1/2022		1/1/2022			www.downtowndearborn.org
EDDDA/WDDDA Joint Board Meeting	1/20/2022	8:00 AM	1/20/2022	9:30 AM	www.cityofdearborn.org	(DAC)
Morning Mix	1/27/2022	8:30 AM	1/27/2022	9:00 AM	www.downtowndearborn.org	Downtown Dearborn Facebook Live
Art of Courage - Virtual Tour end date	2/1/2022		2/1/2022		www.downtowndearborn.org	www.downtowndearborn.org
Black History Month	2/1/2022		2/1/2022			
EDDDA/WDDDA Joint Board Meeting	2/17/2022	8:00 AM	2/17/2022	9:30 AM	www.cityofdearborn.org	(DAC)
Morning Mix	2/24/2022	8:30 AM	2/24/2022	9:00 AM	www.downtowndearborn.org	Downtown Dearborn Facebook Live
EDDDA/WDDDA Joint Board Meeting	3/17/2022	8:00 AM	3/17/2022	9:30 AM	www.cityofdearborn.org	(DAC)
Dearborn Restaurant Week start date	3/18/2022		3/18/2022		www.downtowndearborn.org	(Downtown Dearborn)
Dearborn Restaurant Week end date	3/27/2022		3/27/2022		www.downtowndearborn.org	(Downtown Dearborn)
Morning Mix	3/31/2022	8:30 AM	3/31/2022	9:00 AM	www.downtowndearborn.org	Downtown Dearborn Facebook Live
Historic Preservation Month - SM Acknowledgement	4/1/2022		4/1/2022		www.downtowndearborn.org	(Downtown Dearborn)
Ramadan Pop Up Events start	4/2/2022		4/1/2022		www.downtowndearborn.org	(Downtown Dearborn)
Earth Day Dearborn - start	4/18/2022		4/18/2022		www.downtowndearborn.org	Various (Downtown Dearborn)
EDDDA/WDDDA Joint Board Meeting	4/21/2022	8:00 AM	4/21/2022	9:30 AM	www.cityofdearborn.org	(DAC)
Earth Day Dearborn - end	4/22/2022	3:00 PM	4/22/2022	6:00 PM	www.downtowndearborn.org	(WP) or partnering school
Morning Mix	4/28/2022	8:30 AM	4/28/2022	9:00 AM	www.downtowndearborn.org	Downtown Dearborn Facebook Live
Ramadan Pop Up Events ends	5/2/2022		5/2/2022		www.downtowndearborn.org	Various (Downtown Dearborn)
Ladies Night Out	5/11/2022	5:00 PM	5/11/2022	9:00 PM	www.downtowndearborn.org	(West Downtown Dearborn)
EDDDA/WDDDA Joint Board Meeting	5/19/2022	8:00 AM	5/19/2022	9:30 AM	www.cityofdearborn.org	(DAC)

DOWNTOWN DEARBORN 2022 EVENT SCHEDULE

East Sidewalk Sale	5/21/2022	9:00 AM	5/21/2022	5:00 PM	www.downtowndearborn.org	(East Downtown Dearborn)
Spring Perennial Exchange	5/21/2022	10:00 AM	5/21/2022	1:00 PM	www.downtowndearborn.org	(CHP)
Morning Mix	5/26/2022	8:30 AM	5/26/2022	9:00 AM	www.downtowndearborn.org	Virtual
Dearborn Jazz on The Ave	6/1/2022	7:00 PM	6/1/2022	9:00 PM	www.downtowndearborn.org	(CHP)
Dearborn Farmers & Artisans Market	6/1/2022	7:00 PM	6/1/2022	9:00 PM	www.downtowndearborn.org	(CHP)
Dearborn Farmers & Artisans Market	6/3/2022	2:00 PM	6/3/2022	7:00 PM	www.downtowndearborn.org	(WP)
Kid's Day	6/3/2022	2:00 PM	6/3/2022	7:00 PM	www.downtowndearborn.org	(WP)
Dearborn Jazz on The Ave	6/8/2022	7:00 PM	6/8/2022	9:00 PM	www.downtowndearborn.org	(CHP)
Dearborn Farmers & Artisans Market	6/8/2022	7:00 PM	6/8/2022	9:00 PM	www.downtowndearborn.org	(CHP)
Dearborn Farmers & Artisans Market	6/10/2022	2:00 PM	6/10/2022	7:00 PM	www.downtowndearborn.org	(WP)
Movies In The Parks	6/10/2022	Dusk	6/10/2022		www.downtowndearborn.org	(WP)
Dearborn Jazz on The Ave	6/15/2022	7:00 PM	6/15/2022	9:00 PM	www.downtowndearborn.org	(CHP)
Dearborn Farmers & Artisans Market	6/15/2022	7:00 PM	6/15/2022	9:00 PM	www.downtowndearborn.org	(CHP)
EDDDA/WDDDA Joint Board Meeting	6/16/2022	8:00 AM	6/16/2022	9:30 AM	www.cityofdearborn.org	(DAC)
Dearborn Farmers & Artisans Market	6/17/2022	2:00 PM	6/17/2022	7:00 PM	www.downtowndearborn.org	(WP)
Dearborn Jazz on The Ave	6/22/2022	7:00 pPM	6/22/2022	9:00 PM	www.downtowndearborn.org	(CHP)
Dearborn Farmers & Artisans Market	6/22/2022	7:00 pPM	6/22/2022	9:00 PM	www.downtowndearborn.org	(CHP)
Dearborn Farmers & Artisans Market	6/24/2022	2:00 PM	6/24/2022	7:00 PM	www.downtowndearborn.org	(WP)
Friday Nite Music & Foodie Rallies	6/24/2022	5:00 PM	6/24/2022	10:00 PM	www.downtowndearborn.org	(WP)
Dearborn Jazz on The Ave	6/29/2022	7:00 PM	6/29/2022	9:00 PM	www.downtowndearborn.org	(CHP)
East Dearborn Farmers & Artisans Market	6/29/2022	7:00 PM	6/29/2022	9:00 PM	www.downtowndearborn.org	(CHP)
Morning Mix	6/30/2022	8:30 AM	6/30/2022	9:00 AM	www.downtowndearborn.org	Downtown Dearborn Facebook Live

DOWNTOWN DEARBORN 2022 EVENT SCHEDULE

FARMERS MARKET CLOSED	7/1/2022	CLOSED	7/1/2022		www.downtowndearborn.org	
Tunes @ Noon	7/5/2022	12:00 PM	7/5/2022	1:00 PM	www.downtowndearborn.org	(WP)
Dearborn Jazz on The Ave	7/6/2022	7:00 PM	7/6/2022	9:00 PM	www.downtowndearborn.org	(CHP)
Dearborn Farmers & Artisans Market	7/6/2022	7:00 PM	7/6/2022	9:00 PM	www.downtowndearborn.org	(CHP)
Dearborn Farmers & Artisans Market	7/8/2022	2:00 PM	7/8/2022	7:00 PM	www.downtowndearborn.org	(WP)
Kid's Day	7/8/2022	2:00 PM	7/8/2022	7:00 PM	www.downtowndearborn.org	(WP)
Dearborn Farmers & Artisans Market	7/8/2022	2:00 PM	7/8/2022	7:00 PM	www.downtowndearborn.org	(WP)
Tunes @ Noon	7/12/2022	12:00 PM	7/12/2022	1:00 PM	www.downtowndearborn.org	(WP)
Harmonize Dearborn: A Mosaic In Music	7/13/2022	7:00 PM	7/13/2022	9:00 PM	www.downtowndearborn.org	(CHP)
Christmas in July start	7/15/2022		7/15/2022		www.downtowndearborn.org	
Dearborn Farmers & Artisans Market	7/15/2022	2:00 PM	7/15/2022	7:00 PM	www.downtowndearborn.org	(WP)
Movies In The Parks	7/15/2022	Dusk	7/15/2022		www.downtowndearborn.org	(CHP)
Tunes @ Noon	7/19/2022	12:00 PM	7/19/2022	1:00 PM	www.downtowndearborn.org	(WP)
Harmonize Dearborn: A Mosaic In Music	7/20/2022	7:00 PM	7/20/2022	9:00 PM	www.downtowndearborn.org	(CHP)
EDDDA/WDDDA Joint Board Meeting	7/21/2022	8:00 AM	7/21/2022	9:30 AM	www.cityofdearborn.org	(DAC)
Christmas in July end	7/22/2022		7/22/2022		www.downtowndearborn.org	
Dearborn Farmers & Artisans Market	7/22/2022	2:00 PM	7/22/2022	7:00 PM	www.downtowndearborn.org	(WP)
Friday Nite Music & Foodie Rallies	7/22/2022	5:00 PM	7/22/2022	10:00 PM	www.downtowndearborn.org	(WP)
Tunes @ Noon	7/26/2022	12:00 PM	7/26/2022	1:00 PM	www.downtowndearborn.org	(WP)
Harmonize Dearborn: A Mosaic In Music	7/27/2022	7:00 PM	7/27/2022	9:00 PM	www.downtowndearborn.org	(CHP)
Morning Mix	7/28/2022	8:30 AM	7/28/2022	9:00 AM	www.downtowndearborn.org	Downtown Dearborn Facebook Live

DOWNTOWN DEARBORN 2022 EVENT SCHEDULE

Dearborn Farmers & Artisans Market	7/29/2022	2:00 PM	7/29/2022	7:00 PM	www.downtowndearborn.org	(WP)
Tunes @ Noon	8/2/2022	12:00 PM	8/2/2022	1:00 PM	www.downtowndearborn.org	(WP)
Harmonize Dearborn: A Mosaic In Music	8/3/2022	7:00 PM	8/3/2022	9:00 PM	www.downtowndearborn.org	(CHP)
FARMERS MARKET CLOSED	8/5/2022	CLOSED	8/5/2022	CLOSED DUE TO HOMECOMING	www.downtowndearborn.org	
Tunes @ Noon	8/9/2022	12:00 PM	8/9/2022	1:00 PM	www.downtowndearborn.org	(WP)
Harmonize Dearborn: A Mosaic In Music	8/10/2022	7:00 PM	8/10/2022	9:00 PM	www.downtowndearborn.org	(CHP)
Dearborn Farmers & Artisans Market	8/12/2022	2:00 PM	8/12/2022	7:00 PM	www.downtowndearborn.org	(WP)
Kid's Day	8/12/2022	2:00 PM	8/12/2022	9:00 PM	www.downtowndearborn.org	(WP)
Movies In The Parks	8/12/2022	Dusk	8/12/2022		www.downtowndearborn.org	(WP)
Tunes @ Noon	8/16/2022	12:00 PM	8/16/2022	1:00 PM	www.downtowndearborn.org	(WP)
Harmonize Dearborn: A Mosaic In Music	8/17/2022	7:00 PM	8/17/2022	9:00 PM	www.downtowndearborn.org	(CHP)
EDDDA/WDDDA Joint Board Meeting	8/18/2022	8:00 AM	8/18/2022	9:30 AM	www.cityofdearborn.org	(DAC)
Dearborn Farmers & Artisans Market	8/19/2022	2:00 PM	8/19/2022	7:00 PM	www.downtowndearborn.org	(WP)
Morning Mix	8/25/2022	8:30 AM	8/25/2022	9:00 AM	www.downtowndearborn.org	Downtown Dearborn Facebook Live
Dearborn Farmers & Artisans Market	8/26/2022	2:00 PM	8/26/2022	7:00 PM	www.downtowndearborn.org	(WP)
Friday Nite Music & Foodie Rallies	8/26/2022	5:00 PM	8/26/2022	10:00 PM	www.downtowndearborn.org	(WP)
Dearborn Farmers & Artisans Market	9/2/2022	2:00 PM	9/2/2022	7:00 PM	www.downtowndearborn.org	(WP)
Movies In The Parks	9/2/2022	Dusk	9/2/2022		www.downtowndearborn.org	(CHP)
Dearborn Farmers & Artisans Market	9/9/2022	2:00 PM	9/9/2022	7:00 PM	www.downtowndearborn.org	(WP)

DOWNTOWN DEARBORN 2022 EVENT SCHEDULE

EDDDA/WDDDA Joint Board Meeting	9/15/2022	8:00 AM	9/15/2022	9:30 AM	www.cityofdearborn.org	(DAC)
Dearborn Farmers & Artisans Market	9/16/2022	2:00 PM	9/16/2022	7:00 PM	www.downtowndearborn.org	(WP)
Fall Perennial Exchange	9/17/2022	10:00 AM	9/17/2022	1:00 PM	www.downtowndearborn.org	(WP)
Dearborn Farmers & Artisans Market	9/23/2022	2:00 PM	9/23/2022	7:00 PM	www.downtowndearborn.org	(WP)
Morning Mix	9/29/2022	8:30 AM	9/29/2022	9:00 AM	www.downtowndearborn.org	Virtual
Dearborn Farmers & Artisans Market	9/30/2022	2:00 PM	9/30/2022	7:00 PM	www.downtowndearborn.org	(WP)
Adopt a Tree Well start	10/1/2022		10/1/2022		www.downtowndearborn.org	(Downtown Dearborn)
Morning Mix	10/27/2022	8:30 AM	10/27/2022	9:00 AM	www.downtowndearborn.org	Downtown Dearborn Facebook Live
Pumpkin Carving- West	10/29/2022	10:00 AM	10/29/2022	12:00 PM	www.downtowndearborn.org	(WP)
Pumpkin Carving- East	10/29/2022	1:00 PM	10/29/2022	3:00 PM	www.downtowndearborn.org	(CHP)
Downtown Dearborn Trick-or-Treat- West	10/29/2022	2:00 PM	10/29/2022	4:00 PM	www.downtowndearborn.org	(West Downtown Dearborn)
Downtown Dearborn Trick-or-Treat- East	10/29/2022	4:00 PM	10/29/2022	6:00 PM	www.downtowndearborn.org	(East Downtown Dearborn)
EDDDA/WDDDA Joint Board Meeting	10/20/2022	8:00 AM	10/20/2022	9:30 AM	www.cityofdearborn.org	(DAC)
EDDDA/WDDDA Joint Board Meeting	11/17/2022	8:00 AM	11/17/2022	9:30 AM	www.cityofdearborn.org	(DAC)
Small Business Saturday/Open House Kick-off	11/19/2022	10:00 AM	11/19/2022	5:00 PM	www.downtowndearborn.org	(Downtown Dearborn)
#ShopSmall Week	11/19/2022		11/19/2022		www.downtowndearborn.org	(Downtown Dearborn)
Morning Mix	11/23/2022	8:30 AM	11/23/2022	9:00 AM	www.downtowndearborn.org	Downtown Dearborn Facebook Live
Adopt a Tree Well end	11/30/2022		11/30/2022		www.downtowndearborn.org	(Downtown Dearborn)
WinterFest Market	12/10/2022	10:00 AM	12/10/2022	4:00 PM	www.downtowndearborn.org	(WP)
EDDDA/WDDDA Joint Board Meeting	12/15/2022	8:00 AM	12/15/2022	9:30 AM	www.cityofdearborn.org	(DAC)

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Nickel & Saph Event Insurance Policy and Portajohns for Summer 2021 Amendment II-EDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The EDDDA and WDDDA recognizes the benefit of producing events in the district to help market and promote businesses and activate space in the districts; and

WHEREAS: The EDDDA authorized an event schedule for Summer 2021 which includes the Music in the Park running from June 2nd to August 18th, 2021, Movies in the Park series, operating for two dates in the district, once in July and once in September, and a new event Silent Disco happening June 4 to September 24, 2021; and

WHEREAS: The city insurer Nickel & Saph Inc, Insurance Agency quotes are being finalized for upcoming events, the estimated totals are listed below, reflecting on previous events, with the final expenses to be expended from #297-6100-911-51-00; and

WHEREAS: The EDDDA shall expend Tax Increment Financing (TIF) pursuant to the EDDDA Development and TIF Plan, Section (2) (e) B) District Marketing, Promotion, Recruitment, Support of Arts and Cultural Programs for programs that sustain and increase business activity within the district; and

WHEREAS: The EDDDA agrees to expend up to \$1150 to the city insurer Nickel & Saph Inc, Insurance Agency, to cover the EDDDA portion of the insurance premium to cover the Music in the Park, Silent Disco, and Movies in the Park to be expended from #297-6100-911-51-00; and

WHEREAS: Due to Brendel's not having enough staff to deliver and maintain the remaining events, and additional quotes were at a higher rate, Purchasing has agreed to extend Scotty's Potties for the event season; so let it be

RESOLVED: The EDDDA agrees to expend up to \$2610 to Scotty's Potties (Bob's Sanitation) to cover the EDDDA costs for the Music in the Park, Silent Disco, and Movies in the Park to be expended from #297-6100-911-51-00; and let it be further

RESOLVED: The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA for the selected service providers, subject to review and approval by Corporation Counsel.

VENDOR	EVENT	ITEM	AMOUNT
Scotty's Potties (Bob's Sanitation)	Music in the Park (12 event days)	Portajohns/sink/sanitizer stand;	\$1211 Approved in May \$405 approved for June 4 - July 7 (Scotty's Potties) \$806 approved for Brendel's Change vendor to Scotty's Potties; New adjusted total is \$1305
Scotty's Potties(Bob's Sanitation)	Silent Disco (9 event days)	Portajohns/sink/sanitizer stand	\$908 Approved in May; \$405 approved for June 4 - July 7 (Scotty's Potties); \$503 approved for (Brendel's) Change vendor to Scotty's Potties; New adjusted total is \$978.75
Brendel's Change vendor to Scotty's Potties(Bob's Sanitation)	Movies in the Park (2 event days)	Portajohns/sink/sanitizer stand	\$202 (add an additional \$15.50); Total: \$217.50
Nickel & Saph	Music in the Park (12 event days)	Insurance	\$500
Nickel & Saph	Silent Disco (9 event days)	Insurance	\$400
Nickel & Saph	Movies in the Park (2 event days)	Insurance	\$250
Nickel & Saph	Silent Disco	additional insurance	\$200

Yes:

No:

Abstain:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Nickel & Saph Event Insurance Policy and Portajohns for Summer 2021-Amendment II - WDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The EDDDA and WDDDA recognizes the benefit of producing events in the district to help market and promote businesses and activate space in the districts; and

WHEREAS: The WDDDA authorized an event schedule for Summer 2021 which includes the Dearborn Farmers Market running from June 4th to September 24th, 2021, Movies in the Park series, operating for two dates in the district, once in June and once in August, and Tunes at Noon happening July 13 to August 17, 2021; and

WHEREAS: The city insurer Nickel & Saph Inc, Insurance Agency quotes are being finalized for upcoming events, the estimated totals are listed below, reflecting on previous events, with the final expenses to be expended from account #296-6100-911-51-00 and account #296-6110-911-34-90 for the Dearborn Farmers Market ; and

WHEREAS: Due to Brendel's not having enough staff to deliver and maintain the remaining events, three additional quotes were obtained with Scotty's Potties being the lowest. Purchasing has agreed to extend Scotty's Potties (Bob's Sanitation) for the remainder of the event season; and

WHEREAS: The WDDDA agrees to expend up to \$2350 to the city insurer Nickel & Saph Inc, Insurance Agency, to cover the WDDDA portion of the insurance premium to cover the Dearborn Farmers Market, Tunes at Noon, and Movies in the Park to be expended from #296-6100-911-51-00 and #296-6110-911-34-90 for the Dearborn Farmers Market; so let it be

RESOLVED: The WDDDA agrees to expend up to \$2610 to Scotty's Potties (Bob's Sanitation) portajohn provider to cover the WDDDA costs for the Dearborn Farmers Market, Tunes at Noon, and Movies in the Park to be expended from #296-6100-911-51-00 and #296-6110-911-34-90 for the Dearborn Farmers Market; and let it be further

RESOLVED: The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA for the selected service providers, subject to review and approval by Corporation Counsel.

VENDOR	EVENT	ITEM	AMOUNT
Scotty's Potties (Bob's Sanitation)	Dearborn Farmers Market (16 event days)	Portajohns	\$1547 approved; \$810 approved for June 4 - July 7 (Scotty's Potties); \$737 approved - Change vendor from Brendel's to Scotty's Potties. New adjusted total: \$1740
Scotty's Potties (Bob's Sanitation)	Tunes at Noon (6 event days)	Portajohns	\$580 (add an additional \$72.50); Total: \$652.50
Scotty's Potties (Bob's Sanitation)	Movies in the Park (2 event days)	Portajohns	\$202 (add an additional \$15.50); Total: \$217.50
Nickel & Saph	Dearborn Farmers Market (16 event days)	Insurance	\$1600
Nickel & Saph	Tunes at Noon (6 event days)	Insurance	\$500
Nickel & Saph	Movies in the Park (2 event days)	Insurance	\$250

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Rodent Remediation - EDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) recognizes the importance of quick remediation of areas that need to be baited and eradicated of vermin for health and safety reasons; and

WHEREAS: It was brought to the attention of the EDDDA that a collection of rodents need to be baited and remediated from the landscape bed at the corner of Schaefer and Osborn; and

WHEREAS: Three quotes for remediation services were obtained and Rose Pest Solutions provided the best baiting and remediation plan at a cost of \$265 which includes the initial treatment of rat burrows, follow up twice in first week, then one time a week for two weeks. Additional service requests are \$65 per service in the following month. Rose Pest Solutions will inform if additional service is warranted after the initial thirty (30) day program; and

WHEREAS: Should any additional service calls be required to control pests covered by this agreement after treatment has been completed, they will be provided at no additional cost to the EDDDA for a period of thirty (30) days; so let it be

RESOLVED: The EDDDA approves expenditures up to \$460, for the initial \$265 and three \$65 service calls, if needed, expending from EDDDA Account #297-6100-911-34-90; and let it be

RESOLVED: The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA, subject to review and approval by Corporation Counsel.

Yes:

No:

Abstain:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Music in the Park 2021_Service Providers - Amendment III - EDDDA

Date Adopted:

Moved by:

Seconded by:

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

WHEREAS: The Music in the Park events sponsored by the EDDDA has been extended to twelve (12) weeks to replace Jazz on the Ave this year and those funds are supporting this event with the goal to bring visitors to the District and promote diverse entertainment; and

WHEREAS: The EDDDA shall expend Tax Increment Financing (TIF) pursuant to the EDDDA Development and TIF Plan, Section (2) (e) B) District Marketing, Promotion, Recruitment, Support of Arts and Cultural Programs for programs that sustain and increase business activity within the district; and

WHEREAS: Plan B LLC was requested to be the booking agent to secure the entertainment for the 12 weeks and Bruce Bailey Entertainment was requested to be the lights and sound technician for Music in the Park, and Beshara to do the posters; and

WHEREAS: A budget of \$13,000 was approved at the April 2021 EDDDA Board meeting; and

WHEREAS: Bruce Bailey Entertainment, due to extenuating circumstances, has now booked elsewhere for September 1st and September 8th, so two quotes were obtained for lights and sounds for those dates, with KLA Laboratories Inc. being the lowest at \$1250, so \$625 per date; so let it be

RESOLVED:

1. That the EDDDA now obligates \$15,000 from the Community Promotions Budget #297-6100-911-51-00 to fund the event costs for the 2021 Music in the Park events; and

2. The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA with the companies listed below for Music in the Park, subject to review and approval by Corporation Counsel.

Vendor	Purpose	Amount
Plan B LLC	Booking agent services (12 weeks)	\$9,000
Bruce Bailey Entertainment	sound and lights	\$2998
Beshara	Posters (split 3 ways: Music in the Park, Silent Disco, & Tunes at Noon)	\$30.50
Beshara	Stage Banner (split with Silent Disco, price reduced to \$125 from \$250)	\$125
Pandora	streaming ads (reduced from \$1000 to \$750)	\$750
Brendel's	portajohns (split with Silent Disco)	\$1325
TBD	Stage w roof (12 weeks)	\$6300
Times Herald	ad	\$150
Jean Smith	1 tent and 1 table	\$119.67
KLA Laboratories	lights and sound 9/1/21 and 9/8/21	\$1250

Yes:

No:

Abstain:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Utility Box Art Competition - Amendment I- WDDDA

Approved:
Motioned by:
Seconded by:

WHEREAS: The WDDDA recognizes the benefit of engaging initiatives that market the districts as destination locations and encourages patronage of businesses; and

WHEREAS: The Dearborn Community Fund and Padzieski Gallery propose collaborating with the WDDDA and its Farmers & Artisans Market on an art competition to make utilitarian objects in the West Downtown, in particular utility boxes, into pieces of art; and

WHEREAS: The competition will be opened in June to all artists to submit a design that will be reviewed and selected by the Selection Team and the Design/EV Committee, with final approval from the WDDDA Board, for three different utility box locations in the district along West Village Drive; and

WHEREAS: The artists will be given a stipend of \$1000 each including art supplies. The intent is to have a day of art at the Farmers & Artisans Market featuring the artists as they apply their designs. The date selected is September 10, 2021 to coincide with the Dearborn Farmers Market Community Day. The total sponsorship is \$3000 for three locations; and

WHEREAS: The Dearborn Community Fund and Padzieski Gallery will manage the project, and the WDDDA will also help support the project with social media and communications about the project; and

WHEREAS: The WDDDA has \$5,000 available remaining this fiscal year for art initiatives; and

WHEREAS: The WDDDA approved the Zap Utility Box Art Competition and agreed to authorize up to \$3000, payable to Dearborn Community Fund, expending from account #296-6100-911-51-00; so let it be

WHEREAS: The Design & Economic Vitality Committee, Dearborn Community Fund and Padzieski Gallery have selected the following three artists out of 24 submittals for the project: Shadia Derbyshire, Biz Drouillard, and Becca Simmons; and

RESOLVED: The WDDDA approves the selection of artists presented for the Zap Utility Box Art Competition, which are Shadia Derbyshire, Biz Drouillard, and Becca Simmons.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Farmers Market 2021_Service Providers_ Amendment III-WDDDA

Date Adopted:

Motioned by:

Seconded by:

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

WHEREAS: The WDDDA authorized a budget of \$20,000 in expenditures for the 2021 Farmers & Artisans Market; and

WHEREAS: The Promotions Committee recommended restarting the Farmers Market back to its usual schedule of Fridays running June 4, 2021 to September 24, 2021, and create a welcoming environment and encourage consumers to visit the downtown; and

WHEREAS: The WDDDA budgeted \$2500 for entertainment, and entertainment is now approved at \$2550, a \$50 increase; and shelving and bins were approved for purchase for the storage area; and

WHEREAS: A listing of additional vendors and expenditures is recommended for the Farmers & Artisans Market for the 2021 season, being expended from account #296-6110-911-34-90; therefore, let it be

RESOLVED:

1. The WDDDA authorizes the expenditure of the additional listed service providers for a total of \$18,620.06 for the Farmers & Artisans Market from the Farmers Market budget line item account # 296-6110-911-34-90 for 2021; and
2. The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA with the list of providers listed below for the Dearborn Farmers & Artisans Market, subject to review and approval by Corporation Counsel.

Vendor	Purpose	Amount
Steven Taylor	6/4/21 - entertainment	\$300
AJ Lynn (Amy Loskowski)	6/11/21, 7/9/21, 7/23/21, 8/13/21, 8/27/21, 9/10/21, and 9/24/21 - entertainment	\$1050
Dearborn School of Music	6/18/21, 7/16/21, 8/6/21, and 9/3/21 -	\$600

	entertainment	
Visual Ronin	7/30/21, 8/20/21, and 9/17/21 - entertainment	\$450
Dearborn School of Music	6/25/21-entertainment	\$150
Janet Bloom	storage room shelving and bins	\$500
Beshara	posters 100 qty	\$100
Capitol Group	2 over the street banners (\$598 & \$581)	\$900 approved (add: \$279). Total:\$1179
Capitol Group	16 street pole banners @ \$83.75	\$1340
Beshara	5 tent banners (2.5'x8') (reduced from \$500)	\$351.56
Beshara	10 A-Frame signs (reduced from \$500)	\$108
Eastern Market	Vendor Sponsorship (vegetable/fruit booth)	\$6400
Jean Smith	Misc. Expenses (4 tables \$400, 4 10x10 tents \$400, misc. market items \$200)	\$1000
Times Herald ad	DFM newspaper ad	\$150
Pandora	streaming ad	\$1500
Taste the Local Difference	market advertisement	\$100
Michigan Agritourism	advertisement/membership	\$159
Edible WOW	digital advertisement (six months)	\$500
Farmers Market Coalition	membership	\$50
MIFMA - Michigan Farmers Market Assoc.	membership	\$100
Octane Design	DFM marketing material (\$2082.50) and DFM voice over for radio spot (\$450)	\$2532.50

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Tunes at Noon at Wagner Place 2021_Service Providers- Amendment III

Approved:
Motioned by:
Seconded by:

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

WHEREAS: The Tunes at Noon at Wagner Place event, sponsored by the WDDDA, is created to provide entertainment during the afternoon to employees of Wagner Place, surrounding businesses, and the community; and

WHEREAS: The WDDDA authorized a budget of \$3700 in expenditures for the 2021 Tunes at Noon at Wager Place events; and

WHEREAS: The WDDDA approved to expend \$2400 for the entertainment service providers from account #296-6100-911-51-00; so let it be

RESOLVED: The WDDDA approves the additional listed service providers for a total of \$1741.50 to expend from account #296-6100-911-51-00; and let it be further

RESOLVED: The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA for the listed service providers, subject to review and approval by Corporation Counsel.

Vendor	Purpose	Amount
Dearborn School of Music	musical entertainment	\$400
Amy Loskowski	musical entertainment	\$400
Jillian Govan Canceled - replaced w Susan Marsh-Hatty	musical entertainment	\$400
Steve Taylor	musical entertainment	\$400
Gia Warner Canceled - replaced w James Richard	musical entertainment	\$400
Bruce Bailey	musical entertainment	\$400

Beshara	Tent banner	\$75
Beshara	posters(split with Music in the Park and Silent East Disco)	\$30.50
Beshara	A-frame signs- qty. 2	\$40
Pandora	streaming ads (reduced from \$1000 to \$750)	\$750
Brendles's	portajohns - split cost w/ DFM and Movies in the Park	\$696
Times Herald	ad	\$150

Yes:

No:

Abstained:

Absent:

Event Summary: Diversity, Equity, & Inclusion

During 2021 the DDA hosted four community forums touching on issues related to Diversity, Equity, and Inclusion and how it related to Dearborn. The purpose of the panels was to present the lived experiences Dearborn residents and surrounding communities have had in the City, and encourage an open dialogue for possible solutions. There were four (4) panel discussions on the following topics: (a) entrepreneurship opportunities for diverse populations, including women, (b) police activities, (c) healthcare, (d) education and access to resources.

In review of this panel series, we have determined that more community engaged event/s will be more effective in our mission to create awareness about the importance of DE&I.

This could include a commission by the city of volunteers to regulate an outreach for awareness on the understanding of the 4 different types of Diversity, (internal, external, organizational, and worldview), Inclusion, (behavior, educational curiosity, and the feelings of others), and Equity through cognizance of bias and fairness.

The Promotions Committee has structured our future events with full awareness of the mission of DE&I as mentioned throughout the 2022 Event Summary.

Event: Art of Protest (renamed) Art of Courage

The Art of Courage, (renamed) program was conceived during a time that warranted a call to action that mirrored the cities recognition of the distress showcased in the country's circumstances and addressed the feelings of the cities African American population. The exhibition was presented both virtually and currently remains inside the Connector at City Hall Artspace including its public grounds.

The virtual exhibition will continue to run until February 1, 2022.

The exhibition in terms of sustainability would be quite costly in balance with it's ongoing effectiveness. The Events Team concludes that after the virtual event runs it's course, we would be far more impactful creating an energy of inclusiveness in other areas of our events.

Event: Dearborn Restaurant Week (DRW)

In past years DRW has focused on dine-in service and the diversity of cuisine in Downtown Dearborn. Due to the uncertainty of shutdown related to COVID19, dine-in service is still restricted but currently possible. In order to generate economic gains for

our downtown businesses, the event is slated to continue March 18th to March 27, 2022. Each engaged business will offer a small discount on select menu items with participating restaurants determining their method of serving patrons inside or curb-side. Consumers can continue to order via the businesses website or by phone.

Along with traditional advertising mediums, we plan to promote this event via social media and live streaming services such as Pandora and Spotify.

Event: Historic Preservation Month

April is the time for remembering the value of preserving the past and the public's education of Dearborn's rich history is best available through it's Historical Museum's walking tours and self guided tours.

Visitors to beautiful Downtown Dearborn are often surprised to discover the multiple storylines of our local history, even if it's just the revelation that we weren't always the "Hometown of Henry Ford." This tour aims to provide entry points to these various storylines.

Downtown Dearborn's website will continue to share Dearborn Historical Museum's wonderfully crafted guides of these walking-biking-driving tours of Dearborn's east and west sides, as well as mentions through the month on social media.

Event: Ramadan Pop Up Events

Religious observers honor the month by fasting during daylight hours and devoting themselves to spiritual rejuvenation through reading the Qur'an and prayer. Ramadan begins approximately April 2 - May 2, 2022 with Eid al-Fitr, the Festival of Breaking Fast.

This is a wonderful opportunity to increase understanding and awareness within the community by initiating pop-up activities around the city. The DDA plans to reach out to find an expert who would be willing to consult on this event in order to create the proper respectful atmosphere in activities and marketing.

Ideas offered to venues both during and on the end day of Ramadan will include:

Special promotion for evenings at restaurants who may wish to extend their hours during the time of Ramadan.

Outreach will be to Dearborn Mosques to promote their activities.

Call outs for recipe shares for Islamic foods from local restaurants to share on social media to engage community participation in the celebration. Restaurants will be encouraged to add a cooking class for people who want to learn more about a recipe, taking the food home at the end of the presentation.

The DDA will also look to promote other cultural activities taking place in Downtown Dearborn, including organizations engaging in community service, fundraising for charities and other cultural activities.

Event: Earth Day Dearborn

From the pages of Green Dearborn:

“The City of Dearborn is committed to creating a sustainable community. In order to achieve this goal, the City of Dearborn is crafting a comprehensive sustainability plan that is a critical component of the city’s overall master plan for land use and fiscal responsibility.”

Also from the page:

The City of Dearborn is proud to be named by the Michigan Green Communities Challenge as a "gold seal" city for environmental leadership for its conservation, green economic development, and sustainability efforts.

Each year sees the need for more sustainable practices throughout all business and community sectors. The network around Earth Day is a Global showcase of education for sustainability and planet protection and Dearborn will continue to be at the forefront of Southeast Michigan, recognizing the importance of educating and activating our citizens and the business community.

Outreach for partnership and participation will be through:

Schools: Michigan Green Schools and K-12 - MGS Award Ceremony

Business: Businesses will be called upon and asked how they would like to participate - coloring pages for a children's contest, changing packaging, or discounts on sustainable products and sponsorships - a list of ideas will be available to them and promoted on social media.

Universities: A challenge will go out to the schools of Higher Education for their students to come up with ways to create a more sustainable campus and community, showing action and accountable data throughout the month. Resources can be found at:

<https://www.cityofdearborn.org/community/green-dearborn/green-resources>

Various Service Organizations in Dearborn will be asked to participate and promote a small celebratory event or action plan for the day.

The educational Kick-off will start on Monday April 18th and climax on Earth Day Friday April 22

The DDA will reach out to sustainability Director, Dave Norwood in partnership to further promote the city's initiatives during this time.

The mission of this event is two-fold. Along with bringing awareness to the community of the importance of sustainable living, Rochester Michigan was once home to the largest Earth Day event in the region. However, the company that held the event has ceased its mission for the past 2 years. We are anticipating long term growth of this event, and an influx of people coming into Dearborn from outside of the city limits to engage in the celebration of the Earth's special day.

Event: Ladies Night Out!

Our goal is to host a city-wide promotion targeting women ages 25 - 60 for an evening of pampering, socializing, shopping, along with wining and dining. This event will encourage patronage to participating businesses/shops, focusing on retail, service and restaurant establishments. This is a free event to the public.

Event: East Sidewalk Sale

The East Sidewalk Sale slated to take place on Saturday, May 21st from 9am to 6pm. The event will take place in the East DDA and focus on bringing retail sale opportunities to our businesses. The businesses will offer special Memorial Day sales, special activities if desired, and social media promotion.

Event: Spring & Fall Perennial Exchange

Our goal is to bring gardening enthusiasts along with local businesses and groups together for educational and plant swapping.

This event will encourage patronage to participating businesses/shops, focusing on retail and service establishments and well as community beautification. This is a free event to the public. Spring May 21, 2022

Event: The West Dearborn Farmers & Artisans Market

The West Dearborn Farmers & Artisans Market is managed by the West Dearborn DDA with the intent to bring people together in the community, to strengthen and support local farmers, to support local entrepreneurs and small businesses and to promote healthy living by providing quality, fresh and wholesome food.

The event will take place on West Village Drive between Mason and Monroe Streets every Friday, June thru September.

The market is home to the Power Of Produce Club (POP) and welcomes over 100 children weekly. The children generally get to taste a veggie or fruit of the week and also get two \$1 tokens to shop with the market's produce vendors. However due to COVID19 and current MDARD restrictions, the market will not be permitted to provide the sampling. We will however continue to give the tokens to our market kids!

The market participates in EBT, Double Up Food Bucks, Senior Project Fresh, and WIC Project fresh programs. These programs enable community members who have low household incomes to benefit from the healthy, fresh, locally produced goods they can purchase at the farmers market. These programs are also beneficial to the market's farmers and producers with the additional revenue brought in.

Participating Vendors:

The market will host 20 to 30 different vendors weekly. On the roster are over 60 vendors who rotate in and out through the season.

Participating Businesses:

The market also hosts several local for-profit and nonprofit organizations that attend the market throughout the season.

Local businesses who are non-profits have always had the option to attend the market during the season at no charge. This is based on having 2 to 3 spots reserved per week for this purpose.

Once a year the market hosts a Community Day. This is where these and other local nonprofits and for profit businesses that serve some community good have the opportunity to come to market and set up to provide information to the community about their services. This years event will take place on Frida, September 10th

Partnering with local restaurants:

We will be working at getting some of the local restaurant owners to participate in either cooking demos at the market and/or cook at the market.

Advertising Partners:

The market is proud to advertise in the following:

- Michigan Farm Fun Magazine- distributed by Michigan Agritourism Association (MATA)
- Taste the Local Difference
- Chamber Guide
- Times Herald
- Yoga Shala

Entertainment at the market:

The market will contract out musical entertainment from local artists weekly.

Virtual Cooking Demonstrations:

Due to the current COVID19 and MDARD restrictions live cooking demonstrations are not permitted. We will partner with local chefs and area dieticians to host virtual demonstrations throughout the season.

Sponsors:

Our goal is to reach out to several businesses to sponsor the event.

Event: Kid's Day @The Market

Kid's Day on the Commons is happy to return for the fifth year. We will have several activities for the kids including:

- Bounce Houses
- Musical entertainment
- Magicians
- Clowns and face painters
- Ice cream and lunch offerings
- The Dearborn Public Library
- Other fun activities for the kids to do- coloring, sidewalk chalk, giant jenga, and more.

The event will run consecutively with the Farmer's Market and is promoted as Kids Day at the Market. The Kid's Day event provides the opportunity for many new customers to experience the Farmer's Market possibly for the first time.

The farmers market is home to the Power Of Produce Club (POP) which is geared for children 2 years thru 12 years of age. The children get to taste a veggie or fruit of the week and also get two \$1 tokens to shop with the market's produce vendors.

We also intend to invite several of the local elementary schools and pre-schools to attend the event as a field trip.

Event: Dearborn Jazz on the Ave

This year the much awaited return of Dearborn Jazz on the Ave comes earlier than previous events in order to increase the audience for later music events - Alexander Zonjic once again brings a sensational line-up of entertainment with an added twist - different styles of jazz will be highlighted to accommodate an air of diversity and excitement each Wednesday evening starting June 1st and running until July 6th. Guests can bring their favorite lawn chair or picnic blanket once again to City Hall Park at no cost.

Event: East Dearborn Farmers and Artisans Market

In order to stimulate economic growth in East Dearborn, the Promotions Committee would like to bring a Farmer's Market during Dearborn Jazz on the Ave in order to bring local residents to participate in both community events. This blend will make Jazz on the Ave more inviting to local residents. The market will be home to multiple vendors including local farmers and artisans offering a plethora of fresh fruits and vegetables, specialty items from baskets to beauty products, candles and crafts, baked goods and honey.

We are thrilled to now host a Farmer's Market to both East and West Downtowns.

Event: Movies in the Park

We are happy to offer the Dearborn community two family friendly movie nights in both East and West Dearborn on alternating Fridays, once a month from June until September. The events will take place in both Wagner Park and City Hall Park. The movies will run shortly after the farmers market when at Wagner Park, always at dusk.

Event: Friday Nite Music and Foodie Rallies!

The Dearborn community is renowned for providing arts, food, and entertainment. Downtown Dearborn is proud to offer musical talent from multiple local artists in a series of three concerts. Not only do we offer music, but at each event we bring several local food trucks along with Downtown Dearborn restaurants. Concerts are held on the fourth Friday of June, July, and August at Wagner Park.

Event: Christmas in July

In order to stimulate additional economic growth in our downtowns, the Promotions Committee suggested a Christmas in July retail event. The event will be a combination of activities themed for the holiday season.

Our kick-off starts with family friendly tree decorating at City Hall Park - This promotion of the event includes a special day of tree-trimming for the kids and businesses with the tree remaining decorated until the end of the event, encouraging curiosity, creating whimsy and a fun reminder of the specials going on throughout the businesses.

That evening will invite families to meet & greet with Santa, Mrs. Claus, their reindeer and other fun family activities. prior to the Christmas themed Movie in the Park.

While local businesses will be asked to offer special discounts and activities throughout the week, ending with Friday Nite's Music & Food Rallies supporting the theme. Dates are July 15 - 22, 2022.

Event: Harmonize Dearborn: A Mosaic in Music

For 2022 we are planning to combine the Music in the Park and Silent East Disco series over six weeks following Dearborn Jazz on the Ave with each event hosted every other week.

Harmonize Dearborn: A Mosaic in Music features various music themes throughout the six weeks to 'Harmonize Dearborn' through various genres and cultural representations. The events will host varying genres of music from rock to folk, reggae to country, and everything in between. Each Wednesday in City Hall Park beginning from 7:30pm to 8:30pm.

Foods vendors and artisans will be encouraged to join - 6 to 10 vendors per event.

The event consultant will take care of all necessary equipment including the headphones, DJ equipment, sound and lighting.

Event: Adopt a Tree Well

The Dearborn community has become a hub of excitement offering a plethora of events. Adopt-a-Tree-Well provides Downtown Dearborn businesses the opportunity to dress up the area with festive fall decorations in the tree wells surrounding their brick and mortar locations.

Each business can easily participate in this community program by simply identifying which tree-well they would like to adopt. Individual businesses provide Fall plants and/or decorations, and the DDA's recognize their efforts with a customized yard sign to place in their tree well, as well as in our promotion e-newsletter and on our social media.

Participating Businesses:

Last year had over 30 participating businesses. We plan on growing this event with a goal to have 50 businesses showcasing our downtown districts.

Program Benefits:

Improved property aesthetics along with more attention for downtown business. Unites both downtown districts with unity and conformity. Each business receives a custom sign featuring their business name.

The event runs October 1 through November 30 in both East and West downtowns.

Event: Pumpkin Carving

In 2017 we invited the community to come carve some pumpkins. This was our first year and the response was very good with an estimate of over 100 people participating. In 2020 we had 100 pie pumpkins and 50 medium to large pumpkins to carve. Families will again get to come out and carve or decorate a pumpkin that will decorate City Hall Park till the following weekend. All participants get to put their name on their pumpkin and then on to Trick-or-Treat. They are encouraged to come get their pumpkin and take it home. The event is scheduled for October 29, 2022.

Event: Trick or Treat

Both East and West Downtown districts will be treating kids and Doggone Dearborn participants to some spooktacular fun this year! The downtown districts were bustling with children last year and we are excited to offer this fun family activity again to our Dearborn community. This event takes place directly after Pumpkin Carving, October 29, 2022.

Event: Shop Small Kick-off

An amalgamation of the three events, Holiday Open House, WinterBreeze and Shop Small will highlight one of the business venues as a showplace for the kick-off of Shop Small.

November 25th features the community reaching 'Open House' gathering at a local venue. Here guests will find a list of businesses that are highlighting Dearborn's famous signature pastries and desserts whose samples will be available within paired businesses while pairing artists and artisans with restaurants willing to add an area for their wares to entice them into frequenting the establishments.

The mission of this event is to create a cooperative spirit between businesses by offering a food sampling from local restaurants and bakeries within retail and service establishments, while offering an exploratory experience for consumers.

Event: Shop Small

We kick off our holiday shopping promotion by supporting small, local businesses in Dearborn starting on Saturday, Nov. 19, Small Business Saturday, through Sunday, Nov. 27th. Community partners, including the East and West Dearborn Downtown Development Authorities and the Dearborn Area Chamber of Commerce, have assembled a wide selection of retailers and restaurants to offer great in-store deals and a chance to win amazing, local gifts.

Before hitting the shops, patrons are invited to download and print the Passport to Savings, a pamphlet outlining more than 30 businesses' in-store deals, to get stamped and returned for a chance to win prizes provided by local retailers. The Shop Small Downtown Dearborn Passport is also available in participating stores and restaurants.

Event: Winterfest

This year's Winterfest Market, December 10th, is sure to once again be a huge success. Though we have had the event at both Downtown areas, our approach this year is to keep costs and time confusions down as well as showcase the concept of One Dearborn. Wagner Park also provides better control of climate conditions such as wind and temperature.

The Winterfest Market will again have Santa & Mrs. Clause with their reindeer and sleigh will be at Wagner Park for everyone to get their pictures taken.

In addition to this we will have 15 to 20 vendors set up outdoors in West Village Commons and City Hall Park offering a wonderful assortment of Christmas gift items.

We will continue to have ice sculptures along with holiday music and food carts, an info tent with donuts and cocoa outside.

Activities secured this year include:

- Henry Ford College ice sculptures- both completed and works in progress
- Holiday music performed by live entertainers
- Face painter
- Bounce house
- Food carts.

EVENT CONSIDERATION REPORT:

Event Summary: Juneteenth & Juneteenth Mobility Stroll

Understanding the reasons behind Juneteenth and in consideration of the date becoming a National Holiday, we have considered this to be an ineffective way to bring awareness to the understanding of why June 19th is held in reverence. However taking into consideration the importance of the holiday, we believe that the city would be best served to take over any event decisions.

Event Analysis

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
		DRW (ALL/DDDA)	Art Month (ALL/DCF)	Perennial Exchange (E)	Dearborn Jazz on the Ave	Farmers Market (EW)	Mosaic of Music (E)	Farmers Market (EW)	Adopt a Tree Well (EW)	Shop Small (EW)	Shop Small (EW)
	-	Big Read (ALL/ Library)	Ramadan	Free Comic Book Day (E)	Farmers Market (EW)	Movies in the Park (EW)	Farmers Market (EW)	Movies in the Park (EW)	Trick or Treat (EW)	Winter Breeze (E)	Winterfest (W)
			Earth Day	Ladies Night (W)	Movies in the Park (EW)	Friday Nights (W)	Movies in the Park (EW)	Silent Disco (E)	Pumpkin Carving (EW)		
				Sidewalk Sale (E)	Friday Nights (W)	Kids Days (W)	Friday Nights (W)	Social District (W)			
				Preservation Month (EW)	Kids Days (W)	Tunes at Noon (W)	Kids Days (W)	Perennial Exchange (W)			
				Eastborn Neighborhood Clean Up	Juneteenth (ALL/CITY)	Dearborn Jazz on the Ave/Mosaic of Music (E)	Tunes at Noon (W)	Dearborn Art on the Ave (art exhibits at biz)			
				Eid	Social District (W)	Social District (W)	Social District (W)				
					Taste of Dearborn (ALL/CHAMBER)	Christmas in July/Back to School (I)	Homecoming (CITY/DCF)				
						Eid	JAM3A (E/AANM)				
KEY											
Restaurant Only Promotion											
Retail Promotion											
Community Event											
Signature Event											
Educational/Outreach/Art/Other											
NEW											

DOWNTOWN DEARBORN
2021 EVENT ANALYSIS/ROI

EVENT	ESTIMATE D ATTENDANCE	Pandora	Comcast	Facebook Event Page Organic & Paid Reach	# of Posts	Total Organic FB Post Reach	Total Paid FB Post Reach	FB Post Engagmen ts	# of Newsletter Mentions	Total Open/Vie ws	Twitter Reach	Twitter Engagemen t	Total Twitter Posts	Instagram Reach	Instagram Engagemen t	Total Instagram Posts	Budget	*Actuals	Sponsorship	**Income	Plus/Minus
H@BE Events		Play/Hear d	Total Impressi ons														\$ 41,850.00	\$ 22,690.00	\$ 2,250.00		
Art of Courage				456	7	2,416	0	120			16,478	24	4	2,430	108	7					
DEI Communt y Forums				Not Available	13	8,193	4,082	1,034			11,254	34	9	1,558	58	5					
Juneteent h Mobility Stroll & Roll	apporx 75			10,876	6	3,151	0	259			2,538	31	2	2,277	103	4			\$ 2,250.00		
***Dearbo rn Restaura nt Week (2019)	3000			NA	NA	NA	NA	NA	2,264	40,558		293,591		NA	136,463	NA	\$ 20,000.00	\$ 91.50	7500- 2020		
DRW Pick Up Pledge - (2020)				64,397	18	10,958	29,704	4,033			5,086	49	3	59,597	1,479	111					
Ladies Night Out- 2021	500	56659/ 39349		9,637	7	1,924	0	88			2,872	15	2	14,346	206	37	\$ 2,800.00	\$ 1,441.50	\$ 1,500.00		
East Sidewalk Sale- 2021	300			7,932	5	2,981	0	295			5,025	4	1	3,564	101	11					
Spring Perennial Exchange- 2021	85			7,288	4	2,515	0	192			0	0	0	1,453	73	4	\$ 1,200.00	\$ 1,175.00			
Farmers Market- 2021	apprx 800- 1000 per event	YTD 52444/ 32295		46,660	37	14,115	NA	931		1,337	0	0	0	3,995	199	14	\$ 25,540.00	\$ 16,890.00	\$ 13,250.00	Finalizing	\$ 21,900.00
Farmers Market - 2020				22,243	46	24,498	12,744	2,375			1,225	2	1	3,284	142	25					

DOWNTOWN DEARBORN
2021 EVENT ANALYSIS/ROI

Fall Harvest Market 2020				12,756	37	15,396	NA	802			0	0	0	1,719	104	15					
Tunes at Noon-2021	average so far 75/ event			NA	NA	NA	NA	NA			0	0	0	NA	NA	NA	\$ 6,620.00	\$ 3,420.00	\$ 1,500.00	\$ -	\$ 3,200.00
Music In the Park-2021	average so far 25-30/ event			35,967	4	1,990	0	96			0	0	0	1,557	35	4			\$ 1,000.00		
Silent East Disco				17,670	3	1,587	0	113			0	0	0	1,462	45	3			\$ 1,000.00		
***Friday Nites (2019)	apprx 1200/event																\$ 43,520.00	\$ 33,056.00	\$ 4,000.00	1275 plus still calculating from chamber	\$ 15,464.00
*** Jazz on the Ave (2019)	apprx 3000/event																\$ 54,960.00	\$ 48,960.00	\$ 5,000.00	finalizing	\$ 11,000.00
***Kids Days (2019)	apprx 1200/event																\$ 11,797.00	\$ 11,780.00	\$ 8,800.00	\$ -	\$ 11,038.00
June M@WP-2021	approx 120 showed up and then			21,613	2	279	0	8			1269	1	1	951	80	1	\$ 2,350.00	\$ 2,250.00			
July-M@CHP-2021	179 sched- rained out- did the ne			NA	NA	NA	MA	NA			NA	NA	Na	NA	NA	NA				\$ -	
August M@WP-2021	23			45,371	7	2,701	0	115			NA	NA	NA	327	21	1				\$ -	
September M@CHP-2021				NA	NA	NA	NA	NA			NA	NA	NA	NA	NA	NA				\$ -	
Fall Perennial Exchange-2020	18			6,260	3	1,146	0	118			0	0	0	262	9	1	\$ 1,200.00	\$ 441.50	\$ -	\$ -	

DOWNTOWN DEARBORN 2021 EVENT ANALYSIS/ROI

[illegible]

DOWNTOWN DEARBORN
2021 EVENT ANALYSIS/ROI

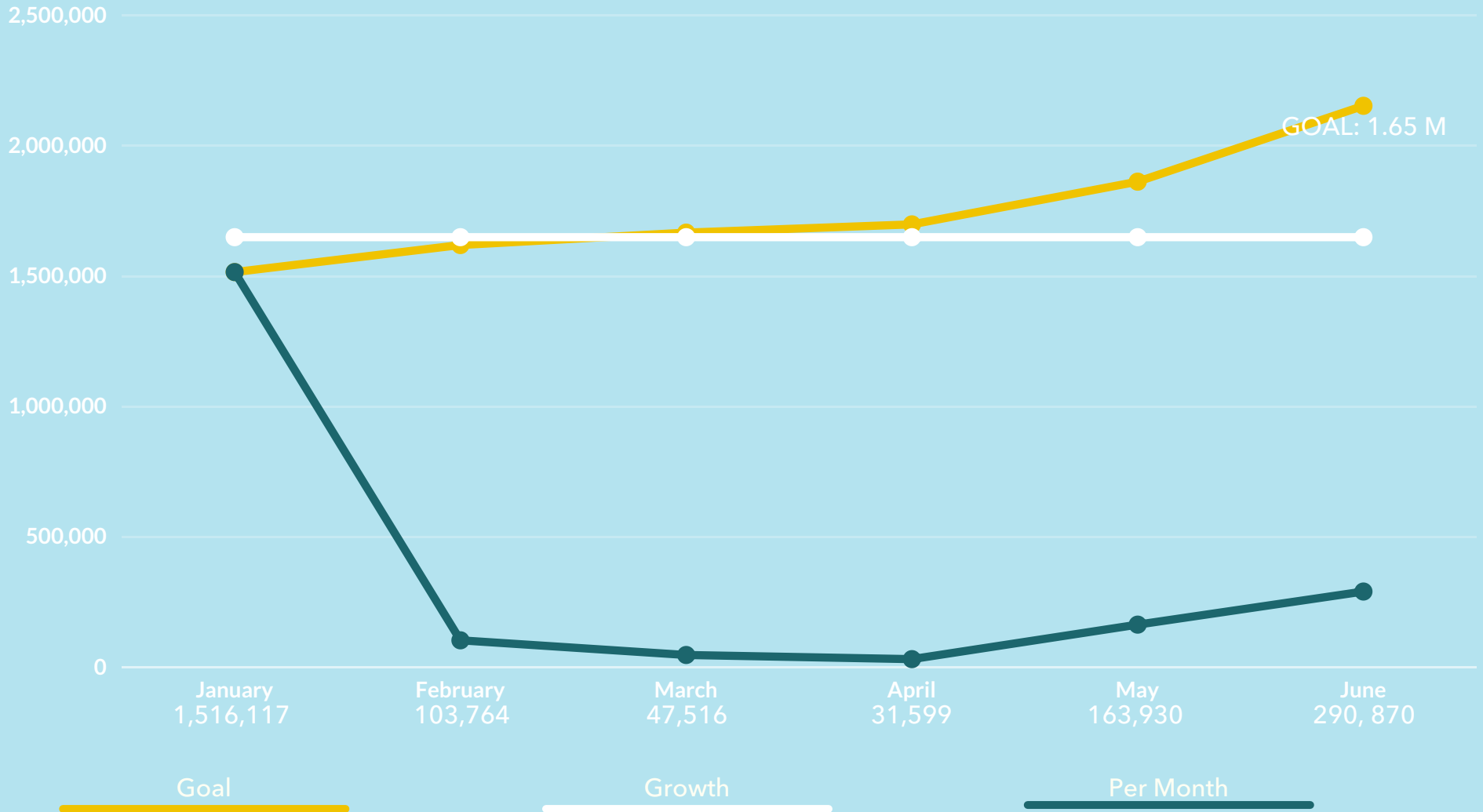
Total Post Clicks: 8,449
DD: 6,669
DRW: 430
DFM: 1,350
Total Page Likes: 9,919
DD: 4,930
DRW: (1,980)
DFM: 3,009
INSTAGRAM
Total Impressions: 195,342
DD: 136,463
DRW: 52,199
DFM: 6,680 (from June 2020)
Total Page Likes: 3,720
DD: 1,232
DRW: 2,263
DFM: 225 (From June 2020)
TWITTER
Total Impressions: 293,591 (Just Downtown Dearborn)
CONSTANT CONTACT
Total ebasts: 40
Total contacts: 3875
Average Open Rate: 28%

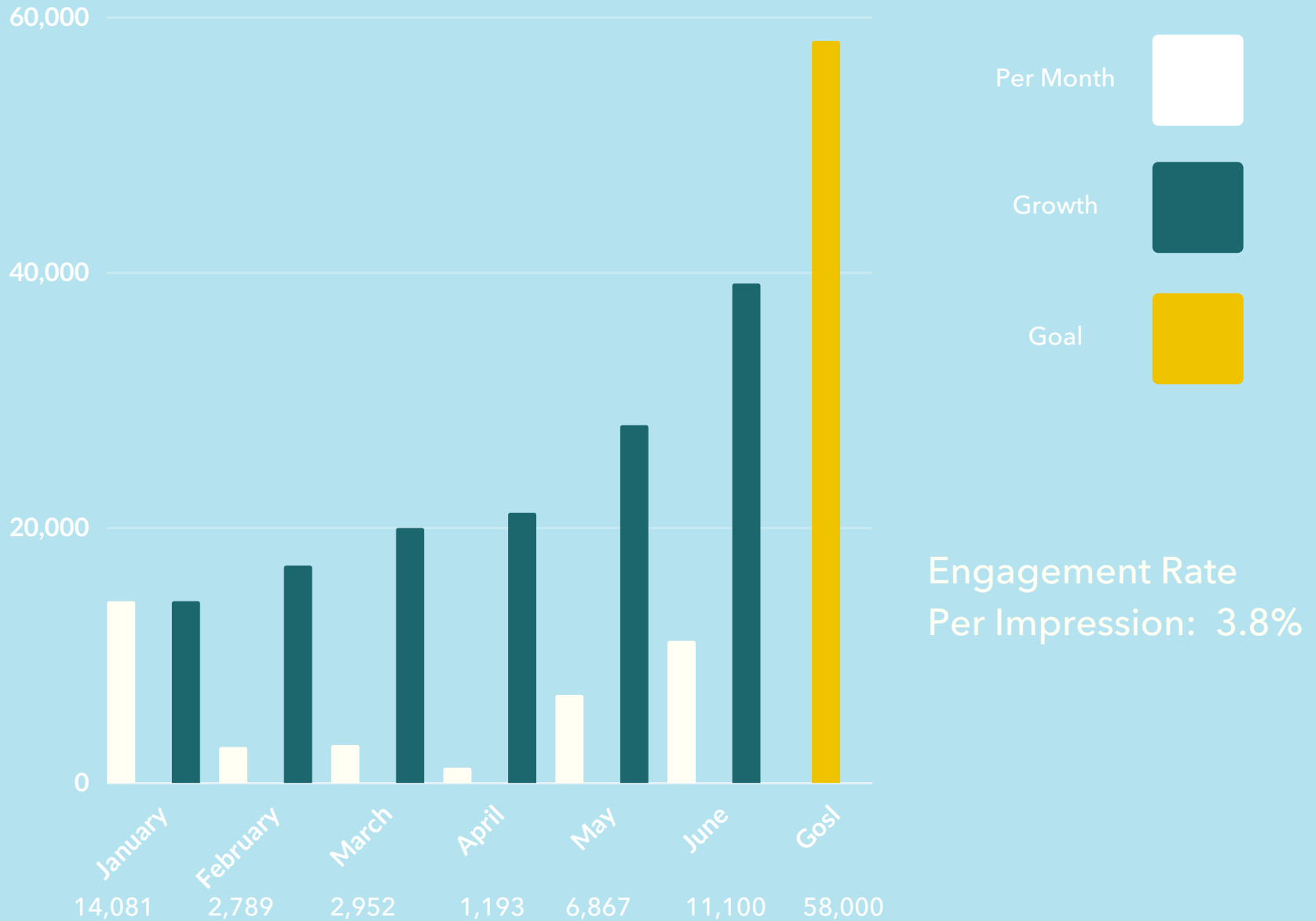


DEARBORN

Downtown

IMPRESSIONS 2021







Total Followers

January: 15,357

February: 15,464

March: 15,554

April: 15,624

May: 15,858

June: 16,273

Goal: 18,000

New Followers

January: 492

February: 107

March: 95

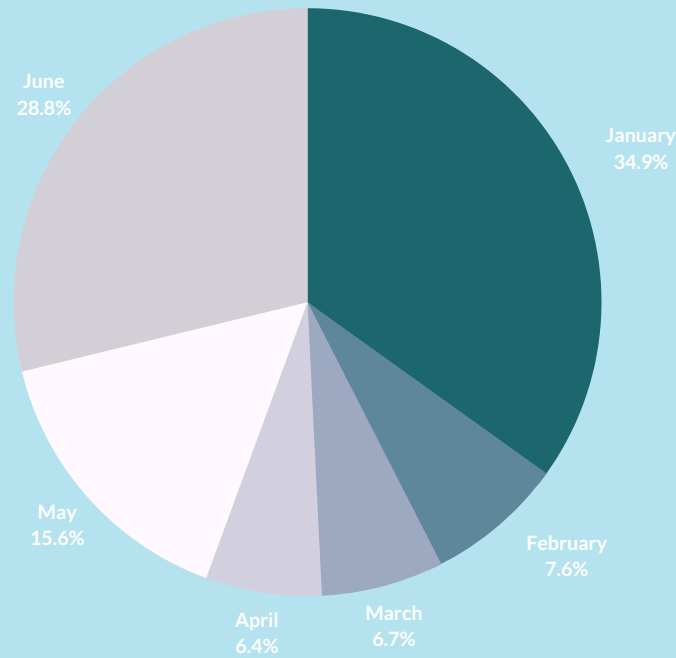
April: 90

May: 220

June: 406

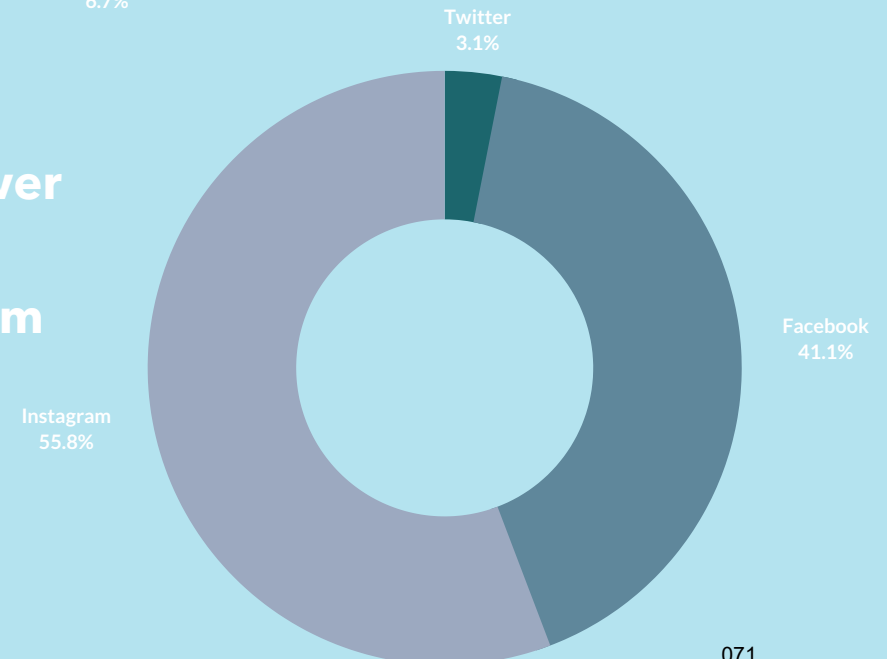
Total: 1,410

Goal: 4,000 New Followers



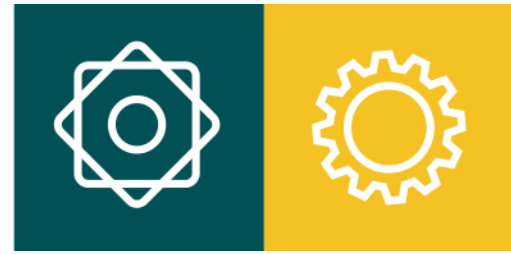
New Follower Growth Per Month

New Follower Growth Per Platform





DOWNTOWN DEARBORN PROMOTIONS COMMITTEE MINUTES



July 28, 2021

9 a.m.

Attendees: Janet Bloom, Cristina Sheppard-Decius, Hassan Sheikh, Chris Sickie, Jean Smith, Jackie Lovejoy, Cathleen Francois, Bruce Bailey, Helen Lambrix, Matthew Dietz, Elizabeth Curran, Tara from Jolly Pumpkin, Katie Merritt, and Julia Kapilango.

A. Finalize Recommendation for 2022 Event Schedule

Jackie - Chamber - maybe do sculpture (Aug./Sept.) in 2022 if no covid restrictions at scrapyard and can access.
Cristina - maybe too many music type events.

Jean - keep in mind Homecoming hasn't happened last two years, FPAC did larger concerts to accommodate. Look at dropping smaller ones to expend more efforts on larger events. Bruce - eager to put in effort to build up new events. Maybe do as opening act paired up. Matthew - do as rotation and spread out.

Julia - do grants - MCACA. One in August for \$30K - pair up with Alexander. Cristina - make sure we cover off with boards since it is a contract and reporting is very important. Issues with CHP not being able to be used. Impacts attendance - think it may be Artspace.

Katie - keep newer events but don't stack them up - spread out. Julia - can move Silent Disco inside to a business in colder months.

Ramadan Pop-up - Hassan - sees it as a city-wide event and corridors and downtowns, etc. City Hall Park - meet with Yunus - still ground issues with CHP. Set meeting up.

Christmas in July/Back to School - can be very creative and add decor and Santa visit, holiday movies, etc.

Join Zoom Meeting
<https://zoom.us/j/308973055?pwd=Sy9GNlBXaGZ4UmgxRlZrRzk3WTdHQT09>

Meeting ID: 308 973 055
Password: 123811

One tap mobile
+19292056099,,308973055# US (New York)
+13126266799,,308973055# US (Chicago)

Dial by your location
+1 929 205 6099
US (New York)
+1 312 626 6799
US (Chicago)
+1 301 715 8592
US

Meeting ID: 308 973 055
Find your local number: <https://zoom.us/j/308973055>

Join by Skype for Business
<https://zoom.us/skype/308973055>



Mission:

Collaborating to create a vibrant Downtown Dearborn experience for all.

Julie - "Art on the Avenue" in fall.

Jan - have Farmers Market vendors in 3 pm/4 pm then stay through end of Jazz on the Ave. event.

Jan - see if art can be placed at businesses within districts.

Tara from Jolly Pumpkin - transitioned menu to all hala. Trivia/drink specials. Mon-Fri - happy hour. Kids eat free on Sunday with purchase of adult meal. Want to get engaged and be involved.

Katie - decorate tree wells, decorate windows as one event and scavenger hunt was dismal. Julia - make sure businesses know they don't have to decorate with flowers. Encouraging to do decor: tree well or window, trick or treat and pumpkin. Businesses provide treats, per standard practice.

Julia - retractable banners. Consider using for by stage so sponsors are listed. Cristina - Cathleen look at something temporary.

B. Communications

a. Social Media/Web/PR Report

b. Calendar Poster – Fall Poster - do as one poster

C. 3rd/4th Quarter Events/Promotions Updates

D. Sponsorship Update

E. Volunteer Management & Needs - Model other volunteer efforts; Julie and Janet need to meet. Plan August as time to reach out to U of M and HFC. Jackie - Aug. 13 do table. Julia to send Jackie a list of volunteers from Juneteeth.

F. Storytelling Time– What's Happening Around Town

Julie - FEMA is now at Centennial Library - 7 days a week, 7am - 7 pm. Bryant and Esper is now open for patrons.

G. Committee Assignments/Take Aways

Eblast:

Julie - send items in an email by Friday and then can be added to. Julia - suggested to add board directors in eblast since board chairs were done.



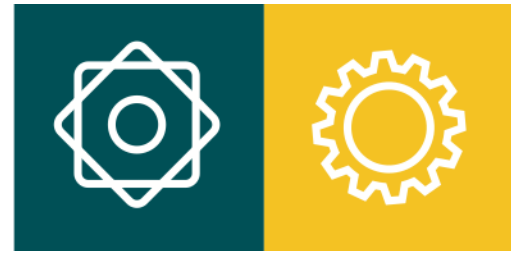
Go in pecking order. On DDDA website - add photos and write summary as why they joined the board.



Mission:
Collaborating to create a vibrant Downtown Dearborn experience for all.



DOWNTOWN DEARBORN STEERING COMMITTEE MINUTES



August 10, 2021

9 a.m.

Attendees: Hassan Sheikh, Jackie Lovejoy, Mark Guido, Peggy Richard, Mike Kirk, Cristina Sheppard-Decius, Steve Deisler, Helen Lambrix, and Janet Bloom.

I. Main Street Application

Michigan Main Street Application was turned in July 30, 2021.

II. Main Street Application Video

Cristina: The video for Michigan Main Street needs to be done by Aug. 27. Patty requested two weeks for editing. Also, we need to schedule around her vacation so we need to hold to the deadline. Talked about doing a drone flyover.

An onsite, in-person meeting is now scheduled with Michigan Main Street on August 30 at 11am – 1:30pm. Meeting invite has been sent out. Main Street is in town to meet with Steering Committee. They want to meet those who put the application together to ask questions and tour the town. The plan is to start at one end of town, then move to other then do food and beverages at the end. They will ask questions on things they want more detail on.

Janet to send application to all Steering Committee members today to prep for in-person meeting.

Reviewed video storyboard. It walked through video suggestions and talking points. Visually – show video and pictures. Jackie offered community photos from general and community shots. Peggy asked if we want student photos. Cristina agreed to historical markers, key successes, assets, student and university shots. Peggy – utilize Instagram food photos from area restaurants. Jackie- she will forward kid shots in Martian Marathon and Dearborn Farmers Market field trips.

We need photos on areas that talk to inclusive engagement; how do we join East/West; grow input and output; identified tourism; and recruitment strategies.

Mike Kirk -provide ideas on how to join together cultures and economics of that from Mom and Pop stores to regional businesses.

Get video or photos of actively displaying letters of support.

Mission:

Collaborating to create a vibrant Downtown Dearborn experience for all.



Mark Guido – use videos from community planning sessions. Cristina – use Metromode panel discussions.

Video can be maximum 15 minutes, suggestion is to do five minutes. It is to summarize the application.

Do group shot on Michigan Ave. Will need to coordinate.

Do a “welcoming” shot: from business front, through front door to a business owner saying hello.

Closing statement – Cristina asked for ideas or suggestions. Jackie – “doors open for you in Dearborn”.

Peggy – Play off of the word Dearborn – born of industry, born of diversity, born of technology, drive, education.

Pull teleprompter script and use as launching off point.

Generated list of those to interview.

Steve Deisler – suggested the possible future chair of DDI as one of the speakers on video.

Jackie - feature generational businesses in town.

Speak to expansion of Gateaux and interview owner.

Address what areas Michigan Main Street can help Downtown Dearborn.

Hassan – weigh who can plug in to speak to needed topics. Match right speaker to topic.

Reviewed photos of events and community shots. Mike – ask SmithGroup for photos they have.

We need to show and demonstrate we are ready to do Main Street.

Cristina – welcome Michigan Main Street to Dearborn. Ask businesses do something in windows. Chamber could help with design of paper posters and Jackie would see if Malko Media can help with signage. Businesses – do a display or something that speaks to Michigan. Helen – do some strategic “act” as part of welcome.

Cristina may need to reach out to those we received letters of support and will ask the person who obtained letter to coordinate communication.

Hassan will check to see if Senior Services shuttle available for onsite visit day.

Mission:

Collaborating to create a vibrant Downtown Dearborn experience for all.



Pull in SMART representing partnerships in Downtown Dearborn. They can be plan B for shuttle service. Janet to contact SMART.

Mission:
Collaborating to create a vibrant Downtown Dearborn experience for all.



JOINT DDDA EXECUTIVE COMMITTEE MEETING MINUTES

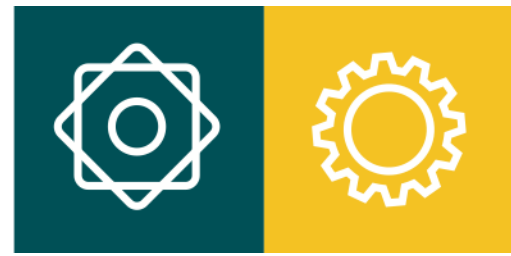


August 9, 2021

9 a.m.

Attendees: Eric Woody, Sam Abbas, Matthew Dietz, Licia Yangouyian, Hassan Sheikh, Cristina Sheppard-Decius, Steve Deisler, Jean Smith, and Janet Bloom.

1. JOINT BOARD MEETING AGENDA ITEMS
 - a. Purchasing Policy- Item A - Mark Guido requested to get 3 bids for those items under \$3K; Legal requested if they can't be obtained provide reason/documentation as to why. Item H - not necessary to have in policy since those criteria are spelled out in each bid/RFP. Per Legal, Purchasing Policy already covers it. Item I - built into bid and RFP documents already. Board has right to accept, reject, or modify any or all competitive bids. It's repetitive but provides transparency. Licia: use language that Purchasing uses. Item K - Debra Walling from Legal asked to have it reviewed as a case by case basis. Licia and committee agreed to always bring expenditures related to trainings to the board for approval as standard practice. Sam, Matthew and Eric agreed that those need to be brought to board meetings.
 - b. Pledge of Commitment- Licia reviewed with Debbie Walling in Legal. Board members take oath of office already. Debbie felt it was redundant to do the Pledge of Commitment and felt some items should be addressed in bylaws instead. It is unenforceable. Need to do a job description - Cristina and Licia to work on together and do as an administrative item. Board attendance needs to be part of bylaws.
 - c. Eric stated he received an email from Julia Kapilango tendering her resignation. Jeff Watson has received 4-5 East board member applications to date. Licia will check but may need to expedite process so they are approved at city council meeting 8/17/21, prior to Joint Board meeting 8/19/21.
 - d. Brand Contract Amendment - Graphic Design for Fall/Winter Promotions - business recruitment video, volunteer program, and more items. Plan wasn't to pull from original branding funds. Need to do Comcast video. Projection is \$25,000 at the most to be added to contract. We have \$60,000 for East and West for the year. It will be reviewed in October to see what else needs to be brought in. This month's ask is \$25,000.
 - e. 2022 Event Schedule - review current and suggested events; will provide ROI of current events. It will be a mix of types of events (ie retail, community, etc.)
2. WDDDA ONLY ITEM
 - a. Farmers Market Amendment
Zap Art Date is September 10. It's also Community Day at market. Octane - reallocate DFM projects to Dearborn Farmer Market funds and not pull from general brand funds.
 - b. Tunes at Noon Amendment - Entertainment - had cancellation and did replace with new performer. Cost was the same.



3. EDDDA
 - a. Rodent Remediation at Schaefer & Osborn - received three quotes
4. UPDATES/DISCUSSION/NEW BUSINESS
 - a. Holiday Décor - problem with no GFI's. Get bids on lighting buildings - concentrate on key buildings such as Bryant Library, Commandant's Quarters, other private businesses. Provide a couple options to RFP on. DTE is scheduled to come out to check light connections. East - Eric - open to recommendations - can try and tie both districts together. Steve Deisler - do entryways into town. Review the four corners of Michigan and Schaefer and will need to discuss with property owners.
 - b. Snow Removal 2022 Season - rebid out this month
5. OLD BUSINESS FOR AGENDA
 - a. Platform Dining Installation - Steve Deisler - three platforms are completed in the West. Materials are set. One planter knocked over. Will work to weight them when plantings switched out. East - W H Canon - high quote and not available until next month. Getting volunteers to install Wednesday at 10am.
 - b. Portajohns - Brendel's - not enough staff to get us portajohn's. Scotty's currently in place. Will work on getting quotes.
 - c. Office Remediation - Need to fix internal drainage leak in Artspace office so it can prevent leaks into DDDA office. Two loans provided to Artspace. They are paying back on both of those. Other funding support provided, too.
 - d. Mobility - Scooter Share - working with Spin, one of the larger ones in the country. They are locally owned by Ford. They have developed an MOU for review. Steve Deisler, Cristina and Dave Norwood to review and forward to Legal. It is to use local streets. Looking to bring to Sept. 19 City Council meeting. Would deploy 600 scooters. Intent would be to include other areas, in addition to the downtowns.
 - e. WDDDA Social District - reformulate to have as one large common area instead of 5 common areas. Idea was to work with MLLC so it is one area. Initially had 7-8 interested but only one has followed through. We could have Beirgarden and Bar Louie and then link it so people can walk through social district. Overall district boundary is not changing. Have spent lots of time to launch. Moe Hider has also tried to garner support. Sam - maybe plan on 1-2 areas only.
 - f. EDDDA Tree Well Removal - Adding more tasks to bid including adding in concrete in landscape area by mural area by Fish Market. Shops in area have expressed interest in adding more seating. Also, adding in to do concrete work to a sidewalk - in poor condition.
 - g. EDDDA Landscape & Maintenance- W H Canon struggling with employment. Lodging strikes against them so will need to set up meeting with purchasing.
 - h. EDDDA Summer Music Series - EDDDA board chair fired sound guy which caused. need for sound 9/1/ and 9/8. Two cancelled for Silent Disco. Sound quotes will be brought to EDDDA this month.
6. CALL TO EXEC COMMITTEE



Cristina shared that contracts and some payments are behind for 2021 and staff working with Legal, Purchasing and Finance to get caught up.

DOWNTOWN DEARBORN EVENT MANAGEMENT NOTES JULY 2021

REPORT ON RECENT EVENTS

CURRENT/ PAST EVENTS:

- MIP/ Silent disco
 - Music in the Park - Frank Wood Consultant
 - Due to park construction, MIP was pushed back to June 23rd with 3 dates added at the end.
 - Attendance has been a bit light with about 25-35 people attending each week.
 - Every Wednesday from June 23 to Sept 8th 7:30 - 8:30pm
 - Silent East Disco - Bruce Bailey
 - Julia provide update
 - Fridays June 4, 18, July 2, 16, 30, August 13, 27, Sept 10, 24 6pm - 10pm
- Tunes at Noon:
 - Finished 3 of the 6 weeks
 - Attendance has averaged about 75-85 per week
- DFM
 - Weather has been challenging- 3 out of 7 weeks rained out.
 - Weeks have been well trafficked with the exception of the graduation week
- Movies in the Park:
 - Movies @ Wagner Park:
 - June 11th The Lion King- RAINED OUT :-(
 - August 13th Dolittle
 - Movies @ CHP
 - July 16th Dora: The Lost City of Gold- had to reschedule- we had 179 listed as going on sign up form, 8 people came out

■ September 3rd My Spy

UPCOMING EVENTS:

Fall Perennial Exchange:

- Cathleen & Katie

Fall/ Winter Event Planning:

- Cathleen & Jean have sent out the Google Form for all fall event signups- we have 3 out of over 100 emails sent out.
- Cathleen sent out reminder emails to each individual business last week.- We now have 5!!!
- ATW, TorT, Pumpkin Carving
- Shop Small/ Winterbreeze

Winter Events

- Winterfest
- EDDDA Open House

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Bond Refinance/Refund of Dearborn Town Center Parking Deck 2021 - EDDDA

Date Adopted: July 15, 2021

Motioned by: Chairperson Julia Kapilango

Seconded by: Secretary-Treasurer Matthew Dietz

WHEREAS: The City of Dearborn Brownfield Redevelopment Authority (the “BRA”) has previously issued its Limited Tax General Obligation Redevelopment Refunding Bonds, Series 2009A, dated as of November 10, 2009 (the “Prior Bonds”), for the purpose of paying the cost of acquiring and constructing a parking structure and related infrastructure improvements to facilitate the redevelopment of the Michigan Avenue/Schaefer Road Redevelopment Project (the “Project”), pursuant to the BRA’s Brownfield Plan #7 (the “Brownfield Plan”); and

WHEREAS: The EDDDA has previously pledged its tax increment revenues captured on the Project as security for repayment of the Prior Bonds; and

WHEREAS: The BRA has indicated that it intends to issue refunding bonds pursuant to Act 381, Public Acts of Michigan, 1996, as amended (“Act 381”) and Act 34, Public Acts of Michigan, 2001, as amended (“Act 34”), in an aggregate principal amount of not to exceed Eight Million Five Hundred Seventy Thousand Dollars (\$8,570,000) (the “Bonds”) for the purpose of paying all or part of the cost of refunding the Prior Bonds in order to achieve interest cost savings; and

WHEREAS: It is necessary for the EDDDA to reconfirm its pledge of its tax increment revenues to the BRA in amounts sufficient to pay the debt service on the Bonds.

WHEREAS: The EDDDA shall expend Tax Increment Financing (TIF) pursuant to the EDDDA Development and TIF Plan, Section (2) (e) D. 3) Public Facility Improvements, New Parking; and

RESOLVED:

1. The Authority hereby irrevocably pledges the tax increment revenues generated by the Project and attributable to non-school operating taxes to secure the Bonds to be issued by the BRA to refinance the Prior Bonds issued for the Project. The Authority

agrees to pay to the BRA from the Tax Increment Revenues received by the Authority the amounts necessary to pay principal of and interest on the Bonds as they come due in the event that other revenues are insufficient for any reason to meet such debt service obligations. The Authority further agrees that in the event the funds of the Authority are insufficient to pay the principal of and interest on any Bonds as they become due, and the BRA pays such sums from its own funds or from the funds of the City, the BRA or the City, as appropriate, shall be entitled to be reimbursed from special assessments or other revenues to the extent available and from Tax Increment Revenues of the Authority as the same are received.

2. The Authority hereby acknowledges that the Bonds will be issued by the BRA in reliance upon the irrevocable pledge of the Authority to pay to the BRA from the Tax Increment Revenues generated by the Eligible Property in the amounts necessary to pay the principal of and interest on the Bonds.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution be and the same hereby are rescinded.
4. This Resolution shall be given immediate effect.

Yes: Chairperson Julia Kapilango, Vice Chairperson Eric Woody, Secretary-Treasurer Matthew Dietz, Mayor Jack O'Reilly, Director Janice Cislo, Director Mark Guido, and Director Kamal Turfah.

No:

Abstain:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Comcast Annual Advertising 2021 - EDDDA

Date Adopted: 7/15/21

Motioned by: Director Kamal Turfah

Seconded by: Chairperson Julia Kapilango

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) and the West Dearborn Development Authority (WDDDA) Board of Directors recognize the importance of promoting the districts' events and shopping and dining districts via TV, cable and streaming services; and

WHEREAS: The EDDDA shall expend Tax Increment Financing (TIF) pursuant to the EDDDA Development and TIF Plan, Section (2) (e) B) District Marketing, Promotion, Recruitment, Support of Arts and Cultural Programs for programs that sustain and increase business activity within the district; and

WHEREAS: The Promotions Committee has reviewed and recommends to approve an annual Comcast advertising package so the message and brand of Downtown Dearborn runs majority of weeks annually to engage businesses, residents and visitors alike to the shops and businesses and events of Downtown Dearborn; so let it be

RESOLVED: The EDDDA approves expenditures up to \$20,000 for the Comcast annual advertising package, to be split equally with WDDDA, expending up to \$10,000 from from EDDDA Account #297-6100-911-51-00; furthermore, let it be

RESOLVED: The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA with Comcast, subject to review and approval by Corporation Counsel.

Yes: Chairperson Julia Kapilango, Vice Chairperson Eric Woody, Secretary-Treasurer Matthew Dietz, Mayor Jack O'Reilly, Director Janice Cislo, Director Mark Guido, and Director Kamal Turfah

No:

Abstain:

Absent: Director Heidi Merino and Director Jay Kruz

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Comcast Annual Advertising 2021 - WDDDA

Date Adopted: 7/15/21

Motioned by: Director John McWilliams

Seconded by: Director Jackie Lovejoy

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) and the East Dearborn Development Authority (EDDDA) Board of Directors recognize the importance of promoting the districts' events and shopping and dining districts via TV, cable and streaming services; and

WHEREAS: The Promotions Committee has reviewed and recommends to approve an annual Comcast advertising package so the message and brand of Downtown Dearborn runs majority of weeks annually; to engage businesses, residents and visitors alike to the shops and businesses and events of Downtown Dearborn; so let it be

RESOLVED: The WDDDA approves expenditures up to \$20,000 for the Comcast annual advertising package, to be split equally with EDDDA, expending up to \$10,000 from from WDDDA Account #296-6100-911-51-00; furthermore, let it be

RESOLVED: The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA with Comcast, subject to 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 Audrey Ralko

No:

Abstain:

Absent: Director Karen Nigosian

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2021 Free Comic Book Day Sponsorship

Date Adopted: 7/15/21

Motioned by: Director Kamal Turfah

Seconded by: Director Janice Cislo

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) recognizes hosting, creating and sponsoring special public and community events in East Dearborn Downtown as a means to reach the goals of increased traffic and commerce, which benefit its businesses and neighborhoods; and,

WHEREAS: The EDDDA shall expend Tax Increment Financing (TIF) pursuant to the EDDDA Development and TIF Plan, Section (2) (e) B) District Marketing, Promotion, Recruitment, Support of Arts and Cultural Programs for programs that sustain and increase business activity within the district; and

WHEREAS: Green Brain Comics has invited the EDDDA to be a sponsor of its Free Comic Book Day on August 14, 2021, which offers marketing opportunities for the EDDDA; therefore, be it

RESOLVED: The EDDDA approves an amount not to exceed \$1,000.00 from the Community Promotions General Marketing budget account #297-6100-911-51-00 in support of Green Brain Comics' Free Comic Book Day to be held August 14, 2021; and further be it

RESOLVED: The money provided by the EDDDA will be used to promote the EDDDA and the EDDDA will be listed as a sponsor in all materials.

Yes: Chairperson Julia Kapilango, Vice Chairperson Eric Woody, Secretary-Treasurer Matthew Dietz, Mayor Jack O'Reilly, Director Janice Cislo, Director Mark Guido, and Director Kamal Turfah

No:

Abstain:

Absent: Director Heidi Merino and Director Jay Kruz

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

FYE2022 BUDGET ADOPTION

Date Adopted: 7/15/2021

Motioned by : Director Janice Cislo

Seconded by: Director Kamal Turfah

WHEREAS: Section 28 of Public Act 197 of 1975 requires that the Directors of the East Dearborn Downtown Development Authority (EDDDA) prepare and submit an operating budget for the EDDDA each year; and

WHEREAS: The EDDDA approved a 3-year budget for FYE2022-24 at the April 15, 2021, meeting to be submitted to the City of Dearborn City Council for approval and adoption; and

WHEREAS: The City of Dearborn approved and adopted the budget on June 15, 2021, as submitted by the EDDDA; so let it be

RESOLVED: That the EDDDA adopts the FYE2022-24 budget as adopted by City Council on June 15, 2021; and let it be

RESOLVED: That unexpended FYE 2021 appropriations shall be carried forward for completion of EDDDA activities initiated by June 30, 2021.

Yes: Chairperson Julia Kapilango, Vice Chairperson Eric Woody, Secretary-Treasurer Matthew Dietz, Mayor Jack O'Reilly, Director Janice Cislo, Director Mark Guido, and Director Kamal Turfah

No:

Abstain:

Absent: Director Heidi Merino and Director Jay Kruz

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

FYE2022 BUDGET ADOPTION

Date Adopted: 7/15/21

Motioned by : Mayor Jack O'Reilly

Seconded by: Director Thomas Clark

- WHEREAS:** Section 28 of Public Act 197 of 1975 requires that the Directors of the West Dearborn Downtown Development Authority (WDDDA) prepare and submit an operating budget for the WDDDA each year; and
- WHEREAS:** The WDDDA approved a 3-year budget for FYE2022-24 at the April 15, 2021, meeting to be submitted to the City of Dearborn City Council for approval and adoption; and
- WHEREAS:** The City of Dearborn approved and adopted the budget on June 15, 2021, as submitted by the WDDDA; so let it be
- RESOLVED:** That the WDDDA adopts the FYE2022-24 budget as adopted by City Council on June 15, 2021; and let it be
- RESOLVED:** That unexpended FYE 2021 appropriations shall be carried forward for completion of WDDDA activities initiated by June 30, 2021.

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 Audrey Ralko

No:

Abstain:

Absent: Director Karen Nigosian

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Office Remediation 2021 - EDDDA

Date Adopted: 7/15/21

Motioned by: Director Janice Cislo

Seconded by: Director Kamal Turfah

WHEREAS: Due to recent water damage at the Dearborn Downtown office located at The Connector in Artspace Building B, the East Dearborn Downtown Development Authority (EDDDA) and the West Dearborn Development Authority (WDDDA) Board of Directors recognize the importance of remediation of the space as quickly as possible; and

WHEREAS: The initial estimate from selected contractor, Servpro of Dearborn/Dearborn Heights, of almost \$5,000 is for steam and sanitizing the office and some drywall removal and repair; and

WHEREAS: There will be additional expenses to be incurred such as removal of all press board wooden cabinets, shelves, desks and a credenza; and loading up boxes of items to keep into storage; and

WHEREAS: Three computers were removed from the office due to water damage and three computer units will be ordered for the three work stations through the City of Dearborn, for a total cost of \$1500 per setup, for a total of \$4500; so let it be

RESOLVED: The EDDDA approves expenditures to Servpro up to \$10,000, to be split equally with WDDDA, expending up to \$5,000 from EDDDA Account #297-6100-911-34-90; and let it be

RESOLVED: The EDDDA approves expenditures up to \$4500 for the computer units, to be split equally with WDDDA, expending up to \$2250 from EDDDA Account #297-6100-911-61-90, Non-Capital Equipment; and let it be

RESOLVED: The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA, subject to review and approval by Corporation Counsel.

Yes: Chairperson Julia Kapilango, Vice Chairperson Eric Woody, Secretary-Treasurer Matthew Dietz, Mayor Jack O'Reilly, Director Janice Cislo, Director Mark Guido, and Director Kamal Turfah

No:

Abstain:

Absent: Director Heidi Merino and Director Jay Kruz

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Office Remediation 2021 - WDDDA

Date Adopted: 7/15/21

Motioned by: Director Thomas Clark

Seconded by: Director Jackie Lovejoy

WHEREAS: Due to recent water damage at the Dearborn Downtown office located at The Connector in Artspace Building B, the East Dearborn Downtown Development Authority (EDDDA) and the West Dearborn Development Authority (WDDDA) Board of Directors recognize the importance of remediation of the space as quickly as possible; and

WHEREAS: The initial estimate from selected contractor, Servpro of Dearborn/Dearborn Heights, of almost \$5,000 is for steam and sanitizing the office and some drywall removal and repair; and

WHEREAS: There will be additional expenses to be incurred such as removal of all press board wooden cabinets, shelves, desks and a credenza; and loading up boxes of items to keep into storage; and

WHEREAS: Three computers were removed from the office due to water damage and three computer units will be ordered for the three work stations through the City of Dearborn, for a total cost of \$1500 per setup, for a total of \$4500; so let it be

RESOLVED: The WDDDA approves expenditures to Servpro up to \$10,000, to be split equally with EDDDA, expending up to \$5,000 from WDDDA Account #296-6100-911-34-90; and let it be

RESOLVED: The WDDDA approves expenditures up to \$4500 for the computer units, to be split equally with EDDDA, expending up to \$2250 from WDDDA Account #296-6100-911-61-90, Non-Capital Equipment; and let it be

RESOLVED: The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA, subject to 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 Audrey Ralko

No:

Abstain:

Absent: Director Karen Nigosian

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Appointment of Promotions Committee Co-Chair - EDDDA

Approved on : 7/15/2021

Motioned by: Mayor Jack O'Reilly

Seconded by: Vice-Chairperson Eric Woody

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) appoint the committee members and chairpersons for the joint standing Downtown Dearborn Promotions Committee to lead community engagement in the events, marketing and promotions of Downtown Dearborn; and

WHEREAS: Appointments to the standing committees shall be made annually or as vacancies arise to best maintain the standing committees; and

WHEREAS: The former Chairperson, Sam Abbas, stepped down as Downtown Dearborn Promotions Chair to better focus on the WDDDA Board Chair position; and

WHEREAS: The Promotions Committee recommended Matthew Dietz and Julia Kapilango of the EDDDA to Co-Chair the Downtown Dearborn Promotions Committee; and

WHEREAS: The WDDDA and members in attendance from the EDDDA (no quorum obtained by EDDDA) discussed the need for balanced representation between EDDDA and WDDDA for the Promotions Committee Co-Chair position at the June 17, 2021, Joint DDDA Board meeting;

WHEREAS: The WDDDA tabled the action to the July 15, 2021, Joint DDDA Board meeting and recommended to have the Co-Chairs of Matthew Dietz for EDDDA and Jackie Lovejoy for WDDDA; so let it be

RESOLVED: That the EDDDA Board appoints Matthew Dietz of the EDDDA and Jackie Lovejoy of the WDDDA as Co-Chairs of the joint standing Downtown Dearborn Promotions Committee effective upon approval.

Yes: Chairperson Julia Kapilango, Vice Chairperson Eric Woody, Secretary-Treasurer Matthew Dietz, Mayor Jack O'Reilly, Director Janice Cislo, Director Mark Guido, and Director Kamal Turfah

No:

Abstained:

Absent: Director Heidi Merino and Director Jay Kruz

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Appointment of Promotions Committee Chair - WDDDA

Approved on : 7/15/21

Motioned by: Director Mark Guido

Seconded by: Vice-Chairperson Moe Hider

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) appoint the committee members and chairpersons for the joint standing Downtown Dearborn Promotions Committee to lead community engagement in the events, marketing and promotions of Downtown Dearborn; and

WHEREAS: Appointments to the standing committees shall be made annually or as vacancies arise to best maintain the standing committees; and

WHEREAS: The former Chairperson, Sam Abbas, stepped down as Downtown Dearborn Promotions Chair to better focus on the WDDDA Board Chair position; and

WHEREAS: The Promotions Committee recommended Matthew Dietz and Julia Kapilango of the EDDDA to Co-Chair the Downtown Dearborn Promotions Committee; and

WHEREAS: The WDDDA and members in attendance from the EDDDA (no quorum obtained by EDDDA) discussed the need for balanced representation between EDDDA and WDDDA for the Promotions Committee Co-Chair position at the June 17, 2021, Joint DDDA Board meeting;

WHEREAS: The WDDDA tabled the action to the July 15, 2021, Joint DDDA Board meeting and recommended to have the Co-Chairs of Matthew Dietz for EDDDA and Jackie Lovejoy for WDDDA; so let it be

RESOLVED: That the WDDDA Board appoints Matthew Dietz of the EDDDA and Jackie Lovejoy of the WDDDA as Co-Chairs of the joint standing Downtown Dearborn Promotions Committee effective upon approval.

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 Audrey Ralko

No:

Abstained:

Absent: Director Karen Nigosian

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Reimbursement For Tent & Table 2021- EDDDA

Date Adopted: 7/15/21

Moved by: Director Kamal Turfah

Seconded by: Director Janice Cislo

WHEREAS: The EDDDA recognizes the benefit of Marketing and Promoting businesses and activities in the District to bring visitors to the District and promote a diverse culture; and

WHEREAS: The EDDDA shall expend Tax Increment Financing (TIF) pursuant to the EDDDA Development and TIF Plan, Section (2) (e) B) District Marketing, Promotion, Recruitment, Support of Arts and Cultural Programs for programs that sustain and increase business activity within the district; and

WHEREAS: The EDDDA needed a table and tent for events held in the EDDDA; and

WHEREAS: Jean Smith, Events Manager of POW! Strategies, Inc. purchased the tent and table for the events at a cost of \$119.67; therefore, let it be

RESOLVED: That the EDDDA obligates to reimburse Jean Smith from the Community Promotions Budget #297-6100-911-51-00 for \$119.67 for the tent and table.

Yes: Chairperson Julia Kapilango, Vice Chairperson Eric Woody, Secretary-Treasurer Matthew Dietz, Mayor Jack O'Reilly, Director Janice Cislo, Director Mark Guido, and Director Kamal Turfah

No:

Abstain:

Absent: Director Heidi Merino and Director Jay Kruz

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Social District Program Amenities Amendment IIII - 2020- WDDDA

Date Adopted: 7/15/21

Motioned by: Vice Chairperson Moe Hider

Seconded by: Director Jackie Lovejoy

- 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
- WHEREAS:** The WDDDA Board authorized the Social District Plan and the designation of the Social District(s) be presented to the City of Dearborn City Council for approval at the August 20, 2020 Joint DDAs Board meeting; and
- WHEREAS:** The WDDDA Board approved on November 19, 2020, to authorize the Executive Committee to expend up to \$25,000 to obtain the structures, heat, electrical and furnishings, contingent that it is considered an exigency purchase that follows the purchasing ordinance for emergency purchases for the Social District, coming from account # 296-6100-911-51-00; and
- WHEREAS:** The City of Dearborn City Council approved the Social District pilot project through September 30, 2021, at its February 9, 2021, meeting; and
- WHEREAS:** Additional amenities and services will need to be acquired to maintain the Social District pilot project; so let it be
- RESOLVED:** The WDDDA Board authorizes the expenditure of an additional \$65,000 for the amenities and services listed below from accounts # 296-6100-911-51-00 and #296-6100-911-34-90; and 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.

Service Provider	Item	WDDDA Cost	Account
Beshara	Signage: 92 - 12 x 18 pole signs at \$7/ea. (directional/rules & code of conduct/enter/exit)	Approved \$700; Add an additional \$1150	51-00
Beshara	posters (qty. 100)	\$100	51-00
Malko Media	Signage: 34 - at \$25/ea. (social district signage for a-frames)	\$850	51-00
POW! Strategies, Inc.	Patio heaters (qty. 2)	\$334	51-00
<i>See below:</i>	<i>Entertainment (14 weeks) - at Wagner Place</i>	<i>\$14,000</i>	<i>51-00</i>
Steven Taylor	6/4/21 - entertainment (7-9pm)	\$125	51-00
AJ Lynn (Amy Loskowski)	6/11/21, 7/23/21, 8/13/21, 8/14/21, 8/27/21, - entertainment (7-9pm)	\$625	51-00
Dearborn School of Music	7/16/21, 8/6/21, 9/3/21- entertainment (7-9pm)	\$300	51-00
Visual Ronin	7/30/21, 8/20/21 - entertainment (7-9pm)	\$200	51-00
City of Dearborn	Sanitation services (April-September 30) \$3355/weekly - \$80,520	0	n/a
Fairlane Grounds	Twice Daily Additional Litter Service (April - September)	\$30,000	34-90
TBD	Security (4-weeks)	\$5000	51-00
TBD	Decor	\$10,000	51-00
TBD	Marketing/Advertising/Design	\$10,000	51-00
Home Depot/Omnia Partners	Adirondack Chairs (80) (est. \$160.10 per chair) \$12,808 Previously Approved \$2466	Additional \$10,342 \$2466 Previously	51-00

	through Welcome Back Campaign (equals 15 chairs)	Approved	
The Cup Store	cups (qty. 10K)	\$2,500	51-00

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 Audrey Ralko

No:

Abstained:

Absent: Director Karen Nigosian

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Pledge of Commitment- WDDDA

Tabled on : July 15, 2021
Motioned by: Director Jackie Lovejoy
Seconded by: Director Audrey Ralko

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) have been working on policies and procedures that will outline the expectations and demands of being an active and engaged board member for the Dearborn Downtown Development Authorities (DDDA); and

WHEREAS: The Pledge of Commitment defines the roles, responsibilities and expectations of conduct for WDDDA Board members; therefore, let it be

RESOLVED: That the WDDDA Board tabled the Pledge of Commitment for further review 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 Audrey Ralko

No:

Abstained:

Absent: Director Karen Nigosian

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Purchasing Policy- WDDDA

Tabled on : July 15, 2021
Motioned by: Mayor Jack O'Reilly
Seconded by: Vice Chairperson Mohammed Hider

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) have been working with the City of Dearborn Purchasing, Economic and Community Development, Accounting and Legal Departments towards a comprehensive Purchasing Policy for the Dearborn Downtown Development Authorities to improve management efficiencies, project implementation and Board processes and oversight; and

WHEREAS: The Purchasing Policy defines all purchasing authorizations and processes for the WDDDA and EDDDA, including purchasing requirements, authorizations, solicitation, procurement process, local advantage, emergency purchases, and change order to contracts; and

WHEREAS: The Purchasing Policy defines an authorization threshold for purchases of \$10,000 and above to be approved by the WDDDA Board; and

WHEREAS: Budgeted purchases below \$10,000 shall be made by the Manager of the DDDAs without additional board approval following the Purchasing Policy; and

WHEREAS: The monthly financial report provided by the DDDA accountant and treasurer shall include a list of all monthly expenditures; so let it be

RESOLVED: That the WDDDA Board tabled the Purchasing Policy as presented at its July 15, 2021, Joint DDDA Board meeting, until further review 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 Audrey Ralko

No:

Abstained:

Absent: Director Karen Nigosian

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Platform Dining Planter Shipping Accommodation- WDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: It is the goal of West Dearborn Downtown Development Authority (WDDDA) and East Dearborn Downtown Development Authority (EDDDA) to establish areas of increased customer traffic and sales at established businesses with unique attractions; and

WHEREAS: The WDDDA has established outdoor platform dining structures for the purpose of additional seating for restaurants and bars in the district; and

WHEREAS: The WDDDA Board authorized the purchase of the 36 planters from the lowest competitive bidder, Wayfair, to be received on June 25, 2021, by the City of Dearborn Purchasing Department estimated at \$16,200 plus shipping; and

WHEREAS: Wayfair shipping date keeps moving due to employee shortage, the EDDDA and WDDDA boards have agreed to allow the Manager of the DDDAs to

RESOLVED: The WDDDA Board authorizes an additional purchase from the vendors listed below to finish the build out for the three platform dining locations for \$15,331.50 plus shipping from account # 296-6100-911-34-90 and 296-6100-911-62-40; and furthermore, let it be

RESOLVED: The WDDDA Board authorizes the Manager of the DDDAs to execute necessary contracts, subject to the review and approval of Corporation Counsel.

Vendor	Purpose	Amount	Account
TBD - REBID 6/15/21- lowest competitive bidder	Planters: LA Fork: 12 Great Commoner: 12 Noah's/Cannoli's: 12	\$450 each \$16,200 plus shipping (initial est. \$7,200)	34-90
Gabberd's	cement bumpers: LA Fork: 7 Great Commoner: 7 Noah's/Cannoli's: 7	\$35 each \$735	34-90
Tamis Corporation	jersey barricades: LA Fork: 2	\$495 each plus shipping:	34-90

	Great Commoner: 1 Noah's/Cannoli's: 1	\$1980 plus shipping	
Traffic Safety Store	rubber bumpers: LA Fork: 2 Great Commoner: 1 Noah's/Cannoli's: 1	\$50 each plus shipping: \$200 plus shipping	34-90
Traffic Safety Store	150 Ft reflective tape	\$126.50 plus shipping	34-90
Fairlane Grounds	concrete bumper install	\$5,090	34-90
Fairlane Grounds	Soil / plants install	TBD	62-40
TOTAL		\$22,351.50 plus shipping and plant materials	

Yes:

No:

Abstained:

Absent: