

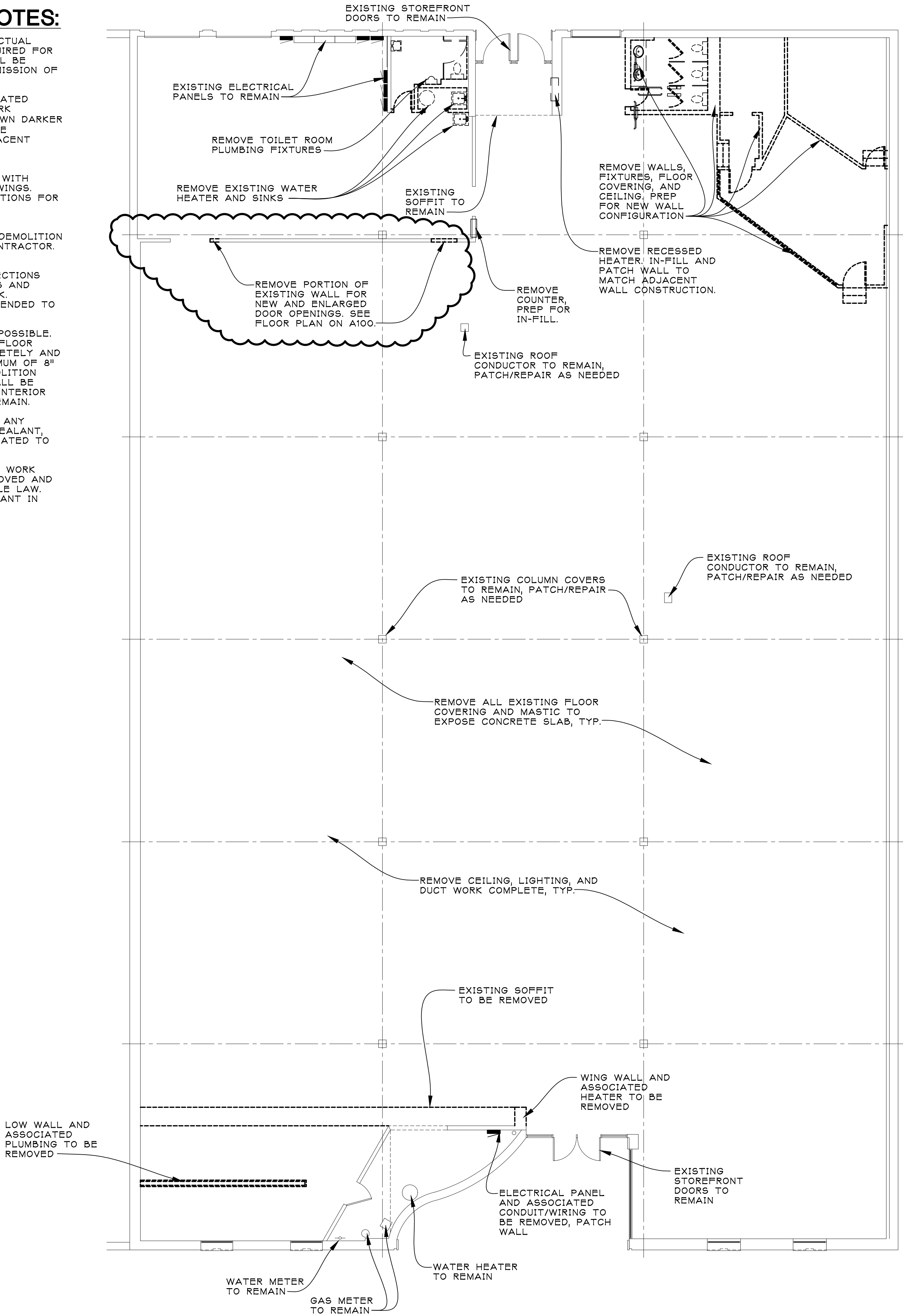
22250 MICHIGAN AVENUE, DEARBORN, MI 48124

LOT SIZE: 36"X24"

A street map showing the location of the site. The map includes Garrison St, Honard St, S Military St, Michigan Ave, and W Village Dr. A shaded rectangular area labeled 'SITE' is located on Michigan Ave, between Garrison St and Honard St. A north arrow is in the bottom right corner.

GENERAL DEMOLITION NOTES:

- A. DEMOLITION PLAN IS FOR REFERENCE ONLY. ACTUAL CONDITIONS AND EXTENT OF DEMOLITION REQUIRED FOR NEW CONFIGURATION AND CONSTRUCTION SHALL BE VERIFIED BY THE CONTRACTOR PRIOR TO SUBMISSION OF BIDS AND/OR START OF WORK.
- B. REMOVE EXISTING CONSTRUCTION WHERE INDICATED AND/OR AS REQUIRED TO FACILITATE NEW WORK (EXISTING CONSTRUCTION TO BE REMOVED SHOWN DARKER AND DASHED). PATCH/REPAIR ALL AREAS WHERE DEMOLITION OCCURS TO MATCH EXISTING ADJACENT CONSTRUCTION AND FINISHES. PREP FOR NEW CONSTRUCTION AND FINISHES AS SCHEDULED.
- C. COORDINATE DEMOLITION/CONSTRUCTION WORK WITH PLUMBING, MECHANICAL, AND ELECTRICAL DRAWINGS. PROVIDE TEMPORARY BARRICADES AND PROTECTIONS FOR ALL SITE WORK.
- D. ALL TEMPORARY SHORING, BRACING, ETC., AND MAINTENANCE REQUIRED FOR COMPLETION OF DEMOLITION WORK SHALL BE PROVIDED BY DEMOLITION CONTRACTOR.
- E. DEMOLITION CONTRACTOR SHALL PROVIDE ALL TEMPORARY BARRIERS, BARRICADES AND PROTECTIONS REQUIRED TO INSURE PROTECTION OF WORKERS AND GENERAL PUBLIC DURING ALL PHASES OF WORK. PROTECTION INDICATED ON DRAWINGS ARE INTENDED TO BE USED AS A GUIDE ONLY.
- F. EXISTING FLOOR SLAB SHALL REMAIN WHERE POSSIBLE. WHERE EXISTING CONSTRUCTION PENETRATES FLOOR SLAB AND IS TO BE REMOVED: SAWCUT COMPLETELY AND REMOVE OR TERMINATE CONSTRUCTION A MINIMUM OF 8" BELOW FLOOR LINE. PATCH SLAB WHERE DEMOLITION HAS OCCURRED. PATCHED CONCRETE SLAB SHALL BE LEVEL WITH EXISTING FLOOR AREA AT BOTH INTERIOR AND EXTERIOR AREAS OF THE BUILDING TO REMAIN.
- G. REPAIR DAMAGED MASONRY AND MORTAR, FILL ANY CRACKS AND/OR CONTROL JOINTS WITH NEW SEALANT, CLEAN AND PREP FOR NEW FINISHES AS INDICATED TO ACHIEVE NEW CONFIGURATION.
- H. ALL THE DEBRIS RESULTING FROM DEMOLITION WORK PERFORMED BY THE LANDLORD SHALL BE REMOVED AND DISPOSED OF IN ACCORDANCE WITH APPLICABLE LAW. THE SPACE SHALL BE DELIVERED TO THE TENANT IN "BROOM CLEAN" CONDITION.



DEMOLITION PLAN
SCALE: 1/8" = 1'-0"

ARCHITECT:



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SHEET TITLE:

DEMOLITION PLAN

PROJECT:

LANDLORD'S
WHITEBOX
FOR FUTURE TENANT
22250 MICHIGAN AVE.
DEARBORN, MI 48124

ISSUED FOR:
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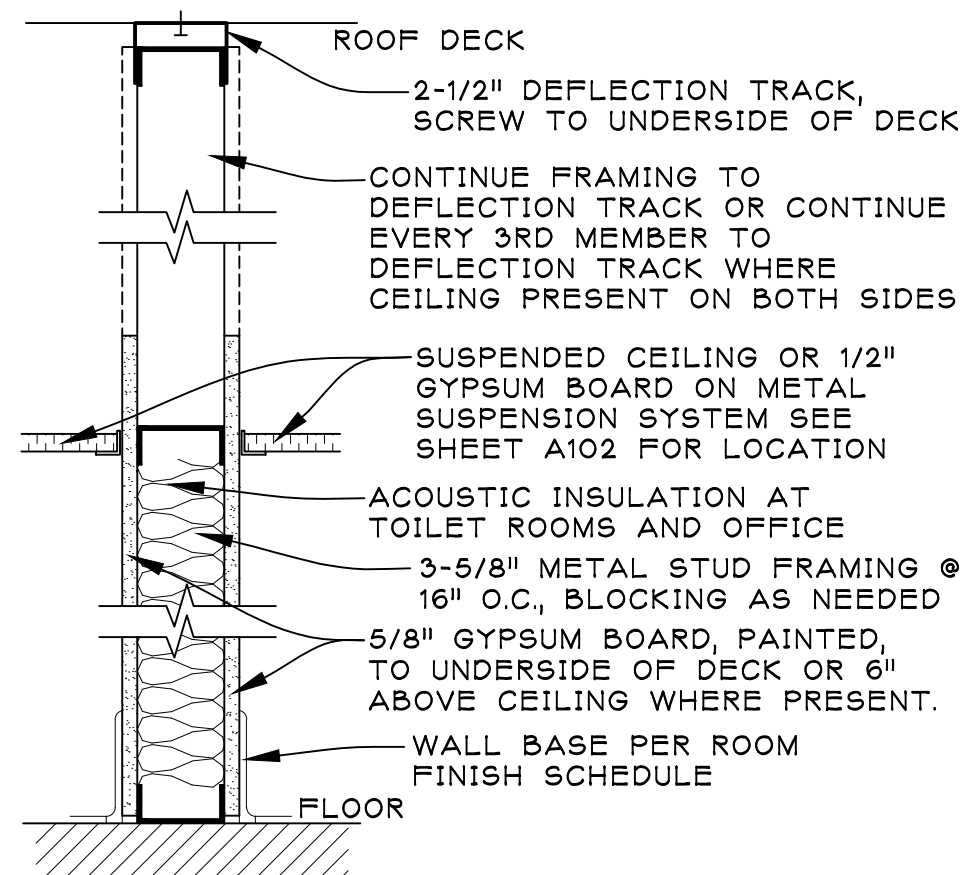
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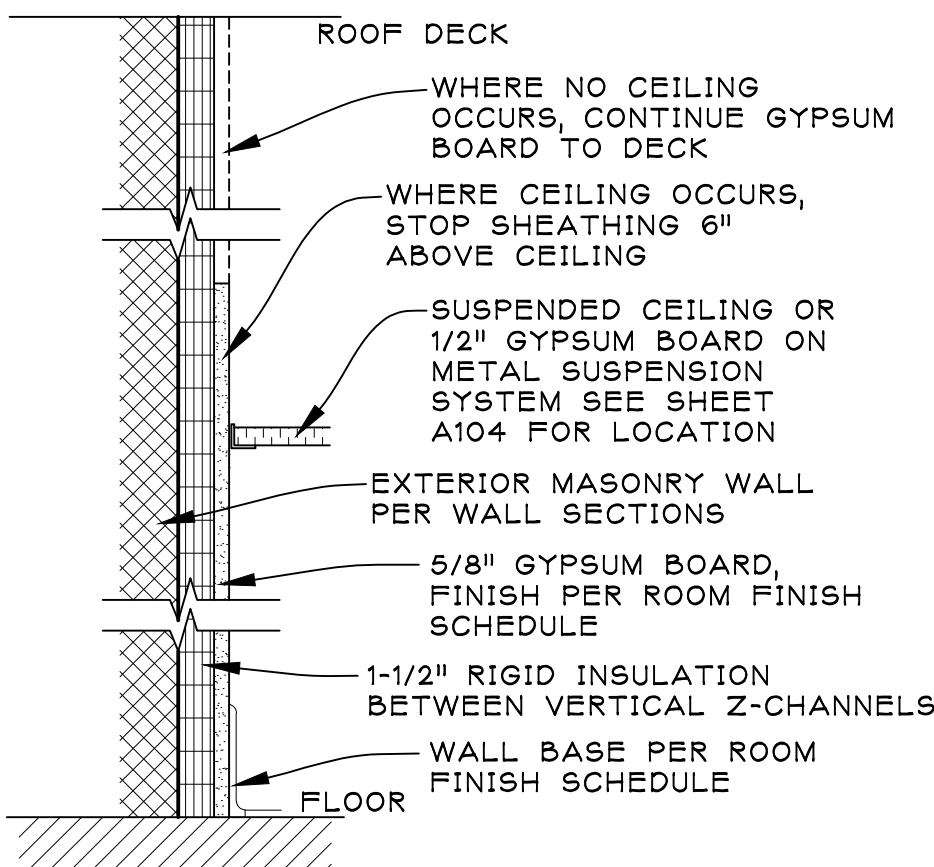
D100

PLOT SIZE: 36"X24"



A TYPICAL INTERIOR WALL

B SIMILAR TO PARTITION TYPE A, SUBSTITUTE 6" METAL STUDS



C TYPICAL AT EXTERIOR WALLS

1 PARTITION TYPE DETAIL

A100 NOT TO SCALE

PARTITION TYPE NOTES

- WHERE CEILING OCCURS, STOP SHEATHING 6" ABOVE CEILING AND CONTINUE EVERY THIRD FRAMING MEMBER TO UNDERSIDE OF DECK/DEFLECTION TRACK. REFER TO REFLECTED CEILING PLAN (A101).
- WHERE NO CEILING OCCURS, CONTINUE FRAMING AND SHEATHING TO UNDERSIDE OF DECK/DEFLECTION TRACK. REFER TO REFLECTED CEILING PLAN (A101).
- WHERE DEFLECTION TRACK IS INDICATED, HOLD WALL SHEATHING 1/2" BELOW UNDERSIDE OF ROOF DECK. NO SHEATHING FASTENERS WITHIN 6" OF DEFLECTION TRACK.
- PROVIDE 2x BLOCKING AS NEEDED FOR WALL MOUNTED FIXTURES.
- IN RECEIVING/BACKSTOCK SUBSTITUTE 3/4" CDX PLYWOOD WALL SHEATHING FROM 0-48" A.F.F.

FLOOR PLAN NOTES:

- GAS METER. SEE PLUMBING SHEETS. VERIFY EXACT LOCATION IN FIELD.
- WATER METER. SEE PLUMBING SHEETS.
- ELECTRICAL METER AND PANELS. SEE ELECTRICAL SHEETS.
- EXISTING WATER HEATER TO REMAIN. SEE PLUMBING SHEETS.
- EXISTING STOREFRONT AND DOOR TO REMAIN. CLEAN AND REPAIR AS NEEDED FOR FULL FUNCTIONALITY. PROVIDE NEW WEATHER STRIPPING.
- NEW WATER HEATER ON NEW SHELF ABOVE CEILING. SEE PLUMBING SHEETS.
- IN-FILL EXISTING WALL OPENING WITH METAL STUDS AND GYPSUM BOARD TO MATCH EXISTING ADJACENT WALL CONSTRUCTION.
- EXISTING ROOF DRAIN TO REMAIN.
- EXISTING BOXED OUT ROOF DRAIN TO REMAIN. PATCH WHERE DEMOLITION HAS OCCURRED AND EXTEND GYPSUM BOARD AS NEEDED FOR NEW CEILING CONSTRUCTION.
- EXISTING BOXED OUT COLUMN TO REMAIN. PATCH WHERE DEMOLITION HAS OCCURRED AND EXTEND GYPSUM BOARD AS NEEDED FOR NEW CEILING CONSTRUCTION.
- PATCH SLAB AS NEEDED TO PROVIDE SMOOTH LEVEL CONCRETE FLOOR THROUGHOUT. INTERIOR AND WHERE EXTERIOR TILE IS REMOVED, PREP FOR NEW FLOORING. SEE ALTERNATE NOTE 1 ON A100.
- REMOVE RUST FROM GARAGE DOORS AND WINDOW SILLS AS NEEDED AND DETERMINED BY LANDLORD. ENSURE PROPER SEAL AND FUNCTION PER INDUSTRY STANDARD.
- SEE ALTERNATE NOTE 2 ON A100.
- PATCH/REPLACE GYPSUM BOARD WALL SHEATHING WHERE DAMAGED OR MISSING. THICKNESS TO MATCH EXISTING.
- NEW MOP SINK. SEE PLUMBING SHEETS.
- EXTEND TOP OF EXISTING WALL CONSTRUCTION TO UNDERSIDE OF DECK.
- EXISTING DOOR OPENING TO BE ENLARGED. PREP FOR FUTURE NEW 6'-0"x7'-0" DOOR TO BE PROVIDED BY TENANT.
- NEW DOOR OPENING IN EXISTING WALL. PREP FOR FUTURE NEW 3'-0"x7'-0" DOOR TO BE PROVIDED BY TENANT.

GENERAL NOTES:

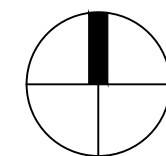
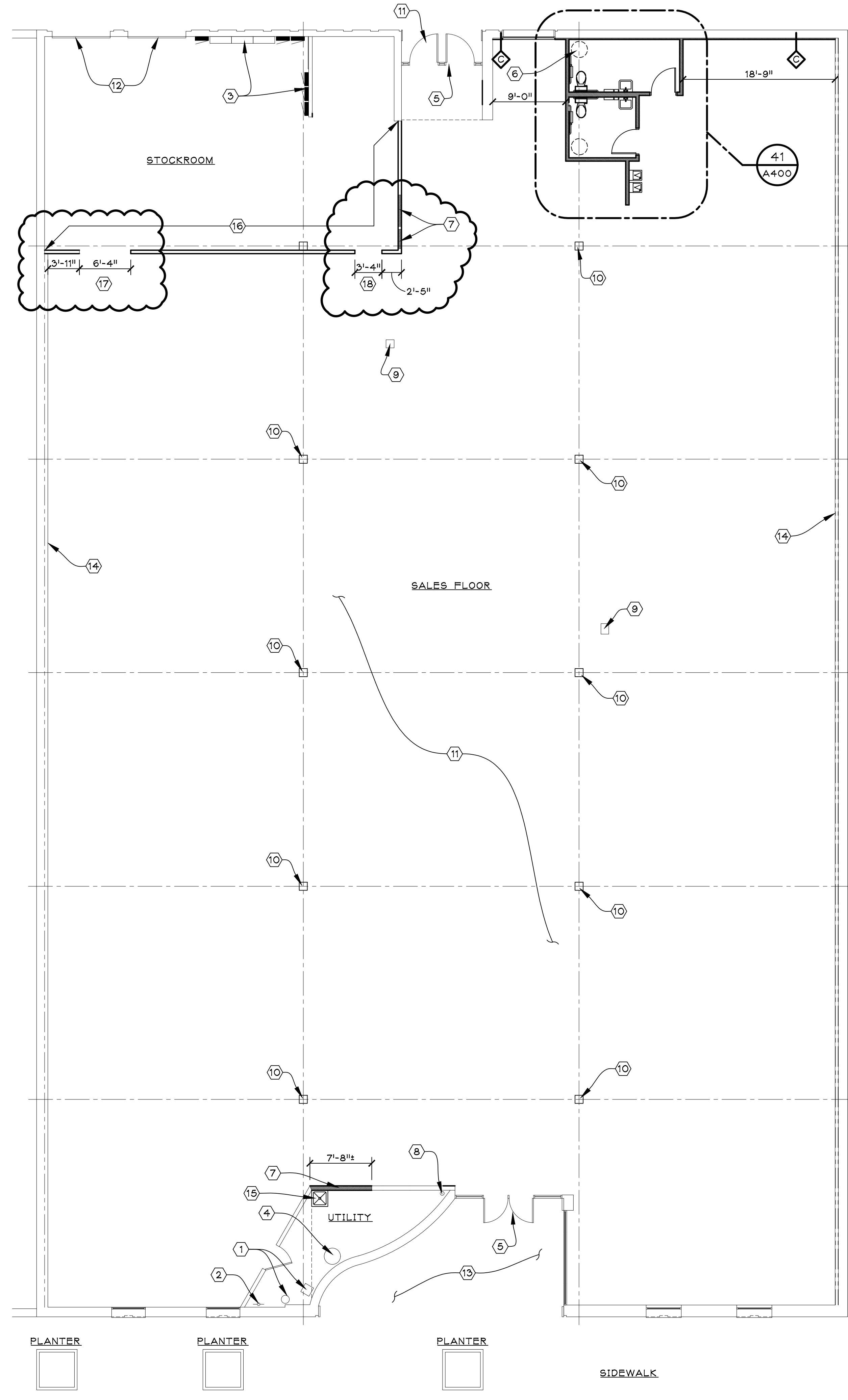
- NEW CONSTRUCTION SHALL MEET THE BARRIER FREE REQUIREMENTS STATED IN THE MICHIGAN DEPT. OF LABOR CONSTRUCTION CODE GENERAL RULES, LATEST EDITION.
- ALL DIMENSIONS ARE CLEAR UNLESS OTHERWISE NOTED.
- ALL MATERIALS SHALL BE INSTALLED PER MANUFACTURER'S SPECIFICATIONS. CONTRACTORS TO PROVIDE ALL WARRANTIES AND MATERIALS DURING INSTALLATION.
- REUSE EXISTING ROOF PENETRATIONS WHERE ABLE. ALL NEW ROOF PENETRATIONS (EXHAUST FAN, FLUE, VENT THRU ROOF, ETC) TO MAINTAIN ROOF WARRANTY. ALL EXHAUST FANS, FLUES, AND PLUMBING VENTS TO BE MINIMUM 10'-0" FROM ANY RTU INTAKE. ABANDONED ROOF PENETRATIONS TO BE PATCHED TO MATCH ADJACENT CONSTRUCTION AND MAINTAIN ROOF WARRANTY.
- ALL DOOR OPENINGS SHALL BE 4" FROM FACE OF ADJACENT PARTITION, UNLESS INDICATED OTHERWISE.
- ALL WOOD STUDS, FURRING, BLOCKING, FRAMING AND PLYWOOD SHEATHING SHALL BE FIRE RETARDANT PRESSURE TREATED.
- REMOVE VISIBLE MOLD FROM THE INTERIOR OF THE BUILDING.
- EXISTING FLOOR PENETRATIONS/STUB UPS NOT SCHEDULED FOR REUSE TO BE REMOVED AND CAPPED BELOW SLAB. PATCH CONCRETE AS NEEDED.

ALTERNATE NOTE 1:

BASE BID TO INCLUDE SMOOTH FINISHED CONCRETE FLOOR THROUGHOUT INTERIOR. PROVIDE A SEPARATE PRICE FOR NEW EPOXY FLOORING THROUGHOUT INTERIOR.

ALTERNATE NOTE 2:

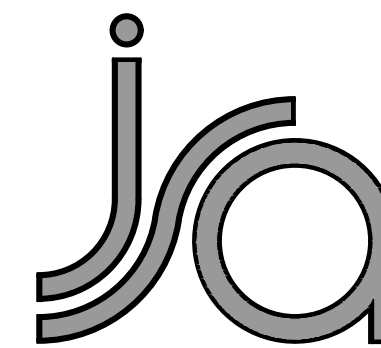
BASE BID TO INCLUDE NO EXTERIOR CONCRETE WORK. PROVIDE A SEPARATE PRICE FOR NEW EXTERIOR CONCRETE AT SOUTH ENTRANCE ALCOVE.



FLOOR PLAN
SCALE: 1/8" = 1'-0"

MICHIGAN AVE.

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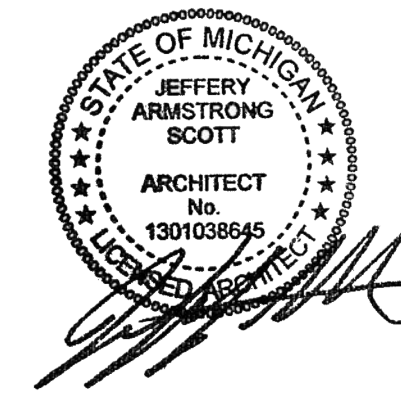
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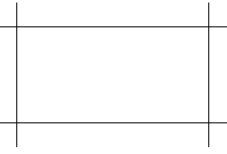
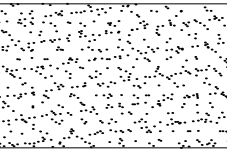
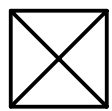
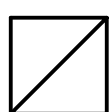
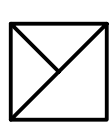
A100

PLOT SIZE: 36"X24"

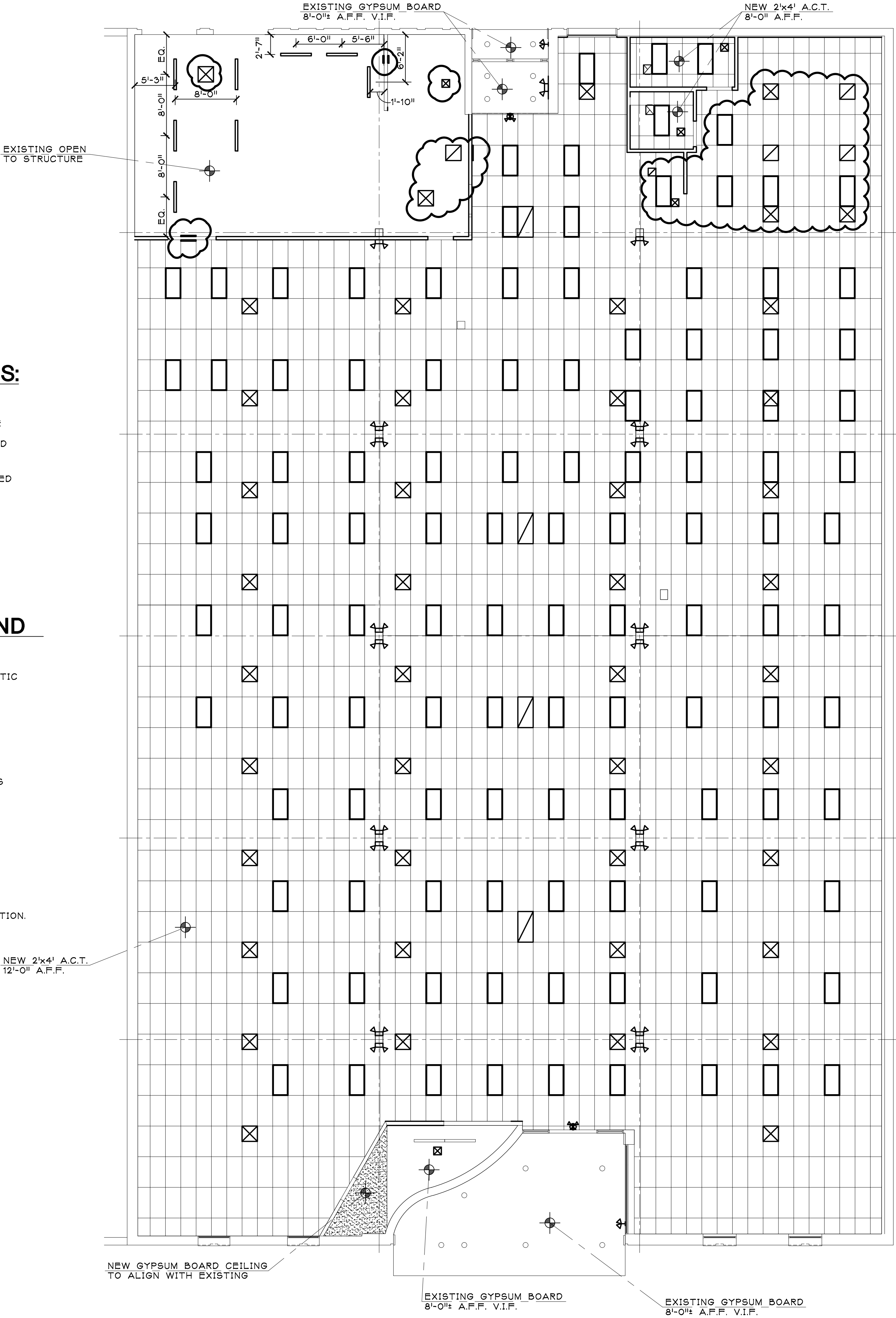
REFLECTED CEILING PLAN NOTES:

- A. NEW SUSPENDED CEILING GRID TO BE CENTERED IN SPACE, UNLESS NOTED OTHERWISE.
- B. WHERE NO FINISHED CEILING OCCURS LIGHT FIXTURES TO BE 11'-0" A.F.F. TO TOP OF FIXTURE. FIXTURES SUSPENDED WITH AIRCRAFT CABLE (3/32 7x7) TO UNISTRUT. UNISTRUT ATTACHED TO UNDERSIDE OF PURLIN.
- C. INTERIOR EMERGENCY LIGHTS AND EXIT SIGNS TO BE INSTALLED 10'-0" A.F.F. TO CENTER OF FIXTURE, UNLESS NOTED OTHERWISE.

REFLECTED CEILING PLAN LEGEND

-  NEW SUSPENDED 2x4 CEILING GRID WITH ACOUSTIC CEILING TILES
-  NEW GYPSUM BOARD CEILING, PAINTED
-  SUPPLY AIR DIFFUSER, SEE MECHANICAL SHEETS
-  RETURN AIR GRILLE, SEE MECHANICAL SHEETS
-  EXHAUST FAN, SEE MECHANICAL SHEETS

SEE LUMINAIRE SCHEDULE ON E602 FOR LIGHT FIXTURE INFORMATION.



REFLECTED CEILING PLAN
SCALE: 1/8" = 1'-0"

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20077
SHEET NO.

A101

PLOT SIZE: 36"x24"

MECHANICAL GENERAL NOTES:

1. ALL FEDERAL, STATE, LOCAL, AND OSHA SAFETY RULES MUST BE OBSERVED.
2. ALL WORK SHALL COMPLY WITH ALL LOCAL AND STATE CODES AND AUTHORITIES HAVING JURISDICTION.
3. MECHANICAL CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING EXISTING CONDITIONS IN FIELD PRIOR TO CONSTRUCTION, INCLUDING BUT NOT LIMITED TO EQUIPMENT LOCATIONS. DISCREPANCIES AFFECTING THE CONTRACTORS BID SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT OF RECORD.
4. PLANS ARE DIAGRAMMATIC AND SHOW GENERAL LOCATION AND ARRANGEMENT OF ALL MATERIALS AND EQUIPMENT. THE PLANS SHALL BE FOLLOWED AS CLOSELY AS BUILDING CONSTRUCTION AND ALL OTHER WORK WILL PERMIT.
5. ALL ROOF PENETRATIONS SHALL BE AT THE CONTRACTOR'S EXPENSE. COORDINATE WITH OWNER'S ROOFING CONTRACTOR SO AS NOT TO VOID ANY EXISTING ROOF WARRANTIES.
6. EACH UNIT GENERATING CONDENSATE SHALL BE PROVIDED WITH A CONDENSATE DRAIN WITH EXTERNAL, 4" DEEP P-TRAP. EXTEND DRAIN TO A ROOF MOUNTED SPLASH PAD OR AN ACCEPTABLE LOCATION REQUIRED BY CODE.
7. DIMENSIONAL INFORMATION ON DRAWINGS ARE IN INCHES UNLESS OTHERWISE NOTED. DUCT SIZES SHOWN ON DRAWINGS ARE CLEAR INSIDE DIMENSION.
8. ALL METAL DUCT AND AIR DISTRIBUTION DEVICES IN UNCONDITIONED SPACE SHALL BE INSULATED WITH R-6, 75 DENSITY FOIL-BACKED INSULATION WITH FIRE AND SMOKE RATING 25-50.
9. ALL DUCTWORK SHALL BE FABRICATED, INSTALLED, SEALED, AND INSULATED PER THE LATEST ISSUE OF SMACNA LOW-VELOCITY DUCT MANUAL.
10. UNLESS OTHERWISE NOTED, ALL SUPPLY TAKEOFFS SHALL HAVE A MANUAL VOLUME CONTROL DAMPER. PROVIDE AND INSTALL LOCKING VOLUME DAMPENERS ON ALL SUPPLY DROPS AND BRANCHES OF THE SYSTEM.
11. FLEX DUCT CONNECTORS TO SUPPLY AIR DIFFUSERS SHALL BE NO MORE THAN 10'-0" IN LENGTH AND SHALL BE INDEPENDENTLY SUPPORTED FROM THE ROOF STRUCTURE WITHOUT SAGGING. FLEX DUCT SHALL NOT BE DRAPED ACROSS THE TOP OF THE CEILING STRUCTURE.
12. PROVIDE SYSTEM AIR BALANCE REPORT OF ALL AIR HANDLING SYSTEMS UPON SUBSTANTIAL COMPLETION AND ASSURE THE OPERATION AND COMFORT OF THE SYSTEM DURING COMMISSION OF THE BUILDING. THE REPORT SHALL INCLUDE FAN RPM, TOTAL STATIC PRESSURE, AIR QUANTITIES AT ALL DIFFUSERS AND GRILLES, A DIAGRAM OF THE AIR HANDLING SYSTEM INSTALLED, AND RECOMMENDATIONS TO CORRECT DEFICIENCIES. THE AIR BALANCE REPORT SHALL BE PERFORMED BY A CERTIFIED CONTRACTOR.
13. COORDINATE LOCATION OF MECHANICAL COMPONENTS WITH OTHER TRADES. AVOID INTERFERENCES WITH STRUCTURAL, ELECTRICAL, FIRE PROTECTION, ETC.
14. ALL AIR INTAKES SHALL BE LOCATED AT LEAST 10'-0" FROM ANY EXHAUST OR VENT OUTLETS. ALL EXHAUST MUST BE 10'-0" FROM ANY ADJACENT TENANT SPACE OF BUILDING EDGE. ROOF TOP MECHANICAL EQUIPMENT SHALL BE LOCATED OUT OF VIEW FROM A PERSON ON THE GROUND AND 10'-0" MINIMUM FROM THE CLOSEST ROOF EDGE.
15. THE CONTRACTOR IS TO MAKE ALL LOW-VOLTAGE WIRING CONNECTIONS FOR ALL HVAC EQUIPMENT INCLUDING TEMPERATURE CONTROLS, ROOF TOP UNITS, SMOKE DETECTORS AND CONTACTOR PANEL. TEMP SENSORS SHALL BE MOUNTED 7'-6" A.F.F. AND ASSOCIATED CONTROL WIRING SHALL BE FULLY CONCEALED.
16. HVAC CONTROLS SHALL OPERATE CONTINUOUSLY TO MAINTAIN THE FOLLOWING SETPOINTS:
COOLING MODE 74F @ 50%RH
HEATING MODE 70F
HVAC UNITS SHALL BE PROVIDED WITH MINIMUM TWO STAGE CONTROL WITH LOW SPEED SETTING NOT TO EXCEED 66% OF FULL FAN SPEED.
18. THE CONTRACTOR SHALL COORDINATE DIFFUSER LOCATIONS ON SITE WITH THE MOST RECENT REFLECTED CEILING PLAN.
19. PROVIDE AND INSTALL SMOKE DUCT DETECTORS IN EACH AIR CONDITIONING UNIT RETURN DUCT GREATER THAN 2000 CFM. CONTRACTOR SHALL PROVIDE INTERCONNECTION AND WIRE TO THE FIRE ALARM CONTROL PANEL IF REQUIRED. DUCT DETECTORS SHALL HAVE REMOTE TEST STATIONS LOCATED IN THE OFFICE NEAR THE RESPECTIVE THERMOSTATS.
- 20.THE ENTIRE INSTALLATION SHALL BE GUARANTEED FREE OF DEFECTS AND CONTRACTOR SHALL REPAIR AND/OR REPLACE ANY DEFECTIVE MATERIALS OR EQUIPMENT AT NO COST TO THE OWNER FOR A MINIMUM PERIOD OF ONE YEAR FROM THE DATE OF ACCEPTANCE BY ARCHITECT OR ENGINEER.
21. REFER TO MECHANICAL INSTALLATION DETAILS ON SHEET M500.

ROOFTOP UNIT SCHEDULE																				
MARK	SERVICE	MODEL NO.	MODEL NO.	NOMINAL CAPACITY	SUPPLY FAN				COOLING			HEATING				EFFICIENCY (EER)	ELECTRICAL			NOTES
					TOTAL AIRFLOW (CFM)	OUTSIDE AIRFLOW (CFM)	ESP (IN WC)	POWER (HP)	CAPACITY TOTAL (MBH)	TYPE	COMPRESSORS (NO.)	CAPACITY INPUT (MBH)	OUTPUT (MBH)	TYPE	TEMP RISE		VOLT/PHASE	MCA	MOP	
RTU-1	SALES	BRYANT	580JE12D180A2H0AA	10 TON	4000	850	1.2	2.93	114	DX R-410A	2	180/120	148/98	NAT. GAS	25-65	11.1	208-230V/3PH	50	60	1
RTU-2	SALES	BRYANT	580JE12D180A2H0AA	10 TON	4000	850	1.2	2.93	114	DX R-410A	2	180/120	148/98	NAT. GAS	25-65	11.1	208-230V/3PH	50	60	1
RTU-3	SALES	BRYANT	580JE12D180A2H0AA	10 TON	4000	850	1.2	2.93	114	DX R-410A	2	180/120	148/98	NAT. GAS	25-65	11.1	208-230V/3PH	50	60	1
RTU-4	SALES/STOCK ROOM	BRYANT	580JE12D180A2H0AA	10 TON	4000	850	1.2	2.93	114	DX R-410A	2	180/120	148/98	NAT. GAS	25-65	11.1	208-230V/3PH	50	60	1

- NOTES:
1. PROVIDE WITH TWO-STAGE COOLING, LOW-HEAT, MEDIUM STATIC INDOOR FAN, STANDARD LEAK ENTHALPY ECONOMIZER WITH 100% BAROMETRIC RELIEF, STANDARD ELECTRO-MECHANICAL CONTROLS PACKAGE

EXHAUST FAN SCHEDULE																	
MARK	SERVICE	MODEL NO.	FAN						TYPE	DIMENSIONS			WEIGHT (LBS)	NOISE (SONE)	ELECTRICAL		REMARKS
			TOTAL AIRFLOW (CFM)	ESP (IN WC)	FAN RPM	MOTOR				LxW (IN)	HEIGHT (IN)	DUCT FLANGE (IN)			VOLT/PHASE	FLA	
						BRAKE (HP)	RATED (HP)	RPM									
EF-1	MENS TOILET ROOM	SP-B110	80	0.8	950	--	80 W	--	CEILING	15x13	7	6" DIA	19	1	115/1	1	1,2
EF-2	WOMENS TOILET ROOM	SP-B110	80	0.8	950	--	80 W	--	CEILING	15x13	7	6" DIA	19	1	115/1	1	1,2

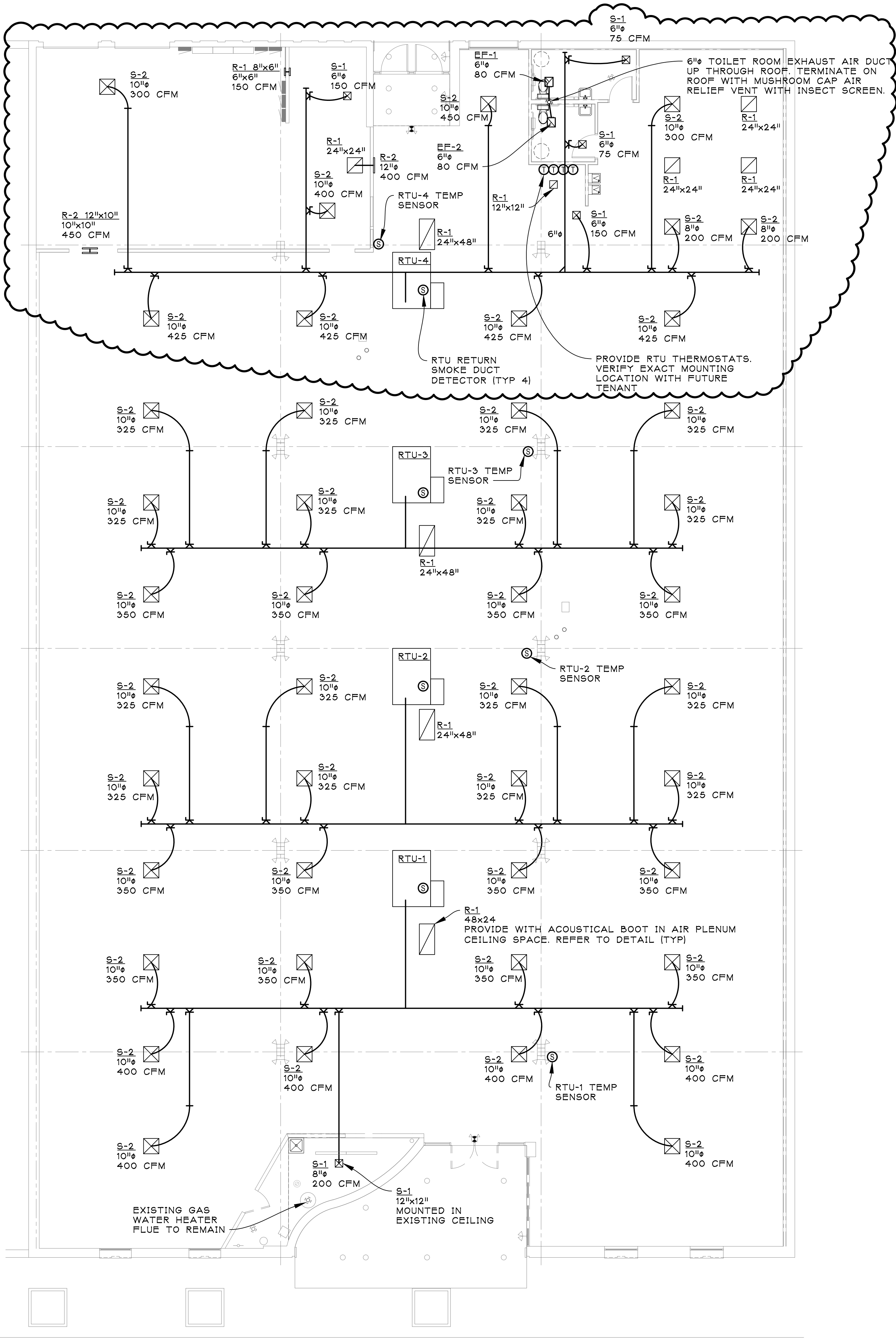
- NOTES:
1. MODEL NUMBERS ARE GREENHECK. EQUIVALENT MANUFACTURERS ARE ACCEPTABLE
2. LIGHT SWITCH AND TIMER INTERLOCK BY ELECTRICAL. PROVIDE WITH TOGGLE DISCONNECT. ADJUST TIMER SWITCH OFF DELAY TO 30 SECONDS

GRILLE REGISTER AND DIFFUSER SCHEDULE							
MARK	SERVICE	MODEL NO.	MOUNTING TYPE	SIZE			REMARKS
				LENGTH (IN)	WIDTH (IN)	NECK SIZE (IN)	
S-1	SUPPLY	SCD	CEILING	12	12	SEE PLANS	WHITE 1
S-2	SUPPLY	SCD	CEILING	24	24	10	WHITE 1
R-1	RETURN	PDDR	CEILING	SEE PLANS	SEE PLANS	-	WHITE 2
R-2	RETURN	500	WALL	SEE PLANS	SEE PLANS	SEE PLANS	WHITE 1

- NOTES:
1. MODEL NUMBERS ARE PRICE. EQUIVALENT MANUFACTURER'S ARE ACCEPTABLE
2. RETURN GRILLES MOUNTED IN CEILING. CONNECT TO BOOT IN AIR PLENUM CEILING SPACE

AIR BALANCE SCHEDULE							
MARK	SERVICE	SUPPLY AIR (CFM)	OUTSIDE AIRFLOW (CFM)*	RETURN AIR (CFM)	EXHAUST AIR (CFM)	PRESSURIZATION	%OA
RTU-1	SALES	4000	850	3150	-	850	21%
RTU-2	SALES	4000	850	3150	-	850	21%
RTU-3	SALES	4000	850	3150	-	850	21%
RTU-4	SALES	4000	850	3150	-	850	21%
EF-1	TOILET ROOM	-	-	-	-300	-100	-
EF-2	TOILET ROOM	-	-	-	-300	-100	-
TOTAL:		16000	3400	12600	-600	3200	

OUTDOOR AIR CALCULATIONS:						
OCCUPANCY:		OCCUPANT DENSITY				
RETAIL SALES FLOOR						
AREA =		13273	X	0.12	=	1593 CFM
PEOPLE =	15/1000 SQ.FT	199	X	7.5	=	1493 CFM
STOCK ROOM						
AREA =		1150	X	0.12	=	138 CFM
MECH ROOM						
AREA =		178	X	0.12	=	21 CFM
TOTAL OUTDOOR AIR REQUIRED					=	3245 CFM
TOILET ROOM EXHAUST REQUIRED=						
		2	X	70	=	140 CFM
		2	X	80	=	160 CFM
OUTDOOR AIR PROVIDED						3400 CFM
CALCULATIONS PER 2015 MICHIGAN MECHANICAL CODE, CHAPTER 4						



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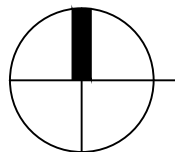
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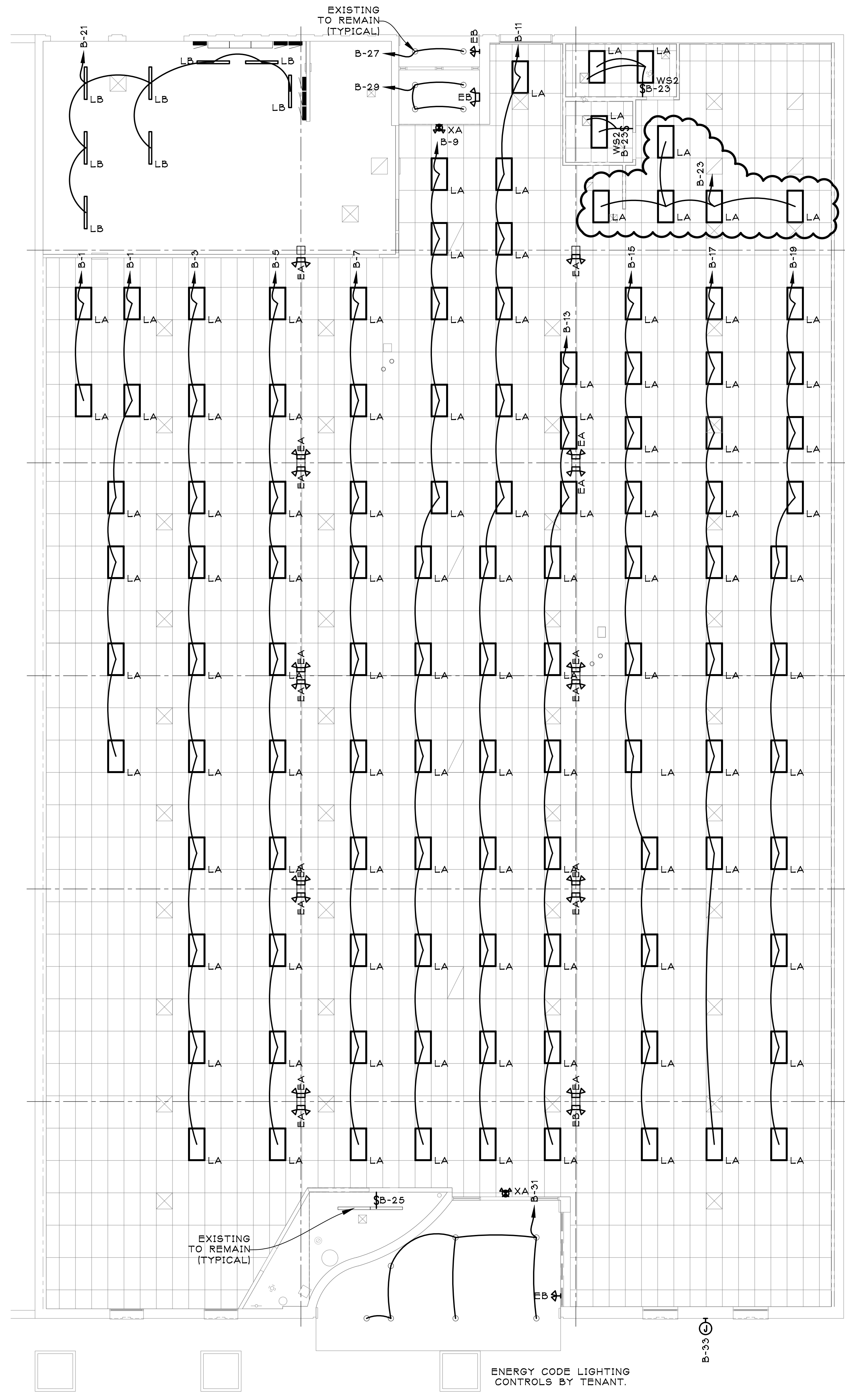
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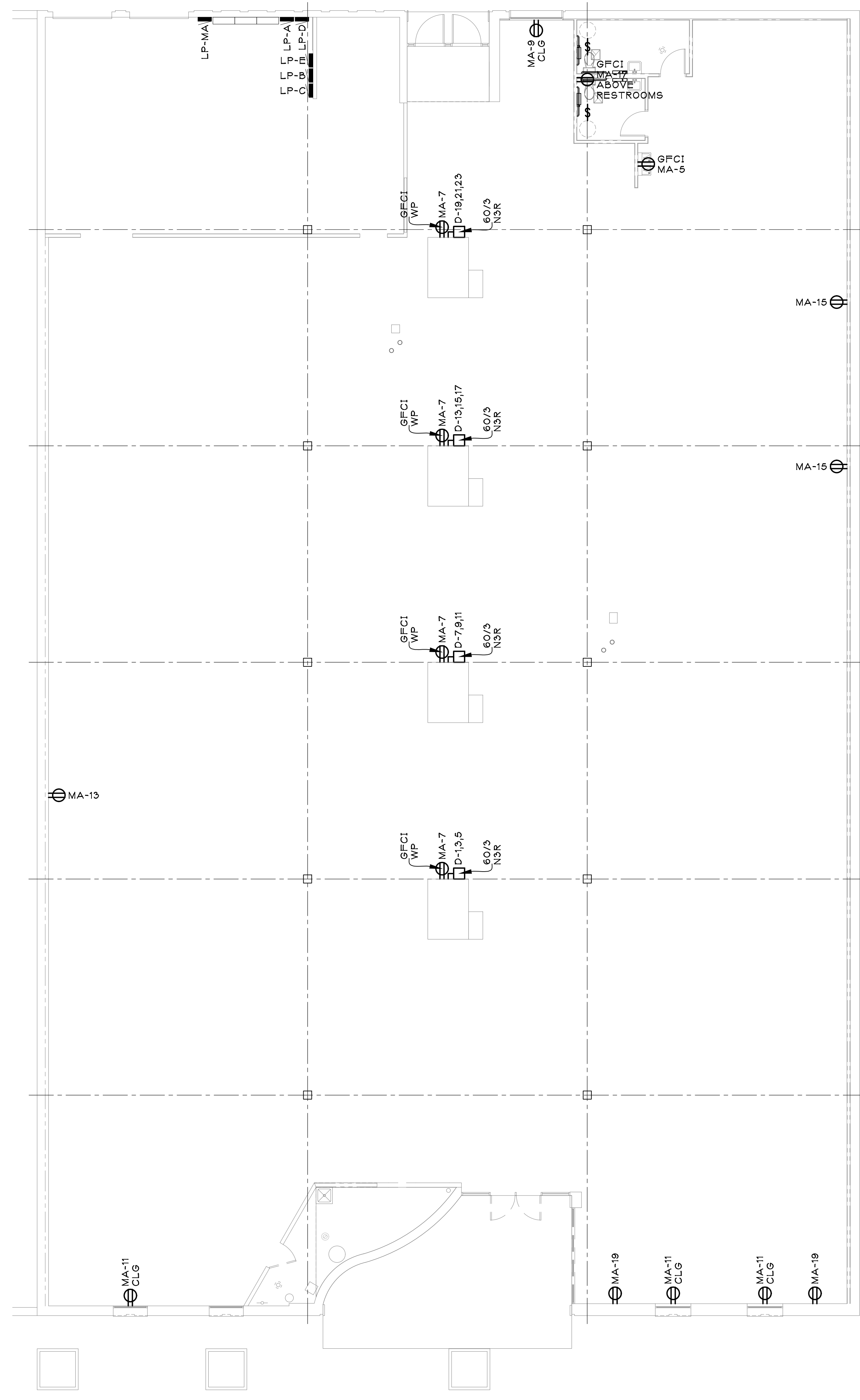


MECHANICAL PLAN

SCALE: 1/8" = 1'-0"



LIGHTING PLAN
SCALE: 1/8" = 1'-0"



POWER PLAN
SCALE: 1/8" = 1'-0"

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**LIGHTING AND
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ADDENDUM NO. 1 10/30/2020



DO NOT SCALE PRINTS
USE FIGURED DIMENSIONS ONLY
JOB NO.

20077

SHEET NO.

E100

PLOT SIZE: 36"X24"

Construction Proposal

ASHMARK Construction, LLC

Construction Proposal for:

White Box LL Work

22250 Michigan Ave.

Dearborn, MI

ASHMARK Construction, LLC

5640 W. Maple
Suite 300
West Bloomfield, MI
Phone: (248) 855-1575
Fax: (248) 538-5234
martin@ashmark.com

ASHMARK Construction, LLC

5640 W. Maple Rd. Suite 101 West Bloomfield, MI 48322
(248) 855-1575 (248) 538-5234 fax

Construction Proposal

Dearborn Investment Co. LLC.	11.3.2020
Submitted to:	Date
22250 Michigan Ave, Dearborn MI	Martin Renel
Job	Prepared by:

Item	Cost	Comments
DIV. 1 GENERAL REQUIREMENTS		
Building Permit Fee	3,000.00	Bid Allowance
Trade Permit Fees	Included	
Supervision	15,000.00	On site project Manager
General Conditions	8,449.00	Dumpsters, cleanup, Temp protection
DIV. 2 SITEWORK		
Interior Demolition	22,405.00	As per plans
DIV. 5 CONCRETE		
Sawcut, Remove & Replace Interior Concrete	6,902.00	As per plans
DIV. 6 CARPENTRY & MILLWORK		
Drywall & framing	19,508.00	As per plans
Acoustical Ceilings	41,838.00	As per plans
DIV. 7 THERMAL & MOISTURE PROTECTION		
Replace Roof	64,377.00	As per plans
DIV. 8 DOORS & WINDOWS		
Doors/frames/Hardware	1,480.00	As per plans
Overhead Doors	6,308.00	Replace coiling door, perform PM on existing door
DIV. 9 FINISHES		
Ceramic Tile (Floor & Wall)	10,710.00	As per plans
Painting - Prime walls only	4,650.00	As per plans
DIV. 9 FINISHES		
Restroom Accessories	950.00	As per plans
DIV. 15 MECHANICAL		
HVAC	88,000.00	As per plans
Plumbing	26,200.00	As per plans
Fire Protection	-	Not Included
DIV. 16 ELECTRICAL		
Electrical	55,444.00	As per plans
Fire Alarm	-	Not Included
Subtotal	375,221.00	
GC Fee	33,132.76	
Total	408,353.76	
BID ALTERNATES		
Epoxy Floor, Basic (1) coat, (1) color system	\$ 39,071.00	ADD
Replace Exterior Concrete	\$ 6,875.00	ADD

Respectfully submitted,

Martin J. Renel

Martin J. Renel, Managing Member

5640 W. Maple Rd. Suite 101 West Bloomfield, MI 48322
(248) 855-1575 (248) 538-5234 fax

Bid Qualifications

1. This proposal does not include any changes that may arise from City of Dearborn Plan review or field inspector requirements.
2. This proposal is based upon plans as prepared by Jeff Scott Architects dated 10.30.2020.
3. All work to be completed during normal business hours, phasing or overtime is not included.
4. We have not included Bonds, tap fees, or utility fees.
5. Union only Labor is excluded.
6. The following items are excluded from our bid:

All Utility Fees

Telecom/Data Wiring

Fire Protection systems and Fire alarm work

Tenant portion of work

Any costs for repairs of underground/hidden plumbing and mechanical items.

7. We have included the following allowances:

Building permit fees: \$ 3,000.00

⇒ APPLICATION ⇒

Application Date ____/____/____

Business

Name AL-WISSAM INC

Property Address 13354 Michigan Ave. Dearborn, MI 48126

Business Owner BASSEM SOUWAIDAN

Business Owner

Address 23372 Meadlawn Dr. Dearborn Heights, MI 48127

Business Owner

Business Owner Phone 313-790-7777 Email NIZAR@ALWISSAM.COM

Property Owner BASSEM SOUWAIDAN

Property Owner Address 23372 Meadlawn Dr. Dearborn^{Heights}, MI 48127

Property Owner Phone 313-790-7777 Email NIZAR@ALWISSAM.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 N/A

Is this an existing or a new business? New Existing

If relocating, when was this business established? April 1992

If relocating, please list current address N/A

Estimated start date of project 08/01/20

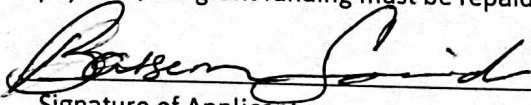
Estimated completion date of project 09/01/20

Total cost of project \$ 35,000-40,000 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

07-22-2020
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.

stixels design studio

25505 West Seven Mile Road

Redford Michigan 48240

P: 313-289-0152

stixelz@gmail.com



Bill To

Alwissam Inc

13354 Mochihan Ave

Dearborn mi 48126

nizar@alwissam.com

Invoice INV0396

Date

09/22/2020

Terms

Due on receipt









DEARBORN
Downtown

Social District Plan



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



Make Your Mark.



Transform Michigan Avenue from east to west to increase economic vitality of the whole community in order to be one of the most desirable cities in the United States in which to live using 5 key transformational strategies:

- Image
- Mobility
- Cohesive Community
- Next-Generation Appeal
- Innovative Retail Diversity



What is a Social District?

Public Act 124 of 2020

STATE ENABLING LAW ADOPTED JULY 1, 2020

- **Definition** - Allows Michigan municipalities to establish Social Districts that would allow for “common areas” where two or more contiguous licensed establishments (bars, distilleries, breweries, restaurants and tasting rooms) could sell alcoholic beverages in special cups to be taken into a defined common area (defined boundary) for consumption.
- **Sunset** - The law allows for a district area to be set through 2024.
- **Permitting** - Business permit through the Michigan Liquor Control Commission (MLCC) - \$250. Business applications must be approved by City. No local fee is required or specified.
- **Plan and Boundary** - A management plan and boundary must be approved by Council and sent to the MLCC.

Business Need

Economic Importance

BUSINESS SUPPORT DURING PANDEMIC

- Allows restaurants and bars to attract and retain customers. Grab a beverage while you wait.
- Grow business sales by extending outdoor dining in conjunction with City's Outdoor Permit
- Consumer comfort level to support business, yet stay socially distanced
- Compliments the City's Outdoor Permit extension through January 3, 2020, or longer if determined by Council

DESTINATION TOURISM

- West Downtown Dearborn is focused on dining and entertainment
- Creates a local, regional and destination draw
- Competitive edge

WDDDA BUSINESSES

- 17 Class C/Brewery Liquor License Holders currently in district
- **7 stated interest in Social District to date**

Who Else Is Doing This?

Benchmarks

SOCIAL DISTRICTS IN MICHIGAN

- Northville
- Petoskey
- Grand Rapids
- Kalamazoo
- Muskegon
- Lake Orion
- Farmington (just approved this week)



DEARBORN
West Downtown



= Common Area for events/street closures, subject to Council approval.

Social District Plan

Management & Maintenance

THE DETAILS

- **Pilot project** from December 2020 – November 2021
- **Re-evaluate October 2021/Make Modifications** – extend through 2024
- **No fees** – first year/COVID relief. Future years will be evaluated.
- **Managed by Manager of the DDDAs** – coordination with businesses, Police and DPW
- **Maintenance** – WDDDA maintenance team will monitor/maintain public areas. Participating businesses must maintain private and adjacent public areas/sidewalks to their business and add an additional trash receptacle at their entrance. Reposition existing trash receptacles as needed or add additional receptacles at boundary points.
- **Safety/Enforcement** - regular patrols to monitor the Social District boundary for compliance with MLCC and City of Dearborn rules and regulations. The WDDDA will also monitor and report compliance issues. Businesses will be required to maintain their immediate areas.
- **Liability** – businesses must maintain insurance. It is recommended that the applicants enter into an agreement with the City of Dearborn developed by Legal which includes insurance requirements. City's insurance requirements are being evaluated.

Social District Plan

Management & Maintenance

THE DETAILS

- **Operating Times –**

- Year-round
- Sunday – Wednesday 12 p.m. until 10 p.m.; Thursday – Saturday 12 p.m. until 12 a.m.
- After hours, consumption of alcoholic beverages would have to be contained within the license holders' service areas.

- **Code of Conduct**

- Licensed businesses must use a Dearborn Social District designated plastic cup of not more than 16 ounces with their business name and license number on it.
- A consumer cannot bring the purchase into another alcohol establishment, but may bring it into non-alcohol establishments if permitted by the business. Consume in common areas, but not in between.
- They must also dispose of their Social District designated plastic cup prior to leaving the Social District boundary.

Social District Plan

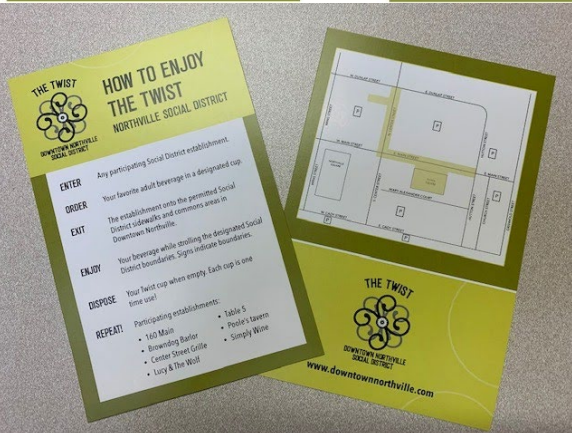
Management & Maintenance

THE DETAILS

- **Signage** - The area must be defined by signage that clearly defines the boundary and provides the code of conduct. Identification of businesses is needed as well.
- **Street Closures** - does not require closure of streets or barricading. Recommend Wagner Place and West Village Commons.
- **Communications** – WDDDA will provide consumer communications with a dedicated web and social page, mapping, code of conduct rules.
- **Separation of Rules** – Outdoor seating, business signage, lighting, tents remain under separate City ordinances. This does not override these rules. Such as: no tents, lighting or amplified sound shall be installed within the Social District or Commons Area(s) without City permission.
- **Events** – Community events/organizations can now promote participating businesses for alcohol sales instead of taking on the liability and burden of selling beverages at the event.

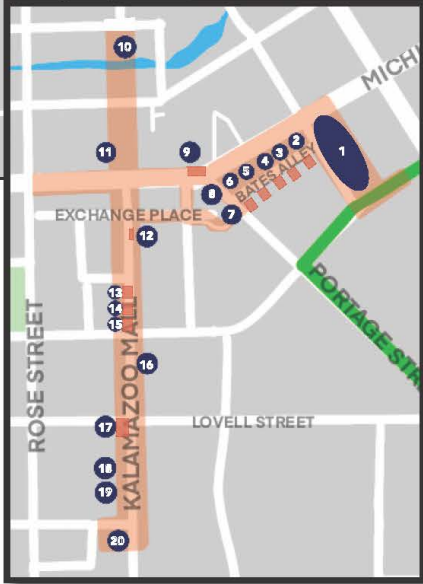
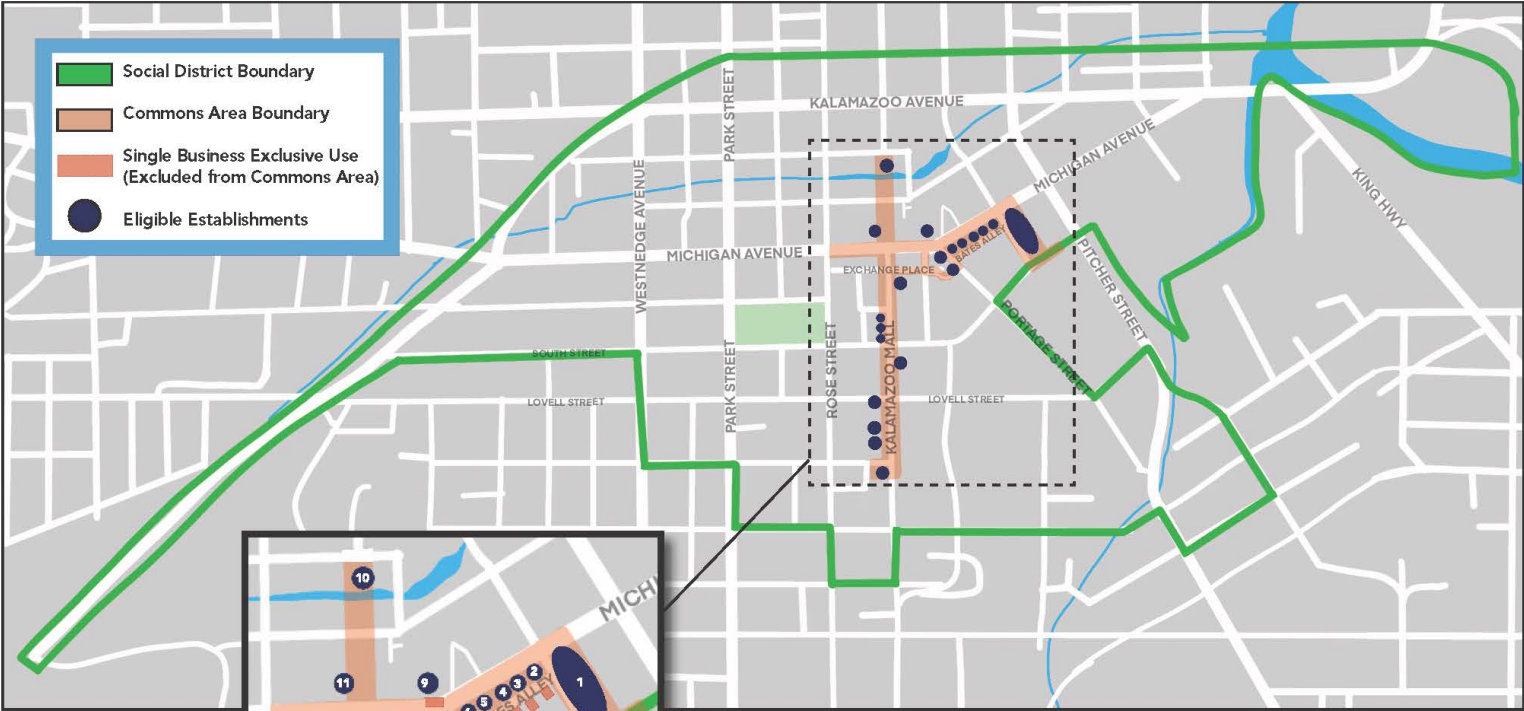
Social District Examples

Northville



Social District Examples

Kalamazoo



DOWNTOWN KALAMAZOO COMMONS AREA LOCATIONS

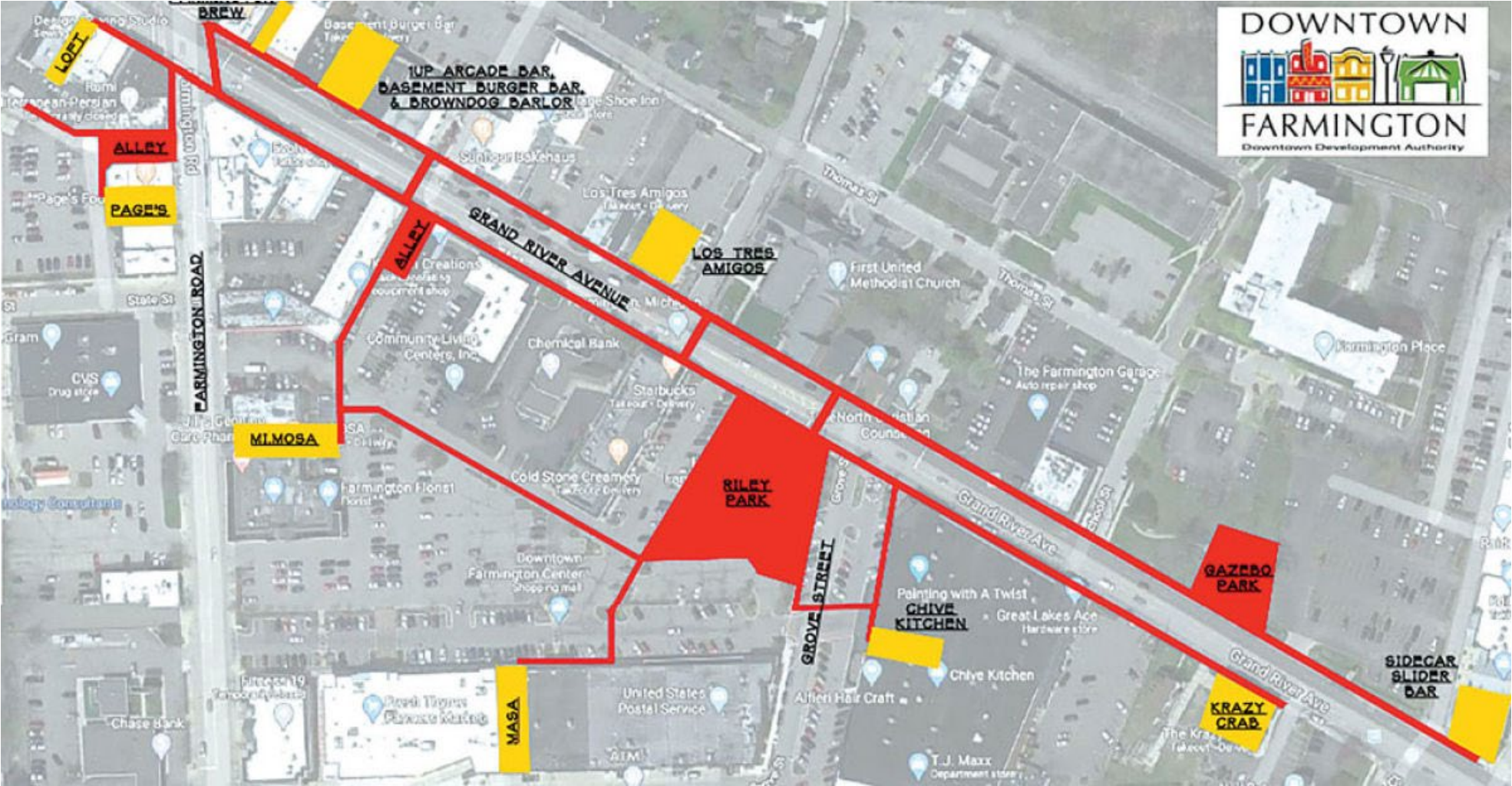
- | | | |
|--|--------------------------------|----------------------------------|
| 1 Entertainment District
The Gatsby
Wild Bull
District Square
Skydeck
Loft 310 | 7 Stamped Robin | 15 Taco Bob's |
| 2 Coney Island | 8 LFG | 16 Central City Tap House |
| 3 Tempo Vino | 9 The Wine Loft | 17 Tibb's Brewing Company |
| 4 Green Top Tavern | 10 Final Gravity | 18 The State Theatre |
| 5 Fuze | 11 Radisson Plaza Hotel | 19 Harvey's on the Mall |
| 6 Olde Peninsula | 12 The Union | 20 Papa Pete's |
| | 13 Principle | |
| | 14 Rustica | |

* Additional Single Business Exclusive Use areas may be added



Social District Examples

Farmington



DDDA Management Team



Downtown Dearborn



@DearbornDtown



@DowntownDearborn

www.downtowndearborn.org

Questions?

Contact: Dearborn Downtown Development Authorities Office
313-943-3141 or info@downtowndearborn.org

Cristina Sheppard-Decius
Executive Director

csdecus@downtowndearborn.org

Janet Bloom
Operations Manager

info@downtowndearborn.org

Jean Smith
Event Manager

jsmith@downtowndearborn.org

Steve Deisler
Project Manager

sdeisler@downtowndearborn.org



*EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY
CITY HALL PARK REDESIGN
KICK-OFF MEETING NOTES*

DATE: Thursday, October 15, 2020
TIME: 11:00 a.m.
LOCATION: Web Conference

MEETING ATTENDEES

In-Person

Cristina Sheppard-Decius, Dearborn DDA
Janet Bloom, Dearborn DDA
Matthew Dietz, DDA board
Emmajean Woodyard, Community Foundation/Arts Council
Mike Kirk, Design /EV Chair
Michael Shooshanian, Dearborn Recreation & Parks
Deena Berri, Dearborn DDA
Johanne Seidel
Dennis, DDA Intern
Christy Summers, Beckett & Raeder
Caitlin Jackson, Beckett & Raeder

Online Attendees

Hassan Sheikh, Dearborn ECD
Julia Kapilango, DDA Chairwoman / Art Space
Jean Smith, Dearborn DDA
Diana Abouali, Arab American Museum
Steve Deisler, Dearborn ECD
Jeff Watson, Dearborn ECD
Eric Woody - Beaumont
Freddie Houston, Performance Property Management (Art Space)
Kimberly Moore, Art Space

1. Welcome / Introductions
2. Review of Work Plan / Schedule
 - a. Christy gave an overview of the work plan/schedule and discussed the potential for public input and engagement starting in November.
3. Data Needed to Conduct the Study
 - a. Cristina will work to provide BRI with the following items:
 - Previous Planning or Designs for the Site or Context
 - Storm Water Management Study
 - City's Site Information – topographic survey, GIS, site utilities plan, etc.
 - List of Events and Attendance – current and proposed
4. Input
 - Site Opportunities / Constraints Open Discussion
 - Accessible route to DDA door – this is on Art Space property, but the desire is to have all accessible entrances to the building.

- Swale/grassy area near the building to be maintained for stormwater. The retaining wall near the DDA door is designed to keep water out from the lower door area.
 - The stormwater master plan is still in progress.
- Goals / Program Open Discussion
 - Maintain the art in the park (move it if need be). Some art is on temporary loan. Cristina will provide information to BRI on what is temporary vs. permanent.
 - Possibly identify space for additional art – sustainability coordination?
 - How can the park speak to Art Space? Showcase artists? Rotating displays?
 - Need a more permanent staging area for events. Currently they bring in the stage, lights, etc.
 - Integrate restrooms with the stage
 - Accommodate movies in the park
 - Engage seniors living nearby, better integration of the neighborhood
 - Pop-up temporary park designs to engage community
 - Celebrate plentiful ethnic food nearby – food trucks for events?
 - Restrooms – typically for events, 1 accessible and 3 typical are available. Some events bring 3-4k visitors a week. (Don't need to design to peak use)
 - Hand washing stations
 - Furnishings – living room spaces, movable furniture, accommodate handfuls of people or single visitors
 - Beacon Park – rotating light installations
 - Be considerate of residents living around the park – 63 residential units in Art Space
 - Lighting for safety
 - Electrical service for holiday lights
- 5. Stakeholder Sessions & Public Engagement Events
 - a. Cristina, Christy and Caitlin will strategize on the format and timing of the public input sessions and bring a strategy to the group for discussion.
- 6. Site Visit
 - a. The group walked around the site, viewing main circulation paths, the staging area for events, public art, memorials, and park furnishings.
- 7. Meeting Adjourn

Q3 ANALYTICS REPORT AUGUST-OCTOBER 2020



DEARBORN 2020

TEAM



Brian Boyle

Co-CEO, Issue Media Group

Veronica Johnson

Project Manager

Nina Ignaczak

Project Editor

ABOUT



- Identify and capture the story of innovation, investment and emerging assets that are shaping Dearborn's future.



Stories Published

10

People Reached (pageviews & social reach)

28,978

Total Engagements

2,341

Avg. Time on Page

10:47

TOP 3 STORIES

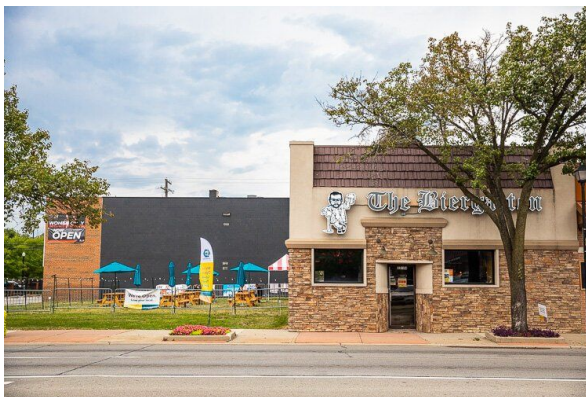


Connecting Dearborn with the Rouge River

PUBLISHED: SEPTEMBER 9

REACH: 4,543

ENGAGEMENT: 244



Small businesses take advantage of city's new policies for outdoor options in downtown Dearborn

PUBLISHED: AUGUST 20

REACH: 3,933

ENGAGEMENT: 598



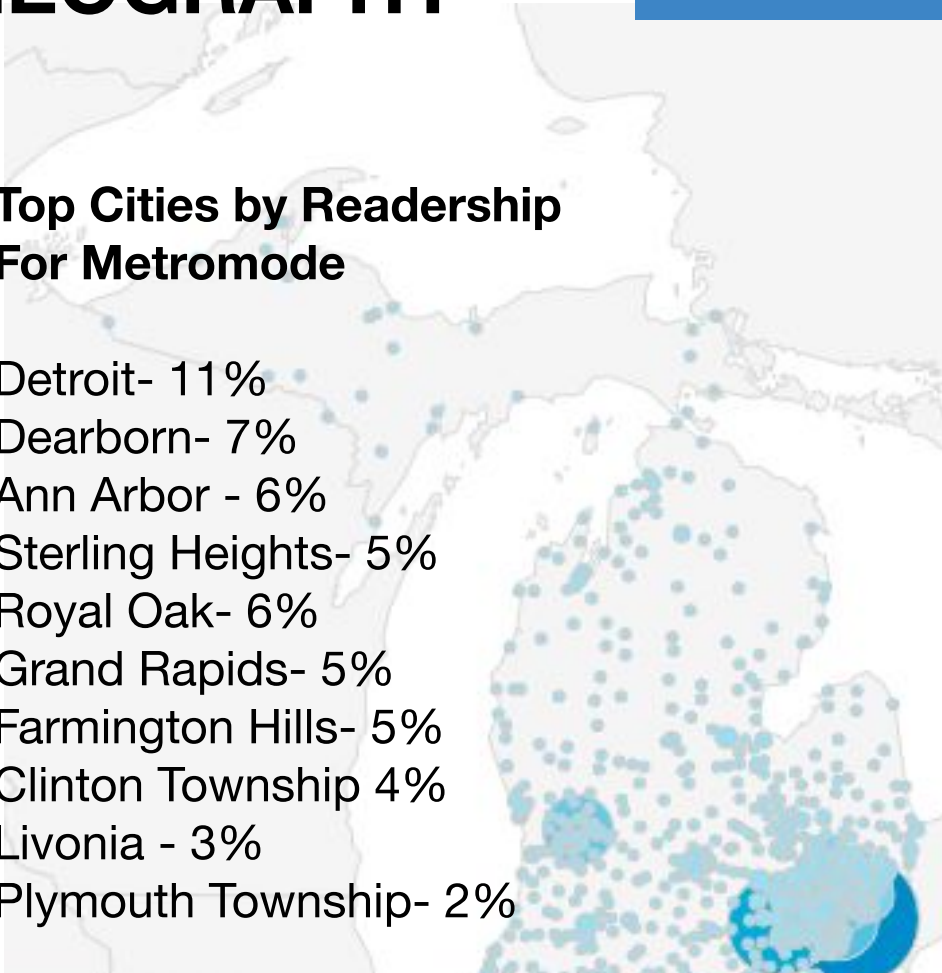
Pine Coast Cafe opens in Dearborn amid pandemic, plans for socially distant service

PUBLISHED: AUGUST 6

REACH: 3,102

ENGAGEMENT: 17

Top Cities by Readership For Metromode

A map of Michigan with numerous blue dots of varying sizes representing city locations. The size of the dots corresponds to the readership percentage for each city. The dots are most concentrated in the southern and central parts of the state.

Detroit- 11%
Dearborn- 7%
Ann Arbor - 6%
Sterling Heights- 5%
Royal Oak- 6%
Grand Rapids- 5%
Farmington Hills- 5%
Clinton Township 4%
Livonia - 3%
Plymouth Township- 2%

Top Metros by Readership For Metromode

Detroit - 88%
Grand Rapids-Kalamazoo-Battle Creek - 7%
Flint - 2%
Lansing- 2%
Traverse City - 1%
Toledo- 1%
Marquette - 1%
South Bend, IN- 1%
Alpena - 2%

STATEWIDE



Sharing through Second Wave Network

Number of stories shared to Second Wave: **10**

Subscription Size (Metromode & Second Wave) = 51,825

Average Open Rate: Metromode - 13%; Second Wave - 10%



BEST OF DEARBORN

Sent October 13



AVERAGE OPEN RATE:

10.1%, 1200 ppl opened

AVERAGE CLICK THROUGH
RATE:

6.2%

SOCIAL SHARES



- Downtown Dearborn
- Dearborn Area Chamber of Commerce
- POSITIVELY Dearborn
- Dearborn BLOG
- Green Brain Comics
- Patronicity
- Highland Neighborhood Association in Dearborn, MI
- Community Foundation for Southeast Michigan
- ACCESS
- Detroit Developments
- Friends of the rouge
- Edward N. Hines Drive Park
- Bike Dearborn

RUN DATE	HEADLINE	Time Spent on Page	Total Engagements	Total Reach
8/6/2020	Green Brain Comics Q&A: Crowdfunding and life during COVID-19	7:42	90	2884
8/6/2020	Pine Coast Cafe opens in Dearborn amid pandemic, plans for socially distant service	7:55	17	3102
8/19/2020	Dearborn's ACCESS supports vulnerable members of community through pandemic	5:13	37	2077
8/20/2020	Small businesses take advantage of city's new policies for outdoor options in downtown Dearborn	6:39	598	3933
9/4/2020	UM-Dearborn, HFC creates hybrid plan to keep commuter populations safe this semester	10:09	111	2789
9/9/2020	Connecting Dearborn with the Rouge River	16:50	244	4543
9/17/2020	Dearborn's Capri Italian Bakery bakes its way through pandemic	10:36	1206	3045
10/1/2020	City seeks input from the community as it works on the Downtown Dearborn Vision Plan	4:15	9	1996
10/1/2020	Dearborn works to preserve and grow its tree canopy	3:47	25	2,440
10/8/2020	Michigan-based ride-hailing app launches in Macomb, Oakland, Washtenaw, and Wayne counties	9:02	4	2169

GOOGLE SEARCH Rankings



Search Google or type a URL



SECOND WAVE
Southwest Michigan

Through the editorial coverage, and utilizing SEO conventions in Story Titles, abstracts, and stories, we are able to impact placement of Google Search Rankings.

GOOGLE SEARCH Page One

SECOND WAVE
Southwest Michigan

www.downtowndearborn.org

www.downtowndearborn.org

Downtown Dearborn: Home Page

Subscribe below to have the latest **Downtown Dearborn** development and event news delivered right to your inbox. Name. First Last. Email.

Things To Do · COVID-19 Resources · Visit · Get Involved

www.facebook.com · Pages · Other · Community

Downtown Dearborn - Home | Facebook

Downtown Dearborn. 4841 likes · 232 talking about this. Check out the latest news, events and businesses that keeps revving up **Downtown Dearborn**, MI.

cityofdearborn.org · ... · Dearborn's Business Districts

West Downtown Dearborn - City of Dearborn

West **Downtown Dearborn** District. **Downtown Dearborn**. Along Michigan Avenue's corridor, it's where the City's 200+ year history and future meet... from rural ...

cityofdearborn.org · component · tags · tag · downto...

Downtown Dearborn - City of Dearborn

With an economy on the rise, there is renewed interest in doing business in **Dearborn**. The City of **Dearborn** economic development experts are happy to welcome ...

www.secondwavemedia.com · metromode · features

Dearborn to unify downtown districts along Michigan Avenue

Jan 26, 2017 — In a time when suburbs across the region and nation are struggling to create walkable districts, **Dearborn** possesses not one but two ...

Downtown Dearborn

#5

Top media story

GOOGLE SEARCH Page One

umdearborn.edu › cob › majors-minors-curriculum › c... ▼

Certificate Programs - University of Michigan-Dearborn

The Certificate in **Entrepreneurship** can complement any field of study. ... The program is open to all undergraduate students at **UM-Dearborn**, as well as guest ...

cityofdearborn.org › Business › Resources ▼

Start-up and Operating Guidance - City of Dearborn

Its signature program, the Immigrant **Entrepreneur** Program, involves supporting **entrepreneurs** who want to start and grow businesses, helping them connect to ...

downriversundaytimes.com › 2017/10/04 › dearborn-e... ▼

Dearborn entrepreneurs share stories, advice on business

Oct 4, 2017 — By ZEINAB NAJM Times-Herald Newspapers. **DEARBORN** — Four **Dearborn** business owners discussed the future of local **entrepreneurship** ...

www.dearbornareachamber.org › Education ▼

Young Entrepreneurs Academy - Dearborn Area Chamber of ...

Sponsored by: The Metro Detroit Young **Entrepreneurs** Academy Ambassador's. Applications are now available for the 2018-2019 program year! For the paper ...

Wed, Oct 25 — Eye Opener at Leo's Soney ...

www.secondwavemedia.com › metromode › features ▼

An ecosystem for entrepreneurs grows in Dearborn

Mar 29, 2018 — It's also a result of the local business climate in **Dearborn**, one that offers a robust **entrepreneurial** ecosystem to help foster projects.

SECOND WAVE
Southwest Michigan

Dearborn entrepreneurship

#8

Top media story

Downtown Dearborn

Design & Economic Vitality Committee

Minutes

October 28, 2020 @ 2pm

Join Zoom Meeting

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

Meeting ID: 323 245 564 Password: 265323

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

Meeting ID: 323 245 564 Join by Skype for Business: <https://zoom.us/skype/323245564>

Attendees: Mike Kirk, Mark Guido, Steve Horstman, Jackie Lovejoy, Cristina Sheppard-Decius, Steve Deisler, and Janet Bloom.

AGENDA ITEMS	TASKS/ACTIONS	ASSIGNMENTS
A. FYE2022 Budgets & Strategies	Open Discussion/Priorities <ul style="list-style-type: none">• Studios under \$1000• Possible Business Relief for Covid-19	
B. Sidewalk Cafés	<ul style="list-style-type: none">• Temporary Outdoor Extension to January 3rd• Tree Well Removals: Finalizing Bid Doc• Outdoor Use Amendment – Start in Nov.• Future Items:<ul style="list-style-type: none">○ SPRING 2021: Boardwalk Platform Dining○ Design Manual: Lighting & Signage	
C. COVID-19 Business Support	<ul style="list-style-type: none">• Social District• CDBG loan/grant Update• Economic Study• Impact Survey• Paycheck Protection Program• EIDL Loan Advance• Design Assistance	
D. Business Assistance Team	<ul style="list-style-type: none">• Webinar Feedback• Overview Flyer• Applicants• Design and Engineering	
E. Open Door Dearborn	<ul style="list-style-type: none">• Al Wissam• Other Application Interests/Follow Up• Renderings/Design Promotion• Qualified Contractors/Quote Issues	

F. Bike Facilities Implementation Plan	<ul style="list-style-type: none"> • Finish WDDDA items • Bike Racks for EDDDA – potential funding 2021 • Bike Lane Education Flyer • Healthy Streets – Spring 2021 • Mobility • Assistance from Law Enforcement 	
G. Public Art	<ul style="list-style-type: none"> • Monuments Project (Mellon Foundation) • Possible Committee 	
H. 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) • Branded Signage for Storefronts • Vacancy Report 	
I. Public Spaces & Amenities	<ul style="list-style-type: none"> • Michigan Avenue (CAVnue Project) • REQ for Seating at Fishnet • REQ Library Lot – Survey & Engineering • City Hall Park Redesign Architects: Follow Up • EDDDA Parking Lots – Lighting Underway – Alley Demo • Vision Plan – Take the Survey! • Vacant Land – Due Diligence 	

RESOURCES

IMPORTANT DOCS
Metromode DRAFT Summary Launch Lab Framework Launch Dearborn Vision Plan Draft Entrepreneur Ecosystem Committee Notes
Open Door Dearborn Vision Vacancy Roundtable Business Promotion Micro-Grant link FINAL Open Door Dearborn Incentive link
https://staceygrant1.wixsite.com/launchlab Business Resource Incentives Document
Candidates for Façade Program: Merchants, Jiu Jitsu, and refer to previous list identified for EDDDA ; - FBC Code presentation and user guide ; FBC Code - Business Overlay & Sample Guidelines ; Committee Notes ; Suggested Design Asst. Firms

[FINAL DESIGN GUIDELINES](#)
[FINAL INCENTIVE PROGRAM](#)

[Presentation for Connector Streets & Michigan Ave.](#)

[MMTP draft plan link](#)

[Tree Well Overview](#)

[Overall Rendered Plan](#)

[Schaefer Rendered Plan](#)

[Using Public Sidewalks How To Sheet DRAFT](#)

FYE2021 - Art In Public Spaces Plan budgeted

www.brandingdearborn.com

Downtown Dearborn Promotions Committee Minutes

Attendees: Matthew Dietz, Katie Merritt, Chris Sickie, Jackie Lovejoy, Julia Kapilango, Hassan Sheikh, Cristina Sheppard-Decius, Jean Smith, Veronica Johnson - Metromode, and Janet Bloom.

I. 4th Quarter Events/Promotions Update

a. Downtown Day (MDA Promotion)

Promoting on social media channels. 40 days of activities.

b. Fall Promotions

Pumpkin Carving - first year in West - less participants (51); East had high participation (84), Chris - add 20 more pumpkins to East. Need to set volunteer needs (and be sure in work plan) so we can plan to. Scavenger hunt - people have been out but no tagged pics received. Participants may be tagging businesses and not us. 18 businesses are participating. Need to plan photo needs per calendar year.

c. Winterfest Market

18 vendors have signed up; goal is 35-40. Having issues obtaining Santa. Katie - have kids sit in chair and do one on one with Santa on monitor (sanitize between each kid) for ticketed event only. Breakfast - do three sittings- with set menu, and do payment at Avenue Brunch House at beginning . 10am - 4pm.

d. Shop Small/Holiday Promotions

32 registered for this year, \$9000 in sponsorship; waived \$30 fee to participate, Octane working on commercial spot and radio copy. Both East and West application; Julia asked for another push to get more East businesses to participate. Jackie will give Al Wissam contact and Jean will reach out to Steve Deisler. Cristina stated the deadline is tomorrow morning for passport so reach out to Promo. Committee for last reach outs.

II. 1st Quarter Events

Meeting Date:
October 28, 2020
10:00 am

Meeting Location:
DDDA Office
13615 Michigan Avenue

Conference Call #:
Join Zoom Meeting
<https://zoom.us/j/308973055?pwd=Sy9GNIBXaGZ4UmgxRlZrRzk3WTdHQT09>

Meeting ID: 308 973 055
Password: 123811

One tap mobile
+19292056099,,308973
055# US (New York)
+13126266799,,308973
055# US (Chicago)

Dial by your location
+1 929 205 6099

a. Black History Month

Meeting to be set up; use Google Drive for hosting of all documents. Art exhibition - Art of Protest, Juneteenth Bike Ride, and third event to be planned later in the year. Julia to provide “call for artists” so Blick, Green Brain and DDDAs can post and share.

b. DRW

\$300 participation fee. Slated for March 19-28, 2021. Julia - check to see if fee can be reduced to \$150 for 2021.

III. Volunteer Management Plan & Updates/Needs

List local university and school contacts and create volunteer categories document. Include photography group, national honor society, and key clubs. Include Dearborn High School, Edsel High School, Fordson High School, Advanced Technology Academy, University of Michigan-Dearborn, and Henry Ford College.

IV. Strategic Planning & FYE2022 Budgets

Need to look at upcoming July 1, 2021 to June 30, 2022. Cristina - will set up a document to collect all ideas on events, programming, other ways to connect engagement with community. Overall budget will be included.

V. Metromode Report

Identify and capture the story of innovation. Detroit is the top city and metro for Metromode and people are reading the Dearborn stories. Dearborn is number two in Metromode. Stories are shared with publishers throughout the state of Michigan. Top three stories are Connecting Dearborn with River Rouge River, Small Businesses Take Advantage of the City's New Policies for Outdoor Options in Downtown Dearborn, and Pine Coast Cafe Opens... Subscription size is 51,825 total with Second Wave. 13K subscribers in Metromode alone.

VI. Storytelling Time– What’s Happening Around Town

DATE	EVENT	HASHTAG	CHAMPION
	Black History Month		
March 20 - 29, 2020	Dearborn Restaurant Week	#DRW2020	Sam Abbas
March	Reading Month/ The Big Read		Maryanne Bartles
April	Art Month		Emma Jean Woodyard
May 2021	Historical Walk/Bike Tour		
May 18	Martian Marathon		Mo Hider
May 6	Ladies Night		Chris Sickle

May 2	Free Comic Book Day		Katie Merritt
May 16	Spring Perennial Exchange		Katie Merritt
July 10 – September 25	Farmers Market	#DFM	NEED A CHAIR
June 5, July 10, August 14	Kids Days	#KidsDays	NEED A CHAIR
June 3–July 8	Music in the Park	#MIP2020	Julia Kapliango
June 12, July 17, August 14, Aug. 21	Movies in the Park (West & East Alternate)	#Movies2019	NEED A CHAIR
June 26, July 24, Aug 28	Friday Nites	#FridayNites	NEED A CHAIR
July 15–August 19	Jazz on the Ave	#JazzAve2019	Julia Kapilango
July 14–August 18	Tunes at Noon	#TunesatNoon	
July 24-25, 2021	JAM3A		AANM
Sept. 12	Fall Perennial Exchange		Katie Merritt
Oct. 24 (same day as TOT?)	Pumpkin Carving		
Oct. 24	Trick-or-Treat	#DearbornTreats #TrickorTreat	
Oct. 26	Doggone Dearborn		
???	Beer Crawl		Lynette Downey
Nov. 28	Shop Small & EDDDA Winter Breeze	#ShopSmall	
Online version December 9? Spring/Summer 2021	EDDDA Open House		
Dec. 12	WDDDA Winterfest Market	#DWM2019	



DOWNTOWN DEARBORN STEERING COMMITTEE MINUTES



October 14, 2020

9 a.m.

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

I. Actions/Updates

a. Vision Plan Update

Boards and Committees are having a special meeting next week via Zoom. Smith Group will be on call. Survey is open until the end of month. Distribution: press release is out to local media, chambers, Dearborn Public Schools and local college and university contacts; in social media FB/IG/Twitter; also on website. Vision Plan postcards were mailed out to both districts (363), and distributed postcards to higher traffic businesses. Three areas of focus - post out a question a week plus a primer post prior to those questions. Also, boosting those for five days.

b. GIS Mapping

Working on making our database correct and up-to-date and fill in gaps. It will also link to the GIS map. Land use identified. Intern in field to gather rest of data. Realtor information will be added as we receive.

c. Michigan Main Street Select Level Application Work Plan

i. Application Timeline –

1. December 4, 2020 — Letter of Interest due at MEDC by 4pm
2. February 5, 2021 — Completed applications due at MEDC by 4pm
3. May 2021 — Announcement of chosen Select Level Communities
4. May 2021 — Begin Select Level services

ii. Partner Presentation

- iii. Letters of Support & Sample Letter : (including dollar amount pledged and volunteer hours) for the Main Street Program from

Mission:

Collaborating to create a vibrant Downtown Dearborn experience for all.



organizations, institutions, business owners and citizens must be attached to the original application, February 5th.

1. Partner Engagement Recruitment – Committee Progress/Update
2. Include a municipal resolution of support for participation in the Select Level Michigan Main Street program.

II. Next Steps

- a. Service Agreement –Set Up Meeting with Legal (Julia, Eric, Jackie and Mark)
- b. Downtown Management Checklist (tally)

Mission:

Collaborating to create a vibrant Downtown Dearborn experience for all.



EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY BOARD RETREAT

THURSDAY, OCTOBER 29, 2020

8:00 A.M. – 10:00 A.M.

Via Zoom

Join Zoom Meeting

HYPERLINK

"<https://www.google.com/url?q=https://us02web.zoom.us/j/82960169041?pwd%3DZEFmeEJsWGNrY1FnTTFWWaitXZzlrUT09&sa=D&source=calendar&usd=2&usg=AOvVaw20wDbd7bNE2ZDhi8giD52b>" \t "_blank"

<https://us02web.zoom.us/j/82960169041?pwd=ZEFmeEJsWGNrY1FnTTFWWaitXZzlrUT09>

Meeting ID: 829 6016 9041 Passcode: 852120 +1 312 626 6799 US (Chicago)

Join by Skype for Business **HYPERLINK** "<https://us02web.zoom.us/skype/82960169041>"

<https://us02web.zoom.us/skype/82960169041>

Attendees: Dan Merritt, Julia Kapilango, Eric Woody, Heidi Merino, Jeff Watson, Kathy Jaafar (resident), Licia Yangouyan, Matthew Dietz, Mark Guido, Mary O'Bryan, Moe Almaliky, Zeinab Hachem, Dennis Johnson (intern), Cristina Sheppard-Decius, and Janet Bloom.

Meeting started at 8:05 am

- I. Greetings & Meeting Overview – 5 min.
- II. Mission & Strategies – 15 min. (Activity)
 - A. Quiz
 - B. Events, Projects & Programs
 - C. Collection of Goals
 - D. Strategic Vs. Visionary Frameworks
 - E. Innovation and Diversity
 - F. Economical, Physical, Social
- III. Board 2.0– 15 min.
 - A. Board Makeup
 - B. Roles & Responsibilities
 - C. Effective Meetings
 - D. Activating Committees
- IV. DDA Basics– 10 min.
 - A. What is TIF? How Does It Work?
 - B. DDA Boundaries
 - C. Housing/Neighborhood Population
 - D. Covid-19 Impact
 - E. Diversity
- V. DDA Services - 10 min. (Activity)

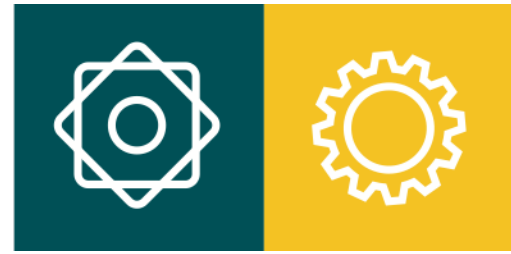
- VI. How To Be Effective Board Members – 15 min. (Activity)
 - A. The Basics
 - B. Activities
 - 1. Getting to Know You
 - 2. What's Your Superpower?
 - 3. How Can We Help You?
 - 4. Buddy System
- VII. Breakout Sessions - 40 min. (Activity)
 - A. Community Engagement: Story Problem Solving & Role Playing Practice
 - B. Sponsorships: Story Problem Solving & Role Playing Practice
- VIII. Share Out – 10 min.
 - A. Breakout Session Outcomes & Role Playing
 - B. Board Member Commitments: Community Engagement & Sponsorship
 - C. Committee Assignments
- IX. Closing Remarks & Next Steps

No actions were taken at this meeting since it was a board retreat.

Meeting concluded at 10:45 am.



JOINT DDDA BOARD VISION PLAN SPECIAL MEETING



October 21, 2020

8 a.m. - 9:06 a.m.

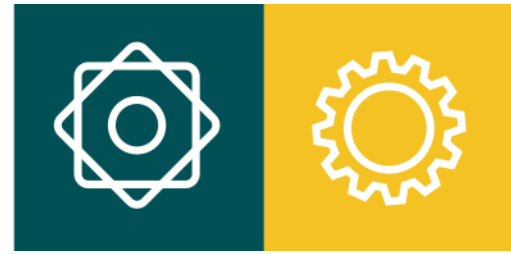
Attendees: Julia Kapilango, Sam Abbas, John McWilliams, Matthew Dietz, Tom Clark, Mark Guido, Dan Merritt, Mary O'Bryan, Jackie Lovejoy, Jeff Lynch, Tracy Besek, Ken Kettenbeil, Kathleen Duffy, Kelly Burks, George Moroz, Mike Kirk, Emma Woodyard, Chris, Katie Merritt, John O'Reilly, Cristina Sheppard-Decius, and Janet Bloom.

1. Opening Remarks
Cristina Sheppard-Decius - today is overview of Vision Planning process and discuss where Dearborn can be more Diverse, Innovative and Connected and think about those under the umbrellas of physically, socially, economically and environmentally.
2. Kathleen Duffy of SmithGroup shared the Dearborn Vision Plan presentation which highlights that the Vision Plan will bring together goals from recent planning efforts and studies for a unified vision statement and goals that will provide a strategy for the DDDAs and City to plan to, that pulls in the Branding study to then pull it into the districts. Define a vision for both East and West Dearborn.

SmithGroup captured audience comments - see report.
3. Closing Remarks
 - a. Recap - Cristina - complete the survey and Vision Plan by end of year; then put plans in place to do action in 2021. Re address transformational strategies once Vision Plan complete.
 - b. Vision Survey - be sure to push out to your contacts.



JOINT DDDA EXECUTIVE

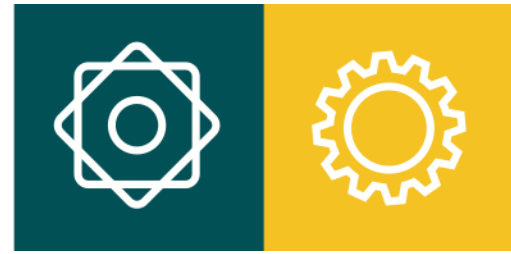


November 9, 2020

8 a.m.

Attendees: Julia Kapilango, Sam Abbas, Hassan Sheikh, Moe Hider, Steve Deisler, Cristina Sheppard-Decius, and Janet Bloom.

1. JOINT BOARD MEETING AGENDA ITEMS
 - a. Economic Study
Do surveys after holidays. Might identify those who need assistance but haven't reached out via BAT. U of Michigan-Dearborn project. \$2000 to do. Includes security measures to keep business information private.
 - b. Open Door Dearborn Signage
Window clings for grant awardees to place in windows. 24"x30", Qty. 4, \$200 per district.
 - c. Shop Small Amendment
Paper size is different than quoted so cost is going up \$33, so \$16.50 per district.
 - d. 2021 Board Meeting Schedule
Approve Joint Board meeting schedule for 2021 calendar year
 - e. Website Hosting and Maintenance Renewal
Essential IT on current website hosting/maintenance costs which run \$1068 for downtowndearborn.org 7/1/2020 - 6/30/21. For DRW website, it is \$360 for 9/1/2020 - 8/31/2021.
 - f. PR Contract 2020/21 – Update/Options
Still need to meet with One Magnify to discuss further aligning of needs.
 - g. Website On-page SEO
Discussing with Essential IT.
 - h. Sprout Social
Researching options with this social media analytics and scheduling tool. Bring in house for current data, ease of scheduling posts and having real time data.
2. WDDDA ONLY ITEM
 - a. Social District Signage and Marketing Materials
Two businesses committed to participate, 7 interested. There are 17 liquor licenses in the area. Steve - other cities surveyed and have found success and plan to implement next year.
 - b. Winterfest Service Provider Amendment
Photo booth - cost is now \$700 not \$600, vendor is Reflections of You, LLC.
Henry Ford College - ice sculptures - cost is now \$375 not \$500.
Beshara - posters - \$100
Bewick Publications (Dearborn Times Herald) - ad for two weeks - \$150
Santa - \$600 - TBD on vendor
Photographer - TBD - Breakfast with Santa \$500
 - c. DFM Amendment
Yard signs cost increase of \$20, so total is \$80.
 - d. W. Village Dr. Streetscape Repair (Bollard and Tree)



Getting costs on bollard and tree replacement and needed cement work. Will be applied to insurance.

3. EDDDA
 - a. WH Canon Contract – additional litter/debris pick-up day (4 to 6 days)
Contract review.
 - b. MDA Conference – additional attendee
Four sent from East so additional person is \$75 more.
4. UPDATES/DISCUSSION
 - a. Purchasing Policy
Internal meeting to be set to talk thresholds and other details on policy. Review local vendor, minority policy. No actions will be at this meeting.
 - b. Sponsorship – Beaumont
Beaumont - \$17,500 (\$10K: Jazz on the Ave., Music in the Park and 12 wks of farmers mkt/\$7500 for DFM in West); increase from \$10,000 in previous year. Separate ask for biking infrastructure and City Hall Park.
 - c. BAT Resources
Three meetings this week and doing follow ups.
 - d. Vision Plan – Board Special Meeting October 21
 - e. Vacant Lot Purchase/Repurpose
Hassan - will cover in ECD meeting later today.
Julia - asking about vacant lot along Michigan Ave.
 - f. EDDDA Tree Well Removal Bid Timeline
Spec is finalized, will check on timing with purchasing.
 - g. EDDDA City Hall Park Redesign – Advisory Team Next Meeting- December
Documents will go out this week. Try to schedule first week of December.
 - h. Open Door Dearborn Grant
Al-Wissam - hire a design team for more formal drawings/floor plan.
 - i. Business Inventory
Steve and interns going out to fill in gaps.
 - j. Bid Posting
DDAs want to lead people to City website for open bids. Training on bidnet to learn to navigate might be beneficial.
 - k. East Board Mini Retreat
Cristina will send out follow up this week. Good activation of participants. Julia- excellent content and training on MSM and EDDDA board training items.
 - l. ECD funding
Julia - spoke to Jeff Watson on ADA funding and additional arts funding. Entrance off John Nagy is not ADA compliant. CDBG funds might be option. Senior programming that Artspace artists would do by way of the DDDA with Fishnet Studios and Parks & Rec.
 - m. Business Marketing (Online)



Businesses mentioned occasionally on platforms. Promotions Committee to figure out best way to highlight businesses. Also need to set up LinkedIn for DDDA. Eblast - Shop Small - need to link businesses.

5. CALL TO EXEC COMMITTEE

**DDDA BOARD OF DIRECTORS
ADOPTED RESOLUTIONS
OCTOBER 2020**

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Branded Banners Bid Award - EDDDA

Date Adopted: October 15, 2020

Motioned by: Director Eric Woody

Seconded by: Director Matthew Dietz

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 that using street pole banners are an effective way to market and identify the district with the new branding elements; and

WHEREAS: The EDDDA carried forward \$1500 for the design, production and shipping of branded banners that will be placed throughout the EDDDA district; and

WHEREAS: The City of Dearborn purchasing department is conducting a competitive bid process for the lowest bidder; so let it be

RESOLVED: The EDDDA authorizes the Manager of the DDDAs to award the contract to the lowest bidder, expending up to \$1750 for the design, production and shipping of the branded banners from the General Marketing budget line item account #297-6100-911-51-00, subject to review and approval of Corporation Counsel.

Yes: Chairperson Julia Kapilango, Vice Chairperson Dan Merritt, Mayor Jack O'Reilly, Director Janice B. Cislo, Director Matthew Dietz, Director Mark G. Guido, Director Jay P. Kruz, Director Kamal Turfah, and Director Eric Woody

No:

Abstained:

Absent: Secretary-Treasurer Heidi Merino, and Director Mary O'Bryan

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Branded Banners Bid Award - WDDDA

Date Adopted: October 15, 2020

Motioned by: Mayor Jack O'Reilly

Seconded by: Director Jackie Lovejoy

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 that using street pole banners are an effective way to market and identify the district with the new branding elements; and

WHEREAS: The WDDDA carried forward \$4250 for the design, production and shipping of branded banners that will be placed throughout the WDDDA district; and

WHEREAS: The City of Dearborn purchasing department conducted a competitive bid process for the lowest bidder; so let it be

RESOLVED: The WDDDA authorizes the Manager of the DDDAs to award the contract to the lowest bidder, expending up to \$4250 for the design, production and shipping of the branded banners from the General Marketing budget line item account #296-6100-911-51-00, subject to review and approval of Corporation Counsel.

Yes: Chairperson Sam Abbas, Vice Chairperson Mohammed Hider, Mayor Jack O'Reilly, Director Thomas L. Clark, Director Mark G. Guido, Director Jackie Lovejoy, and Director John L. McWilliams

No:

Abstained:

Absent: Secretary- Treasurer Jeff Lynch, Director Karen Nigosian, and Director Audrey A. Ralko

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Open Door Dearborn Business Incentives Program - Grant Application Royal Furniture, Sam Ellehaf

Date Adopted: October 15, 2020

Motioned by: Director Matthew Dietz

Seconded by: Director Janice Cislo

WHEREAS: The EDDDA and 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: Royal Furniture, an EDDDA district small business retail store opened December 1998 and located at 13330 Michigan Ave. has applied for Level III of the Open Door Dearborn grant program; and

WHEREAS: Royal Furniture received Design Review and Building permit approval. Royal Furniture executed a construction contract with Key Construction Group on September 13, 2020. Restoration of the front and rear facades began approximately 4 weeks ago. The project is 50% complete: and

WHEREAS: At the October 13, 2020, special meeting of the Design/EV Committee, the committee approved recommending to the EDDDA Board funding Royal Furniture for Level I sign grant of \$2500, motioned by Hassan Sheikh and seconded by Jay Kruz with the following condition:

- 1) the applicant will secure two additional quotes for internal repair of the sign which is located on the front of the building facing Michigan Ave.

WHEREAS: At the October 13, 2020, special meeting of the Design/EV Committee, the

committee approved recommending to the EDDDA Board funding Royal Furniture for Level III grant in the amount up to \$5,000 for facade improvements with the following conditions, motioned by Hassan Sheikh and seconded by Jay Kruz: The applicant will be allowed a **special exception** to the Open Door guidelines requiring 3 separate quotes based on the DEV Committee's opinion that 1) a certified architect prepared plans, 2) City Design Review Committee and Building Department approved the plans 3) a formal qualified quote from a certified contractor has been executed by the applicant, 4) work is currently underway, 5) the contractor is reliable and the quality of work to date has been good ; and therefore, be it

RESOLVED: The EDDDA awards a Level 1 grant and Level III grant up to \$7500 from the Open Door Dearborn grant program from account #297-6100-911-34-90, contingent on meeting requested conditions by Design/EV Committee; and subject to review and approval of Corporation Counsel.

Yes: Chairperson Julia Kapilango, Vice Chairperson Dan Merritt, Mayor Jack O'Reilly, Director Janice B. Cislo, Director Matthew Dietz, Director Mark G. Guido, Director Jay P. Kruz, Director Kamal Turfah, and Director Eric Woody

No:

Abstained:

Absent: Secretary-Treasurer Heidi Merino, and Director Mary O'Bryan

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Fairlane Grounds - West Downtown Pocket Park and East of the Parking Deck - WDDDA

Date Adopted: October 15, 2020
Moted by: Vice Chairperson Mohammed Hider
Seconded by: Director John McWilliams

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) wishes to promote a vibrant and attractive downtown; and

WHEREAS: Removal and replacement of shrubs and evergreens is needed at the West Downtown Pocket Park, and between the East Parking Deck and West Village Condos, totaling \$4515 by Fairlane Grounds, the WDDDA landscape and maintenance contractor; so let it be

RESOLVED: The WDDDA Board authorizes \$4515 to Fairlane Grounds for the removal and replacement of landscape materials at the the West Downtown Pocket Park, and between the East Parking Deck and West Village Condos; furthermore, let it be

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

Yes: Chairperson Sam Abbas, Vice Chairperson Mohammed Hider, Secretary- Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Thomas L. Clark, Director Mark G. Guido, Director Jackie Lovejoy, and Director John L. McWilliams

No:

Abstain:

Absent: Director Karen Nigosian, and Director Audrey A. Ralko

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Farmers Market Extension 2020_Service Providers_ Amendment I_WDDDA

Date Adopted: October 15, 2020

Motioned by: Mayor Jack O'Reilly

Seconded by: Director Jackie Lovejoy

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

WHEREAS: The WDDDA authorized a budget of \$22,000 in expenditures for the 2020 Farmers & Artisans Market; and

WHEREAS: The Promotions Committee recommends extending the Farmers Market until the end of October 2020 to create a welcoming environment for the fall season and encourage consumers to visit the downtown; and

WHEREAS: The Farmers Market started five weeks later than usual for 2020 due to Covid-19 reducing the overall costs, therefore, funding is available and vendors have agreed to participate in an extended Dearborn Farmers & Artisans Market; and

WHEREAS: A listing of selected vendors and expenditures is recommended for the extended Farmers & Artisans Market for the 2020 season, being expended from account #296-6110-911-34-90; and

WHEREAS: The WDDDA authorized the expenditure of up to \$1510 for the Farmers & Artisans Market extension from the Farmers Market budget line item account # 296-6110-911-34-90 for 2020 at the September 2020 board meeting; and

WHEREAS: In order to provide fresh fruits and vegetables at the market, a partnership with Eastern Market Corporation for a booth onsite is proposed for \$400 per market day for a total of \$1600 for participating on October 9, 16, 23, and 30, 2020; so let it be

RESOLVED:

1. The WDDDA authorizes the expenditure of \$1600 to Eastern Market Corporation for the Farmers & Artisans Market extension from the Farmers Market budget line item account # 296-6110-911-34-90 for 2020; and
2. The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA with the companies listed below for the extended Farmers & Artisans, subject to review and approval by Corporation Counsel.

Vendor	Purpose	Amount
Taste the Local Difference	Advertisement- magazine	\$ 100.00
Edible WOW LLC	Advertisement- magazine	\$ 1,800.00
Farmers Market Coalition via Jean Smith	Membership renewal- POP Club related materials/ resources	\$40.00
Michigan Agritourism Association	Advertisement- magazine	\$ 150.00
Times Herald (Bewick Publications)	Advertisement- newspaper	\$ 300.00
Beshara Printing	Posters (qty. 100) and yard sign patches	\$ 310.00
<p>Lawrence Arbor Dates: 7/17/20, 8/21/20</p> <p>Visual Ronin Media (Michael Kuentz) Dates: 9/18/20, 9/25/20</p> <p>Dearborn School of Music Dates: 7/24/20, 8/28/20, 9/4/20</p> <p>One Man Music Band Date: 7/31/20, 8/7/20</p> <p>Amy Loskowski Dates: 7/10/20, 8/14/20, 9/11/20</p>	<p>Entertainment at market (\$150 per performance, with exception of One Man Music Band for \$135)</p> <p>EXTENSION: Five more dates of music with Larry Arbour (\$150), Amy Loskowski (\$150), TBD, TBD and TBD for a total of \$750 budgeted.</p>	\$2500.00
Malko Media	A-frame signage, road closed signage, vinyl coverups (tent, over the street banners, and street pole banners)	\$1000.00
Essential IT, LLC	web hosting, maintenance, technical support (Jan. 2020-Dec. 2020)	\$ 720.00
Michigan Farmers Market Assoc. (MIFMA)	Dues for membership- advertisement	\$200.00
Jean Smith, Events Mgr.	cooking demo supplies, caution tape, tables, a-frame signs	\$700.00
Brendel's	Portajohns, sinks, and hand sanitizer stands	\$2940
Malko Media	Yard signs - Safety reminders and FM specific (\$9.50ea - qty. 30 signs total)	\$300
Malko Media	A-frame signs (\$120 ea.) qty. 4 plus signage (8 signs at \$23ea.)	\$680
Epiccrowdcontrol.com	floor/ground stickers (\$17/ 6pk) qty 3 sets	\$51

Press & Guide	monthly newspaper - 4 ads in June	\$600
Arab American News	4 weeks of ads	\$900
Mama Mia	postcard printing and distribution	\$2990.00
Beshara	EXTENSION - posters	\$100
Brendel's	EXTENSION - portajohn/sinks	\$450
Bewick Publications (Times-Herald)	EXTENSION - newspaper ad - one week	\$150
Beshara	EXTENSION - yardsigns (qty. 6)	\$60
Eastern Market Corporation	EXTENSION- fruit/vegetable stand	\$1600

Yes: Chairperson Sam Abbas, Vice Chairperson Mohammed Hider, Mayor Jack O'Reilly, Director Thomas L. Clark, Director Mark G. Guido, Director Jackie Lovejoy, and Director John L. McWilliams

No:

Abstained:

Absent: Secretary- Treasurer Jeff Lynch, Director Karen Nigosian, and Director Audrey A. Ralko

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Holiday Décor FYE2021

Date Adopted: October 15, 2020

Motioned by: Director Janice Cislo

Seconded by: Director Eric Woody

WHEREAS: The East Dearborn Downtown Development Authority authorized a budget of \$10,000 for the purchase of holiday decorations in FYE2021;

WHEREAS: A competitive bid solicitation for the lowest bidder is in the process of being conducted; therefore, let it be

RESOLVED: The EDDDA authorizes up to \$10,000 in expenditures for the purchase of holiday decor, including shipping and handling, from the Contract Services budget 297-6100-911-34-90; be it further

RESOLVED: The Manager for the DDDAs is authorized to award to the lowest bidder and to administer, sign contracts and expend the funds for the holiday decor as authorized, subject to review and approval of Corporation Counsel.

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

No:

Abstained:

Absent: Secretary-Treasurer Heidi Merino and Director Mary O'Bryan

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Holiday Décor FYE2021

Date Adopted: October 15, 2020

Motioned by: Director Thomas Clark

Seconded by: Mayor Jack O'Reilly

WHEREAS: The West Dearborn Downtown Development Authority authorized a budget of \$10,000 for the purchase of holiday decorations in FYE2021; therefore, let it be

WHEREAS: A competitive bid solicitation for the lowest bidder is in the process of being conducted; therefore, let it be

RESOLVED: The WDDDA authorizes up to \$10,000 in expenditures for the purchase of holiday decor, including shipping and handling, from the Contract Services budget 296-6100-911-34-90; be it further

RESOLVED: The Manager for the DDDAs is authorized to award to the lowest bidder and to administer, sign contracts and expend the funds for the holiday decor as authorized, subject to review and approval of Corporation Counsel.

Yes: Chairperson Sam Abbas, Vice Chairperson Mohammed Hider, Mayor Jack O'Reilly, Director Thomas Clark, Director Mark Guido, Director Jackie Lovejoy, and Director John McWilliams

No:

Abstained:

Absent: Secretary-Treasurer Jeff Lynch, Director Karen Nigosian, and Director Audrey Ralko

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2020 Pumpkin Carving Event - EDDDA

Adopted: October 15, 2020

Motioned by: Director Mark Guido

Seconded by: Director Matthew Dietz

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

WHEREAS: The EDDDA and WDDDA jointly organize and promote Fall activities such as the Adopt-a-Tree Well program and the Pumpkin Carving event that markets the districts during the Fall season; and

WHEREAS: Fifty large pumpkins are being donated by Dearborn Fresh for the event and one hundred pie pumpkins are to be purchased for \$90 from Dearborn Fresh; therefore, be it

RESOLVED: The EDDDA Board authorizes the expenditure of \$90 from the Community Promotions

line item account #297-6100-911-51-00 to Dearborn Fresh towards the purchase of one hundred pie pumpkins for the Pumpkin Carving event; and let it be

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

Yes: Chairperson Julia Kapilango, Vice Chairperson Dan Merritt, Mayor Jack O'Reilly, Director Janice B. Cislo, Director Matthew Dietz, Director Mark G. Guido, Director Jay P. Kruz, Director Kamal Turfah, and Director Eric Woody

No:

Abstained:

Absent: Secretary- Treasurer Heidi Merino, and Director Mary O'Bryan

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2020 Pumpkin Carving Event - WDDDA

Adopted: October 15, 2020

Motioned by: Director John McWilliams

Seconded by: Chairperson Sam Abbas

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

WHEREAS: The WDDDA and EDDDA jointly organize and promote Fall activities such as the Adopt-a-Tree Well program and the Pumpkin Carving event that markets the districts during the Fall season; and

WHEREAS: One hundred pie pumpkins are to be purchased from Dearborn Fresh for \$90 and fifty large pumpkins are to be purchased from Dearborn Fresh for \$145 , for a total of \$235; therefore, be it

RESOLVED: The WDDDA Board authorizes the expenditure of \$235 from the Community Promotions line item account #296-6100-911-51-00 towards the purchase of fifty large pumpkins and one hundred pie pumpkins to Dearborn Fresh for the Pumpkin Carving event; and let it be

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

Yes: Chairperson Sam Abbas, Vice Chairperson Mohammed Hider, Mayor Jack O'Reilly, Director Thomas L. Clark, Director Mark G. Guido, Director Jackie Lovejoy, and Director John L. McWilliams

No:

Abstained:

Absent: Secretary- Treasurer Jeff Lynch, Director Karen Nigosian, and Director Audrey A. Ralko

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Shop Small FYE2021 Amendment I-EDDDA

Adopted: October 15, 2020
Motioned by: Vice Chairperson Dan Merritt
Seconded by: Director Jay Kruz

WHEREAS: Small Business Saturday, a movement to encourage people to shop at small, local businesses on the Saturday after Thanksgiving, was initiated by American Express in 2010 and recognized by the U.S. Senate as an official day in 2011; and

WHEREAS: In 2012, American Express launched a national media campaign to promote the day and work with local businesses, and in 2018 over 7,500 neighborhood champions signed on to promote the day which grew exponentially, and in 2019 a new record of \$19.6 billion was spent at small independent businesses on Small Business Saturday; and

WHEREAS: To build a comprehensive marketing plan in Dearborn, the Dearborn Area Chamber of Commerce and both East and West Downtowns plan to continue to partner together to promote Small Business Saturday and holiday shopping through its joint Shop Small marketing campaign in 2020; and

WHEREAS: Additional products are being added to event: Beshara for postcards, Bewick Publications for newspaper ads, Pandora, Comcast and WDIV for additional media exposure; and

WHEREAS: The EDDDA and WDDDA collectively budgeted \$14,000 for FYE2021; therefore, let it be

RESOLVED:

1. That the EDDDA authorizes the expenditure of up to \$7,000 for the Shop Small marketing campaign from the Community Promotions/Shop Small budget line item account # 297-6100-911-51-00 for 2020; and
2. The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA with the companies listed below for the Shop Small marketing campaign, subject to review and approval by Corporation Counsel.

Service Provider	Item	Total Cost	EDDDA Cost
Beshara	posters	\$100	\$50
Beshara	Passports (qty. 5K)	\$600	\$300
Beshara	postcards (\$96.67 WF, \$96.67 SSE, \$96.67	\$290	\$96.67

	SSW)		
Bewick Publications (Times Herald)	newspaper ad (1 week, 2 issues)	\$150	\$75
Pandora	ads on streaming service	\$1485	\$742.5
Comcast	Cable TV ads	\$2999	\$1499.50
WDIV	TV ads	\$7000	\$3500

Yes: Chairperson Julia Kapilango, Vice Chairperson Dan Merritt, Mayor Jack O'Reilly, Director Janice B. Cislo, Director Matthew Dietz, Director Mark G. Guido, Director Jay P. Kruz, and Director Kamal Turfah
No:

Abstained:

Absent: Secretary- Treasurer Heidi Merino, Director Mary O'Bryan, and Director Eric Woody

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Shop Small FYE2021- Amendment I - WDDDA

Adopted: October 15, 2020
Moted by: Director John McWilliams
Seconded by: Chairperson Sam Abbas

WHEREAS: Small Business Saturday, a movement to encourage people to shop at small, local businesses on the Saturday after Thanksgiving, was initiated by American Express in 2010 and recognized by the U.S. Senate as an official day in 2011; and

WHEREAS: In 2012, American Express launched a national media campaign to promote the day and work with local businesses, and in 2018 over 7,500 neighborhood champions signed on to promote the day which grew exponentially, and in 2019 a new record of \$19.6 billion was spent at small independent businesses on Small Business Saturday; and

WHEREAS: To build a comprehensive marketing plan in Dearborn, the Dearborn Area Chamber of Commerce and both East and West Downtowns plan to continue to partner together to promote Small Business Saturday and holiday shopping through its joint Shop Small marketing campaign in 2020; and

WHEREAS: Additional products are being added to event: Beshara for postcards, Bewick Publications for newspaper ads, Pandora, Comcast and WDIV for additional media exposure; and

WHEREAS: The EDDDA and WDDDA collectively budgeted \$14,000 for FYE2021; therefore, be it

RESOLVED:

1. That the WDDDA authorizes the expenditure of up to \$7,000 for the Shop Small marketing campaign from the Community Promotions/Shop Small budget line item account # 296-6100-911-51-00 for 2020; and
2. The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA with the companies listed below for the Shop Small marketing campaign, subject to review and approval by Corporation Counsel.

Service Provider	Item	Total Cost	WDDDA Cost
Beshara	posters	\$100	\$50
Beshara	Passports (qty. 5K)	\$600	\$300
Beshara	postcards (\$96.67 WF, \$96.67 SSE, \$96.67SSW)	\$290	\$96.67

Bewick Publications (Times Herald)	newspaper ad (1 week, 2 issues)	\$150	\$75
Pandora	ads on streaming service	\$1485	\$742.5
Comcast	Cable TV ads	\$2999	\$1499.50
WDIV	TV ads	\$7000	\$3500

Yes: Chairperson Sam Abbas, Vice Chairperson Mohammed Hider, Mayor Jack O'Reilly, Director Thomas L. Clark, Director Mark G. Guido, Director Jackie Lovejoy, and Director John L.

McWilliams,

No:

Abstained:

Absent: Secretary-Treasurer Jeff Lynch, Director Karen Nigosian, and Director Audrey A. Ralko

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Trash Receptacle Collection Costs 2020 - WDDDA

Adopted: October 15, 2020
Motioned by: Director Thomas Clark
Seconded by: Vice Chairperson Mohammed Hider

DRAFT

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) advocates and promotes a clean, safe and attractive downtown; and

WHEREAS: As of September 2020, fifteen trash receptacles have been added for the Connector Streetscape Project and five have been added along West Village Drive to address the increase in litter in that area; and

WHEREAS: The WDDDA will need to cover the cost of the collection for these additional 20 trash receptacles due to a cap on the current City of Dearborn sanitation contract, at a cost of \$30 per trash receptacle per month, for a monthly total of \$600 a month; so let it be

RESOLVED: The WDDDA authorizes the expenditure of up to \$600 per month for trash receptacle sanitation service to the City of Dearborn for FYE2021 for the additional trash receptacles installed this year.

Yes: Chairperson Sam Abbas, Vice Chairperson Mohammed Hider, Secretary- Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Thomas L. Clark, Director Mark G. Guido, Director Jackie Lovejoy, and Director John L. McWilliams

No:

Abstain:

Absent: Director Karen Nigosian, and Director Audrey A. Ralko

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Welcome Back Campaign Items 2020 Amendment II-EDDDA

Date Adopted: October 15, 2020
Motioned by: Director Jay Kruz
Seconded by: Director Janice Cislo

WHEREAS: The East Dearborn Downtown Development Authority (“EDDDA”) and the West Dearborn Downtown Development Authority (“WDDDA”), collectively “DDDA’s”, have worked collaboratively to create and maintain a vibrant Downtown Dearborn experience for all, unified by a shared vision for the community to improve the local economy; and

WHEREAS: The East & West DDDAs have been impacted by the recent COVID-19 pandemic and a reopening strategy has been developed to safely welcome customers back into the district and its businesses, following local, state, and federal guidelines; and

WHEREAS: The “Welcome Back” reopening strategy consists of both physical improvements and marketing with the cost to be split equally between EDDDA and WDDDA; and

WHEREAS: It is recommended to order two additional gateway banners for the East Downtown at a cost of \$202.50 each for a total of \$405; and

WHEREAS: The tent previously budgeted at \$4225 for the City Hall Park was not necessary and never purchased; and

WHEREAS: Plastic picnic tables and adirondack chairs were out of stock; and

WHEREAS: It is recommended to utilize those undisbursed funds for more permanent, sturdy adirondack chairs within City Hall Park and Wagner Park;

WHEREAS: The EDDDA obligated to pay 50% of the cost of \$23,343 for the purchase of Welcome Back campaign supplies and materials for a total cost of \$10,921.50 from account #297-6100-911-51-00; so let it be

RESOLVED: The EDDDA obligates to pay \$202.50 per banner for a total of \$405 to Beshara for the adjusted order; and let it be

RESOLVED: The EDDDA obligates an additional \$5,263 for adirondack chairs; and let it be

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

Vendor	Purpose	Amount
Malko Media	covid-19 safety yardsigns (\$9.50 ea) qty 50	\$475
Beshara	posters (3 sets)	\$300
Rocket	40 qty. 24" branded outdoor stickers (\$50/ea)	\$2000
Rocket	10 qty. 24" branded outdoor stickers (DFM) \$26.25/ea.	\$262.50
Press & Guide	newspaper ads	\$600
Times Herald	newspaper ads	\$600
Epiccrowdcontrol.com	Distance Street decals (\$17/6 items) 10 sets	\$170
Beshara	starter info flyer	\$300
Rocket	14 vinyl posters (18"x60") for businesses	\$262.50
Rocket	50 vinyl banners (3'x5') for businesses	\$1347.50
Rocket	Feather banners (qty 40);includes hardware qty: 20 per district; \$99.10/ea	\$3964
Beshara	5 gateway banners (36"x240") vinyl \$202.50/ea (3 WDDDA; 2 EDDDA)	\$1012.50
Downriver Tents	20x20 tent - 1 WDDDA (\$4225 each) at 13 week use.	\$4225
Janet Bloom	stakes and chains for foldable picnic tables (\$25/table) qty= 20 tables	\$500
TBD	Adirondack chairs - EDDDA: (\$5263); WDDDA: (\$2466)	\$7729

Yes: Chairperson Julia Kapilango, Vice Chairperson Dan Merritt, Mayor Jack O'Reilly, Director Janice B. Cislo, Director Matthew Dietz, Director Mark G. Guido, Director Jay P. Kruz, Director Kamal Turfah, and Director Eric Woody

No:

Abstained:

Absent : Secretary- Treasurer Heidi Merino, and Director Mary O'Bryan

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Welcome Back Campaign Items 2020-amendment II - WDDDA

Date Adopted: October 15, 2020

Motioned by: Director Jackie Lovejoy

Seconded by: Vice Chairperson Mohammed Hider

WHEREAS: The East Dearborn Downtown Development Authority (“EDDDA”) and the West Dearborn Downtown Development Authority (“WDDDA”), collectively “DDDA”, have worked collaboratively to create and maintain a vibrant Downtown Dearborn experience for all, unified by a shared vision for the community to improve the local economy; and

WHEREAS: The East & West DDAs have been impacted by the recent COVID-19 pandemic and a reopening strategy has been developed to safely welcome customers back into the district and its businesses, following local, state, and federal guidelines; and

WHEREAS: The “Welcome Back” reopening strategy consists of both physical improvements and marketing with the cost to be split equally between WDDDA and EDDDA; and

WHEREAS: The WDDDA obligated at May 2020 board meeting to pay 50% of the cost of \$4595 for the purchase of supplies for a Welcome Back campaign expending \$2297.50 for the WDDDA from account #296-6100-911-51-00; and

WHEREAS: Modifications to service providers for cost savings were secured, as well as window display, gateway and sail signage for businesses, and tents and picnic tables for W. Village Drive and City Hall Park public seating areas; and

WHEREAS: The previous amendment recommended moving five picnic tables from the EDDDA and relocate to the WDDDA and adjusting the cost so \$750 comes off the EDDDA total and adds \$750 to the WDDDA total; and

WHEREAS: The current amendment is to move \$2250 previously reserved for picnic tables, at \$150 each for 15 tables, to adirondack chairs, so let it be

RESOLVED: The WDDDA obligates to pay 50% of the cost of \$23,343 for the purchase of Welcome Back campaign supplies and materials for a total cost of \$12,421.50 from account #296-6100-911-51-00; and let it be

RESOLVED: The WDDDA obligates an additional \$2250 for adirondack chairs; and let it be

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

Vendor	Purpose	Amount
Malko Media	covid-19 safety yardsigns (\$9.50 ea) qty 50	\$475
Beshara	posters (3 sets)	\$300.00
Rocket	40 qty. 24" branded outdoor stickers (\$50/ea)	\$2000
Rocket	10 qty. 24" branded outdoor stickers (DFM) \$26.25/ea.	\$262.50
Press & Guide	newspaper ads	\$600
Times Herald	newspaper ads	\$600
Epiccrowdcontrol.com	Distance Street decals (\$17/6 items) 10 sets	\$170
Beshara	starter info flyer	\$300
Rocket	14 vinyl posters (18"x60") for businesses	\$262.50
Rocket	50 vinyl banners (3'x5') for businesses	\$1347.50
Rocket	Feather banners (qty 40);includes hardware qty: 20 per district; \$99.10/ea	\$3964
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Downriver Tents	20x20 tent - 1 WDDDA (\$4225 each) at 13 week use.	\$4225
Janet Bloom	stakes/metal bars and chains for foldable picnic tables	\$500
TBD	Adirondack chairs - EDDDA: (\$5263); WDDDA: (\$2466)	\$7729

Yes: Chairperson Sam Abbas, Vice Chairperson Mohammed Hider, Mayor Jack O'Reilly, Director Thomas L. Clark, Director Mark G. Guido, Director Jackie Lovejoy, and Director John L. McWilliams

No:

Abstained:

Absent: Secretary- Treasurer Jeff Lynch, Director Karen Nigosian, and Director Audrey A. Ralko