



EAST AND WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITIES BOARD OF DIRECTORS MEETING

THURSDAY, NOVEMBER 18, 2021

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

****IN-PERSON****

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

- I. Call to Order** Vice Chairman Eric Woody
- II. Roll Call** Secretaries Dietz & Lynch
- III. Joint Meeting Chair for November 2021: Vice Chairman Eric Woody**
- IV. Approval of Regular Meeting October 2021 Minutes:**
- V. Treasurer's Report** Finance/Treasurers
- VI. Action Items** (45 min.)
 - A. Regular Action Items**
 - 1. Joint Board Actions**
 - a) Office Lease
 - b) Scooter Share
 - c) Nominating Committees
 - d) Board Absences: October
 - e) Executive Action: Holiday Décor
 - f) Executive Action: Perfit/Chamber Partnership
 - 2. EDDDA Actions Only**
 - a) Tree Well Removal
 - 3. WDDDA Actions Only**
 - a) Extension of Open Door Dearborn Grant for Better Health
 - b) Executive Action: Winterfest Market Tent
- VII. Discussion: Next Steps for DDI/501C3**
- VIII. Old Business**
- IX. Committee Reports**
- X. DDDA Executive Management Team & ECD Reports**
- XI. Call to Board of Directors**
- XII. Call to Audience** 3 min./guest
- XIII. Adjournment**

AGENDA OVERVIEW

JOINT ACTIONS

Office Lease

The office lease with Oakwood Healthcare, Inc. at the Beaumont building located at the corner of Schaefer and Michigan Avenue (4700 Schaefer Rd, Suite 360) has been reviewed by Legal and sent back to Beaumont for review. The lease should be finalized for the Boards' review next week and made available at the Board meeting. The space is 3,371 sq.ft., comes fully furnished and will be a rate of \$2,000 gross per month plus electric for the first year starting December 15, 2021. This is a greatly reduced rate compared to the fair market value estimated at \$28.50psf or \$8,003.75 per month gross. At the last Board meeting, the Boards requested that a longer term be negotiated, which has been submitted as part of the recommended changes that are currently being reviewed.

The space comes with a large board/meeting room area, as well as additional space for interns and/or the potential for co-working and business training opportunities which the Executive Management team looks forward to further developing. Parking is located in the adjacent public parking deck and there is a third floor skywalk for ease of access. Western Wayne Family Health Care is located on the same floor. We look forward to continuing to work with Beaumont on supporting, promoting and reimagining the remaining spaces available in this building as well.

The letter of non-renewal has been sent to Artspace, with the last day being December 31, 2021. Executive Management has also expressed its desire to continue to support and grow Artspace's presence in the community in order to achieve the economic impact desired by the DDA and City. What this will look like still needs to be explored and discussed.

Scooter Share

The Mobility Committee has been working with Spin Scooters, a subsidiary of the Ford Motor Company, to launch a scooter share program in Dearborn starting Spring 2022. The program and next steps to make this a reality will be presented at the Board meeting. Attached in the supplemental materials is the presentation which covers how Spin works and frequently asked questions. Over the next month, meetings with key stakeholders will be held and preparation for City Council discussion. If City Council supports moving forward, a final MOU will be drafted and the ordinance needed to support scooter usage in the community. The ordinance would not only define usage of scooters in the right-of-way and/or public spaces of the community, but also permitting or contracts necessary for a scooter company to operate within the city. There is no upfront cost for the City/DDDA, however, we are recommending that during the pilot program in 2022 that we evaluate if signage, dedicated parking areas (demarcation or stations) or mobility hubs are needed moving forward, which would be the cost of the local community. A resolution is attached requesting the DDDAs support of the scooter share program.

Nominating Committees

Annually in January, the DDDA Boards elect an Executive Committee made up of a Chair, Vice-Chair and Secretary/Treasurer position. The first step in this process is to establish a nominating committee of three people on each Board to determine the candidates or slate to be nominated. Their role is to contact all Board members to determine their level of interest, then prepare a slate to be presented to the Boards. The following people are recommended for the Nominating Committees:

WDDDA

Jackie Lovejoy, Mark Guido and Moe Hider

EDDDA

Eric Woody, Matthew Dietz and Mark Guido

Resolution is attached as such. If there are interests from any other members on the Board to serve on the Nominating Committee, please let us know. If you have interest in serving on the Executive Committee in one of the elected positions, please make sure to notify the Nominating Committee after this meeting. The elections will take place in January at the regular Board meeting.

Attendance Waivers

The monthly process in which the Board waives any Board members' absences that meet the bylaw standard of extenuating circumstances. There were two Board members (one from each Board) that qualify for a waiver from the last Board meeting. Resolution attached.

Executive Action: Holiday Decor

A bid for holiday décor was issued twice with no bids received. Therefore, no action was taken. Due to this, the Executive Management team is having the landscape contractors work with the product the DDDAs already own and have in inventory. Also, to fulfill some minimal needs to expand lighting and décor this season, quotes are being solicited for one product at a reduced quantity from a variety of vendors to meet minimum purchasing requirements of purchases under \$3,000. The basic needs are more lights and garland. A new light system is also being explored, using a multi-colored and programmable LED flood lights to uplight large growth trees in order to minimize the number of miniature lights and reduce labor. While these items will not require Board authorization, the Executive Committee wanted to provide an update to the Board on the direction. For 2022, the Executive Committee still emphasizes developing a plan for lighting buildings in the downtown. We were not able to add the option for businesses to use the bid amount for their purposes, but will begin exploring ways to add this as a program to offer businesses in 2022. No action necessary.

Executive Action: Online Shopping Platform - Chamber/Perfit Partnership

At last month's meeting the DDDA Boards authorized the Executive Committee to make a final decision on partnering with the Dearborn Area Chamber of Commerce and Perfit for the e-commerce platform for Dearborn businesses. The Executive Committee of both the EDDDA and WDDDA authorized this action at their November 4, 2021, Executive Committee

meeting, after further review of the questions and answers posed at the Board meeting. Those included whether or not any business regardless of Chamber membership could participate, which was yes; and if this would be in an app or mobile-friendly website or both, which the answer is a mobile-friendly website and plans to launch an app in 2022. A resolution is attached acknowledging and accepting the Executive Committee's action.

As a reminder of the program, customers can shop local businesses and check out in one shopping cart.... and businesses receive payment the same day. Perfit will also help the business load all of their products to make for a seamless and easy start up. The maintenance cost for businesses is only \$20 per month.

The partnership with the Chamber to start-up this program is a cost of \$1500 split equally between the DDDAs.

EAST DDDA ACTION ITEMS ONLY

Tree Well Removal

Again, for the third time, bids were not received for removing the tree wells in front of Top Dog and M Cantina. The Executive Committee requests enacting *item f under Solicitation* in the DDDAs Purchasing Policy that authorizes the following:

f) In the event no bids are received after two solicitation attempts or all bids are rejected, the DDDAs may, by resolution, after stating the reasons therefore, direct the Manager of the DDDAs to make the purchase in the open market without solicitation.

A resolution is attached. The Executive Management Team will begin to work directly with potential service providers to acquire quotes and bring the recommended provider for Board authorization.

The other option is to continue to expand the scope to include more areas along Michigan Avenue as part of the tree well removal plan and release it again in 2022. The Executive Committee was not confident that this would produce the desired results, therefore, they recommend the resolution to direct the Manager of the DDDAs to make the purchase in the open market without solicitation.

WEST DDDA ACTION ITEMS ONLY

Open Door Dearborn Applicant

Better Health was approved for an Open Door Dearborn grant of \$10,000 and are nearing their one-year completion date requirement per the program, however, they have run into supply issues which is prolonging their opening date. The awardee cannot receive partial funds nor funds prior to completion, inspection of work from PMADS or a certificate of occupancy for new businesses.

Given the state of the economy with many delays in shipping supplies and labor shortages, the Design/EV and Executive Committee are recommending extending the completion date for Better Health another 90 days which will allow sufficient time for Better Health to finalize

their last few items prior to opening. Their original opening date was November 18, 2021, so this would extend it to February 18, 2022. Resolution attached.

Winterfest Market Tent

One bid was received for the Winterfest Market tent this year from Perry's Rental in the amount of \$15,468.90. At the last Board meeting, the Board authorized the Executive Committee to approve the lowest competitive bid and the Manager of the DDDAs to enter into an contract with the authorized vendor. The Executive Board authorized Perry's Rental at its Executive Committee meeting on November 4, and a resolution is attached acknowledging this action for the Board to recognize.

Concerns were raised by the Executive Committee about the cost/benefit of such a large expense in the future and encouraged exploring and moving plans forward for a multi-seasonal farmers market shed in the future as the Board planned for this coming year.

DISCUSSION

DDI Formation Next Steps & Structure

The Steering Committee continues to frame and structure the 501C3 non-profit organization, Downtown Dearborn, Inc., (DDI) that will be focused on the long-term vision, collective impact, leadership and advocacy for Downtown Dearborn.

The DDDAs have been working collaboratively these last six years to build the groundwork for a long-term, sustainable organizational framework that will assure continued collaboration with each other and key stakeholders and assets in the community to grow the economy. The DDI is being created by the DDDAs to formalize and memorialize this collaborative downtown development and management approach that has been underway since 2016 and outlined in the Joint DDDA Memorandum of Understanding of 2019.

The DDI will help amplify the DDDAs planning, programs, projects, needs and vision with one, united voice for the community to reach out to our residents, businesses, City and the region-at-large. The DDI will raise funds and friends to help provide support for projects and programs, especially those to connect East and West Downtowns where current DDDA funds or efforts cannot be expended. With a 501C3 status, additional funding opportunities will come available to pursue. The DDI will also grow partnerships to implement the goals and objectives to reach the Downtown Dearborn vision, bringing more people to the table to do so. The DDI will also be able to provide the DDDAs more flexibility, creativity and agility with programs, projects and providers.

Next month, the draft 2040 Vision Plan will be presented to the Boards for discussion and review of what has been pulled together from all existing plans and community outreach. From this vision, the DDDAs will then update its Strategic Plan. A strategic plan is a 3-5-year strategy to achieve a prioritized list of goals of the vision. These two documents will be the framework that the DDI will use, oversee and manage. The DDDAs will still have fiduciary responsibility over its budgets and expenditures, and should work with the DDI on updating and implementing the strategic plan in future years. The vision and strategy will also better put in perspective roles and responsibilities between the DDDAs and DDI moving forward so

that the DDDAs may establish a service agreement with the DDI to provide for implementation of the plans, assist the DDDAs with district needs and ensure collaboration.

As mentioned at a previous Board meeting, the Michigan Main Street program wants the DDI to be the one point of contact that represents Downtown Dearborn and works with all parties involved. They also emphatically stated that pursuing the 501C3 status first before resubmitting our application for the Select Level will assure a stronger possibility of acceptance in the program.

Also next month, the DDDA Boards will be provided the draft amendments to their current by-laws based on the last year's review by the Executive Committee, Management Team, ECD and Legal. These amendments will update the by-laws to better reflect the current powers and processes of the Boards. These amendments are unrelated to the DDI, but are an important step in clarifying roles overall for Boards and board members.

The next steps are:

DDDA By-law Update/Amendment	December 2021
DDI By-law Development	December 2021 - March 2022
501C3 Application Development	January 2022 - June 2022
DDA Review & Approval of DDI By-laws	March 2022
501C3 Application Review & Submittal	July 2022
DDI Board Recruitment	April - July 2022
DDI Board Appointments from DDDA	July 2022
Service Agreement Development	July - December 2022
Main Street Application	December 2022

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

October 21, 2021

8:00 – 9:30 AM

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

MINUTES

MEMBERS PRESENT

WEST DDA: Chairperson Sam Abbas (arrived at 8:10 a.m.), Vice Chairperson Mohammed Hider (arrived at 8:10 a.m., left at 9:58 a.m.), Secretary-Treasurer Jeff Lynch (left 9:55 a.m.), Mayor Jack O'Reilly, Director Thomas L. Clark, Director Mark G. Guido, Director John L. McWilliams, Director Karen Nigosian, Director Audrey A. Ralko

EAST DDA: Vice-Chairperson Eric Woody (phoned in), Secretary-Treasurer Matthew Dietz (left at 9:45 a.m.), Mayor Jack O'Reilly, Director Janice B. Cislo, Director Mark G. Guido, Director Kamal Turfah (left at 9:59 a.m.)

MEMBERS ABSENT

WEST DDA: Director Jackie Lovejoy

EAST DDA: Director Jay P. Kruz

NON-MEMBERS PRESENT :

CITY OF DEARBORN: Hassan Sheikh (ECD), Licia Yangouyian (Legal), Moe Almaliky (Finance), Zeinab Hachem (Council Office), Cristina Sheppard-Decius (DDDA), Frank Bellino (DDDA), Janet Bloom (DDDA), Cathleen Francois (DDDA), Steve Deisler (DDDA)

OTHERS: Chris Bennett (Business Owner), Khaled Alzindani (Business Owner),

I. Call to Order

WDDDA Secretary-Treasurer Jeff Lynch called the meeting to order at 8:07 am

II. Roll Call

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

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

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

IV. Approval of Minutes

Joint Meeting - September 2021

- A. EDDDA - A motion to approve the minutes was made by Director Janice B. Cislo, seconded by Secretary-Treasurer Matthew Dietz. Voice vote passed unanimously. Motion passed. Minutes approved.
- B. WDDDA - A motion to approve the minutes was made by Director Mark Guido, seconded by Vice Chairperson Mohammed Hider. Voice vote passed unanimously. Motion passed. Minutes approved.

V. Treasurer's Report

EDDDA: Moe Almaliky from Finance reviewed the financial statement dated September 30, 2021. Revenue to date totaled \$22,755. Total expenditures totaled \$105,839. The current cash position equals \$1,001,133 and it is estimated the EDDDA's cash position at the end of the fiscal year would be \$597,560.

WDDDA: Moe Almaliky reviewed the financial statement dated September 30, 2021. Revenue to date totaled \$29,016. Total expenditures totaled \$83,881. The current cash position equals \$1,368,326 and it is estimated the WDDDA's cash position at the end of the fiscal year will be \$1,281,841.

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) Snow Removal

The EDDDA and WDDDA discussed the issue of snow removal in the downtown areas, and what the options may be for this winter.

EDDDA and WDDDA resolved to execute the year two of the renewal contract with Premium Lawn to not exceed \$25,000 for EDDDA (account

#297-6100-911-34-90) for 2021-22 season and to not to exceed \$36,500 for WDDDA (account #296-6100-911-34-90).

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

For WDDDA, motion to approve was made by Mayor Jack O'Reilly, and was seconded by Secretary-Treasurer Jeff Lynch. A voice vote passed unanimously. Motion approved.

b) Igloos for Platforms

EDDDA and WDDDA discussed to put igloos on the outdoor dining platforms for winter seating in each of the downtown areas.

The WDDDA has ten igloos but only needs nine.

WDDDA resolved to sell one igloo to the EDDDA from the WDDDA. And the EDDDA resolved to purchase one igloo from the WDDDA.

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

For WDDDA, motion to approve was made by Secretary-Treasurer Jeff Lynch, and was seconded by Director Mark G. Guido. A voice vote passed unanimously. Motion approved.

c) Holiday Decor

EDDDA and WDDDA had a motion to approve a purchase of more holiday decorations for the downtown areas.

Both EDDDA and WDDDA decided to have an addendum set up for private businesses to use contacts from the city for lights and their installation. They also authorized the Executive Boards to approve the lowest bidder.

For EDDDA, motion to approve was made by Director Mark G. Guido, and was seconded by Director Janice B. Cislo. A voice vote passed unanimously. Motion approved.

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

d) Shop Small - WDIV Advertising

EDDDA and WDDDA had a proposal to use WDIV to help advertise for the Shop Small and Winterfest event.

WDDDA authorizes expenditure up to \$4002.50 for Shop Small and up to \$4505 for Winterfest (account #296-6100-911-51-00). EDDDA authorizes expenditure up to \$4002.50 for Shop Small (account #297-6100-911-51-00).

For EDDDA, motion to approve was made by Mayor Jack O'Reilly, and was seconded by Director Kamal Turfah. A voice vote passed unanimously. Motion approved.

For WDDDA, motion to approve was made by Director Thomas L. Clark, and was seconded by Vice Chairperson Mohammed Hider. A voice vote passed unanimously. Motion approved.

e) Shopping Platform -Chamber/Perfit Partnership

EDDDA and WDDDA had a proposal to allow both East and West to spend \$750 per district on Perfit, an online merchant program with the Dearborn Chamber.

It was resolved that both EDDDA and WDDDA would authorize the executive boards to further review and approve the expenditure, contingent on responses to posed questions. The cost for each business is \$20 a month to participate.

For EDDDA, motion to approve was made by Director Mark G. Guido, and was seconded by Director Janice B. Cislo. A voice vote passed unanimously. Motion approved.

For WDDDA, motion to approve was made by Secretary-Treasurer Jeff Lynch, and was seconded by Vice chairperson Mohammed Hider. A voice vote passed unanimously. Motion approved.

f) MDA Conference

EDDDA and WDDDA had a proposal to send board members to the Michigan Downtown Association annual conference. The cost is \$195 per person.

The motion for both EDDDA and WDDDA was to authorize the sponsorship to send two interested board members from both districts to the conference.

For EDDDA, motion to approve was made by Director Kamal Tufah, and was seconded by Director Mark G. Guido. A voice vote passed unanimously. Motion approved.

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

g) Office Lease: Letter of Non-Renewal

EDDDA and WDDDA had a proposal to submit a letter of Non-Renewal to Artspace to inform them the EDDDA will be moving out when the lease expires on December 31, 2021. It was resolved by both EDDDA and WDDDA to submit the letter by November 1, 2021, as recommended by Legal.

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

For WDDDA, motion to approve was made by Vice Chairperson Mohammed Hider, and was seconded by Director John L. McWilliams. A voice vote passed unanimously. Motion approved.

It was noted by Sam Abbas for the Letter of Intent for new space to include options for renewal.

2. EDDDA Actions only

a) Open Door Dearborn Grant Applicants

i. 13306 Michigan Avenue- Image Works

Image Works., Chris Bennett (applicant) owns the former location of Stormy Records. The applicant is proposing to repaint, get electrical work done, and get new signage. The applicant has applied for Level II of the Open Door Dearborn Grant Program in the amount of \$5,000 for painting, electrical, and signage. All required contact quotes have been provided per the grant requirements.

A Special Meeting on September 29, 2021 was held by the Design /EV Committee. The committee verified and approved the remodeling details for the interior. They however need to review the final sign design and quotes. The Design /EV Committee recommends to the EDDDA Board funding Chris Bennet a Level II Grant (interior start-up/signage) for improvements up to \$5,000 motioned by Mark Guido and seconded by Jeff Watson with the condition that the applicant submit and secures all required building and sign permits; and roll call vote of support by four ayes, Jackie Lovejoy, Mike Kirk and Hassan Sheik; and no nays.

It is resolved the EDDDA awards a Level II grant for up to \$5,000 from the Open Door Dearborn Business Grant Program to Chris Bennett, Image Works 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.

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

ii. 13347 Michigan Avenue - K&W Real Estate Property LLC

K&W Real Estate Property LLC., Khaled Alzindani (applicant) has recently purchased the property at 13347 Michigan Ave. in the EDDA. K&W Real Estate and Property LLC plans to renovate the building's exterior and interior for at least 3 retail or office tenants.

A special review was taken by the DEV Committee via email on October

15, 2021. The Committee reviewed the application, elevation plans and quotes and approved the remodeling details for the exterior. The applicant still needs to get an approved building permit. The Design /EV Committee recommends to the EDDDA Board funding K&W Real Estate Property LLC. a Level III Grant (exterior front facade) for exterior improvements up to \$10,000 motioned by Mark Guido and seconded by Jackie Lovejoy with the condition that the applicant submit and secures all required building permits; and roll call vote of support by five ayes: Steve Horstman, Adam Easterly, Jeff Watson, Mike Kirk and Hassan Sheikh; and no nays.

It is resolved that the EDDDA awards a Level III Grant up to \$10,000 from the Open Door Dearborn Business Grant Program to K&W Real Estate Property LLC., Khaled Alzindani from account # 297-6100-911-34-90, contingent on meeting the requested conditions (securing appropriate city building permits for building); and subject to review and approval of Corporation Counsel.

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

3. WDDDA Actions only

a) Attendance Waiver

The WDDDA Board members have provided their reasons for absences at the September 2021 board meeting for absence waiver consideration. The following WDDDA Board Members have met the criteria for absence waivers for the September 2021 monthly board meeting:

Sam Abbas-September

Mohammed Hider- September

The WDDDA agrees to approve the presented absence waiver and excuses of the absence of Sam Abbas and Mohammed Hider meeting conducted on September 16, 2021.

For WDDDA, motion to approve was made by Director Mark G. Guido, seconded by Director John L. McWilliams. A voice vote passed unanimously. Motion approved.

b) Open Door Dearborn Grant Applicant

i. 21918 Michigan Avenue- West Dearborn Investments LLC.

West Dearborn Investments LLC., Najib Rizk (applicant) acquired the former Nar Bar located at 21918 Michigan Avenue in the WDDDA. The

applicant is proposing to move Le Cigar from their existing location in the West Village Commons to this new property and renovate the building exterior and divide up the 2-story structure into 3 commercial units (main floor) and one residential condo (second floor)

A Special Meeting was held by the Design/Economic Vitality Committee on September 29, 2021, to verify and approve the design details of the facade. The Design /EV Committee recommends to the WDDDA Board funding West Dearborn Investments, LLC for Level III facade improvements up to \$10,000 motioned by Mark Guido and seconded by Jeff Watson; and roll call vote of support by all four eyes: Mike Kirk, Hassan Sheikh; and no nays

It is resolved that the WDDDA awards a Level III Grant up to \$10,000 from the Open Door Dearborn Grant Program from account #269-6100-911-34-90 to West Dearborn Investments, LLC for 21918 Michigan Avenue; and subject to review and approval of Corporation Counsel.

For WDDDA, motion to approve was made by Vice Chairperson Mohammed Hider, seconded by Director Thomas L. Clark. A voice vote passed unanimously. Motion approved.

c) Winterfest Market Tent

The WDDDA had a bid out for a large tent for Winterfest, which was anticipated to be over \$10,000.

It is resolved that the WDDDA authorizes the Executive Board to award the lowest bidder for the Winterfest event tent, since bid is due back October 27, 2021, which funds will expend from the Community Promotions/Holiday Promotions budget line item account # 269-6100-911-51-00.

For WDDDA, motion to approve was made by Mayor Jack O'Reilly, seconded by Secretary-Treasurer Jeff Lynch. A voice vote did not pass unanimously, with Vice Chairperson Mohammed Hider being the only nay vote. Motion approved.

VII. Old Business

Reviewed Project Management Report



VIII. Committee Reports

Promotions Committee: Cathleen Francois - EDDDA board member Kamal Turfah and Westborn are donating pumpkins for Pumpkin Carving. We thank the participants for Adopt a Tree Well. We are looking for more sponsors and volunteers.

Design/Economic Vitality Committee:

Steve Deisler - Open Door program has been successful and will need to look at additional funding. We will also need to look at request thresholds and what triggers for higher amount approvals.

Steering Committee:

Cristina Sheppard-Decius - Working on developing bylaws for DDI. Also looking at overall structure of DDI.

Bike Share Committee:

No updates.

IX. DDDA Executive Management Team & ECD Reports

None at this time.

X. Call to Board of Directors

Jackie Lovejoy: Executive Beer Tasting on Nov. 10, 2021. Chamber sent out information on Wayne County Rental Assistance.

XI. PA 57 Information Session

Cristina Sheppard-Decius did presentation on current and upcoming projects and tasks.

XII. Call to Audience

None at this time

XIII. Adjournment

Meeting adjourned at 10:08 am. A motion was made by Director Mark Guido, seconded by Director Janice B. Cislo.

Approved by:

Jeffery Lynch, Secretary-Treasurer, WDDDA

Matthew Dietz, Secretary-Treasurer, EDDDA

Financial Statement Summary		FY2020	FY2021	FY2022					
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance	Actual %
Revenue									
296-0000-311.40-00	Property Tax Capture	\$ 810,083	852,811	\$ 884,900	\$ 884,900	\$ 661,188	\$ -	\$ 223,712	75%
	Brownfield Tax Capture	208,118	247,631	252,400	252,400	-	-	\$ 252,400	0%
Tax Revenue Total:		\$ 1,018,201	\$ 1,100,442	\$ 1,137,300	\$ 1,137,300	\$ 661,188	\$ -	\$ 476,112	
296-6110-330.01-90	Farmer's Market Federal Grant	607	-	1,500	1,500	-	-	1,500	0%
296-6110-369.90-00	Farmer's Market Miscellaneous	7,265	11,745	20,000	20,000	6,760	-	13,240	34%
296-6100-365.90-00	Donations from a Private Source	16,659	2,855	51,500	51,500	13,680	-	37,820	27%
296-6100-322.40-10	Events Revenue	6,545	(3,900)	4,000	4,000	-	-	4,000	0%
296-0000-361.10-05	Interest Income	15,928	94	524	524	(46)	-	570	-9%
296-2972-311.80-01	Taxes Allocated In	-	-	25,920	25,920	-	-	25,920	0%
Donations & Farmer's Market Total:		\$ 47,015	\$ 15,463	\$ 103,444	\$ 103,444	\$ 21,144	\$ -	\$ 57,130	20%
296-0000-391.91-01	Contributions from the General Fund	35,000	35,105	35,105	35,105	11,702	-	23,403	33%
General Fund Contribution Total:		35,000	35,105	35,105	35,105	11,702	-	23,403	33%
Total Revenues:		\$ 1,100,216	1,151,010	\$ 1,275,849	\$ 1,275,849	\$ 694,034	\$ -	\$ 556,645	54%
296-6100-911.30-40	Audit Services	400	400	400	400	-	-	400	0%
296-6100-435.98-00	Undistributed Appropriation	-	-	30,000	30,000	-	-	30,000	0%
296-2972-463.34-90	Sanitation Contractual Services	19,620	28,260	25,920	25,920	-	540	25,380	2%
296-6100-911.34-90	Development Contractual Services	381,813	544,163	629,675	653,340	69,166	40,363	543,811	17%
296-6110-911.34-90	Farmer's Market Contractual Services	10,924	19,820	20,000	20,000	10,453	7,420	2,127	89%
296-6100-911.41-75	WATER/SEWAGE	683	4,873	3,190	3,190	559	-	2,631	18%
296-6100-911.43-82	Copier Repair & Maintenance Services	-	886	375	375	151	-	224	40%
296-6100-911.44-10	Building Rental	10,830	10,830	7,500	7,500	4,513	903	2,084	72%
296-6100-911.51-00	Community Promotion	175,184	179,457	297,530	321,109	21,692	12,701	286,716	11%
296-6100-911.52-10	Insurance	3,730	5,829	6,013	6,013	2,004	-	4,009	33%
296-6100-911.53-00	Communications	1,011	1,046	1,107	1,107	302	263	542	51%
296-6100-911.58-10	Training & Transportation	175	725	3,500	3,500	-	588	2,912	17%
296-6100-911.60-10	Office Supplies	395	63	1,500	1,500	49	-	1,451	3%
296-6100-911.60-20	POSTAGE	203	-	350	350	-	-	350	0%
296-6100-911.61-90	Non-Capital Equipment	-	4,426	33,600	33,600	-	-	33,600	0%
296-6100-911.62-40	Planting Materials	577	21,944	40,000	40,000	-	17,916	22,084	45%
296-6100-911.65-00	Memberships	435	148	940	940	27	-	913	3%
296-6100-911.68-90	Other Operating Expenses	-	-	1,250	1,250	-	-	1,250	0%
296-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	208,118	247,631	252,400	252,400	-	-	252,400	0%
296-6100-980.96-34	Facilities Fund	-	37,500	-	-	-	-	-	0%
Total Expenditure		\$ 814,098	\$ 1,108,001	\$ 1,355,250	\$ 1,402,494	\$ 108,916	\$ 80,694	\$ 1,212,884	14%
Revenues Over/(Under) Expenditures		\$ 286,118	\$ 43,009	\$ (79,401)	\$ (126,645)	\$ 585,118	\$ (80,694)	\$ (656,239)	
Balance Sheet						Current			
Equity in Pooled Cash Cash Position						\$ 1,368,326			
Current Assets						11,215			
Current Liabilities						556,645			
Estimated Ending Cash Position						-			
						(80,694)			
						(1,212,884)			
						\$ 642,608			

Expenditure Details		FY2020	FY2021	FY2022					
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance	Actual %
Beautification									
296-2972-463.34-90	Sanitation Contractual Services	\$ 19,620	28,260	\$ 25,920	\$ 25,920	\$ -	\$ 540	\$ 25,380	2%
296-6100-911.34-90	Holiday Décor & Installation	19,830	1,440	50,000	50,000	-	-	50,000	0%
296-6100-911.34-90	Landscape & Maintenance	155,223	303,486	179,580	179,580	-	18,685	160,895	10%
296-6100-911.34-90	Snow Removal	25,865	36,500	36,500	36,500	-	-	36,500	0%
296-6100-911.34-90	On-Street Bike Racks	516	-	-	4,000	-	-	4,000	0%
296-6100-911.34-90	Planning: Streetscapes (South Connectors)	-	-	40,000	40,000	-	-	40,000	0%
296-6100-911.34-90	Planning: Building Conversions	-	-	10,000	10,000	-	-	10,000	0%
296-6100-911.34-90	Platform Dining	-	21,503	30,000	37,865	8,241	1,639	27,985	26%
296-6100-911.34-90	Market Shelter Design	-	-	20,000	20,000	-	-	20,000	0%
296-6100-911.34-90	StreetScape Enhancements	-	-	10,000	11,800	-	-	11,800	0%
296-6100-911.62-40	Planting Materials	577	21,944	40,000	40,000	-	17,916	22,084	45%
Total Beautification		\$ 221,631	413,133	\$ 442,000	\$ 455,665	\$ 8,241	\$ 38,780	\$ 408,644	10%
Development									
296-6100-911.51-00	General Marketing (banners, printing, social media)	11,537	13,384	\$ 45,000	\$ 45,000	\$ 508	\$ 1,960	\$ 42,532	5%
296-6100-911.51-00	Branding	84,932	40,506	30,000	37,771	10,818	5,640	21,313	44%
296-6100-911.51-00	Photography	963	-	5,000	5,000	-	-	5,000	0%
296-6100-911.51-00	Metro Mode / Issue Media	18,000	10,501	9,000	9,000	4,500	-	4,500	50%
296-6100-911.51-00	Website, Constant Contacts	-	-	250	250	-	-	250	0%
296-6100-911.51-00	Website Hosting & Domain Registration	2,188	1,074	1,430	1,430	-	-	1,430	0%
296-6100-911.51-00	Henry Ford Promotion Package	5,600	5,600	5,600	5,600	-	-	5,600	0%
296-6100-911.51-00	Community Art Enhancement	-	-	10,000	10,000	3,000	-	7,000	30%
296-6100-911.51-00	Dearborn Art Month	1,000	-	1,000	4,000	-	-	4,000	0%
296-6100-911.51-00	Fall Promotions	193	150	600	600	-	-	600	0%
296-6100-911.51-00	Holiday Promotions, Holly Berry Brunch Program	13,590	14,120	38,000	38,000	-	-	38,000	0%
296-6100-911.51-00	Shop Small Business Saturday	6,480	6,635	7,750	7,750	-	1,500	6,250	19%
296-6100-911.51-00	Restaurant week	1,050	37,021	16,500	29,308	-	-	29,308	0%
296-6100-911.51-00	Tunes at Noon	3,024	1,300	4,700	4,700	2,000	1,550	1,150	76%
296-6100-911.51-00	Friday Nites Concert Series & Winterfest	8,468	6,153	30,000	30,000	-	-	30,000	0%
296-6100-911.51-00	Movies In the Park	658	2,889	2,300	2,300	-	549	1,751	24%
296-6100-911.51-00	Ladies Night Out	-	-	3,700	3,700	92	302	3,306	11%
296-6100-911.51-00	Perennial	360	-	700	700	-	250	450	36%
296-6100-911.51-00	Kids Day	8,945	-	6,000	6,000	-	-	6,000	0%
296-6100-911.51-00	Way Finding	-	-	10,000	10,000	-	-	10,000	0%
296-6100-911.51-00	Build Institute Program/Entrepreneur	-	-	10,000	10,000	-	-	10,000	0%
296-6100-911.51-00	SEO/SEM	-	-	10,000	10,000	-	-	10,000	0%
296-6100-911.51-00	Social District	-	-	50,000	50,000	775	950	48,275	3%
296-6110-911.34-90	Farmer's Market Contractual Services	10,924	19,820	20,000	20,000	10,453	7,420	2,127	89%
296-6100-911.34-90	Building / Business Incentives	-	7,500	40,000	50,000	-	-	50,000	0%
Total Development		\$ 186,107	206,777	\$ 357,530	\$ 391,109	\$ 32,146	\$ 20,121	\$ 238,440	13%
Planning & Administration									
296-6100-911.34-90	Pow Strategies	141,014	169,154	193,140	193,140	57,035	18,473	117,632	39%
296-6100-911.34-90	Communications Manager, Public Relations	39,130	3,900	20,000	20,000	-	-	20,000	0%
Total Planning & Administration		\$ 180,144	173,054	\$ 213,140	\$ 213,140	\$ 57,035	\$ 18,473	\$ 137,632	35%
various (comment)	Other Office Expenses	6,233	9,097	14,185	14,185	3,092	851	13,432	28%
296-6100-911.34-90	Office Cleaning	750	680	455	455	3,889	1,566	(5,000)	1199%
296-6100-911.44-10	Building Rental	10,830	10,830	7,500	7,500	4,513	903	2,084	72%
296-6100-911.61-90	Non-Capital Equipment (lighting, repairs)	-	4,426	33,600	33,600	-	-	33,600	0%
296-6100-911.68-90	Other Operating Expenses (utilities)	-	-	1,250	1,250	-	-	1,250	0%
296-6100-435.41-75	Water / Sewage	-	4,873	3,190	3,190	-	-	3,190	0%
296-6100-435.98-00	Undistributed Appropriation	-	-	30,000	30,000	-	-	30,000	0%
296-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	208,118	247,631	252,400	252,400	-	-	252,400	0%
Total Planning & Administration		\$ 406,075	488,091	\$ 555,720	\$ 555,720	\$ 68,529	\$ 21,793	\$ 468,588	16%
Expenditures		\$ 813,813	1,108,001	\$ 1,355,250	\$ 1,402,494	\$ 108,916	\$ 80,694	\$ 1,212,884	14%
Contractual Services									
Community Promotions									
Other Operating Expenses									

Financial Statement Summary		FY2020 Audited	FY2021 Unaudited	FY2022					
				Adopted	Amended	Actual	Encumbered	Balance	Actual %
297-0000-311.40-00	Property Tax Capture	\$ 366,558	\$ 386,278	\$ 409,600	\$ 409,600	\$ 670,228	\$ -	N/A	164%
	Brownfield Tax Capture	448,590	457,004	457,000	457,000	-	-	\$ 457,000	0%
Tax Revenue Total		\$ 815,148	\$ 843,282	\$ 866,600	\$ 866,600	\$ 670,228	\$ -	\$ 457,000	77%
297-0000-330.05-14	Local Community Stabilization Authority	26,223	23,965	24,000	24,000	24,712	-	N/A	103%
297-6100-330.01-99	Federal Sources (contra-revenue)	-	-	-	-	-	-	-	-
297-6100-365.90-00	Donations from a Private Source	7,849	10,250	90,000	90,000	10,250	-	79,750	11%
297-0000-361.10-05	Interest Income	18,330	97	534	534	(33)	-	567	-6%
297-6100-322.40-10	Events Revenue	6,350	(4,800)	3,000	3,000	3,250	-	N/A	108%
297-6100-369.90-00	Miscellaneous Income	-	14,203	31,909	31,909	-	-	31,909	0%
Donation Revenue Total		\$ 58,752	\$ 43,715	\$ 149,443	\$ 149,443	\$ 38,179	\$ -	\$ 112,226	26%
297-0000-391.96-97	Workers Compensation Fund	155	-	0	-	-	-	0	-
297-0000-391.91-01	Contributions from the General Fund	11,310	22,620	37,620	37,620	12,540	-	25,080	33%
Contribution Total		\$ 11,310	\$ 22,620	\$ 37,620	\$ 37,620	\$ 12,540	\$ -	\$ 25,080	33%
Total Revenue		\$ 885,365	\$ 909,617	\$ 1,053,663	\$ 1,053,663	\$ 720,947	\$ -	\$ 594,306	68%
Expenditure									
297-6100-911.30-40	Audit Services	\$ 800	\$ 800	\$ 800	800	-	\$ -	800	0%
297-2972-463.34-90	Sanitation Contractual Services	\$ 2,600	\$ 10,845	\$ 37,620	37,620	-	\$ 8,115	29,505	22%
297-6100-911.34-90	Development Contractual Services	\$ 302,415	\$ 324,419	\$ 396,095	\$ 468,079	74,673	\$ 47,999	345,407	26%
297-6100-911.43-82	Copier Repair & Maintenance Services	\$ -	\$ 886	\$ 375	375	151	\$ -	224	40%
297-6100-911.44-10	Building Rental	\$ 10,830	\$ 10,830	\$ 7,500	7,500	4,513	\$ 903	2,084	72%
297-6100-911.51-00	Community Promotion	\$ 112,128	\$ 157,917	\$ 240,430	\$ 303,323	31,273	\$ 64,142	207,908	31%
297-6100-911.52-10	Insurance	\$ 6,260	\$ 6,234	\$ 6,937	6,937	2,312	\$ -	4,625	33%
297-6100-911.53-00	Communications	\$ 1,200	\$ 1,046	\$ 1,107	1,107	302	\$ 263	542	51%
297-6100-911.58-10	Training & Transportation	\$ 1,397	\$ 1,075	\$ 3,500	3,500	-	\$ 1,084	2,416	31%
297-6100-911.60-10	Office Supplies	\$ 401	\$ 63	\$ 1,500	1,500	109	\$ -	1,391	7%
297-6100-911.60-20	Postage	\$ 214	\$ -	\$ 350	350	5	\$ -	345	1%
297-6100-911.61-90	Non-Capital Equipment	\$ -	\$ -	\$ 7,500	7,500	-	\$ -	7,500	0%
297-6100-911.62-40	Planting Materials	\$ 17,825	\$ 30,395	\$ 50,825	50,825	-	\$ 1,840	48,985	4%
297-6100-911.65-00	Memberships	\$ 435	\$ 148	\$ 1,190	1,190	27	\$ -	1,163	2%
297-6100-911.68-90	Other Operating Expenses	\$ -	\$ -	\$ 29,658	29,658	14,203	\$ -	15,455	48%
297-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	\$ 448,590	\$ 457,004	\$ 457,000	457,000	-	\$ -	457,000	0%
Total Operating Expenditures		910,163	1,001,662	1,242,387	1,377,264	127,568	124,346	1,125,350	18%
Total Expenditure		\$ 910,163	\$ 1,001,662	\$ 1,242,387	\$ 1,580,244	\$ 127,568	\$ 124,346	\$ 1,328,330	16%
Revenues Over/(Under) Expenditures		\$ (24,798)	\$ (92,045)	\$ (237,538)	\$ (526,581)	\$ 593,379	\$ (124,346)	\$ (734,024)	
Balance Sheet									
Equity in Pooled Cash: Cash Position						Current			
Current Assets						\$ 1,001,133			
Current Liabilities						-			
Encumbrances						594,306			
Uncommitted Budget						(14,203)			
Estimated Ending Cash Position						(124,346)			
						(1,328,330)			
						\$ 128,560			

Expenditure Details		FY2020	FY2021	FY2022					
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance	Actual %
Beautification									
297-2972-463.34-90	Sanitation Contractual Services	\$ 2,600	\$ 10,845	\$ 37,620	\$ 37,620	\$ -	\$ 8,115	\$ 29,505	22%
297-6100-911.34-90	Holiday Décor & Installation	\$ 14,440	\$ 1,402	10,000	10,000	-	-	10,000	0%
297-6100-911.34-90	Landscape & Maintenance	\$ 44,090	\$ 83,550	62,500	62,500	49	10,701	51,750	17%
297-6100-911.34-90	Snow Removal	\$ 26,538	25000	25,000	25,000	-	-	25,000	0%
297-6100-911.34-90	On-Street Bike Racks	-	0	-	15,000	-	-	15,000	0%
297-6100-911.34-90	Platform Dining	\$ -	0	-	2,621	3,120	3,747	(4,246)	262%
297-6100-911.34-90	Artspace, Public Space Design	\$ 34,581	\$ 5,638	-	12,363	-	-	12,363	0%
297-6100-911.34-90	Streetscape Enhancements	\$ 8,446	-	45,000	77,000	3,398	12,065	61,537	20%
297-6100-911.62-40	Planting Materials	\$ 17,825	\$ 30,395	50,825	50,825	-	1,840	48,985	4%
Total Beautification		\$ 148,520	\$ 158,950	\$ 230,945	\$ 292,929	\$ 6,567	\$ 36,468	\$ 249,894	15%
Development									
297-6100-911.51-00	General Marketing (banners, printing, social media)	\$ 5,922	\$ 10,802	\$ 35,000	\$ 35,000	\$ 932	2,700.00	\$ 31,368	10%
297-6100-911.51-00	Branding	35,568	67,129	\$ 30,000	\$ 66,883	15,190	29,193.00	22,500	66%
297-6100-911.51-00	Photography	963	-	\$ 2,500	\$ 2,500	-	-	2,500	0%
297-6100-911.51-00	Metro Mode / Issue Media	18,000	24,501	\$ 9,000	\$ 9,000	4,500	12,001.00	(7,501)	183%
297-6100-911.51-00	Website, Constant Contacts	-	-	\$ 250	\$ 250	-	-	250	0%
297-6100-911.51-00	Website Hosting & Domain Registration	1,828	714	\$ 1,430	\$ 1,430	-	-	1,430	0%
297-6100-911.51-00	Henry Ford Promotion Package	5,600	5,600	\$ 5,600	\$ 5,600	-	-	5,600	0%
297-6100-911.51-00	Community Art Enhancement	-	-	\$ 5,000	\$ 19,000	-	-	19,000	0%
297-6100-911.51-00	Community Garden	-	-	\$ 1,000	\$ 1,000	500	250.00	250	75%
297-6100-911.51-00	Fall Promotions	-	348	\$ 600	\$ 600	-	-	600	0%
297-6100-911.51-00	Holiday Promotions (Holiday Open House, Santa)	8,486	-	\$ 7,500	\$ 7,500	-	-	7,500	0%
297-6100-911.51-00	Shop Small Business Saturday	5,565	5,755	\$ 7,750	\$ 7,750	-	1,500.00	6,250	19%
297-6100-911.51-00	Restaurant Week	1,050	1,145	\$ 10,000	\$ 22,010	-	6,747.00	15,263	31%
297-6100-911.51-00	Homage to Black Excellence	43	20,265	\$ 40,000	\$ 40,000	-	6,990.00	40,000	17%
297-6100-911.51-00	Movies in the Park	1,511	2,541	\$ 2,300	\$ 2,300	790	1,218.00	292	87%
297-6100-911.51-00	Music in the Park	316	6,872	\$ 30,000	\$ 30,000	9,361	2,477.00	18,162	39%
297-6100-911.51-00	City Hall Park Events	-	4,744	\$ 1,500	\$ 1,500	-	626.00	874	42%
297-6100-911.51-00	Way Finding	-	-	\$ 10,000	\$ 10,000	-	-	10,000	0%
297-6100-911.51-00	Jazz on the Ave	25,088	-	\$ 25,000	\$ 25,000	-	-	25,000	0%
297-6100-911.51-00	Covid Comeback Marketing	-	6,485	\$ 500	\$ 500	-	-	500	0%
297-6100-911.51-00	SEO/SEM	-	-	\$ 5,000	\$ 5,000	-	-	5,000	0%
297-6100-911.51-00	Translation Services	-	-	\$ 500	\$ 500	-	440.00	60	88%
297-6100-911.51-00	East Farmers Market	-	-	\$ 10,000	\$ 10,000	-	-	10,000	0%
Total Development		\$ 112,128	\$ 159,228	\$ 240,430	\$ 303,323	\$ 31,273	\$ 64,142	\$ 214,898	31%
Planning & Administration									
297-6100-911.34-90	Pow Strategies	131,082	160,497	193,140	193,140	64,217	19,921	109,002	44%
297-6100-911.34-90	Communications Manager, Public Relations	42,340	3,900	20,000	20,000	-	-	20,000	0%
297-6100-911.34-90	Building/Business Incentive	-	40,903	40,000	50,000	-	-	50,000	0%
Total Planning & Administration		\$ 173,422	\$ 205,300	\$ 253,140	\$ 263,140	\$ 64,217	\$ 19,921	\$ 179,002	32%
various (comment)	Other Office Expenses	10,707	10,252	15,759	15,759	2,906	1,347	11,506	27%
297-6100-911.34-90	Office Cleaning	900	540	455	455	3,889	1,566	(5,000)	1199%
297-6100-911.44-10	Building Rental	10,830	10,830	7,500	7,500	4,513	903	2,084	72%
297-6100-911.61-90	Non-Capital Equipment (light poles)	-	-	7,500	7,500	-	-	7,500	0%
297-6100-911.68-90	Other Operating Expenses (utilities)	-	-	15,453	15,455	-	-	15,455	0%
297-6100-911.68-90	DCC Gun Range ArtSpace Loan Payment	-	-	14,205	14,205	14,203	-	2	100%
297-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	448,590	457,004	457,000	457,000	-	-	457,000	0%
Expenditures		\$ 910,164	\$ 1,001,662	\$ 1,242,387	\$ 1,580,244	\$ 127,568	\$ 124,347	\$ 1,328,329	16%

Contractual Services
Other Operating Expenses
Community Promotions

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Beaumont Office Lease 2021-EDDDA

Date Adopted:

Motioned by:

Seconded by:

- WHEREAS:** At its October 21, 2021, Joint DDDA Board meeting, the EDDDA and WDDDA resolved to not renew the shared lease of office space in the Connector Building at City Hall Artspace Lofts, 13615 Michigan Avenue Building , expiring December 31, 2021; and
- WHEREAS:** A Non-Renewal Letter was sent certified mail, regular mail and email to Artspace on November 1, 2021; and
- WHEREAS:** A new lease agreement occupying 3,371 sq.ft. with Oakwood Healthcare, Inc. in the Beaumont building located 4700 Schaefer Road, Suite 360, Dearborn, MI 48126, is recommended; so let it be
- WHEREAS:** The one-year lease with four one-year options to renew with Oakwood Healthcare, Inc. shall commence on December 15, 2021;
- WHEREAS:** Oakwood Healthcare, Inc. will subsidize the market rate rent for a total of \$2,000 per month (\$7.12psf) gross rent including furniture, but excluding electricity, adjusted annually by the Consumer Price Index (CPI); and
- WHEREAS:** The EDDDA and WDDDA shall continue sharing office space and split the rent and electrical costs equally;
- WHEREAS:** Amendment to the EDDDA adopted FYE2022 budget of \$7,500 for building rental is necessary; and
- RESOLVED:** The EDDDA Board authorizes the Manager of the DDDAs to execute a one-year lease agreement with four one-year renewal options with Oakwood Healthcare, Inc., in the Beaumont building located at 4700 Schaefer Road, Suite 360, beginning December 15, 2021 in partnership with the WDDDA, subject to the review and approval by Corporation Counsel ; furthermore
- RESOLVED:** The EDDDA will share rent with the WDDDA in an amount of \$1000 monthly from the Building Lease budget line item 297-6100-911-44-10 plus 50% of monthly electrical costs; furthermore
- RESOLVED:** The EDDDA amends its FYE2022 building lease budget line item to \$11,915 annually by reappropriating \$4,415 from account 297-6100-911-51-00.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Beaumont Office Lease 2021-EDDDA

Date Adopted:

Motioned by:

Seconded by:

- WHEREAS:** At its October 21, 2021, Joint DDDA Board meeting, the EDDDA and WDDDA resolved to not renew the shared lease of office space in the Connector Building at City Hall Artspace Lofts, 13615 Michigan Avenue Building , expiring December 31, 2021; and
- WHEREAS:** A Non-Renewal Letter was sent certified mail, regular mail and email to Artspace on November 1, 2021; and
- WHEREAS:** A new lease agreement occupying 3,371 sq.ft. with Oakwood Healthcare, Inc. in the Beaumont building located 4700 Schaefer Road, Suite 360, Dearborn, MI 48126, is recommended; so let it be
- WHEREAS:** The one-year lease with four one-year options to renew with Oakwood Healthcare, Inc. shall commence on December 15, 2021;
- WHEREAS:** Oakwood Healthcare, Inc. will subsidize the market rate rent for a total of \$2,000 per month (\$7.12psf) gross rent including furniture, but excluding electricity, adjusted annually by the Consumer Price Index (CPI); and
- WHEREAS:** The EDDDA and WDDDA shall continue sharing office space and split the rent and electrical costs equally;
- WHEREAS:** Amendment to the WDDDA adopted FYE2022 budget of \$7,500 for building rental is necessary; and
- RESOLVED:** The WDDDA Board authorizes the Manager of the DDDAs to execute a one-year lease agreement with four one-year renewal options with Oakwood Healthcare, Inc., in the Beaumont building located at 4700 Schaefer Road, Suite 360, beginning December 15, 2021 in partnership with the WDDDA, subject to the review and approval by Corporation Counsel ; furthermore
- RESOLVED:** The WDDDA will share rent with the WDDDA in an amount of \$1000 monthly from the Building Lease budget line item 296-6100-911-44-10 plus 50% of monthly electrical costs; furthermore
- RESOLVED:** The WDDDA amends its FYE2022 building lease budget line item to \$11,915 annually by reappropriating \$4,415 from account 296-6100-911-51-00.

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

SPIN Scooter Program

Adopted:

Motioned by:

Seconded by:

WHEREAS: Mobility is a key transformational strategy of the East and West Dearborn Downtown Development Authorities (DDDA); and

WHEREAS: The DDDA Mobility Committee has studied the implementation of an overall scooter program for the downtown districts and other City commercial districts to provide added mobility to the public; and

WHEREAS: The DDDA Mobility Committee recommends SPIN Scooter as the best provider of city scooter programs to partner and negotiate a pilot program for a proposed launch in Spring 2022; and

WHEREAS: The SPIN Scooter Program will require Council support to create a scooter ordinance, execute a memorandum of understanding (MOU) with SPIN and further definition of operations, maintenance and deployment locations; and

WHEREAS: The DDDA reviewed the SPIN scooter program at its November 18, 2021, Joint Board meeting; therefore, let it be

RESOLVED: The EDDDA supports the development and implementation of a SPIN Scooter Program; furthermore

RESOLVED: The EDDDA recommends sending an Advisory Memo including program details to the Dearborn City Council seeking Council support and authority to create an MOU with SPIN and a city-wide scooter ordinance.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

SPIN Scooter Program

Adopted:

Motioned by:

Seconded by:

WHEREAS: Mobility is a key transformational strategy of the East and West Dearborn Downtown Development Authorities (DDDA); and

WHEREAS: The DDDA Mobility Committee has studied the implementation of an overall scooter program for the downtown districts and other City commercial districts to provide added mobility to the public; and

WHEREAS: The DDDA Mobility Committee recommends SPIN Scooter as the best provider of city scooter programs to partner and negotiate a pilot program for a proposed launch in Spring 2022; and

WHEREAS: The SPIN Scooter Program will require Council support to create a scooter ordinance, execute a memorandum of understanding (MOU) with SPIN and further definition of operations, maintenance and deployment locations; and

WHEREAS: The DDDA reviewed the SPIN scooter program at its November 18, 2021, Joint Board meeting; therefore, let it be

RESOLVED: The WDDDA supports the development and implementation of a SPIN Scooter Program; furthermore

RESOLVED: The WDDDA recommends sending an Advisory Memo including program details to the Dearborn City Council seeking Council support and authority to create an MOU with SPIN and a city-wide scooter ordinance.

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2022 Officer Nominating Committee

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) recognizes the need to form a Nominating Committee for the annual nomination of officers to be elected by the board and serve as the Executive Committee; therefore, be it

RESOLVED: The EDDDA board authorizes Board members Eric Woody, Matthew Dietz, and Mark Guido to be appointed to the 2022 Officer Nominating Committee.

Yes:

No:

Abstain:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2022 Officer Nominating Committee - WDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) recognizes the need to form a Nominating Committee for the annual nomination of officers to be elected by the board and serve as the Executive Committee; therefore, be it

RESOLVED: The WDDDA board authorizes Board members Mohammed Hider, Jackie Lovejoy and Mark Guido to be appointed to the 2022 Officer Nominating Committee.

Yes:

No:

Abstain:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Board Attendance Absence Waivers-EDDDA

Date Adopted:

Motioned by:

Seconded by:

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

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

WHEREAS: The following EDDDA Board Member has met the criteria for absence waivers for the October 2021 monthly board meeting, excluding any special board meetings:

Jay Kruz - October;
so let it be

RESOLVED: The EDDDA agrees to approve the presented absence waiver and excuse the absence as indicated by Jay Kruz for the monthly meeting conducted in October 2021.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Board Attendance Absence Waivers-WDDDA

Date Adopted:

Motioned by:

Seconded by:

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

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

WHEREAS: The following WDDDA Board Member has met the criteria for an absence waiver for the October 2021 monthly board meeting, excluding any special board meetings:

Jackie Lovejoy - October;
so let it be

RESOLVED: The WDDDA agrees to approve the presented absence waiver and excuses the absence of Jackie Lovejoy for the monthly meeting conducted in October 2021.

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Perfit Chamber program - Executive Board Action - EDDDA

Adopted:

Motioned by:

Seconded by:

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) and the West Dearborn Downtown Development Authority (WDDDA) work to have the district businesses be active and engaged online both in marketing and in eCommerce; and

WHEREAS: The Dearborn Area Chamber of Commerce has become the first in Michigan to partner with Perfit, an online e-commerce retail program where customers can choose same day delivery, ship, or curbside pick-up and merchants receive payment the same day; and

WHEREAS: The maintenance cost to the merchant is \$20 a month and allows integration of merchants' current systems or allows those who don't have an online shopping platform to create one with Perfit; and

WHEREAS: The Dearborn Area Chamber of Commerce has asked the EDDDA and WDDDA to sponsor a portion of the cost of the program for \$1500, to be split equally, that would bring the Perfit online platform as an online shopping tool for businesses to Downtown Dearborn; and

WHEREAS: The EDDDA and WDDDA boards authorized their Executive Committees at the October 2021 Joint Board meeting to further review the Perfit program and then take action whether to support the cost of the Perfit online merchant program sponsorship of \$1500, which would be split equally between the East and West DDAs; therefore, let it be

WHEREAS: The EDDDA Executive Committee authorized the expenditure of \$750 from account # 297-6100-911-51-00 upon further review of the program at its November 4, 2021, Executive Committee meeting, motioned by Eric Woody and seconded by Matthew Dietz; furthermore

RESOLVED: The EDDDA Board concurs with the Executive Committee's action; furthermore

RESOLVED: The Manager of the DDAs is authorized to execute contracts on behalf of the EDDDA with The Dearborn Area Chamber of Commerce, subject to review and approval by Corporation Counsel.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Perfit Chamber program - Executive Board Action - WDDDA

Adopted:

Motioned by:

Seconded by:

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) and the West Dearborn Downtown Development Authority (WDDDA) work to have the district businesses be active and engaged online both in marketing and in eCommerce; and

WHEREAS: The Dearborn Area Chamber of Commerce has become the first in Michigan to partner with Perfit, an online e-commerce retail program where customers can choose same day delivery, ship, or curbside pick-up and merchants receive payment the same day; and

WHEREAS: The maintenance cost to the merchant is \$20 a month and allows integration of merchants' current systems or allows those who don't have an online shopping platform to create one with Perfit; and

WHEREAS: The Dearborn Area Chamber of Commerce has asked the EDDDA and WDDDA to sponsor a portion of the cost of the program for \$1500, to be split equally, that would bring the Perfit online platform as an online shopping tool for businesses to Downtown Dearborn; and

WHEREAS: The EDDDA and WDDDA boards authorized their Executive Committees at the October 2021 Joint Board meeting to further review the Perfit program and then take action whether to support the cost of the Perfit online merchant program sponsorship of \$1500, which would be split equally between the East and West DDAs; therefore, let it be

WHEREAS: The WDDDA Executive Committee authorized the expenditure of \$750 from account # 297-6100-911-51-00 upon further review of the program at its November 4, 2021, Executive Committee meeting, motioned by Jeff Lynch and seconded by Mohammed Hider; furthermore

RESOLVED: The WDDDA Board concurs with the Executive Committee's action; furthermore

RESOLVED: The Manager of the DDAs is authorized to execute contracts on behalf of the WDDDA with The Dearborn Area Chamber of Commerce, subject to review and approval by Corporation Counsel.

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Tree Well Removal - Amendment I - DDDA

Date Approved:

Motioned by:

Seconded by:

WHEREAS: The EDDDA recognizes the benefit of beautification and adding esthetic elements to a downtown for placemaking purposes; and

WHEREAS: The EDDDA values implementing planters and landscaping to beautify the district, yet balanced with available sidewalk use for economic drivers such as outdoor restaurant seating; and

WHEREAS: The EDDDA developed a plan for planter tree well removal along Michigan Avenue to spur economic development, and two tree wells have been identified for immediate removal in front of Joe's Top Dog and M Cantina in order to create additional outdoor seating along Michigan Avenue and the EDDDA budgeted \$32,000 to complete this project; and

WHEREAS: The project has been competitively solicited three times by the Purchasing Department with no bidders received, spanning the last six months; and

WHEREAS: The Executive Committee recommends following the *DDDA Purchasing Policy Section II Solicitation: Item f* - "In the event no bids are received after two solicitation attempts or all bids are rejected, the DDDAs may, by resolution, after stating the reasons therefore, direct the Manager of the DDDAs to make the purchase in the open market without solicitation"; so let it be

RESOLVED: Due to the lack of bidders, competition for contractors and projects, and the need for timely completion of this project for business growth the EDDDA authorizes the Manager of the DDDAs to make the purchase of the tree well planter removal and concrete replacement in the open market without bid solicitation and bring the selected service provider to the Board for approval if over \$10,000.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Open Door Business Grant Program - Deadline Extension - Dearborn Investment Co. LLC / Better Health

Adopted:

Motioned by:

Seconded by:

WHEREAS: The WDDDA participates in the Open Door Grant Program and offers funds to businesses for building improvements; and

WHEREAS: Dearborn Investment Co. LLC (property owner) and Better Health (tenant) were awarded a \$10,000 Level III Open Door grant on November 18, 2020, to apply to roof and concrete sidewalk repairs ; and

WHEREAS: The Open Door Grant Guidelines require that grant recipients complete their project improvements, secure a Certificate of Occupancy and are open for business within one year of grant award; and

WHEREAS: The property owner and tenant are requesting a 90-day extension to complete the project due to supply chain delays; so let it be

RESOLVED: The WDDDA authorizes Dearborn Investment Co. LLC (property owner) and Better Health (tenant) 90-day extension of the Open Door Dearborn Grant requirements to complete their project and open for business; furthermore

RESOLVED: The new deadline for project completion and opening is February 18, 2022, subject to review and approval by Corporation Counsel.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Winterfest Tent - Ex. Board Action - WDDDA

Adopted:

Motioned by:

Seconded by:

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) and East Dearborn Downtown Development Authority (EDDDA) jointly promote and organize events to drive consumer traffic to their districts and create a vibrant environment during the holidays; and

WHEREAS: The Promotions Committee has scheduled the Winterfest Market on December 11, 2021, at Wagner Park area in WDDDA; and

WHEREAS: The WDDDA budgeted \$38,000 from Community Promotions fund / Holiday Promotions line item in account #296-6100-911-51-00 for activities and performances at the Winterfest Market; and

WHEREAS: The large event tent for Winterfest was out for bid with a deadline October 27, 2021, the WDDDA board authorized the WDDDA Executive Board to award the lowest bidder upon receipt of materials from the Purchasing department due to availability concerns; and

WHEREAS: That the WDDDA Executive Board authorized awarding the only submitted bidder for the Winterfest event tent, Perry's Tents for \$15,468.90, expending from the Community Promotions/Holiday Promotions budget line item account # 296-6100-911-51-00 for 2021, motioned by Sam Abbas and seconded by Jeff Lynch at its November 4, 2021, Executive Committee meeting; so let it be

RESOLVED: The WDDDA concurs with the Executive Committee's action; furthermore

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

Yes: Chairperson Sam Abbas, Vice Chairperson Mohammed Hider, and Secretary-Treasurer Jeff Lynch

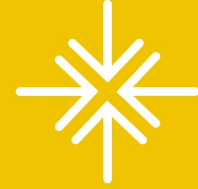
No:

Abstained:

Absent:

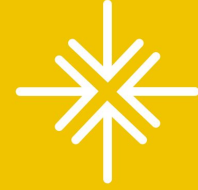
PROPOSED DEARBORN SCOOTER PROGRAM

November 2021



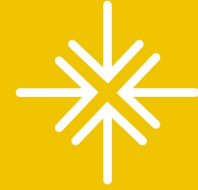
Introduction

- The SCOOTER Concept - Why Now
- SPIN Power Point - The Dearborn Connection
- Research To Date - last 6 months of assessment
- Input From City Staff, Bike Share, DDA Staff
- FAQ's - What, Where, How, Cost, Maintenance, Safety,
- Next Steps
- Timeline



SPIN Scooter - Presentation

Overall Program, Operations and Launch



Introduction of the SPIN Team

Frank Speek, Director of Government Partnerships

Ben Pietrowski, Regional General Manager



SPIN

PREPARED FOR:

City of Dearborn






FORD MOBILITY

SPIN

**AS A SUBSIDIARY OF
FORD, SPIN
BELIEVES THAT
FREEDOM OF
MOVEMENT DRIVES
HUMAN PROGRESS.**

A photograph of two women riding e-scooters down a wide, covered city walkway. The woman on the left is wearing a white helmet, glasses, and a black shirt with a white daisy pattern. The woman on the right is also wearing a white helmet and a black long-sleeved shirt. Both are wearing blue jeans and black sneakers. They are riding black e-scooters with orange accents. In the background, other pedestrians are walking, and the architecture features large stone columns and arches. A semi-transparent grey box with white text is centered over the image.

**Our mission is to help create a
world full of 15-minute cities**

Our Values



We Do The
Right Thing



We Act Like
Owners



We Default to
Trust

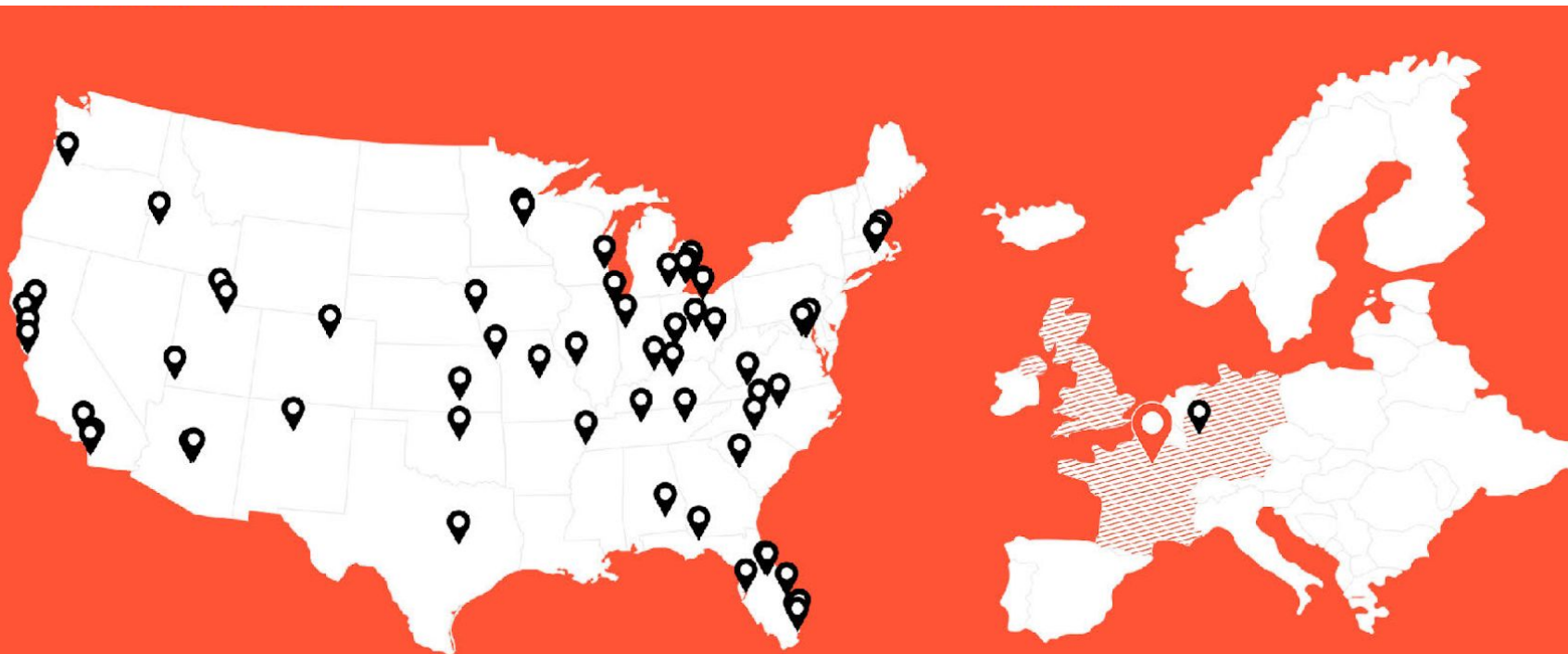


We Embrace
Diversity



We Work on the
Road Ahead

WHERE WE ARE



Cities

Albuquerque, NM
Alexandria, VA
Ann Arbor, MI
Arlington, VA
Asbury Park, NJ
Austin, TX
Baltimore, MD
Boise, ID
Brookline, MA
Charlotte, NC
Chicago, IL
Columbus, OH
Coral Gables, FL
Dayton, OH
Denver, CO
Detroit, MI
Durham, NC
Fairfax City, VA

Golden Valley, MN
Isla Vista, CA
Jefferson City, MO
Kansas City, MO
Knoxville, TN
Lafayette, IN
Lexington, KY
Long Beach, CA
Los Angeles, CA
Memphis, TN
Mesa, AZ
Miami, FL
Milwaukee, WI
Minneapolis, MN
Nashville, TN
San Francisco, CA
Omaha, NE
Portland, OR

Provo, UT
Salem, MA
Salt Lake City, UT
San Antonio, TX
San Diego, CA
San Jose, CA
Scottsdale, AZ
South Miami, FL
St. George, UT
St. Louis, MO
St. Louis Park, MN
St. Paul, MN
Stillwater, OK
Tallahassee, FL
Tampa, FL
Washington, DC
Wichita, KS
Cologne, Germany
Essex, UK
Milton Keynes, UK

Campuses

Troy University, AL
Oklahoma State University, OK
Vanderbilt University, TN
University of Michigan, MI
University of California-San Diego, CA
University of Minnesota, MN
University of Texas, TX
Purdue University, IN

University of South Carolina-Aiken, SC
University of Tennessee, TN
Dixie State University, UT
Boise State University, ID
University of Kentucky, KY
Henderson State University, AK
Ouachita Baptist University, AK
Virginia Tech, VA
Duke University, NC

OUR SERVICE



THE SPIN SCOOTER

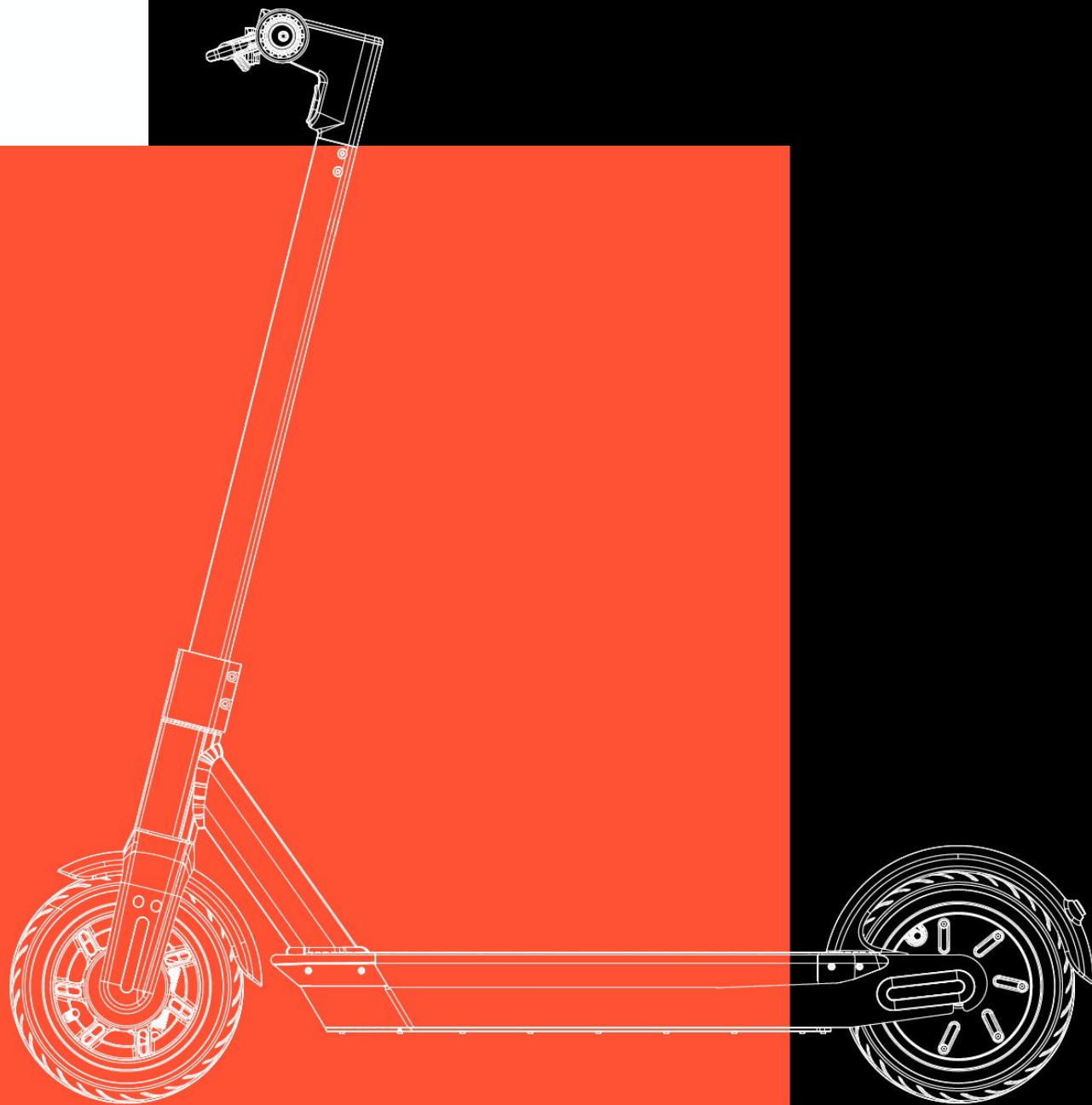
Satisfies and exceeds international vehicle requirements:

- Electric motor in rear wheel
- Comfortable standing position for one rider only
- Limited to 15 mph, or slower in GPS-defined areas
- Vehicle weight well below 45kg maximum (19 kg)
- Intuitively steered with handlebars, with a thumb throttle that provides gentle acceleration only when pressed
- A familiar bicycle-style brake lever activates braking systems on both wheels



SPIN

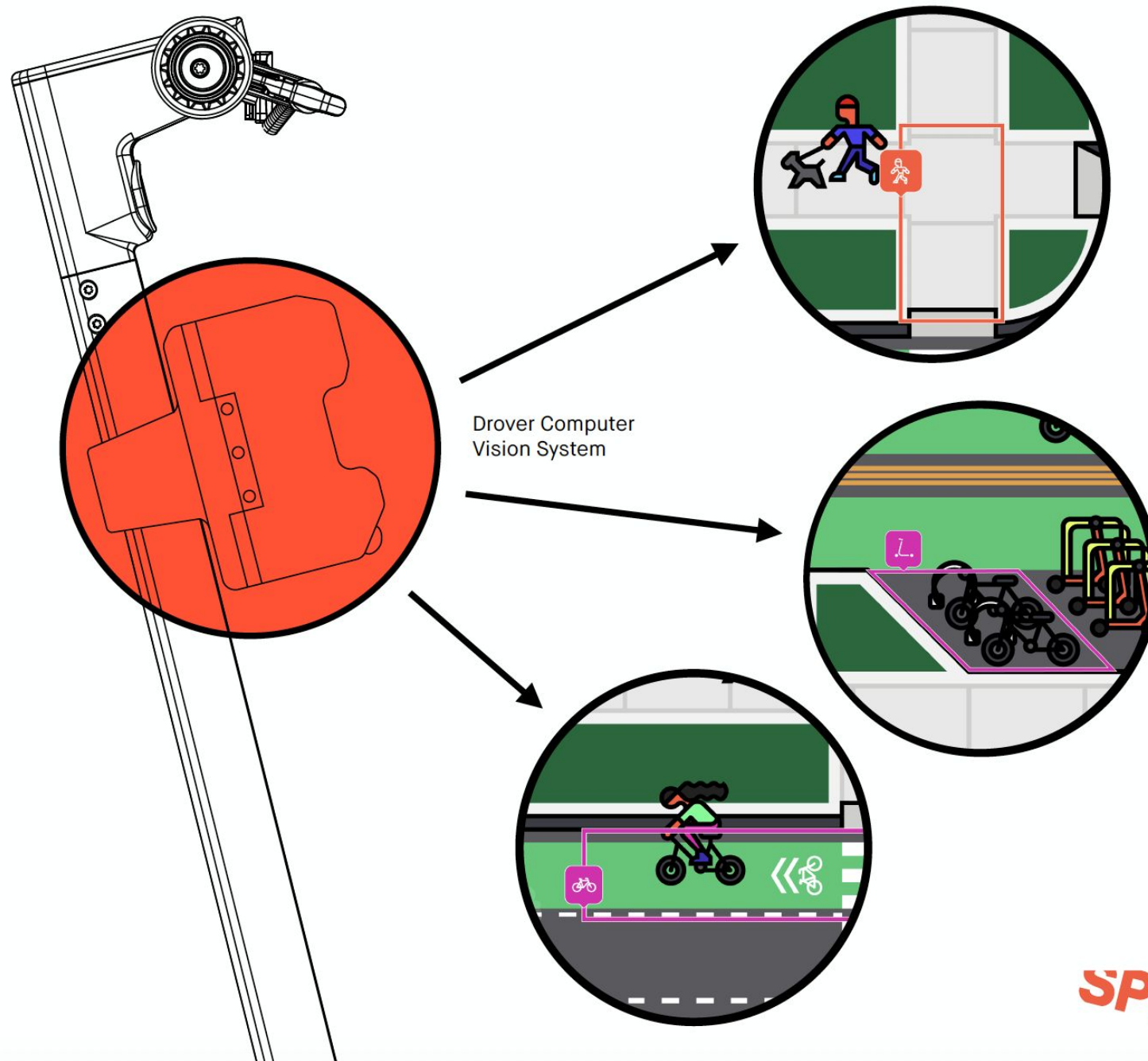
SPIN INSIGHT TECHNICAL BRIEF



SPIN INSIGHT

LEVEL 2 - 2021

- Real-time sidewalk riding detection triggering audible warnings for the rider and pedestrians nearby
- Real-time bike lane riding detection
- Real-time scooter and bike rack detection for proper parking validation



Spin Hubs - Parking & Charging Stations

Spin can install charging stations, via City-approval or with private property partnerships, to reduce the impact of misparked scooters and allow for scooters to recharge while in service. This technology allows us to reduce our greenhouse gas impacts from operations, and increases the reliability of scooter access.



SPIN HUB DIGITAL PLATFORM

Digital displays offer the ability to provide cities and riders multiple benefits

LET'S GET SPINNING
How to rent and ride a SPIN scooter

GET THE APP
Before you start spinning, there's a bonus to download the SPIN app. It's free and available on both the App Store and Google Play. Then get ready to ride.

UNLOCK WITH A SIMPLE SCAN
The SPIN app will scan the QR code on the back of the scooter. It will unlock the scooter and allow you to ride.

KICK-OFF TO START SPINNING
Step on the scooter, hold the handlebars, and push off. The scooter will start moving. When you're ready to stop, just push the brake lever.

PARK IT, LOCK IT, LEAVE IT.
When you're done riding, just push the brake lever. The scooter will lock and you can leave it. It will be ready for the next rider.

RIDE SMART, STAY SAFE

Bring your own helmet.

Stick to one rider per scooter.

Ride in the bike lane or street, not sidewalks.

Keep your eyes peeled for incoming traffic.

Accelerate slowly and gradually for a safe start.

Wear your seat belt and please don't drink and drive.

Wear your seat belt and please don't drink and drive.

Wear your seat belt and please don't drink and drive.

If you're feeling uneasy, simply push the emergency stop button to a safe place. Your scooter will stop and you can get off safely.

PLEASE

AVOID TOUCHING YOUR EYES, NOSE, & MOUTH.

CDC.GOV/COVID19

PREVENT THE SPREAD OF GERMS

SPIN ACCESS

☒ **Enrolled in a public benefits program?**

- Utility Discount Program
- Food stamps
- Housing Choice Voucher Program

☒ **Are you an D.C. Resident?**

You're eligible for free 30min. Spin scooter rides!

SPIN Sign up here to start riding!
Phone: (888) 262-5189 Online: spinaccess.com

Wayfinding

Map showing various locations and routes, including Dupont Circle, Logan Circle, and the White House.

Scooter Education

Civic Announcements

Equity Programs

Wayfinding





SPIN HUB PARTNERS:

Working with public and private partners to deploy Spin Hubs across the nation

Cities

- Omaha, Nebraska
- Kansas City, Missouri
- Washington, DC
- Pittsburgh, Pennsylvania
- Memphis, Tennessee
- Dayton, Ohio

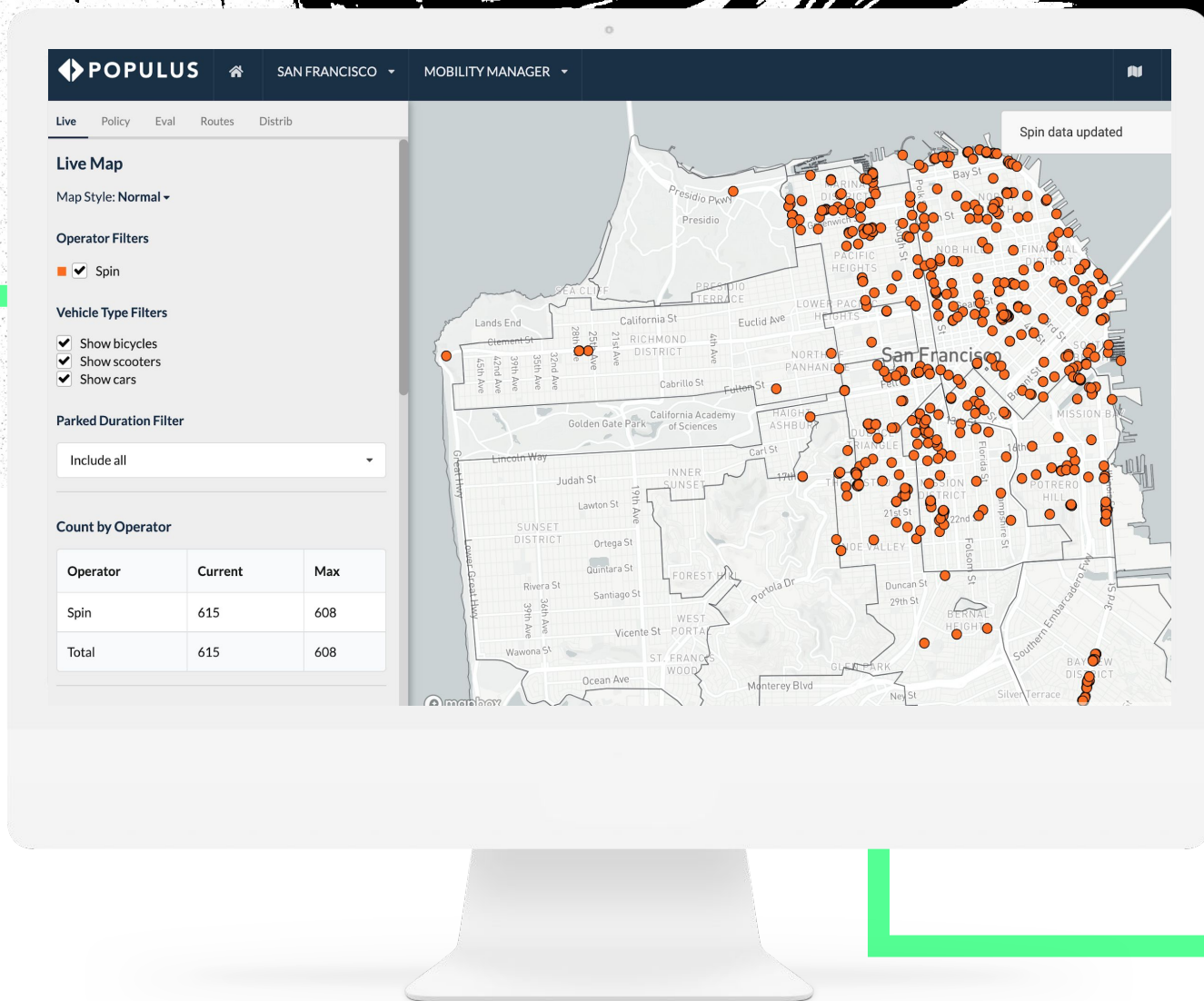
Universities

- Oakland University
- University of Central Florida
- University of California San Diego
- Sacramento State
- Oklahoma State University
- Virginia Tech

Real Estate

- Brookfield Properties
- Goldman Sachs
- JBG Smith (Amazon HQ2)
- AvalonBay Communities
- Westin
- Marriott





DATA SHARING

Spin makes e-scooter location and trip data available to all the jurisdictions we serve. Spin will make real-time data regarding the scooter fleet and utilization available, in a manner consistent with relevant national data laws.

SAFETY



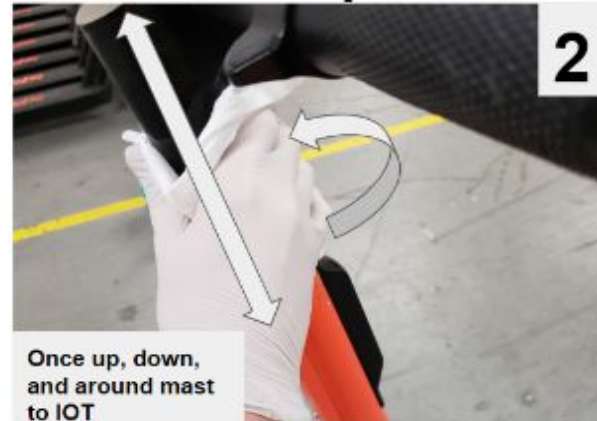
A CLEAN AND SAFE
FLEET HANDLED BY
OUR EMPLOYEES,
NOT GIG-ECONOMY
WORKERS



Scooter Disinfectant Procedure - Spray



Scooter Disinfectant Procedure - Wipes



DAILY SCOOTER CLEANING

The only scooter operator in the US to continue operations in numerous cities throughout Coronavirus lockdowns, **Spin's standard scooter cleaning procedures** have since been adopted as the requirement for all operators in Los Angeles.

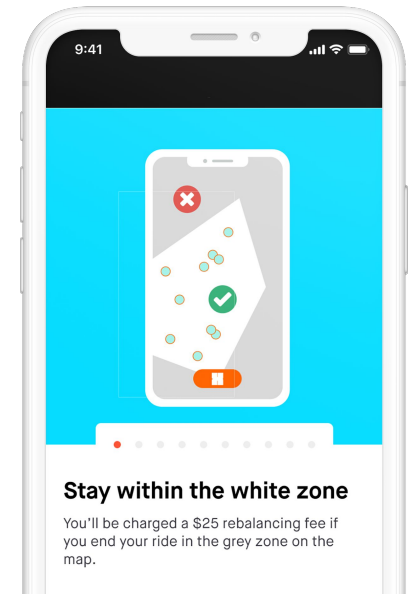
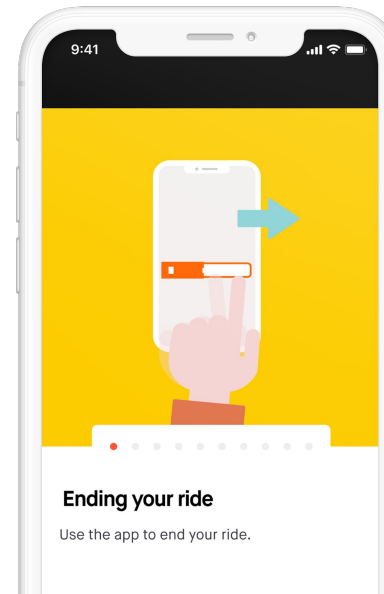
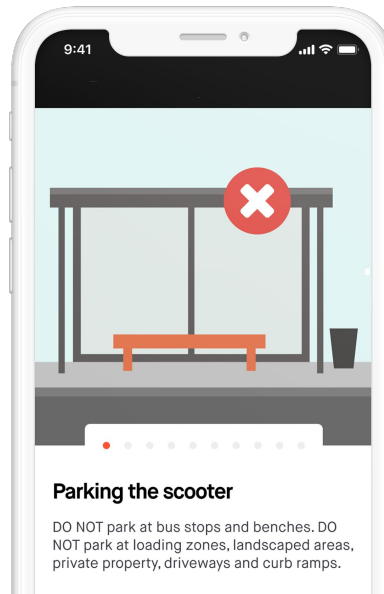
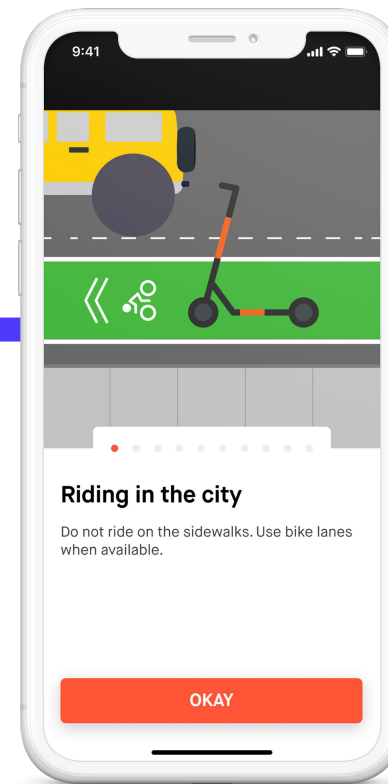
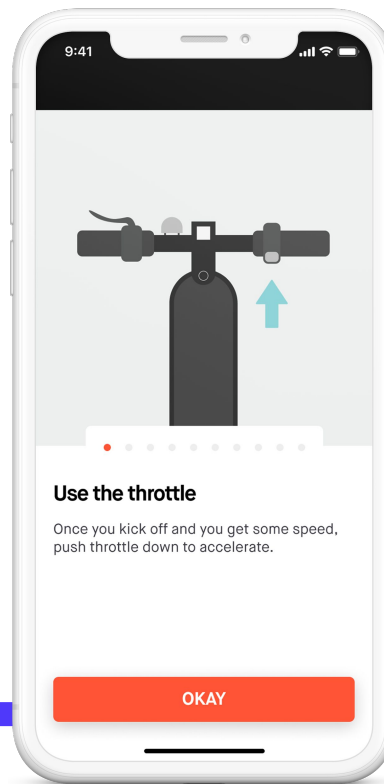
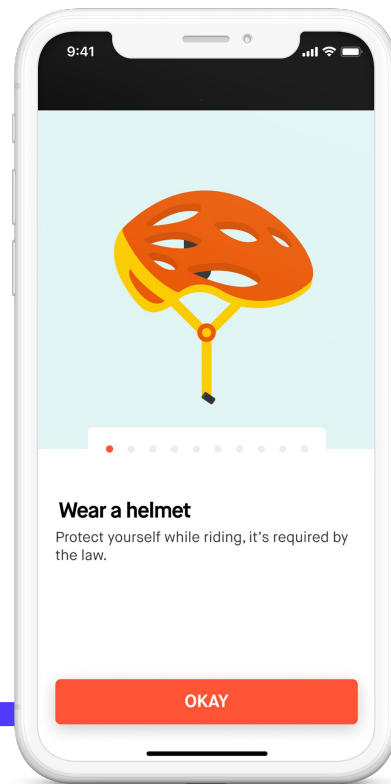
DURING LOCKDOWN

Between March and May, while other operators pulled back, Spin has maintained operations in many cities, **providing:**

- Over **400,000 rides**, facilitating essential travel
- Over **10,000 free rides** to healthcare workers via our Everyday Heroes program

There have been **zero transmissions** of the virus at work among the Spin staff operating the service.

EDUCATE IN THE APP



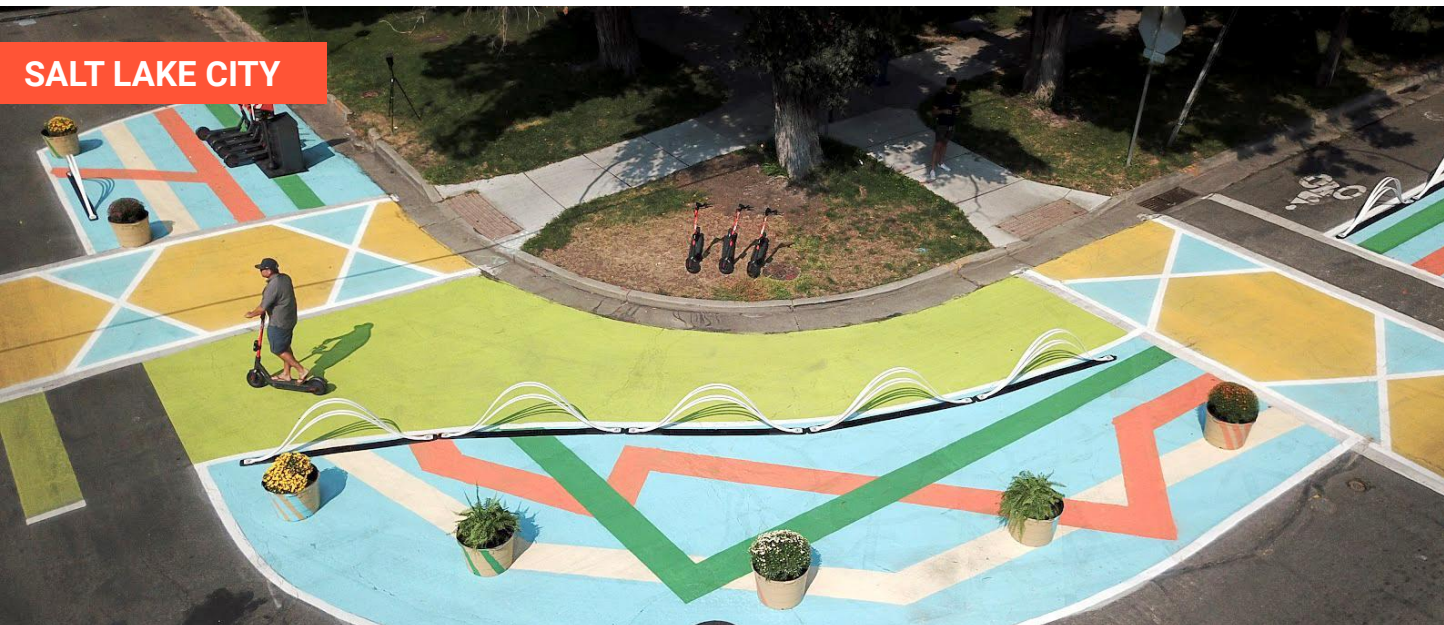


**EDUCATE IN
PERSON**



SPIN'S STREETS PROGRAM

Partnering with cities and community groups to directly fund tactical urbanism and design competitions towards safer streets for all users



Research / Assessment



- City/DDA Staff Meetings and Outreach - past 6 months discussing providers, best practices, locations, safety, maintenance, costs
- Initial contacts with Scooter Vendors - BIRD and Spin
- Draft SPIN / City MOU
- City Staff Comments - Legal, Planning and Police
- Implementation / Timing

FAQ: Who's Responsible for Scooters



SPIN will be responsible for monitoring operators and areas of use.

Scooters are like bikes, they are a safe mode of transportation if the user follows the rules and laws.



FAQ: Where to Ride a Scooter



In most cities you're allowed to ride scooters on streets and sidewalks.

This will be determined by the new scooter ordinance.

The ordinance will be developed and based on the State Traffic Code, Police Department and the City Legal Department.



FAQ: Where to Ride a Scooter

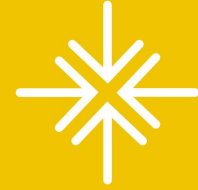


State of Michigan Traffic Code:

[file:///C:/Users/Steve/Downloads/Electric%20Skateboard%20Law%20mcl-257-660%20\(1\).pdf](file:///C:/Users/Steve/Downloads/Electric%20Skateboard%20Law%20mcl-257-660%20(1).pdf)

<file:///C:/Users/Steve/Downloads/Electric%20Skateboard%20Defined%20mcl-257-13f.pdf>

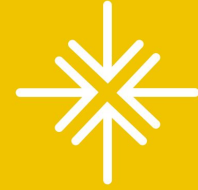
FAQ: How To Use A SPIN Scooter?



New scooter users can learn how to ride the electric skateboards by going to the SPIN app for details on operating and safety protocols.

<https://www.spin.app/>

FAQ: Where Will The Scooters Be Located



The scooters will be located at primarily four key commercial districts: East Downtown, West Downtown , Souk and South End.

SPIN, City, DDDA and key stakeholders will analyze and develop a deployment plan including the placement of geo-fencing.



FAQ: What is the Size of the Fleet?

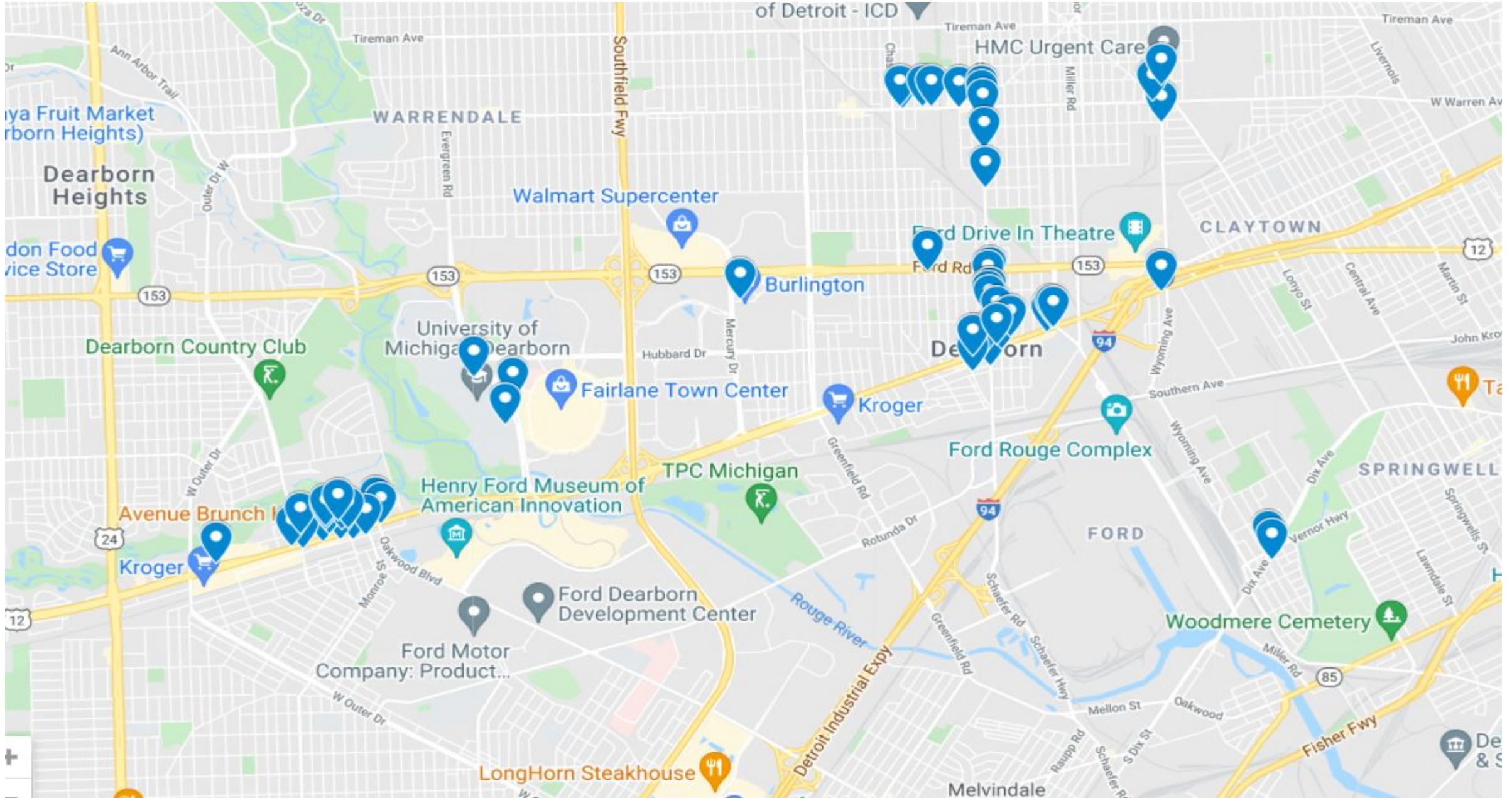


There will be approximately 250 scooters launched in the pilot phase of the program.

Eventually there could be up to 500 - 600 scooters deployed in designated commercial areas over the entire City.

Scooters will be able to access neighboring cities that have SPIN programs.





FAQ: What is the Cost to Ride?



\$1 to unlock the scooter + \$0.39 per minute.

A user will be required to download the SPIN App and pay by using a credit card

FAQ: What is the Cost to the City?



There will be no immediate direct costs to the City of Dearborn to implement the program.

City and DDDA staff time will be needed to create the ordinance and help to market the program.

The City and DDDA will monitor scooter parking to determine whether docking stations or defined parking areas and wayfinding signage are needed.

FAQ: What is the Maintenance Program?

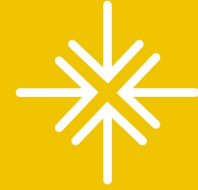


The management of the program including the scooters and hub locations are monitored, operated, cleaned and maintained solely by SPIN's Local Operational Manager and Support Team.

There is currently a regional SPIN facility in Wyandotte



FAQ: Can Scooters Be Restricted in Certain Areas or Speed?



Yes, SPIN technology has the ability to restrict where the scooters are permitted by shutting off the power.

Scooters can also be slowed down in defined areas.

Signage can also be used to best direct users.



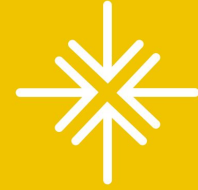
FAQ: Who's Liable in an Accident?



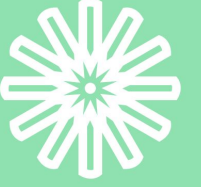
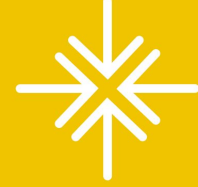
Liability for an accident is of course a concern. Like riding a bike the responsibility will fall on the scooter rider and the owner of the other vehicle or property where accidents occur.

The City will be indemnified for liability. This will be an important component of the new Scooter Ordinance and the MOU with SPIN.

NEXT STEPS



1. Bike Share / Mobility Committee - Informational Meetings
2. Community Input / Local businesses /Ford / U of M / Agencies
11/12/21.
3. DDA Board - November 18, 2021
4. Advisory Memo to City Council - December
5. Initial Support and Authorization to Proceed - January
6. Prepare, Review and Execute the MOU and Ordinance - Adopt by
February
7. It is estimated to take 30 Days for Spin to Launch Program
8. Implementation/Launch - April 2022



Draft SPIN / CITY MOU:

<https://mail.google.com/mail/u/1/#search/frankspeek%40spin.pm++/FMfcgzGkXwFXLNZSszqZzwMJPMFXGkML?projector=1&messagePartId=0.1>



PROJECT	STATUS	NEXT STEP
Platform Dining	Council approved extension through October 31, 2022. Igloos delivered to businesses.	Finalize contracts and permits for extended use.
Office Remediation	ServPro services are completed	Artspace Needs to Repair Walls; Bill Artspace for the second flood costs
EDDDA Planter Tree Well	No bids received with 3rd solicitation.	Requesting Board approval to move forward without competitive bid.
Snow Removal	Contract approved in October by Boards.	In process
EDDDA Landscaping & Maintenance	Holiday decor being installed; Smithgroup preparing designs for new landscape designs	Landscape Contract to be solicited for new proposals for 2022. Redesign of planter wells to be incorporated with solicitation. In process of purchasing minimal holiday decor needs.
WDDDA Landscaping & Maintenance	Holiday decor being installed.	In process of purchasing minimal holiday decor needs.
Mobility	Scooter MOU in Progress - Prepare for Council; Board presentation	Reconnect with MOGO on Bike Share Agreement; Meet with SEMCOG on funding options; Prepare for Spring 2022 Launch
City Hall Park Redesign	Concepts Developed	Community Engagement Presentation in January
Light Poles	Buyer Purchasing	Confirm PO Sent and Delivery Date; Inform DPW as to quantity and spec of shipment
Banners	Reordered Shop Small Banners/Replacements	Awaiting Production/Shipment
Social District	One Business Applied (Bar Louie) and Has License; Need a Secondary Business on that Common Area; Hold off on Social District until 2022	Prepare and Present New Common Area for Council for 2022
Adopt-a-Tree Well	Participants finalized - 19	Completed
Fall Perennial Exchange	Completed Event	Completed
Trick or Treat	Completed Event	Event Survey
Pumpkin Carving	Completed Event	Event Analysis
Shop Small	Comcast, WDIV and WNIC Ads Confirmed and Being Developed. Finalizing participants - currently 26; print materials delivered to businesses	Press Release being issued Nov. 15. Ads begin
Shop Small Kick Off/Open House	Finalizing logistics and sponsors	Event Nov. 27
Winterfest Market	Finalizing logistics and sponsors	Event Dec. 11
Restaurant Week	Form Committee	Sponsor/Participant Packet Development - Deadline for sponsors/participants Jan. 31
EDDDA Parking Lot Improvements	Lighting completed	Draft bid and rfp for various scopes of projects

Project Management Report

Farmers Market Shed	Team meeting needed	Prepare scope for RFP
South Connector Streetscape		Prepare scope for RFP
Farmers Market Event Management	job description developed/final review in process	Hire New Market Manager
Office Relocation	Lease Being Developed with Beaumont	Lease approval Nov. 18; Move Date: Dec. 20
Vision Plan	Finalizing Draft for Board/Committee Review	Deliver Draft Review in December
DDI	Drafting Bylaws; Finalizing Structure/Purpose	Discuss Structure/Purpose with DDDA Boards
DDDA Bylaws	Drafting Revision	Deliver Draft Review in December
Board Member Job Description	Begin Draft	Deliver Draft Review in December
PA57 Reporting	2nd Info Session in October	FYE2021 Reports due Dec. 31
Annual Report	1st Edition to be Developed	Anticipated Delivery January/February
Website	Web Development in Process	Launch 1st Quarter of 2022
FYE2023 Budgets	2021 Projections due Nov. 30 & Core FYE2023 Budget	FYE2023-25 Budgets due Dec. 10
Strategic Plan	Update Strategic Plan	Hold Board/Community Planning Session in February



DOWNTOWN DEARBORN PROMOTIONS COMMITTEE MINUTES



October 27, 2021

9 a.m.

Attendees: Katie Merritt, Jackie Lovejoy, Chris Sickie, Julie Schaefer, Elizabeth Curran, Hassan Sheikh (joined 9:45am), Cristina Sheppard-Decius, Helen Lambrix, Cathleen Francois, and Janet Bloom.

A. Business/Community Engagement Event 2022

No further details added from last month.

B. Volunteer Management & Needs

a. Student Engagement/UofM Rally Ideas

Provide list of DDDA projects/programs/task and have students click in to sign up. No rally needed, just send an email to students. Janet has U of M contact for more volunteer needs and will follow up next week. We need to reach out to HFC and develop same relationship. Katie - at HFC they have culinary program - get them engaged with DRW and be the Street Team for that event.

b. Shop Small/Winterfest

Still working on adding to list of participants and vendors.

c. Street Teams

Have interns help distribute posters and postcards for Winter events

d. Awards Program

Need to development

C. Retail Committee Recommendations

D. Chamber Welcome Home Ad

Check to see what City currently does for new residents.

E. Perfit

A chamber retail program. \$20 per business to do like an Etsy shop.

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

Meeting ID: 308 973 055

Password: 123811

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

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

Meeting ID: 308 973 055

Find your local number: <https://zoom.us/j/308973055>

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



Mission:

Collaborating to create a vibrant Downtown Dearborn experience for all.



Districts could support at \$1500 total to help sponsor. Executive Board meeting item.

F. Communications/Social Media

- a. Report - Helen presented stats (see report)
- b. Downtown Day Promotion
Plan to add to calendar and plan out for next year.

G. 3rd/4th Quarter Events/Promotions Updates/Needs

- a. Adopt a Tree Well
- b. Trick or Treat/Pumpkin Carving - happening 10/30. Getting last of the supplies together and volunteers. Rotary has 6 people joining in WDDDA. Ask interns.
- c. Shop Small & Kick Off Event - getting more participants
- d. Winterfest Market - getting more crafters.

H. 1st Quarter Events 2022 - DRW - need to set meeting; incorporate student reward week - show student ID for discount

I. Sponsorship Goals 2022 - board is asking for 50% expense coverage for events via sponsorships. Review at next meeting.

J. Storytelling Time– What's Happening Around Town

Julie - new marketing assistant. Weekly movie program. Doing a fall and winter series. Next month evaluate list of Metromode stories.

K. COMMITTEE ASSIGNMENTS/TAKE AWAYS

- a. Metromode contract ending in two months, and we can provide list of still needed articles to them. Send us ideas.

L. TO DO/DISCUSSION FOR FUTURE

- a. Legal/Financial Collection of Funds on Square/Paypal
- b. Fan Club Drive/Friends of Downtown Dearborn



Mission:

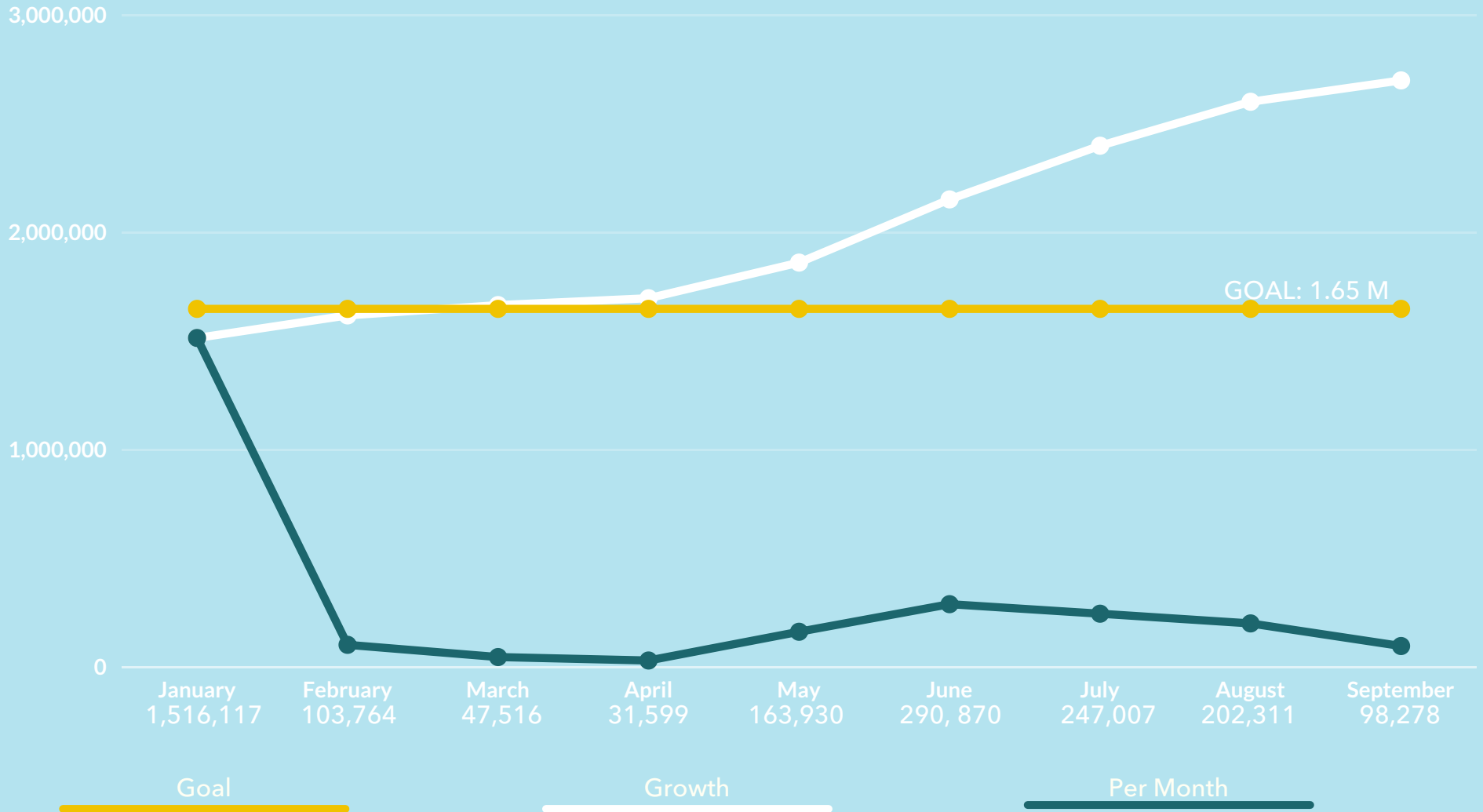
Collaborating to create a vibrant Downtown Dearborn experience for all.



DEARBORN

Downtown

IMPRESSIONS 2021

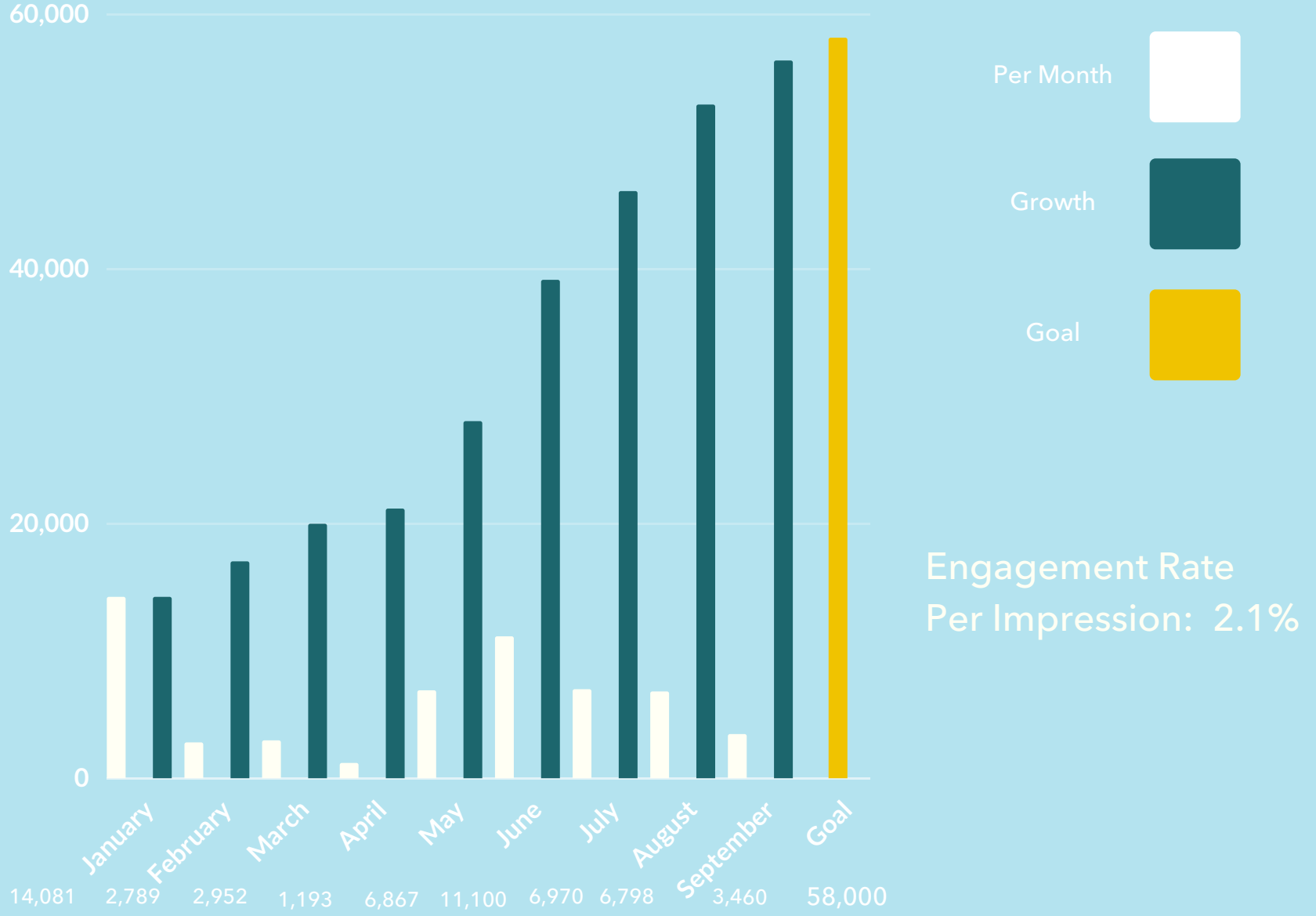




DEARBORN

Downtown

ENGAGEMENT 2021





Total Followers

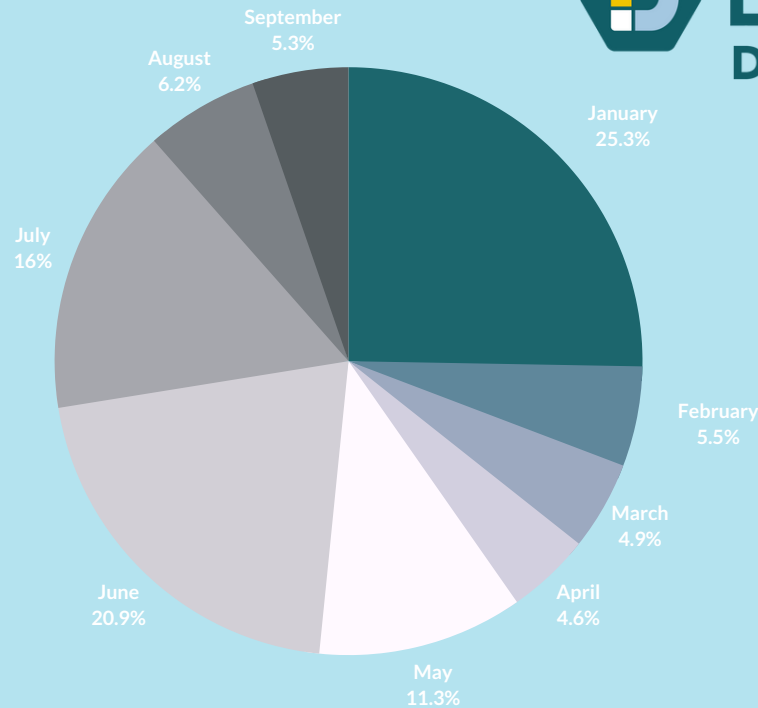
January: 15,357
February: 15,464
March: 15,554
April: 15,624
May: 15,858
June: 16,273
July: 16,464
August: 16,431
September: 16,533

Goal: 18,000

New Followers

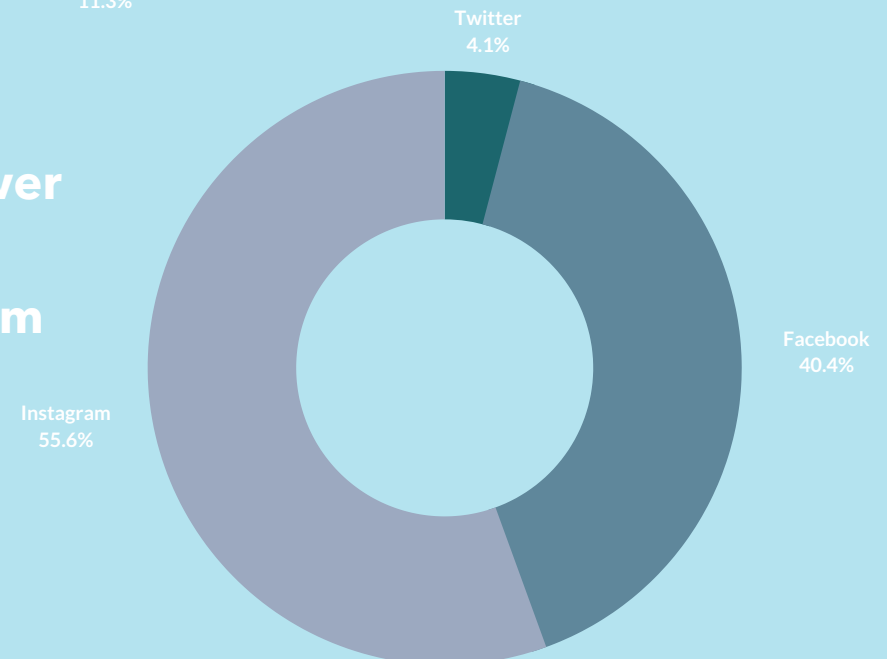
January: 492
February: 107
March: 95
April: 90
May: 220
June: 406
July: 312
August: 121
September: 103

Total: 1,946
Goal: 4,000 New Followers



New Follower Growth Per Month

New Follower Growth Per Platform



Downtown Dearborn Social Media Metrics - September 2021

IMPRESSIONS

September 2021: 98,278

Total for 2021: 2,701,505

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

Impressions per Platform:

Facebook: 84,122

Instagram: 11,612

Twitter: 2,544

ENGAGEMENT

September 2021: 3,460

Total Engagement 2021: 56,211

- Goal: 58K, 97% to goal

Engagement Rate per Impression: 2.1%

Engagement per Platform:

Facebook: 2,781

Instagram: 558

Twitter: 31

AUDIENCE

September 2021: 16,533

Goal: 18K

- GROWTH: 103 New Followers
(2021 total: 1,946)

Audience Growth per Platform:

Facebook: 69

Instagram: 95

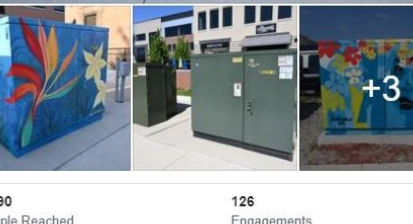

Twitter: 7

Downtown Dearborn
September 23 · 🌐

Have you had a chance to check out the ZAPI Art Project? Three utility boxes got a colorful makeover a few weeks ago and the art is settling in to the Wagner Park area nicely now, don't you think?



It's going to be sunny tomorrow afternoon, so why not stop by the last Dearborn Farmers & Artisans Market (between 2-7 PM) and get a look of the art up close and in person?

Thank you to the artists for their contribution to our downtown beautification, and thanks again to the Padz... [See More](#)







1,890
People Reached


126
Engagements

  45

1 Comment 3 Shares

 Like  Comment  Share 

Performance for Your Post		
1,890 People Reached		
74 Reactions, Comments & Shares ⓘ		
46 👍 Like	32 On Post	14 On Shares
21 ❤️ Love	13 On Post	8 On Shares
1 😲 Wow	0 On Post	1 On Shares
3 Comments	1 On Post	2 On Shares
3 Shares	3 On Post	0 On Shares
52 Post Clicks		
23 Photo Views	0 Link Clicks	29 Other Clicks ⓘ
NEGATIVE FEEDBACK		
0 Hide Post	0 Hide All Posts	
0 Report as Spam	0 Unlike Page	
Reported stats may be delayed from what appears on posts		



Dearborn Farmers & Artisans Market

September 10

Market day today and it's a beautiful day!

It's also our annual Community Day!

We are pleased to welcome the following community partners who will be at the market to tell you a little bit about what they do:

Starfish Family Services... See More

2,929

People Reached

56

Reactions, Comments & Shares

34

Like

13

On Post

21

On Shares

7

Love

1

On Post

6

On Shares

9

Comments

1

On Post

8

On Shares

6

Shares

6

On Post

0

On Shares

277

Post Clicks

66

Photo Views

4

Link Clicks

207

Other Clicks

NEGATIVE FEEDBACK

2

Hide Post

0

Hide All Posts


0

Report as Spam

0

Unlike Page

Reported stats may be delayed from what appears on posts









Market day today and it's a beautiful day!

It's also our annual Community Day!

We are pleased to welcome the following community partners who will be at the market to tell you a little bit about what they do:

Starfish Family Services... See More

2,929

People Reached

333

Engagements

14

Comments

1

Comment

6

Shares

Like

Comment

Share

More


Downtown Dearborn

September 2

What's for Lunch???

Have you ever stopped by the Country Restaurant at 5131 Schaefer Road? It's a quaint restaurant serving Middle Eastern & American beef, chicken, seafood & vegetarian dishes, with friendly, casual staff and really, really good food! They are very humble, but they have some of the best shawarma around! Their Toum is to die for, and you get it served with pita when you sit down!

Stop in for lunch or dinner and try them out, or revisit if you've been before! T... See More



Performance for Your Post

1,286 People Reached

20 Reactions, Comments & Shares

<p>15</p> <p>Like</p> <p>1</p> <p>Love</p> <p>2</p> <p>Comments</p> <p>2</p> <p>Shares</p>	<p>18</p> <p>On Post</p> <p>1</p> <p>On Post</p> <p>2</p> <p>On Post</p> <p>1</p> <p>On Post</p>	<p>0</p> <p>On Shares</p> <p>0</p> <p>On Shares</p> <p>0</p> <p>On Shares</p> <p>1</p> <p>On Shares</p>
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53 Post Clicks

<p>11</p> <p>Photo Views</p>	<p>1</p> <p>Link Clicks</p>	<p>41</p> <p>Other Clicks</p>
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NEGATIVE FEEDBACK

<p>0 Hide Post</p> <p>0 Report as Spam</p>	<p>0 Hide All Posts</p> <p>0 Unlike Page</p>
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Reported stats may be delayed from what appears on posts.

1,286
73

People Reached
Engagements

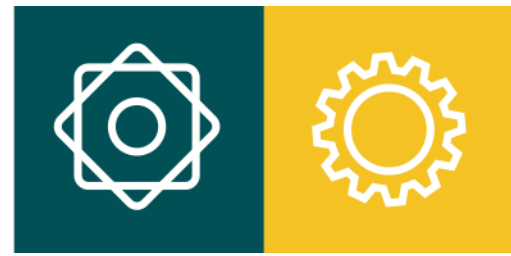
Like
Comment
Share

Instagram Top Posts:





DOWNTOWN DEARBORN DESIGN/EV COMMITTEE MINUTES

**Join Zoom Meeting**

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

Meeting ID: 323 245 564

Password: 265323

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

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

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

October 27, 2021
2 p.m.

Attendees: Mark Guido, Steve Deisler, Christina, Mike K. Hassan S. Jackie L. Jeff W. William SaintAmour (Cobalt Community Research)

See minutes at bottom of chart:

AGENDA ITEMS	TASKS/ACTIONS	ASSIGNMENTS
**Special Guest Presentation/Discussion: Cobalt Community Data		
A. Open Door Dearborn	<ul style="list-style-type: none">• OD Grant Summary Chart• \$30k criteria• Applicants Outside of DDA areas• EDDDA Design Block Property/Business Meeting & Marketing• Potential Applicants:<ul style="list-style-type: none">o Green Braino Retro Image	<ul style="list-style-type: none">-Design Block Estimates-Identify Other Funding Resources-EDDDA 2022 Budget-\$30k criteria-map of boundaries
B. Sidewalk Cafés	<ul style="list-style-type: none">• Tree Well Removal Bid• Future Items:<ul style="list-style-type: none">o Design Manual: Lighting & Signage	<ul style="list-style-type: none">-3rd Round Bid Release for Tree Wells-Platform Contracts Nov. 1
C. COVID-19 Business Support	<ul style="list-style-type: none">• Retool Dearborn Open for Business FB Page• Perfit Shopping Platform	<ul style="list-style-type: none">-Schedule Focus Groups-Shopping Web Platform-Resource Education



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

		-Post Employment Opps on Open for Business page -Cross Promote SMART program
D. Business Assistance Team	<ul style="list-style-type: none"> • BAT Programming • Morning Mix • Initiate • PACE Program 	
E. Bike Facilities Implementation Plan	<ul style="list-style-type: none"> • Bike Racks • Bike Lane/Sharrow Installations • Bike/Scooter Share 	-Scooter Ordinance, Council Request -Additional Funding for Bike Share
F. Public Art	<ul style="list-style-type: none"> • Public Art Plan 2021 • Crosswalk Art • Bloomberg Art Asphalt Grant 2022 	-Art Needs Assessment -Kick off on hold until Vision Plan completed
G. Recruitment/Tackling Vacancies	<ul style="list-style-type: none"> • Property Updates & Key Property Mtgs • Broker Roundtable - KW/DABOR • Property Owner Roundtable – push to 2021 • FBC Marketing Piece (Tom, Kaileigh, Steve & Steve) • Biz Development Dashboard 	-Schedule Roundtable with Webinar Series -Content for FBC marketing piece (started) -Development Sites: CBRE Contract
H. Public Spaces & Amenities	<ul style="list-style-type: none"> • Michigan Avenue (CAVnue Project) • REQ Library Lot – Survey & Engineering • City Hall Park Redesign • EDDDA Parking Lots • Vision Plan – • Vacant Land – Due Diligence • Farmers Market Shelter • Community Garden 	-Vision Plan -In Draft Review -CHP concepts & budget/funding -RFP Committee established for Library Lot - EDDDA Parking & Alley RFP Spec -Farmers Market Shelter engineering/design/location -Assess Community Garden Success
I. Beautification	<ul style="list-style-type: none"> • EDDDA landscaping 	-Design in Process

MINUTES:

Cobalt Community Research

William SaintAmour presented an overview of the market research tools that his firm offers communities for planning and economic development assistance. The data is derived from smartphone technology. A variety of data can be analyzed by block, district or region. It can be compared to previous years numbers to show trends, growth and changes.

The DEV Committee was very interested in the potential use of this program for small business development, customer lifestyle groups and land use planning. Cristina asked the group to provide their thoughts on how we could utilize this approach for our Downtown Vision Plan and forecasting. We will send the DEV committee members the program overview information and estimated fees.

Open Door Summary Chart

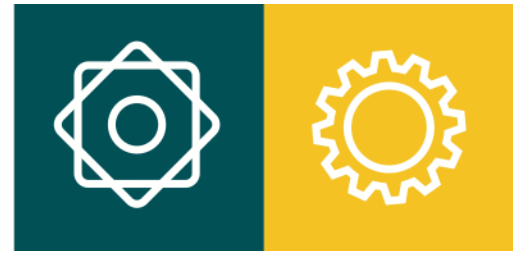
Steve presented an updated OD Grant Program Summary to the Committee. To date we have awarded 7 OD grants (3 in the WDDDA and 4 in the EDDDA) totaling \$65,000. The demand for the grants have increased over the last couple months and funding is limited for the remainder of the fiscal year. There is \$10,000 left in WDDDA budget and \$5,000 left in the EDDDA budget. There is one potential grant request possible for WDDDA and five for EDDDA in the coming few months.

Or limit it to just facade improvements

Open Door Program Review

With the demand for grants and limited funds the DEV Committee discussed possible amendments to the OD Program. Key comments for changes included:

- Is \$40,000 per district enough for the program
- Should we offer more to applicants beyond our normal \$10,000 max.
- Should we reduce the area of coverage, Or limit it to just facade improvements vs interior rehab and start-ups
- What is status of TIF Funds? Stable ? are we Flush?
- The program has been successful and shows what the DDDA's can do
- Need to stay within budget, WDDDA funds are greater, EDDDA will have more dollars with the refinancing of the ramp.



- How does this program fit into current priorities and timelines.
- Should there be a Level IV grant for large multiple tenant projects
- Offer grants based on \$ per sq. ft.
- We need a level of Equality among the small and larger businesses
- New targeted criteria may include age of building, historic significance, scope of design, targeted land uses and type of businesses, buildings with vacant upper floors for residential use.

It was agreed that the OD Program needs to be more strategic in scope, prioritized in the new Vision Plan and targeted to maximize investments and spinoff. Additional funding sources should be looked into.

Better Health Open Door Grant Awardee

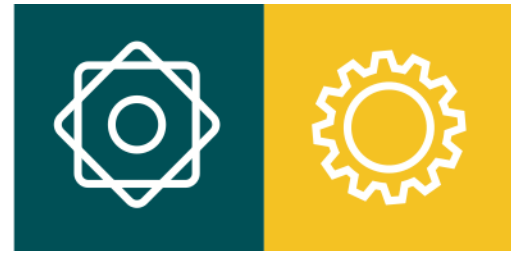
Dearborn Investment LLC and their Tenant Better Health have requested an extension to the timeline for project completion due to supply chain issues. It was suggested that a 90 day extension would potentially be sufficient. The WDDDA Board will need to approve.



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



DOWNTOWN DEARBORN STEERING COMMITTEE MINUTES



November 10, 2021

9 a.m.

Attendees: Jeff Lynch, Mark Guido, Mike Kirk, Peggy Richard, Hassan Sheikh, Eric Woody, Cristina Sheppard-Decius, Steve Deisler, and Janet Bloom.

A. DDI Board Meeting Discussion

Keep it simple, have clear timelines to anchor actions to, present DDI set up in phases.

No end date in MOU so don't need to redo at this time.

Michigan Main Street wants to interact with DDI, so it's one entity..

Cristina will generate a one page fact sheet and will plan to pass to committee for review. It will be an open discussion item on the board agenda. Need to stress benefits of doing this, such as the DDI can collect grants and we can link in with Main Street if we have single entity. We would want to work with creating connections to connect East and West. Empowers our organization. DDI helps DDDAs by amplifying - one voice for two DDDAs. Not add a layer of bureaucracy but a single voice.

Mike: check with Legal to see if there are any issues establishing 501c3.

B. Vision Plan Draft Overview

Currently being edited by Cristina, Steve and SmithGroup. It will be given to committee for review.

C. FYE2022 Budget/Action Plans

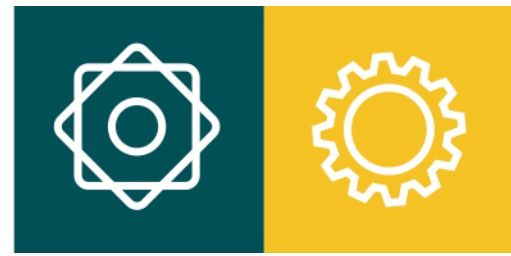
Reviewed documents of current plans.

Mission:

Collaborating to create a vibrant Downtown Dearborn experience for all.



JOINT DDDA EXECUTIVE COMMITTEE MEETING MINUTES



November 4, 2021

8:30 a.m.

Attendees: Jeff Lynch, Eric Woody, Matthew Dietz, Sam Abbas, Moe Hider, Hassan Sheikh, Cathleen Francois, Cristina Sheppard-Decius, and Janet Bloom.

1. SPECIAL MEETING ITEMS

a. Joint Items

i. Holiday Décor Bid & Approvals

No bids came back from Bidnet for holiday decor. Plan to purchase under \$3000 purchasing threshold for lights and garland, with 3 quotes for each product.

ii. Perfit Partnership with Chamber Approval

Questions from board meeting answered to Executive Boards satisfaction on cost to businesses (\$20 monthly charge per business), if program doesn't have traction (businesses have already signed up), and can a business sign up individually if boards don't approve (yes, chamber is offering to all businesses whether they are a member or not).

Motion to approve contribution of \$750 per district to partner with the Chamber and Perfit.

WDDDA: motion to approve: Jeff Lynch, seconded by Moe Hider. All ayes for voice vote. Motion passes.

EDDDA: motion to approve: Eric Woody, seconded by Matthew Dietz. All ayes for voice vote. Motion passes.

b. WDDDA Items

i. Winterfest Tent Bid Approval

Bids came back with only one bidder applying, Perry's Tents, for a cost of \$15,468.90. They were same tent company for this event last year and the cost is about \$1300 more than previous year.

Motion to approve the bid of Perry's Tents for \$15, 468.90 for Winterfest Tent.

WDDDA: motion to approve: Sam Abbas, seconded by Jeff Lynch. All ayes for voice vote. Motion passes.



Sam Abbas asked that a list is provided for events listing sponsors and % of expenses covered. He would like to have all event expenses covered 50% by sponsorships.

It was requested to schedule a meeting with new purchasing manager and the Executive Board.



JOINT DDDA EXECUTIVE COMMITTEE MEETING MINUTES



November 8, 2021

9 a.m.

Attendees: Jeff Lynch, Eric Woody, Matthew Dietz, Moe Hider, Hassan Sheikh, Cathleen Francois, Steve Deisler, Cristina Sheppard-Decius, and Janet Bloom.

1. JOINT BOARD MEETING AGENDA ITEMS
 - a. Office Lease
Amend lease to request to extend termination of lease from 30 days to 45 to 60 days to allow time to locate new location for DDDA office.
Hassan to check to see if storage area in attached parking deck.
 - b. Scooter Share
At point in process to be able to take memo to council. Will need to review MOU. Early spring to launch scooter program. SPIN will pull own insurance and indemnify the City. Have boards recommend plan to council via resolution. Bike Share - in conversation with MOGO but will require more upfront capital.
 - c. Executive Action of Holiday Décor
Bid came back unanswered and new bid can go out but given a new date of 11/17. Decided to purchase lights and garland under \$3000 level in order to meet install timeline with contractors. Get three bids per product.
 - d. Executive Action of Perfit
Approved at 11/4 Ex. Bd. meeting: \$750 per district to support Chamber Perfit program.
2. WDDDA ONLY ITEM
 - a. Extension of Open Door Dearborn Grant for Better Health
Add 90 day extension due to difficulty in material and fixture deliveries. Only doing repair on roof and sidewalk patch. Will need to check front door on Michigan.
 - b. Executive Action of Winterfest Tent
Approved at 11/4 Ex. Bd. meeting: Perry's Tent for \$15,468.90.
3. EDDDA
 - a. none
4. NEW BUSINESS/DISCUSSION
 - a. FYE2023 Budgeting (Survey /Top Priorities)



Reviewed documents. Cristina will create written survey for board members to complete at meeting. December plan to submit Vision Plan.

- b. DDI Organization Structure/501C3 Application
Review advantages of DDI structure. Review current MOU for DDDAs.

5. OLD BUSINESS FOR AGENDA

- a. EDDDA Tree Well Bid - bids have gone out three times unanswered. Recreate the bid to do as multi-year planter tree well removal plan.

6. CALL TO EXEC COMMITTEE

Added Nominating Committee to November agenda.

DECEMBER ITEMS SLATED

- o By-Laws
- o Board Member Job Description
- o Vision Plan
- o Event Goals/Policy
- o Nominating Committee

**DDDA BOARD
ADOPTED
RESOLUTIONS
OCTOBER 2021**

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Artspace Office Lease Non-Renewal Letter 2021-EDDDA

Date Adopted: October 21, 2021

Motioned by: Director Kamal Turfah

Seconded by: Director Janice B. Cislo

WHEREAS: At its November 9, 2017, Board meeting, the EDDDA resolved to move into one of the non-residential office spaces in the City Hall Artspace Lofts building; and

WHEREAS: The EDDDA Board executed a lease agreement on December 8, 2017, for an office in 13615 Michigan Avenue Building B, the designated commercial space in the City Hall Artspace Lofts building, for an office with a per square foot rental amount of no more than \$20, from building rental line item #297-6100-911-44-10; and

WHEREAS: The WDDDA Board agreed to sharing the office space with the EDDDA and adopted a budget for office lease for FYE2019 of \$11,000; and

WHEREAS: The EDDDA has been sharing this office space with the WDDDA since June of 2018 and has been paying half of the office's monthly rent (\$902.50) since July of 2018; and

WHEREAS: The current lease on the office space at 13615 Michigan Avenue Building B expires on December 31, 2021, and it is recommended to not renew the lease and therefore, submitting a Non-Renewal Letter to Artspace by November 1, 2021, is recommended by City of Dearborn Corporation Counsel; so let it be

RESOLVED: The EDDDA Board authorizes the Manager of the DDDAs to execute a Letter of Non-Renewal to Artspace for office space at 13615 Michigan Avenue Building B, subject to the review and approval by Corporation Counsel by November 1, 2021.

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

No:

Abstained:

Absent: Director Jay Kruz

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Artspace Office Lease Non-Renewal Letter 2021-WDDDA

Date Adopted: October 21, 2021

Motioned by: Vice Chairperson Mohammed Hider

Seconded by: Director John L. McWilliams

WHEREAS: At its November 9, 2017, Board meeting, the EDDDA resolved to move into one of the non-residential office spaces in the City Hall Artspace Lofts building; and

WHEREAS: The EDDDA Board executed a lease agreement on December 8, 2017, for an office in 13615 Michigan Avenue Building B, the designated commercial space in the City Hall Artspace Lofts building, for an office with a per square foot rental amount of no more than \$20, from building rental line item #296-6100-911-44-10; and

WHEREAS: The WDDDA Board agreed to sharing the office space with the EDDDA and adopted a budget for office lease for FYE2019 of \$11,000; and

WHEREAS: The EDDDA has been sharing this office space with the WDDDA since June of 2018 and has been paying half of the office's monthly rent (\$902.50) since July of 2018; and

WHEREAS: The current lease on the office space at 13615 Michigan Avenue Building B expires on December 31, 2021, and it is recommended to not renew the lease and therefore, submitting a Non-Renewal Letter to Artspace by November 1, 2021, is recommended by City of Dearborn Corporation Counsel; so let it be

RESOLVED: The WDDDA Board authorizes the Manager of the DDDAs to execute a Letter of Non-Renewal to Artspace for office space at 13615 Michigan Avenue Building B, subject to the review and approval by Corporation Counsel by November 1, 2021.

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 John L. McWilliams, Director Karen Nigosian, and Director Audrey A. Ralko

No:

Abstained:

Absent: Director Jackie Lovejoy

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Board Attendance Absence Waivers-WDDDA

Date Adopted: October 21, 2021

Motioned by: Director Mark G. Guido

Seconded by: Director John L. McWilliams

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

WHEREAS: The WDDDA board members have provided their reasons for absences at the September 2021 board meeting for absence waiver consideration; and

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

Sam Abbas - September
Mohammed Hider - September;
so let it be

RESOLVED: The WDDDA agrees to approve the presented absence waiver and excuses the absence of Sam Abbase and Mohammed Hider meeting conducted on September 16, 2021.

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 John L. McWilliams, Director Karen Nigosian, and Director Audrey A. Ralko

No:

Abstained:

Absent: Director Jackie Lovejoy

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Holiday Décor FYE2022

Date Adopted: October 21, 2021

Motioned by: Director Mark G. Guido

Seconded by: Director Janice B. Cislo

WHEREAS: The East Dearborn Downtown Development Authority authorized a budget of \$10,000 for the purchase of holiday decorations in FYE2022;

WHEREAS: A competitive bid solicitation for the lowest bidder is in the process of being conducted and expected October 27, 2021; therefore, let it be

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

RESOLVED: The EDDDA requests to have the Purchasing Department set up an addendum to bid for private businesses to use contractor for leased light install at a unit price; and let it be

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

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

No:

Abstained:

Absent: Director Jay P. Kruz

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Holiday Décor FYE2022

Date Adopted: October 21, 2021

Motioned by: Director Thomas L. Clark

Seconded by: Mayor Jack O'Reilly

WHEREAS: The West Dearborn Downtown Development Authority authorized a budget of \$50,000 for the purchase of holiday decorations in FYE2022;

WHEREAS: A competitive bid solicitation for the lowest bidder is in the process of being conducted and expected October 22, 2021; therefore, let it be

RESOLVED: The WDDDA authorizes up to \$50,000 in expenditures for the purchase of holiday decor, from the Contract Services budget 296-6100-911-34-90; and let it be

RESOLVED: The WDDDA requests to have the Purchasing Department set up an addendum to bid for private businesses to use contractor for leased light install at a unit price; and let it be

RESOLVED: The Executive Board is authorized to award to the lowest bidder and the Manager of the DDDAs is authorized 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, Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Thomas L. Clark, Director Mark G. Guido, Director John L. McWilliams, Director Karen Nigosian, and Director Audrey A. Ralko

No:

Abstained:

Absent: Director Jackie Lovejoy

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

MDA Annual Conference 2021 - EDDDA

Adopted: October 21, 2021

Motioned by: Director Kamal Turfah

Seconded by: Director Mark G. Guido

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 MDA is hosting an annual conference in-person on November 4-5, 2021, in Detroit, and conference registrations are \$195 per person; so let it be

RESOLVED: The EDDDA board agrees to expend for the sponsorship to send two board members to attend the conference; therefore, let it be

RESOLVED:

1. The EDDDA authorizes the expenditure of up to \$390 for the 2021 MDA Annual Conference from the Training/Transportation budget line item account # 297-6100-911-58-10; and
2. The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA for the MDA Annual Conference, subject to review and approval by Corporation Counsel.

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

No:

Abstained:

Absent: Director Kay P. Kruz

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

MDA Annual Conference 2021 - WDDDA

Adopted: October 21, 2021

Motioned by: Vice Chairperson Mohammed Hider

Seconded by: Mayor Jack O'Reilly

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

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

WHEREAS: The MDA is hosting an annual conference in-person on November 4-5, 2021, in Detroit, and conference registrations are \$195 per person; so let it be

RESOLVED: The WDDDA board agrees to expend for the sponsorship to send two board members to attend the conference; therefore, let it be

RESOLVED:

1. The WDDDA authorizes the expenditure of up to \$390 for the 2021 MDA Annual Conference from the Training/Transportation budget line item account # 296-6100-911-58-10; and
2. The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA for the MDA Annual Conference, subject to review and approval by Corporation Counsel.

Yes: Chairperson Sam Abbas, Vice Chairperson Mohammed Hider, Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Thomas L. Clark, Director Mark G. Guido, Director John L. McWilliams, Director Karen Nigosian, Director Audrey A. Ralko

No:

Abstained:

Absent: Director Jackie Lovejoy

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

EDDDA Open Door Dearborn Business Incentives Program - Grant Application: Image Works, Chris Bennett

Date Adopted: October 21, 2021

Motioned by: Director Kamal Turfah

Seconded by: Secretary-Treasurer Matthew Dietz

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: Chris Bennett, owner of Image Works (applicant), has relocated to the former Stormy Records location at 13306 Michigan Ave. Image Works is a large format archival pigment printer providing fine art and photographic printing, artwork reproduction, retouching and scanning, was formed in 2017. Their business plan is attached; and

WHEREAS: The applicant has applied for Level II of the Open Door Dearborn grant program in the amount of \$5,000 for painting, electrical and signage. The estimated total investment is \$5,907. Proposed completion date is November 15, 2021; and

WHEREAS: The building owner has submitted a letter of support approving the work on the building. All required contractor quotes have been provided; and

WHEREAS: A Special Meeting on September 29, 2021 was held by the Design/EV Committee. The committee verified and approved the remodeling details for the interior. They however need to review the final sign design and quotes. The Design/EV Committee recommends to the EDDDA Board funding Chris Bennett a Level II Grant (interior start-up/signage) for improvements up to \$5,000 motioned by Mark Guido and seconded by Jeff Watson with the condition that the applicant submit and secures all required building and sign permits.; and roll call vote of support by three ayes: Jackie Lovejoy, Mike Kirk and Hassan Sheikh ; and no nays; so let it be

RESOLVED: The EDDDA awards a Level II grant up to \$5,000 from the Open Door Dearborn Business Grant Program to Chris Bennett, Image Works 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: Vice Chairperson Eric Woody, Secretary-Treasurer Matthew Dietz, Mayor Jack O'Reilly, Director Janice B. Cislo, Director Mark G. Guido, and Director Kamal Turfah

No:

Abstained:

Absent: Director Jay P. Kruz

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

WDDDA Open Door Dearborn Business Incentives Program - Grant Application: West Dearborn Investments LLC. Najib Rizk

Date Adopted: October 21, 2021

Motioned by: Vice Chairperson Mohammed Hider

Seconded by: Director Thomas L. Clark

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: West Dearborn Investments LLC., Najib Rizk (applicant) acquired the former Nar Bar located at 21918 Michigan Avenue in the WDDDA. The applicant is proposing to move Le Cigar from their existing location in West Village Commons to this new property and renovate the building exterior and divide up the 2-story structure into 3 commercial units (main floor) and one residential condo (second floor); and

WHEREAS: The applicant has applied for Level III of the Open Door Dearborn grant program in the amount of \$30,000 for facade improvements including exterior masonry, window /door treatments, mechanical, plumbing and electrical along Michigan and Oakwood. The estimated project cost is \$400,000. The applicant has provided three quotes per the grant requirements; and

WHEREAS: A Special Meeting was held by the Design/Economic Vitality Committee on September 29, 2021, to verify and approve the design details of the facade. The Design/EV Committee recommends to the WDDDA Board funding West Dearborn Investments, LLC for Level III facade improvements up to \$10,000 motioned by Mark Guido and seconded by Jeff Watson; and roll call vote of support by all four ayes: Mike Kirk, Hassan Sheikh ; and no nays; so let it be

RESOLVED: The WDDDA awards a Level III grant up to \$10,000 from the Open Door Dearborn Grant Program from account #296-6100-911-34-90 to West Dearborn Investments, LLC for 21918 Michigan Avenue; and subject to 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 John L. McWilliams, Director Karen Nigosian, and Director Audrey A. Ralko

No:

Abstained:

Absent: Director Jackie Lovejoy

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

EDDDA Open Door Dearborn Business Incentives Program - Grant Application: K&W Real Estate Property LLC., Khaled Alzindani

Date Adopted: October 21, 2021

Motioned by: Secretary-Treasurer Matthew Dietz

Seconded by: Director Kamal Turfah

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

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

WHEREAS: K&W Real Estate Property LLC., Khaled Alzindani (applicant), has recently purchased the property at 13347 Michigan Ave. in the EDDDA. K&W Real Estate Property LLC plans to renovate the building's exterior and interior for at least 3 retail, office or residential tenants ; and

WHEREAS: The applicant has applied for Level III of the Open Door Dearborn grant program in the amount of \$30,000 for exterior masonry, limestone, window and door repairs. The estimated total investment is \$100,000. Three separate quotes have been provided for the scope of work. Proposed completion date is end of 2021; and

WHEREAS: The building owner has submitted the higher level grant based on their property containing multiple tenants. This is an eligible request allowed by the Grant Program for the type of project and size of the building; and

WHEREAS: A Special review was taken by the DEV Committee via email on October 15 , 2021 . The Committee reviewed the application, elevation plans and quotes and approved the remodeling details for the exterior. The applicant still needs to get an approved building permit. The Design/EV Committee recommends to the EDDDA Board funding K&W Real Estate Property LLC. a Level III Grant (exterior front facade) for exterior improvements up to \$ 10,000 motioned by Mark Guido and seconded by Jackie Lovejoy with the condition that the applicant submit and secures all required building permits.; and roll call vote of support by five ayes: Steve Horstman, Adam Easterly, Jeff Watson, Mike Kirk and Hassan Sheikh ; 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 to K&W Real Estate Property LLC., Khaled Alzindani from account #297-6100-911-34-90, contingent on meeting the requested conditions (securing appropriate city building permits for building); and subject to review and approval of Corporation Counsel.

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

No:

Abstained:

Absent: Director Jay P. Kruz

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Outdoor Dining Amenities- Purchase from WDDDA- EDDDA

Date Adopted: October 21, 2021

Motioned by: Director Kamal Turfah

Seconded by: Director Janice B. Cislo

- WHEREAS:** It is the goal of East Dearborn Downtown Development Authority (EDDDA) to establish areas of increased customer traffic and sales at established businesses with unique attractions; and
- WHEREAS:** The Dearborn City Council approved an Outdoor Seating Platform Program in April 2021; and
- WHEREAS:** The EDDDA established an outdoor structure platform program for the purpose of additional seating for restaurants and bars in the district. The first platform was installed in the City Parking Lot next to Koja Restaurant and Good Burger. These platforms are best served with igloos as opposed to communal tents; and
- WHEREAS:** The participating EDDDA businesses have expressed a desire to extend the platforms use during the winter months and to install up to three (3) igloos on the platform to allow customers to use; and
- WHEREAS:** The WDDDA has ten (10) remaining igloos but only requires the use of nine (9) currently, and the EDDDA only requires one (1) more igloo, and the WDDDA has agreed to allow EDDDA to purchase the one igloo from the WDDDA; so let it be
- RESOLVED:** That the EDDDA agrees to purchase one igloo from WDDDA for the purchased price of \$1475, expending from account #297-6100-911-51-00; and let it be
- RESOLVED:** The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA, subject to review and approval by Corporation Counsel.

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

No:

Abstain:

Absent: Director Jay P. Kruz

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Outdoor Dining Amenities- Sell to EDDDA - WDDDA

Date Adopted: October 21, 2021

Motioned by: Secretary-Treasurer Jeff Lynch

Seconded by: Director Mark G. Guido

- WHEREAS:** It is the goal of West Dearborn Downtown Development Authority (WDDDA) to establish areas of increased customer traffic and sales at established businesses with unique attractions; and
- WHEREAS:** The Dearborn City Council approved an Outdoor Seating Platform Program in April 2021; and
- WHEREAS:** The WDDDA established an outdoor structure platform program for the purpose of additional seating for restaurants and bars in the district. The first platforms were installed in front of The Great Commoner, Noah's/Cannoli's and LaFork. These platforms are best served with igloos as opposed to communal tents; and
- WHEREAS:** The participating WDDDA businesses have expressed a desire to extend the platforms use during the winter months and to install up to three (3) igloos on each platform to allow customers to use; and
- WHEREAS:** The WDDDA has ten (10) remaining igloos but only requires the use of nine (9) currently, and the EDDDA only requires one (1) more igloo, so let it be
- RESOLVED:** That the WDDDA agrees to sell one igloo to EDDDA for the purchased price of \$1475; and let it be
- RESOLVED:** The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA, subject to review and approval by Corporation Counsel.

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

No:

Abstain:

Absent: Director Jackie Lovejoy

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Perfit Chamber program - EDDDA

Adopted: October 21, 2021
Motioned by: Director Mark G. Guido
Seconded by: Director Janice B. Cislo

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) and the West Dearborn Downtown Development Authority (WDDDA) work to have the district businesses be active and engaged online both in marketing and in eCommerce; and

WHEREAS: The Dearborn Area Chamber of Commerce has become the first in Michigan to partner with Perfit, an online e-commerce retail program where customers can choose same day delivery, ship, or curbside pick-up and merchants receive payment the same day; and

WHEREAS: The maintenance cost to the merchant is \$20 a month and allows integration of merchants' current systems or allows those who don't have an online shopping platform to create one with Perfit; and

WHEREAS: The Dearborn Area Chamber of Commerce has asked the EDDDA and WDDDA to sponsor a portion of the cost of the program for \$1500, to be split equally, that would bring the Perfit online platform as an online shopping tool for businesses to Downtown Dearborn; and

WHEREAS: The cost of the Perfit online merchant program sponsorship is \$1500, split equally between the East and West DDAs; therefore, let it be

RESOLVED:

1. That the EDDDA board authorizes the EDDDA Executive Board to expend \$750 from account # 297-6100-911-51-00 for the Perfit program, contingent on responses to posed questions from EDDDA board; and
2. The Manager of the DDAs is authorized to execute contracts on behalf of the EDDDA with The Dearborn Area Chamber of Commerce, subject to review and approval by Corporation Counsel.

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

No:

Abstained:

Absent: Director Jay P. Kruz

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Perfit Chamber program - WDDDA

Adopted: October 21, 2021
Motioned by: Secretary-Treasurer Jeff Lynch
Seconded by: Vice Chairperson Mohammed Hider

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) and the West Dearborn Downtown Development Authority (WDDDA) work to have the district businesses be active and engaged online both in marketing and in eCommerce; and

WHEREAS: The Dearborn Area Chamber of Commerce has become the first in Michigan to partner with Perfit, an online e-commerce retail program where customers can choose same day delivery, ship, or curbside pick-up and merchants receive payment the same day; and

WHEREAS: The maintenance cost to the merchant is \$20 a month and allows integration of merchants' current systems or allows those who don't have an online shopping platform to create one with Perfit; and

WHEREAS: The Dearborn Area Chamber of Commerce has asked the EDDDA and WDDDA to sponsor a portion of the cost of the program for \$1500, to be split equally, that would bring the Perfit online platform, as an online shopping tool for businesses to Downtown Dearborn; and

WHEREAS: The cost of the Perfit online merchant program sponsorship is \$1500, split equally between the East and West DDAs; therefore, let it be

RESOLVED:

1. That the WDDDA board authorizes the WDDDA Executive Board to expend \$750 from account # 296-6100-911-51-00 for the Perfit program, contingent on responses to posed questions from WDDDA board; and
2. The Manager of the DDAs is authorized to execute contracts on behalf of the WDDDA with The Dearborn Area Chamber of Commerce, subject to review and approval by Corporation Counsel.

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

No:

Abstained:

Absent: Director Jackie Lovejoy

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Shop Small - Holiday Marketing FYE2022 -WDDDA

Adopted: October 21, 2021
Motioned by: Director Thomas L. Clark
Seconded by: Vice Chairperson Mohammed Hider

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 2020 a new record of \$19.8 billion was spent at small independent businesses on Small Business Saturday; and

WHEREAS: To build a comprehensive marketing plan in Downtown Dearborn, the Promotions Committee recommends leveraging the Shop Small, Winterfest and Holiday Open House budgets to create a five-week long promotion on TV and radio for the season promoting Small Business Saturday, the holiday events and holiday shopping through in 2021; and

WHEREAS: WDIV marketing plan is running over two weeks from November 24-December 11 with 24, :30 spots for \$9010, to be split proportionately with the EDDDA (\$2252.50 EDDDA Shop Small/\$2252.50 WDDDA Shop Small/\$4505 WDDDA Winterfest Market); and a digital display ad campaign (600,000 ad impressions) for \$3500, to be split equally with WDDDA (\$1750 each); and

WHEREAS: The EDDDA and WDDDA collectively budgeted \$61,000 for FYE2022 for the joint Shop Small campaign (\$15,500), WDDDA Winterfest Market (\$38,000) and EDDDA Holiday Open House (\$7,500); therefore, let it be

RESOLVED:

1. That the WDDDA authorizes the expenditure of up to \$4,002.50 with WDIV for the Shop Small-Holiday marketing campaign from the Community Promotions/Shop Small budget line item account #296-6100-911-51-00 for 2021; and
2. That the WDDDA authorizes the expenditure of up to \$4,505 with WDIV for the Shop Small-Holiday marketing campaign from the Community Promotions/Winterfest Market budget line item account #296-6100-911-51-00 for 2021; and
3. 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.

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 John L. McWilliams, Director Karen Nigosian, and Director Audrey A. Ralko

No:

Abstained:

Absent: Director Jackie Lovejoy

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Shop Small/Holiday Marketing FYE2022 -EDDDA

Adopted: October 21, 2021
Motioned by: Mayor Jack O'Reilly
Seconded by: Director Kamal Turfah

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 2020 a new record of \$19.8 billion was spent at small independent businesses on Small Business Saturday; and

WHEREAS: To build a comprehensive marketing plan in Downtown Dearborn, the Promotions Committee recommends leveraging the Shop Small, Winterfest and Holiday Open House budgets to create a five-week long promotion on TV and radio for the season promoting Small Business Saturday, the holiday events and holiday shopping through in 2021; and

WHEREAS: WDIV marketing plan is running over two weeks from November 24-December 11 with 24, :30 spots for \$9010, to be split proportionately with the WDDDA (\$2252.50 EDDDA Shop Small/\$2252.50 WDDDA Shop Small/\$4505 WDDDA Winterfest Market); and a digital display ad campaign (600,000 ad impressions) for \$3500, to be split equally with WDDDA (\$1750 each); and

WHEREAS: The EDDDA and WDDDA collectively budgeted \$61,000 for FYE2022 for the joint Shop Small campaign (\$15,500), WDDDA Winterfest Market (\$38,000) and EDDDA Holiday Open House (\$7,500); therefore, let it be

RESOLVED:

1. That the EDDDA authorizes the expenditure of up to \$4002.50 with WDIV for the Shop Small - Holiday marketing campaign from the Community Promotions/Shop Small budget line item account #297-6100-911-51-00 for 2021; 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.

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

No:

Abstained:

Absent: Director Jay P. Kruz

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2021/2022 Snow Removal Contract Renewal Year 2 - EDDDA

Date Adopted: October 21, 2021

Motioned by: Director Kamal Turfah

Seconded by: Secretary-Treasurer Matthew Dietz

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) recognizes the need to maintain a safe and accessible downtown area with consistent snow removal services for the sidewalks and public pedestrian areas throughout the district; and

WHEREAS: The EDDDA authorized a budget of \$25,000 for snow removal services FYE2022; and

WHEREAS: The City of Dearborn Parking Fund and Department of Public Works annually cover the costs for parking lots/decks and the sidewalk perimeters around parking lots/decks; and

WHEREAS: The DDDAs, through City of Dearborn procurement processes, awarded the bid for snow removal services to Premium Lawn for a term of one season starting November 1, 2019 - March 31, 2020, with up to three, one-year renewal options; and

WHEREAS: The DDDAs would like to proceed with the option to renew for the second year of the available three, one-year renewal options; therefore, let it be

RESOLVED: The EDDDA authorizes the Manager of the DDDAs to execute the year two of the renewal contract on behalf of the EDDDA with Premium Lawn to not exceed \$25,000 for snow removal services for the 2021/2022 snow season, from the snow removal budget line account #297-6100-911-34-90, subject to the review and approval of Corporation Counsel.

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

No:

Abstained:

Absent: Director Jay P. Kruz

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2021/2022 Snow Removal Contract Renewal Year 2 - WDDDA

Date Adopted: October 21, 2021

Motioned by: Mayor Jack O'Reilly

Seconded by: Secretary-Treasurer Jeff Lynch

- WHEREAS:** The West Dearborn Downtown Development Authority (WDDDA) recognizes the need to maintain a safe and accessible downtown area with consistent snow removal services for the sidewalks and public pedestrian areas throughout the district; and
- WHEREAS:** The WDDDA authorized a budget of \$36,500 for snow removal services FYE2022; and
- WHEREAS:** The City of Dearborn Parking Fund and Department of Public Works annually cover the costs for parking lots/decks and the sidewalk perimeters around parking lots/decks; and
- WHEREAS:** The DDDAs, through City of Dearborn procurement processes, awarded the bid for snow removal services to Premium Lawn for a term of one season starting November 1, 2019 - March 31, 2020, with up to three, one-year renewal options; and
- WHEREAS:** The DDDAs would like to proceed with the option to renew for the second year of the available three, one-year renewal options; therefore, let it be
- RESOLVED:** The WDDDA authorizes the Manager of the DDDAs to execute the year two of the renewal contract on behalf of the WDDDA with Premium Lawn to not exceed \$36,500 for snow removal services for the 2021/2022 snow season, from the snow removal budget line account #296-6100-911-34-90, 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 John L. McWilliams, Director Karen Nigosian, and Director Audrey A. Ralko

No:

Abstained:

Absent: Director Jackie Lovejoy

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Winterfest Tent - Ex. Board Approval 2021 - WDDDA

Adopted: October 21, 2021
Motioned by: Mayor Jack O'Reilly
Seconded by: Secretary-Treasurer Jeff Lynch

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) and East Dearborn Downtown Development Authority (EDDDA) jointly promote and organize events to drive consumer traffic to their districts and create a vibrant environment during the holidays; and

WHEREAS: The Promotions Committee has scheduled the Winterfest Market on December 11, 2021 at Wagner Park area in WDDDA; and

WHEREAS: The WDDDA budgeted \$38,000 from Community Promotions fund / Holiday Promotions line item in account #296-6100-911-51-00 for activities and performances at the Winterfest Market; and

WHEREAS: The large event tent for Winterfest is anticipated to be over \$10,000 and is out for bid with a deadline October 22, 2021, one day after the joint DDDAs board meeting, so it is being requested that the WDDDA board allow for the WDDDA Executive Board to award the lowest bidder upon receipt of materials from purchasing department due to availability concerns; so let it be

RESOLVED:

1. That the WDDDA authorizes the Executive Board to award the lowest bidder for the Winterfest event tent, which funds will expend from the Community Promotions/Holiday Promotions budget line item account # 296-6100-911-51-00 for 2021; and
2. The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA for awarded bidder, subject to review and approval by Corporation Counsel.

Yes: Chairperson Sam Abbas, Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Thomas L. Clark, Director Mark G. Guido, Director John L. McWilliams, Director Karen Nigosian, and Director Audrey A. Ralko

No: Vice Chairperson Mohammed Hider

Abstained:

Absent: Director Jackie Lovejoy