



EAST AND WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITIES BOARD OF DIRECTORS MEETING

THURSDAY, JUNE 17, 2021

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

****IN-PERSON****

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

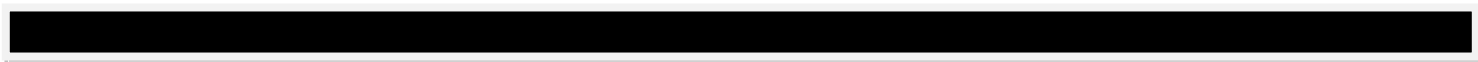
- I. Call to Order** Chairwoman Kapilango
- II. Roll Call** Secretaries Dietz & Lynch
- III. Joint Meeting Chair for June 2021: Chairwoman Kapilango**
- IV. Approval of Minutes: May 2021**
- V. Treasurer's Report** Finance/Treasurers
- VI. Action Items** (40 min.)
 - A. Regular Action Items**
 - 1. Joint Board Actions**
 - a) FYE2021 Carry Forwards
 - b) Light Pole Supply Restocking
 - c) Amendment - Event Insurance and Porta Johns
 - d) Platform Dining Amendment - Final Planter Vendor & Bumpers
 - e) Promotions Committee Chair Appointment
 - 2. EDDDA Façade Study Presentation**
 - 3. EDDDA Actions Only**
 - a) Planters for Schaefer and Corner of Schlaff
 - b) Amendment - Music in the Park/Silent Disco Tents & Stage
 - c) Amendment - Juneteenth
 - 4. WDDDA Actions Only**
 - a) Planter & Bench Accident Replacements
 - b) Social District Amendment - Cups & Entertainment
 - c) Art Competition - Electrical Boxes
 - d) Amendment - Dearborn Farmers Market
 - e) Amendment - Tunes at Noon
- VII. Old Business**
- VIII. Committee Reports**
- IX. DDDA Executive Management Team & ECD Reports**
 - A. Development Report
 - B. Insurance Provider / City Relationship

X. Call to Board of Directors

XI. Call to Audience

3 min./guest

XII. Adjournment



AGENDA OVERVIEW

JOINT ACTIONS

FYE2021 Budget Carry Forwards

At the end of each fiscal year (June 30), the DDDAs have the opportunity to carry forward any budgeted items to the next fiscal year that haven't been accounted for in the next fiscal year budget or projects that span multiple fiscal years. While the DDDAs still have a number of open projects and REQs/POs pending completion, there are also a couple projects that are just starting with funding allotted this year that were not accounted for in next year's budget. Therefore, the items recommended for carry forward for this fiscal year include the following:

	East	West
Platform Dining (contingent upon final product availability/shipping timeframe)	\$5,000	\$16,200
Greenhouses (contingent upon final delivery of product)	\$6747	received
Adirondack Chairs (contingent upon product availability)	\$5,263	\$12,808
On-street Bike Racks (need to rebid for quantity anticipated this fiscal year)	\$30,000	\$8,000
City Hall Park Redesign Concepts	\$14,113	
Planter Tree Well Removal - Streetscape Enhancements	\$46,200	
Branding (*remaining contract)	\$68,805	\$107,294
Open Door Dearborn Grant Recipients (if not reimbursed prior to fiscal year)	\$10,000	\$10,000
Dog Waste Stations (awaiting bids)	\$1800	\$2500
Mural Project	\$14,000	
Art Competition		\$5,000

Light Pole Supply Restocking

In order to maintain a specific supply of the custom light poles in the downtown districts in case of accidental loss of light poles and to have a ready supply on-hand, it is recommended to have a supply of 2 for the East and 6 for the West. The cost is \$715 each from Holophane, for a total of \$5720 (\$1430 East/\$4290 West).

Amendment - Event Insurance and Portajohns - Final Costs/Providers

Vendors have been secured for the portajohns for both the East and West events, and an additional insured needed to be added for the EDDDA events for utilizing the Artspace property. Resolution attached reflects both items.

Promotions Chair Appointment

The DDDAs' Promotions Committee was formerly chaired by Sam Abbas, but he stepped down from chairing to focus his attention on the Board Chair position as is good practice. The committee has not had a serving chair for a number of months, so the Promotions Committee opened up nominations to the committee. Julia Kapilango and Matthew Dietz offered to Co-Chair the committee with no other nominations offered by the committee and knowing that Matthew's availability for meetings might be sporadic at times. The resolution attached appoints the co-chairs to serve for the remainder of the year, at which time it is recommended to either reappoint or appoint new chairs for all committees as a best practice moving forward annually. This will afford the opportunity to others to step up into leadership roles and not become dependent on the same actively serving members.

Amendment - Platform Dining - Final Planter & Bumper Vendors

Bids and quotes are being finalized for the planters and bumpers needed for the platform dining, therefore, an amendment reflecting those vendors will be presented at the table and sent under separate cover prior to the meeting. The Boards had previously approved the products and budgeted amounts, but vendors had not been identified at that time.

A few tweaks are needed to better secure the platforms, which means changing the rubber bumpers to concrete bumpers. Also, planter bids came in two times higher than the direct source quote received, and it is the Manager of the DDDAs recommendation to use the direct source for the best price and best delivery timeframe, which would be one week. All other quotes received in the bids had a 30-day window.

EAST DDDA ACTION ITEMS ONLY

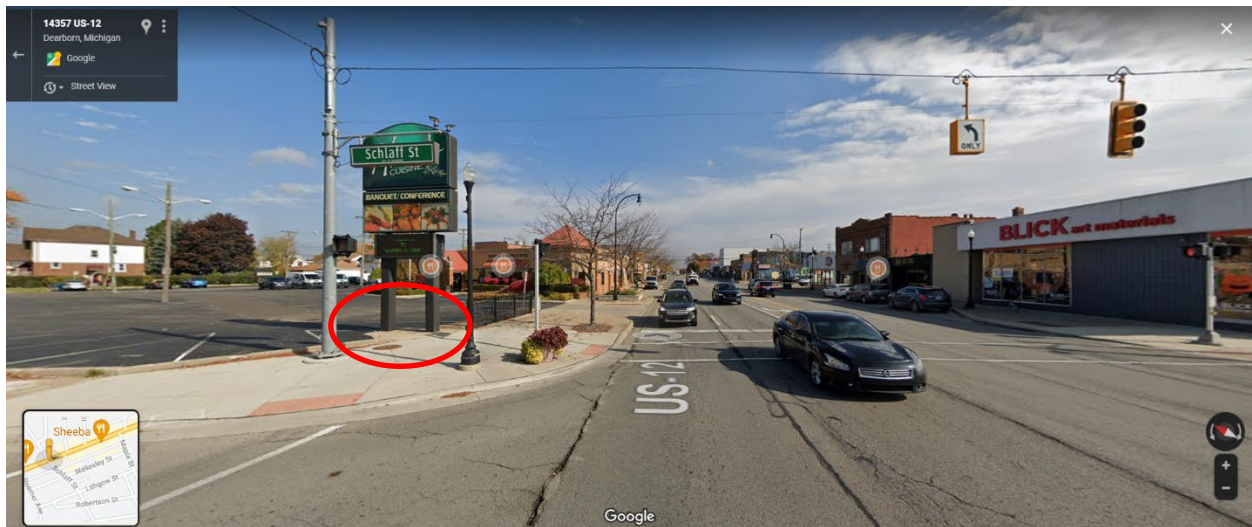
Planters for Schaefer & Corner of Schlaff/Mi Ave.

The EDDDA already authorized WH Canon to plant an additional 16 planters along Schaefer. The purchase of the physical planters still needs to be authorized by the Board. During the walk-through with WH Canon, the Beautification Subcommittee recommended adding planters at the corner of Schlaff and Michigan Avenue as well.

With that, the following planter selection is recommended for these areas and the resolution is attached for the direct purchase of these planters through the manufacturer.

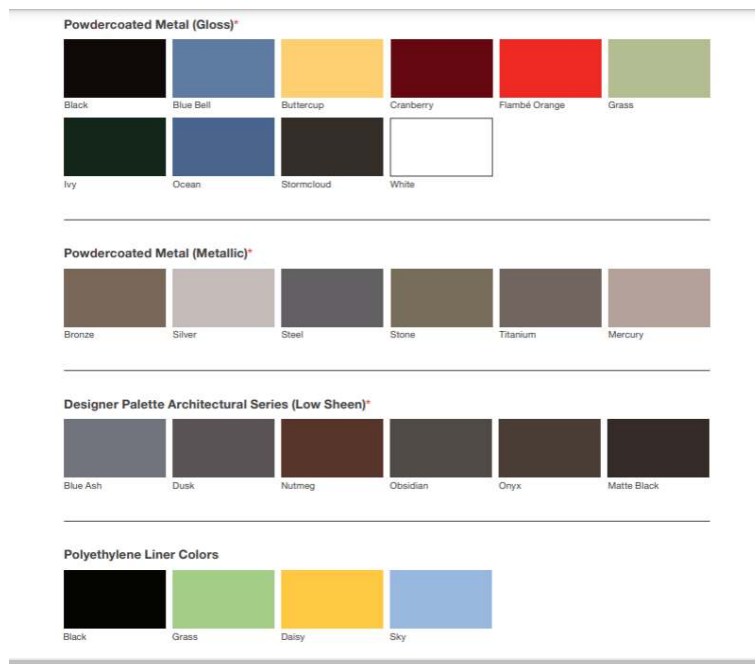
Urbanscape Planter - Self-Watering

This planter comes in a full black option and will blend nicely with the black iron fencing adjacent at the public parking lot next to Habib's. Three units are needed. Size is 28"h x 46"l x 13"w



Landscape Forms - Lakeside Planter - Leaf and Grass Design Options - 16 total - a total of \$15,505.92 (includes shipping) - color insert varying (recommend green grass, canary yellow and sky blue) - made of 100% recyclable materials - exterior recommended to be Steel color to match new trash receptacles. 36w"x 23h"





Amendment - Music in the Park

A tent and table were needed for Music in the Park, and the stage banner and Pandora ads were reduced to accommodate for the expense. The resolution amendment attached reflects these changes. Music in the Park and Silent Disco are sharing the banner, tent and table costs.

Also, due to the soft soil conditions at City Hall Park from the stormwater replacement, the stage is not able to be placed in the park and the Executive Management team is still trying to determine alternative locations and have postponed the June events to September.

Amendment - Silent Disco

A tent and table were needed for the Silent Disco, and the stage banner and Pandora ads were reduced to accommodate for the expense. The resolution amendment attached reflects these changes. Music in the Park and Silent Disco are sharing the banner, tent and table costs.

Again, due to the soft soil conditions at City Hall Park from the stormwater replacement, the entertainment has been moved to the front steps of Artspace.

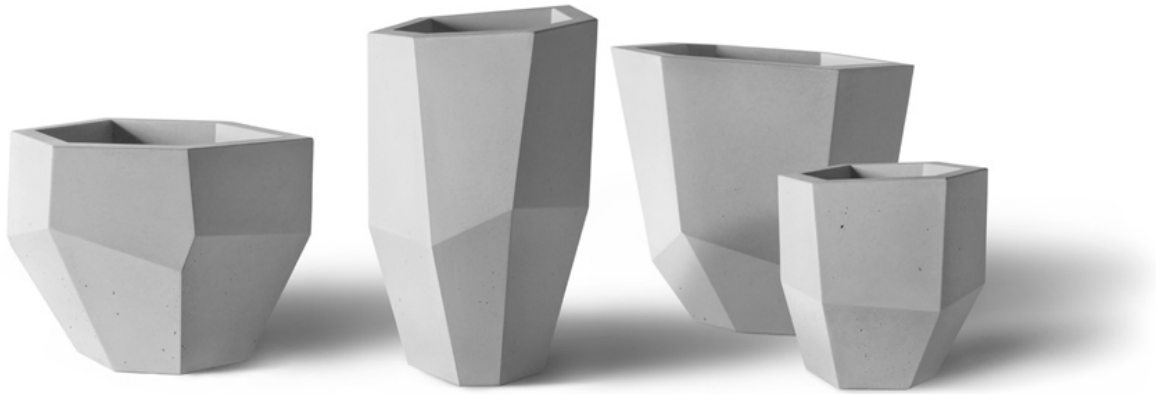
Amendment - Juneteenth Mobility Stroll & Roll

Additional yard signs for the route are needed, as well as a podium sign has been requested, therefore a resolution is attached reflecting those items. As well as reductions in costs for Dearborn Parks & Recreation, Police Department services and Insurance for a cost savings of \$4570 have been reflected in the resolution for amendment.

WEST DDDA ACTION ITEMS ONLY

Planters & Bench Accident Replacements

Unfortunately, the WDDDA has been victim to a number of vehicular accidents recently that have taken out some of the newest planters and a bench in the district. Insurance claims have been started, but replacement of these items is up to the WDDDA. Once the insurance amounts are received those will be redirected to the WDDDA budget. The items include four planters and one bench. The replacements will be identical to the new materials installed along the Connector Streets, the Kornegay Series from Landscape Forms planters and the Parc Vue backless bench. DPW will reinstall these items, and plant materials will then be added by Fairlane Grounds as previously planned. The total cost for all 5 items is \$7685, including shipping.



Amendment - Social District

In an effort to encourage more businesses to participate and make it easier to start, it is recommended to purchase the first 1,000 cups per business with the Dearborn Social District logo on it. Also, entertainment has been secured for the common areas. The resolution attached authorizes the addition of purchasing 10,000 cups for a total not to exceed \$2500,

as well as the service providers identified for entertainment that was already budgeted. Since the Social District hasn't officially started yet, many anticipated expenditures have not been incurred.

Utility Box Art Competition

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, that typically interrupt the beauty along a streetscape into pieces of art. 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 for three different utility box locations in the district. The artists will be given a stipend of \$1000 including art supplies to turn these otherwise unsightly objects into eye-catching works of art. The intent is to have a day of art at the Farmers & Artisans Market featuring the artists as they apply their designs. The total cost sponsorship is \$3000 for three locations. 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. The WDDDA has \$5,000 available remaining this fiscal year for art initiatives. Resolution is attached.

Amendment - Farmers Market

Additional service providers are being finalized for Dearborn Farmers Market. The resolution will be sent under separate cover and provided at the table.

Amendment - Tunes at Noon

Additional service providers have been finalized or changed for Tunes at Noon per the attached resolution. Refer to the bolded items in the resolution, including: the addition of the Times Herald ad, reduction in Pandora streaming ads and replacement of entertainment provider.

OLD BUSINESS

Outdoor Dining Amenities

As of April 8, these are the igloos and greenhouses have been distributed to the following businesses:

EAST DDDA (18 igloos/3 greenhouses)

Three greenhouses are yet to be delivered from Home Depot due to purchasing contract issues. Purchasing anticipates resolving this issue before the end of the month.

3 igloos remaining to be distributed for the EDDDA.

WEST DDDA (19 igloos/ 4 greenhouses)

4 igloos remaining to be distributed for the WDDDA

WDDDA Social District Update

In an effort to make it simpler for participating businesses and encourage others to sign up, the first 1,000 cups will be provided to each business. Entertainment has been confirmed for

14 weeks, and now we are just awaiting for businesses to make their application to the MLCC for two of the four common areas. If two applicants per common area do not apply by July 1, it is recommended to pursue City Council to modify the common area to one larger area in order for the businesses who have already applied to be able to ignite this program. Many other communities have one single common area that covers the expanse of the downtown district, and have seen better success of participation. There still are COVID-related employment issues impacting all downtowns, as it is with Dearborn businesses, but creating a simpler plan will help alleviate our initial issues of getting this program launched.

City Hall Park Stormwater/Redesign

The stormwater project is complete, however, there is quite a bit of soil settling, therefore, access in the park is very limited. The events planned for the park have been moved to the front step area of Artspace for the season due to this. No trucks are allowed to drive on City Hall Park grounds due to the soil conditions. There has already been an incident where this happened, and the tire tracks have now caused a walking hazard besides the soil conditions. Caution tape has been put up to alert walkers/patrons of the park. Engineering stated that the conditions will remain soft for up to one year. We now have the engineered as-built drawings so that Beckett & Raeder can begin their redesign concepts of the park. The Board should make an effort to build up a reserve fund and securing other funding partners starting this fiscal year for the City Hall Park project to be completed in 2023. Once concept budgets are developed, the Board will have a better sense of the total cost of the project.

EDDDA Landscape & Maintenance Schedule

The beautification subcommittee has reviewed the tree well planter plant plan from SmithGroup. WH Canon is working on installation timing. Trees for the 5050 lot will also be installed by end of the month.

WDDDA Landscape & Maintenance

Annuals have been planted. Installation of new plant materials with the Connector Streetscape have been completed, but review of materials indicates need for replacement under the warranty and contractor. Lost a few planters due to auto accidents, which there is a resolution for replacing those in the Board packet. Insurance claim has been filed. Plant material replacement around West Village Drive/Wagner Place area are needed per the original construction contract warranty. Awaiting the contractor to install those materials.

Light Pole Brand Banners

Banners have been delivered and installation has been requested from DPW (potentially next week) for the cobra light poles which require a bucket truck, and then WH Canon and Fairlane Grounds will be provided the banners next week to begin installation on the lower level lightpoles.

Open Door Applications - Tally

The EDDDA has approved six applicants and one is pending this year, for a commitment of \$47,500. Two projects have been completed and reimbursed. Four more are expected to complete their projects by FYE2021, and one will be from next fiscal year's budget. At this point, any further applications approved will be coming from the FYE2022 expenditures. The Board has budgeted \$40,000 per year. The applicants included Royal Furniture, Al Wissam, Haraz Coffee, T-mobile, Juee Café, Modern Hijab and pending is USAF. The POW! Team is

also working with future applicants for the former Stormy Records location, Green Brain Comics and two of the properties within the building block façade study (see attached) which will be presented at the Board meeting.

The WDDDA has approved two applicants this year totaling \$17,500. One project has been completed and reimbursed, and the other is anticipated by the end of the fiscal year. The Board has budgeted \$40,000 per year. The applicants included Better Health and Black Box. The POW! Team is also working to entice two other potential applicants, including the corner of Military and Michigan (the former Muirhead building) and the former Bailey's site.

EDDDA Tree Well Removal

The second bid solicitation still didn't procure any bidders. Awaiting Purchasing's recommendation as to how to proceed.

Platform Dining

Installation of the platforms has begun with all platforms installed. Bumpers and planters are the next items to be installed, but a change in the bumpers is needed, as well as there is a purchasing issue that needs to be resolved for the planters. Timeline for bumpers is within the week, but the planters may take up to 30 days depending on the final outcome of the vendor.

CITY OF DEARBORN
EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (EDDDA)
WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (WDDDA)
REGULARLY SCHEDULED JOINT BOARD MEETING

May 20, 2021

Virtual Meeting via Zoom

Topic: Joint DDDA Board Meeting

Time: May 20, 2021 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/433224302?pwd=bmd2VzZBZ2l2WEY5eDUyVmVCQlQwQT09>

Meeting ID: 433 224 302

Passcode: 844577

One tap mobile

+13126266799,,433224302#,,,,*844577# US (Chicago)

+19292056099,,433224302#,,,,*844577# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 433 224 302

Passcode: 844577

Join by Skype for Business

<https://us02web.zoom.us/skype/433224302>

MINUTES

MEMBERS PRESENT

EAST DDA :

Chairperson Julia Kapilango (Dearborn, Wayne Cty.), Vice-Chairperson Eric Woody (Warren, Macomb Cty.), Secretary-Treasurer Matthew Dietz (Melvindale, Wayne Cty.), Mayor Jack O'Reilly (joined 8:10am; Dearborn, Wayne Cty.), Director Janice Cislo (Dearborn, Wayne Cty.), Director Mark Guido (Dearborn, Wayne Cty.), Director Jay Kruz (Dearborn, Wayne Cty.), and Director Kamal Turfah (Dearborn, Wayne Cty.).

WEST DDA : Chairperson Sam Abbas (Dearborn, Wayne Cty.),
Secretary-Treasurer Jeff Lynch (Trenton, Wayne Cty.),
Mayor Jack O'Reilly (joined 8:10 am; Dearborn, Wayne
Cty.), Director Thomas Clark (Dearborn, Wayne Cty.),
Director Mark Guido (Dearborn, Wayne Cty.),
Director Jackie Lovejoy (Beverly Hills, Oakland Cty.),
Director John McWilliams (Dearborn, Wayne Cty.), and
Director Audrey Ralko (Dearborn, Wayne Cty.).

MEMBERS ABSENT

EAST DDA : Director Heidi Merino and Director Mary O'Bryan

WEST DDA : Vice-Chairperson Mohammed Hider (Dearborn
Heights, Wayne Cty.) and Director Karen Nigosian
(Dearborn, Wayne Cty.)

NON-MEMBERS PRESENT :

CITY OF DEARBORN : Jeff Watson (ECD), Hassan Sheikh (ECD), Bill Irving
(Legal), Moe Almaliky (Finance), Zeinab
Hachem (Council Office), Cristina Sheppard-Decius
(DDDA), Jean Smith (DDDA), Steve Deisler (DDDA),
Helen Lambrix (DDDA), and Janet Bloom (DDDA).

OTHERS : Dr. Robbya Green-Weir, Yousaf Mohomad (USAF
Construction), Rozenia Johnson, Mike Kirk, Frank Woods,
Chastity Townsend, Hussain Berry, and Leslie Herrick.

I. Call to Order

WDDDA Chairperson Sam Abbas called the meeting to order at 8:08 am

II. Roll Call

Janet Bloom, Operations Manager for DDDAs, called the roll for Board Members for East
and West.

EDDDA: A quorum was present

WDDDA: A quorum was present

III. Joint Meeting Chair for May 2021: Chairperson Abbas

IV. Approval of Minutes

A. Joint DDDA Board April 2021 Minutes

For the WDDDA, the minutes from the April 2021 Board meeting were presented for approval. It was moved by Director Jackie Lovejoy and it was seconded by Secretary-Treasurer Jeff Lynch. Roll call vote: Chairperson Sam Abbas - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes, and Director Audrey Ralko - yes. Motion passed.

For the EDDDA, the minutes from the April 2021 Board meeting were presented for approval. For EDDDA, motion to approve by Chairperson Julia Kapilango, seconded by Director Kamal Turfah. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Mark Guido - yes, Director Jay Kruz - yes, and Director Kamal Turfah - yes. Motion passed.

The minutes were recorded and filed.

V. Treasurer's Report

EDDDA: Moe Almaliky from Finance reviewed the financial statement dated April 30, 2021. Revenue to date totaled \$891,730. Total expenditures totaled \$822,004. The current cash position equals \$1,493,081 and it is estimated the EDDDA's cash position at the end of the fiscal year would be \$951,347.

WDDDA: Moe Almaliky reviewed the financial statement dated April 30, 2021. Revenue to date totaled \$1,142,688. Total expenditures totaled \$841,507. The current cash position equals \$1,644,704 and it is estimated the WDDDA's cash position at the end of the fiscal year will be \$1,282,625.

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

VI. Action Items

A. Regular Action Items

1. Joint Board Actions

a) Printing: 2021 Event Brochure

The EDDDA and WDDDA recognize the benefit of marketing and promoting businesses and activities in the district. An event brochure is in production and 5000 will be run with an option to reprint if needed. They will be distributed to key locations throughout the districts. Quotes were solicited from three printers and quotes were \$1000 to \$1700, for this 8 page, full color, folded and saddle bound print piece. Lowest quote was First Print in East Downtown Dearborn. The EDDDA and WDDDA approve the brochure printing production with First Print for 5000 brochures for \$1000 to be split equally, so \$500 for EDDDA and \$500 for

WDDDA. East expending from account #297-6100-911-51-00 FYE 2021 and West expending from account #296-6100-911-51-00 FYE 2021.

For EDDDA, motion to approve was made by Chairperson Julia Kapilango, seconded by Secretary-Treasurer Matthew Dietz. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark Guido - yes, Director Jay Kruz - yes, and Director Kamal Turfah - yes. Motion passed.

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

b) Printing: Bike Safety Flyer

The DDDAs and the City of Dearborn continue to grow its bike facilities and multi-modal transportation. A bike safety rack card is being developed to educate bikers and drivers on the use of bike lanes and rules of the road for bikes and cars. The EDDDA and WDDDA approves Beshara to print 2,500 bike safety rack cards. The cost is \$175 and Bike Dearborn is supporting the cost of printing by sponsoring \$100, so the final cost is \$75, to be split to \$37.50 per district. The EDDDA authorizes the expenditure from # 297-6100-911-51-00 FYE 2021 and the WDDDA authorizes the expenditure from # 296-6100-911-51-00 FYE 2021 for the Bike Safety Flyer.

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

For EDDDA, motion to approve was made by Director Janice Cislo, seconded by Mayor Jack O'Reilly. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark Guido - yes, Director Jay Kruz - yes, and Director Kamal Turfah - yes. Motion passed.

For WDDDA, motion to approve was made by Director John McWilliams, seconded by Director Mark Guido. Roll call vote: Chairperson Sam Abbas - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director

Jackie Lovejoy - yes, and Director John McWilliams - yes, and Director Audrey Ralko-yes. Motion passed.

c) MDA June Workshop Attendees

The EDDDA and WDDDA plans to participate in the Michigan Downtown Association virtual Summer Workshop on June 4, 2021. The cost is \$250 sponsorship which includes four attendees, which this cost would be split equally and two board members per district could attend. The EDDDA had authorized the expenditure up to \$125 from the Training/Transportation budget line item # 297-6100-911-58-10 and the WDDDA authorized the expenditure up to \$125 from the Training/Transportation budget line item # 296-6100-911-58-10 for participation at the 2021 MDA virtual Summer Workshop at April 2021 meeting. Today East selected Eric Woody and Matthew Dietz to attend. West selected Jackie Lovejoy and Audrey Ralko to attend.

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

For EDDDA, motion to approve was made by Director Kamal Turfah, seconded by Mayor Jack O'Reilly. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark Guido - yes, Director Jay Kruz - yes, and Director Kamal Turfah - yes. Motion passed.

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

d) Spring Perennial Exchange Amendment

The EDDDA and WDDDA do a perennial exchange each year. East occurs in Spring and WDDDA happens in the Fall. The EDDDA and WDDDA each obligate \$1030 in expenditures for the respective Perennial Exchanges. It was resolved to approve the additional line item of Beshara for a-frame signs - 6 qty for \$40 total, to be split equally, so \$20 per district. WDDDA will be expending from account #296-6100-911-51-00 and EDDDA will be expending from account #297-6100-911-51-00.

The EDDDA and WDDDA Boards authorize the Manager of the DDAS to execute the contract, subject to the review and approval of Corporation Counsel.

For EDDDA, motion to approve was made by Director Jay Kruz, seconded by Director Janice Cislo. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark Guido - yes, Director Jay Kruz - yes, and Director Kamal Turfah - yes. Motion passed.

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

e) Open Door Dearborn Grantee Signage

The EDDDA and WDDDA wishes to advertise those who were awarded Open Door Dearborn grants with window signage. A three quote process was use for 24"x 30" static clings. Lowest quote was Malko Media. For EDDDA, signs are to be ordered for USAF Construction, T-Mobile, Juee Cafe and Modern Hijabi. The EDDDA authorizes expending up to \$200 for the production of the static clings, expending from account #297-6100-911-51-00. WDDDA will order a sign for Better Health, expending up to \$50 from account #296-6100-911-51-00. These are both from the General Marketing budget line item.

The EDDDA and WDDDA Boards authorize the Manager of the DDAS to execute the contract, subject to the review and approval of Corporation Counsel.

For EDDDA, motion to approve was made by Director Kamal Turfah, seconded by Director Janice Cislo. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark Guido - yes, Director Jay Kruz - yes, and Director Kamal Turfah - yes. Motion passed.

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

f) Event Insurance and Portajohns

Matthew Dietz noted to see if we could utilize local insurance companies rather than Nickel & Saph, the City insurer. It was noted to bring to Executive Board meeting.

The EDDDA and WDDDA have events requiring insurance and portajohns for both districts. For EDDDA, Vendor is TBD for portajohns (Music in the Park - 12 days - \$1211, Silent Disco - 9 days - \$908, Movies in the Park - 2 event days - \$202). Insurance - Nickel & Saph (Music in the Park - 12 days - \$500, Silent Disco - 9 days - \$400, Movies in the Park - 2 days - \$250). The EDDDA agrees to expend up to \$1150 to Nickel & Saph to cover the EDDDA portion of the insurance premium for Music in the Park, Silent Disco and Movies in the Park, expending from #297-6100-911-51-00. The EDDDA also agrees to expend up to \$2321 to the awarded portajohn provider to cover EDDDA costs for Music in the Park, Silent Disco and Movies in the Park, also expending from #297-6100-911-51-00. For East, \$3471.

For WDDDA, Vendor is TBD for portajohns (Dearborn Farmers Market - 16 days - \$1547, Tunes at Noon - 6 days - \$580, Movies in the Park - 2 event days - \$202). Insurance - Nickel & Saph (Dearborn Farmers Market - 16 days - \$1600, Tunes at Noon - 6 days - \$500, Movies in the Park - 2 - \$250). The WDDDA agrees to expend up to \$2350 to Nickel & Saph to cover the WDDDA portion of the insurance premium for Dearborn Farmers Market, Tunes at Noon, and Movies in the Park, expending from #296-6100-911-51-00 and #296-6110-911-34-90 for the Dearborn Farmers Market. The WDDDA also agrees to expend up to \$2329 to the portajohn provider to cover WDDDA costs for Dearborn Farmers Market, at Noon, and Movies in the Park, also expending from #296-6100-911-51-00 and #296-6110-911-34-90 for the Dearborn Farmers Market. For West, \$4679.

The EDDDA and WDDDA Boards authorize the Manager of the DDAS to execute the contract, subject to the review and approval of Corporation Counsel.

For EDDDA, motion to approve was made by Mayor Jack O'Reilly, seconded by Vice Chairperson Matthew Dietz. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark Guido - yes, Director Jay Kruz - yes, and Director Kamal Turfah - yes. Motion passed.

For WDDDA, motion to approve was made by Director John McWilliams,

seconded by Secretary-Treasurer Jeff Lynch. Roll call vote: Chairperson Sam Abbas - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, and Director John McWilliams - yes, and Director Audrey Ralko-yes. Motion passed.

2. EDDDA Actions Only

a) Eastborn Neighborhood Beautification Project

The EDDDA is supporting the Neighborhood Beautification Project in coordination with Erin Byrnes. The location will be behind Red Star Chinese restaurant for clean up, create a border, and tend to a landscape bed. The EDDDA obligates up to \$500 for supplies and plant materials expending from account #297-6100-911-51-00, subject to review and approval of Corporation Counsel.

For EDDDA, motion to approve was made by Director Janice Cislo, seconded by Director Kamal Turfah. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark Guido - yes, Director Jay Kruz - yes, and Director Kamal Turfah - yes. Motion passed.

b) Open Door Grant-13746 Michigan Ave./USAF

The EDDDA approved a grant to support USAF Construction at 13746 Michigan Ave. On April 28, 2021 the Design/EV Committee approved recommending the EDDDA board funding a Level III building improvements for \$10,000 motioned by Jeff Watson and seconded by Mike Kirk with no further conditions, and a roll call vote of three ayes and no nays in full support. The building improvements include exterior window expansion, painting, signage and interior improvements including new flooring, walls, lighting and bathroom. The EDDDA awards a Level III grant up to \$10,000 from the Open Door Dearborn Grant program, account #297-6100-911-34-90, contingent on meeting requested conditions by Design/EV Committee and subject to review and approval of Corporation Counsel.

For EDDDA, motion to approve was made by Chairperson Julia Kapilango, seconded by Director Kamal Turfah. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark Guido - yes, Director Jay Kruz - yes, and Director Kamal Turfah - yes. Motion passed.

c) Juneteenth

Note: Robby Green-Weir did an unscheduled presentation on Homeage to Black Excellence prior to start of resolution discussion.

The Juneteenth Mobility Stroll & Roll is part of the Homage to Black Excellence list of programs. Additional expenditures were added for approval: Beshara (posters- \$100, yard signs - \$125, aframe signs - \$250, tent banners/selfie backdrop - \$450, Michigan Chronicle ad - \$300, Rozenia Johnson (kids supplies) - \$850, Times Herald - \$150, Nickel & Saph (insurance-estimated) - \$2000, Jatanya Mitchell- \$500, Jean Smith (supplies - \$600; wristbands - \$100), Rozenia Johnson-consultant - \$2800, Dearborn Police - street closures (estimated) - \$15,000, Dearborn Parks and Recreation 2 golf carts- \$170. The EDDDA reallocates \$11,000 from Jazz on the Ave./Music in the Park 2020 to the Juneteenth event and another \$11,000 from General Marketing for a total of \$39, 864. It was also resolved that no funds are to be spent outside of the EDDDA.

The EDDDA Board authorizes the Manager of the DDAS to execute the contracts, subject to the review and approval of Corporation Counsel.

For EDDDA, motion to approve was made by Vice Chairperson Eric Woody, seconded by Chairperson Julia Kapilango. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - no, Director Mark Guido - yes, Director Jay Kruz - no, and Director Kamal Turfah - no. Motion passed.

d) Beauty of the East Mural Project

Chairperson Sam Abbas asked this item not be brought to board today due to lack of time. He also declined Rozenia Johnson from doing an unscheduled presentation on this item due to lack of time.

e) Music in the Park Amendment

The EDDDA will be hosting Music in the Park for Summer 2021. A budget of \$13,000 was approved at the April 2021 EDDDA board meeting. Plan B LLC was requested to be the booking agent to secure the entertainment for 12 weeks for \$9,000 and Bruce Bailey Entertainment was requested to be lights and sound technician for \$2998. Additional items for approval: TBD, stage banner- \$250; Pandora - \$1000, Brendel's - portajohns -\$1325, TBD - stage - TBD, Brendel's - portajohns - \$1325 (split with Silent Disco). The EDDDA now obligates \$15,000 from the Community Promotions Budget account #297-6100-91-51-00 to fund the event costs

for the 2021 Music in the Park events.

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

For EDDDA, motion to approve was made by Chairperson Julia Kapilango, seconded by Vice Chairperson Eric Woody. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark Guido - yes, and Director Kamal Turfah - yes. Motion passed.

f) Silent Disco Amendment

The EDDDA is holding a Silent East Disco running June 4 to September 24, 2021. Funds budgeted from Jazz on the Ave are being used to support this new event. EDDDA obligates \$13,000 from the Community Promotions budget #297-6100-911-51-00 and the EDDDA is also requesting additional vendors for approval: City Hop amendment of an additional \$300 since first invoice had 8 dates rather than 9 so total is \$2700; Pandora- \$1000, Brendle's (split with Music in the Park) \$994.32, and TBD- stage - TBD.

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

For EDDDA, motion to approve was made by Chairperson Julia Kapilango, seconded by Vice Chairperson Eric Woody. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - no, Director Mark Guido - yes, and Director Kamal Turfah - yes. Motion passed.

3. WDDDA Actions Only

a) Connector Streetscape Water Meter Bill

The WDDDA maintains the connector streets which have medians with irrigation. The locations are indicated with the City of Dearborn Water Department at 999999 Howard St. at Garrison (account #1515002-001) and 999999 Mason at Michigan (account #1515003-001), and 999999 Monroe at Garrison (account #1515004-001). The WDDDA will begin receiving charges from these beginning July 1, 2021. The WDDDA approves to expend \$5013 for the setup and water and sewer charges

for those locations. These funds are approved to expend from account #296-6100-911-41-75 for FYE2022.

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

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

b) Wagner Deck Water Meter Bill

The WDDDA, in partnership with the City of Dearborn, maintains the Wagner Parking Deck, located at 22037 Michigan Ave., between Mason and Monroe Streets. The WDDDA pays for water and sewer for the Wagner Deck. Usage was higher for FYE21 so an additional \$200 is being requested. The WDDDA also approves to expend \$3342.26 for water and sewer charges at 22037 Michigan Ave. for the Wagner Parking Deck for FYE22 from account #296-6100-911-41-75.

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

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

c) Farmers Market Amendment

The Dearborn Farmers Market is adding additional vendors to the market season resolution. The WDDDA approves the following providers: Beshara - posters - \$100, TBD - 2 over the street banners - \$1500, TBD - 16 street pole banners - \$2000, TBD - 5 tent banners - \$500, TBD - 10 aframes signs - \$500, Eastern Market as a farm vendor sponsorship (booth on site) - \$6400, Jean Smith - misc. Expenses - \$1000, Time Herald - \$150, Pandora - \$1500, Taste the Local Difference - \$100, Michigan Agritourism - \$159, Edible WOW - \$500, Farmers Market Coalition - \$50, MIFMA - \$100, Brendel's portajohns - \$1392; portajohns

- June 4 - July 2 - TBD. The WDDDA authorizes the expenditure of the additional listed service providers for a total of \$15,951, expending from account # 296-6110-911-34-90.

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

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

d) Tunes at Noon Amendment

The WDDDA will have Tunes at Noon at the Wagner Place, sponsored by the WDDDA. The WDDDA authorized a budget of \$3700 for expenditures and \$2400 for entertainment for the 2021 Tunes at Noon. The WDDDA approves the additional listed service providers for a total of \$1841.50 to expend from account #296-6100-911-51-00. They are Beshara - tent banner - \$75 and posters - \$30.50 (split with Music in the Park and Silent Disco) and a frame signs (qty 2) for \$40; Pandora - \$1000, and Brendle's - portajohns - \$696 (split with DFM and Movies in the Park).

The Manager of the DDDAs is authorized to execute contracts on behalf of the 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. Roll call vote: Chairperson Sam Abbas - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, and Director John McWilliams - yes, and Director Audrey Ralko - yes. Motion passed.

e) Movies in the Park Amendment

The resolution is no longer needed due to a separate portajohns and insurance resolution.

f) Platform Dining Amendment

The WDDDA has identified an additional platform dining location and the WDDDA authorizes a total budget of \$45,000 for three platform

dining locations and the board also authorizes and additional purchase from Unilock of up to \$7600, totaling \$22,800 from account #296-6100-911-34-90. The board also authorizes an additional purchase of planters of up to \$5,400, totaling \$16,200 and additional seasonal installation and removal of up to \$2,000, totaling \$6,000.

The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA and 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. Roll call vote: Chairperson Sam Abbas - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, and Director John McWilliams - yes, and Director Audrey Ralko-yes. Motion passed.

VII. Old Business

Refer to digital board packet for all old business updates.

VIII. Committee Reports

Committee minutes are in the Supplemental Materials digital board packet.

A. Promotion Committee

No updates at this time.

B. Bike Share/Mobility Committee

No updates at this time.

C. Design/EV Committee

EDDDA Facade Study - Sam Abbas asked to table discussion to next month.

D. Steering Committee

No updates at this time.

IX. DDDA Executive Management Team & ECD Reports

A. American Rescue Plan Funds

Jeff Watson - over \$47million available to the City of Dearborn. Must be related to the pandemic. Currently reviewing how money will be utilized.

Update on City Small Business Grant program - 35 grant applications received to date, and 12 grants have been approved.

B. Development Report

Jeff Watson - The ECD Dept. has obtained a broker to market city properties

such as Brady Street/Michigan Ave.location and West Village Drive between East and West parking decks.

X. Call to Board of Directors

Jackie Lovejoy - June 16, Meet the Candidates of Dearborn, Dearborn Heights, and Taylor. Register on Chamber website.

Audrey Ralko - requested development report; Cristina Sheppard-Decius stated her and Jeff Watson are working on. Working to coordinate report with those in permitting. Sam Abbas asked to have this month's information included in next month's report.

Thomas Clark - asked when board will meet in person again. Sam Abbas stated next month.

Sam Abbas- soft opening of The Great Commoner. Thank you to all who put so much into the build - floors are 120 years old and are a work of art. Location has bakery items, a pastry station, coffee bar, lounge and private meeting room.

Also noted to bring to next Executive Committee meeting - event insurance (find local provider), a list of COVID related expenses as it pertains to American Rescue Plan and tap into Federal funds to possibly cover DDDA COVID related expenses.

Jeff Lynch - 100% leased out at Wagner Place.

XI. Call to Audience

Chastity Townsend - thank you for the work the DDDAs are doing

Hussein Berry - appreciative of the good job the boards and dddas are doing

XII. Adjournment

Motion to adjourn moved by Director Mark Guido and seconded by Director Kamal Turfah. Meeting adjourned at 10:10 am.

Approved by:

Matthew Dietz, Secretary-Treasurer, EDDDA

Jeff Lynch, Secretary-Treasurer, WDDDA

Financial Statement Summary		FY2019	FY2020	FY2021					
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance	Actual %
Revenue									
296-0000-311.40-00	Property Tax Capture	\$ 611,157	810,083	\$ 888,400	\$ 888,400	\$ 852,811	\$ -	\$ 35,589	96%
	Brownfield Tax Capture	132,940	208,118	243,700	243,700	247,631	-	-	
Tax Revenue Total:		\$ 744,097	\$ 1,018,201	\$ 1,132,100	\$ 1,132,100	\$ 1,100,442	\$ -	\$ 35,589	
296-0000-330.05-14	Local Community Stabilization Authority	25,313	-	25,000	25,000	-	-	25,000	0%
296-6110-330.01-90	Farmer's Market Federal Grant	1,424	607	1,500	1,500	-	-	1,500	0%
296-6110-369.90-00	Farmer's Market Miscellaneous	18,865	7,265	23,500	23,500	11,745	-	11,755	50%
296-6100-365.90-00	Donations from a Private Source	48,348	16,659	52,500	52,500	250	-	52,250	0%
296-6100-322.40-10	Events Revenue	-	6,545	4,000	4,000	(3,900)	-	7,900	-98%
296-0000-361.10-05	Interest Income	19,928	15,928	15,755	15,755	202	-	15,553	1%
296-0000-369.90-00	Miscellaneous Income	6,194	-	-	-	4,669	-	N/A	
Donations & Farmer's Market Total:		\$ 120,072	\$ 47,004	\$ 122,255	\$ 122,255	\$ 12,966	\$ -	\$ 113,958	11%
296-0000-391.91-01	Contributions from the General Fund	37,913	35,000	35,105	35,105	32,175	-	2,930	92%
General Fund Contribution Total:		37,913	35,000	35,105	35,105	32,175	-	2,930	92%
Total Revenues:		\$ 902,082	1,100,205	\$ 1,289,460	\$ 1,289,460	\$ 1,145,583	\$ -	\$ 152,477	89%
Expenditure									
296-6100-911.30-40	Audit Services	382	400	400	400	400	-	-	100%
296-2972-463.34-90	Sanitation Contractual Services	25,920	19,620	25,920	25,920	25,275	645	-	100%
296-6100-911.34-90	Development Contractual Services	399,227	381,813	522,540	564,425	398,367	130,562	35,496	94%
296-6110-911.34-90	Farmer's Market Contractual Services	16,509	10,924	20,000	20,000	15,345	4,067	588	97%
296-6100-911.41-75	WATER/SEWAGE	-	683	-	3,190	3,110	80	-	100%
296-6100-911.43-82	Copier Repair & Maintenance Services	362	-	375	375	886	-	(511)	236%
296-6100-911.44-10	Building Rental	10,935	10,830	9,000	9,000	8,123	-	877	90%
296-6100-911.51-00	Community Promotion	264,955	175,184	241,225	391,187	124,960	87,449	178,778	54%
296-6100-911.52-10	Insurance	2,670	3,730	5,344	5,344	4,895	-	449	92%
296-6100-911.53-00	Communications	225	1,011	1,140	1,140	973	167	-	100%
296-6100-911.58-10	Training & Transportation	2,836	175	3,500	3,500	600	323	2,577	26%
296-6100-911.60-10	Office Supplies	802	395	1,487	1,487	63	-	1,424	4%
296-6100-911.60-20	POSTAGE	-	203	350	350	-	-	350	0%
296-6100-911.61-90	Non-Capital Equipment	-	-	18,600	18,600	4,426	1,000	13,174	29%
296-6100-911.62-40	Planting Materials	6,798	577	40,000	40,000	2,014	37,986	-	100%
296-6100-911.65-00	Memberships	513	435	940	940	148	-	792	16%
296-6100-911.68-90	Other Operating Expenses	-	-	1,250	1,250	-	-	1,250	0%
296-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	132,940	208,118	243,700	243,700	247,631	-	(3,931)	102%
296-6100-980.96-34	Facilities Fund	-	-	-	37,500	37,500	-	-	100%
Total Expenditure		\$ 866,561	\$ 814,098	\$ 1,135,771	\$ 1,368,308	\$ 874,716	\$ 262,279	\$ 231,313	83%
Revenues Over/(Under) Expenditures		\$ 35,521	\$ 286,107	\$ 153,689	(78,848)	\$ 270,867	\$ (262,279)	\$ (78,836)	
Balance Sheet						Current	Beginning of Year		
Equity in Pooled Cash	Cash Position					\$ 1,366,941	\$ 1,083,008		
Current Assets	Current Receivables					9,320	14,800		
	Unearned Income					152,477	1,289,460		
Current Liabilities	Current Liabilities					(1,054)	(16,076)		
	Encumbrances					(262,279)	(140,107)		
	Uncommitted Budget					(231,313)	(952,912)		
	Estimated Ending Cash Position	\$ 906,009	1,083,008			\$ 1,034,092	\$ 1,278,173		
Expenditure Details		FY2018	FY2019	FY2020					
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance	Actual %
Beautification									
296-2972-463.34-90	Sanitation Contractual Services	\$ 25,920	19,620	\$ 25,920	\$ 25,920	\$ 25,275	\$ 645	\$ -	100%
296-6100-911.34-90	Holiday Décor & Installation	17,350	15,017	10,000	10,000	1,440	-	8,560	14%
296-6100-911.34-90	Landscape & Maintenance	55,820	193,459	188,000	225,885	208,583	58,577	(41,275)	118%
296-6100-911.34-90	Snow Removal	38,250	39,678	36,500	36,500	24,609	11,954	(63)	100%
296-6100-911.34-90	On-Street Bike Racks	516	-	4,000	8,000	-	-	8,000	0%
296-6100-911.34-90	Master Plan/Vision, Art in Public Spaces	-	-	10,000	10,000	-	-	10,000	0%
296-6100-911.62-40	Planting Materials	6,798	577	40,000	40,000	2,014	37,986	-	100%
Total Beautification		\$ 144,654	268,351	\$ 314,420	\$ 356,305	\$ 261,921	\$ 109,162	\$ (14,778)	104%

Development

296-6100-911.51-00	General Marketing (banners, printing, social media)	10,258	10,649	\$ 35,000	\$ 35,000	\$ 5,542	\$ 1,545	\$ 27,913	20%
296-6100-911.51-00	Branding	118,371	84,932	30,000	138,262	30,968	25,997	81,297	41%
296-6100-911.51-00	CTM Brochure Distribution	2,339	438	-	-	3,605	-	(3,605)	-
296-6100-911.51-00	Photography	1,850	963	5,000	5,000	-	-	5,000	0%
296-6100-911.51-00	Metro Mode / Issue Media	18,000	18,000	19,000	25,000	10,501	4,500	9,999	60%
296-6100-911.51-00	Website, Constant Contacts	226	-	230	230	-	-	230	0%
296-6100-911.51-00	Website Hosting & Domain Registration	801	2,188	1,680	1,680	1,074	360	246	85%
296-6100-911.51-00	Henry Ford Promotion Package	5,600	5,600	5,600	5,600	5,600	-	-	100%
296-6100-911.51-00	Community Art Enhancement	-	-	4,000	4,000	-	-	4,000	0%
296-6100-911.51-00	Art month, Art Spark, Pocket Park Mural, POP-Student	5,500	1,000	1,000	1,000	-	-	1,000	0%
296-6100-911.51-00	Fall Promotions	193	-	300	300	150	-	150	50%
296-6100-911.51-00	Holiday Promotions, Holly Berry Brunch Program	16,144	13,590	14,665	14,665	14,120	300	245	98%
296-6100-911.51-00	Shop Small Business Saturday	3,665	6,480	7,000	7,000	6,635	487	(122)	102%
296-6100-911.51-00	Restaurant week	17,581	1,050	16,500	31,553	28,025	21,804	(18,276)	158%
296-6100-911.51-00	Tunes at Noon	-	3,024	3,700	3,700	400	2,400	900	76%
296-6100-911.51-00	Friday Nites Concert Series & Winterfest	32,876	8,468	38,000	38,000	6,638	5	31,357	17%
296-6100-911.51-00	Movies In the Park	-	1,488	3,100	3,100	2,665	689	(254)	108%
296-6100-911.51-00	Ladies Night Out	-	-	3,400	3,400	-	302	3,098	9%
296-6100-911.51-00	Pernennail	-	360	550	550	-	250	300	45%
296-6100-911.51-00	Kids Day	1,457	8,945	12,500	12,500	-	-	12,500	0%
296-6100-911.51-00	Way Finding	-	-	10,000	10,000	-	-	10,000	0%
296-6100-911.51-00	Build Institute Program/Entrepreneur	-	-	10,000	10,000	-	-	10,000	0%
296-6110-911.34-90	Farmer's Market Contractual Services	16,509	13,564	20,000	20,000	15,345	4,067	588	97%
296-6100-911.34-90	Building / Business Incentives	-	-	40,000	40,000	7,500	18,373	14,127	65%
296-6100-911.51-00	Covid Comeback Marketing	-	-	20,000	36,221	9,038	28,810	(1,627)	104%
296-6100-911.51-00	Other Community Development	4,479	798	-	-	-	-	-	-
Total Development		\$ 259,784	181,837	\$ 301,225	\$ 446,761	\$ 147,806	\$ 109,889	\$ 189,066	58%

Planning & Administration

296-6100-911.34-90	Pow Strategies	128,820	95,242	193,140	193,140	151,934	39,162	2,044	99%
296-6100-911.34-90	Communications Manager, Public Relations	30,064	40,680	40,000	40,000	3,900	1,537	34,563	14%
Total Directors Expenses		158,884	135,922	233,140	233,140	155,834	40,699	36,607	84%
various (comment)	Wages & Benefits	87	-	-	-	-	-	-	-
various (comment)	Other Office Expenses	9,277	7,585	13,536	16,726	11,075	570	5,081	70%
296-6100-911.34-90	Office Cleaning	-	975	900	900	400	960	(460)	151%
296-6100-911.44-10	Building Rental	10,935	10,830	9,000	9,000	8,123	-	877	90%
296-6100-911.61-90	Non-Capital Equipment (lighting, repairs)	-	-	18,600	23,026	4,426	1,000	17,600	24%
296-6100-911.68-90	Other Operating Expenses (utilities)	-	-	1,250	1,250	-	-	1,250	0%
296-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	132,940	208,118	243,700	243,700	247,631	-	(3,931)	102%
296-6100-980.96-34	Facilities Fund-Bryant Library	-	-	-	37,500	37,500	-	-	100%
Total Planning & Administration		\$ 462,123	363,430	\$ 520,126	\$ 565,242	\$ 464,989	\$ 43,229	\$ 57,024	90%

Expenditures \$ 866,561 814,098 \$ 1,135,771 \$ 1,368,308 \$ 874,716 \$ 262,280 \$ 231,312 83%

Contractual Services
Community Promotions
Other Operating Expenses

Financial Statement Summary		FY2019	FY2020	FY2021					
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance	Actual %
297-0000-311.40-00	Property Tax Capture	\$ 359,405	\$ 366,558	\$ 386,700	\$ 386,700	\$ 386,278	\$ -	\$ 422	100%
	Brownfield Tax Capture	464,099	448,590	456,900	456,900	457,004	-	N/A	100%
	Tax Revenue Total	\$ 823,504	\$ 815,148	\$ 843,600	\$ 843,600	\$ 843,282	\$ -	\$ 422	100%
297-0000-330.05-14	Local Community Stabilization Authority	23,733	26,223	26,000	26,000	23,965	-	2,035	92%
297-6100-365.90-00	Donations from a Private Source	41,850	7,849	46,000	46,000	10,250	-	35,750	22%
297-0000-361.10-05	Interest Income	27,156	18,330	18,200	18,200	183	-	18,017	1%
297-6100-322.40-10	Events Revenue	-	6,350	3,000	3,000	(4,800)	-	7,800	-160%
297-6100-369.90-00	Miscellaneous Income	-	14,203	14,205	14,205	14,203	-	2	100%
	Donation Revenue Total	\$ (49,290)	\$ 72,955	\$ 107,405	\$ 107,405	\$ 43,801	\$ -	\$ 63,604	41%
297-0000-391.91-01	Contributions from the General Fund	11,794	11,310	22,620	22,620	20,735	-	1,885	92%
	Contribution Total	\$ 11,794	\$ 11,465	\$ 22,620	\$ 22,620	\$ 20,735	\$ -	\$ 1,885	92%
	Total Revenue	\$ 786,008	\$ 899,568	\$ 973,625	\$ 973,625	\$ 907,818	\$ -	\$ 65,911	93%
Expenditure									
297-6100-911.25-00	Unemployment Compensation	\$ -	\$ 5,068	\$ 2,200	2,200	-	\$ -	2,200	0%
297-6100-911.30-40	Audit Services	\$ 763	\$ 800	\$ 800	800	800	\$ -	-	100%
297-2972-463.34-90	Sanitation Contractual Services	\$ 11,794	\$ 2,600	\$ 22,620	22,620	7,545	\$ 12,665	2,410	89%
297-6100-911.34-90	Development Contractual Services	\$ 265,527	\$ 302,415	\$ 426,610	512,077	240,783	\$ 85,639	185,655	64%
297-6100-911.43-82	Copier Repair & Maintenance Services	\$ 362	\$ -	\$ 375	375	886	\$ -	(511)	236%
297-6100-911.44-10	Building Rental	\$ 10,935	\$ 10,830	\$ 9,000	9,000	8,123	\$ -	877	90%
297-6100-911.51-00	Community Promotion	\$ 190,668	\$ 112,128	\$ 270,860	355,950	103,106	\$ 124,053	128,791	64%
297-6100-911.52-10	Insurance	\$ 4,110	\$ 6,260	\$ 6,234	6,234	5,720	\$ -	514	92%
297-6100-911.53-00	Communications	\$ 281	\$ 1,200	\$ 1,128	1,141	973	\$ 168	-	100%
297-6100-911.58-10	Training & Transportation	\$ 2,539	\$ 1,397	\$ 3,500	3,500	950	\$ 819	1,731	51%
297-6100-911.60-10	Office Supplies	\$ 802	\$ 401	\$ 1,487	1,487	63	\$ -	1,424	4%
297-6100-911.60-20	Postage	\$ 154	\$ 214	\$ 350	350	-	\$ -	350	0%
297-6100-911.61-90	Non-Capital Equipment	\$ -	\$ -	\$ 3,500	3,500	-	\$ -	3,500	0%
297-6100-911.62-40	Planting Materials	\$ 18,455	\$ 17,825	\$ 30,000	30,000	23,895	\$ 6,105	-	100%
297-6100-911.65-00	Memberships	\$ 513	\$ 435	\$ 1,190	1,190	148	\$ -	1,042	12%
297-6100-911.68-90	Other Operating Expenses	\$ -	\$ -	\$ 29,660	29,660	14,203	\$ -	15,457	48%
297-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	\$ 464,099	\$ 448,590	\$ 456,900	456,900	457,004	\$ -	(104)	100%
	Total Operating Expenditures	972,946	910,163	1,266,414	1,436,984	864,199	229,449	343,336	76%
	Total Expenditure	\$ 972,946	\$ 910,163	\$ 1,266,414	\$ 1,436,984	\$ 864,199	\$ 229,449	\$ 343,336	76%
	Revenues Over/(Under) Expenditures	\$ (186,938)	\$ (10,595)	\$ (237,538)	\$ (463,359)	\$ 43,619	\$ (229,449)	\$ (277,425)	
Balance Sheet						Current	Beginning of Year		
Equity in Pooled Cash Position						\$ 1,004,863	\$ 950,332		
Current Assets						19,653	10,000		
Unearned Income						65,911	971,740		
Current Liabilities						(24,201)	(29,154)		
Encumbrances						(229,449)	(149,888)		
Uncommitted Budget						(343,336)	(1,099,629)		
Estimated Ending Cash Position						\$ 493,441	\$ 653,401		

Expenditure Details		FY2019	FY2020	FY2021					
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance	Actual %
Beautification									
297-2972-463.34-90	Sanitation Contractual Services	\$ 11,794	\$ 2,600	\$ 22,620	\$ 22,620	\$ 7,545	\$ 12,665	\$ 2,410	89%
297-6100-911.34-90	Holiday Décor & Installation	\$ 17,256	\$ 14,440	10,000	10,000	1,402	2,075	6,523	35%
297-6100-911.34-90	Landscape & Maintenance	\$ 62,470	\$ 44,841	76,570	93,237	56,366	23,790	13,081	86%
297-6100-911.34-90	Snow Removal	\$ 38,536	26538	25,000	25,000	25,000	-	-	100%
297-6100-911.34-90	On-Street Bike Racks	\$ -	0	15,000	30,000	-	-	30,000	0%
297-6100-911.34-90	Artspace, Public Space Design		\$ 34,581	10,000	30,000	5,638	12,363	11,999	60%
297-6100-911.34-90	Streetscape Enhancements		\$ 8,415	16,000	48,000	-	1,800	46,200	4%
297-6100-911.62-40	Planting Materials	\$ 18,455	\$ 17,825	30,000	30,000	23,895	6,105	-	100%
Total Beautification		\$ 151,331	\$ 151,837	\$ 205,190	\$ 288,857	\$ 119,846	\$ 58,798	\$ 110,213	62%
Development									
297-6100-911.51-00	General Marketing (banners, printing, social media)	\$ 4,705	\$ 4,976	\$ 35,000	\$ 36,500	\$ 4,528	1,808.00	\$ 30,164	17%
297-6100-911.51-00	Branding	34,210	35,568	30,000	104,012	35,207	68,805.00	(0)	100%
297-6100-911.51-00	Photography	1,125	963	5,000	5,000	-	-	5,000	0%
297-6100-911.51-00	Metro Mode / Issue Media	18,000	18,000	19,000	25,000	24,501	16,500.00	(16,001)	164%
297-6100-911.51-00	Website, Constant Contacts	226		230	230	-	-	230	0%
297-6100-911.51-00	Website Hosting & Domain Registration	801	1,828	1,680	1,680	714	-	966	43%
297-6100-911.51-00	Henry Ford Promotion Package	5,600	5,600	5,600	5,600	5,600	-	-	100%
297-6100-911.51-00	Community Art Enhancement	-	-	10,000	2,136	-	-	2,136	0%
297-6100-911.51-00	Dearborn Community Fund Sculpture Initiative	5,900		6,000	6,000	-	-	6,000	0%
297-6100-911.51-00	Art Month	4,480	1,000	1,000	1,000	-	-	1,000	0%
297-6100-911.51-00	Pocket of Perception (student art project)	8,000		5,000	5,000	-	-	5,000	0%
297-6100-911.51-00	Fall Promotions	592		600	600	348	185.00	67	89%
297-6100-911.51-00	Holiday Promotions (Holiday Open House, Santa)	8,197	8,486	15,000	15,000	-	-	15,000	0%
297-6100-911.51-00	Shop Small Business Saturday	4,581	5,565	7,000	7,000	5,755	291.00	954	86%
297-6100-911.51-00	Restaurant Week	15,583	1,050	16,500	31,553	1,145	-	30,408	4%
297-6100-911.51-00	Homage to Black Excellence	-	43	-	53,364	6,360	9,589.00	47,004	30%
297-6100-911.51-00	Movies in the Park	2,582	1,511	2,200	2,200	2,133	1,623.00	(1,556)	171%
297-6100-911.51-00	Music in the Park	5,177	316	4,500	13,000	5,999	5,999.00	1,002	92%
297-6100-911.51-00	City Hall Park Events	-	-	5,550	9,050	4,124	4,755.00	171	98%
297-6100-911.51-00	Way Finding	-	-	10,000	10,000	-	-	10,000	0%
297-6100-911.51-00	Build Institute	-	-	10,000	10,000	-	-	10,000	0%
297-6100-911.51-00	Eastborn Clean Up	448	-	1,000	1,000	-	-	1,000	0%
297-6100-911.51-00	Covid Comeback Marketing	-	-	20,000	26,000	6,169	13,431.00	6,400	75%
297-6100-911.51-00	Other Community Development	8,922	750	2,500	2,500	525	1,066.00	909	64%
Total Development		\$ 182,948	\$ 111,402	\$ 270,860	\$ 373,425	\$ 103,108	\$ 124,052	\$ 155,854	61%
Planning & Administration									
297-6100-911.34-90	Pow Strategies	106,038	114,019	193,140	193,140	140,578	37,212	15,350	92%
297-6100-911.34-90	Communications Manager, Public Relations	38,430	39,130	40,000	41,800	3,900	1,537	36,363	13%
297-6100-911.34-90	Building/Business Incentive	-	7,760	40,000	40,000	7,500	5,903	26,597	34%
Total Directors Expenses		144,468	160,909	273,140	274,940	151,978	44,652	78,310	72%
Transfer to Brownfield Redevelopment Authority									
various (comment)	Unemployment Compensation			2,200	2,200	-	-	-	0%
various (comment)	Other Office Expenses	10,924	10,707	15,064	15,077	9,540	987	4,550	70%
297-6100-911.34-90	Office Cleaning	825	750	900	900	400	960	(460)	151%
297-6100-911.44-10	Building Rental	10,935	10,830	9,000	9,000	8,123	-	877	90%
297-6100-911.61-90	Non-Capital Equipment (light poles)	-	-	3,500	3,500	-	-	3,500	0%
297-6100-911.68-90	Other Operating Expenses (utilities)	-	-	15,455	15,455	-	-	15,455	0%
297-6100-911.68-90	DCC Gun Range ArtSpace Loan Payment	-	-	14,205	14,205	14,203	-	2	100%
297-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	464,566	448,590	456,900	456,900	457,004	-	(104)	100%
Total Planning & Administration		\$ 631,718	\$ 631,786	\$ 790,364	\$ 792,177	\$ 641,248	\$ 46,599	\$ 102,130	87%
Expenditures									
		\$ 975,689	\$ 887,265	\$ 1,266,414	\$ 1,436,984	\$ 864,202	\$ 229,449	\$ 343,333	76%

Contractual Services

Other Operating Expenses

Community Promotions

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Budget Carry-Forwards from FYE2021 to FYE2022 - EDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The City of Dearborn's end-of-year financial process allows for carrying forward any budget items from the current fiscal year to the future fiscal year for projects, programs or contracts not completed by year-end; and

WHEREAS: The EDDDA has the following projects in which funding needs to be carried forward into FYE2022 in order to complete the projects and contracts:

Item	EDDDA
Platform Dining (contingent upon final product availability/shipping timeframe of planters)	\$5,000
Greenhouses (contingent upon final delivery of product)	\$6747
Adirondack Chairs (contingent upon product availability)	\$5263
On-street Bike Racks (need to rebid)	\$30,000
City Hall Park Redesign Concepts	\$14,113
Planter Tree Well Removal - Streetscape Enhancements	\$46,200
Branding (remaining contract)	\$68,805

Open Door Dearborn Grant Recipients (if not reimbursed prior to fiscal year)	\$10,000
Dog Waste Stations (awaiting bids)	\$1800
Mural Project	\$14,000

RESOLVED: That the EDDDA authorizes carrying forward \$201,928 for Branding, Platform Dining, Greenhouses, Adirondack Chairs, On-Street Bike Racks, City Hall Park Redesign, Planter Tree Well Removal, Open Door Dearborn Grant Recipients, Dog Waste Stations and Mural Project from FYE2021 to FYE2022.

Yes:

No:

Abstain:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Budget Carry-Forwards from FYE2021 to FYE2022 - WDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The City of Dearborn's end-of-year financial process allows for carrying forward any budget items from the current fiscal year to the future fiscal year for projects, programs or contracts not completed by year-end; and

WHEREAS: The WDDDA has the following projects in which funding needs to be carried forward into FYE2022 in order to complete the projects and contracts:

Item	WDDDA
Platform Dining (contingent upon final product availability/shipping timeframe for planters)	\$16,200
Adirondack Chairs (contingent upon product availability)	\$12,808
On-street Bike Racks (need to rebid for quantity anticipated this fiscal year)	\$8,000
Branding (remaining contract)	\$107,294
Open Door Dearborn Grant Recipients (if not reimbursed prior to fiscal year)	\$10,000

Art Competition	\$5,000
Dog Waste Stations (awaiting bids)	\$2500

RESOLVED: That the WDDDA authorizes carrying forward \$161,802 for Branding, Platform Dining, Adirondack Chairs, On-Street Bike Racks, Open Door Dearborn Grant Recipients, Art Competition and Dog Waste Stations from FYE2021 to FYE2022.

Yes:

No:

Abstain:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Holophane Custom Lighting Restock - EDDDA

Approved:
Motioned by:
Seconded by:

WHEREAS: The EDDDA recognizes the benefit of maintaining the districts as destination locations which encourages patronage of businesses; and

WHEREAS: General maintenance practice and the number of incidents of district streetlight poles being damaged prompts the request to have a stock of streetlight poles to be able to make swift repairs; and

WHEREAS: An inventory of two (2) Holophane Custom Lighting poles in backstock for replacement purposes to maintain the same style and aesthetics in the district upon repair is recommended by DTE; and

WHEREAS: The cost of each Holophane Custom Light is \$715, for a total of \$1430; so let it be

RESOLVED: The EDDDA approves the purchase of two (2) Holophane Custom Lights for \$1430 via Great Lakes Electric, the supplier for DTE, expending from account #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 with Great Lakes Electric for Holophane Custom Lighting, subject to review and approval by Corporation Counsel.

Yes:
No:
Abstained:
Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Holophane Custom Lighting Restock - WDDDA

Approved:
Motioned by:
Seconded by:

WHEREAS: The WDDDA recognizes the benefit of maintaining the districts as destination locations which encourages patronage of businesses; and

WHEREAS: General maintenance practice and the number of incidents of district streetlight poles being damaged prompts the request to have a stock of streetlight poles to be able to make swift repairs; and

WHEREAS: An inventory of six (6) Holophane Custom Lighting poles in backstock for replacement purposes to maintain the same style and aesthetics in the district upon repair is recommended by DTE; and

WHEREAS: The cost of each Holophane Custom Light is \$715, for a total of \$4290; so let it be

RESOLVED: The WDDDA approves the purchase of six (6) Holophane Custom Lights for \$4290 via Great Lakes Electric, the supplier for DTE, expending from account #296-6100-911-61-90; and let it be further

RESOLVED: The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA with Great Lakes Electric for Holophane Custom Lighting, subject to review and approval by Corporation Counsel.

Yes:
No:
Abstained:
Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Nickel & Saph Event Insurance Policy and Portajohns for Summer 2021 Amendment I-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: Portajohns are to be bid through the Purchasing department, current prices are reflected below for portajohns for each event;

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: therefore, be it

RESOLVED: 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 let it be further

RESOLVED: The EDDDA agrees to expend up to \$2321 to the awarded portajohn provider 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/Brendel's	Music in the Park (12 event days)	Portajohns/sink/sanitizer stand	\$1211 Approved in May \$405 for June 4 - July 7 (Scotty's Potties) \$806 (Brendel's)
Scotty's Potties/Brendel's	Silent Disco (9 event days)	Portajohns/sink/sanitizer stand	\$908 Approved in May \$405 for June 4 - July 7 (Scotty's Potties) \$503 (Brendel's)
Brendel's	Movies in the Park (2 event days)	Portajohns/sink/sanitizer stand	\$202
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:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Nickel & Saph Event Insurance Policy and Portajohns for Summer 2021-Amendment I - 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 #296-6100-911-51-00 and account#296-6110-911-34-90 for the Dearborn Farmers Market ; and

WHEREAS: Portajohns are to be bid through the Purchasing department, current estimated prices are reflected below for portajohns for each event;

RESOLVED: 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; and let it be further

RESOLVED: The WDDDA agrees to expend up to \$2329 to the awarded 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/Brendel's	Dearborn Farmers Market (16 event days)	Portajohns	\$1547 \$810 for June 4 - July 7 (Scotty's Potties) \$737 (Brendel's)
Brendel's	Tunes at Noon (6 event days)	Portajohns	\$580
Scotty's Potties/Brendel's	Movies in the Park (2 event days)	Portajohns	\$202 (\$101 Scotty's Potties) (\$101 Brendel's)
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

Platform Dining Amenities- Amendment I - EDDDA

Date Adopted:

Motioned by:

Seconded by:

- WHEREAS:** It is the goal of East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) to establish areas of increased customer traffic and sales at established businesses with unique attractions; and
- WHEREAS:** The EDDDA wishes to establish outdoor platform dining structures for the purpose of additional seating for restaurants and bars in the district; and
- WHEREAS:** It is estimated that the cost per 8'x40' platform dining set up is \$15,000 for platform, and planter and containment amenities;
- WHEREAS:** Unilock is a sole-source provider of the platform; and
- WHEREAS:** The EDDDA Board authorized a purchase from Unilock of up to \$7600 for one platform dining location from account # 297-6100-911-34-90; and
- WHEREAS:** The EDDDA Board authorized the purchase of planters and bumpers of up to \$5400 (vendor TBD), and seasonal installation and removal of up to \$2,000 from WH Canon; and
- WHEREAS:** Additional items are necessary for the platforms, including cement bumpers, jersey barricades, rubber bumpers, cement bumper installation, and plant materials; and
- WHEREAS:** City of Dearborn DPW will pick up the cement bumpers from Gabbert's, the supplier, and deliver to DPW yard; so let it be
- RESOLVED:** The EDDDA Board authorizes the purchase of the 12 planters from the lowest competitive bidder to be received on June 25, 2021, by the City of Dearborn Purchasing Department estimated at \$5400 plus shipping; and furthermore
- RESOLVED:** The EDDDA Board authorizes an additional purchase from the vendors listed below to finish the build out for the one platform dining locations for \$7,627 plus shipping from account # 297-6100-911-34-90 and 297-6100-911-62-40; and furthermore, let it be
- RESOLVED:** The EDDDA Board authorizes the Manager of the DDDAs to execute necessary contracts, contingent on City Council approval, subject to the review and approval of Corporation Counsel.

Vendor	Purpose	Amount	Account
TBD-REBID 6/15/21 - lowest bidder	Planters Good Burger: 12 units	\$450 each TOTAL ESTIMATED: \$5,400 plus shipping (Initial est. \$3,000)	34-90
Gabbert's	cement bumpers: Good Burger: 7 units	\$245	34-90
Tamis Corporation	jersey barricades: Good Burger: 2 units	\$495 each plus shipping: TOTAL: \$990 plus shipping	34-90
Traffic Safety Store	rubber bumpers: Good Burger: 2 units	\$337.75 each plus shipping: TOTAL: \$675.50 plus shipping	34-90
Traffic Safety Store	150 Ft reflective tape	\$126.50 plus shipping	34-90
W H Canon	concrete bumper install	\$750	34-90
WH Canon	Soil / plants install	\$1,840	62-40
TOTAL		\$10,027 plus shipping	

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Platform Dining Amenities- Amendment II - 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 (WDDDA) to establish areas of increased customer traffic and sales at established businesses with unique attractions; and
- WHEREAS:** The WDDDA wishes to establish outdoor platform dining structures for the purpose of additional seating for restaurants and bars in the district; and
- WHEREAS:** It is estimated that the cost per 8'x40' platform dining set up is \$15,000 for platform, and planter and containment amenities; and
- WHEREAS:** The WDDDA authorized up to \$30,000 for two platform dining locations at its February 18, 2021, meeting ; and
- WHEREAS:** An additional location was identified and agreements with all three partnering businesses have been confirmed; and
- WHEREAS:** The WDDDA authorized a total budget of \$45,000 for three platform dining locations at its May 20, 2021 meeting ; and
- WHEREAS:** The WDDDA Board authorized an additional purchase from Unilock of up to \$7600, totaling \$22,800 for three platform dining locations from account # 296-6100-911-34-90; and
- WHEREAS:** The WDDDA Board authorized an additional purchase of planters of up to \$5,400, totaling \$16,200, and additional seasonal installation and removal of up to \$2,000 per location, totaling \$6,000; and
- WHEREAS:** Additional items are necessary for the platforms, including cement bumpers, jersey barricades, rubber bumpers, cement bumper installation, and plant materials; and
- WHEREAS:** City of Dearborn DPW will pick up the cement bumpers from Gabberd's and deliver to DPW yard; so let it be
- RESOLVED:** The WDDDA Board authorizes the purchase of the 36 planters from the lowest competitive bidder to be received on June 25, 2021, by the City of Dearborn Purchasing Department estimated at \$16,200 plus shipping; and furthermore

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 Great Commoner: 1 Noah's/Cannoli's: 1	\$495 each plus shipping: \$1980 plus shipping	34-90
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:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Appointment of Promotions Committee Chair - EDDDA

Approved:
Motioned by:
Seconded by:

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 recommends Matthew Dietz and Julia Kapilango of the EDDDA to Co-Chair the Downtown Dearborn Promotions Committee; so let it be

RESOLVED: That the EDDDA Board appoints Matthew Dietz and Julia Kapilango to serve as Co-Chairs of the joint standing Downtown Dearborn Promotions Committee.

Yes:
No:
Abstained:
Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Appointment of Promotions Committee Chair - WDDDA

Approved:

Motioned by:

Seconded by:

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 recommends Matthew Dietz and Julia Kapilango of the EDDDA to Co-Chair the Downtown Dearborn Promotions Committee; so let it be

RESOLVED: That the WDDDA Board appoints Matthew Dietz and Julia Kapilango to serve as Co-Chairs of the joint standing Downtown Dearborn Promotions Committee.

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Planters for Schaefer and Corner of Schlaff and Michigan - EDDDA

Approved:
Motioned by:
Seconded by:

- WHEREAS:** The EDDDA recognizes the benefit of beautifying the districts as destination locations which encourages patronage of businesses; and
- WHEREAS:** The EDDDA board authorized W H Canon to plant an additional sixteen (16) planters along Schaefer in 2021; and
- WHEREAS:** The EDDDA Beautification subcommittee recommended during an on-site walk through of the district with W H Canon to add additional planters at the corner of Schlaff and Michigan Avenue; and
- WHEREAS:** The recommended planter selection for Schaefer is the Lakeside Planter from Landscape Forms, the manufacturer and sole source, (Leaf and Grass Design options; with green grass, canary yellow and sky blue inserts with a steel color exterior finish), with dimensions of 36"W x 23"H, for sixteen (16) total units with a cost of \$15, 510, which includes shipping; and
- WHEREAS:** The recommended planter selection for the corner at Schlaff, to be placed directly in front of the black iron fencing of adjacent to Habib's, is the Hampton Planter Self-Watering Planter by the manufacturer Urbanscape, which comes in a full black option, with dimensions of 28"H x 46"L x 13"W, for three (3) total units with a total of \$1,320; so let it be
- RESOLVED:** The EDDDA approves the purchase of sixteen (16) Lakeside planters from Landscape Forms for \$15,510 and three (3) Hampton planters from Urbanscape Self-Watering Planters for \$1,320, for a total of \$16,830 expending from account #296-6100-911-34-90; and let it be further
- RESOLVED:** The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA with Urbanscape and Landscape Forms, subject to review and approval by Corporation Counsel.

Yes:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Music in the Park 2021_Service Providers - Amendment II - 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; so let it be

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

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

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Silent Disco 2021_Service Providers -Amendment II - EDDDA

Date Adopted:

Moved by:

Seconded by:

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 is replacing Jazz on the Ave this year with a nine-week Silent Disco on select Fridays from June 4 - September 24, 2021, utilizing the funds budgeted for Jazz on the Ave to support this new event; and

WHEREAS: Bruce Bailey Entertainment has been requested to be the entertainment booking agent, as well as to provide lights and sound for the events; for City Hop to provide the Silent Disco headphones and accompanying equipment; and Beshara to print the posters; therefore, let it be

RESOLVED:

1. That the EDDDA obligates \$17,772.82 from the Community Promotions Budget #297-6100-911-51-00 to fund the event costs for the 2021 Silent Disco events; and
2. The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA with the companies listed below for Silent Disco, subject to review and approval by Corporation Counsel.

Vendor	Purpose	Amount
Bruce Bailey Entertainment	Booking agent services	\$5000
Bruce Bailey Entertainment	sound and lights	\$2998

City Hop	Headphones/equipment rental (800 qty) As correction, vendor added one more date (9 dates total for an additional \$300 cost)	\$2400 +\$300= \$2700
Beshara	Posters (split 3 ways: Music in the Park, Silent Disco, & Tunes at Noon)	\$30.50
Pandora	streaming ads (reduced from \$1000 to \$750)	\$750
Times Herald	ad	\$150
Jean Smith	1 tent and 1 table	\$119.67
Beshara	stage banner	\$125

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Homage to Black Excellence Budget Reallocation 2020 Amendment III- EDDDA

Adopted on:
Motioned by:
Seconded by:

- WHEREAS:** The EDDDA recognizes the benefit of recognizing the cultural, historic, economic and entrepreneurial spirit of Black History Month activities; 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; therefore, be it
- WHEREAS:** The EDDDA promoted four activities in the East District in the month of February 2020, including a movie screening, an art and fashion show, an artist pop up event, and panelists speaking on business ownership and finances; and
- WHEREAS:** The EDDDA planned additional activities to expand the focus of Black History Month to become “Homage of Black Excellence” for 2021 that included the events of Diversity, Equity and Inclusion (DE&I) Panels and Art of Courage; and
- WHEREAS:** Twenty-five thousand dollars (\$25,000) in funds for Jazz on the Ave and Music in the Park 2020 were not utilized and can be reallocated to support the Homage to Black Excellence events, expending from account # 297-6100-911-51-00; and
- WHEREAS:** The EDDDA reallocated \$14,000 from Jazz on the Ave and Music in the Park 2020 budgets to Homage for Black Excellence events in FYE 2020 and requested Art of Protest to be renamed and the Mobility Stroll and Roll be revisited when more information was obtained at the Joint Board meeting on December 17, 2020; and
- WHEREAS:** The EDDDA authorized to expend \$7864 to Octane Design from account #297-6100-911-51-00 under budget line item Community Art Enhancement for a virtual tour of the Art of Courage event; and
- WHEREAS:** Facebook and Instagram was reduced by \$250, Bewick increased by \$150, Jean Smith was added for miscellaneous supplies for \$100, and an additional \$1400 was added for additional services for Art of Courage with vendors TBD; and
- WHEREAS:** The Art of Courage and DE&I total budget is \$21,763; and
- WHEREAS:** A budget of \$17,995 for the additional service providers for the Juneteenth Mobility Stroll & Roll is estimated; therefore, and

WHEREAS: The EDDDA reallocated \$11,000 from Jazz on the Ave/Music in the Park 2020 to the Juneteenth Mobility Stroll & Roll, and another \$11,000 from General Marketing for a total of \$39,758 budgeted for all H2BE events; let it be

RESOLVED: That no funds are to be spent outside of the EDDDA; and let it be

RESOLVED: The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA for the Homage to Black Excellence events of DE&I, Art of Courage, and Juneteenth Mobility Stroll & Roll with the service providers and amounts below, subject to review and approval by Corporation Counsel.

Vendor	Purpose	Amount
DE & I PANEL DISCUSSIONS		
Dr. Robbya Green-Weir	Consulting fees for DE&I Panel discussions	\$2000
Michigan Chronicle	marketing/advertising	\$150
Facebook/Instagram	Social media mktg./advertising	\$500
Bewick Publications (Times Herald)	marketing/advertising	\$150
Comcast	marketing/advertising	\$2999
Beshara Printing	Posters	\$100
Beshara Printing	Event banner	\$250
	Total:	\$6149
ART OF COURAGE		
Bewick Publications (Times Herald)	marketing /advertising	\$150
Beshara Printing	Posters	\$100
Michigan Chronicle	marketing/advertising	\$150
Beshara Printing	Signage- (Covid/Don't Touch) - Art of Courage	\$1500
Beshara Printing	Event banner	\$250
TBD	Custom Acrylastone outdoor information plaques for Art of Courage (\$88 x 12 = \$1056)	\$1100
Jean Smith	Solar powered spot lights/misc. Office supplies	\$500
Rozenia Johnson	Project Mgt. Fee - Art of Courage	\$2000
DeJuan McTaw	Photography - Art of Courage	\$300
Mollywop!	Musician Artist Talk during the virtual event of Art of Courage	\$200
TBD	Educational Artist Talk during virtual event	\$200
Bernie Wilson Jr.	Exhibit Preparation - hang artwork	\$200
TBD	Conservator - clean and maintain artwork	\$1000
Jean Smith	Art of Courage misc. supplies	\$100

Octane Design	Graphic/Visual Services-Virtual Tour AoC	\$7864
	Total:	\$15,614
JUNETEENTH MOBILITY STROLL & ROLL		
Janet Bloom via FedEx Kinko's	posters	\$160
		Approved \$125 (add \$375)= \$500 total
Beshara	Yard signs(qty. increased from 10 to 40)	
Beshara	A frame signs (10 qty)	\$250
Beshara	Tent banners (2 qty)/selfie backdrop	\$450
Michigan Chronicle	ad	\$300
Rozenia Johnson	Kids area supplies	\$850
Times Herald	ad	\$150
Jatanya Mitchell	DJ	\$500
Jean Smith	Registration supplies, PPE supplies, misc. Supplies, water, snacks	\$500
Jean Smith	wristbands	\$100
Rozenia Johnson	consultant	\$2800
Dearborn Police	Street closure expenses (estimated - price reduced from \$7500 to \$5000)	\$5000
Dearborn Parks & Rec.	2 golf carts (\$85/each) (reduced to one car plus delivery) (price reduced from \$170 to \$100)	\$100
Dearborn Parks & Rec.	Podium (price reduced from \$100 to \$50)	\$50
Dearborn Parks & Rec.	10 - 8ft. Tables (\$7 ea)/80 chairs (\$1.25ea.) (reduced from \$600)	\$170
Pandora	Streaming radio	\$1000
Nickel & Saph	Event insurance (reduced from estimate of \$2000 to \$850)	\$850
DJ Asset	DJ	\$500
Beshara	Podium sign	\$50
TBD	Photographer	\$250
	Total:	\$14,630
	Current Total:	\$36,393

Yes:

No:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Accident Replacement Planters & Bench - WDDDA

Approved:
Motioned by:
Seconded by:

WHEREAS: The WDDDA recognizes the benefit of maintaining the districts as destination locations which encourages patronage of businesses; and

WHEREAS: The WDDDA has experienced several vehicular accidents recently that have damaged some of the newest planters and a bench in the district; and

WHEREAS: Insurance claims have been started, but the replacement of the items is the responsibility of the WDDDA; and

WHEREAS: Once the insurance funds are received, they will be directed back to the WDDDA budget; and

WHEREAS: The items to be replaced are four (4) planters and one (1) bench and will be identical to the new materials installed along the Connector Streets ,which is the Kornegay Series planters and the Parc Vue backless bench from Landscape Forms, the sole source ; all to be installed by DPW with Fairlane Grounds replacing soil and plant materials as previously planned; so let it be

RESOLVED: The WDDDA approves the purchase of four (4) Kornegay Series planters from Landscape Forms and one (1) Parc Vue backless bench for a total cost of all five (5) items of \$7,685, expending from account #296-6100-911-34-90; and let it be further

RESOLVED: The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA with Landscape Forms subject to review and approval by Corporation Counsel.

Yes:
No:
Abstained:
Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Social District Program Amenities Amendment III - 2020- WDDDA

Date Adopted:
Motioned by:
Seconded by:

- 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	
Budget Brander	cups (qty. 10K)	\$2,500	51-00

Yes:

No:

Abstention:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Utility Box Art Competition - 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 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; so let it be

RESOLVED: The WDDDA approves the Utility Box Art Competition and agrees to authorize up to \$3000, payable to Dearborn Community Fund, expending 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 with the Dearborn Community Fund, subject to review and approval by Corporation Counsel.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

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

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	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:

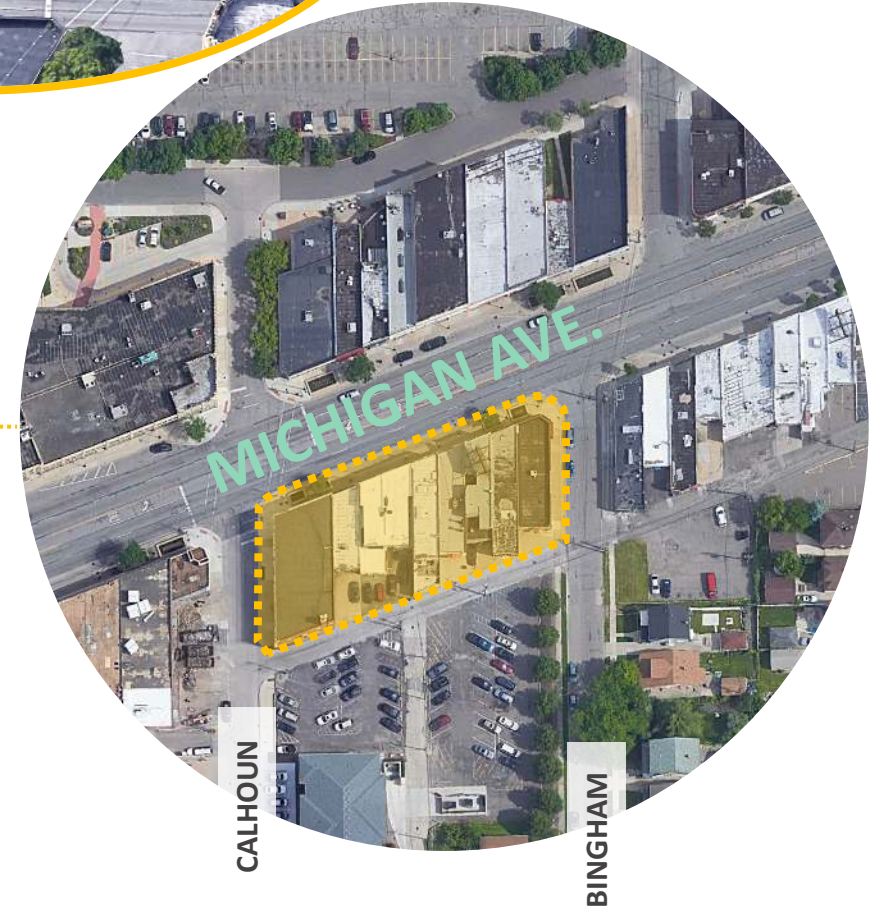
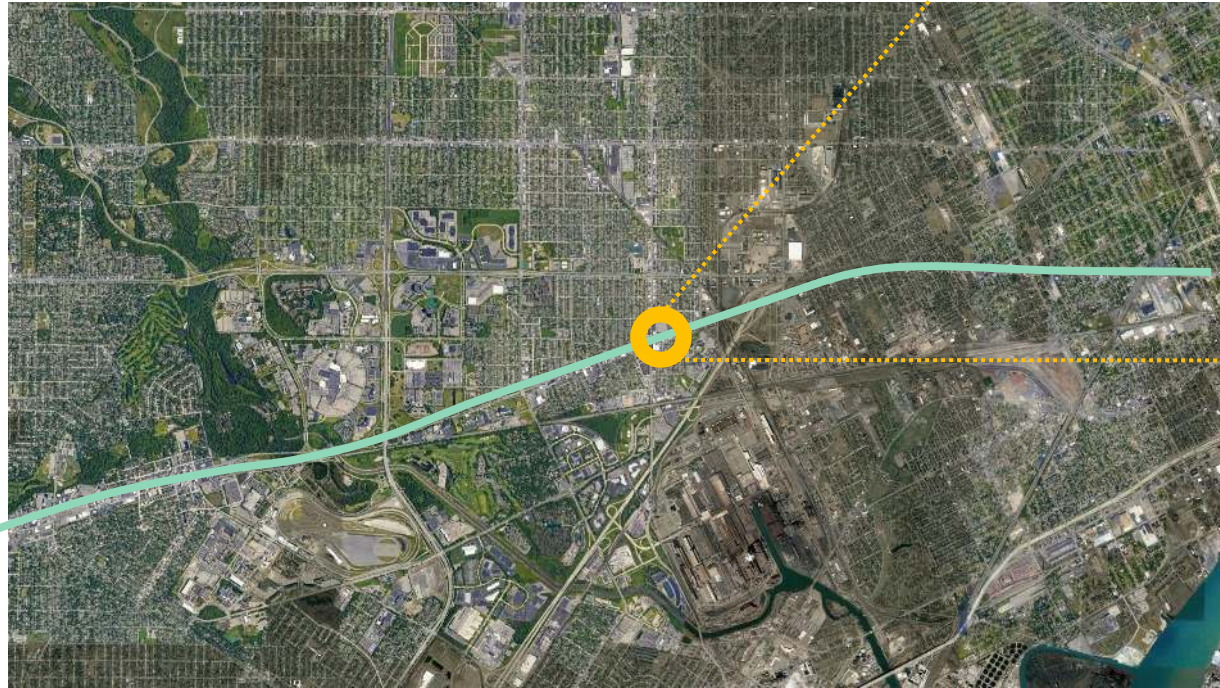


DEARBORN FAÇADE

CONCEPTUAL DESIGN STUDY

LOCATION

WHAT IS THIS PLAN AND WHO IS IT FOR?



REQUIREMENTS/DESIGN GUIDELINES

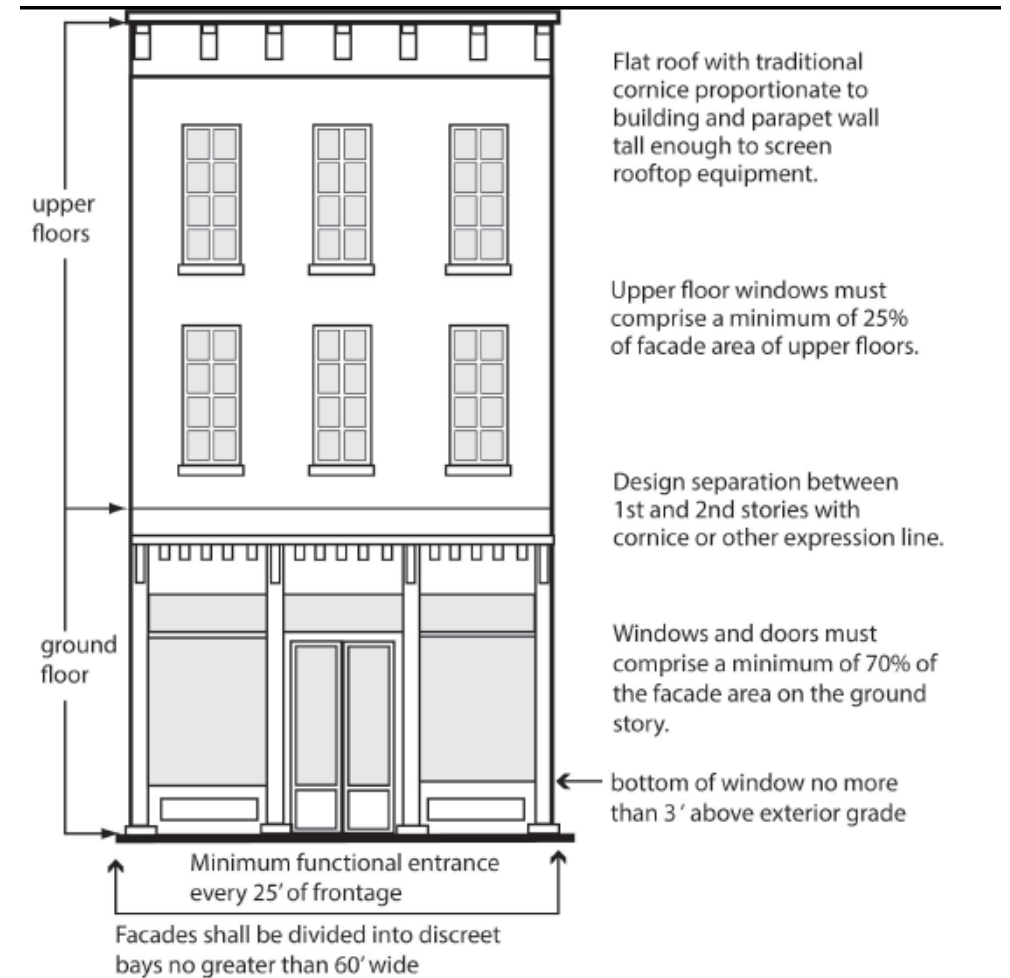
FORM-BASED CODE (WEST CURRENTLY) + DOWNTOWN DESIGN GUIDELINES

Guiding Principles:

- Promote an authentic, vibrant downtown atmosphere
- Draw upon local design traditions
- Improve and reinforce quality building design, upkeep and renovation that draws visual appeal and interest

Strategies:

- Define a base, middle and top of the building
- Retain, rehabilitate or restore detail elements on historical buildings
- Provide a high percentage of transparent glass on the ground floor
- Clearly define the main entrance with a change in material or color, trim, canopy or awning, and many more.
- Use high quality, durable building materials
- Choose decorative light fixtures compatible with the building design
- The design and scale of the signage should complement the intended traditional 'main street' character and pedestrian orientation envisioned for the downtown



The above drawing is intended to illustrate the application of the design standards in this ordinance, but not require a specific architectural style.

EXISTING FAÇADE



UPDATED FAÇADE

VIBRANT AND AUTHENTIC PLACE



FAÇADE COMPARISON

EXISTING

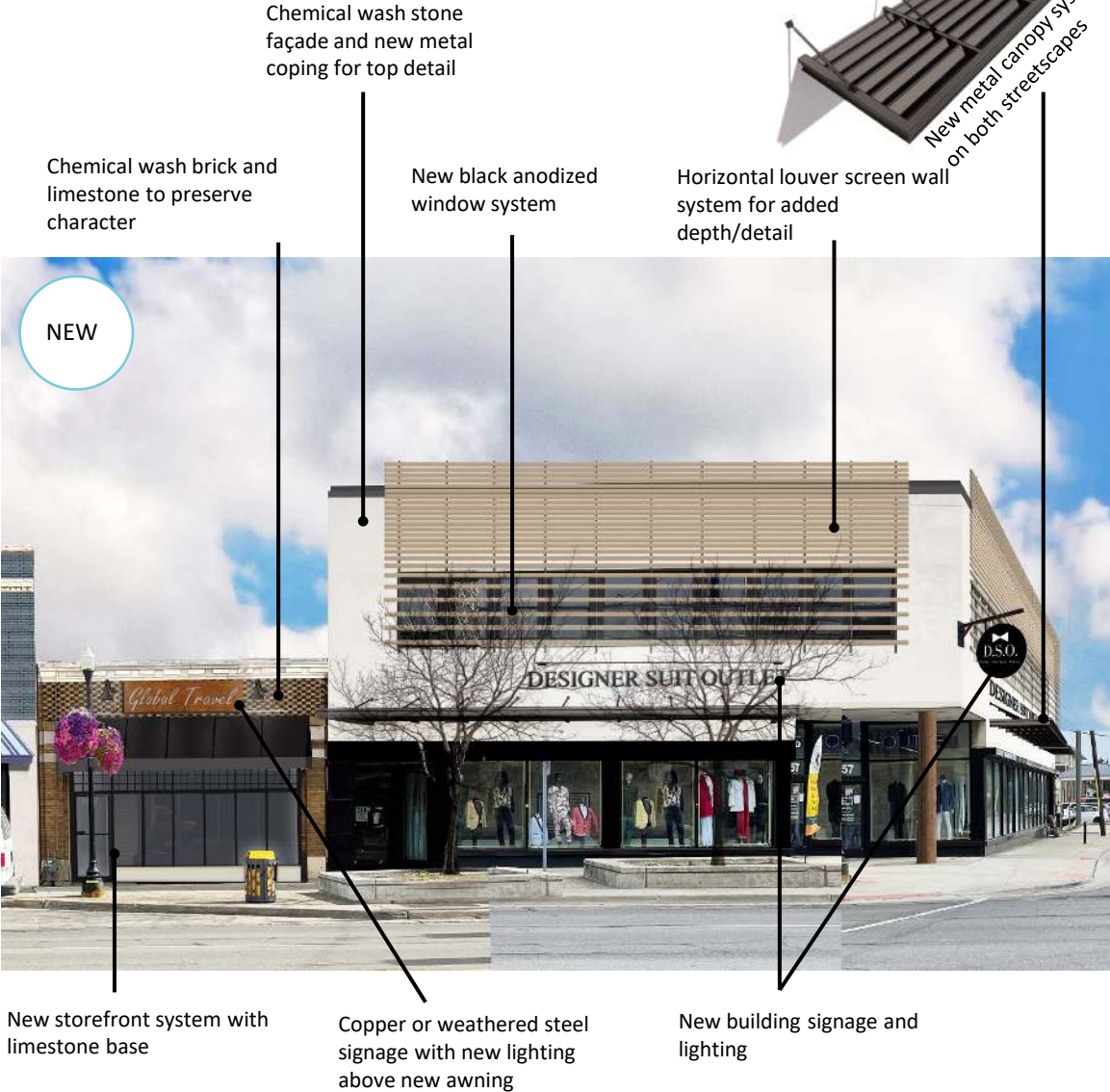
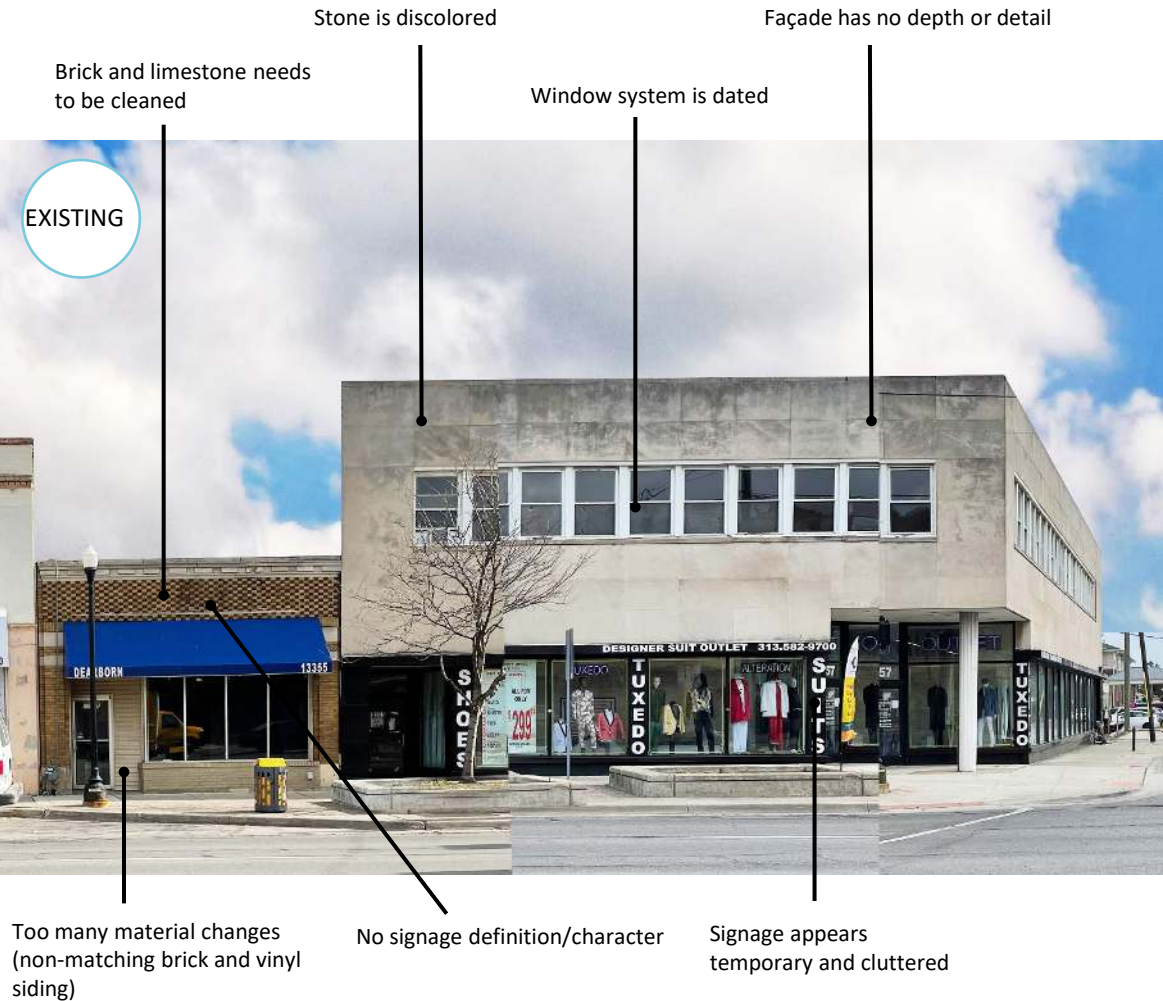


UPDATED



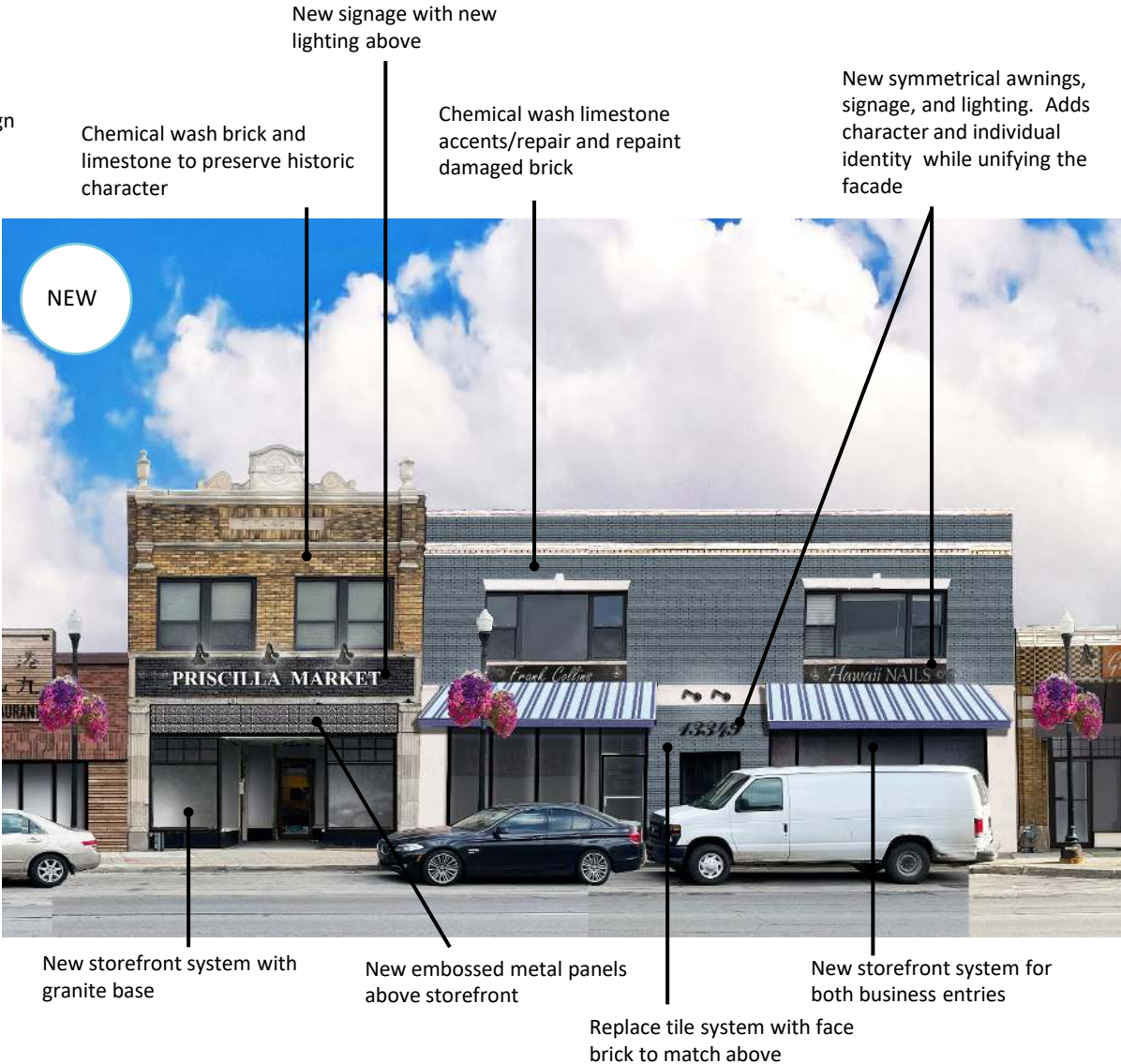
FAÇADE ENLARGEMENT

DESIGNER SUIT OUTLET/GLOBAL TRAVEL



FAÇADE ENLARGEMENT

FRED COLLINS/HAWAII NAILS/PRISCILLA MARKET



FAÇADE ENLARGEMENT

KONG KOW RESTAURANT/KING HAIR SALON



Dark/tinted glazing with rope lighting not aligned with new design guidelines

Signage doesn't meet new design guidelines/feels out of place with historic building character

Basic brick façade system with dated clerestory window



New door system to match adjacent storefront

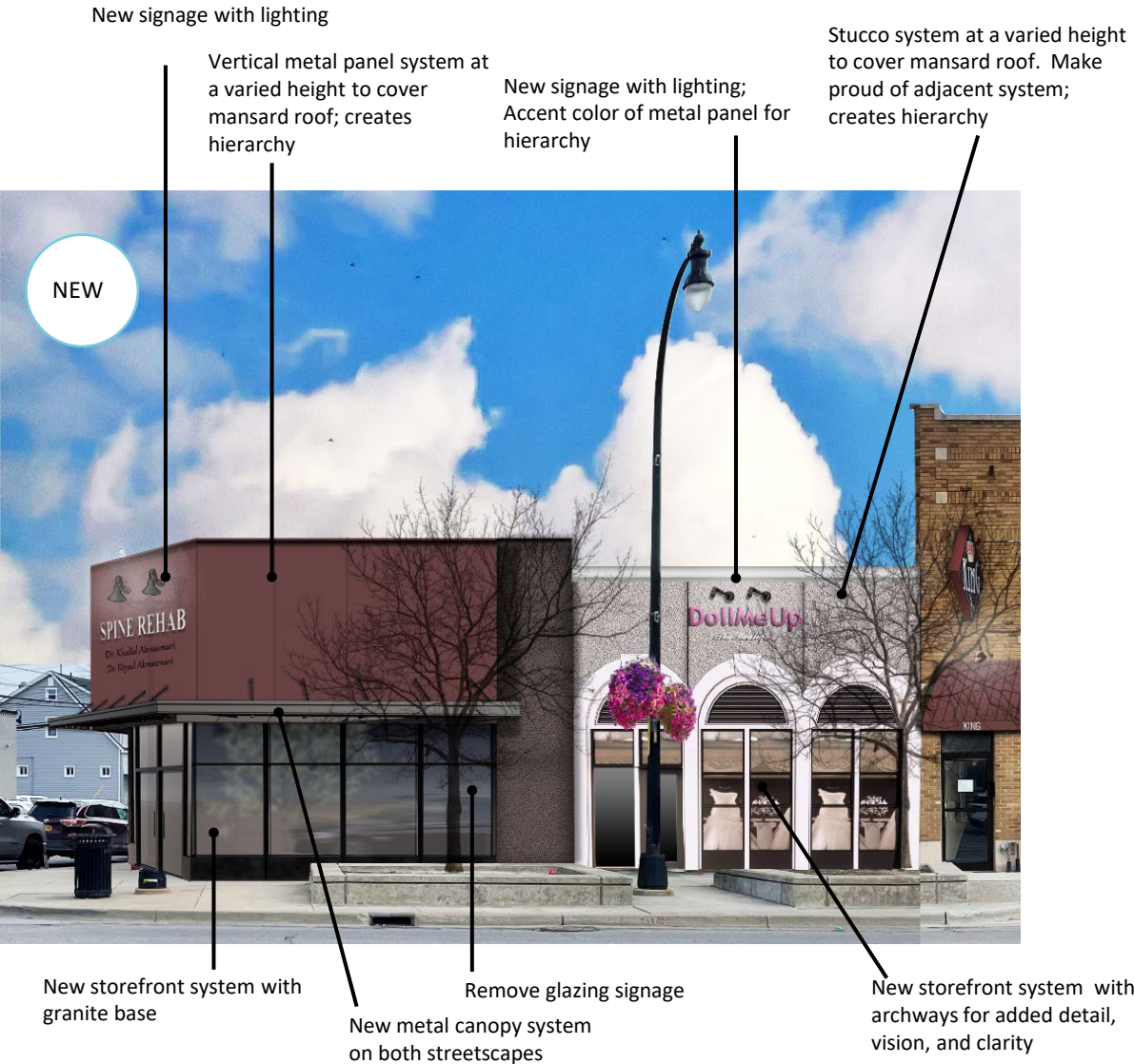
New metal awnings with lighting above

Add wood look cement fiber plank system for material definition at base

New storefront system for added vision and clarity

FAÇADE ENLARGEMENT

DOLL ME UP/SPINE REHAB



FAÇADE COMPARISON

EXISTING



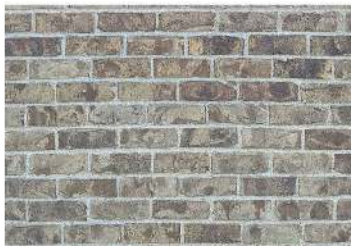
UPDATED



MATERIALS

Primary: Masonry Brick

Brick, including veneer, is a preferred primary material. Synthetic, such as concrete, should be in scale similar to genuine brick. Ceramic tiles are acceptable, especially in historic Art Deco facades.



Primary: Masonry Stone

Native stone, or its synthetic equivalent, is appropriate. Synthetic, such as concrete, should be in scale similar to genuine stone.



Secondary: Siding: Wood, FiberCement, or Hardy Plank

Siding, weather wood or synthetic, is only appropriate as a secondary building material. Aluminum and vinyl siding are not permitted.



Secondary and Accents: Metal

Historic metal cladding is appropriate as a primary material. Modern metal paneling is only appropriate as a secondary material. Metal trim is appropriate as an accent material.



Accents: Synthetic Stucco

Stucco and its synthetic equivalents such as EIFS are only appropriate as a secondary material or trim above the ground floor.



Accents: Split-Faced Block

Split-faced concrete block should only be used as a functional trim on piers, foundation walls, or chimneys.



SIGNAGE

Strategies

- The design and scale should complement the intended traditional 'main street' character and pedestrian oriented envisioned for the downtown.
- Restrict signage to the name of the business located on the site. Buildings with multiple tenants on secondary floors shall be limited to one sign per main floor tenant and one multi-tenant business directory listing.

Common Mistakes

- Signs should not obstruct windows, views of the architectural details of the building, or pedestrian circulation.
- Signs with flashing lights, digital displays, and other repetitive illumination. Electronic signs are only permitted as secondary signage to serve a message board function.
- Cabinet signs are not permitted.



Board Signs

Individual letters mounted to a board framed with a finished edge and mounted to a sign band area between the first and second floors above awnings.



Letter Signs

Individually mounted letters of metal, acrylic, or individually illuminated letters.



Projecting Signs

Blade signs hung 90 degrees perpendicular to the façade from ornamental brackets.

STREETSCAPE

Strategies

- Maintain a clear path for pedestrians (5'-6' preferred)
- Maintain clear path between the building entrance and the sidewalk.
- Enclose a designated outdoor seating area with a railing, planters or similar barrier along the perimeter.
- Ensure shading devices, such as a retractable awnings or umbrellas do not project into the clear sidewalk area (minimum 8' clear)
- Use market-style lights to create a sense of atmosphere to illuminate patio areas on private property.
- Obtain a sidewalk café permit from the City (and MDOT if along Michigan Avenue)
- Maintain a clear café area with daily cleanings.

Common Mistakes

- Placing planters, sandwich board signs, or other street furniture in the clear sidewalk area.
- Stacking tables and chairs when not in use.
- Permanently attaching chairs and tables to pavement in the right-of-way.



HARAZ COFFEE

OPEN DOOR GRANT AWARDEE - \$7,500 OD GRANT, OVER \$100,000 IN PRIVATE INVESTMENT, LED TO ANOTHER PROJECT



EDDDA FAÇADE STUDY BLOCK

OUTREACH TO BUSINESSES:

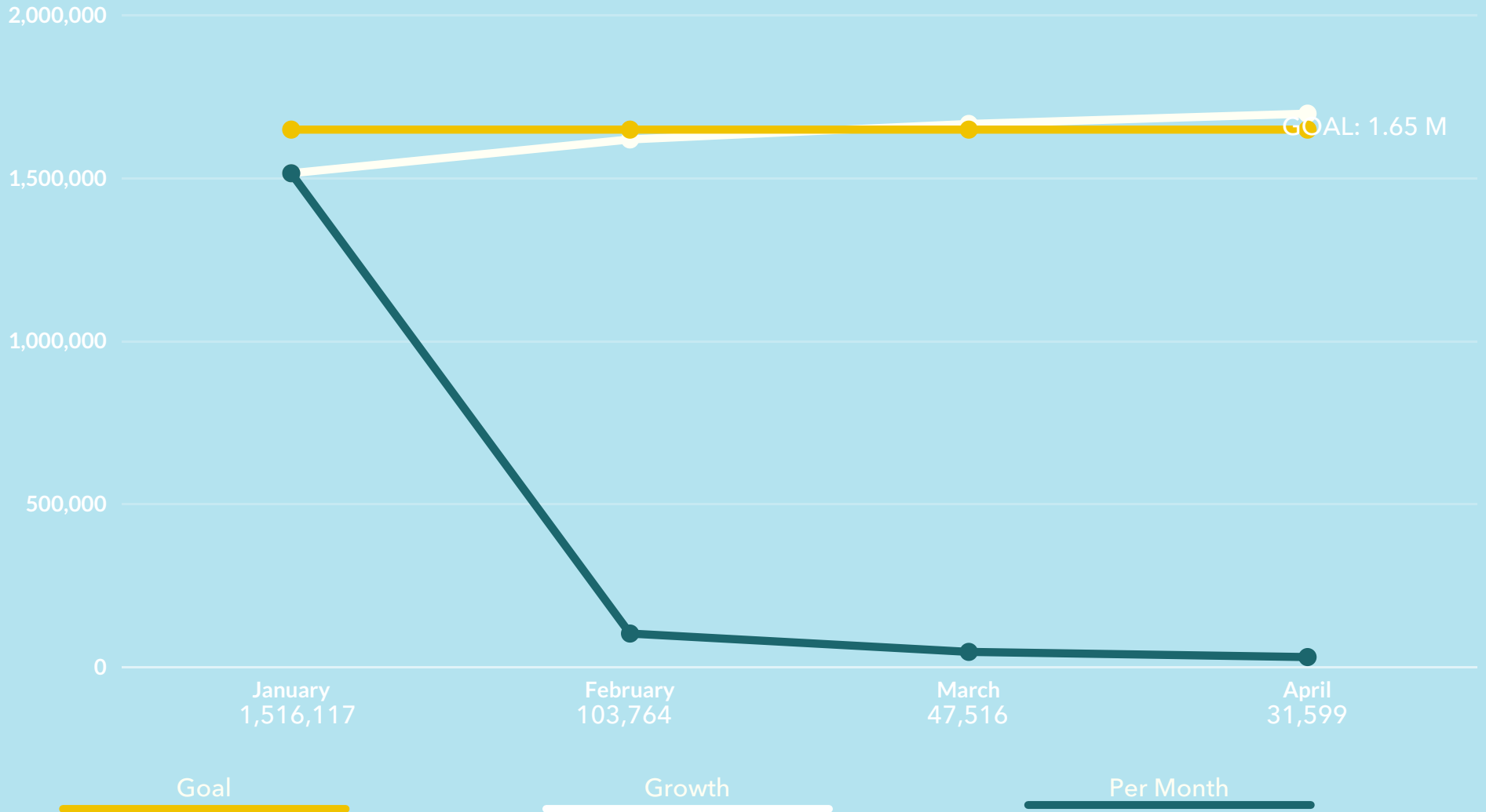
- PRESENT OVERVIEW TO BUSINESSES AS A GROUP OUTLINING ECONOMIC BENEFITS AND ESTIMATED COSTS FOR IMPROVEMENTS
- MEET WITH INDIVIDUAL BUSINESSES WHO SHOW PRELIMINARY SUPPORT AND INTEREST
- TARGET 2-3 BUSINESSES TO WORK ON FUNDING OPTIONS FOR DESIGN AND IMPLEMENTATION
- CONTACTED MIKE KAID OWNER OF **DOLL ME UP** AND **DESIGNER SUIT OUTLET** BUILDINGS. DISCUSSED TENANT ISSUES, FAÇADE RENOVATIONS AND COSTS. INVESTMENT HAS TO WORK FINANCIALLY
- CONTACTING LOCAL CONTRACTOR TO FIRM UP RENOVATION ESTIMATES ON ALL BUILDINGS
- CHECKING WITH CITY TO SEE IF FAÇADE RENOVATION INVESTMENTS RAISE YOUR TAXES



DEARBORN

Downtown

IMPRESSIONS 2021

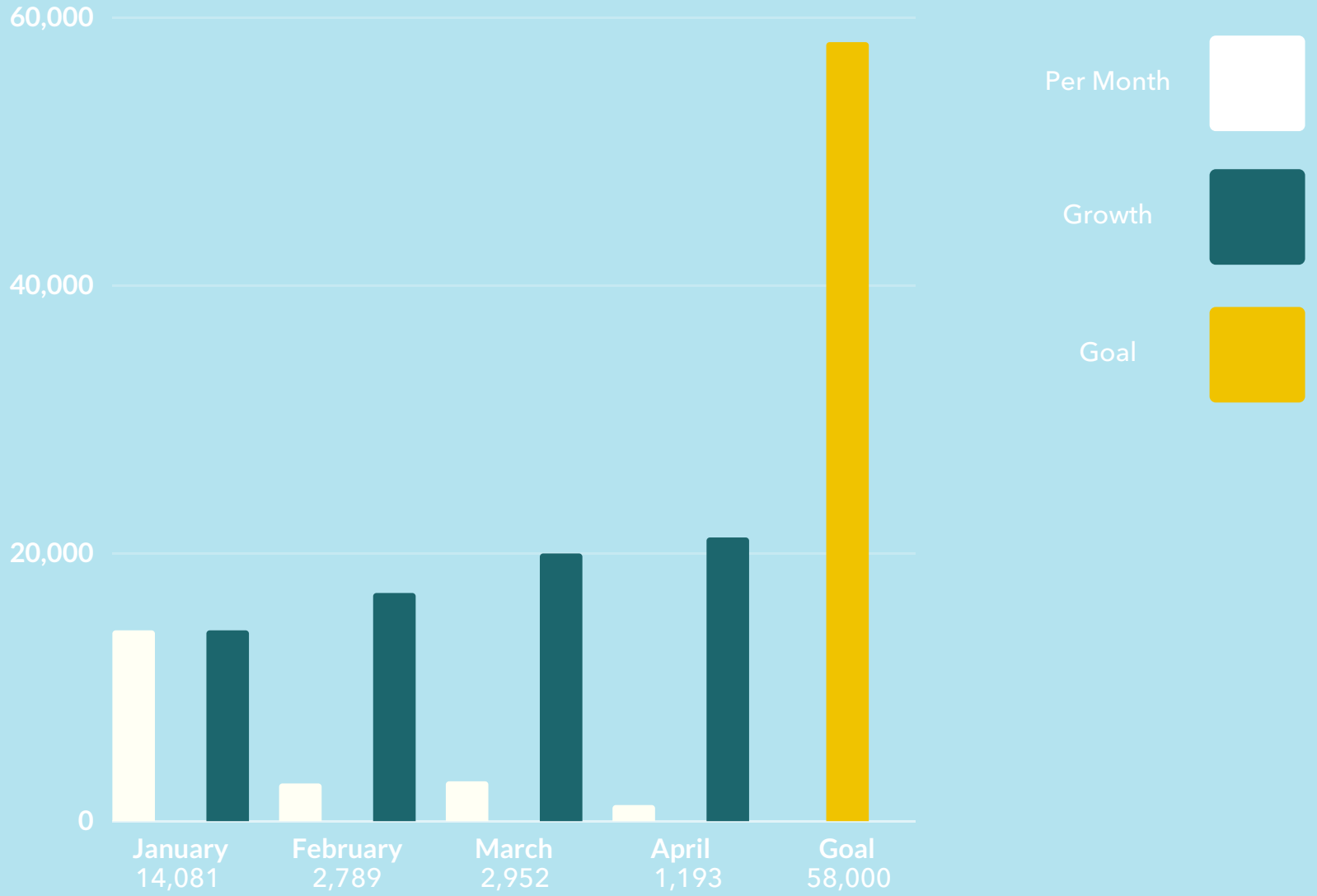




DEARBORN

Downtown

ENGAGEMENT 2021



Engagement Rate Per Impression: 6.2%



Total Followers

January: 15,357
February: 15,464
March: 15,554
April: 15,624

Goal: 18,000

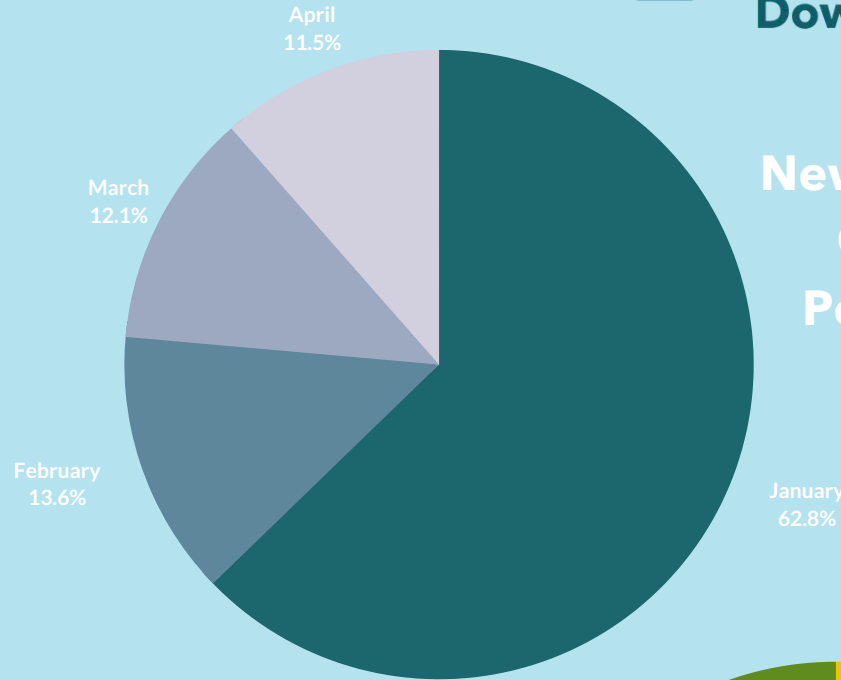
New Followers

January: 492
February: 107
March: 95
April: 90

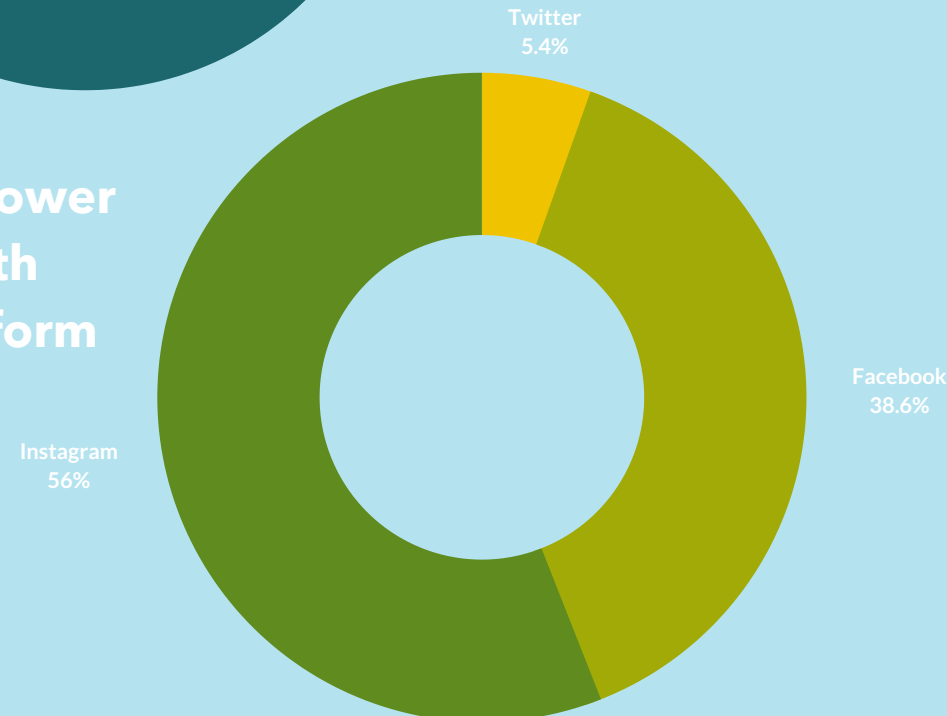
Total: 784

Goal: 4,000 New Followers

New Follower Growth Per Month



New Follower Growth Per Platform



Downtown Dearborn Social Media Metrics - APRIL 2021

IMPRESSIONS

April 2021: 31,599

Total for 2021: 1,699,010

- Goal: 1.65 Million
- 2020 Comparison: 1,464,858
- 2019 Comparison: 2,531,751

Impressions per Platform:

Facebook: 16,432

Instagram: 9,582

Twitter: 5,585

ENGAGEMENT

April 2021: 1,193

Total Engagement 2021: 21,015

- Goal: 58K, 36% to goal

Engagement per Platform:

Facebook: 828

Instagram: 322

Twitter: 43

AUDIENCE

April 2021: 15,624

- Goal: 18K
- GROWTH: 90 New Followers
(2021 total: 784)

Audience Growth per Platform:

Facebook: 57

Instagram: 86

Twitter: 10

Additional Social Page Audience:

Music In the Park -- 175

Silent East Disco -- 362

NEW TOTAL: 16,161

Facebook Top Posts:


Downtown Dearborn
 April 2 · 🌐

A nice shout-out to Dearborn featuring some of our favorite businesses, from Hour Detroit Magazine! Visit Downtown Dearborn to experience a taste of the Middle East and the love and joy of a proud community! ❤️❤️

<https://www.hourdetroit.com/.../city-guide-2021-visit-the-mi.../>
 #DowntownDearborn #theworldatyourfingertips



HOURDETROIT.COM
City Guide 2021: Visit The Middle East Without Leaving Metro Detroit

934 People Reached
81 Engagements

Sharon Rowe, Erin Byrnes and 15 others · 5 Shares

Like Comment Share

Performance for Your Post

934 People Reached

27 Reactions, Comments & Shares ⓘ

19 Like
17 On Post
2 On Shares

2 Love
0 On Post
2 On Shares

1 Comments
0 On Post
1 On Shares

5 Shares
5 On Post
0 On Shares

54 Post Clicks

0 Photo Views
45 Link Clicks
9 Other Clicks ⓘ

NEGATIVE FEEDBACK

0 Hide Post
0 Hide All Posts
0 Report as Spam
0 Unlike Page

Reported stats may be delayed from what appears on posts


Downtown Dearborn
 April 23 · 🌐

Spring has sprung in #DowntownDearborn! Check out the spring events and happenings in this week's e-news. Want to receive the bi-weekly e-blast direct to your inbox? Click here as well!



Cosmopolitan Meets Community
 Spring Events | Support Local
 April 23, 2021 | E-Newsletter | Downtown Dearborn | E-Newsletter | April 23, 2021

1,493 People Reached
42 Engagements

Nitid Ntik and Emily Firsing Panchenko · 5 Shares

Like Comment Share

Performance for Your Post

1,493 People Reached

12 Reactions, Comments & Shares ⓘ

8 Likes
2 On Post
3 On Shares

0 Comments
0 On Post
0 On Shares


7 Shares
6 On Post
2 On Shares

30 Post Clicks
0 Photo Views
20 Link Clicks
10 Other Clicks ⓘ


NEGATIVE FEEDBACK

0 Hide Post
0 Hide All Posts
0 Report as Spam
0 Unlike Page

Reported stats may be delayed from what appears on posts


Downtown Dearborn
 April 11 · 🌐

Congrats to Hour Detroit Opening today for business. Stop by at 1810 Michigan and check out their beautiful space and delicious coffee. 🎉❤️👏
 #DowntownDearborn #Coffee #detroit #hourdetroit #supportlocal #supportdetroit



679 People Reached
45 Engagements

Winter Resorts, Sharon Davis and 11 others · 1 Share

Like Comment Share

Performance for Your Post

679 People Reached

18 Reactions, Comments & Shares ⓘ

14 Like
12 On Post
2 On Shares

1 Wow
1 On Post
0 On Shares

2 Comments
0 On Post
2 On Shares

1 Shares
1 On Post
0 On Shares


28 Post Clicks
0 Photo Views
0 Link Clicks
28 Other Clicks ⓘ


NEGATIVE FEEDBACK

0 Hide Post
1 Hide All Posts
0 Report as Spam
0 Unlike Page

Reported stats may be delayed from what appears on posts

Instagram Top Posts:


downtowndearborn






downtowndearborn Congrats to Haraz Coffee! Opened today for business. Stop by at 13810 Michigan and check out their beautiful space and delicious coffee. Follow them at @harazcoffeehouse!

☕❤️☕❤️☕❤️

#DowntownDearborn #Coffee #coffeeshop #supportlocal #supportdowntown

Apr 10, 2021

Post Performance

 56
  1
  0

Interactions

21

Actions taken from this post

Profile Visits	21
----------------	----


Discovery


672

Accounts reached

15% weren't following you

Follows	--
Reach	672
Impressions	773
From Home	642
From Profile	59
From Hashtags	2
From Other	70


downtowndearborn






downtowndearborn Happy Earth Day! 🌱🌿🍃

Did you know that we have clean up crews that regularly pick up lots and lots of trash in our Downtown area? An easy way for you to help do your part to protect the environment is to help keep the streets and sidewalks free of litter. Love your Downtown. Love your Planet! ❤️

#DowntownDearborn #Dearborn #FordSunflowers #earthday2021

Apr 22, 2021

Post Performance

 34
  0
  0

Interactions

2

Actions taken from this post

Profile Visits	2
----------------	---

Discovery

409

Accounts reached

5% weren't following you

Follows	--
Reach	409
Impressions	442
From Home	405
From Profile	27
From Hashtags	3
From Other	7


downtowndearborn
 Dearborn Public Library



downtowndearborn Happy Friday! This bench in our West Downtown has the right idea... Visiting everyone peace, love, and joy this weekend! 🌟 Stay safe, mask up, practice social distancing, and support your favorite downtown! Tag us in your pic!

#DowntownDearborn #loveyourlocal #staysafe #maskup #supportlocal #supportsmallbusiness #Dearborn #peace

Apr 6, 2021

Post Performance

 27
  1
  0

Interactions

6

Actions taken from this post

Profile Visits	6
----------------	---

Discovery

517

Accounts reached

13% weren't following you

Follows	--
Reach	517
Impressions	561
From Home	475
From Profile	45
From Hashtags	22
From Other	19



DOWNTOWN DEARBORN BIKE SHARE/MOBILITY COMMITTEE MINUTES



May 27, 2021

10 a.m.

Attendees: George Moroz, David Norwood, Steve Deisler, Julia Kapilango, Tracy Besek, Steve Horstman, Jackie Lovejoy, Tim Harrison, Cristina Sheppard-Decius, Marc Brigolin (U of M), Chris Small (Ford) and Hassan Sheikh.

I. Bike Share RFP Update

Cristina introduced the agenda for the meeting.

a. Scooter Options

Steve Deisler provided an overview of the conversations the Bike Share RFP Sub-Committee had with the two scooter vendors including BIRD and SPIN. Both vendors provided us with a draft Memorandum of Understanding (MOU) for our review. The MOU and other scooter information was shared with the committee. Each firm offers a contract where there is no cost to the municipality for equipment and operations. Both are national firms with clients all over the country. SPIN is owned by Ford. The vendors indicated that a scooter program could be implemented within 2-3 weeks. Scooters operate on the road and are predominately used for short local trips.

Marc Brigolin indicated that the U of M - Dearborn mobility program including scooters are on hold until students return in fall. Of particular concern is the speed of scooters, pathways and sidewalk / street widths. Use of a central location for linking scooters to U of M Dearborn at the Union was supported.

Chris at Ford indicated concerns with access of public scooters on private property and speeds. He did not think Ford would restrict scooters on their property. He recommended the use of dock stations and geo-fencing for control.

George at The Henry Ford stated that they are not ready to implement a scooter program at this time.



DOWNTOWN DEARBORN BIKE SHARE/MOBILITY COMMITTEE MINUTES



Overall consensus was for the City and DDA to begin detailed discussion with SPIN as the initial pilot program vendor with possibly offering BIRD to join in later. Dave Norwood will contact Travis to set up a meeting with SPIN to formulate a detailed MOU. City and DDA staff will work on a urban planning exercise to determine best dock station locations

b. Bike Share - MOGO

Working on finding cooperative agreements we couldThe Sub-Committee has talked to MOGO a couple times over the last two months. MOGO is a Non-Profit organization operating in Detroit with expanded operations in surrounding cities including Ferndale, Royal Oak and Huntington Woods. Ferndale provided us with a copy of their MOU and contract with MOGO. An estimated budget for MOGO capital equipment and operations were reviewed. Dock stations run from \$15,000 to \$25,000. Operational costs run from \$200,000 to \$300,000 annually. Consensus was that 10 stations should be enough to cover Dearborn. Ford is not ready for a public Bike Share program on site yet.

We are working to get connected with Shift via Ann Arbor. Will review what cooperative agreement works best. The Sub- Committee and City Purchasing thought MOGO would be a good operator based on its ability to offer a cooperative agreement, experience, assistance with finding grants, and regional connections.

Cristina, Dave, Steve and Travis will work to review up front costs, funding options and process guidance.

Mobility Options:

a. SMARTFlex Update

7 days a week, 6am - 9pm, Collaboration with SMART and VIA. Doing a "last mile" mission. Dearborn, Troy, and Macomb Co. around Hall Rd. 30 operating across those 3 regions. Great opportunity and option for students and seniors.



DOWNTOWN DEARBORN BIKE SHARE/MOBILITY COMMITTEE MINUTES



II. Communications/Events

a. Bike Lane/Biking Safety Flyer

Cristina indicated the flyer was ready for publishing. The cover photo was selected with the feedback from Tracy. The flyers are being created to educate people on new bike lanes and how bikes and cars must ride together.

b. Healthy Streets

Info on healthydearborn.org/dearbornhealthystreets. Blitz media. Livestreamed on website and Facebook via Zoomlink. soon. Expecting results from survey responses

III. MMTP Updates

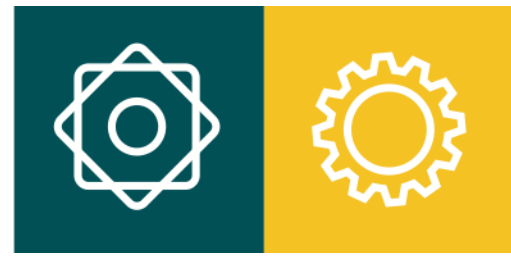
Need to connect with Wayne County to help move plans forward.

IV. Committee Updates

None



DOWNTOWN DEARBORN DESIGN/EV COMMITTEE MINUTES



Join Zoom Meeting

<https://zoom.us/j/323245564?pwd=NnhnNjVNSE1tVTdHNjVMak91dC9nZz09>

Meeting ID: 323 245 564

Password: 265323

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

Meeting ID: 323 245 564 Join by Skype for Business:

<https://zoom.us/skype/323245564>

May 26, 2021

2 p.m.

Attendees: Mike Kirk, Steve Horstman, Mark Guido, Jeff Watson, Hassan Sheikh, Matthew Dietz, Kari Kowalski, Steve Deisler, Cristina Sheppard-Decius, and Janet Bloom

AGENDA ITEMS	TASKS/ACTIONS	ASSIGNMENTS
A. COVID-19 Business Support	<ul style="list-style-type: none">• Social District• Economic Study• Small Business Grant	<ul style="list-style-type: none">-SD - Business licensing/agreements-Economic Survey Report/Summary Overview; Kari Kowalski from UofM-Dbn, iLab, presented on Economic Survey.-Economic Survey Follow Up Action Steps<ul style="list-style-type: none">+eCommerce needs to be tied with help from local university/college students.+Shopify+Robust website;+Jeff - if there are 3-4 successful eCommerce businesses - do a webinar Q&A to learn how to do and improve. Mark - maybe dddas set up framework and support financially to set up. National Main Street has a presentation with Go Daddy- Steve D. said it has been very successful. Mike - don't use eCommerce - state "how

Mission:

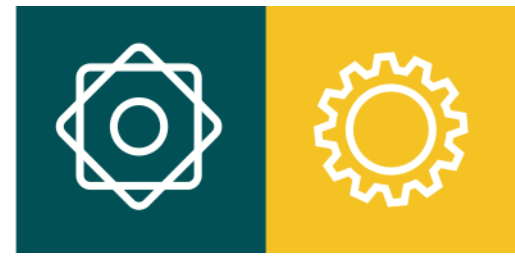
Collaborating to create a vibrant Downtown Dearborn experience for all.



		<p>to get your menu online” or something that is easy to understand. Cristina - don’t put everything; put your biggest profit margin, fastest moving products online.</p> <p>+Cristina - do a one pager of study but preface it was small sample size and list next steps. Present to board.</p> <p>+U of M intern program - have them pair up with student to set up ecommerce.</p> <p>Mike - use Chamber members to analyze current sites.</p> <p>Crsitina recommends focus groups that could be more impactful. Exchange information and networking.</p>
B. Open Door Dearborn	<ul style="list-style-type: none"> EDDDA Design Block Property/Business Meeting & Marketing 	<p>-Block Rendering Presentation to Board</p> <p>-Connect with Muirhead Owners</p> <p>Steve - in Kalamazoo, banks provided low interest loans.</p> <p>Cristina - in additional slide - who the contacts are, are there multiple businesses under one owner. Uncover all the influencers. Nasser Kaid directed his brother Mike Kaid to office, he is looking into the Open Door Grant.</p> <p>Hassan - will send list to chambers to see if they know any tenants. Steve to send out cost range. Mike - get a few involved first then work</p>

		to get others. Those that we've helped with grants, need to also talk about program and encourage others to use.
C. Sidewalk Cafés	<ul style="list-style-type: none"> • Tree Well Removal Bid • Outdoor Use Amendment Mtg • Platform Dining • Future Items: <ul style="list-style-type: none"> o Design Manual: Lighting & Signage 	-2 nd Round Bid Release for Tree Wells -Draft Outdoor Use Ordinance amendment(s) -Platform Delivery & Install
D. Business Assistance Team	<ul style="list-style-type: none"> • BAT Live • Morning Mix 	2021 Schedule & Outline Morning Mix - Facebook live to reach out about what a DDA is, what we are doing, what events coming up, and select a topic each month to cover. Done through Downtown Dearborn. Last month it was viewed by over 200 people and it was just an introduction.
E. Bike Facilities Implementation Plan	<ul style="list-style-type: none"> • Bike Racks for EDDDA – potential funding 2021 • Bike Lane Education Flyer • Healthy Streets – Spring 2021 • Bike/Scooter Share 	-Bike Lane Flyer -Bike/Scooter Update
F. Public Art	<ul style="list-style-type: none"> • Public Art Plan 2021 • POP Art Project for Summer • EDDDA Mural Project • Bloomberg Art Asphalt Grant 2022 	-Kick off on hold until Vision Plan completed -Determine POP Location -Art Asphalt Grant due 4/30 -EDDDA Mural Project Mgt and Artist Procurement -Review 2021 EDDDA Mural Project Outline Cristina wants to pair POP and Rozenia Johnson. Community Foundation has assisted with mural before. Ideas of sculptures in planter beds, and involve schools

		<p>somehow. Cristina - a base document will be created to walk through procedures to do murals, mosaics, etc. Matt can help create that living document of artists and possible projects. Utility boxes, artistic screenings with boxes, DTE project of wrapping in vinyl graphics. Mike - Emmajeane may be too far along this year to do this project for POP.</p>
G. Recruitment/Tackling Vacancies	<ul style="list-style-type: none"> • Property Updates & Key Property Mtgs • Broker Roundtable - KW/DABOR • Property Owner Roundtable – push to 2021 • FBC Marketing Piece (Tom, Kaileigh, Steve & Steve) • Biz Development Dashboard 	<p>-Schedule Roundtable with Webinar Series -New Occupancy Report -Content for FBC marketing piece (started) -Development Sites: CBRE Contract -ECD/PMADS meeting to coordination development info Steve - a request was made to update board on development in districts and also needed for Michigan MainStreet - been pulling info from city, our database, word on the street to fill in data. Include photos. Also track closures. Share out to others to help fill in more detail. Add “new businesses” category. Emmajeane and Matt want to see available second floor space list. As businesses are pulling permits - we need to be introduced to them and help them. Add category of</p>



		proposed use and former use.
H. Public Spaces & Amenities	<ul style="list-style-type: none"> • Michigan Avenue (CAVnue Project) • Spec for Seating at Fishnet • REQ Library Lot – Survey & Engineering • City Hall Park Redesign • EDDDA Parking Lots • Vision Plan – • Vacant Land – Due Diligence • Farmers Market Shelter • Community Garden • Concrete addition adjacent to Fish Market 	<ul style="list-style-type: none"> -Vision Plan -In Draft Review -CHP on hold until as-builts drawings are completed -REQ for Library Lot -Alley Demo (west side this week) & Need to Start Parking Redesigns -Farmers Market Shelter engineering/design/location -Community Garden contract/design/community engagement -Change order - add concrete work to Tree Well work provider
I. Beautification	<ul style="list-style-type: none"> • EDDDA landscaping 	<ul style="list-style-type: none"> -WH Canon Punchlist -Bed Designs



DOWNTOWN DEARBORN PROMOTIONS COMMITTEE MINUTES



May 26, 2021

10 a.m.

Attendees: Matthew Dietz, Julie Schaefer, Jean Smith, Helen Lambrix, Elizabeth Curran, Hassan Sheikh, Jackie Lovejoy, Katie Merritt, Kelli Vanden Bosch, Cathleen Francois, Julia Kapilango, Cristina Sheppard-Decius, and Janet Bloom.

A. Sponsorship Update

Reviewed sponsorship document. Jean has sent to other businesses to get sponsor dollars. Jack Demmer declined last year and this year due to covid (\$2500 each year). Meemic also declined last year and this year due to Covid.

Cristina working with Moe in Accounting on what is budgeted and what has been received.

There are still businesses who are doing sponsorships, we just need to ask. This year may be a no, but opens door for next year.

American Rescue Plan - City will decide how money is used - Covid related.

Jackie - TCF and PNC Bank - sponsor Juneteenth. Need to find out amounts. Also Alfred organization.

Janet - check came in this week from UAW Local 2280 for \$250 for Juneteenth.

B. Communications

a. Social Media/Web Report

Helen - May is way up in all metrics. Current report shared is first qtr plus April. Total audience: followers across all platforms: 15,357. We are still growing. From last year this time, we have grown over 3K followers. Key is high engagement, so that is beyond impressions. Industry standard is 2%, we are at 4%. Top post is Hour Detroit Magazine cover of activities in Dearborn and then Hour Detroit followed us.

Helen met with U of M Housing "The Union" representatives. They want to get connected on getting students into downtown. She also connected them to new SMART Flex program. Matthew suggested #DatenightDearborn.

Helen will send list of current hashtags she uses to committee. Facebook

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

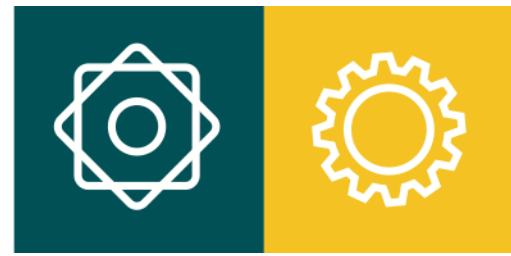
Meeting ID: 308 973 055

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.



suppresses content that uses same hashtag over and over. Matt suggested to provide tips and tricks on social media for businesses. Helen also plans to meet with more businesses over Summer.

b. PR/Calendar Listings/Org Cross Promotions

Press Release - annual list of due dates for press releases and track where picked up. Calendar listings - Intern Jack completed before he left on listing all 2021 events. Need to add to those suggested last month. During Summer, will work to connect with other Dearborn organizations to share information on our events, programs and upgrades.

c. Advertising Plan

- i. Comcast Plan - Review Comcast report. Review maps to see if capturing customer base for Dearborn. Cristina - grab more West - along I-96 Corridor - Livonia, etc. Katie - looking for underserved communities or those who do a lot and we want to give them more opportunities. Cristina - also add coverage so its more consistent above and beyond events.

Suggested to do a quarterly poster for events. Cathleen - tap into Lebanese community for shopping/events in Oakland and Macomb.

- ii. Swag (in development) - request put into Octane for swag items: volunteer t-shirt, bumpers stickers, bag, volunteer tent, general t-shirt item for sale. Working to develop. Are pulling from brand guidelines.

C. Volunteer Management

a. Committee Member List Clean Up, Recruitment & Project Leads

Janet - still in process; need to recruit project leads

b. Outreach Plan Update

Need to engage with area organizations and cross promote.

c. Event Committee Process Manual- not a heavy document; a basis to start; subcommittee report to committees, then report to board, give the tools committees need. Bring it back to committees to review.

d. Subcommittee Status - Julie Schaefer has offered to help by joining subcommittee. Janet and Julie working on engaging more volunteers.

e. City Beautification Commission Mtg. Outcomes

Erin Byrnes - taking over a bed or two (get volunteers to help) - behind Red Star and by Koja

Mission:

Collaborating to create a vibrant Downtown Dearborn experience for all.

f. Community Garden Volunteers/Promotions

Work will start soon and CWO Farms is looking for volunteer support. Engage Artspace and area residents.

g. Volunteer Needs for Summer Programs?

Jean - Chamber Bucks available for Dearborn Farmers Market volunteers.

Helen - resume builder for UofM: 20 hours in summer - recommendation letter; student content creators, event management, business liaison, press releases. Matthew - Helen to invite Aidan to Promotions Committee.

D. 2nd/3rd Quarter Events/Promotions

Spring Perennial Exchange- 25 participants in 2 hours. Came in from Riverview, and other communities. Facebook ideas: did you plant your find from Spring Perennial Exchange? Helen to post today. Send recipes with green garlic. Add to Constant Contact, too.

Ladies Night Out - Jean sending out survey to get metrics back from businesses. Steven Benard - strongest year for event. Some people didn't want to list their information. Suggested to offer a gift certificate. Two participating retailers were closed night of event- negatively impacts event.

DE & I - May 15 last one - Resources from Dearborn Public Schools, DDDA offices, and others. 144 views so far on actual live, and 6 comments. Watched at the live broadcast time was 2-3 people. Third and fourth forums competed against good weather Saturdays. Didn't stream on H2BE due to Facebook removing the option to stream on multiple pages.

Sidewalk Sale - Julia - five artists were initially going to participate but Artspace closed up the shop they intended to use. Stated the artists have large works so can't go outside. They had also set up to do all day classes so that has been shelved. Will work to have artists participate in later events.

Jay's text to Jean - Craig's List to advertise it under garage sales as an organization.

Juneteenth - city council approved last night. Business letter needs to go out by Tuesday.

E. Storytelling Time- What's Happening Around Town

Haraz Coffee - Grand Opening May 31, 4-6pm.

Julia - do an online fundraiser for district to help. Cristina - talk to finance about banks rules on that.

Jackie - auction - online process. Had 100-110 items.

Mission:

Collaborating to create a vibrant Downtown Dearborn experience for all.



Julia - Citizens Bank is moving out. Bank of America only one listed.
Jean - will reach out to Chase Bank.
Elizabeth - Difference between Social District and Platform Dining. 4 locations for platform dining - Good Burger, Noah's/Cannoli's, La Fork, and The Great Commoner.
Julie - 7:30 pm Centennial Library - Memorial Millage renewal - 1 mil. Campaign being run by library friends group.

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



DOWNTOWN DEARBORN STEERING COMMITTEE MINUTES



June 9, 2021

9 a.m.

Attendees: Peggy Richard (left 10am), Mike Kirk (left 10:17am), Hassan Sheikh, Julia Kapilango (left 10am), Eric Woody (joined 9:10am), Mark Guido, Kari Woloszyk, Jackie Lovejoy (joined 9:29 am), Cristina Sheppard-Decius, Steve Deisler, and Janet Bloom.

I. Actions/Updates for Main Street Application (Deadline July 31)

a. Letters of Support – Demonstrate the Buy-In

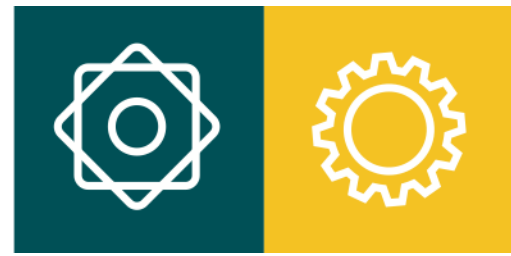
- i. FINAL CALL - Need small business/downtown letters
Peggy Richard and Mike Kirk - have been reaching out but will reach out again to their contacts to obtain. Julia Kapilango - Artspace- not received yet; Green Brain - need to reach out to Dan.
- ii. Need list of participating businesses from events/promotions – Jean/Janet to compile
- iii. Sponsor list/Pledges/Historical – Jean/Janet to compile

b. Application Items In- Progress

- i. Content - Steve - tallying up property data list. We have a good amount of information and it will be put into data sheets which Michigan Main Street asked for property and use by floor. Creating a dashboard for boards, staff and reporting as needed. It would have property information and may move to include projects. Developing potential development sites. Collecting and will share with Michigan Main Street what other Main Street programs we have reached out to. Need to complete checklist. Application deadline is extended to July 30.
- ii. Update Communications Plan – Growth Phases
Cristina- Asked by Michigan Main Street to identify our top three biggest challenges which are East/West connection, Covid impact, and volunteerism. Based on responses from

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last month, Cristina created a strategy per challenge. Created measurable goals/metrics.

See chart for updated list of goals/metrics and suggestions to achieve.

Create volunteer group - look at all organizations- come into that group. Dearborn Farmers Market - maybe marketing for volunteers around bigger picture - climate change, market is buy local, smaller carbon footprint. Peggy - FOPA - Detroit Parade Co. - own Facebook page, sign up and get a baseball cap - make it more about joining the group. Mike - Give value added programs to stimulate their engagement. Demographics of volunteers - want to be inclusive - pull from all parts of Dearborn, and socially, economically and demographically diverse. Reach out to cultural programs to help and connect to. Give Back, Get Back. Connect with seniors/retirees.

iii. Update Budget – How the Two Will/Are Combined

c. Video/Presentation

- i. Storyboard/Outline – Who Wants to Help with This? Add Jackie Lovejoy, Eric Woody, and Jackie Lovejoy. Mark - connect with Patty at CDTV first with smaller group. Cristina - length is 3 minutes - hit passion, broadbased support, good visual representation with supporting voiceovers. Review Comeback Campaign video for snippets to use.

1. Why you want it

2. How Main Street Can Help

II. Future Meetings – Virtual/In-Person Preference

Hassan, Mike, Eric - hybrid. Hassan - Quarterly in-person and rest hybrid via Zoom. Next meeting is July 28 - will open to hybrid then plan out quarterly meetings.

III. Next Steps for DDI Creation

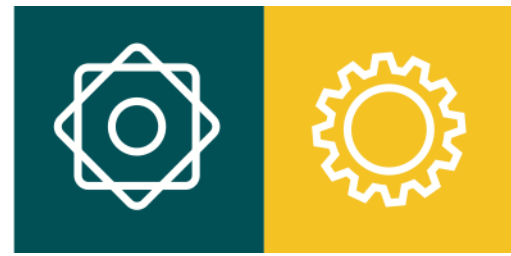
- a. Vision Plan – in review/edit phase
- b. Service Agreement –waiting to complete MS application before starting on this item

Mission:

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JOINT DDDA EXECUTIVE COMMITTEE MEETING MINUTES



June 7, 2021

9 a.m.

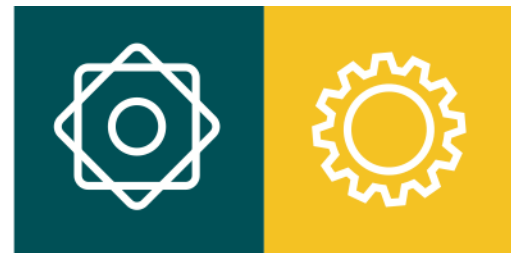
Attendees: Jeff Lynch(left 10:35am), Eric Woody, Julia Kapilango, Moe Hider (10:15am), Jeff Watson, Hassan Sheikh, Cristina Sheppard-Decius, Steve Deisler, Helen Lambrix, Sam Abbas (joined 9:30am, left 10:33am), and Janet Bloom.

1. JOINT BOARD MEETING AGENDA ITEMS

- a. Purchasing Policy
Cristina - If we receive Federal funding there are additional steps we have to take – minority or women owned businesses are encouraged to bid. Two areas to review: conflict of interest area and how to expedite a solicitation. Address language so boards don't have to change frequently. Eric – claim conflict of interest in legal disclosure.
Julia – bring this policy back to board after exploring items brought up.
- b. Board/Volunteer Training Policy
Julia – bring this back to the board
- c. Promotions Committee Chair Appointment
Co chairs were selected – Julia Kapilango and Matthew Dietz; the next step for the board to appoint a chair.
- d. Carry Forwards
Cristina – meeting with Moe and Janet this week to review financials. We are at year end. Let Cristina know of any projects. Sam wants 50% sponsorship dollars coverage of events or they get dropped. Sam requesting reports from Moe on this topic. Julia suggested same. Julia - Need to evaluate differently if a first year event.
- e. Restock of Light Poles
Add a stock of 6 poles in West and 2 in East – available to pull as damage occurs.
- f. Final Amendment- Insurance
Janet – will reflect final costs
- g. Final Amendment- Portajohns
Janet – will reflect final costs

2. WDDDA ONLY ITEM

- a. Planter Replacements
Planters hit in vehicle accidents need to be replaced. The replacements will be same style.
- b. Social District Cups
Cristina - Recommend we buy first round of clear plastic cups with lid. They would need to do stickers. There are a number of items we are not expending so the budget is available to do so.



3. EDDDA
 - a. Façade Study Presentation
Presentation will be kept to 10 minutes
 - b. Schaefer & Corner of Schlaff Planters
Cristina – getting quotes on design of planters. We had budgeted funds for W H Canon for dirt and plant material.
 - c. Mural Project
Cristina – it is over \$3K so will need to go out to bid. Need to design bid spec. For project mgt. , need to go out to bid since person designated is over \$3K threshold.
Julia – interested in carry forward of mural funding. And then decide how to move forward and wants to include POP and other arts organizations. Julia – sent MCACA grant a few months back. Need to look again.
 - d. MIP/Silent Disco Tents & Stages
Need final costs. Also, Parks and Rec. during stage for a few weeks prior. For Silent Disco – two tables and two tents purchased.
4. UPDATES/DISCUSSION/NEW BUSINESS
 - a. Insurance Provider
Sam – look to bring local and find cost savings. Jeff Watson – ask Licia to speak to the city’s insurance program and how special event riders are handled.
 - b. American Rescue Plan for Events
This was requested to add. Sam – can an ongoing, normal expenditures be covered? Jeff Watson – believes no, but treasury dept. needs to provide further guidance. So far being told they must be pandemic related expenses that may have been incurred already. Items such as Come Back Campaign and igloos should be reviewed. Review if delinquent taxes can be considered.
 - c. Board Meeting Procedures
Print agenda, financial information. Any additions beyond the Roberts Rules and OMA. Eric – create a standardized way to monitor time; East matter – only East members comment and vote. Do we need a Sgt at Arms to limit time of speaking? Cristina stated to have Vice Chairs do that role each month.
 - d. Board Pledge of Commitment/Responsibilities Form
 - e. Business Development Dashboard
Cristina and Steve will have an initial template for this month and will continue to refine.
 - f. In Person Board Meetings Start This Month!
5. OLD BUSINESS FOR AGENDA
 - a. Economic Study
Cristina – working with Steve and may have for this month’s meeting.
 - b. WDDDA Social District Update
Cristina – will update WDDDA Executive Board on this topic.



c. EDDDA Tree Well Removal

It has been bid out twice with no bidders stepping forward. Had presented three possible candidates to purchasing.

d. EDDDA Landscape & Maintenance

Julia – by Adonis, litter needs to be picked up this morning.

e. Platform Dining Installation Update

Install is beginning this week for both districts.

6. CALL TO EXEC COMMITTEE

Julia – traffic study for Michigan and Schaefer, Hassan will work on getting this in motion with right parties.

Julia – be sure residents are engaged as well as businesses in board member make up.

**DDDA BOARDS
ADOPTED RESOLUTIONS
MAY 2021**

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Open Door Grant Awardees signage - EDDDA

Date Adopted: April 20, 2021

Motioned by: Director Kamal Turfah

Seconded by: Director Janice Cislo

WHEREAS: The EDDDA and WDDDA has launched the new branding initiative and recognizes the benefit of Marketing and Promoting businesses and activities in the District, and in pairing with the request to market the Open Dearborn Grant program; 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: A three quote process was completed for 24"x 30" static cling window signs in December 2020. The lowest quote was from Malko Media; and

WHEREAS: A total budget of \$250 is recommended for four grant awardees
1 WDDDA - Better Health and
3 EDDDA - USAF, T-Mobile, Juee Cafe and Modern Hijabi; so let it be

RESOLVED: The EDDDA authorizes the Manager of DDDAs to award the contract to the lowest quote, Malko Media , expending up to \$200 for the production of the static clings from the General Marketing budget line item account #297-6100-911-51-00, subject to review and approval of Corporation Counsel.

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

No:

Abstained:

Absent: Director Heidi Merino and Director Mary O'Bryan.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Open Door Grant Awardees signage - WDDDA

Date Adopted: May 20, 2021

Motioned by: Chairperson Sam Abbas

Seconded by: Director Mark Guido

WHEREAS: The EDDDA and WDDDA has launched the new branding initiative and recognizes the benefit of Marketing and Promoting businesses and activities in the District, and in pairing with the request to market the Open Dearborn Grant program; and

WHEREAS: A three quote process was completed for 24"x 30" static cling window signs in December 2020. The lowest quote was from Malko Media; and

WHEREAS: A total budget of \$250 is recommended for four grant awardees
1 **WDDDA - Better Health** and
3 EDDDA - T-Mobile, Juee Cafe and Modern Hijabi; so let it be

RESOLVED: The WDDDA authorizes the Manager of DDDAs to award the contract to the lowest quote, Malko Media , expending up to \$50 for the production of the static clings from the General Marketing budget line item account #296-6100-911-51-00, subject to review and approval of Corporation Counsel.

Yes: Chairperson Sam Abbas, 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: Vice-Chairperson Mohammed Hider and Director Karen Nigosian.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Bike Safety Flyer 2021 - EDDDA

Date Adopted: April 20, 2021

Motioned by: Director Janice Cislo

Seconded by: Mayor Jack O'Reilly

WHEREAS: The DDDAs and the City of Dearborn continue to grow its bike facilities and multi-modal transportation, and the DDDAs recognize the benefit of communicating safety in transportation modalities such as the education process of cars and bikes safely sharing the road and understanding safety standards ; and

WHEREAS: A bike safety rack card has been designed and will be distributed at events and placed at businesses and key locations throughout the districts, as well as used by the City of Dearborn Police Department, as they enforce or educate residents and consumers of any traffic violations related to biking, such as parking in a bike lane; 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: A print run of 2,500 is recommended at the onset for a cost of \$175 at Beshara Printing, to be split equally with WDDDA, and Bike Dearborn is helping to financially sponsor the rack card by paying \$100 of the cost; so let it be

RESOLVED: The EDDDA approves bike safety rack card printing production with Beshara Printing for 2,500 rack cards for \$175 to be shared equally with the WDDDA, Bike Dearborn covering \$100 of the cost, making the final cost to EDDDA \$37.50, expending from #297-6100-911-51-00 FYE2021; and, let it be

RESOLVED: The Manager of the DDDAs is authorized to execute the contracts for printing, subject to review and approval of Corporation Counsel.

Vendor	Vendor Cost	Cost Share
Beshara (Printing of 2,500 bike safety rack cards)	\$175	\$37.50- EDDDA \$37.50- WDDDA

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

No:

Abstained:

Absent: Director Heidi Merino and Director Mary O'Bryan.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Bike Safety Flyer 2021 - WDDDA

Date Adopted: May 20, 2021

Motioned by: Director John McWilliams

Seconded by: Director Mark Guido

WHEREAS: The DDDAs and the City of Dearborn continue to grow its bike facilities and multi-modal transportation, and the DDDAs recognize the benefit of communicating safety in transportation modalities such as the education process of cars and bikes safely sharing the road and understanding safety standards ; and

WHEREAS: A bike safety rack card has been designed and will be distributed at events and placed at businesses and key locations throughout the districts, as well as used by City of Dearborn Police Department, as they enforce or educate residents and consumers of any traffic violations related to biking, such as parking in a bike lane; and

WHEREAS: A print run of 2,500 is recommended at the onset for a cost of \$175 at Beshara Printing, to be split equally with EDDDA, and Bike Dearborn is helping to financially sponsor the rack card by paying \$100 of the cost; so let it be

RESOLVED: The WDDDA approves bike safety rack card printing production with Beshara Printing for 2,500 rack cards for \$175 to be shared equally with the EDDDA, Bike Dearborn covering \$100 of the cost, making the final cost to WDDDA \$37.50, expending from #296-6100-911-51-00 FYE2021; and, let it be

RESOLVED: The Manager of the DDDAs is authorized to execute the contracts for printing, subject to review and approval of Corporation Counsel.

Vendor	Vendor Cost	Cost Share
Beshara (Printing of 2,500 bike safety rack cards)	\$175	\$37.50- EDDDA \$37.50- WDDDA

Yes: Chairperson Sam Abbas, 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: Vice-Chairperson Mohammed Hider and Director Karen Nigosian.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Connector Streets Medians Water/Sewer FYE 2022

Date Adopted: May 20, 2021

Motioned by: Director Jackie Lovejoy

Seconded by: Director John McWilliams

WHEREAS: The WDDDA, in partnership with the City of Dearborn, maintains the Connector Streets which have medians with irrigation. The locations are indicated with the City of Dearborn Water Department as 999999 Howard St. at Garrison (account #1515002-001), 999999 Mason at Michigan (account #1515003-001) and 999999 Monroe at Garrison (account #1515004-001; and

WHEREAS: The WDDDA will begin payment on these recently installed irrigation systems for the water and sewer annually beginning July 2021 and it is recognized that active usage is April 1 through September 30, and inactive usage, when water is shut off, but a maintenance fee is still charged, is October 1 through March 31; and

WHEREAS: The WDDDA will amend the FYE 2022 budget to include the cost of the water and sewer at 999999 Howard at Garrison, 999999 Mason at Michigan, and 999999 Monroe at Garrison and the fee for water meter installation of \$171 per location and \$100 reading service per location for a total setup charge of \$813 for all three locations and estimated consumption charges of \$1400 annually per location, so \$4200 total for water use; so, let it be

RESOLVED: The WDDDA approves to expend \$5013 for setup and water and sewer charges at 999999 Howard at Garrison, 999999 Mason at Michigan, and 999999 Monroe at Garrison from account # 296-6100-911-41-75 for FYE 2022; subject to the review and approval by Corporation Counsel.

Yes: Chairperson Sam Abbas, 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: Vice-Chairperson Mohammed Hider and Director Karen Nigosian.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

EDDDA Open Door Dearborn Business Incentives Program - Grant Application: USAF Construction, Yousaf Mohomad

Date Adopted: April 20, 2021

Motioned by: Chairperson Julia Kapilango

Seconded by: Director Kamal Turfah

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) and the West Dearborn Downtown Development Authority (WDDDA) are committed to promoting the downtown districts by aiding in efforts to address vacancies, beautification, and attraction within the districts; and

WHEREAS: The EDDDA and WDDDA established the Open Door Dearborn business incentive to recruit businesses to Downtown Dearborn and improve the appearance of the districts through storefront and business rehabilitation and expansions at its April 18, 2019 joint Board meeting; and

WHEREAS: USAF Construction is an existing commercial office business located on the second floor of the building located at 13746 Michigan Avenue in the EDDDA. The applicant is proposing to expand their office into the lower level of the same building. USAF Construction started improvements on the interior and exterior earlier this year before the Executive Management Team contacted them in February 2021. The applicant agreed to stop all construction until an Open Door Grant was submitted and the review and approval process was completed.

WHEREAS: USAF Construction has applied for Levels III of the Open Door Dearborn grant program in the amount of \$10,000. The improvements include exterior window expansion, painting and signage and interior improvements including new flooring, walls, lighting and bathroom. The applicant proposes to complete the project in the Summer of 2021; and

WHEREAS: Per the recommendation of the Design & Economic Vitality Committee (DEV), the applicant amended their building permit to clarify specific renovations proposed in their original plan. The amended permit was approved by the City on April 4, 2021. The DEV Committee also required the applicant to procure two additional Construction quotes to compare with their own quote as a construction firm. The three quotes include USAF Construction (\$24,780), MHMC Property (\$30,000) and AT Construction. (\$33,000) Construction includes interior remodeling and new exterior repairs for the uncompleted portion of the project; and

WHEREAS: At the April 28, 2021, meeting of the Design/EV Committee, the committee approved recommending to the EDDDA Board funding USAF Construction for

Level III building improvements for \$10,000 motioned by Jeff Watson and seconded by Mike Kirk with no further conditions; and roll call vote of support by three ayes: Mike Kirk, Jeff Watson, and Thomas Clark; and no nays; so let it be

RESOLVED: The EDDDA awards a Level III grant up to \$10,000 from the Open Door Dearborn Business Grant Program from account #297-6100-911-34-90, contingent on meeting requested conditions by Design/EV Committee; and subject to review and approval of Corporation Counsel.

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

No:

Abstained:

Absent: Director Heidi Merino and Director Mary O'Bryan.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2021 Event Brochure - EDDDA

Date Adopted: April 20, 2021

Motioned by: Chairperson Julia Kapilango

Seconded by: Secretary-Treasurer Matthew Dietz

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

WHEREAS: An event brochure is in production and once complete, will be distributed at events and placed at businesses and key locations throughout the districts to promote district events; 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: In previous years, the quantity printed was 10,000 but due to the impact of Covid-19 on the current market economy, and the move of consumers going online for finding their information, the run will be 5,000 with an option to reprint if needed; and

WHEREAS: Quotes were solicited from three different printers and quotes ranged from \$1000 to \$1700, under the \$3000 bid level, for this 8 page, full color, folded and saddle bound print piece; and

WHEREAS: The lowest quote was from First Print (FP) in East Downtown Dearborn; so let it be

RESOLVED: The EDDDA approves brochure printing production with First Print (FP) for 5,000 brochures for \$1000 to be shared equally with the WDDDA, expending from #297-6100-911-51-00 FYE2021; and, let it be

RESOLVED: The Manager of the DDDAs is authorized to execute the contracts for printing, subject to review and approval of Corporation Counsel.

Vendor	Vendor Cost	Cost Share
First Print (FP) (Printing of 5K event)	\$1000	\$500- EDDDA \$500- WDDDA

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

No:

Abstained:

Absent: Director Heidi Merino and Director Mary O'Bryan.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2021 Event Brochure - WDDDA

Date Adopted: May 20, 2021

Motioned by: Secretary-Treasurer Jeff Lynch

Seconded by: Directory Jackie Lovejoy

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

WHEREAS: An event brochure is in production and once complete, will be distributed at events and placed at businesses and key locations throughout the districts to promote district events; and

WHEREAS: In previous years, the quantity printed was 10,000 but due to impact of Covid-19, on the current market economy, and the move of consumers going online for finding their information, the run will be 5,000 with an option to reprint if needed; and

WHEREAS: Quotes were solicited from three different printers and quotes ranged from \$1000 to \$1700, under the \$3000 bid level, for this 8 page, full color, folded and saddle bound print piece; and

WHEREAS: The lowest quote was First Print (FP) in East Downtown Dearborn; so let it be

RESOLVED: The WDDDA approves brochure printing production with First Print (FP) for 5,000 brochures for \$1000 to be shared equally with the EDDDA, expending from #296-6100-911-51-00 FYE2021; and, let it be

RESOLVED: The Manager of the DDDAs is authorized to execute the contracts for printing, subject to review and approval of Corporation Counsel.

Vendor	Vendor Cost	Cost Share
First Print (FP) (Printing of 5K event brochures)	\$1000	\$500- EDDDA \$500- WDDDA

Yes: Chairperson Sam Abbas, 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: Vice-Chairperson Mohammed Hider and Director Karen Nigosian.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Fall Perennial Exchange 2021 - Amendment I - WDDDA

Date Adopted: May 20, 2021

Motioned by: Mayor Jack O'Reilly

Seconded by: Chairperson Sam Abbas

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) recognizes the benefit of Marketing and Promoting businesses and activities in the District; and

WHEREAS: The Promotions and Organization Committee has recommended hosting and coordinating a Fall Perennial Exchange in the WDDDA to increase engagement in open spaces in Downtown Dearborn while adhering to COVID-19 protocols; and

WHEREAS: The WDDDA anticipates expenditures of \$1030 for the Fall Perennial Exchange for posters and a frame signs from Beshara and newspaper ads from Bewick Publications, Michigan Gardener, Arab American News, and Yemeni News; so let it be

RESOLVED:

1. That the WDDDA obligates \$1030 in expenditures for the Fall Perennial Exchange event from the Community Promotions Budget # 296-6100-911-51-00 for 2021; and
2. The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA with the companies listed below for the Fall Perennial Exchange, subject to review and approval by Corporation Counsel.

Vendor	Purpose	Amount
Beshara Printing	Posters (qty. 100)	\$100
Bewick Publications	newspaper advertisement	\$150
Michigan Gardener	advertisement-business card ad - one month	\$475
Arab American News	advertisement	TBD
Yemeni News	advertisement	TBD
Beshara Printing	a frame signs (split \$40 w Spring Exchange)	\$20

Yes: Chairperson Sam Abbas, Mayor Jack O'Reilly, Director Thomas Clark, Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams, and Director Audrey Ralko.

No:

Abstained:

Absent: Vice-Chairperson Mohammed Hider, Secretary-Treasurer Jeff Lynch, and Director Karen Nigosian.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Farmers Market 2021_Service Providers_ Amendment I-WDDDA

Date Adopted: May 20, 2021
Motioned by: Director Jackie Lovejoy
Seconded by: Director Thomas Clark

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 \$15,951 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
TBD	6/25/21-entertainment	\$150
TBD	storage room shelving and bins	\$500
Beshara	posters 100 qty	\$100
TBD	2 over the street banners	\$1500
TBD	16 street pole banners @ \$112 each	\$2000
TBD	5 tent banners	\$500
TBD	10 A-Frame signs	\$500
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
Brendel's	portajohns/sink/hand sanitizer (\$116/day) July 9-Sept. 24 (split between event days: 12 DFM/6 Tunes at Noon/1 Movies in the Park)	\$1392
TBD	portajohns/sink/hand sanitizer for June 4 - July 2. (split between event days: 12 DFM/6 Tunes at Noon/1 Movies in the Park)	TBD

Yes: Chairperson Sam Abbas, 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: Vice-Chairperson Mohammed Hider and Director Karen Nigosian.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Homage to Black Excellence Budget Reallocation 2020 Amendment II- EDDDA

Adopted on: April 20, 2021
Motioned by: Vice Chairperson Eric Woody
Seconded by: Chairperson Julia Kapilango

WHEREAS: The EDDDA recognizes the benefit of recognizing the cultural, historic, economic and entrepreneurial spirit of Black History Month activities; 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; therefore, be it

WHEREAS: The EDDDA promoted four activities in the East District in the month of February 2020, including a movie screening, an art and fashion show, an artist pop up event, and panelists speaking on business ownership and finances; and

WHEREAS: The EDDDA planned additional activities to expand the focus of Black History Month to become “Homage of Black Excellence” for 2021 that included the events of Diversity, Equity and Inclusion (DE&I) Panels and Art of Courage; and

WHEREAS: Twenty-five thousand dollars (\$25,000) in funds for Jazz on the Ave and Music in the Park 2020 were not utilized and can be reallocated to support the Homage to Black Excellence events, expending from account # 297-6100-911-51-00; and

WHEREAS: The EDDDA reallocated \$14,000 from Jazz on the Ave and Music in the Park 2020 budgets to Homage for Black Excellence events in FYE 2020 and requested Art of Protest to be renamed and the Mobility Stroll and Roll be revisited when more information was obtained at the Joint Board meeting on December 17, 2020; and

WHEREAS: The EDDDA authorized to expend \$7864 to Octane Design from account #297-6100-911-51-00 under budget line item Community Art Enhancement for a virtual tour of the Art of Courage event; and

WHEREAS: Facebook and Instagram was reduced by \$250, Bewick increased by \$150, Jean Smith was added for miscellaneous supplies for \$100, and an additional \$1400 was added for additional services for Art of Courage with vendors TBD; and

WHEREAS: The Art of Courage and DE&I total budget is \$21,763; and

WHEREAS: A budget of \$17,995 for the additional service providers for the Juneteenth Mobility Stroll & Roll is estimated; therefore, let it be

RESOLVED: The EDDDA reallocates \$11,000 from Jazz on the Ave/Music in the Park 2020 to the Juneteenth Mobility Stroll & Roll, and another \$11,000 from General Marketing for a total of \$39,758 budgeted for all H2BE events; let it be

RESOLVED: That no funds are to be spent outside of the EDDDA; and let it be

RESOLVED: The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA for the Homage to Black Excellence events of DE&I, Art of Courage, and Juneteenth Mobility Stroll & Roll with the service providers and amounts below, subject to review and approval by Corporation Counsel.

Vendor	Purpose	Amount
DE & I PANEL DISCUSSIONS		
Dr. Robbya Green-Weir	Consulting fees for DE&I Panel discussions	\$2000
Michigan Chronicle	marketing/advertising	\$150
Facebook/Instagram	Social media mktg./advertising	\$500
Bewick Publications (Times Herald)	marketing/advertising	\$150
Comcast	marketing/advertising	\$2999
Beshara Printing	Posters	\$100
Beshara Printing	Event banner	\$250
ART OF COURAGE		
Bewick Publications (Times Herald)	marketing /advertising	\$150
Beshara Printing	Posters	\$100
Michigan Chronicle	marketing/advertising	\$150
Beshara Printing	Signage- (Covid/Don't Touch) - Art of Courage	\$1500
Beshara Printing	Event banner	\$250
TBD	Custom Acrylastone outdoor information plaques for Art of Courage (\$88 x 12 = \$1056)	\$1100
Jean Smith	Solar powered spot lights/misc. Office supplies	\$500
Rozenia Johnson	Project Mgt. Fee - Art of Courage	\$2000
DeJuan McTaw	Photography - Art of Courage	\$300
Mollywop!	Musician Artist Talk during the virtual event of Art of Courage	\$200
TBD	Educational Artist Talk during virtual event	\$200
Bernie Wilson Jr.	Exhibit Preparation - hang artwork	\$200
TBD	Conservator - clean and maintain artwork	\$1000
Jean Smith	Art of Courage misc. supplies	\$100
Octane Design	Graphic/Visual Services-Virtual Tour AoC	\$7864

JUNETEENTH MOBILITY STROLL & ROLL		
Beshara	posters	\$100
Beshara	Yard signs(10 qty)	\$125
Beshara	A frame signs (10 qty)	\$250
Beshara	Tent banners (2 qty)/selfie backdrop	\$450
Michigan Chronicle	ad	\$300
Rozenia Johnson	Kids area supplies	\$850
Times Herald	ad	\$150
Jatanya Mitchell	DJ	\$500
Jean Smith	Registration supplies, PPE supplies, misc. Supplies, water, snacks	\$500
Jean Smith	wristbands	\$100
Rozenia Johnson	consultant	\$2800
Dearborn Police	Street closure expenses (estimated)	\$7,500
Dearborn Parks & Rec.	2 golf carts (\$85/each)	\$170
Dearborn Parks & Rec.	podium	\$100
Dearborn Parks & Rec.	10 tables/80 chairs	\$600
Pandora	Streaming radio	\$1000
Nickel & Saph	Event insurance (estimated)	\$2000
DJ Asset	DJ	\$500

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

No: Director Janice Cislo, Director Jay Kruz, and Director Kamal Turfah

Abstained:

Absent: Director Heidi Merino and Director Mary O'Bryan.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

MDA Summer Workshop 2021 - WDDDA

Adopted: May 20, 2021

Motioned by: Directory Jackie Lovejoy

Seconded by: Director John McWilliams

WHEREAS: The WDDDA and EDDDA collaborate with state-level organizations which focus on downtown revitalization; and

WHEREAS: The Michigan Downtown Association (MDA) is a state-wide, non-profit organization whose mission is to strengthen downtowns in Michigan through education, resources, networking and advocacy; and

WHEREAS: The WDDDA and EDDDA have the opportunity to attend the 2021 MDA Summer Workshop being held virtually on June 4, 2021, in the amount of \$250 sponsorship which includes 4 attendees, and this cost would be split equally with EDDDA and WDDDA; and

WHEREAS: The listed individuals for WDDDA will attend the workshop: Director Jackie Lovejoy and Director Audrey Ralko, so let it

RESOLVED: The WDDDA authorizes the expenditure up to \$125 for WDDDA board members to participant at the 2021 Virtual MDA Summer Workshop from the Training/Transportation budget line item account # 296-6100-911-58-10; and further

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

Yes: Chairperson Sam Abbas, Mayor Jack O'Reilly, Director Thomas Clark, Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams, and Director Audrey Ralko.

No:

Abstained:

Absent: Vice-Chairperson Mohammed Hider, Secretary-Treasurer Jeff Lynch, and Director Karen Nigosian.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

MDA Summer Workshop 2021 - EDDDA

Adopted: May 20, 2021

Motioned by: Director Kamal Turfah

Seconded by: Mayor Jack O'Reilly

WHEREAS: The EDDDA and WDDDA collaborate with state-level organizations which focus on downtown revitalization; and

WHEREAS: The Michigan Downtown Association (MDA) is a state-wide, non-profit organization whose mission is to strengthen downtowns in Michigan through education, resources, networking and advocacy; and

WHEREAS: The EDDDA and WDDDA have the opportunity to attend the 2021 MDA Summer Workshop being held virtually on June 4, 2021, in the amount of \$250 sponsorship which includes 4 attendees, and this cost would be split equally with EDDDA and WDDDA; and

WHEREAS: The listed individuals for the EDDDA will attend the workshop: Vice Chairperson Eric Woody and Secretary-Treasurer Matthew Dietz ; and

WHEREAS: The EDDDA shall expend Tax Increment Financing (TIF) pursuant to the EDDDA Development and TIF Plan, Section (2) (e) A) Planning, Administration and Staffing, which supports expending on soft costs to implement and carry out activities within the district; therefore, let it be

RESOLVED: The EDDDA authorizes the expenditure up to \$125 for EDDDA board members to participate in the 2021 Virtual MDA Summer Workshop from the Training/Transportation budget line item account # 297-6100-911-58-10; and further

RESOLVED: The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA for the MDA Summer Workshop, 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, Director Jay Kruz, and Director Kamal Turfah.

No:

Abstained:

Absent: Director Heidi Merino and Director Mary O'Bryan.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

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

Date Adopted: April 20, 2021

Moved by: Chairperson Julia Kapilango

Seconded by: Vice Chairperson Eric Woody

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; so let it be

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

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
TBD	Stage Banner	\$250
Pandora	streaming ads	\$1000
Brendel's	portajohns(split with Silent Disco)	\$1325
TBD	Stage w roof (12 weeks)	\$6300
TBD	Insurance	TBD

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 Jay Kruz, Director Heidi Merino and Director Mary O'Bryan.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Neighborhood Beautification Project 2021 - EDDDA

Date Adopted: April 20, 2021

Motioned by: Director Janice Cislo

Seconded by: Director Kamal Turfah

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) recognizes the benefit of beautification activities in the District; 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; therefore, be it

WHEREAS: The EDDDA is coordinating with Erin Byrnes to do clean up, create a border and tend to a landscape bed in lot behind Red Star Chinese restaurant to increase engagement in open spaces in Downtown Dearborn while adhering to COVID-19 protocols; and

WHEREAS: The EDDDA approves expenditures of \$500 for supplies and plant materials; therefore, let it be

RESOLVED: That the EDDDA obligates \$500 in expenditures to Erin Byrnes for the Neighborhood Beautification effort behind Red Star restaurant from the Community Promotions Budget # 297-6100-911-51-00 for 2021; and

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, Director Jay Kruz, and Director Kamal Turfah.

No:

Abstained:

Absent: Director Heidi Merino and Director Mary O'Bryan.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

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

Date Adopted: April 20, 2021

Motioned by: Mayor Jack O'Reilly

Seconded by: Secretary-Treasurer Matthew Dietz

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: Portajohns are to be bid through the Purchasing department, current prices are reflected below for portajohns for each event;

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: therefore, be it

RESOLVED: 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 let it be further

RESOLVED: The EDDDA agrees to expend up to \$2321 to the awarded portajohn provider 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
TBD	Music in the Park (12 event days)	Portajohns/sink/sanitizer stand	\$1211
TBD	Silent Disco (9 event days)	Portajohns/sink/sanitizer stand	\$908
TBD	Movies in the Park (2 event days)	Portajohns/sink/sanitizer stand	\$202
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

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

No:

Abstained:

Absent: Director Heidi Merino and Director Mary O'Bryan.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

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

Date Adopted: May 20, 2021

Motioned by: Director John McWilliams

Seconded by: Secretary-Treasurer Jeff Lynch

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 #296-6100-911-51-00 and account#296-6110-911-34-90 for the Dearborn Farmers Market ; and

WHEREAS: Portajohns are to be bid through the Purchasing department, current estimated prices are reflected below for portajohns for each event;

RESOLVED: 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 #297-6100-911-51-00 and #296-6110-911-34-90 for the Dearborn Farmers Market; and let it be further

RESOLVED: The WDDDA agrees to expend up to \$2329 to the awarded 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
TBD	Dearborn Farmers Market (16 event days)	Portajohns	\$1547
TBD	Tunes at Noon (6 event days)	Portajohns	\$580
TBD	Movies in the Park (2 event days)	Portajohns	\$202
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: Chairperson Sam Abbas, 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: Vice-Chairperson Mohammed Hider and Director Karen Nigosian.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Platform Dining Amenities- Amendment I - WDDDA

Date Adopted: May 20, 2021

Motioned by: Director Thomas Clark

Seconded by: Director Jackie Lovejoy

- WHEREAS:** It is the goal of East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) to establish areas of increased customer traffic and sales at established businesses with unique attractions; and
- WHEREAS:** The WDDDA wishes to establish outdoor platform dining structures for the purpose of additional seating for restaurants and bars in the district; and
- WHEREAS:** It is estimated that the cost per 8'x40' platform dining set up is \$15,000 for platform, and planter and containment amenities; therefore, let it be
- WHEREAS:** The WDDDA authorized up to \$30,000 for two platform dining locations at its February 18, 2021, meeting; and
- WHEREAS:** An additional location has been identified and agreements with all three partnering businesses have been confirmed; therefore, let it be
- RESOLVED:** The WDDDA authorizes a total budget of \$45,000 for three platform dining locations; and furthermore
- RESOLVED:** The WDDDA Board authorizes an additional purchase from Unilock of up to \$7600, totaling \$22,800 for three platform dining location from account # 296-6100-911-34-90; and let it be further
- RESOLVED:** The WDDDA Board authorizes an additional purchase of planters of up to \$5,400, totaling \$16,200, and additional seasonal installation and removal of up to \$2,000, totaling \$6,000; let it be further
- RESOLVED:** The WDDDA Board authorizes the Manager of the DDDAs to execute necessary contracts, subject to the review and approval of Corporation Counsel.

Yes: Chairperson Sam Abbas, 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: Vice-Chairperson Mohammed Hider and Director Karen Nigosian.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Silent Disco 2021_Service Providers -Amendment I - EDDDA

Date Adopted: April 20, 2021

Moved by: Chairperson Julia Kapilango

Seconded by: Vice Chairperson Eric Woody

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 is replacing Jazz on the Ave this year with a nine-week Silent Disco on select Fridays from June 4 - September 24, 2021, utilizing the funds budgeted for Jazz on the Ave to support this new event; and

WHEREAS: Bruce Bailey Entertainment has been requested to be the entertainment booking agent ,as well as to provide lights and sound for the events; for City Hop to provide the Silent Disco headphones and accompanying equipment; and Beshara to print the posters; therefore, let it be

RESOLVED:

1. That the EDDDA obligates \$17,872.82 from the Community Promotions Budget #297-6100-911-51-00 to fund the event costs for the 2021 Silent Disco events; and
2. The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA with the companies listed below for Silent Disco, subject to review and approval by Corporation Counsel.

Vendor	Purpose	Amount
Bruce Bailey Entertainment	Booking agent services	\$5000
Bruce Bailey Entertainment	sound and lights	\$2998

City Hop	Headphones/equipment rental (800 qty) As correction, vendor added one more date (9 dates total for an additional \$300 cost)	\$2400 +\$300= \$2700
Beshara	Posters (split 3 ways: Music in the Park, Silent Disco, & Tunes at Noon)	\$30.50
Pandora	streaming ads	\$1000
Brendle's	portajohns (split with Music in the Park)	\$994.32
TBD	stage	\$5150
TBD	Insurance	TBD

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

No: Director Janice Cislo

Abstained:

Absent: Director Jay Kruz, Director Heidi Merino and Director Mary O'Bryan.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Spring Perennial Exchange 2021 - Amendment II- EDDDA

Date Adopted: April 20, 2021
Motioned by: Director Jay Kruz
Seconded by: Director Janice Cislo

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) recognizes the benefit of Marketing and Promoting businesses and activities in the District; 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; therefore, be it

WHEREAS: The Promotions and Organization Committee has recommended hosting and coordinating a Spring Perennial Exchange in the EDDDA to increase engagement in open spaces in Downtown Dearborn while adhering to COVID-19 protocols; and

WHEREAS: The EDDDA approves expenditures of \$1030 for the Spring Perennial Exchange for posters, yardsigns and aframe signs from Beshara, newspaper ads from Bewick Publications and Arab American News; therefore, let it be

RESOLVED: That the EDDDA obligates \$1030 in expenditures for the Spring Perennial Exchange event from the Community Promotions Budget # 297-6100-911-51-00 for 2021; and

RESOLVED: The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA with the companies listed below for the Spring Perennial Exchange, subject to review and approval by Corporation Counsel.

Vendor	Purpose	Amount
Beshara Printing	Posters (qty. 50)	\$60
Bewick Publications	newspaper advertisement	\$150
Arab American News	advertisement	\$470
Beshara Printing	yard signs (6 qty)	\$70
Beshara	aframe signs (\$40 - split Spring/Fall)	\$20

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

No:

Abstained:

Absent: Director Heidi Merino and Director Mary O'Bryan.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

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

Approved: May 20, 2021
Motioned by: Director Thomas Clark
Seconded by: Director Jackie Lovejoy

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 \$1841.50 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	musical entertainment	\$400
Steve Taylor	musical entertainment	\$400
Gia Warner	musical entertainment	\$400
Bruce Bailey	musical entertainment	\$400
Beshara	Tent banner	\$75
Beshara	posters(split with Music in the Park and	\$30.50

	Silent East Disco)	
Beshara	A-frame signs- qty. 2	\$40
Pandora	streaming ads	\$1000
Brendles's	portajohns - split cost w/ DFM and Movies in the Park	\$696

Yes: Chairperson Sam Abbas, 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: Vice-Chairperson Mohammed Hider and Director Karen Nigosian.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Wagner Parking Deck Water-Sewer FYE 2021/2022

Date Adopted: May 20, 2021

Motioned by: Director John McWilliams

Seconded by: Director Jackie Lovejoy

WHEREAS: The WDDDA, in partnership with the City of Dearborn, maintains the Wagner Parking Deck, located at 22037 Michigan Ave., between Mason and Monroe Streets, south of West Village Drive, servicing offices, retail, and restaurants in the immediate area; and

WHEREAS: The WDDDA pays for the water and sewer for the Wagner Parking Deck annually and it is recognized that active usage is April 1 through September 30, and inactive usage, when water is shut off, but a maintenance fee is still charged, is October 1 through March 31; and

WHEREAS: The City of Dearborn has estimated the following for the expense for water and sewer is \$2890 total for active months and \$300 total for inactive months, with a total estimated expenditure annually of \$3190; and

WHEREAS: The WDDDA amended the FYE 2021 budget to include the cost of the water and sewer at 22037 Michigan Ave.; and

WHEREAS: The actual use of water up to April 15, 2021 was \$74.26 more than anticipated and at a rate of \$39 a month, an additional \$78 is requested for a total of \$152.26 for FYE21, so, let it be

RESOLVED: The WDDDA approves to expend up to \$200 for water and sewer charges for remainder of FYE 2021, and \$3190, plus an adjustment of an additional \$152.26, totalling \$3342.26 for water and sewer charges at 22037 Michigan Ave. for the Wagner Parking Deck from account # 296-6100-911-41-75 for FYE 2022; subject to the review and approval by Corporation Counsel.

Yes: Chairperson Sam Abbas, 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: Vice-Chairperson Mohammed Hider and Director Karen Nigosian.