



EAST AND WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITIES BOARD OF DIRECTORS MEETING

THURSDAY, MAY 20, 2021

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

Via Zoom

Join Zoom Meeting

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

Meeting ID: 433 224 302

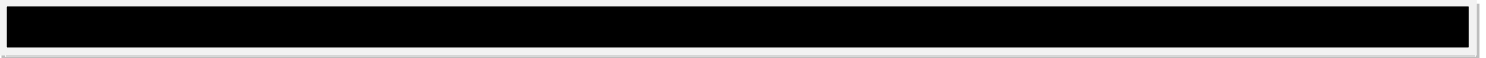
Password: 844577

One tap mobile +13126266799,,433224302# US (Chicago)

Join by Skype for Business <https://zoom.us/skype/433224302>

- I. Call to Order** Chairman Abbas
- II. Roll Call** Secretaries Dietz & Lynch
- III. Joint Meeting Chair for April 2021: Chairman Abbas**
- IV. Approval of Minutes: April 2021**
- V. Treasurer's Report** Finance/Treasurers
- VI. Action Items** (40 min.)
 - A. Regular Action Items**
 - 1. Joint Board Actions**
 - a) Printing: 2021 Event Brochure
 - b) Printing: Bike Safety Flyer
 - c) MDA June Workshop Attendees
 - d) Spring Perennial Exchange Amendment
 - e) Open Door Dearborn Grantee Signage
 - f) Event Insurance and Porta johns
 - 2. EDDDA Actions Only**
 - a) Eastborn Neighborhood Beautification Project
 - b) Open Door Grant - 13746 Michigan Ave./USAF
 - c) Juneteenth
 - d) Beauty of the East Mural Project
 - e) Music in the Park Amendment
 - f) Silent Disco Amendment
 - 3. WDDDA Actions Only**
 - a) Connector Streetscape Water Meter Bill
 - b) Wagner Deck Water Meter Bill
 - c) Farmers Market Amendment
 - d) Tunes at Noon Amendment
 - e) Movies in the Park Amendment
 - f) Platform Dining Amendment

- VII. Old Business**
- VIII. Committee Reports**
 - A. EDDDA Façade Study**
- IX. DDDA Executive Management Team & ECD Reports**
 - A. American Rescue Plan Funds**
 - B. Development Report**
- X. Call to Board of Directors**
- XI. Call to Audience** **3 min./guest**
- XII. Adjournment**



AGENDA OVERVIEW

JOINT ACTIONS

Printing: 2021 Event Brochure

An event brochure is in production that can be distributed at events and placed at businesses and key locations throughout the districts to help promote the district events for the calendar year. In previous years, a print run of 10,000 was completed and distributed, but it is recommended to reduce that to 5,000 due to the current market economy related to COVID and the patronage of customers finding their information in person versus online. If further production is warranted, a reprint can always be considered. Quotes were solicited from three different printers, but a bid was not required since it is under the \$3,000 purchasing threshold. Quotes ranged from \$1000 - \$1700 for this 8-page, full color, folded and saddle bound print piece. The lowest quote was from First Print (FP) in East Downtown Dearborn. Resolution is attached.

Printing: Bike Safety Flyer

It is important to begin an education process for the public on how cars and bikes should share the road and the best safety standards to do so as the DDDAs and City continue to grow its bike facilities and multi-modal transportation. To do this, a bike safety rack card has been designed to have available at events, distribute to businesses and key locations, as well as to provide to the City's Police Department as they enforce or educate residents/consumers of any traffic violations related to biking, like parking in a bike lane (which has occurred). A print run of 2500 is recommended at the onset, and Bike Dearborn is helping to financially sponsor the rack card too. Cost is \$175 and Bike Dearborn is contributing \$100. The resolution is attached.

MDA Summer Workshop Sponsorship

Last month, the DDDAs approved sponsoring the Michigan Downtown Association (MDA) Summer Workshop, on June 4 (virtual), with the availability of four Board members (two from each DDDA) to attend the workshop. A resolution is required authorized which Board members will attend. Please let Cristina Sheppard-Decius know by Wednesday (May 19) if you are interested in attending.

Spring/Fall Perennial Exchange Amendment

Some additional signage is needed for the spring/fall Perennial Exchange to communicate the COVID Health/Safety Rules. Resolution is attached.

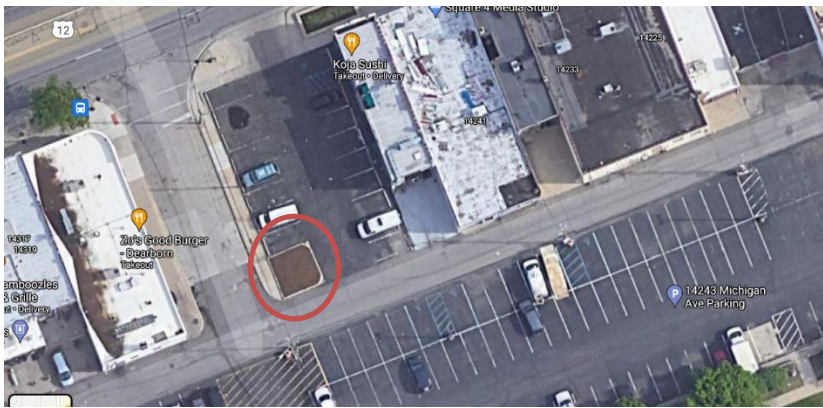
Open Door Grant Signage Amendment

Open Door Dearborn grant recipients are provided two signs to adhere to their windows when under construction and when completed showcasing that the project is funded by the Open Door Dearborn Grant from the DDDA (per district). Signs are needed for the newest grantees (Modern Hijabi, Juee Café, T-Mobile and Better Health). Resolution is attached.

EAST DDDA ACTION ITEMS ONLY

Eastborn Neighborhood Beautification Project

The Eastborn Neighborhood Association annually chips in by either coordinating a clean up event and/or taking on a landscape bed to spruce it up. This year, we would like them to focus on one of two potential areas: the landscape bed adjacent to the parking lot on Middlesex behind Red Star Chinese; or the landscape bed at the edge of the parking lot on Williamson near Koja Sushi. A budget up to \$500 will be provided.



Open Door Grant: USAF, 13746 Michigan Ave.

Open Door Dearborn Grant Applicant: Mr. Yousaf Mohamed has applied for the Open Door Dearborn grant program to renovate approximately 1000 sq. ft. of the former Rose Line retail store space at 13746 Michigan in the EDDDA district. This is an expansion of their existing office space which is currently located above the proposed first floor space in the same building. The improvements include interior remodeling and exterior painting, signage and awnings upgrades to support the tenants workspace and exterior facade. The estimated remaining project cost is \$30,000.00.

The applicant is requesting a Level III construction grant in the amount of \$10,000. The areas of improvements on the exterior and interior are eligible under the Open Door Grant Guidelines. Mr Mohamed had started construction including the expansion of the storefront

window not knowing the Grant requirements but had stopped work and provided an amended building permit and two additional quotes to the DEV Committee. The City has approved the amended building permit and the DEV Committee recommends approval of the \$10,000 Level III grant. Resolution is attached.

Juneteenth Mobility Stroll & Roll

Long ago, the migration north of African American communities brought forth a new freedom of movement and became a force to dismantle racial barriers. This mobility movement had a direct impact on the building up of wealth in African American communities that has stretched across generations. In celebration of those who journeyed so far, the H2BE committee has been developing a plan for a Juneteenth Mobility Stroll & Roll on Saturday, June 19, 2021, from 9am to 2pm at City Hall Park.

The Stroll and Roll is designed to be a 3- mile round-trip walk and ride event that will showcase and encourage a broad range of non-motorized transportation modes that represent the current ways we connect with one another, community and resources, including bikes, skateboards, scooters, and walking. The route is slated to begin at City Hall Park in East Downtown Dearborn and move east along Michigan Avenue to Wyoming and return back to City Hall Park to conclude the event. Several vendors selling artisan type items and food trucks, along with a Kids Zone hands-on art activity will be offered in the park. Tour of the Art of Courage will also be available. An opening ceremony will begin at 9am through 9:30 with live music, visit from Congresswoman Debbie Dingle, along with other select individuals. The stroll and roll will start at 10am.

The request for police support and street closures has been submitted to the City and will be considered at the May 25 Council meeting.

In January, the EDDDA Board authorized up to \$14,000 to conduct all H2BE events, not including all Juneteenth costs since many were unknown at that time. The event is connected with our new Homage to Black Excellence series of events which offer specially curated event experiences that examine the past and present racial barriers to develop strategies that stimulate economic growth and prosperity for the entire community of East Downtown Dearborn and surrounding areas. The EDDDA Board also authorized another \$7864 from its Art Funds for the Art of Courage virtual tour. The DE&I and Art of Courage have come in under budget at \$15,624, from a previously anticipated budget of \$22,150. The Board has another \$11,000 available in the budget from Jazz on the Ave 2020 that wasn't expended and can be transferred to the Juneteenth event costs. Another \$11,000 can be transferred from General Marketing to Juneteenth. A total of \$39,864 is needed to cover all costs of H2BE events, of which \$21,125 is estimated for Juneteenth including a minimum of \$12,000 of it being Dearborn Police time, as well as a minimum of \$2,000 insurance. These costs are still to be finalized this week.

Beauty of the East Mural Project

On behalf of the H2BE Committee, Rozenia Johnson will be presenting to the Board a proposal for a community-based mural on the north side of the public parking deck that is managed and maintained by REDICO (see photos below) per the Brownfield Redevelopment Authority agreement. The community mural project intends to engage kids and local

residents, as well as the POP team in the design process with an anticipated completion date of September 2021.

The Board has budgeted \$20,000 for a community art project this year, and the budget proposed is within that amount. The items for consideration are:

| | |
|--|--------------------------------|
| Marlo Broughton, Mural Artist | \$5000 (design and labor) |
| Rozenia Johnson, Project Management | \$3800 |
| Paints, primer | \$2000 |
| Related supplies/materials (brushes, rollers, tarp, etc) | \$300 |
| Paint Sprayer | \$1224 (\$612 x 2-week rental) |
| Rental of scaffolding or lift equipment | \$648 (\$162 x 4-week rental) |
| Contractor to apply protective sealant/varnish | \$500 |
| PR/Marketing | \$2500 |
| Educational Projects | \$3000 |
| Acrylstone Mural Plaque / Signage (approx. 8x10) | \$150 |
| Contingency for unforeseen costs | \$878 |

The artist is a local Artspace resident and is well-known in the area. Marlo Broughton, professionally known as MARLOBRO, is an American pop artist and designer who started working with his cousin and founder of Detroit VS Everybody by Tommey Walker and linking up with members of Finally Famous. This ultimately lead to working on mixtape artworks and branding for Big Sean's early indie career.

He began as a graffiti artist, moving on to studying industrial design at WSU (Wayne state university), and now makes acrylic paintings on canvas and large scale mural paintings. He also collaborates commercially, predominantly on promotional materials, clothing, music production and other forms of branding.

His work is exhibited in galleries, outdoors in local and international environments. You can find his work displayed on 1XRUN, PLAYGROUND DETROIT, MURALS IN THE MARKET and avidly collected by individuals. (see art examples below)

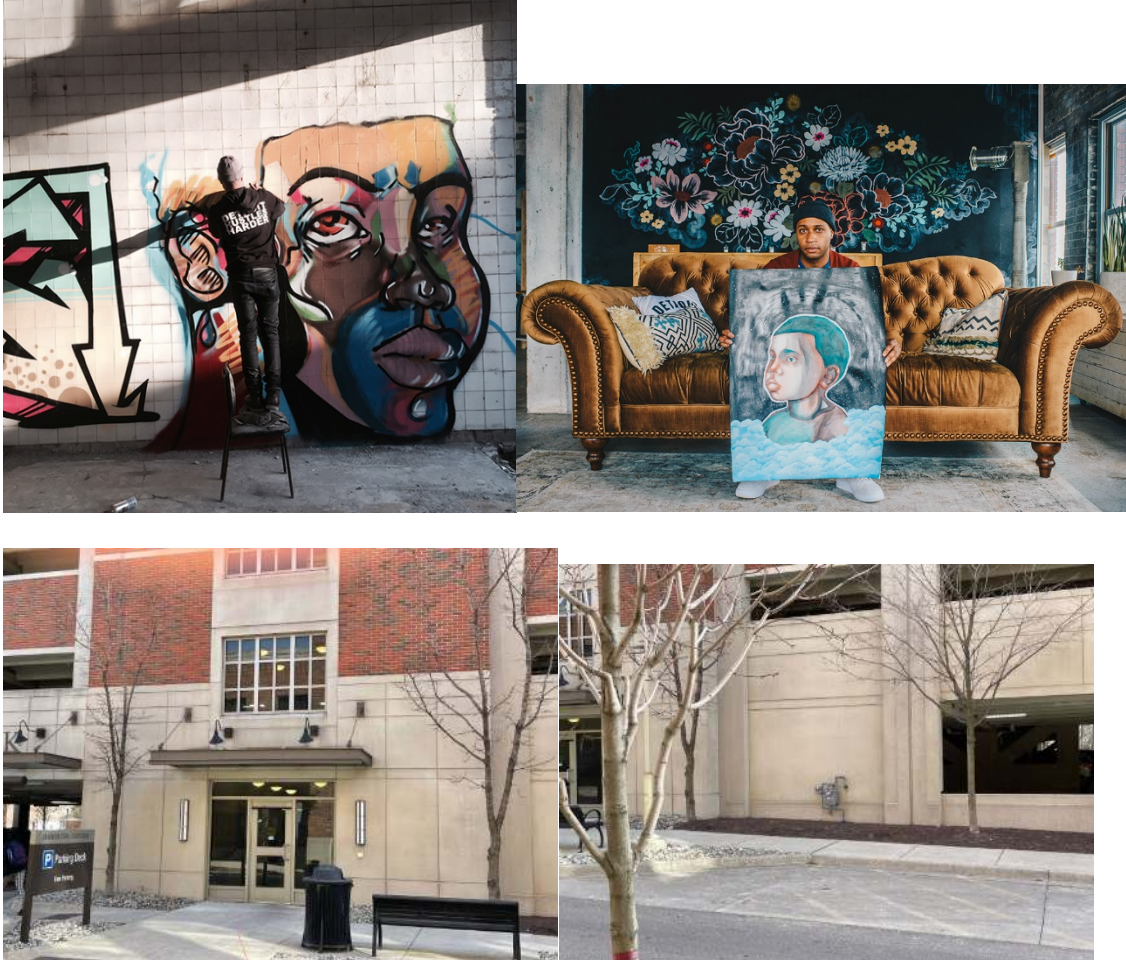
Per City Ordinance and DDDA policies/processes, the following steps must be taken for art projects:

- Board Authorization for Expenditure;
- Design/Dev Committee Review Project Scope and Design, and Submit Recommendation to the EDDDA Board;
- EDDDA Board Approval of Design;
- Purchasing and Contracts Approved by DDDA Manager, Finance and Legal;
- City of Dearborn Design Review Committee - for any public or private buildings in the EDDDA
- Council Approval for Use of Public Buildings, properties and right-of-ways

The design concept is anticipated by August which we will need to keep in mind the following dates for submittal to the Board, City Council and DRC:

- DEV Committee Meeting: June 23 or a special meeting needs to be held prior to Board mtg.
- Board dates options: July 15

- DRC between Board and Council: August 4
- Council date (deadline for materials 2 weeks prior): August 17 (only meeting in August)



Music in the Park Amendment

Additional service providers have been finalized for Music in the Park per the attached resolution. New signage is needed since we have new sponsors to showcase, port-a-johns, advertising and still to be finalized is the stage cost. That cost will be provided either before the Board meeting or at the table.

Silent Disco Amendment

Additional service providers have been finalized for Silent Disco per the attached resolution. Additional costs include port-a-johns, advertising and there is a correction for CityHop who provides the headphones and DJ service for the number of dates.

WEST DDDA ACTION ITEMS ONLY

Connector Streetscape/Wagner Deck Water Meter Service

The WDDDA pays for the water meter service at the Wagner Deck, streetscapes that surround it, and it is now needed for the new streetscapes on the North Connector streets.

The City of Dearborn has estimated \$2890 total for active months and \$300 total for inactive months, with a total estimated expenditure annually of \$3190 for the Wagner Deck area.

The WDDDA will begin payment on these recently installed irrigation systems for the water and sewer annually beginning July 2021 with active usage being April 1 through September 30, and a maintenance fee for inactive usage (when water is shut off) from October 1 through March 31.

The WDDDA will need to 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. It will also need to include 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. Estimated consumption charges of \$1400 annually per location, totaling \$4200. The total cost for FYE2022 will be \$5013.

Resolutions for both items are attached.

Farmers Market Amendment

Additional service providers have been finalized for the Farmers Market per the attached resolution, including signage, posters/marketing, advertising, porta-johns and memberships.

Tunes at Noon Amendment

Additional service providers have been finalized for Tunes at Noon per the attached resolution, including signage, posters, advertising, and porta-johns.

Movies in the Park

An additional service provider has been finalized for Movies in the Park per the attached resolution, including porta-johns.

Platform Dining Amendment

The WDDDA Board previously authorized two locations in the West Downtown Dearborn area for the purchase and installation of platform dining. Additional interest from another business was shown, therefore, the amendment provides for one more location (total of three) in the downtown area. The three total locations, totaling \$45,000, now include:

- Adjacent to the Great Commoner
- Adjacent to Noah's BBQ and Cannoli Pastry
- Adjacent to La Fork

City Council has approved all locations (both East and West DDDA), and purchasing process is underway. Resolution is attached authorizing this additional location.

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)

Alano's - 2 igloos
Baba' Grill - declined
Habib's - 2 igloos
Bamboozle's - received 1 igloo and still waiting shipment delivery of the greenhouse
Good Burger - 2 igloos
Mocha Bistro - declined igloos
Sheeba - 2 igloos
Romantica - 3 igloos
Haraz Coffee - 3 igloos
MCantina - 2 greenhouses (yet to be delivered from Home Depot- supply chain issue)

3 igloos remaining to be distributed for the EDDDA

WEST DDDA (19 igloos/ 4 greenhouses)

Avenue Brunch - 3 igloos
Famous - declined
La Fork - declined
Brome - 2 greenhouses
Sheeba - 2 green houses
Blue Fish - 3 igloos
Milkster - 3 igloos
Dearborn Brewing - 3 igloos being held tentatively
Biergarten - 3 igloos being held tentatively

4 igloos remaining to be distributed for the WDDDA

WDDDA Social District Update

Significantly more progress on this has transpired this month with the verbal agreement from Moose's, Bar Louie, Double Olive and Mint 29 to apply for the Social District license through the MLCC. Dearborn Brewing already plans to apply and Biergarten has already applied. Biergarten is still in need of a second business participant, and Don Taco is still a no due to issues with staffing but will consider it later this summer. The MLCC has approved the City's Social District Plan and businesses can now apply.

EDDDA Landscape & Maintenance Schedule

As a reminder, mowing is once per week on Tuesdays and weeding on Tuesdays as well. Mulch is being installed May 15 throughout the district, but we will hold off on mulching the

raised planters until the new soil is added to the planters and perennial materials are transferred. Annual flower installation will occur the week prior to Memorial Day.

A list of needs and planned improvements has been generated from the walk through that was held in April, and Board members who volunteered to be a part of the Beautification Committee have been sent the list for review and any final comments. Management will be meeting with WH Canon next week to set deadlines for all items on the punchlist.

The addition of pansies to the planter pots are a new addition to the scene this year based on our request, but these will give way to the splendor of summer plantings that will be installed at Memorial Day.

WDDDA Landscape & Maintenance

Landscape bed improvements identified in the contract for this year with Fairlane Grounds will start to be implemented this month. Annuals and hanging baskets will be installed beginning of June. The Connector Streetscape Project is finishing up with plants being installed, final amenities and clean up of areas.

Light Pole Brand Banners

Banners will be delivered in the next week to 10 days and installation will then be immediately coordinated with the City for the cobra light poles and the WH Canon/Fairlane Grounds for the decorative, lower level light poles.

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 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.

EDDDA Tree Well Removal

Purchasing has resubmitted the bid request due to the fact that no bids were received. It is probably due to the small scale of the project. Executive Management has also provided Purchasing a list of contractors who are currently doing work within the area to hopefully help secure a bidder.

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

April 15, 2021

Virtual Meeting via Zoom

Topic: Joint DDDA Board Meeting

Time: April 15, 2021 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

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

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+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 (Dearborn, Wayne Cty.), Director Mark Guido (Dearborn, Wayne Cty.), Director Jay Kruz (arrived 8:10am; Dearborn, Wayne Cty.), and Director Kamal Turfah (Dearborn, Wayne Cty.).

WEST DDA :

Vice-Chairperson Mohammed Hider (joined 8:18 am,

Dearborn Heights, Wayne Cty.),
Secretary-Treasurer Jeff Lynch (Trenton, Wayne Cty.),
Mayor Jack O'Reilly (Dearborn, Wayne Cty.),
Director Mark Guido (Dearborn, Wayne Cty.), Director
Jackie Lovejoy (joined 8:14 am, Beverly Hills, Oakland
Cty.), Director John McWilliams (Dearborn, Wayne Cty.),
Director Karen Nigosian (Dearborn, Wayne Cty.),
and Director Audrey Ralko (Dearborn, Wayne Cty.).

MEMBERS ABSENT

EAST DDA : Director Janice Cislo, Director Heidi Merino and
Director Mary O'Bryan

WEST DDA : Chairperson Sam Abbas, Director Thomas Clark.

NON-MEMBERS PRESENT :

CITY OF DEARBORN : Jeff Watson (ECD), Hassan Sheikh (ECD), Licia
Yangouyian (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 : Candi Wallace (CWO Farms), Bruce Bailey, Dr. Robby
Green-Weir.

I. Call to Order

EDDDA Chairperson Julia Kapilango called the meeting to order at 8:16 am

II. Roll Call

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

EDDDA: A quorum was not present (reached quorum at 8:10 am)

WDDDA: A quorum was present

III. Joint Meeting Chair for April 2021: Chairman Kapilango

IV. Approval of Minutes

A. Joint DDDA Board March 2021 Minutes

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

For the EDDDA, the minutes from the March 2021 Board meeting were presented for approval. For EDDDA, motion to approve by Director Mark Guido, seconded by Director Kamal Turfah. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Mayor Jack O'Reilly - yes, Director Mark Guido - 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 March 31, 2021. Revenue to date totaled \$769,166. Total expenditures totaled \$339,068. The current cash position equals \$1,405,666 and it is estimated the EDDDA's cash position at the end of the fiscal year would be \$363,607.

WDDDA: Moe Almaliky reviewed the financial statement dated March 31, 2021. Revenue to date totaled \$900,554. Total expenditures totaled \$484,596. The current cash position equals \$1,525,598 and it is estimated the WDDDA's cash position at the end of the fiscal year will be \$786,461.

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) FYE2022-24 Budget

The Executive Director/Manager of the EDDDA and WDDDA is required by Public Act 57 to prepare and submit an operating budget for the EDDDA and WDDDA to approve each year and submit to City Council. The EDDDA and WDDDA has reviewed a 3-year budget for FYE2022-24 as submitted by the Manager of the DDDA and approves submitting the budget to City Council as presented.

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

Jay Kruz - yes, and Director Kamal Turfah - yes. Motion passed.

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

b) Movies in the Park

The EDDDA and WDDDA values programming for events and activities. For the 2021 season the EDDDA obligates \$2350 in expenditures and the WDDDA obligates \$2350 in expenditures for the Movies in the Park series. EDDDA will hold one date in July and another in September. WDDDA will hold one date in June and one date in August. EDDDA: Stardust Theatre (\$816), Swank (\$830), and Beshara for posters (\$50). WDDDA: Stardust Theatre (\$896), Swank (\$790), and Beshara for posters (\$50). The EDDDA authorizes the expenditure from # 297-6100-911-51-00 and the WDDDA authorizes the expenditure from # 296-6100-911-51-00 for the Movies in the Park.

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 Jay Kruz, seconded by Director Mark Guido. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - 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 Karen Nigosian seconded by Director John McWilliams. Roll call vote: Vice Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, and Director John McWilliams - yes, Director Karen Nigosian - yes, and Director Audrey Ralko-yes. Motion passed.

c) MDA Summer Workshop Sponsorship

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 authorizes the expenditure up to \$125 from the Training/Transportation budget line item # 297-6100-911-58-10 and the WDDDA authorizes 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.

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 Jay Kruz, 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 Mark Guido - yes, Director Jay Kruz - yes, and Director Kamal Turfah - yes. Motion passed.

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

d) Office Cleaning

The EDDDA and WDDDA share the costs of the maintenance of the DDDAs office at Artspace. The EDDDA and WDDDA authorize a six-month contract extension with Services to Enhance Potential (STEP) for weekly office cleaning in an amount not to exceed \$910 at a rate of \$35 weekly, split between both districts. WDDDA will be expending from account #296-6100-911-34-90 and EDDDA will be expending from account #297-6100-911-34-90.

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

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

Turfah - yes. Motion passed.

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

2. WDDDA Actions Only

a) Commandant's Quarter Marquee Repair/Partnership

The WDDDA will partner with the Dearborn Historical Museum in the cost of the repair of the digital Commandant's Quarters Marquee in exchange for the WDDDA to list their district events. The partial cost of the repair the WDDDA is covering is \$1475. These funds are approved to expend from account #296-6100-911-51-00 and payable to the Dearborn Historical Museum.

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 Vice Chairperson Mohammed Hider, seconded by Director Jackie Lovejoy. Roll call vote: Vice Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, and Director John McWilliams - yes, Director Karen Nigosian - yes, and Director Audrey Ralko-yes. Motion passed.

b) Farmers & Artisans Market

The Dearborn Farmers Market is increasing its entertainment budget from \$2500 to \$2550 to accommodate the listed entertainment service providers: Steven Taylor (6/4/21 - \$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 - \$1050), Dearborn School of Music (6/18/21, 7/16/21, 8/6/21, and 9/3/21 - \$600), Visual Ronin (7/30/21, 8/20/21, and 9/17/21 - \$450), TBD (6/15/21- \$150), and TBD for storage room shelving and bins for \$500. The WDDDA approves to expend \$2550 for entertainment and \$500 for shelving and bins, expending from account # 296-6100-911-34-90.

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 Mayor Jack O'Reilly, seconded by Director John McWilliams. Roll call vote: Vice Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, and Director John McWilliams - yes, Director Karen Nigosian - yes, and Director Audrey Ralko-yes. Motion passed.

3. EDDDA Actions Only

a) Community Garden

The EDDDA is establishing a courtyard community garden in district to increase engagement in open spaces. The EDDDA approves expenditures of \$1000 for CWO Farms for: 1) clean and prepare space at Michigan and Schaefer, 2) complete soil refreshing, 3) create layout of design, purchase and install plantings, 3) maintain the garden during grow season of April 15, 2021 to October 15, 2021. The EDDDA obligates \$1000 to CWO Farms for the community garden from account #297-6100-911-51-00, subject to review and approval of Corporation Counsel.

For EDDDA, motion to approve was made by Director Jay Kruz, 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 Mark Guido - yes, Director Jay Kruz - yes, and Director Kamal Turfah - yes. Motion passed.

b) Music in the Park

The EDDDA will do 12 weeks of Music in the Park for 2021. The EDDDA authorizes the following service providers for the event: 1) Plan B LLC (booking agent - \$9000), 2) Bruce Bailey Entertainment (sounds and lights - \$2998), and 3) Beshara (posters- \$30.50-split with Music in the Park, Silent Disco and Tunes at Noon) from account #297-6100-911-51-00, subject to review and approval of Corporation Counsel.

For EDDDA, motion to approve was made by Mayor Jack O'Reilly, 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 Mark Guido - yes, Director Jay Kruz - yes, and Director Kamal Turfah - yes. Motion passed.

c) Sidewalk Sale

The Promotions and Organization Committee has recommended replacing the Ladies Night Out in the EDDDA to a Sidewalk Sale event for 2021. The EDDDA has budgeted \$5,550 for City Hall Park events and will utilize a portion of those funds for this event. Authorized service provider at this time is Beshara for posters - \$60, and 20 yard signs - \$170. The EDDDA obligates \$230 in expenditures for the May Sidewalk Sale expending from account #297-6100-911-51-00, Community Promotions budget.

For EDDDA, motion to approve was made by Director Jay Kruz, 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 Mark Guido - yes, Director Jay Kruz - yes. Motion passed.

d) Silent Disco

The EDDDA is replacing Jazz on the Ave with a nine-week Silent Disco on select Fridays from June 4 - September 24, 2021. The EDDDA authorizes the following service providers: 1) Bruce Bailey Entertainment - booking agent (\$5000) and sound and lights (\$2998), 2) City Hop -headphone/equipment rental - \$2400, 3) Beshara - posters (split three ways: Music in the Park, Silent Disco, and Tunes at Noon) - \$30.50. The EDDDA obligates \$13,000 from the Community Promotions Budget line item in account #297-6100-911-51-00 to fund the 2021 Silent Disco.

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 Vice Chairperson Eric Woody, 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 Mark Guido - yes, Director Jay Kruz - yes, and Director Kamal Turfah - yes. Motion passed.

e) Spring Perennial Exchange Amendment

The EDDDA will be hosting a Spring Perennial Exchange to promote engagement in open spaces in the district. The EDDDA approves

expenditures of \$1030 for the event, and authorizes the additional listed service providers: 1) Beshara (posters - \$60, yard signs - \$70), 2) Arab American News (ad - \$470). The EDDDA obligates \$1030 in expenditures for the Spring Perennial Exchange from the Community Promotions Budget account #297-6100-91-51-00.

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 Vice Chairperson Eric Woody, 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 Mark Guido - yes, Director Jay Kruz - yes, and Director Kamal Turfah - yes. Motion passed.

d) WH Canon Contract Amendment for Platform Dining Install and Tree Removals

The EDDDA is amending the contract with W H Canon to include the proposal to have four trees removed in the alleyway off Schaefer Road to facilitate a DTE project currently in progress for \$4000 and to include a proposal to install and remove seasonally one platform dining system in the amount of \$2760 each. The EDDDA authorizes the additional expenditure of \$6760 to W H Canon and amending the April 1, 2021 - March 31, 2022 contract to include this additional fee.

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 Vice Chairperson Eric Woody, seconded by Director Kal Turfah. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Mark Guido - yes, Director Jay Kruz - yes, and Director Kamal Turfah - yes. Motion passed.

VII. Old Business

- A. Outdoor Dining Amenities-** Cristina Sheppard-Decius - igloos and greenhouses distribution list in packet. Supplier issue with greenhouses for East. Platform dining - going before city council end of month with goal to have them up

early May.

- B. WDDDA Social District Update**-Cristina Sheppard-Decius - slow progress on getting commitments from businesses. Need two businesses in each common area in order to get approval. Mike Hamame suggested using patios as common area since those are covered by liability insurance.
- C. EDDDA Landscape & Maintenance Schedule** - Angela Munroe from W H Canon - Litter Monday/Wednesday/Friday - Start time is 7am until 4/4:30pm. It is 2.5 days. Litter is picked up on mowing days, too. Mowing occurs on Tuesdays. Matthew suggested to have Wellesley lot first then again during day.

Julia Kapilango introduced Dr. Robbya Green-Weir as DE&I consultant. Dr. Robbya Green- Weir - A grant was applied for and approved for \$40,000 technical training and assistance. It will be used to get stories from Dearborn and surrounding community residents with their engagement with the Dearborn police. Chief Haddad has agreed to be interviewed and also requested to have this project completed this year. Final outcome to create an action plan where Dearborn Police can increase their visibility and Chief can react to suggestions for the Department. Also, Dr. Karvel of University of Michigan-Dearborn sociology class students will also be included. Jean Smith - invited group to next DE&I community forum, topic is real estate.

- D. EDDDA Holiday Decor** - Cristina Sheppard-Decius - Janet working on getting interested board members - once finalized and in place within this week, would like to send out a meeting notice within three weeks.
- E. Lightpole Banners**- Cristina Sheppard-Decius - will be going to printer this week.
- F. Open Door Applicants**- Cristina Sheppard-Decius - Six total Open Door Grants applied for in EDDDA, totaling \$47,500 commitment. West has two grant applicants at \$17,500 committed so money still left for this fiscal year. Districts have committed \$40,000 each for the upcoming fiscal year. Steve Deisler- interest for program is growing. East has 4 interested applicants and West has 3 interested applicants.

VIII. Committee Reports

Committee minutes are in the Supplemental Materials digital board packet.

A. Promotion Committee

Jean Smith - Dearborn Farmers Market moving along. Ladies Night, Sidewalk Sale and Spring Perennial Exchange all getting wrapped up. Sponsorships are coming in. Had more sponsorship meetings Friday.

B. Bike Share/Mobility Committee

Cristina Sheppard-Decius - Looking at a cooperative agreement with other cities and a mix of mobility offerings.

C. Design/EV Committee

Steve Deisler - Haraz Coffee had soft opening this past weekend. Will be doing a formal opening with city officials and DDDA boards. Julia asked that Helen captures on social media. Open Door Dearborn Grant: Entered into contract with SmithGroup to do a facade design study looking at one full block in EDDDA between Calhoun and Bingham streets. It provides design ideas for property and business owners to review to see the possibilities for their facades and signage.

D. Steering Committee

No updates at this time.

IX. DDDA Executive Management Team & ECD Reports

A. Business View Magazine: American Sustainability Issue

Cristina Sheppard-Decius - publication reached out to get a picture of our downtowns' resiliency this past year. No required ads, they do request a letter of support to provide an introduction to the businesses in the area. Cristina requested the board to decide today to moved forward or not. Julia asked for support for record: From East who approved: Director Jay Kruz, Vice Chairperson Eric Woody, Secretary-Treasurer Matthew Dietz, Director Mark Guido, Mayor Jack O'Reilly, Chairperson Julia Kapilango, and Director Kamal Turfah. For West who approved: Director Mark Guido, Mayor Jack O'Reilly, and Director John McWilliams. Support achieved.

X. Call to Board of Directors

Karen Nigosian - abandoned bike rack on Oakwood. Cristina responded it was from the previous Bike Share company. She will review if they will be repurposed or removed. Karen also requested a list of what businesses are moving into district. Cristina shared the DDDA is sometimes late in receiving information and will work with parties at city to try and streamline notification. Entry points can be ECD or PMADS. It was stated the former Nar Bar location will be three stores in the front with a condo above. La Cigar will be moving into that location.

Julia Kapilango - stated she received mailer that Citizen's Bank in EDDDA is moving out.

Jackie Lovejoy - stated she will be passing out air purifiers, two per business, for FordLand and Ford. Clears a 10x10 area of Covid every 5 minutes. The first round going to chamber member businesses. It is listed on Chamber website.

Audrey Ralko - asked if there was any interest in vacated Bailey's building and if anything leased in Howell Building that is under construction. Cristina will follow up on Howell tenant question. City has been reviewing plans on improvement items with Bailey's location and breaking it into multiple tenant spaces as opposed to one large space. That just came in within the last week and she will connect with Tom Paison for updates. Audrey asked that she would like more information on vacancies and business

movement, like Karen, since she is asked frequently by residents on such properties.

XI. Call to Audience

No questions or comments posed.

XII. Adjournment

Motion to adjourn moved by Director Jackie Lovejoy and seconded by Director Karen Nigosian. Meeting adjourned at 9:27 am.

Approved by:

Matthew Dietz, Secretary-Treasurer, EDDDA

Jeff Lynch, Secretary-Treasurer, WDDDA

| Financial Statement Summary | | FY2019 | FY2020 | FY2021 | | | | | Actual % |
|-----------------------------|--|--------------------|-------------------|---------------------|---------------------|-------------------|-------------------|-------------------|------------|
| | | Audited | Unaudited | Adopted | Amended | Actual | Encumbered | Balance | |
| 297-0000-311.40-00 | Property Tax Capture | \$ 359,405 | \$ 366,558 | \$ 386,700 | \$ 386,700 | \$ 386,278 | \$ - | \$ 422 | 46% |
| | Brownfield Tax Capture | 464,099 | 448,590 | 456,900 | 456,900 | 457,004 | - | N/A | #DIV/0! |
| | Tax Revenue Total | \$ 823,504 | \$ 815,148 | \$ 843,600 | \$ 843,600 | \$ 843,282 | \$ - | \$ 422 | |
| 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 | - | - | 14,205 | 0% |
| | Donation Revenue Total | \$ (49,290) | \$ 72,955 | \$ 107,405 | \$ 107,405 | \$ 29,598 | \$ - | \$ 77,807 | 28% |
| 297-0000-391.91-01 | Contributions from the General Fund | 11,794 | 11,310 | 22,620 | 22,620 | 18,850 | - | 3,770 | 83% |
| | Contribution Total | \$ 11,794 | \$ 11,465 | \$ 22,620 | \$ 22,620 | \$ 18,850 | \$ - | \$ 3,770 | |
| | Total Revenue | \$ 786,008 | \$ 899,568 | \$ 973,625 | \$ 973,625 | \$ 891,730 | \$ - | \$ 81,999 | 92% |
| 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 | 33% |
| 297-6100-911.34-90 | Development Contractual Services | \$ 265,527 | \$ 302,415 | \$ 426,610 | 512,077 | 216,349 | \$ 102,499 | 193,229 | 42% |
| 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 | 86,087 | \$ 119,075 | 150,788 | 24% |
| 297-6100-911.52-10 | Insurance | \$ 4,110 | \$ 6,260 | \$ 6,234 | 6,234 | 5,200 | \$ - | 1,034 | 83% |
| 297-6100-911.53-00 | Communications | \$ 281 | \$ 1,200 | \$ 1,128 | 1,141 | 901 | \$ 240 | - | 79% |
| 297-6100-911.58-10 | Training & Transportation | \$ 2,539 | \$ 1,397 | \$ 3,500 | 3,500 | 800 | \$ 844 | 1,856 | 23% |
| 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 | - | 80% |
| 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 | 822,004 | 241,428 | 373,552 | 57% |
| | Total Expenditure | \$ 972,946 | \$ 910,163 | \$ 1,266,414 | \$ 1,436,984 | \$ 822,004 | \$ 241,428 | \$ 373,552 | 57% |
| | Revenues Over/(Under) Expenditures | \$ (186,938) | \$ (10,595) | \$ (237,538) | (463,359) | \$ 69,726 | \$ (241,428) | \$ (291,553) | |
| Balance Sheet | | | | | | Current | Beginning of Year | | |
| Equity in Pooled Cash | Cash Position | | | | | \$ 1,493,081 | \$ 950,332 | | |
| Current Assets | Current Receivables | | | | | 5,450 | 10,000 | | |
| | Unearned Income | | | | | 81,999 | 971,740 | | |
| Current Liabilities | Current Liabilities | | | | | (14,203) | (29,154) | | |
| | Encumbrances | | | | | (241,428) | (149,888) | | |
| | Uncommitted Budget | | | | | (373,552) | (1,099,629) | | |
| | Estimated Ending Cash Position | \$ 1,042,608 | \$ 994,168 | | | \$ 951,347 | \$ 653,401 | | |

| Expenditure Details | | FY2019 | FY2020 | FY2021 | | | | |
|--------------------------------------|---|------------|------------|--------------|--------------|------------|------------|------------|
| | | Audited | Unaudited | Adopted | Amended | Actual | Encumbered | Balance |
| Beautification | | | | | | | | |
| 297-2972-463.34-90 | Sanitation Contractual Services | \$ 11,794 | \$ 2,600 | \$ 22,620 | \$ 22,620 | \$ 7,545 | \$ 12,665 | \$ 2,410 |
| 297-6100-911.34-90 | Holiday Décor & Installation | \$ 17,256 | \$ 14,440 | 10,000 | 10,000 | 1,402 | 2,075 | 6,523 |
| 297-6100-911.34-90 | Landscape & Maintenance | \$ 62,470 | \$ 44,841 | 76,570 | 93,237 | 56,366 | 23,790 | 13,081 |
| 297-6100-911.34-90 | Snow Removal | \$ 38,536 | 26538 | 25,000 | 25,000 | 14,288 | 10,713 | (1) |
| 297-6100-911.34-90 | On-Street Bike Racks | \$ - | 0 | 15,000 | 30,000 | - | - | 30,000 |
| 297-6100-911.34-90 | Artspace, Public Space Design | | \$ 34,581 | 10,000 | 30,000 | 5,638 | 12,363 | 11,999 |
| 297-6100-911.34-90 | Streetscape Enhancements | | \$ 8,415 | 16,000 | 48,000 | - | 1,800 | 46,200 |
| 297-6100-911.62-40 | Planting Materials | \$ 18,455 | \$ 17,825 | 30,000 | 30,000 | 23,895 | 6,105 | - |
| | Total Beautification | \$ 151,331 | \$ 151,837 | \$ 205,190 | \$ 288,857 | \$ 109,134 | \$ 69,511 | \$ 110,212 |
| Development | | | | | | | | |
| 297-6100-911.51-00 | General Marketing (banners, printing, social media) | \$ 4,705 | \$ 4,976 | \$ 35,000 | \$ 36,500 | \$ 2,727 | 1,584.00 | \$ 32,189 |
| 297-6100-911.51-00 | Branding | 34,210 | 35,568 | 30,000 | 104,012 | 35,207 | 68,805.00 | (0) |
| 297-6100-911.51-00 | Photography | 1,125 | 963 | 5,000 | 5,000 | - | - | 5,000 |
| 297-6100-911.51-00 | Metro Mode / Issue Media | 18,000 | 18,000 | 19,000 | 25,000 | 24,501 | 16,500.00 | (16,001) |
| 297-6100-911.51-00 | Website, Constant Contacts | 226 | | 230 | 230 | - | - | 230 |
| 297-6100-911.51-00 | Website Hosting & Domain Registration | 801 | 1,828 | 1,680 | 1,680 | 714 | - | 966 |
| 297-6100-911.51-00 | Henry Ford Promotion Package | 5,600 | 5,600 | 5,600 | 5,600 | - | 5,600.00 | - |
| 297-6100-911.51-00 | Community Art Enhancement | - | - | 10,000 | 2,136 | - | - | 2,136 |
| 297-6100-911.51-00 | Dearborn Community Fund Sculpture Initiative | 5,900 | | 6,000 | 6,000 | - | - | 6,000 |
| 297-6100-911.51-00 | Art Month | 4,480 | 1,000 | 1,000 | 1,000 | - | - | 1,000 |
| 297-6100-911.51-00 | Pocket of Perception (student art project) | 8,000 | | 5,000 | 5,000 | - | - | 5,000 |
| 297-6100-911.51-00 | Fall Promotions | 592 | | 600 | 600 | 208 | - | 392 |
| 297-6100-911.51-00 | Holiday Promotions (Holiday Open House, Santa) | 8,197 | 8,486 | 15,000 | 15,000 | - | - | 15,000 |
| 297-6100-911.51-00 | Shop Small Business Saturday | 4,581 | 5,565 | 7,000 | 7,000 | 8,075 | 1,986.00 | (3,061) |
| 297-6100-911.51-00 | Restaurant Week | 15,583 | 1,050 | 16,500 | 31,553 | 1,145 | 5,263.00 | 25,145 |
| 297-6100-911.51-00 | Homage to Black Excellence | - | 43 | - | 21,864 | 5,360 | 10,589.00 | 16,504 |
| 297-6100-911.51-00 | Movies in the Park | 2,582 | 1,511 | 2,200 | 2,200 | 2,308 | 12.00 | (120) |
| 297-6100-911.51-00 | Music in the Park | 5,177 | 316 | 4,500 | 4,500 | - | - | 4,500 |
| 297-6100-911.51-00 | Art Crawl (Place Holder) | - | - | 2,500 | 2,500 | - | - | 2,500 |
| 297-6100-911.51-00 | City Hall Park Events | - | - | 5,550 | 5,550 | - | 250.00 | 5,300 |
| 297-6100-911.51-00 | Way Finding | - | - | 10,000 | 10,000 | - | - | 10,000 |
| 297-6100-911.51-00 | Build Institute | - | - | 10,000 | 10,000 | - | - | 10,000 |
| 297-6100-911.51-00 | Jazz on the Ave | 51,136 | 25,088 | 55,000 | 41,000 | - | - | 41,000 |
| 297-6100-911.51-00 | Eastborn Clean Up | 448 | - | 1,000 | 1,000 | - | - | 1,000 |
| 297-6100-911.51-00 | Covid Comeback Marketing | - | - | 20,000 | 26,000 | 5,319 | 7,418.00 | 13,263 |
| 297-6100-911.51-00 | Other Community Development | 8,922 | 750 | 2,500 | 2,500 | 525 | 1,066.00 | 909 |
| | Total Development | \$ 182,948 | \$ 111,402 | \$ 270,860 | \$ 373,425 | \$ 86,089 | \$ 119,073 | \$ 178,852 |
| Planning & Administration | | | | | | | | |
| 297-6100-911.34-90 | Pow Strategies | 106,038 | 114,019 | 193,140 | 193,140 | 126,857 | 49,717 | 16,566 |
| 297-6100-911.34-90 | Communications Manager, Public Relations | 38,430 | 39,130 | 40,000 | 41,800 | 3,900 | 1,537 | 36,363 |
| 297-6100-911.34-90 | Building/Business Incentive | - | 7,760 | 40,000 | 40,000 | 7,500 | - | 32,500 |
| | Total Directors Expenses | 144,468 | 160,909 | 273,140 | 274,940 | 138,257 | 51,254 | 85,429 |
| | Unemployment Compensation | | | 2,200 | 2,200 | - | - | - |
| various (comment) | Wages & Benefits | - | - | - | - | - | - | - |
| various (comment) | Other Office Expenses | 10,924 | 10,707 | 15,064 | 15,077 | 8,798 | 1,084 | 5,195 |
| 297-6100-911.34-90 | Office Cleaning | 825 | 750 | 900 | 900 | 400 | 505 | (5) |
| 297-6100-911.44-10 | Building Rental | 10,935 | 10,830 | 9,000 | 9,000 | 8,123 | - | 877 |
| 297-6100-911.61-90 | Non-Capital Equipment (light poles) | - | - | 3,500 | 3,500 | - | - | 3,500 |
| 297-6100-911.68-90 | Other Operating Expenses (utilities) | - | - | 15,455 | 15,455 | - | - | 15,455 |
| 297-6100-911.68-90 | DCC Gun Range ArtSpace Loan Payment | - | - | 14,205 | 14,205 | 14,203 | - | 2 |
| 297-6100-980.92-75 | Transfer to Brownfield Redevelopment Authority | 464,566 | 448,590 | 456,900 | 456,900 | 457,004 | - | (104) |
| | Total Planning & Administration | \$ 631,718 | \$ 631,786 | \$ 790,364 | \$ 792,177 | \$ 626,785 | \$ 52,843 | \$ 110,349 |
| | Expenditures | \$ 975,689 | \$ 887,265 | \$ 1,266,414 | \$ 1,436,984 | \$ 822,008 | \$ 241,427 | \$ 373,549 |

| |
|--------------------------|
| Contractual Services |
| Other Operating Expenses |
| Community Promotions |

| Financial Statement Summary | | FY2019 | FY2020 | FY2021 | | | | |
|------------------------------------|--|-------------------|---------------------|---------------------|---------------------|---------------------|-------------------|--------------------|
| | | Audited | Unaudited | Adopted | Amended | Actual | Encumbered | Balance |
| Revenue | | | | | | | | |
| 296-0000-311.40-00 | Property Tax Capture | \$ 611,157 | 810,083 | \$ 888,400 | \$ 888,400 | \$ 852,811 | \$ - | \$ 35,589 |
| | 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 |
| 296-6110-330.01-90 | Farmer's Market Federal Grant | 1,424 | 607 | 1,500 | 1,500 | - | - | 1,500 |
| 296-6110-369.90-00 | Farmer's Market Miscellaneous | 18,865 | 7,265 | 23,500 | 23,500 | 11,745 | - | 11,755 |
| 296-6100-365.90-00 | Donations from a Private Source | 48,348 | 16,659 | 52,500 | 52,500 | 250 | - | 52,250 |
| 296-6100-322.40-10 | Events Revenue | - | 6,545 | 4,000 | 4,000 | (3,900) | - | 7,900 |
| 296-0000-361.10-05 | Interest Income | 19,928 | 15,928 | 15,755 | 15,755 | 202 | - | 15,553 |
| 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 |
| 296-0000-391.91-01 | Contributions from the General Fund | 37,913 | 35,000 | 35,105 | 35,105 | 29,250 | - | 5,855 |
| | General Fund Contribution Total: | 37,913 | 35,000 | 35,105 | 35,105 | 29,250 | - | 5,855 |
| Total Revenues: | | \$ 902,082 | 1,100,205 | \$ 1,289,460 | \$ 1,289,460 | \$ 1,142,658 | \$ - | \$ 155,402 |
| Expenditure | | | | | | | | |
| 296-6100-911.30-40 | Audit Services | 382 | 400 | 400 | 400 | 400 | - | - |
| 296-2972-463.34-90 | Sanitation Contractual Services | 25,920 | 19,620 | 25,920 | 25,920 | 25,275 | 645 | - |
| 296-6100-911.34-90 | Development Contractual Services | 399,227 | 381,813 | 522,540 | 564,425 | 372,475 | 136,409 | 55,541 |
| 296-6110-911.34-90 | Farmer's Market Contractual Services | 16,509 | 10,924 | 20,000 | 20,000 | 15,345 | 3,617 | 1,038 |
| 296-6100-911.41-75 | WATER/SEWAGE | - | 683 | - | 3,190 | 3,110 | 80 | - |
| 296-6100-911.43-82 | Copier Repair & Maintenance Services | 362 | - | 375 | 375 | 886 | - | (511) |
| 296-6100-911.44-10 | Building Rental | 10,935 | 10,830 | 9,000 | 9,000 | 8,123 | - | 877 |
| 296-6100-911.51-00 | Community Promotion | 264,955 | 175,184 | 241,225 | 391,187 | 118,260 | 93,470 | 179,457 |
| 296-6100-911.52-10 | Insurance | 2,670 | 3,730 | 5,344 | 5,344 | 4,450 | - | 894 |
| 296-6100-911.53-00 | Communications | 225 | 1,011 | 1,140 | 1,140 | 901 | 239 | - |
| 296-6100-911.58-10 | Training & Transportation | 2,836 | 175 | 3,500 | 3,500 | 500 | 298 | 2,702 |
| 296-6100-911.60-10 | Office Supplies | 802 | 395 | 1,487 | 1,487 | 63 | - | 1,424 |
| 296-6100-911.60-20 | POSTAGE | - | 203 | 350 | 350 | - | - | 350 |
| 296-6100-911.61-90 | Non-Capital Equipment | - | - | 18,600 | 18,600 | 4,426 | 1,000 | 13,174 |
| 296-6100-911.62-40 | Planting Materials | 6,798 | 577 | 40,000 | 40,000 | 2,014 | 37,986 | - |
| 296-6100-911.65-00 | Memberships | 513 | 435 | 940 | 940 | 148 | - | 792 |
| 296-6100-911.68-90 | Other Operating Expenses | - | - | 1,250 | 1,250 | - | - | 1,250 |
| 296-6100-980.92-75 | Transfer to Brownfield Redevelopment Authority | 132,940 | 208,118 | 243,700 | 243,700 | 247,631 | - | (3,931) |
| 296-6100-980.96-34 | Facilities Fund | - | - | - | 37,500 | 37,500 | - | - |
| Total Expenditure | | \$ 866,561 | \$ 814,098 | \$ 1,135,771 | \$ 1,368,308 | \$ 841,507 | \$ 273,744 | \$ 253,057 |
| Revenues Over/(Under) Expenditures | | \$ 35,521 | 286,107 | \$ 153,689 | \$ (78,848) | \$ 301,151 | \$ (273,744) | \$ (97,655) |
| Balance Sheet | | | | | | Current | Beginning of Year | |
| Equity in Pooled Cash | Cash Position | | | | | \$ 1,644,704 | 1,083,008 | |
| Current Assets | Current Receivables | | | | | 9,320 | 14,800 | |
| | Unearned Income | | | | | 155,402 | 1,289,460 | |
| Current Liabilities | Current Liabilities | | | | | - | (16,076) | |
| | Encumbrances | | | | | (273,744) | (140,107) | |
| | Uncommitted Budget | | | | | (253,057) | (952,912) | |
| | Estimated Ending Cash Position | \$ 906,009 | 1,083,008 | | | \$ 1,282,625 | \$ 1,278,173 | |
| Expenditure Details | | FY2018 | FY2019 | FY2020 | | | | |
| | | Audited | Unaudited | Adopted | Amended | Actual | Encumbered | Balance |
| Beautification | | | | | | | | |
| 296-2972-463.34-90 | Sanitation Contractual Services | \$ 25,920 | 19,620 | \$ 25,920 | \$ 25,920 | \$ 25,275 | \$ 645 | \$ - |
| 296-6100-911.34-90 | Holiday Décor & Installation | 17,350 | 15,017 | 10,000 | 10,000 | 1,440 | - | 8,560 |
| 296-6100-911.34-90 | Landscape & Maintenance | 55,820 | 193,459 | 188,000 | 225,885 | 208,583 | 58,577 | (41,275) |
| 296-6100-911.34-90 | Snow Removal | 38,250 | 39,678 | 36,500 | 36,500 | 13,564 | 22,999 | (63) |
| 296-6100-911.34-90 | On-Street Bike Racks | 516 | - | 4,000 | 8,000 | - | - | 8,000 |
| 296-6100-911.34-90 | Master Plan/Vision, Art in Public Spaces | - | - | 10,000 | 10,000 | - | - | 10,000 |
| 296-6100-911.62-40 | Planting Materials | 6,798 | 577 | 40,000 | 40,000 | 2,014 | 37,986 | - |
| | Total Beautification | \$ 144,654 | 268,351 | \$ 314,420 | \$ 356,305 | \$ 250,876 | \$ 120,207 | \$ (14,778) |

Development

| | | | | | | | | |
|--------------------|--|------------|---------|------------|------------|------------|-----------|------------|
| 296-6100-911.51-00 | General Marketing (banners, printing, social media) | 10,258 | 10,649 | \$ 35,000 | \$ 35,000 | \$ 4,165 | \$ 1,545 | \$ 29,290 |
| 296-6100-911.51-00 | Branding | 118,371 | 84,932 | 30,000 | 138,262 | 30,968 | 25,997 | 81,297 |
| 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 |
| 296-6100-911.51-00 | Metro Mode / Issue Media | 18,000 | 18,000 | 19,000 | 25,000 | 10,501 | 4,500 | 9,999 |
| 296-6100-911.51-00 | Website, Constant Contacts | 226 | - | 230 | 230 | - | - | 230 |
| 296-6100-911.51-00 | Website Hosting & Domain Registration | 801 | 2,188 | 1,680 | 1,680 | 1,074 | 360 | 246 |
| 296-6100-911.51-00 | Henry Ford Promotion Package | 5,600 | 5,600 | 5,600 | 5,600 | - | 5,600 | - |
| 296-6100-911.51-00 | Community Art Enhancement | - | - | 4,000 | 4,000 | - | - | 4,000 |
| 296-6100-911.51-00 | Art month, Art Spark, Pocket Park Mural, POP-Student | 5,500 | 1,000 | 1,000 | 1,000 | - | - | 1,000 |
| 296-6100-911.51-00 | Fall Promotions | 193 | - | 300 | 300 | 150 | - | 150 |
| 296-6100-911.51-00 | Holiday Promotions, Holly Berry Brunch Program | 16,144 | 13,590 | 14,665 | 14,665 | 14,120 | 300 | 245 |
| 296-6100-911.51-00 | Shop Small Business Saturday | 3,665 | 6,480 | 7,000 | 7,000 | 7,790 | 1,986 | (2,776) |
| 296-6100-911.51-00 | Restaurant week | 17,581 | 1,050 | 16,500 | 31,553 | 28,025 | 21,804 | (18,276) |
| 296-6100-911.51-00 | Tunes at Noon | - | 3,024 | 3,700 | 3,700 | 400 | 2,000 | 1,300 |
| 296-6100-911.51-00 | Friday Nites Concert Series & Winterfest | 32,876 | 8,468 | 38,000 | 38,000 | 6,638 | 5 | 31,357 |
| 296-6100-911.51-00 | Movies In the Park | - | 1,488 | 3,100 | 3,100 | 1,786 | 12 | 1,302 |
| 296-6100-911.51-00 | Ladies Night Out | - | - | 3,400 | 3,400 | - | 302 | 3,098 |
| 296-6100-911.51-00 | Pernennail | - | 360 | 550 | 550 | - | 250 | 300 |
| 296-6100-911.51-00 | Kids Day | 1,457 | 8,945 | 12,500 | 12,500 | - | - | 12,500 |
| 296-6100-911.51-00 | Way Finding | - | - | 10,000 | 10,000 | - | - | 10,000 |
| 296-6100-911.51-00 | Build Institute Program/Entrepreneur | - | - | 10,000 | 10,000 | - | - | 10,000 |
| 296-6110-911.34-90 | Farmer's Market Contractual Services | 16,509 | 13,564 | 20,000 | 20,000 | 15,345 | 3,617 | 1,038 |
| 296-6100-911.34-90 | Building / Business Incentives | - | - | 40,000 | 40,000 | 7,500 | - | 32,500 |
| 296-6100-911.51-00 | Covid Comeback Marketing | - | - | 20,000 | 36,221 | 9,038 | 28,810 | (1,627) |
| 296-6100-911.51-00 | Other Community Development | 4,479 | 798 | - | - | - | - | - |
| | Total Development | \$ 259,784 | 181,837 | \$ 301,225 | \$ 446,761 | \$ 141,105 | \$ 97,088 | \$ 208,568 |

Planning & Administration

| | | | | | | | | |
|--------------------|--|------------|---------|------------|------------|------------|-----------|-----------|
| 296-6100-911.34-90 | Pow Strategies | 128,820 | 95,242 | 193,140 | 193,140 | 137,088 | 52,792 | 3,260 |
| 296-6100-911.34-90 | Communications Manager, Public Relations | 30,064 | 40,680 | 40,000 | 40,000 | 3,900 | 1,537 | 34,563 |
| | Total Directors Expenses | 158,884 | 135,922 | 233,140 | 233,140 | 140,988 | 54,329 | 37,823 |
| various (comment) | Wages & Benefits | 87 | - | - | - | - | - | - |
| various (comment) | Other Office Expenses | 9,277 | 7,585 | 13,536 | 16,726 | 10,458 | 617 | 5,651 |
| 296-6100-911.34-90 | Office Cleaning | - | 975 | 900 | 900 | 400 | 505 | (5) |
| 296-6100-911.44-10 | Building Rental | 10,935 | 10,830 | 9,000 | 9,000 | 8,123 | - | 877 |
| 296-6100-911.61-90 | Non-Capital Equipment (lighting, repairs) | - | - | 18,600 | 23,026 | 4,426 | 1,000 | 17,600 |
| 296-6100-911.68-90 | Other Operating Expenses (utilities) | - | - | 1,250 | 1,250 | - | - | 1,250 |
| 296-6100-980.92-75 | Transfer to Brownfield Redevelopment Authority | 132,940 | 208,118 | 243,700 | 243,700 | 247,631 | - | (3,931) |
| 296-6100-980.96-34 | Facilities Fund-Bryant Library | - | - | - | 37,500 | 37,500 | - | - |
| | Total Planning & Administration | \$ 462,123 | 363,430 | \$ 286,986 | \$ 332,102 | \$ 449,526 | \$ 56,451 | \$ 59,265 |

| | | | | | | | |
|--------------|------------|---------|--------------|--------------|------------|------------|------------|
| Expenditures | \$ 866,561 | 814,098 | \$ 1,135,771 | \$ 1,368,308 | \$ 841,507 | \$ 273,746 | \$ 253,055 |
|--------------|------------|---------|--------------|--------------|------------|------------|------------|

Contractual Services

Community Promotions

Other Operating Expenses

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2021 Event Brochure - EDDDA

Date Adopted:

Motioned by:

Seconded by:

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) | | |
|------------|--|--|

Yes:
 No:
 Abstained:
 Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2021 Event Brochure - WDDDA

Date Adopted:

Motioned by:

Seconded by:

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:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Bike Safety Flyer 2021 - EDDDA

Date Adopted:

Motioned by:

Seconded by:

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:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Bike Safety Flyer 2021 - WDDDA

Date Adopted:

Motioned by:

Seconded by:

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:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

MDA Summer Workshop 2021 - WDDDA

Adopted: April 15, 2021

Motioned by: Directory Audrey Ralko

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: _____ and _____, 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: Vice-Chairperson Mohammed Hider, Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams, Director Karen Nigosian and Director Audrey Ralko.

No:

Abstained:

Absent: Chairperson Sam Abbas and Director Thomas Clark.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

MDA Summer Workshop 2021 - EDDDA

Adopted: April 15, 2021

Motioned by: Director Jay Kruz

Seconded by: Vice-Chairperson Eric Woody

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: _____ and _____; 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 DDAs 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 Mark Guido, Director Jay Kruz, and Director Kamal Turfah.

No:

Abstained:

Absent: Director Janice Cislo, Director Heidi Merino, and Director Mary O'Bryan.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Spring Perennial Exchange 2021 - Amendment II- EDDDA

Date Adopted:

Motioned by:

Seconded by:

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:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Fall Perennial Exchange 2021 - Amendment I - WDDDA

Date Adopted:

Motioned by:

Seconded by:

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:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Open Door Grant Awardees signage - EDDDA

Date Adopted:

Motioned by:

Seconded by:

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:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Open Door Grant Awardees signage - WDDDA

Date Adopted:

Motioned by:

Seconded by:

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:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

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

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

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

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Neighborhood Beautification Project 2021 - EDDDA

Date Adopted:
Motioned by:
Seconded by:

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:
No:
Abstained:
Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

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

Date Adopted:

Motioned by:

Seconded by:

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:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Homage to Black Excellence Budget Reallocation 2020 Amendment II- 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, 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:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Community Mural Project 2021 - EDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The EDDDA and WDDDA recognize the benefit of Marketing and Promoting businesses and activities in the District and how art can create vibrancy and a sense of place; and

WHEREAS: The EDDDA is planning to create a mural on the public parking deck within the district, with the design and installation contingent on approval from the EDDDA, City of Dearborn Design Review Committee and Dearborn City Council; 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 budget has been presented at \$20,000 for this project for the mural project; so let it be

RESOLVED: The EDDDA approves the listed service providers, expending from #297-6100-911-51-00 FYE2021; and, let it be

RESOLVED: The mural design and installation is contingent on final approval from the EDDDA, the City of Dearborn's Design Review Committee and Dearborn City Council; and let it be

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

| Vendor | Purpose | Amount |
|-----------------|-------------------------------|--------|
| Marlo Broughton | mural artist (design & labor) | \$5000 |
| Rozenia Johnson | project mgr. | \$2800 |
| TBD | paints/primer | \$2000 |

| | | |
|-----|---|--------|
| TBD | related supplies/materials (brushes/rollers/tarp, etc.) | \$300 |
| TBD | paint sprayer-Home Depot rental (\$612x2 weeks rental) | \$1224 |
| TBD | rental of scaffolding or lift equipment - Home Depot rental (\$162x4 weeks) | \$648 |
| TBD | Contractor to apply protective sealant/varnish | \$500 |
| TBD | PR/marketing | \$2500 |
| TBD | Educational projects | \$3000 |
| TBD | Acrylastone mural plaque/signage (approx. 8"x10") | \$150 |
| TBD | Contingency | \$878 |

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Music in the Park 2021_Service Providers - Amendment I - 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 |
| TBD | Stage Banner | \$250 |
| Pandora | streaming ads | \$1000 |
| Brendel's | portajohns(split with Silent Disco) | \$1325 |
| TBD | Stage | TBD |
| TBD | Insurance | TBD |

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Silent Disco 2021_Service Providers -Amendment I - 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 \$17,872.82 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:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Connector Streets Medians Water/Sewer FYE 2022

Date Adopted:

Motioned by:

Seconded by:

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:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Wagner Parking Deck Water-Sewer FYE 2021/2022

Date Adopted:

Motioned by:

Seconded by:

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:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Farmers Market 2021_Service Providers_ Amendment I-WDDDA

Date Adopted:

Motioned by:

Seconded by:

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

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

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

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

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

RESOLVED:

1. The WDDDA authorizes the expenditure of the additional listed service providers for a total of \$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:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

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

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 \$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:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Movies in the Park (Wagner Park) 2021 - Amendment I - WDDDA

Date Approved:

Motioned by:

Seconded by:

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

WHEREAS: The WDDDA values programming events and activities to engage the community and grow the economy and still hold this event practicing COVID-19 safety protocols; and

WHEREAS: The WDDDA reviewed a specific budget of \$2,350 for Movies in the Park for 2021 event season and Stardust Theatre Rentals is provided the screen and sound, Swank is providing movie license and Beshara is providing the posters, which the cost of \$100 will be split with EDDDA ; therefore, be it

RESOLVED:

1. That the WDDDA obligates \$2350 in expenditures for the Movies in the Park event for 2021 event season, for one date in June and one date in August, from the Community Promotions Budget account # 296-6100-911-51-00; and
2. That the WDDDA approves the additional expenditure of portajohns from Brendel's at a cost of \$232; and
3. The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA with the vendors listed below for Movies in the Park, subject to review and approval by Corporation Counsel.

| Vendor | Purpose | Amount |
|--------------------------|--|--------------|
| Stardust Theatre Rentals | screen/sound (two dates) | \$ 896.00 |
| Swank | movies/movie license | \$ 830.00 |
| Beshara | posters (qty 100) - \$100 - split with EDDDA | \$50 |
| Brendel's | portajohns - split with DFM and Tunes at Noon | \$232 |

Yes:
No:
Abstained:
Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Platform Dining Amenities- Amendment I - WDDDA

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 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:

No:

Abstained:

Absent:

Application Date 2 / 24 / 21

Business

Name USAF Construction

Property Address 13746 Michigan Avenue

Business Owner Yousaf Mohamed

Business Owner Address 1250 Wyoming St. Dearborn, MI 48120

Business Owner Yousaf Mohamed

Business Owner Phone 313-333-5790 Email usafconstruction@gmail.com

Property Owner Mohammed Ahmed

Property Owner Address 18213 Reed, Melvindale, MI 48122

Property Owner Phone 313-312-7175 Email usafconstruction@gmail.com

Is this business currently located within the DDA District? ☒ Yes ☐ No

Is this business expanding? ☒ Yes ☐ No

Amount of square footage to be added to building The business at 13746 will be an

Is this an existing or a new business? New ☒ Existing extension to USAF Construction located directly above at 13744
1,000 sqft

If relocating, when was this business established? _____

If relocating, please list current address Expanding & Combining 13744 & 13746

Estimated start date of project _____/_____/_____

Estimated completion date of project _____/_____/_____

Total cost of project \$ 40,000 Amount requested \$ 10,000

APPLYING FOR:

- ☐ Level 1 Grant
- ☐ Level 2 Grant
- ☒ Level 3 Grant

By signing this grant application, I understand that grant payment must be personally guaranteed. If my business does not remain open for 6 consecutive months after grant payment, the grant funding must be repaid in full to the DDDAs.

 
Signature of Applicant Date

MANDATORY CHECKLIST

Please submit with your application the following 4 attachments (required):

- ☐ Narrative describing in detail how this project will benefit the DDDA Districts and a description of your project
- ☐ Architectural plans, renderings, sketches or illustrations depicting the work to be performed
- ☐ Breakdown of the costs associated (estimates) with your project. Please include the entire project cost and the amount you are requesting
- ☐ Copy of your company's business plan (Level 2 only)

NOTE: All decisions concerning aspects of the grant application process, including eligibility and/or containing eligibility for grants are within the sole discretion of the DDDA Boards. Incomplete applications will not be reviewed and make sure to retain a copy for your records.

SUBMIT

Please return grant application and supporting documentation to:

Dearborn Downtown Development Authorities
13615 Michigan Avenue, Suite B-2
Dearborn, MI 48126
info@downtowndearborn.org
313-943-3141

For more info about Downtown Dearborn events and projects visit www.downtowndearborn.org.

APPLYING FOR:

- ☐ Level 1 Grant
- ☐ Level 2 Grant
- ☒ Level 3 Grant

By signing this grant application, I understand that grant payment must be personally guaranteed. If my business does not remain open for 6 consecutive months after grant payment, the grant funding must be repaid in full to the DDDAs.

 
Signature of Applicant Date

MANDATORY CHECKLIST

Please submit with your application the following 4 attachments (required):

- ☐ Narrative describing in detail how this project will benefit the DDDA Districts and a description of your project
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- ☐ Breakdown of the costs associated (estimates) with your project. Please include the entire project cost and the amount you are requesting
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313-943-3141

For more info about Downtown Dearborn events and projects visit www.downtowndearborn.org.

Mohamed Ahmed

18213 Reed st

Melvindale, MI 48122

To whom it may concern:

I am fully aware and in support of the work being performed on the unit known as 13746 Michigan ave.
Dearborn, mi 48126

A handwritten signature in cursive script that reads "Mohamed Ahmed". The signature is written in dark ink and is positioned above a solid horizontal line.

Owner Signature



15851 S. US-27, Suite 24
Building 20
Lansing, MI 48906
(517) 489-4314

Where Mid-Michigan goes for signs
www.signarama-lansingeast.com

ESTIMATE

EST-1832

Payment Terms: Customer

Created Date: 4/20/2021

DESCRIPTION: Interior & Exterior Signage

Bill To: Usaf Construction
13744 Michigan Ave
Dearborn, MI 48126
US

Installed: Usaf Construction
Usaf Alhayfi
13744 Michigan Ave
Dearborn, MI 48126
US

Requested By: Usaf Alhayfi
Email: Usafconstruction@gmail.com
Work Phone: (313) 333-5790
Cell Phone: (313) 333-5790

Salesperson: Sam Al-Agbari
Work Phone: 517-489-4314

| NO. | Product Summary | QTY | UNIT PRICE | AMOUNT |
|-----|-----------------|-----|------------|------------|
| 1 | Interior Sign | 1 | \$577.16 | \$577.16 |
| 2 | Exterior Sign | 1 | \$2,938.67 | \$2,938.67 |
| 3 | Install | 1 | \$1,625.00 | \$1,625.00 |
| 4 | Design | 1 | \$185.00 | \$185.00 |
| 5 | Wall Paper | 1 | \$1,891.72 | \$1,891.72 |
| 6 | Permit | 1 | \$250.00 | \$250.00 |

Regarding production of custom signs, this estimate is valid based on information from client about the project requirements. The client is only allowed 2 revisions per order. These changes by the client after proof and quote approval may result in a change to the price of the produced signs. Any changes after the allowed 2 revisions will result in an up-charge per time changed. ALL estimates are valid for 20 Days. And maybe subject to change after.

| | |
|---------------------|------------|
| Subtotal: | \$7,467.55 |
| Taxes: | \$315.15 |
| Grand Total: | \$7,782.70 |

Regarding Installation and onsite services, this quote is for estimation purposes and is not a guarantee of cost for sign services for installation. The Estimate is based on current information from client about the project. For time required to complete the installation. Actual cost may change once project elements are finalized. The client agrees that sign service & repair will add on the cost of ballast, LED lights, lamps, sockets, wiring and other components to restore sign illumination as needed only. Client must request and approve complete replacement of lamps. Client may choose to pay for a site survey wherein we will inspect the sign illumination and will provide an itemized list of replacement components the sign needs. Client is responsible for electric to be brought out to the sign.

Signature: _____ **Date:** _____

CITY OF DEARBORN
COMMERCIAL RENOVATION

ISSUED : 4/09/21
EXPIRES: 10/06/21
RVWD BY: BP

PERMIT NO: 21-00000987

21 00000987 000 000 RENC 00
VALUE: 20000

LOCATION : 13746 MICHIGAN
TENANT : , CREN
PARCEL ID: 82-10-182-27-023
ZONING : BB COMMUNITY BUSINESS

OWNER NAME/ADDRESS
AHMED, MOHAMED
ATTN: MAS HOLDINGS LLC
18213 REED ST
MELVINDALE MI 48122

CONTRACTOR/APPLICANT
USAF CONSTRUCTION
13744 MICHIGAN
DEARBORN MI 48126
PHONE #: 313 333-5790

LIC NO
28343

PLAN CHECK: .00 PERMIT: 275.00 TOTAL: 275.00

ALL WORK TO COMPLY WITH APPLICABLE STATE, LOCAL CODES AND ORDINANCES.
SEPARATE TRADE PERMITS REQUIRED. INTERIOR RENOVATION. USE GROUP
B/III-B. OCCUPANT LOAD 10 PEOPLE. SUBJECT TO FIELD APPROVAL.

FINAL PROJECT INSPECTIONS

| | | | |
|-----------------------|-------|------|-------|
| ELECTRICAL | _____ | DATE | _____ |
| HVAC | _____ | DATE | _____ |
| PLUMBING | _____ | DATE | _____ |
| FIRE DEPT. | _____ | DATE | _____ |
| BUILDING | _____ | DATE | _____ |
| OCCUPANCY APPROVED | _____ | DATE | _____ |

ALL PERMITS AND APPROVED PLANS MUST BE POSTED, VISIBLE FROM THE STREET,
AND ACCESSIBLE TO ALL INSPECTORS AT ALL TIMES DURING CONSTRUCTION

WE WILL PROVIDE YOU WITH THE BEST SERVICE AT THE LOWEST COST!

MHMC Property

Ibrahim Almadrahi Licensed & Insured

21548 Edison St.

Dearborn MI 48126

313-300-8100

MHMC.PROPERTY@GMAIL.COM

Address 13746 Michigan Ave Dearborn MI 48126

1. Install all door hardware
2. Paint all finished products as needed one color
3. Underlayment/Porcelain flooring 800 sqft rear are plywood
4. Install ADA compliant bathroom toilet and sink only
5. Finish carpentry as needed using standard materials
6. Frame rear area as per plan
7. Drywall and Mudd as needed to fill in areas that are needed.
8. Electrical/Networking cables and finish incomplete job
9. Complete reception desk using quartz and aluminum as specified
10. Exterior Sign/Interior Logo

Total cost \$30,000.00

This is an estimate. If agreed upon, customer is liable for any additional “unseen” work that should arise during remodel.

PROPOSAL

A.T. CONSTRUCTION

Great Work, Great service, Great Price

Licensed & Insured

HOME IMPROVEMENTS FROM A-Z

313-610-7440

Alitaha19@yahoo.com

4-14-21

13746 Michigan Ave.

Demolition and trash hauling

Supply and install 2 glass commercial doors

Complete front keypad door lock

Seal interior exposed brick and block

Sheath rear office space 800 sqft

Paint exterior façade, interior rear ceiling and all interior walls

Install porcelain flooring 800 sqft finish grout in front area

Plumbing items to complete are toilet removal and replacement, water distribution, lavatory removal/replacement, bath hardware, and sewer drains up to basement concrete.

Carpentry to include bathroom door installation, trim and base molding through-out.

Frame walls and office as specified on plan

Supply and install 5/8" drywall through-out front/rear area front area needs compounding finish only

Electrical – finish rear area to provide plugs and lighting to all spaces as needed, complete front reception area, networking lines to office and desk areas included (Cat 5E)

Front desk- install file cabinets and counters on knee wall and desk sides

Storefront Sign without lighting

Total cost **\$33,000.00**

To Whom It May Concern:

My name is Yousaf Mohamed and I am the owner of USAF CONSTRUCTION LLC. Our company started and thrived in Dearborn, and we hope it will continue to do so. Our current business address is 13744 Michigan Avenue Dearborn, MI 48126, directly above 13746 which has street frontage. We leased the unit because the USAF logo on a newly altered front would give East Michigan Avenue curb appeal and USAF CONSTRUCTION a face. We plan on doing exterior painting, window enlarging/glass replacement, and designing/erecting a sign with your approval. The remodel will consist of a total gut to the interior partitions to achieve a modern appeal as well as an open layout. Interior lighting will give a nighttime glow to the area (no led strip light will be installed). Furthermore, the joists/beams and interior brick structure will remain to give the image of a construction jobsite. We hope this face-lift will give us more recognition in the community, with our settlement directly across the historic City Hall. We hope the new renovations will benefit USAF and the DDDA district. We are respectfully requesting for the full amount of the Level 3 Grant to help with our renovation costs. All necessary documentation will be enclosed in the packet for your consideration.

Thank you,

Yousaf Mohamed
USAF CONSTRUCTION LLC
OWNER/CEO

Previously completed and ongoing projects on Michigan Ave

Kidcadia-13936 Michigan

Pine Coast-13939 Michigan

Naji Building-13710 Michigan

Harraz Coffee-13810 Michigan

Oasis Café-13210 Michigan

Modern Hijabi-13750 Michigan



INDIGOSHORES CONSULTANT
SERVICES
76550 GRAND PIER, STE. 101
REDFORD, MI 48240
313.904.3953
Email: indigoshores.com

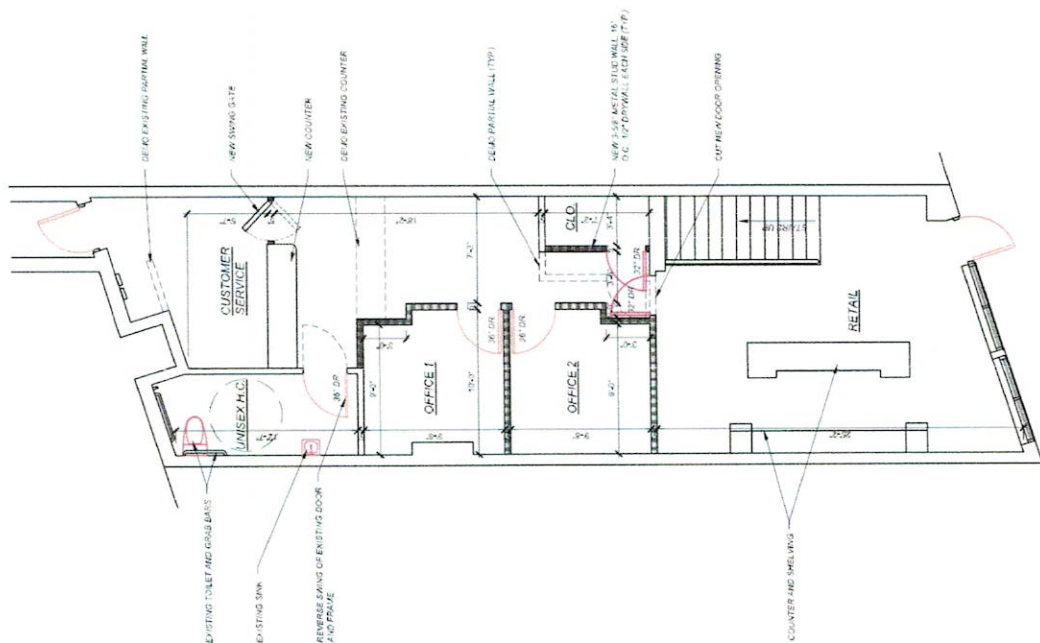
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USAF CONSTRUCTION
13744 MICHIGAN AVENUE
DEARBORN, MICHIGAN 48126

| | |
|-----------|---------|
| PROJECT # | 21-132 |
| DATE | 6/30/21 |
| REV # | |
| SCALE | |
| CHECKED | |
| DRAWN | DAVID |

QUESTIONS

A1



FLOOR PLAN @ 1/4" = 1'-0"



ESTIMATE



Usaf Construction Llc

13746 Michigan Ave, Dearborn, MI
48126, USA
(313) 333-5790

Estimate #: 10850

Date: 3/4/21

USAF CONSTRUCTION LLC

13744 Michigan Ave
Dearborn Mi 48120
usafconstruction@gmail.com
3133335790

| Item | Quantity | Rate | Subtotal |
|--|----------|-------------|-------------|
| Plans/Permits Architectural Plans and City Fees | 1 | \$1,900.00 | \$1,900.00 |
| New Office Remodel Remove existing bronze glass and frame and replace with clear tempered insulated glass with larger openings. Replace glass on front entry door and side light. Cut brick and block and fit new windows. Remove drywall interior and framing. Windows to be replaced on south side of building. Paint exterior surface (existing surface is painted and in bad condition) paint is a better option at this point due to the cost. Install a exterior sign (no lighting). Interior buildout to include office spaces and lobby Floors to be of porcelain 12x24 tile. Infinity commercial doors with side lights New bath remodel Drywall and interior paint with ceilings Run new Electrical work to all points as specified on plans | 1 | \$22,000.00 | \$22,000.00 |
| Signage Exterior and interior logo | 1 | \$5,500.00 | \$5,500.00 |

| | |
|-----------------|-------------|
| Subtotal | \$29,400.00 |
|-----------------|-------------|

| | |
|------------|--------|
| Tax | \$0.00 |
|------------|--------|

| | |
|-------------------|-------------|
| Amount Due | \$29,400.00 |
|-------------------|-------------|

By signing this document the customer agrees to the service and conditions outlined in this document.

Usaf Construction Llc



office

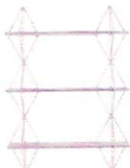




Price valid until: Mar. 15, 2021 at 11:59PM



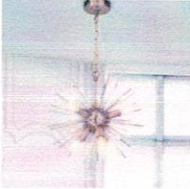
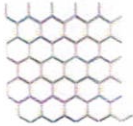


Quote ID: HD100027238207
Created By: Yousaf Mohamed
Created On: Mar. 08, 2021
PO/Job Name:

Yousaf Mohamed
(313)333-5790

USAF CONSTRUCTION LLC
13744 MICHIGAN AVENUE
DEARBORN, MI 48126

Items: **63** Total: **\$2,859.80**

| | Item | How To Get It | Unit Price | Qty | Item Total |
|---|---|----------------------|---------------|-----|------------|
| 1 |  Home Decorators Collection 37 in. H x 27 in. W x 7 in. D Home Decorators Collection Wood and Gold Metal Wall-Mount Bookshelf Model # L175586XX | Shipping FREE | \$139.00/item | 1 | \$139.00 |
| 2 |  StyleWell Gold Metal Wall-Mount Floating Shelf (Set of 2) Model # DW624881HD | Shipping FREE | \$99.00/item | 1 | \$99.00 |
| 3 |  ALOA DECOR Interior Decor Stainless Steel Crystal Firework Chandelier 8-Lights Globe Pendant Ceiling Lighting in Brown Bronze Model # 7008D50BBZ | Shipping FREE | \$146.67/item | 1 | \$146.67 |
| 4 |  Nathan James Theo 73 in. Dark Oak Wood 5-Shelf Wall Mount Ladder Bookcase with Pale Gold Metal Frame Model # 66003 | Shipping FREE | \$153.80/item | 1 | \$153.80 |
| 5 |  LITTON LANE Gold Metal Decorative Vase (Set of 3) Model # 70135 | Shipping FREE | \$207.00/item | 1 | \$207.00 |
| 6 | LITTON LANE Abstract Rectangular Gold Metal Wall Decor, 36 in. x 23 in. Model # 37317 | Shipping FREE | \$67.38/item | 1 | \$67.38 |

| | | | | | | |
|----|---|--|----------------------|---------------|----|----------|
| 7 |  | Bari Cadet Blue Modern Arm Chair Model # 8032-13 | Ship To Store | \$185.48/item | 2 | \$370.96 |
| 8 |  | Flash Furniture Black Leather/Gold Frame Office/Desk Chair Model # GO2286HBKGLD | Ship To Store | \$197.58/item | 1 | \$197.58 |
| 9 |  | ALOA DECOR Interior Decor Sputnik Sphere Chandelier 6-Lights Satellite Pendant Ceiling Lighting in Brown Bronze Model # 7010D40BBZ | Shipping FREE | \$144.52/item | 2 | \$289.04 |
| 10 |  | Jeffrey Court Karats White 10.625 in. x 11.125 in. Hexagon Polished Marble /Gold Metal Floor and Wall Mosaic Tile (0.820 sq. ft./Each) Model # 97937 | Shipping FREE | \$19.99/item | 50 | \$999.50 |
| 11 |  | DANYA B Ava 17 in. Gold Feather Wall Candle Sconces (Set of 2) Model # SF1989S | Shipping FREE | \$68.49/item | 1 | \$68.49 |
| 12 |  | LNC 1-Light Modern Black and Gold Wall Lamp Adjustable Plug-In Industrial Wall Sconce with Swing Arms(2-Pack) Model # AC3469 | Shipping FREE | \$121.38/item | 1 | \$121.38 |

Notes and Description:

| | |
|------------------------------------|-------------------|
| Subtotal | \$2,859.80 |
| Estimated Shipping | - |
| Pick Up In Store | FREE |
| Estimated Express Delivery* | - |
| Sales Tax (determined in checkout) | - |
| Total | \$2,859.80 |



office



Price valid until: Mar. 15, 2021 at 11:59PM

Quote ID: HD100027232284
Created By: Yousaf Mohamed
Created On: Mar. 08, 2021
PO/Job Name:

Yousaf Mohamed
(313)333-5790

USAF CONSTRUCTION LLC
13744 MICHIGAN AVENUE
DEARBORN, MI 48126

Items: **5** Total: **\$1,195.05**

| | Item | How To Get It | Unit Price | Qty | Item Total |
|---|---|---------------|---------------|-----|------------|
| 1 |  Sandusky 600 Series 28.375 in. H x 36 in. W x 19 in. D 2-Drawer Lateral File Cabinet in Black Model # LF6A362-09 | Ship To Store | \$239.01/item | 3 | \$717.03 |
| 2 |  Sandusky 600 Series 28.375 in. H x 36 in. W x 19 in. D 2-Drawer Lateral File Cabinet in Dove Gray Model # LF6A362-05 | Ship To Store | \$239.01/item | 2 | \$478.02 |

Notes and Description:

| | |
|------------------------------------|-------------------|
| Subtotal | \$1,195.05 |
| Estimated Shipping | - |
| Pick Up In Store | FREE |
| Estimated Express Delivery* | - |
| Sales Tax (determined in checkout) | - |
| Total | \$1,195.05 |



office





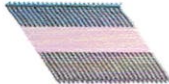
Price valid until: Mar. 15, 2021 at 11:59PM

Quote ID: HD100027206868
Created By: Yousaf Mohamed
Created On: Mar. 08, 2021
PO/Job Name:






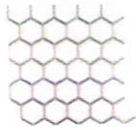

Yousaf Mohamed
(313)333-5790




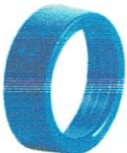
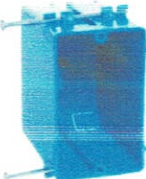

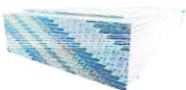

USAF CONSTRUCTION LLC
13744 MICHIGAN AVENUE
DEARBORN, MI 48126

Items: **117** Total: **\$1,820.81**








| | Item | How To Get It | Unit Price | Qty | Item Total |
|---|--|----------------------|--------------|-----|------------|
| 1 |  Halex 3/8 in. Non-Metallic Push-In Connector (10-Pack) Model # 27500 | Shipping FREE | \$4.17/item | 1 | \$4.17 |
| 2 |  Quickie Bulldozer 24 in. Multi-Surface Fiberglass Push Broom Model # 639JSFG | Pick Up In Store | \$19.65/item | 1 | \$19.65 |
| 3 |  RIDGID 2-1/2 in. Locking Accessory Wet Nozzle for Wet/Dry Vacs Model # LA2510 | Pick Up In Store | \$13.97/item | 1 | \$13.97 |
| 4 |  Owens Corning Thermafiber Fire and Sound Guard Unfaced Mineral Wool Insulation Batt 15 in. x 47 in. Model # SG-25-P3--15--47--221 | Pick Up In Store | \$41.92/item | 1 | \$41.92 |
| 5 |  30 Grip-Rite 3 in. x 0.120 in. Paper Collated Smooth Framing Nails (1,000 per Pack) Model # GRP10H1 | Pick Up In Store | \$23.48/item | 1 | \$23.48 |
| 6 | Owens Corning R-13 Pink Kraft Faced Fiberglass Insulation Continuous Roll 15 in. x 32 ft. Model # RF10 | Pick Up In Store | \$15.98/item | 1 | \$15.98 |



| | | | | | | |
|----|---|--|----------------------|--------------|----|----------|
| 7 |  | Commercial Electric 6 in. Aluminum New Construction IC Rated Recessed Can Airtight Housing (6-Pack) Model # CAT7ICATA-6PK | Pick Up In Store | \$37.24/item | 1 | \$37.24 |
| 8 |  | Fernco 3 in. PVC DWV Flexible Cap Model # PQC-103 | Pick Up In Store | \$4.55/item | 1 | \$4.55 |
| 9 |  | Everbilt 8 in. x 34 in. Bright Brass Kick Plate Model # 14300 | Shipping FREE | \$21.98/item | 13 | \$285.74 |
| 10 |  | RACO 4 in. x 2 in. Drawn Handy Electrical Box, Raised Ground Model # 8660 | Pick Up In Store | \$0.99/item | 1 | \$0.99 |
| 11 |  | 1/2 in. x 10 ft. Electric Metallic Tube (EMT) Conduit Model # 853428 | Pick Up In Store | \$4.98/item | 1 | \$4.98 |
| 12 |  | Jeffrey Court Karats White 10.625 in. x 11.125 in. Hexagon Polished Marble /Gold Metal Floor and Wall Mosaic Tile (0.820 sq. ft./Each) Model # 97937 | Pick Up In Store | \$19.99/item | 1 | \$19.99 |
| 13 |  | Ideal Twister Wire Connectors 341 Tan (100 Per Package) Model # 30-341P | Shipping FREE | \$10.47/item | 1 | \$10.47 |
| 14 | | OSI F38 28 fl. oz. VOC Drywall and Panel Adhesive Model # 1498717 | Pick Up In Store | \$5.28/item | 6 | \$31.68 |

| | | | | | | |
|----|---|--|----------------------|--------------|----|----------|
| |  | | | | | |
| 15 |  | LDR Industries 1/2 in. Black Iron MPT Plug Model # 310 P-12 | Pick Up In Store | \$0.75/item | 1 | \$0.75 |
| 16 |  | Hallex 1/2 in. Electrical Metallic Tube (EMT) EMT-to-Box Offset Set-Screw Connector Model # 90371 | Pick Up In Store | \$1.85/item | 1 | \$1.85 |
| 17 |  | Hallex 1/2 in. Electrical Metallic Tube (EMT) Insulating Bushing (4-Pack) Model # 27501 | Shipping FREE | \$0.61/item | 1 | \$0.61 |
| 18 |  | Carlson PVC 1-Gang 20 cu. in. New Work Electrical Outlet Box Model # B120A-UPC | Pick Up In Store | \$0.45/item | 9 | \$4.05 |
| 19 |  | Apollo 1/2 in. x 100 ft. White PEX Pipe Model # APPW10012 | Pick Up In Store | \$28.52/item | 1 | \$28.52 |
| 20 |  | USG Sheetrock Brand 1/2 in. x 4 ft. x 12 ft. Ultralight Panels Model # 14113411712 | Pick Up In Store | \$9.59/item | 16 | \$153.44 |
| 21 |  | Commercial Electric 6 in. Aluminum Recessed Can Light IC New Construction Airtight Housing Model # CAT7ICATA | Express Delivery | \$7.58/item | 2 | \$15.16 |
| 22 | | SharkBite 3/4 in. x 1/2 in. Push-to-Connect Reducing Ball Valve Model # 22973LF | Pick Up In Store | \$20.87/item | 1 | \$20.87 |



| | | | | | | |
|----|---|---|------------------|---------------|----|----------|
| 23 |  | Grabber #6 x 1-1/4 in. Coarse Phillips Bugle Drywall Screw (5 lb.-Pack) Model # 23465 | Pick Up In Store | \$24.97/item | 1 | \$24.97 |
| 24 |  | Halex 1/2 in. Electrical Metallic Tube (EVT) 1-Hole Straps (4-Pack) Model # 96151 | Pick Up In Store | \$0.92/item | 1 | \$0.92 |
| 25 |  | Carlon 1-Gang 18 cu. in. Blue PVC New Work Electrical Switch and Outlet Box Model # B118A | Pick Up In Store | \$0.29/item | 2 | \$0.58 |
| 26 |  | 2 in. x 4 in. x 14 ft. Premium Kiln-Dried Heat Treated Whitewood Dimensional Lumber Model # 161675 | Pick Up In Store | \$12.48/item | 35 | \$436.80 |
| 27 |  | 2 in. x 4 in. x 96 in. Prime Whitewood Stud Model # 058449 | Pick Up In Store | \$5.98/item | 8 | \$47.84 |
| 28 |  | Gardner Bender Graphite Metallic Steel Staples for 12/3 and 10/3 Non-Metallic Cables (100-Pack) Model # MS-175 | Pick Up In Store | \$1.98/item | 1 | \$1.98 |
| 29 |  | Defender Ultra HD 4K (8MP) 4 Channel 1TB DVR Security Camera System with Remote Viewing and 4 Cameras Model # 4K1T4B4V2 | Ship To Store | \$449.99/item | 1 | \$449.99 |
| 30 | | Southwire 250 ft. 14/2 Solid Romex SIMpull CU NM-B W/G Wire Model # 28827455 | Pick Up In Store | \$62.28/item | 1 | \$62.28 |



| | | | | | |
|----|--|------------------|-------------|---|--------|
| 31 | FiberglassBox 4 in. Dia 22-1/2 cu. in. New Work Ceiling Box with Bar | Pick Up In Store | \$3.98/item | 2 | \$7.96 |
|----|--|------------------|-------------|---|--------|



Model # R9350=BHK

| | | | | | |
|----|--|------------------|--------------|---|---------|
| 32 | DIABLO 6 in. 6/12 TPI Demo Demon Nail-Embedded Wood Cutting Reciprocating Saw Blade (15-Pack) | Pick Up In Store | \$34.97/item | 1 | \$34.97 |
|----|--|------------------|--------------|---|---------|



Model # DS0612BW15

| | | | | | |
|----|---|----------------------|-------------|---|--------|
| 33 | Femco 2 in. PVC DWV Flexible Cap | Shipping FREE | \$3.47/item | 1 | \$3.47 |
|----|---|----------------------|-------------|---|--------|



Model # PQC-102

Notes and Description:

| | |
|------------------------------------|-------------------|
| Subtotal | \$1,811.82 |
| Estimated Shipping | - |
| Pick Up In Store | FREE |
| Estimated Express Delivery* | \$8.99 |
| Sales Tax (determined in checkout) | - |
| Total | \$1,820.81 |

ADD TO UNF OFFICE COST

OFFICE PLAN

939841

Statement

TO

USAF

DATE

2/26/21

TERMS

13744 MICHAELAN AVE

DEARBORN, MI

IN ACCOUNT WITH

DAVID ALLEN

26520 GRAND RIVER, STR 101

RICHMOND, MI 48240

PROVIDA FLOOR PLAN LAYOUT
FOR CITY APPROVAL

PAID UPON COMPLETION.

[Signature]

[Signature]

CURRENT

OVER 30 DAYS

OVER 60 DAYS

TOTAL AMOUNT

\$1200.00

To: Design and Economic Vitality Committee

Regular Meeting: April 28 , 2021

From: Steve Deisler

EDDA Open Door Grant Request: USAF Construction - Yousaf Mohamed

Request: The items in bold below refer to the applicants recent grant resubmission.

The applicant is submitting his **application #2** based on comments and conditions requested from the DEV Committee meeting on March 24, 2021.

The DEV Committee requested the applicant address the following and come back for final review in April.

USAF Construction - 17346 Michigan (Yousaf Mohomad)

- **Building Permit: Need to amend permit to apply to all work on 17346 including the exterior window expansion, painting, clarify interior permit status. Interior work is approximately 25%, completed but they have indicated they put work on hold until grant is approved. **Building Permit approved 4/9/21.****
- **Sign Permit: To be submitted with plans. **To Be Submitted to the City, quote attached.****
- **Design Review Committee: No review done, facade was already painted. Does window expansion need review and approval. **Building Permit addressed window expansion.****
- **EDDA Design & Economic Vitality Committee: Applicant must Return to DEV with amended / approved building permit, two additional quotes for building improvements to be completed. sign plan. **Two additional quotes are attached****

Items Below represent Original Grant Application:

Open Door Dearborn Grant Applicant: Mr. Mohamed has applied for the Open Door Dearborn grant program to renovate approximately 1000 sq. ft. of the former Rose Line retail store space at 13746 Michigan in the EDDA district. This is an expansion of their existing office space which is currently located above the proposed first space in the same building. The improvements include interior remodeling and signage / awnings upgrades to support the tenants workspace and exterior facade. The estimated project cost is \$40,000.00. And the grant request is for \$10,000.00.

The applicant is requesting a **Level III** construction grant in the amount of \$10,000. The areas of improvements on the exterior and interior are eligible under the Open Door Grant Guidelines. Mr Mohamed had started construction including the expansion of the storefront window not knowing the Grant requirements but has stopped work until the grant application is reviewed and approved by the EDDA. Approximately 25% of the construction has been completed before work stopped.

Plans / Bids / Specs:

Mr. Mohamed is owner of USAF Construction and plans to be the general contractor. He has provided the construction quotes for the exterior and interior work. He is also the contractor on the Modern Hijabi project next door.

See attached quote in the amount for \$35,400.

According to Mr Mohamed the inside is in very good condition structurally. The changes include:

- Drywalls / painting
- new flooring
- install new lights
- exterior painting
- new bath remodel

New electrical work

-install new tiles above the existing ones

The building plans and grant application are included in the supplemental materials below. A draft resolution will be provided to the EDDA Board pending Design/EV Committee review and action.

DEV Recommendation:

The DEV Committee has the option of 1) denying the request, 2) approving the request of the applicant to apply towards either of the three quotes in the amount of \$2,500.00 (based on the Level #3 grant criteria and total maximum of \$10,000 to any one applicant), or 3) at the discretion of the EDDA, an exception to the guidelines may be granted in the event of special conditions or situations.

Staff recommends the DEV Committee approve a Level III for 10,000 for additional interior construction, interior walls, doors, lighting, ceilings and painting resulting in an amount up to \$10,000.00 to be funded by EDDA contingent upon the remaining work total at least \$20,000 and the EDDA waiving the 3 quote requirement.

To: Design and Economic Vitality Committee

Regular Meeting: April 28, 2021

From: Steve Deisler

EDDA Open Door Grant Request: USAF Construction - Yousaf Mohamed

Request: The items in bold below refer to the applicant's recent grant resubmission.

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2021 Community Mural Project for Dearborn Town Center Parking Deck

Preliminary Budget

(submitted by Rozenia Johnson, Project Manager, April 9, 2021)

| | |
|--|---|
| Marlo Broughton, Mural Artist | \$5000 (design and labor) |
| Rozenia Johnson, Project Management | \$3800 |
| Paints, primer | \$2000 |
| Related supplies/materials (brushes, rollers, tarp, etc) | \$300 |
| Paint Sprayer | \$1224 (\$612 x 2 weeks rental fr Home Depot) |
| Rental of scaffolding or lift equipment | \$648 (\$162 x 4 weeks rental fr Home Depot) |
| Contractor to apply protective sealant/varnish | \$500 |
| PR/Marketing | \$2500 |
| Educational Projects | \$3000 |
| Acrylastone Mural Plaque / Signage (approx. 8x10) | \$150 |
| Contingency for unforeseen costs | \$878 |
| <hr/> | |
| TOTAL | \$20,000 |

2021 Community Mural Project for Dearborn Town Center Parking Deck

PRELIMINARY SCHEDULE

(submitted by Rozenia Johnson, Project Manager April 9, 2021)

***Note:** This preliminary schedule is subject to revisions

- Start Dates based on deposit payment

| | |
|---|---------------------------|
| Draft preliminary schedule | April 8 th |
| Draft preliminary budget | April 8 th |
| Submit Preliminary budget and schedule | April 9 th |
| Submit invoice/paperwork from Artist, Marlo Broughton | April 16 th |
| Submit invoice/paperwork from Project Manager, Rozenia Johnson | April 16 th |
| Secure storage area for supplies/equipment during project | April 17 th |
| Secure <i>Letter of Permission</i> from owner of building | April 26 th |
| Submit PR/Marketing Campaign | May 7 th |
| Submit requests for barriers, permits/requirements etc. | May 21 st |
| Design temporary onsite informational signage <i>(to announce community of pending mural project)</i> | May 22 nd |
| Draft/Submit contracts | May 22 nd |
| Schedule contractor for protective sealant/varnish application <i>(applied after completion of mural; contractor provided by Artist)</i> | May 28 th |
| Begin PR/Marketing <i>(tie in w/Juneteenth Event)</i> | June 12 th |
| Develop educational programs | July 9 th |
| Approve contracts | July 9 th |
| ▪ Purchase supplies/materials | July |
| ▪ Secure rented equipment | July |
| ▪ Deposits rec'd by Artist and Project Manager to begin work | August |
| ▪ Submit design concept | August |
| ▪ Begin work on Mural | August |
| ▪ Purchase permanent Mural plaque/signage | August |
| ▪ Complete work on Mural | August |
| ▪ Administer protective sealant/varnish application | August |
| Dedication/Reception Ceremony ~Install permanent Mural Plaque/Signage (approx. 8 x 10) | August end/begin. of Sept |

**MICHIGAN
DOWNTOWN
ASSOCIATION**



SUMMER WORKSHOP

**Friday, June 4, 2021
8:30 am - 4:00 pm
Virtual Format**

Filler' Up:

**Creating New Places
in Your Empty Spaces**





Wagner Place,
Downtown Dearborn

Filler' Up: Creating New Places in Your Empty Spaces

Filling vacant buildings is challenging and perhaps a downtown manager's most important job. No matter the size of your community or budget, filling the empty spaces in your downtown with viable and sustainable businesses can happen. Learn from Michigan downtown organizations that recently launched an initiative to accommodate affordable housing demands, new trends in office needs, and entrepreneurs eager to begin a retail endeavor. The importance of partnerships, understanding data, and project management will also be discussed in relation to filling vacancies in your downtown.

8:30 am – 8:50 am
A 1

Welcome

*Cristina Sheppard-Decius, Chair,
Michigan Downtown Association*

Legislative Update

Molly LaLone, Chair, Legislative Committee

9:00 am – 10:00 am
B 1

Co-working Spaces, Fad or Future?

The workplace has drastically changed over the last year. People are working from home and Zoom calls are a norm. How can this shift create a new opportunity in your downtown? What are the advantages of a co-working space? Should it be run by the downtown organization or a private business? What are the challenges moving forward with shared office space? Hear from three communities that have a co-working space embedded in downtown and gain insight on what it takes to create and manage a successful co-working space.

*Lindsey J. Dotson, MSARP, Executive Director,
Charlevoix Main Street DDA
Kevin Smith, Co-Owner, Mix Coworking Studio,
Downtown Middleville
Courtney Tarara, Co-Owner, Frontal Lobe,
Downtown Howell*

10:10 am – 11:10 am

A 2

FUNdamentals of Construction Projects

Downtown management staff often sit on the sidelines when big construction projects come to town because they do not understand the process or the language. Learn the construction-speak that will empower you to integrate into the design and build processes. You can be informed and informative so that you are an asset to your business and property owners during what is normally an inspired, yet stressful, time.

*Rob Bacigalupi, AICP, Principal,
Mission North
Molly LaLone, Director, Lake Orion DDA
Doug Schultz, PLA,
Director of Landscape Architecture,
ROWE Professional Services Company*

This session is available for MiPDM credit.

11:20 am – 12:10 pm

B 2

Combating Seasonality by Addressing the "Missing Middle" Housing Crisis

Charlevoix Main Street DDA recently launched a new housing incentive program that grants up to \$25,000 per year-round housing unit created in the downtown. The objectives of the program include fully utilizing downtown properties, reducing underutilized downtown square footage, providing financial assistance to property owners in overcoming the barriers associated with the reuse of historic buildings, promoting the expansion and continued growth of business, and increasing year-round residents and economic activity in the downtown and in Charlevoix.

*Lindsey J. Dotson, MSARP, Executive Director,
Charlevoix Main Street DDA
Steve Schnell, AICP, Charlevoix County
Housing Ready Program Director,
Housing North*

12:10 pm – 12:35 pm

Lunch Break

12:35 pm – 1:10 pm

A 3

MEDC Community Development- What's New?

Recent amendments to the Community Revitalization Program (CRP) and Brownfield Tax Increment Financing (TIF) MSF program guidelines strengthen MEDC's placemaking efforts and guide our work in rebuilding a more equitable and resilient economy for all Michiganders. Hear from Dan Leonard with the Community Assistance Team discuss the updates and how MEDC's technical and financial assistance tools can help implement your community's downtown vision as we focus on economic recovery.

*Dan Leonard, Senior Community Assistance
Specialist, Region 2, Michigan Economic
Development Corporation*

1:20 pm – 2:10 pm
B 3

The Good, The Bad, and The Ugly- Small Town Redevelopment for Rookies Without a Big Budget

In 2019, downtown Sparta, a Michigan community with a population of 4,000, had plenty of vacant buildings, 'opportunities', and nay-sayers. The downtown climate changed when two investors took a leap of faith and, with the help of the DDA, created a retail incubator project. Hear how a crazy idea progressed from concept, to design, to implementation all with a small-town budget, a tiny staff, and plenty of roadblocks. Learn what foundations were needed for success and the pros (and cons!) to consider when going into a partnership between the public and private sector.

*Elizabeth Morse, Sparta DDA Director
Jim & Janet Knauf, Sparta Downtown
Champions & Angel Investors
Rex Baker, Commercial Developer & Small
Business Enthusiast*

2:20 pm – 3:10 pm
A 4

The Covid Impact on Current Retail Trends

Knowledge is power! Join us to gain insights and perspectives focused on retail trends before and during the Covid-19 pandemic. Get your hands on some real data that demonstrates the impacts of the economic crisis on retail for the nation and the State of Michigan. Hear from Sharon Woods as she discusses the latest research, trends, and implications for Michigan's downtowns and merchants. Understanding the latest retail trends can assist downtown managers in future business development efforts and retaining current downtown tenants.

*Sharon Woods, CRE, President,
LandUseUSA | Urban Strategies*

3:10 pm

Closing Remarks

*Dana Walker, Director,
Michigan Downtown Association*

**MICHIGAN
DOWNTOWN
ASSOCIATION**



Strengthening Downtowns



Registration Form for Annual MDA Summer Workshop:

Each attendee must provide the following information. Unique login/call in information will be sent to each attendee via the email listed below. Sessions will be recorded and available to paid attendees. Registrant's information may be changed prior to the Summer Workshop by contacting Dana Walker at the MDA, director@michigandowntowns.com or 248-838-9711.

Name _____

Organization _____

Phone _____ Email _____

Name _____

Organization _____

Phone _____ Email _____

Name _____

Organization _____

Phone _____ Email _____

Registration Fees (use registration form or register online at www.michigandowntowns.com):

MDA Members: **\$50** MDA Non-Members: **\$75** Students w/valid ID: **\$35**

Friend Sponsor: **\$250** (includes four registrations and promotional pieces).

Once payment has been received all registrants will receive a unique email regarding login/call in information for the Summer Workshop. Make checks payable to:

Michigan Downtown Association
P.O. Box 3591 North Branch, MI 48461

Credit card payment available at

www.michigandowntowns.com

or call the MDA at 248-838-9711.

Sorry, no refunds will be offered.

____ Visa ____ MC ____ Dis ____ Amex

Card No. _____

Exp. Date _____ Sec. Code: _____

Name on Card: _____

Signature: _____

Zip Code: _____

Thank You to Our Sponsors:

Partner Sponsor:



Premier Sponsor:



Associate Business Sponsors:



Friend of the MDA:



Founded in 1980, the Michigan Downtown Association is a driving force in the interest and growth of downtowns and communities throughout Michigan. The MDA encourages the development, redevelopment and continuing improvement of Michigan communities and downtowns.

The Mission of the Michigan Downtown Association is to strengthen and sustain downtowns.

MDA's Vision is to be the leader in preserving and enhancing downtowns and their ongoing management.

www.michigandowntowns.com





Downtown Charlevoix



Downtown Middleville





DOWNTOWN DEARBORN PROMOTIONS COMMITTEE MINUTES



April 28, 2021

10 a.m.

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

A. Sponsorship Update

See updated 2021 Sponsorship data sheet.

B. Communications

a. Social Media/Web Report

Helen - Have surpassed our goal of impressions for year. 6.2% engagement rate per impression - higher than industry standard. Less impressions but it means higher engagement for what we post. More sponsored and boosted content as we get into more spring and summer events will build audience. Most popular for March was Dearborn Business Leaders video.

b. Calendar Listings – suggestions for other listings?

Julia - Add The Michigan Chronicle and Radio: 92.3, 97.9, 107.5.

c. Advertising Plan

- General Ads (HFC & WDET radio, Comcast, billboards, bus wraps & internal ads, train station, bathroom stalls, Fairlane Mall, other)

Julia - see if we can wrap some autonomous cars in town.

- Swag (Volunteer tent, swag bag, t-shirt sale, buttons, bumper stickers, volunteer T's, tumbler).

Jean to send Comcast feedback to committee.

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

Did updates, listed those to make calls to, and those to remove.

D. Volunteer Management – Subcommittees Needed:

- Subcommittee Status: Volunteer, Holiday Décor, Beautification, Advertising

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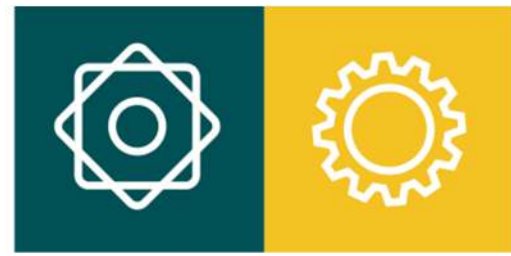
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Exvqhvv#

Mission:

Collaborating to create a vibrant Downtown Dearborn experience for all.



Julie Schaefer helping with Volunteer Committee; Katie for Community Garden; Jay Kruz/Julia Kapilango/Jan Cislo for Beautification.

b. City Beautification Commission Agenda Representation

Renault is city representative for group that offered at last month's meeting to have us come in to discuss beautification plans and work to connect their group with our efforts in both districts. Awaiting word.

c. Communications & Marketing Plan

Call to community to assist in these areas. Have list of press releases for the year.

d. Community Garden Volunteers/Promotions

Healthy Dearborn, Neighborhood Association - Erin Byrns, Dearborn Public Schools, Artspace residents. Have Zoom meeting to launch, and how to sustain. How to roll out and sustain.

e. Memberships – cross promoting/events

Michigan Festivals and Events - call into get cost; MDA, MIFMA, ULI, Arab Museum, Historical Society.

E. 2nd/3rd Quarter Events/Promotions

a. Event Updates/Needs/Decisions

i. Sidewalk Sale

Jean - 12 businesses in East said they would participate - waiting on forms. Will call tomorrow. Julia - artists cleaning space for an indoor/outdoor activity. Provide specific information. Helen - opening Art of Courage? Julia to check with Rozenia.

ii. H2BE - DE & I schedule? Grant?

Building panel for May DE&I. Healthcare, Education and Other Resources is the topic. Julia suggested library be represented. Grant received for technical assistance of \$40,000. Need to know committals and reporting. Board will have to authorize. Cristina stated to provide detail on upcoming DE&I planned for remainder of year. Need to balance with current items on schedule.

iii. Juneteenth

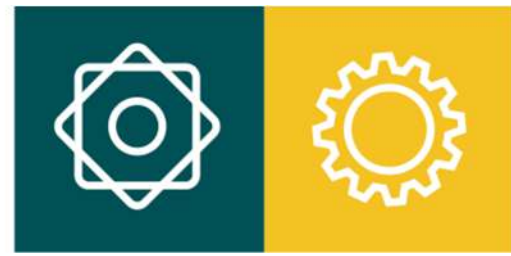
June 19, 2021, 9am - 2 pm.
Sponsorship - impacted by Covid-19.

iv. Healing Arts - details? DDDA role?

Julia spoke to Douglas - Tuesdays, 3 times in summer and one morning sunrise Sunday 6:30am - 7:30am. Drumming circle - bring your own drums.

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v. Other (refer to full schedule)

Edible Wow - Zee the Cook - doing 4 virtual cooking demos. Original was \$1800 for print, new package \$500 and 100% social and web. Jean to get website analytics. Katie - good deal, suggest to do. Eastern Farmers Market - Jean has been unable to get a farmer for market. This vendor can be there the entire season for \$6400. (\$400 a week). Cristina - how do they cross-promote us? Helen stated that they posted on their social media that they were at our market last year. Check for website/newsletter other marketing opportunities.

Ladies Night - 20 businesses on this year plus registered vendors, more coming in. LightRX and Inner Sage for check in.

Movies booked.

Spring Perennial - consider spots to host due to CHP construction.

Julie - Helen will attend social media meeting. 50's, 60's, 70's - Christopher Locke, author. In May - event is listed.

Matthew - May 8 - Imageworks - 4-7 pm socially distance in paintings. Fish Net - art opening May 8. IG registration.

Chamber website - May 6 - 30 min refresher with Davenport University on staying agile. Register. Big events moving to Fall. Janet to put in Chamber events from all chambers in eblasts - mention a source of networking.

b. Restaurant Week - Skip and Stick with Regular Schedule (March 2022)?

If other community events are moving larger events to Fall, may cause too many competing events at same time.

F. Storytelling Time— What's Happening Around Town

U of M-Dearborn Economic Study - didn't get as many businesses as was hoped. Good data and recommendations, some which relate to promotions.

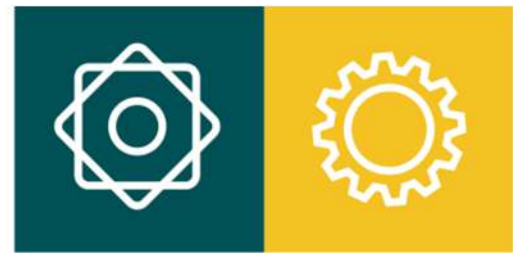
City Council - approved platform dining at last night's meeting. Also amended resolution to add that come winter, structures can be added on top of. Uses bumpers and barricades.

Locations: Noah's, LA Fork and Great Commoner in West and Good Burger in East. Extends sidewalk to allow for outdoor dining. 40 ft. in length. May installation.

Jean sending road closure in for next council meeting. Adjust for summer - do as long weekend closure.

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Jackie - sponsorship - alot of corporate entities due to covid are not supporting in person events. (ie DTE, Comcast, etc.).

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DOWNTOWN DEARBORN EVENT MANAGEMENT NOTES APRIL 2021

REPORT ON RECENT EVENTS

- H2BE:
 - Planning meetings are happening weekly between the last events as well as Social meetings w/ Helen
 - Working on Sponsorship recruitment,
- DE&I Panel Discussions- Consultant- Dr. Robbya Green-Weir
- April 17th: Community Real Estate
 - Had a total of 5 panelists

Helen, provide social media updates.

- Topics, dates, times for Community Forums:
 - May 15: Healthcare, Education & Other Resources
 - Event will run virtually from noon to 1:30p
- Mobility Stroll- Juneteenth - Saturday, June 19th, 2021
 - Consultant- Rozenia Johnson
 - Budget approved by board
 - Had meetings with both Dearborn and Detroit PD's to discuss logistics.
 - Sent the Detroit Special Events Application- Jean & Frank Woods
 - Planning a second meeting with Chief Haddad
 - Jean working on Special Events App for Dearborn
 - Jean created the Vendor application and sent to all for review
 - Sponsorship package has been approved and working on acquiring sponsors
 - Have had several meetings to determine logistics of events
 - Estimated 12 to 15 mile route- Route will begin at City Hall Park, move along Michigan Ave to Roosevelt Park/ Train Station and then shift back to CHP
 - Connect with MDOT, DDot, Smartbus
 - Looking into permits, policing, safety protocols

UPCOMING EVENTS 2021:

-
- Ladies Night Out - May 12, 2021
 - Business letters/invitations to participate were sent out
 - Two separate emails- one to in-district which will be free to participate, and out of district- fee to participate will be \$20.
 - Sponsorship letters have been sent out to all previous sponsors.
 - Steven Bernard is on board w/ Sponsorship
 - Andrea Fitzgerald on board w/Sponsorship
 - Light RX showed interest in sponsorship- will be chatting with them this week.
 - Have 15 registered businesses signups
 - Registration points will be at Inner Sage and Steven Bernard
 - Vendors will be located in Inner Sage, Light RX, and out on grassy area at The Biergarten
 - So far we have 6 vendors- waiting on a few more
 - Task list for assets has been sent to Octane
 - Social graphics, advertisements, and pandora ad are all just about completed. Should have done by the end of this week.
 - Spring Perennial Exchange May 22, 2021
 - Octane completed social and print graphics
 - TH ad has been sent
 - Posters have been sent and getting printed
 - Social graphics have been completed
 - Posters have been distributed between both E & W
 - Yard signs have been obtained.
 - Advertisement quotes have been received from:
 - Arab American National News- \$470 for a 5.333x3 inch ad
 - Times Herald Ad.
 - MIP/ Silent disco
 - Music in the Park - Frank Wood Consultant
 - Every Wednesday from June 2, 9, 16, 23, 30, July 7, 14, 21, 28, August 4, 11, 18 7:30 - 8:30pm
 - Silent East Disco - Bruce Bailey
 - Fridays June 4, 18, July 2, 16, 30, August 13, 27, Sept 10, 24 6pm - 10pm
 -
 - All entertainment has been booked
 - Octane working on graphics
 - Headphones have been booked and secured

- Tunes at Noon
 - All entertainment has been booked.
- DFM
 - Due to the current EO we will have to manage the market similarly as in 2020.
 - Partnered with Inner Sage (previously Yoga Shala)
 - Jamie will hold 45 minute FREE yoga sessions at the market every week
 - No live cooking demos but we have partnered with Zee the Cook this year and she will be hosting 4 virtual classes. Dates TBD
 - No live cooking demos
 - No POP Club Tent
 - Currently working on setting up EBT platform
 - Reaching out to both SPF and WicPF programs to register
 - Registering with DUFBA
 - Have secured advertisements with both
 - Taste the Local Difference
 - Michigan Agritourism Council- Family Farm Fun advertisement placement
 - Email has been sent out to all previous years participants.
 - I cannot secure a farmer, so I've reached out to the Eastern Market Corp to host the market stand again this year.
 - See attached proposal
 - I have worked this into the budget
 - Apprx 20 vendors have sent in their applications
 - Emails to all other vendors was sent out 4 times now
 - Email to MSU ListServ sent
 -
 - All entertainers have been booked.
 - Sponsorship Secured:
 - Beaumont
 - [Andrea Fitzgerald](#)
 - Rotary of Db Hts
 - Glass Academy
 - Invite will also be sent out via
 - social media
 - Website
 - Enewsletter
 - MSU Farmers Market ListServ platform
 - I will begin onsite recruiting in the upcoming weeks
 - Asset tasks will be sent over to Octane next week
- Edible WOW- Digital Marketing Campaign Proposal- See at end for notes:
- Movies in the Park:
 - Movies @ Wagner Park:
 - June 11th The Lion King
 - August 13th Dolittle

- Movies @ CHP
 - July 16th Dora: The Lost City of Gold
 - September 3rd My Spy
-
- East Sidewalk Sale
 - Have sent out vendor application
 - Have 1 response
 - Jean went and talked to multiple businesses owners and got verbal confirmation from approx 12.
 - Octane working on socials, graphics, etc.

EDIBLE WOW; DFM DIGITAL CAMPAIGN OPPORTUNITY

Good morning Jean,

Thank you again for taking the time to chat the other day. Although Dearborn may not be advertising in the printed version of edible WOW, I'd like to offer the following in digital and social media packages for \$500.00

1 year front page banner on the edible WOW website, value \$1400.00

Quarterly notation in the edible WOW newsletter of the Dearborn Farmers Market or a Dearborn business after the Market season. Value \$1200.00

3 Virtual cooking demos to highlight the Dearborn Farmers Market and your vendors. This video can be streamed on your Facebook page along with the edible WOW Facebook page.

A feature story in the July edible WOW news letter written by Jean Smith.

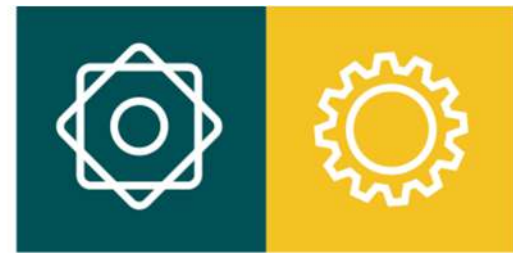
Any and all Dearborn Market or a Dearborn business noted in the edible WOW calendar of events.

Warmest regards,

Robb



DOWNTOWN DEARBORN DESIGN/EV COMMITTEE MINUTES



Join Zoom Meeting

https://us02zoom.us/j/8656578897?pwd=QkQ0Y0VH4wWgKQYpZnQ4gF<ql>3<P_hhwtrj_IG=656_578_897Sdvzrug=598656Gldoe|_rxuafdwtrq_.4_645_959_9:<<XV_FkLfdr,.4<5<538_93<<XV_Qhz_\run,P_hhwtrj_IG=656_578_897_Mr_hel_Vnlsh_truExvhrhxr=

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April 28, 2021

2 p.m.

Attendees: Yusaf (USAF Construction), Ben Motyl (SmithGroup), Kelly Burks (SmithGroup), Mike Kirk, Steve Deisler, Jeff Watson, Cristina Sheppard-Decius, Steve Horstman, Hassan Sheikh, Thomas Clark, and Janet Bloom.

| AGENDA ITEMS | TASKS/ACTIONS | ASSIGNMENTS |
|------------------------------|---|---|
| A. Open Door Dearborn | <ul style="list-style-type: none"> SG Block Renderings/Design Applicant: USAF Construction | <ul style="list-style-type: none"> -Block Renderings/Budget – presentation by Ben and Kelly on drawings of block suggestions and discuss key strategies. -Connect with Muirhead Owners - New possible applicants - Tenant moving into Bailey's; same owner. |
| B. 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 - Steve - received back yesterday. Broader presentation at next meeting. Overall businesses better than last year. |
| 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"> Design Manual: Lighting & Signage | <ul style="list-style-type: none"> -2nd Round Bid Release for Tree Wells -Draft Outdoor Use Ordinance amendment(s) - Jeff - how to get businesses onboard to outdoor dining. Look at doing annual permit and how that impact city ordinances. Allow those who have current |

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| | | |
|--|---|---|
| | | <p>permit, would allow extension past June.</p> <p>-Platform dining approved at City Council meeting last night. 3 in West and 1 in East. Not ordering until agreements signed.</p> <p>-Participation agreements</p> |
| D. Business Assistance Team | <ul style="list-style-type: none"> BAT Live | <p>2021 Schedule & Outline - Doing 30 minute soft run of Facebook live event. DDDA staff - introductions/answer questions. Monthly. Fun and interactive. April 2021 first one.</p> |
| 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 | <p>-Bike Lane Flyer</p> <p>-Bike/Scooter Update - Steve - met with Byrd and Spin. Efficient programs. Reviewing how to tie in scooters with bike program. Cooperative contract will be an option. Looking at Mogo in Detroit, too.</p> <p>-Bike Flyer is getting completed and should be ready in a couple weeks.</p> |
| 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 | <p>-Kick off on hold until Vision Plan completed</p> <p>-Determine POP Location</p> <p>-Art Asphalt Grant due 4/30 - Emmajean and Cristina working together. Need to verify location with Steve Horstman. Need any photos or renderings for that area and existing conditions of site - send today. Grant is</p> |

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|-----------------------------------|--|--|
| | | <p>\$25k. We project total cost of \$40K with four locations selected: Dix/Vernor, 1 in EDDDA, and West Village Dr. and Monroe crosswalks in West. All are crosswalk art except Dix/Vernon - public plaza. Need sponsor support - Emmajeane will help with.</p> <p>-Review 2021 EDDDA Mural Project Outline - looking to get more detail by next meeting. Site proposed is complicated -would require DRC review and City Council approval. Jeff - potential that mural could go up and then a building covers it up. Have looked at Blick wall, railway overpass east of Oakman. Emmajeane could also do a POP art project this summer.</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) | <p>-Schedule Roundtable with Webinar Series</p> <p>-New Occupancy Report</p> <p>-Content for FBC marketing piece (started)</p> <p>-Development Sites: CBRE Contract</p> <p>Steve - property database - 80-90% complete; can still work on even during Michigan Main Street application process.</p> <p>-need to tighten process of what is going on with properties - info. sharing. - figure out proper process.</p> |

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| | | |
|------------------------------|---|---|
| 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 -CHP - wrap up work by end of May. Utility work going on. Need As Built survey done and sent to landscape designers. -Remove rose bushes to then add cement to give space for tables and chairs. -Community garden progressing - looking at two sites. Mike provided maps for private vs. public space. |
| I. Beautification | <ul style="list-style-type: none"> EDDDA landscaping | <ul style="list-style-type: none"> -WH Canon Punchlist |

USAF Construction: motioned by Jeff Watson, seconded by Mike Kirk. No conditions requested.
 Did ask to see signage though not part of grant.
 Vote: Mike Kirk – Yes, Jeff Watson- Yes, Tom Clark – Yes.
 Motion passes.

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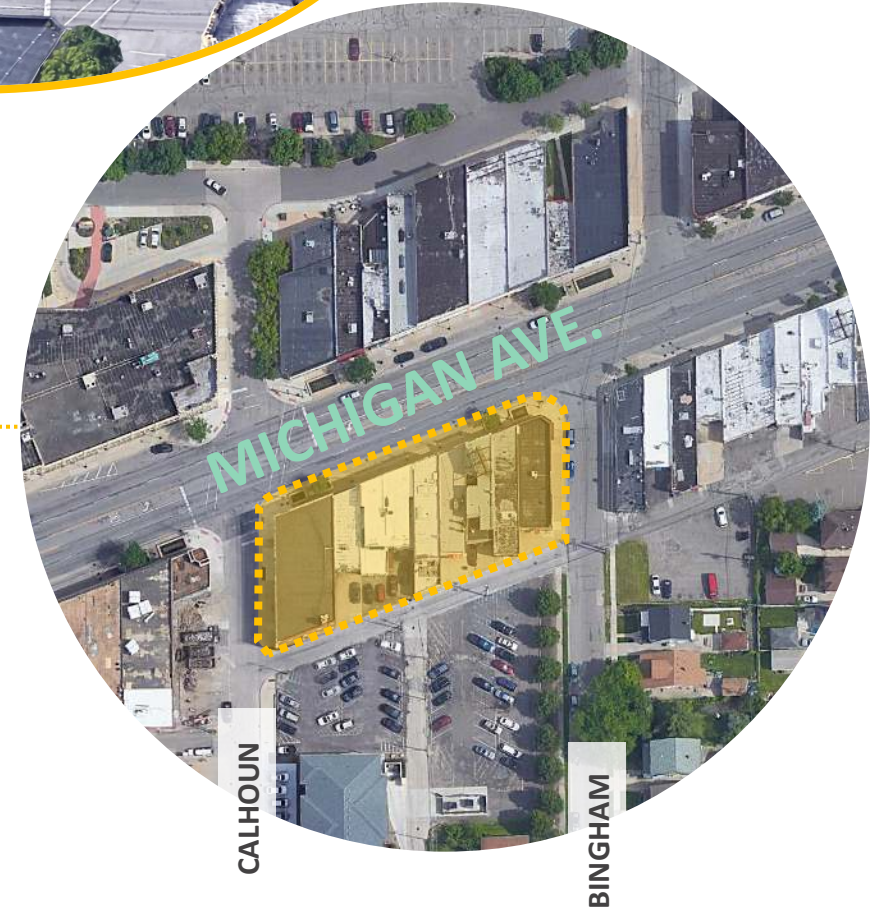
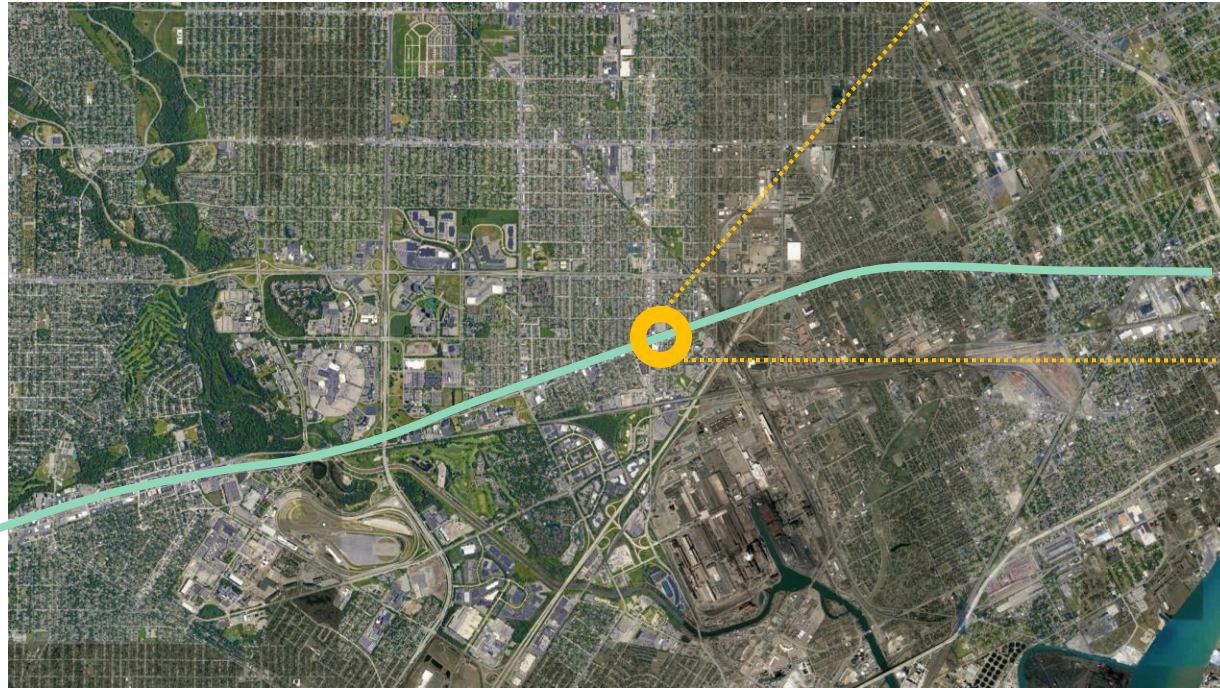


DEARBORN FAÇADE

CONCEPTUAL DESIGN STUDY

LOCATION

WHAT IS THIS PLAN AND WHO IS IT FOR?



REQUIREMENTS/DESIGN GUIDELINES

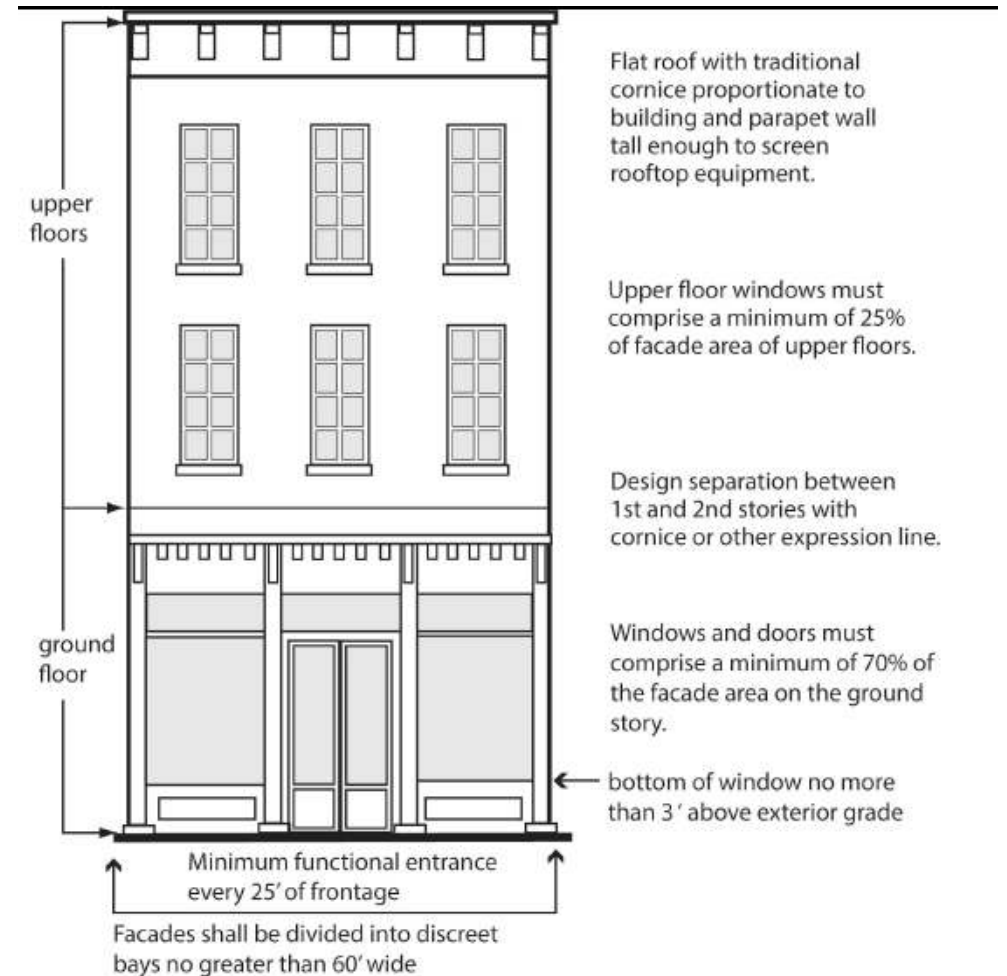
FORM-BASED CODE (WEST CURRENTLY) + DOWNTOWN DESIGN GUIDELINES

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

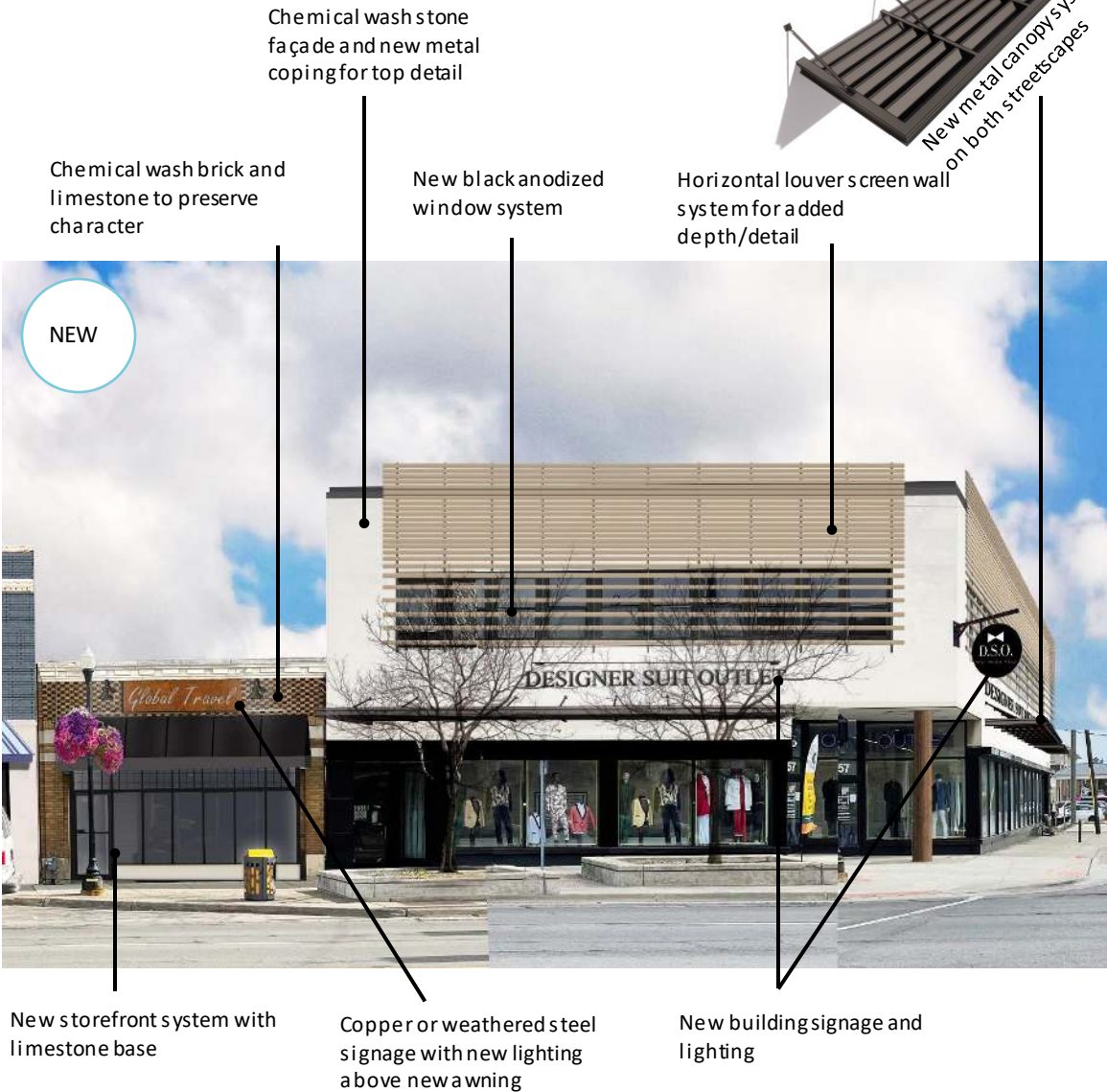
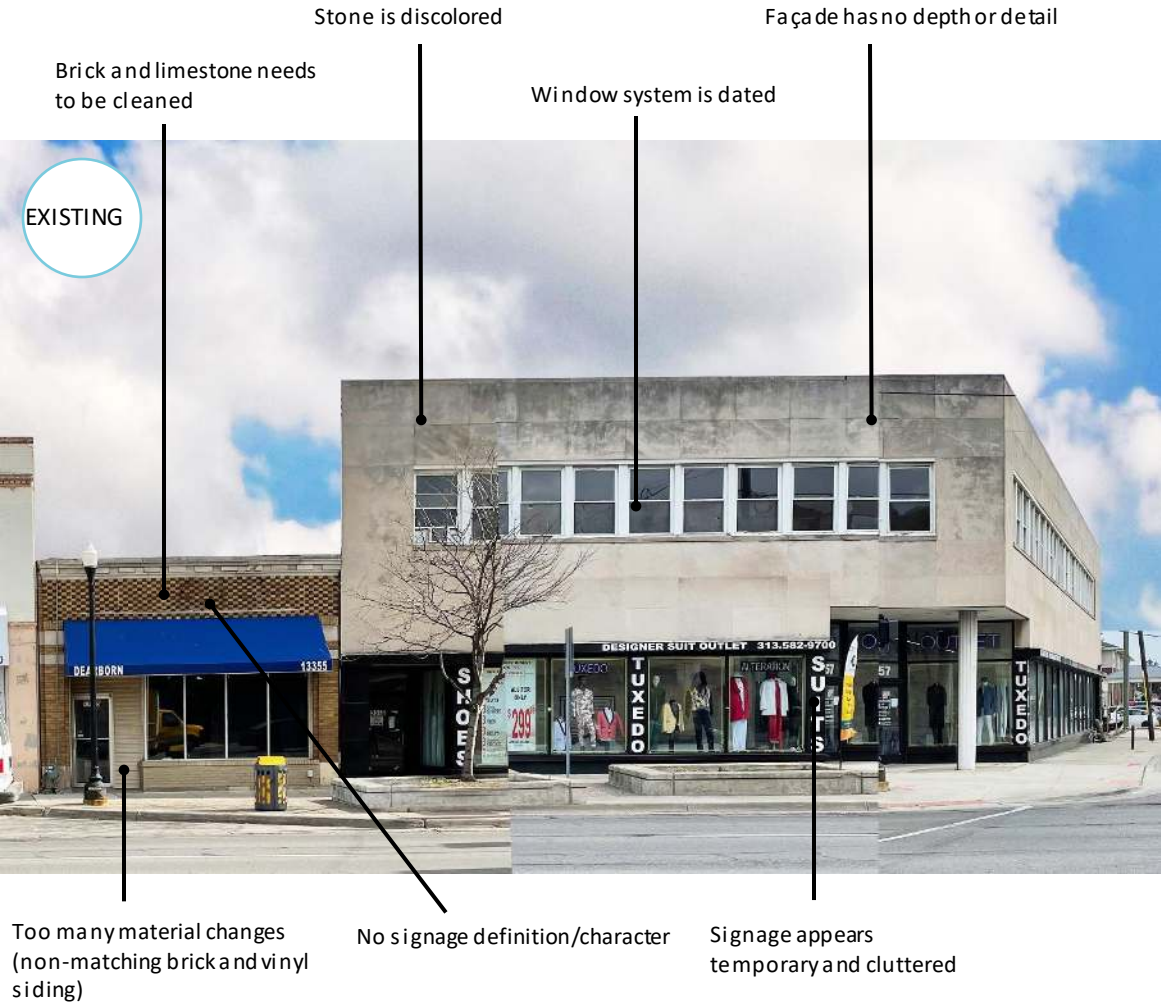


UPDATED



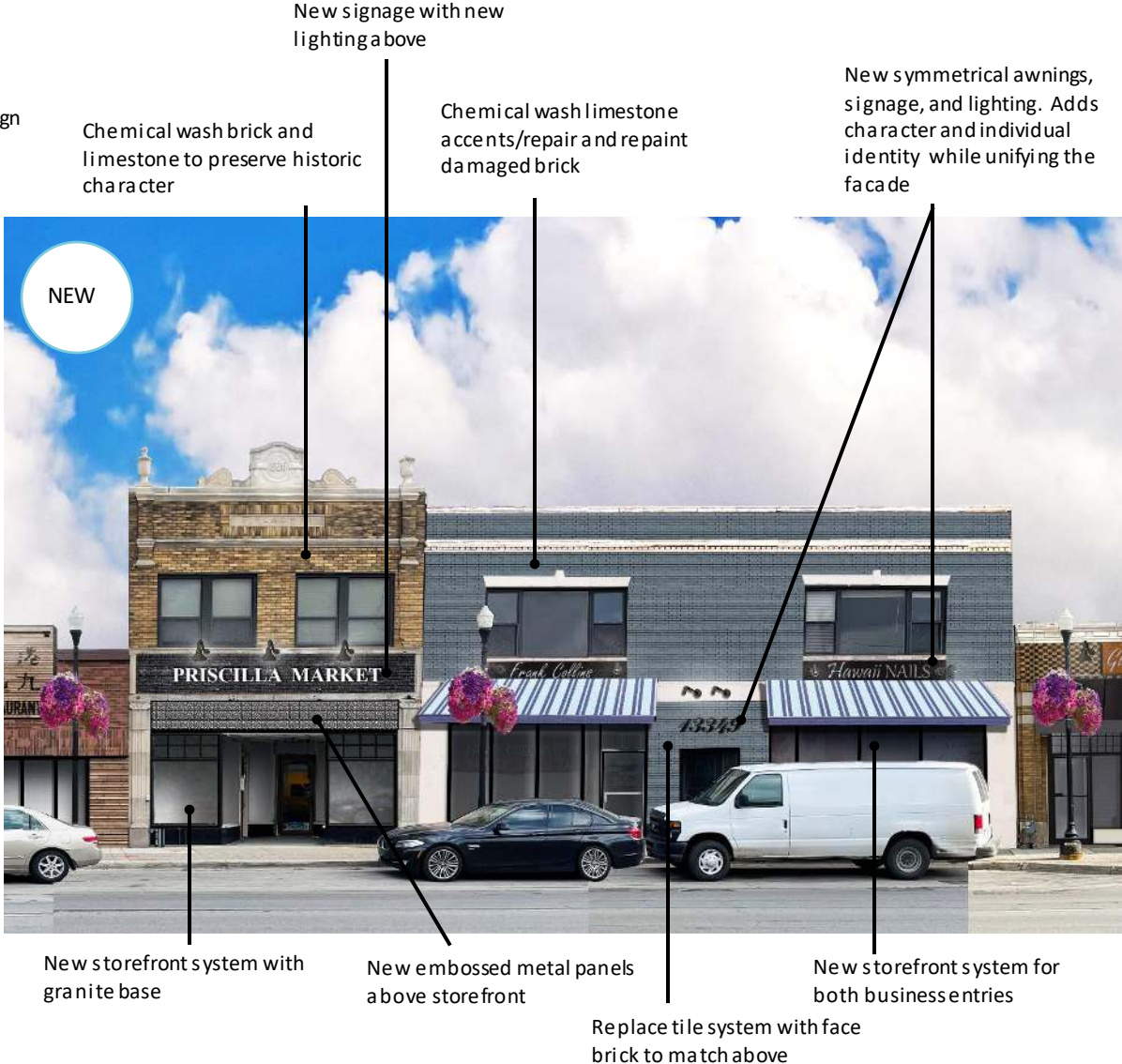
FAÇADE ENLARGEMENT

DESIGNER SUIT OUTLET/GLOBAL TRAVEL



FAÇADE ENLARGEMENT

FRED COLLINS/HAWAII NAILS/PRISCILLA MARKET



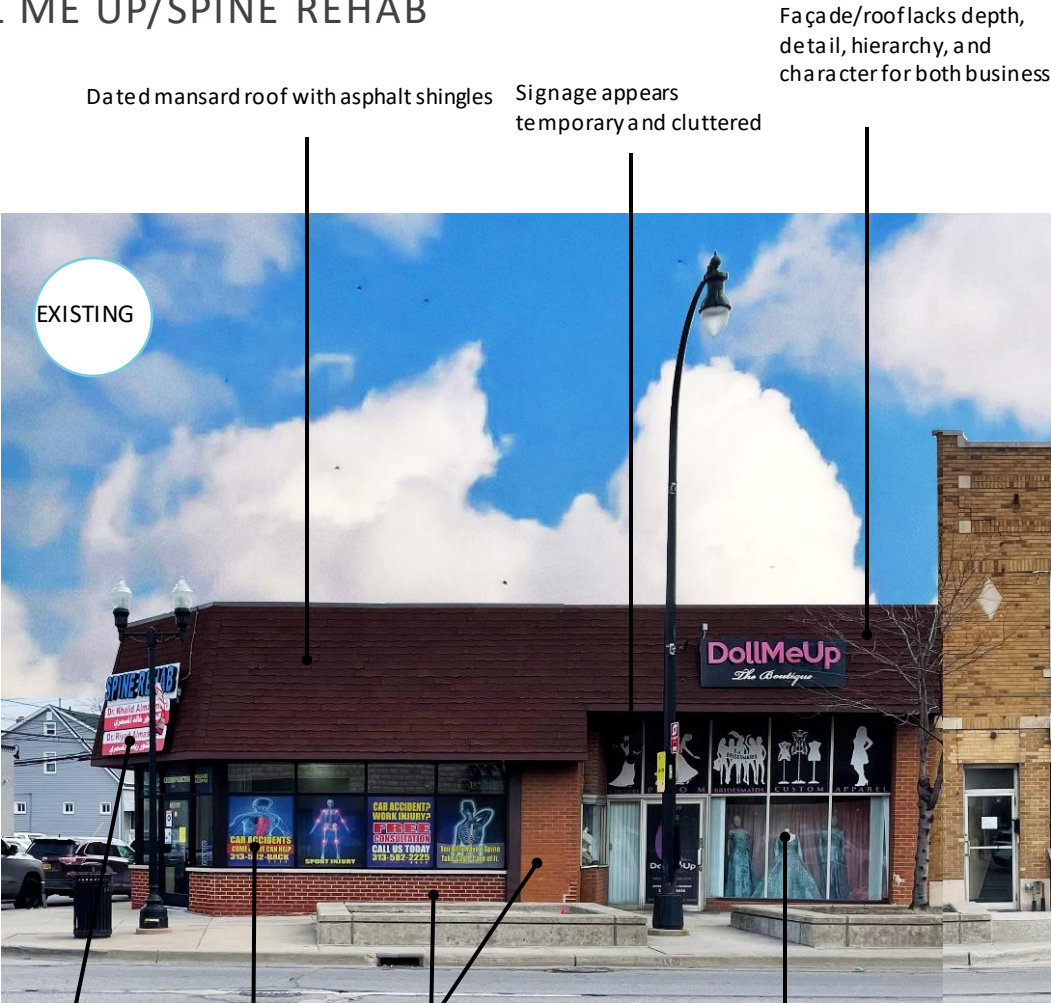
FAÇADE ENLARGEMENT

KONG KOW RESTAURANT/KING HAIR SALON



FAÇADE ENLARGEMENT

DOLL ME UP/SPINE REHAB



- Dated mansard roof with asphalt shingles
- Signage appears temporary and cluttered
- Façade/roof lacks depth, detail, hierarchy, and character for both businesses
- Signage doesn't meet new design guidelines
- Multiple brick colors that lack unity
- Dated aluminum storefront system
- Signage appears temporary and cluttered



- New signage with lighting
- Vertical metal panel system at a varied height to cover mansard roof; creates hierarchy
- New signage with lighting; Accent color of metal panel for hierarchy
- Stucco system at a varied height to cover mansard roof. Make proud of adjacent system; creates hierarchy
- New storefront system with granite base
- Remove glazing signage
- New storefront system with archways for added detail, vision, and clarity
- New metal canopy system on both streetscapes

FAÇADE COMPARISON

EXISTING



UPDATED



MATERIALS

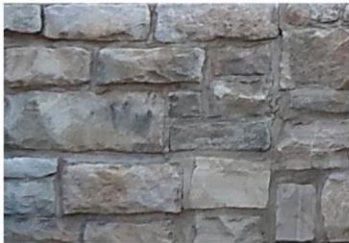
Primary: Masonry Brick

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.



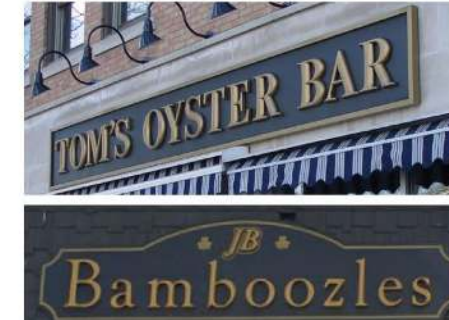
SIGNAGE

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



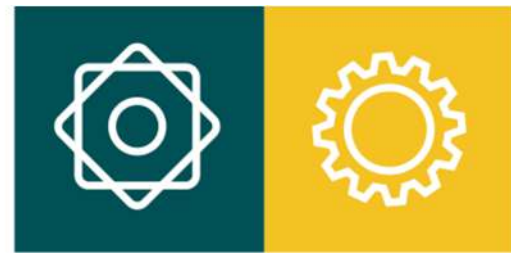
EDDDA FAÇADE STUDY BLOCK

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



DOWNTOWN DEARBORN STEERING COMMITTEE MINUTES



May 12, 2021

9 a.m.

Attendees: Mike Kirk, Jackie Lovejoy, Mark Guido, Peggy Richard (left at 10am), Kari Woloszyk, Steve Deisler, Jeff Lynch (left at 10am), Hassan Sheikh, Cristina Sheppard-Decius, and Janet Bloom.

I. Main Street Meeting Recap, Observations

Meeting went well. Both districts had signed a MOU for this project. Need to point out that it is a cyclical issue of DDDA funds (West had less than East when paying off parking decks; currently East has less funds due to brownfield payback).

Concerned about the Diversity, Equity and Inclusion issues that were raised. Email sent prior to meeting but not addressed within meeting.

Suggest to set up a special board meeting for East to discuss.

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

a. Letters of Support – Demonstrate the Buy-In

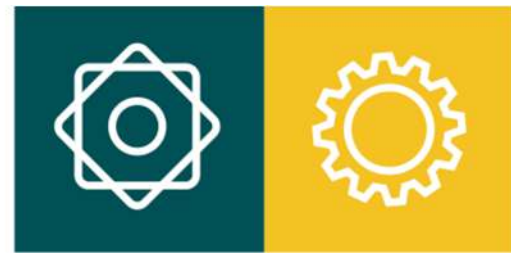
- i. Need small business/downtown letters - do have lots from large corporations and organizations, but need more small business and downtown businesses. Cristina requests to see if each person can get 2-3 per committee member. Have Manno Clothing only. Mike Kirk - will speak to Karen Nigosian and Thomas Clark. Peggy will get from Glass Academy and Spa. Jackie - will reach out to Moe Hider, Sam Abbas, and Downey Brewing. Steve Deisler - reach out to Open Door grant recipients. Cristina will send out to both boards again.
- ii. Need list of participating businesses from events/promotions
- iii. Sponsor list/Pledges/Historical - Steve requested to touch base with sponsors for letters.

b. Application Items In- Progress

- i. Historic Story/Mapping - Steve - have maps and information on Redevelopment Ready program
- ii. Demographics
- iii. Master Plan - received summary from city

Mission:

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iv. Our Main Goals & Why We Need Main Street

Steve suggests to address the issues that were brought up about EDDDA concerns.

v. Demonstrate DDI/How it Will Work/Phases

vi. Biggest Challenges

1. East/West Connection
2. COVID Impact on Economy
3. Volunteerism

vii. Mapping/Inventory/Areas where we need help

Peggy - Signage, materials, programming - unites districts together.

Mark - Main Street Program gives us resources to use and help us be efficient in our efforts. List our why's.

c. Update Communications Plan – Growth Phases

Cristina will structure so it is done in phases. Reviewed Communication Matrix.

East/West Connection: cross marketing with residents, for businesses - drawing more people regionally and East/West. Boards - increase business. Mark -

autonomy and role of boards. Participants - increased activity. Volunteers - community and colleges and universities are good resources for volunteers.

Work on issues today and round out more at the next meeting. Need to include economic study. Covid economic impact: inability to hire people. Jackie - a lot of students are taking summers off due to receiving stimulus. Volunteers have reduced due to Covid. They don't have extra time to give now. Residents - leaned to eCommerce so local businesses are missing out. Volunteers - apprehension of covid so not volunteering for programs. Looking to diversify events - ie around Ramadan. Steve - Zoom has helped increase involvement.

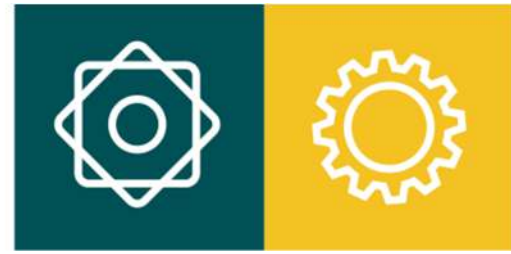
d. Update Budget – How the Two Will/Are Combined

e. Video/Presentation - how do we want to do? Showcase representatives in video and introduce our supports; Mike liked the Chamber videos - well done, a quick paced. Peggy/Megan also have videos we can look at. Cristina will reach out to CDTV for additional resources. Show good and potential areas to address.

- i. Why you want it
- ii. How Main Street Can Help

Mission:

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III. Next Steps for DDI Creation

- a. Vision Plan – in review/edit phase
Steve and Cristina still reviewing and make it digestible.
- b. Service Agreement –waiting to complete MS application before digging in on this item

Work via social media with organizations who have good following.

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

**DDDA BOARD OF DIRECTORS
ADOPTED RESOLUTIONS
APRIL 2021**

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Commandant's Quarters Marquee Repair/Partnership - WDDDA

Date Adopted: April 15, 2021

Motioned by: Vice Chairperson Mohammed Hider

Seconded by: Director Jackie Lovejoy

WHEREAS: The WDDDA and EDDDA promote and market Downtown Dearborn to consumers to improve the economy of the districts; and

WHEREAS: The Commandant's Quarters Marquee is in need of repair and the Dearborn Historical Museum management has offered the WDDDA monthly use of listing WDDDA district events in partnership for assisting in the cost of repair of the digital sign; and

WHEREAS: The cost of the repair that WDDDA is covering is \$1475; therefore, be it

RESOLVED: The WDDDA approves an expenditure not to exceed \$1475 from General Marketing Fund account #296-6100-911-51-00, payable to the Dearborn Historical Museum for the partial costs of the repair of the Commandant's Quarters Marquee sign; and further be it

RESOLVED: The Manager of the DDDAs is authorized to execute a contract on behalf of the WDDDA with the Dearborn Historical Museum for this repair, subject to review and approval by Corporation Counsel.

Yes: Vice-Chairperson Mohammed Hider, Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams, Director Karen Nigosian and Director Audrey Ralko.

No:

Abstained:

Absent: Chairperson Sam Abbas and Director Thomas Clark.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Courtyard Community Garden - EDDDA

Date Adopted: April 15, 2021

Motioned by: Director Jay Kruz

Seconded by: Vice Chairperson Eric Woody

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) recognizes the benefit of Marketing and Promoting 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 Executive Committee has recommended coordinating a Community Garden 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 \$1000 to CWO Farms who will:

1. Clean and prepare the grow space at the southwest corner of Michigan Avenue and Schaefer Road;
2. Complete soil refreshing (compost) and woodchips;
3. Create the layout of the Starburst design, purchase and install plantings of vegetables/flowers/herbs;
4. Maintain the garden during the grow season of April 15 - October 15; therefore, let it be

RESOLVED: That the EDDDA obligates \$1000 to CWO Farms for the Courtyard Community Garden from the Community Promotions Budget # 297-6100-911-51-00 for 2021; 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 Mark Guido, Director Jay Kruz, and Director Kamal Turfah.

No:

Abstained:

Absent: Director Janice Cislo, Director Heidi Merino, and Director Mary O'Bryan.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Farmers Market 2021_Service Providers_ WDDDA

Date Adopted: April 15, 2021

Motioned by: Mayor Jack O'Reilly

Seconded by: Director John McWilliams

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 recommends 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 at \$2550 for 2021, increasing \$50; and shelving and bins need to be purchased for the storage area and expending from Farmers Market budget line item account # 296-6110-911-34-90; so let it be

RESOLVED:

1. The WDDDA authorizes the expenditure of an additional \$50 for entertainment to the listed service providers for a total of \$2550 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 performers listed below for the Farmers & Artisans, 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 - entertainment | \$600 |
| 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 |

Yes: Vice-Chairperson Mohammed Hider, Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams, Director Karen Nigosian and Director Audrey Ralko.

No:

Abstained:

Absent: Chairperson Sam Abbas and Director Thomas Clark.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

FYE2022-24 BUDGET APPROVAL

Date Adopted: April 15, 2021

Motioned by: Director Kamal Turfah

Seconded by: Director Jay Kruz

WHEREAS: The Executive Director/Manager of the East Dearborn Downtown Development Authority (EDDDA) is required by Public Act 57 to prepare and submit an operating budget for the EDDDA to approve each year and submit to City Council; and

WHEREAS: The EDDDA has reviewed a 3-year budget for FYE2022-24 as submitted by the Manager of the DDDA; therefore, let it be

RESOLVED: That the EDDDA approves submitting to City Council the FYE2022-24 budget as presented by the Manager of the DDDA.

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

No:

Abstained:

Absent: Director Janice Cislo, Director Heidi Merino, and Director Mary O'Bryan.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

FYE2022-24 BUDGET APPROVAL

Date Adopted: April 15, 2021

Motioned by: Vice Chairperson Mohammed Hider

Seconded by: Secretary-Treasurer Jeff Lynch

WHEREAS: The Executive Director/Manager of the West Dearborn Downtown Development Authority (WDDDA) is required by Public Act 57 to prepare and submit an operating budget for the WDDDA to approve each year and submit to City Council; and

WHEREAS: The WDDDA has reviewed a 3-year budget for FYE2022-24 as submitted by the Manager of the DDDA; therefore, let it be

RESOLVED: That the WDDDA approves submitting to City Council the FYE2022-24 budget as presented by the Manager of the DDDA.

Yes: Vice-Chairperson Mohammed Hider, Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams, Director Karen Nigosian and Director Audrey Ralko.

No:

Abstained:

Absent: Chairperson Sam Abbas and Director Thomas Clark.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

WH Canon Landscape/Maintenance Contract 2021- Amendment I

Date Adopted: April 15, 2021

Motioned by: Vice Chairperson Eric Woody

Seconded by: Director Kamal Turfah

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) wishes to advocate and promote a clean, safe and attractive downtown; and

WHEREAS: A competitive proposal process for landscaping and outdoor maintenance services was performed by the City of Dearborn Purchasing Office on behalf of the EDDDA; and

WHEREAS: WH Canon submitted the most responsive and responsible bid for services which include: landscaping, maintenance, litter/debris/graffiti removal, materials and décor/banner installation and takedown; and

WHEREAS: The EDDDA authorized a two-year contract of \$130,000 per year (**\$98,480** base services at \$32 per man hour and \$30,000 for additional materials/services) with WH Canon starting April 1, 2018, with four one-year renewals; and

WHEREAS: It was approved to increase the number of litter pick-ups per week from one to 2.5 days per week at an additional cost of **\$4500** annually to the base services in 2020 and the EDDDA wishes to continue this additional service; and

WHEREAS: A budget of **\$15,000** for additional plant materials/services was approved for the district for 2020 in which some services were not completed, therefore, the EDDDA wishes to continue with these additional materials, including, but not limited to:

- re-topsoil and replace/reinstall perennials in the large planter wells;
- Replacement trees for Michigan Avenue;
- Hanging baskets on Schaefer
- Planter beds in parking lots and key focal points

- Holiday greens for Michigan Avenue raised planter wells; and

WHEREAS: It was recommended to annually powerwash the sidewalks in spring at no additional cost, and since the service was not rendered in 2020, two power washings will be performed in 2021; and

WHEREAS: Sixteen additional planter pots will be added by the EDDDA along Schaefer Road with soil and plants and three seasonal material changes provided by WH Canon up to **\$4800**; and

WHEREAS: The following special conditions will be applied to the contract with WH Canon for April 1, 2021-March 31, 2022:

1. A three-strike rule performance review with the option for the EDDDA to terminate the contract after three strikes. If the contract is terminated, WH Canon will continue to provide services until another service provider is retained.
2. WH Canon must notify DDDA Office each time service is being performed per week to better track quality of work.
3. Streetpole power assessment will be performed in the summer to allow for adequate time for DTE to address any power issues for upcoming holiday décor installation.
4. WH Canon to provide a map of banner arms and needs assessment for fixing or replacements, as well as inventory.
5. EDDDA to provide a new and improved GIS map with landscape and litter areas defined.
6. EDDDA and WH Canon to conduct a walk-through of the area to pinpoint issues and continue to educate WH Canon team on expectations.
7. Clarification in contract for sweeping curblines.
8. WH Canon will perform one additional power washing from the 2020 contract not completed in the 2021 contract; and

WHEREAS: A portion of these funds, totaling \$9000, are expended under the Special Assessing District (SAD) fund which is payable by the Department of Public Works (DPW);

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 including maintenance within the district; and

WHEREAS: The EDDDA authorized the second of four options to renew the landscape and maintenance contract including special conditions with WH Canon starting April 1, 2021-March 31, 2022, at a base rate of \$102,980 annually plus \$19,800 for additional materials/services;

WHEREAS: **WH Canon provided a proposal to have a four trees removed in the alleyway off Schaefer Road to facilitate a DTE project currently in progress for \$4000; and**

WHEREAS: **WH Canon provided a proposal to install and remove seasonally one platform dining system in the amount of \$2760 each; therefore, let it be**

RESOLVED: **The EDDDA authorizes the additional expenditure of \$6760 to W H Canon and amending the April 1, 2021- March 31, 2022, contract to include this additional fee; and let it further be**

RESOLVED: The EDDDA Board authorizes the Manager of the DDDAs to execute the contract, subject to the review and approval of Corporation Counsel.

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

No:

Abstained:

Absent: Director Janice Cislo, Director Heidi Merino, and Director Mary O'Bryan.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

MDA Summer Workshop 2021 - WDDDA

Adopted: April 15, 2021

Motioned by: Directory Audrey Ralko

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: _____ and _____, 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: Vice-Chairperson Mohammed Hider, Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams, Director Karen Nigosian and Director Audrey Ralko.

No:

Abstained:

Absent: Chairperson Sam Abbas and Director Thomas Clark.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

MDA Summer Workshop 2021 - EDDDA

Adopted: April 15, 2021

Motioned by: Director Jay Kruz

Seconded by: Vice-Chairperson Eric Woody

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: _____ and _____; 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 DDAs 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 Mark Guido, Director Jay Kruz, and Director Kamal Turfah.
No:

Abstained:

Absent: Director Janice Cislo, Director Heidi Merino, and Director Mary O'Bryan.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Movies in the Park (City Hall Park) 2021- EDDDA

Date Approved: April 15, 2021

Motioned by: Director Jay Kruz

Seconded by: Secretary-Treasurer Matthew Dietz

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

WHEREAS: The EDDDA values programming events and activities to engage the community and grow the economy and still maintain COVID-19 safety protocols; 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 reviewed a specific budget of \$2,350 for Movies in the Park for 2021 event season and Stardust Theatre Rentals is provided the screen and sound, Swank is providing movie license and Beshara is providing the posters, which the cost of \$100 will be split with WDDDA; therefore, be it

RESOLVED:

1. That the EDDDA obligates \$2350 in expenditures for the Movies in the Park event for 2021 event season, for one date in July and one date in September, from the Community Promotions Budget account # 297-6100-911-51-00 for the vendors as listed; and
2. The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA with the vendors listed below for Movies in the Park, subject to review and approval by Corporation Counsel.

| Vendor | Purpose | Amount |
|--------------------------|-----------------------------------|--------|
| Stardust Theatre Rentals | screen/sound (two dates) | \$ 816 |
| Swank | movies/movie license | \$ 790 |
| Beshara | posters (qty 100) - \$100 - split | \$50 |

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

No:

Abstained:

Absent: Director Janice Cislo, Director Heidi Merino, and Director Mary O'Bryan.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Movies in the Park (Wagner Park) 2021 - WDDDA

Date Approved: April 15, 2021

Motioned by: Director Karen Nigosian

Seconded by: Director John McWilliams

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

WHEREAS: The WDDDA values programming events and activities to engage the community and grow the economy and still hold this event practicing COVID-19 safety protocols; and

WHEREAS: The WDDDA reviewed a specific budget of \$2,350 for Movies in the Park for 2021 event season and Stardust Theatre Rentals is provided the screen and sound, Swank is providing movie license and Beshara is providing the posters, which the cost of \$100 will be split with EDDDA ; therefore, be it

RESOLVED:

1. That the WDDDA obligates \$2350 in expenditures for the Movies in the Park event for 2021 event season, for one date in June and one date in August, from the Community Promotions Budget account # 296-6100-911-51-00; and
2. The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA with the vendors listed below for Movies in the Park, subject to review and approval by Corporation Counsel.

| Vendor | Purpose | Amount |
|--------------------------|--|-----------|
| Stardust Theatre Rentals | screen/sound (two dates) | \$ 896.00 |
| Swank | movies/movie license | \$ 830.00 |
| Beshara | posters (qty 100) - \$100 - split with EDDDA | \$50 |

Yes: Vice-Chairperson Mohammed Hider, Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams, Director Karen Nigosian and Director Audrey Ralko.

No:

Abstained:

Absent: Chairperson Sam Abbas and Director Thomas Clark.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Music in the Park 2021_Service Providers -EDDDA

Date Adopted: April 15, 2021

Moved by: Mayor Jack O'Reilly

Seconded by: Secretary-Treasurer Matthew Dietz

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 has been requested to be the booking agent to secure the entertainment for the 12 weeks and Bruce Bailey Entertainment has been requested to be the lights and sound technician for Music in the Park, and Beshara to do the posters, so let it be

RESOLVED:

1. That the EDDDA obligates \$13,000 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 | \$30.50 |

| | | |
|--|-------------------------|--|
| | Disco, & Tunes at Noon) | |
|--|-------------------------|--|

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

No:

Abstained:

Absent: Director Janice Cislo, Director Heidi Merino, and Director Mary O'Bryan.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

OFFICE CLEANING CONTRACT EXTENSION FOR PORTION OF FYE21- EDDDA

Date Adopted: April 15, 2021

Motioned by: Secretary-Treasurer Matthew Dietz

Seconded by: Director Jay Kruz

WHEREAS: The EDDDA and WDDDA boards requested at the July 2020 Joint Board meeting that the DDDA office cleaning services be reviewed and obtain quotes to see if a cost savings could be obtained while maintaining the same level of service of sanitizing and cleanliness; 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 allow activities under this category for related office and operational costs as well as soft costs necessary to cover office occupancy costs; and

WHEREAS: The EDDDA and WDDDA currently split the office space cost at Artspace and would therefore, split the cost of the office cleaning service; and

WHEREAS: The EDDDA and WDDDA authorized a contract for cleaning services with Services to Enhance Potential (STEP) for FYE2021 beginning October 1, 2020, to March 31, 2021, at a rate of \$35 per weekly cleaning and Bioshield-type application for a contract total not to exceed \$910 to be split equally between the EDDDA and WDDDA; therefore, let it be

RESOLVED: The EDDDA authorizes a six-month contract extension from April 1, 2021, to September 30, 2021, with Services to Enhance Potential (STEP) in an amount not to exceed \$910 at a rate of \$35 per weekly cleaning, which will be split equally between EDDDA and WDDDA, from account #297-6100-911-34-90; and let it be further

RESOLVED: That the Manager of the DDDAs is authorized to execute a contract with STEP on behalf of the EDDDA, subject to the review and approval by Corporation Counsel.

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

No:

Abstained:

Absent: Director Janice Cislo, Director Heidi Merino, and Director Mary O'Bryan.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

OFFICE CLEANING CONTRACT EXTENSION FOR PORTION OF FYE21- WDDDA

Date Adopted: April 15, 2021

Motioned by: Director Mohammed Hider

Seconded by: Director Jackie Lovejoy

WHEREAS: The WDDDA and EDDDA boards requested at July 2020 Joint Board meeting that DDDAs office cleaning services be reviewed and obtain quotes to see if a cost savings can be obtained while maintaining the same level of service of sanitizing and cleanliness; and

WHEREAS: The WDDDA and EDDDA currently split the office space cost at Artspace and would therefore, split the cost of the office cleaning service; and

WHEREAS: The WDDDA and EDDDA authorized a contract for cleaning services with Services to Enhance Potential (STEP) for FYE2021 from October 1, 2020, to March 31, 2021, at a rate of \$35 per weekly cleaning and Bioshield-type application for a contract total not to exceed \$910 to be split equally between the EDDDA and WDDDA; therefore, let it be

RESOLVED: The WDDDA authorizes a six-month contract extension from April 1, 2021, to September 30, 2021 with Services to Enhance Potential (STEP) in an amount not to exceed \$910 at a rate of \$35 per weekly cleaning, which will be split equally between EDDDA and WDDDA, from account #296-6100-911-34-90; and let it be further

RESOLVED: That the Manager of the DDDAs is authorized to execute a contract with the listed service provider on behalf of the WDDDA, subject to the review and approval by Corporation Counsel.

Yes: Vice-Chairperson Mohammed Hider, Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams, Director Karen Nigolian and Director Audrey Ralko.

No:

Abstained:

Absent: Chairperson Sam Abbas and Director Thomas Clark.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Sidewalk Sale 2021- EDDDA

Date Approved: April 15, 2021

Motioned by: Director Jay Kruz

Seconded by: Secretary-Treasurer Matthew Dietz

WHEREAS: The EDDDA recognizes the benefit of Marketing and Promoting businesses and activities in the District to grow the economy and still maintain COVID-19 safety protocols; and

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

WHEREAS: The Promotions Committee has replaced the EDDDA Ladies Night event for a Sidewalk Sale event for 2021, occurring in May; and

WHEREAS: The EDDDA budgeted of \$5,550 for City Hall Park Events and will utilize a portion of those funds for the 2021 Sidewalk Sale event; therefore, be it

RESOLVED:

1. That the EDDDA obligates \$230 in expenditures for the May 2021 Sidewalk Sale event from the Community Promotions Budget account # 297-6100-911-51-00; and
2. The Manager of the DDAs is authorized to execute contracts on behalf of the EDDDA with the vendors listed below for Movies in the Park, subject to review and approval by Corporation Counsel.

| Vendor | Purpose | Amount |
|---------|-----------------------------|--------|
| Beshara | posters (qty. 50) | \$ 60 |
| Beshara | 20 yard signs (\$8.50 each) | \$ 170 |

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

No:

Abstained:

Absent: Director Janice Cislo, Director Heidi Merino, Director Mary O'Bryan, and Director Kamal Turfah.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Silent Disco 2021_Service Providers -EDDDA

Date Adopted: April 15, 2021

Moved by: Vice-Chairperson Eric Woody

Seconded by: Mayor Jack O'Reilly

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 \$13,000 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) | \$2400 |
| Beshara | Posters (split 3 ways: Music in the Park, Silent Disco, & Tunes at Noon) | \$30.50 |

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

No:

Abstained:

Absent: Director Janice Cislo, Director Heidi Merino, and Director Mary O'Bryan.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Spring Perennial Exchange 2021 - Amendment I - EDDDA

Date Adopted: April 15, 2021

Motioned by: Vice Chairperson Eric Woody

Seconded by: Director Kamal Turfah

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 from Beshara, newspaper ads from Bewick Publications and Arab American News, and yard signs from Beshara; 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 |

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

No:

Abstained:

Absent: Director Janice Cislo, Director Heidi Merino, and Director Mary O'Bryan.