

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 Sheikh; 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


