



EAST AND WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITIES BOARD OF DIRECTORS MEETING

THURSDAY, SEPTEMBER 16, 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** Chairman Sam Abbas
- II. Roll Call** Secretaries Dietz & Lynch
- III. Joint Meeting Chair for August 2021: Chairman Sam Abbas**
- IV. Approval of Regular Meeting August 2021 Minutes:**
- V. Treasurer's Report** Finance/Treasurers
- VI. Action Items** (40 min.)
 - A. Regular Action Items**
 - 1. Joint Board Actions**
 - a) Attendance Waiver
 - 2. EDDDA Actions Only**
 - a) None at this time
 - 3. WDDDA Actions Only**
 - a) Open Door Dearborn Grant Applicants
 - i. 22085 Michigan Avenue - Real Estate 1000, LLC
 - ii. 22085 Michigan Avenue - District 12
 - b) Brand Contract Amendment
 - c) Dearborn Historical Museum Beer Tasting Partnership
- VII. Discussion**
 - A. EDDDA Open Door Dearborn Fund Reallocation
 - B. Michigan Main Street Application
- 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

Attendance Waivers

The monthly process in which the Board waives any Board members' absences that meet the bylaw standard of extenuating circumstances.

EAST DDDA ACTION ITEMS ONLY

None at this time

WEST DDDA ACTION ITEMS ONLY

Open Door Dearborn Applicants

The Design/EV Committee reviewed and recommends two applicants for the Open Door Dearborn Grant, including:

Ali Nasser, WDDDA Open Door Grant Application, 22085 Michigan

The applicant presented the project to the Committee. The request is for a Level III grant for 10,000 for Facade improvements, There will be 3 new commercial spaces created inside. Tenants have been secured for Spaces 1 and 3, both restaurants. District 12 will relocate into the first space facing Michigan, a small office or retail use (TBD) in space 2 and a new Steakhouse restaurant will occupy the third space in the back off Mason St. Neither restaurant will have a liquor license. The DEV Committee reviewed the plans and verified design details. New brick on the facade was approved also. The project has been reviewed and has received both building and site plan approval. The property owner has started some preliminary demolition work. Three quotes for work have been submitted including M-1 Builders and Consulting for \$187,500, Eastern Michigan Builders for \$193,295.96, and Green Builders Plus for \$151,365.63. The applicant agreed to not begin work on the facade until an Open Door Grant was submitted and the review and approval process was completed. Project completion is planned for the end of 2021. The grant request was approved unanimously by the DEV Committee with no special conditions required.

Nasser Beydoun, District 12, WDDDA Open Door Grant Application, 22085 Michigan, Space #1

The applicant has made a commitment to move into the renovated building at 22085 (Ali Nasser, owner). The request is for Level I and Level III grants for \$10,000 for signage (\$2,500) and interior improvements (\$7,500). Per the building owner, the main floor will be used for 3 new tenants, District 12 will relocate into space #1 facing Michigan Ave. Space #1 includes

approximately 2,200 sq. ft. The DEV Committee reviewed and approved the floor plans submitted. The main entry will be off Michigan Ave. There will be one garage-style door that will open up the outdoor seating area to Mason St. Total investment by the applicant is estimated at \$155,000. Project completion is targeted for January 2022. The grant request was approved by the DEV Committee with the condition that the applicant submits 3 quotes for both signage and interior improvements and secures all required building and sign permits.

Brand Contract Amendment

At the last Board meeting, the WDDDA tabled the joint action to amend the Brand Contract, requesting further detail on the cost per design project and sample of previous design work.

Under the branding contract with Octane Design, all of the graphic design for the events, promotions, communications and programs of the DDDAs were produced. The plan was to develop standards of design for each of the events/programs for the first year of the rebranding. Also, knowing that we would need to add additional funding to the contract on an annual basis to produce the graphics needed to support the events and programs moving forward. The DDDAs budgeted \$60,000 split equally for FYE2022 for these annual graphics. The annual average cost for graphic services for the events, programs and communications averaged about \$75,000 for FYE2021. As we move into the Fall and Winter promotions, it is estimated to be \$25,000 based on the anticipated programs and events through the end of the calendar year. As we finalize the 2022 calendar and program needs over the course of this month, the remainder of the fiscal year needs for branding budgeting will be brought forth later this year.

The EDDDA approved the resolution and the amount of the split at the August meeting. The resolution attached authorizes the WDDDA to amend the contract and its equal split of up to \$12,500.

The website, annual report, business recruitment package and video, and a few other projects identified for the branding contract will still be produced with the funding previously authorized by the Boards.

Dearborn Historical Museum Beer Festival Partnership

The Dearborn Historical Museum has proposed a partnership between the museum and the WDDDA to partner on their Annual Beer Tasting event, which will take place on October 8 at the Commandant's Quarters and adjacent parking lot (as opposed to the Museum) bringing the event to the center of West Downtown Dearborn. It will be Halloween themed, and Downey Brewing, Dearborn Brewing, and Jolly Pumpkin will be serving beer along with Noah's Smokehouse serving food and Atomic Radio will be the entertainment as well as other fun Halloween entertainment in store. Over 150 attendees are anticipated to attend this year.

The partnership consists of presenting co-sponsor branding on their event marketing materials, four full-page ads in the Dearborn Historian (one year's worth), and up to eight tickets to attend with a contribution of \$2,000. We also plan to set up a table to promote Downtown Dearborn, the upcoming activities and projects, and volunteer opportunities.

DISCUSSION

EDDDA Open Door Dearborn Fund Reallocation

There are a number of interested businesses and property owners in the Open Door Dearborn program in the EDDDA. The EDDDA has already committed \$20,000 of the \$40,000 budgeted to two applicants this fiscal year, and based on the interest thus far it will exceed the remaining budget. The Board may reallocate from within its budget to this line item. Two options are available for this: either reallocate ahead of time a specific amount or wait until each application is received and recommended by the Design/EV Committee and then reallocate based upon the need at that time. The only line item which could be a potential for reallocation from is the \$40,000 for Homage to Black Excellence events for this fiscal year, which are no longer scheduled for 2022. This line item is also an area in which entrepreneurship projects would be ideal to support in the future as we continue to explore pop-ups, incubators and retail programming.

Michigan Main Street Application

Michigan Main Street visited Downtown Dearborn on August 30 to review our application for the Select Level, discuss areas in which to improve our application and tour the downtowns.

From the two-hour long conversation, these key points surfaced:

- Establishment of the Downtown Dearborn, Inc., non-profit 501c3 organization (DDI) would be pivotal to the acceptance into the Michigan Main Street Select Level;
- Set an organizational goal to establish historic districts as part of our key strategies to improve building stock, provide funding opportunities and preserve the character of the community;
- We must articulate our needs of Michigan Main Street in greater detail since other communities may present themselves as more in need - Downtown Dearborn is in a growth phase and well ahead of other communities in many aspects.
- Downtown Dearborn is more complex for Michigan Main Street.
- Financial commitments from sponsors and partners are needed, as well as identifying potential funding sources that the DDI can pursue.
- Community Engagement - Communication to businesses, stakeholders and community at-large

While we may be more than ready for Michigan Main Street, Michigan Main Street may not be ready for us. The following day, the Manager of the DDDAs had a follow up call with Michigan Main Street that alerted us they were concerned the selection committee would not accept Downtown Dearborn into the Select Level since we have not established the DDI, and recommended reapplying next year after the DDI has been formed and our application to the IRS is in process at a minimum. This is contrary to what we were told going into the application process this year. Michigan Main Street had previously stated that if we were working towards it, we should apply, which we have been. Our option is to either continue with our application this year or hold off and reapply next year.

Even though we are all confident that we can more clearly articulate the need we have of Michigan Main Street and address their outstanding questions to amend the application, the Steering Committee recommends that we hold off and reapply next year. Spend the time now to pull together what is needed for the DDI creation, as opposed to spending time

amending our application to the Michigan Main Street program. If the DDDA Boards agree this is the right direction, then the Steering Committee will focus on the next steps.

The next steps for the DDI formation are to establish bylaws, develop a service agreement between the DDDAs and DDI articulating roles, responsibilities, process and authority. The DDDA bylaw amendments are nearing completion for the Boards to review and approve, which will help inform the DDI bylaws. The Steering Committee will turn its attention to these items, as well as build community engagement and involvement from supporting partners.

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

August 19, 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, Vice-Chairperson Mohammed Hider (arrived at 8:18 am), Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Thomas Clark, Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams, Director Karen Nigosian, and Director Audrey Ralko

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

MEMBERS ABSENT

WEST DDA: N/A

EAST DDA: N/A

NON-MEMBERS PRESENT :

CITY OF DEARBORN: Jeff Watson, Licia Yangouyian (Legal), Michael Kennedy (Finance), Sarah Cornett (Council Office), Cristina Sheppard-Decius (DDDA), Jean Smith (DDDA) Janet Bloom (DDDA), Helen Lambrix (DDDA), Cathleen Francois (DDDA), Steve Deisler (DDDA - via phone).

OTHERS: EmmaJean Woodyard (Dearborn Community Fund), Sasha Corder (Padzieski Art Gallery)

I. Call to Order

EDDDA Vice Chairperson Eric Woody called the meeting to order at 8:10 am

II. Roll Call

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

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

III. Joint Meeting Chair for August 2021: Vice Chairperson Eric Woody

IV. Approval of Minutes

Joint Meeting - July 15, 2021

- A. EDDDA - A motion to approve the minutes was made by Director Mark Guido, seconded by Director Jay Kruz. Voice vote passed unanimously. Motion passed. Minutes approved.
- B. WDDDA - A motion to approve the minutes was made by Chairperson Sam Abbas, seconded by Director Jackie Lovejoy. Voice vote passed unanimously. Motion passed. Minutes approved.

V. Treasurer's Report

EDDDA: Moe Almaliky from Finance reviewed the financial statement dated July 31, 2021. Revenue to date totaled \$16,385. Total expenditures totaled \$14,388. 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 \$503,114.

WDDDA: Moe Almaliky reviewed the financial statement dated July 31, 2021. Revenue to date totaled \$22,645. Total expenditures totaled \$9,227. 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 \$1,260,291.

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

VII. Action Item

A. Regular Action Items

1. Joint Board Actions

a) Attendance Waivers

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

The following EDDDA Board Members have met the criteria for absence waivers for January 2021 to June 2021 monthly board meetings, excluding any special board meetings:

Eric Woody - June;
Janice Cislo - January and April;
Mark Guido - June;
Jay Kruz - February;

The following WDDDA Board Members have met the criteria for absence waivers for January 2021 to June 2021 monthly board meetings, excluding any special board meetings:

Sam Abbas - April and June;
Mohammed Hider - May;
Jeff Lynch - January;
Thomas Clark - April;
Karen Nigosian - February and May;
Audrey Ralko - June

The WDDDA agrees to approve the presented absence waivers and excuses the absences of Sam Abbas, Mohammed Hider, Jeff Lynch, Thomas Clark, Karen Nigosian, and Audrey Ralko, for monthly meetings conducted from January 2021 to June 2021.

The EDDDA agrees to approve the presented absence waivers and excuses the absences as indicated of Eric Woody, Janice Cislo, Mark Guido, and Jay Kruz, for monthly meetings conducted from January 2021 to June 2021.

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

For WDDDA, motion to approve was made by Chairperson Sam Abbas, seconded by Mayor Jack O'Reilly. A voice vote passed unanimously. Motion passed.

b) Purchase Policy

The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) have been working with the City of Dearborn Purchasing, Economic and Community Development, Accounting and Legal Departments towards a comprehensive Purchasing Policy for the Dearborn Downtown

Development Authorities to improve management efficiencies, project implementation and Board processes and oversight.

The Purchasing Policy defines all purchasing authorizations and processes for the WDDDA and EDDDA, including purchasing requirements, authorizations, solicitation, procurement process, local advantage, emergency purchases, and change order to contracts.

The Purchasing Policy defines an authorization threshold for purchases of \$10,000 and above to be approved by the EDDDA Board or WDDDA Board, based on district funds are expending from.

Budgeted purchases below \$10,000 shall be made by the Manager of the DDAs without additional board approval following the Purchasing Policy.

The monthly financial report provided by the DDDA accountant and treasurer shall include a list of all monthly expenditures.

The boards requested that the policy include a file and receive stipulation for presented transactions.

For WDDDA, motion to approve was made by Vice-Chairperson Mohammed Hider, seconded by Chairperson Sam Abbas. A voice vote passed unanimously. Motion passed.

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

c) Brand Contract Amendment

The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) are preparing for Fall and Winter events, programming, marketing and promotions in the districts through the end of the calendar year to grow the economy and engage the community in redevelopment efforts.

These efforts will need marketing and promotional materials, which will require an amendment to the branding contract with Octane Design in an amount of \$25,000, to be split equally between EDDDA and WDDDA, so \$12,500 per district.

The EDDDA agrees to approve expenditures up to \$12,500 with Octane Design for additional marketing and promotional materials for Fall and Winter programming, expending from account #297-6100-911-51-00.

Note: original resolution stated \$25,000 for both EDDDA and WDDDA, not indicating a split in cost.

The WDDDA agrees to table the resolution until a list of assets can be provided to show what has been provided by Octane so far and what they plan for upcoming events.

For WDDDA, motion to table was made by Vice Chairperson Mohammed Hider, seconded by Director Karen Nigosian. A voice vote passed unanimously. Motion passed to table resolution.

For EDDDA, motion to approve original resolution indicating cost was \$25,000 (and not split) was made by Director Janice Cislo, seconded by Secretary-Treasurer Matthew Dietz. Director Mark Guido - no, rest ayes. Roll call vote: Director Woody - yes, Director Dietz - yes, Mayor O'Reilly - yes, Director Cislo - yes, Director Mark Guido - no, Director Kruz - yes, and Director Turfah - yes. Motion passed. Board determined they need to modify cost to correct. Second motion was presented to pay only up to \$12,500 for fee to Octane. Motioned by Director Janice Cislo, seconded by Secretary-Treasurer Matthew Dietz. A voice vote passed unanimously. Motion passed.

d) 2022 Event Schedule

The Promotions Committee has reviewed and offered the following events schedule for 2022 for board review and approval.

The EDDDA agrees to approve the following events and promotions: Morning Mix Facebook Live Sessions, Black History Month online Promotion, Dearborn Restaurant Week, Historic Preservation Month tour and promotion, Ramadan Pop Ups and promotions, Earth Day event and promotions, East Sidewalk Sale, Dearborn Jazz on the Ave., Dearborn Farmers & Artisans Market (East), Movies in the Park, Harmonize Dearborn: A Mosaic in Music, Christmas in July, Spring Perennial Exchange, Adopt a Tree Well, Pumpkin Carving, Trick or Treat, Small Business Saturday/Open House and Shop Small Week for the 2022 event season, which are funded by the Community Promotions Budget account # 297-6100-911-51-00.

The WDDDA agrees to approve the following events: Morning Mix Facebook Live Sessions, Black History Month online promotions, Dearborn Restaurant Week, Historic Preservation Month, Ramadan Pop Ups and promotions, Earth Day event and promotions, Ladies Night Out, Fall Perennial Exchange, Dearborn Farmers & Artisans Market, Kids Days, Movies in the Park, Friday Nite Music & Food Rallies, Tunes at

Noon, Christmas in July, Adopt a Tree Well, Pumpkin Carving, Trick or Treat, Small Business Saturday, and Shop Small Week for the 2022 event season, which are funded by the Community Promotions Budget account # 296-6100-911-51-00, except for Dearborn Farmers & Artisans Market with account #296-6110-911-34-90.

For WDDDA, motion to approve was made by Director Jackie Lovejoy, seconded by Chairperson Sam Abbas. A voice vote passed unanimously. Motion passed.

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

e) Event Portajohns Amendment

The EDDDA authorized an event schedule for Summer 2021 which includes the Music in the Park running from June 2nd to August 18th, 2021, Movies in the Park series, operating for two dates in the district, once in July and once in September, and a new event Silent Disco happening June 4 to September 24, 2021.

The WDDDA authorized an event schedule for Summer 2021 which Included the Dearborn Farmers Market running from June 4th to September 24th, 2021, Movies in the Park series, operating for two dates in the district, once in June and once in August, and Tunes at Noon happening July 13 to August 17, 2021.

Due to Brendel's not having enough staff to deliver and maintain the remaining events, and additional quotes were at a higher rate, Purchasing has agreed to extend Scotty's Potties for the event season.

The EDDDA agrees to expend up to \$2610 to Scotty's Potties (Bob's Sanitation) to cover the EDDDA costs for the Music in the Park, Silent Disco, and Movies in the Park to be expended from #297-6100-911-51-00.

The WDDDA agrees to expend up to \$2610 to Scotty's Potties (Bob's Sanitation) portajohn provider to cover the WDDDA costs for the Dearborn Farmers Market, Tunes at Noon, and Movies in the Park to be expended from #296-6100-911-51-00 and #296-6110-911-34-90 for the Dearborn Farmers Market.

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

For WDDDA, motion to approve was made by Chairperson Sam Abbas, seconded by Director Jackie Lovejoy. A voice vote passed unanimously. Motion passed.

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

f) Payment Authorizations

The EDDDA & WDDDA would like to authorize payment for vendors previously approved by the board, but are currently not under contract, due to extenuating circumstances.

These vendors have completed the service and are due payment or they are currently in progress of agreed service and are due funds as work completes.

The EDDDA approves to authorize payment to the listed service Providers, which have been approved previously to expend from account #296-6100-911-51-00.

The WDDDA approves to authorize payment to the listed service providers, which have been approved previously to expend from account #296-6100-911-51-00 or account #296-6110-911-34-90 for Dearborn Farmers Market, as indicated.

Vendor	Purpose	Amount Paid	Amount Due	Account	District
Bruce Bailey	Sounds and Lights: Music in the Park Was 12 dates, cancelled 2, so 10 dates at \$249.84 each; dates (June 23, 30; July 7, 14, 21, 28; Aug. 4, 11, 18, 25) Cancelled for Sept. 1, 8 Total \$2,498.40 (originally \$2998)	\$1499	\$999.60	51-00	EDDDA
Bruce Bailey	Silent Disco - booking agent & sound and lights. 9 original dates. Cancelled two dates: Aug. 13 and Sept. 24. Total \$3,888.89 - Booking	Booking Agent: \$2500; Lights and Sound: \$1499	Booking: \$1388.89 Sounds & Lights: \$832.78	51-00	EDDDA

	(originally \$5,000) Total \$2,331.78 (originally \$2998) - sound/lights				
Soil 2 Science/Edible Wow	Dearborn Farmers Market - Edible Wow - digital website magazine - Aug-Dec	N/A	\$500	34-90	WDDDA
City Hop	Silent Disco headphone provider Dates: June 4, 18; July 2, 17, 30; Aug. 27; Sept. 10 (Aug. 13 and Sept. 24 cancelled); \$300 per date/\$300 donation per date (\$2100 total)	\$600	\$1500	51-00	EDDDA
Plan B/Frank Woods	Music in the Park Booking Agent (June 23, 30; July 7, 14, 21, 28; Aug. 4, 11, 18, 25; Sept. 1, 8) - \$9000 Total	\$4500	Two Installments of \$3,750 + Final Payment of \$750	51-00	EDDDA
CWO Farms	Community Garden coordinator and supplies plant material/weeding services(April 15-October 15)	\$250	\$750	51-00	EDDDA
Susan Marsh-Hatty	Tunes at Noon performer July 20 (replaced a same day cancellation)	N/A	\$400	51-00	WDDDA
PORTAJOHNS: Bob's Sanitation Service	DFM/ T@N/M@WP; 6/2-6/29	N/A	\$ 860	34-90 & 51-00	WDDDA
Bob's Sanitation Service	MIP/ SED/ M@CHP; 6/2-6/29	N/A	\$ 860	51-00	EDDDA
Bob's Sanitation Service	DFM/ T@N/M@WP; 6/30-7/26	N/A	\$ 500	34-90 & 51-00	WDDDA
Bob's Sanitation Service	MIP/ SED/ M@CHP; 6/30-7-26	N/A	\$ 500	51-00	EDDDA
Bob's Sanitation Service	DFM/ T@N/M@WP; 7/27-8/17	N/A	\$ 500	34-90 & 51-00	WDDDA
Bob's Sanitation Service	MIP/ SED/ M@CHP; 7/27-8/17	N/A	\$ 500	51-00	EDDDA
Bob's Sanitation Service	DFM/ T@N/M@WP; 8/18-9/14	N/A	\$ 500	34-90 & 51-00	WDDDA
Bob's Sanitation Service	MIP/ SED/ M@CHP; 8/18-9/14	N/A	\$ 500	51-00	EDDDA
Bob's Sanitation Service	DFM/ T@N/M@WP;	N/A	\$ 250	34-90 &	WDDDA

	9/15-9/24			51-00	
Bob's Sanitation Service	MIP/ SED/ M@CHP; 9/15-9/24	N/A	\$ 250	51-00	EDDDA

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

****Motion for Executive Board to review and approve.

For WDDDA, motion to approve was made by Chairperson Sam Abbas, seconded by Director Jackie Lovejoy. A voice vote passed unanimously. Motion passed.

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

2. EDDDA Actions only

a) Rodent Remediation at Schaefer & Osborn

Three quotes for remediation services were obtained to address a rodent infestation at the corner of Schaefer and Osborn, in a landscape bed. Rose Pest Solutions provided the best baiting and remediation plan at a cost of \$265 which includes the initial treatment of rat burrows, follow up twice in first week, then one time a week for two weeks. Additional service Requests are \$65 per service in the following month. Rose Pest Solutions will inform if additional service is warranted after the initial thirty (30) day program.

Should any additional service calls be required to control pests covered by this agreement after treatment has been completed, they will be provided at no additional cost to the EDDDA for a period of thirty (30) days.

The EDDDA approves expenditures up to \$460, for the initial \$265 and three \$65 service calls, if needed, expending from EDDDA Account #297-6100-911-34-90.

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

For EDDDA, motion to approve was made by Director Jay Kruz, seconded by Director Kamal Turfah . A voice vote passed unanimously. Motion passed

b) Music at the Park Amendment

For the EDDDA Music in the Park, Bruce Bailey Entertainment, who provides sounds and lights, now due to extenuating circumstances, has booked elsewhere for September 1st and September 8th, so two quotes were obtained for lights and sounds for those dates, with KLA Laboratories Inc. being the lowest at \$1250, so \$625 per date. Also, Brendel's was removed from list since portajohns are a separate resolution, and staging was removed due to not using this season.

The EDDDA amends the budget and now obligates \$13,923.49 from the Community Promotions Budget #297-6100-911-51-00 to fund the event costs for the 2021 Music in the Park events; and

Also, the Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA with the companies listed below for Music in the Park, subject to review and approval by Corporation Counsel.

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

c) Executive Committee

The East DDDA Chairperson recently resigned. Board officer selection occurs in January. The EDDDA board approved to leave the current Chairperson seat open and allow Vice Chairperson Eric Woody and Secretary-Treasurer Matthew Dietz to continue in their current roles for the remainder of the term.

For EDDDA, motion to approve was made by Director Mark Guido, seconded by Director Jay Kruz. A voice vote passed unanimously. Motion passed.

3. WDDDA Actions only

a) Zap! Art Final Selection

The Dearborn Community Fund and Padzieski Gallery propose collaborating with the WDDDA and its Farmers & Artisans Market on an art competition to turn utility boxes along W. Village Drive into pieces of art.

The competition will be opened in June to all artists to submit a design that will be reviewed and selected by the Selection Team and the Design/EV Committee, with final approval from the WDDDA Board.

The artists will be given a stipend of \$1000 each including art supplies. The date selected is September 10, 2021 to coincide with the Dearborn Farmers Market Community Day. The total sponsorship is \$3000 for three locations.

The Dearborn Community Fund and Padzieski Gallery will manage the project, and the WDDDA will also help support the project with social media and communications about the project.

The WDDDA approved the Zap Utility Box Art Competition and agreed to authorize up to \$3000, payable to Dearborn Community Fund, expending from account #296-6100-911-51-00.

The Design & Economic Vitality Committee, Dearborn Community Fund and Padzieski Gallery have selected the following three artists out of 24 submittals for the project: Shadia Derbyshire, Biz Drouillard, and Becca Simmons and the WDDDA approves the presented selection.

For WDDDA, motion to approve was made by Director Thomas Clark, seconded by Director Jackie Lovejoy. A voice vote passed unanimously. Motion approved.

b) Dearborn Farmers Market Amendment

The WDDDA added Dearborn School of Music for 6/25/21 market entertainment for \$150, added Capitol Group for two over the street banners for \$1179, Jean Smith is to be reimbursed for Farmers Market Coalition membership of \$40, and Octane Design for marketing material of \$2082.50 and voice over for radio spot of \$450 for a total to Octane of \$2532.50.

1. The WDDDA authorizes the expenditure of the additional listed service providers for a total of \$18,610.06 for the Farmers & Artisans Market from the Farmers Market budget line item account #

296-6110-911-34-90 for 2021; and

2. The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA with the list of providers listed below for the Dearborn Farmers & Artisans Market, subject to review and approval by Corporation Counsel.

For WDDDA, motion to approve was made by Chairperson Sam Abbas, seconded by Vice-Chairperson Mohammed Hider. A voice vote passed unanimously. Motion passed.

c) Tunes at Noon Amendment

The WDDDA, the Tunes at Noon replace Jillian Govan who canceled day of performance with Susan Marsh-Hatty for same price of \$400.

It was resolved to approve the same budget amount of \$1741.50 with the new performer; expending from account #296-6100-911-51-00.

For WDDDA, motion to approve was made by Vice Chairperson Mohammed Hider, seconded by Director Audrey Ralko . A voice vote passed unanimously. Motion passed.

VII. Old Business

Platform Dining - three in West; East - has one, need to get planters/ramp delivered for it.

Office Remediation - have temporary desks, new computers are in, waiting on Artspace to complete repairs to walls and deeper conversations on what that lease may or may not look like in the future.

City Hall Park Stormwater Redesign - Beckett and Raeder - design concepts are done and ready to meet with us so setting that up within next two weeks to get advisory committee together.

Mobility - Scooter Share - been meeting with Spin, subsidiary of Ford, looking to deploy 600 scooters. Bringing MOU sometime in September to city council. Hope to launch end of September.

EDDDA Landscape & Maintenance Schedule - meeting with W H Canon shortly to go over issues. Number of items to cover. Have been going back and forth on raised planters. Old perennials have been pulled out. Some were used in parking lot areas to help fill in. We'll see how many take and make it for next year. For new perennials in raised planters, we anticipate fall install. Smith Group developed concept plan - sun side and shade side. W H Canon, in order to do exact quote for materials, we need a design plan for each of those planters. Also some are on corners so that will need modification for safety.

DTE is scheduled to come out to test GFIs. They began scheduling that work last week.

WDDDA Landscape & Maintenance - working with previous provider for plant materials around Wagner to replace materials that have died off that falls within the plant warranty. Those will be replaced in the fall.

Lightpoles - In the WDDDA more have been knocked down due to vehicle accidents in the past week. They are the news ones. Will work to replace.

VIII. Committee Reports

Promotions Committee: Cathleen Francois introduced to Board, report on Music in the Park, Silent East Disco. Farewell to Jean Smith who is transitioning over to the Dearborn Chamber. Board members expressed their appreciation for her service. Helen Lambrix, the Social Media Mgr., will be working on print/marketing and promotional items that support the events.

Design/Economic Vitality Committee:

No updates.

Bike Share Committee:

No updates.

IX. DDDA Executive Management Team & ECD Reports

A. Development Report

Main Street Application completed. Main Street site visit scheduled for August 30th. Posters will be delivered to put in your windows.

X. Call to Board of Directors

Chairperson Sam Abbas: requesting to push on PMADS to review trip hazards in parking lots. Not asking for new resurface of lots but address trips hazards. Provide breakout of Octane contract, also provide details on Farmers Market in particular. Directed to Karen, the bridge was fixed by county. Director Karen Nigosian - Oakwood/Michigan - bike rack still in lane. Cristina responded that it has been requested to be removed.

XI. Call to Audience

Emmajean Woodyard with Dearborn Community Fund and Sasha Corder with Padzieski Art Gallery invited boards and attendees to the mural dedication in EDDDA for the recently completed POP mural on the Blick building. It is the second mural they have done in EDDDA. The mural was supported by Ford and Kosch Foundation. The mural was done by nine, 14-18 year olds along with the supervision and guidance of Sunshine from Fishnet Studios. Dedication is on September 26 at 5 pm.

XII. Adjournment

Meeting adjourned at 10:30am. A motion was made by Director Jeff Lynch, seconded by Jackie Lovejoy.

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	\$ -	\$ -	\$ 884,900	0%
	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	\$ -	\$ -	\$ 1,137,300	
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	6,520	-	13,480	33%
296-6100-365.90-00	Donations from a Private Source	16,659	2,855	51,500	51,500	13,580	-	37,920	26%
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	-	-	524	0%
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	\$ 20,100	\$ -	\$ 57,424	19%
296-0000-391.91-01	Contributions from the General Fund	35,000	35,105	35,105	35,105	5,851	-	29,254	17%
General Fund Contribution Total:		35,000	35,105	35,105	35,105	5,851	-	29,254	17%
Total Revenues:		\$ 1,100,216	1,151,010	\$ 1,275,849	\$ 1,275,849	\$ 25,951	\$ -	\$ 1,223,978	2%
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	20,160	28,800	25,920	25,920	-	540	25,380	2%
296-6100-911.34-90	Development Contractual Services	381,813	577,873	629,675	653,340	16,062	22,240	615,038	6%
296-6110-911.34-90	Farmer's Market Contractual Services	10,924	20,721	20,000	20,000	(687)	7,260	13,427	33%
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	886	886	-	-	886	0%
296-6100-911.44-10	Building Rental	10,830	10,830	7,500	7,500	903	4,513	2,084	72%
296-6100-911.51-00	Community Promotion	175,184	207,725	297,530	321,109	12,081	20,151	288,877	10%
296-6100-911.52-10	Insurance	3,730	5,829	6,013	6,013	1,002	-	5,011	17%
296-6100-911.53-00	Communications	1,011	1,046	1,107	1,107	153	412	542	51%
296-6100-911.58-10	Training & Transportation	175	923	3,500	3,500	-	198	3,302	6%
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	39,860	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		\$ 814,638	\$ 1,189,534	\$ 1,355,761	\$ 1,403,005	\$ 30,149	\$ 73,230	\$ 1,299,626	7%
Revenues Over/(Under) Expenditures		\$ 285,578	\$ (38,524)	\$ (79,912)	\$ (127,156)	\$ (4,198)	\$ (73,230)	\$ (75,648)	
Balance Sheet						Current			
Equity in Pooled Cash Cash Position						\$ 1,368,326			
Current Assets						11,215			
Current Liabilities						1,223,978			
Estimated Ending Cash Position						-			
						(73,230)			
						(1,299,626)			
						\$ 1,230,663			

Expenditure Details		FY2020	FY2021	FY2022					
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance	Actual %
Beautification									
296-2972-463.34-90	Sanitation Contractual Services	\$ 20,160	28,800	\$ 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	248,473	179,580	179,580	-	18,685	160,895	10%
296-6100-911.34-90	Snow Removal	25,865	128,353	36,500	36,500	-	-	36,500	0%
296-6100-911.34-90	On-Street Bike Racks	516	2,882	-	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	-	-	30,000	37,865	9,046	1,639	27,180	28%
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	39,860	40,000	40,000	-	17,916	22,084	45%
Total Beautification		\$ 222,171	449,808	\$ 442,000	\$ 455,665	\$ 9,046	\$ 38,780	\$ 407,839	10%

Development

296-6100-911.51-00	General Marketing (banners, printing, social media)	11,537	19,367	\$ 45,000	\$ 45,000	\$ 113	\$ 1,960	\$ 42,927	5%
296-6100-911.51-00	Branding	84,932	40,506	30,000	37,771	7,068	9,390	21,313	44%
296-6100-911.51-00	CTM Brochure Distribution	438	1,803	-	-	-	-	-	-
296-6100-911.51-00	Photography	963	5,000	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	400	2,350	1,950	59%
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	-	500	3,700	3,700	-	302	3,398	8%
296-6100-911.51-00	Pernennail	360	500	700	700	-	-	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	Wagner Place Park Equipment	6,659	-	50,000	50,000	-	-	50,000	0%
296-6100-911.51-00	Covid Comeback Market	-	35,621	-	-	-	-	-	0%
296-6100-911.34-90	Farmer's Market Contractual Services	10,924	20,721	20,000	20,000	(687)	7,260	13,427	33%
296-6100-911.34-90	Building / Business Incentives	-	25,873	40,000	50,000	-	-	50,000	0%
Total Development		\$ 186,107	238,035	\$ 357,530	\$ 391,109	\$ 11,394	\$ 27,411	\$ 239,727	10%

Planning & Administration

296-6100-911.34-90	Pow Strategies	141,014	169,154	193,140	193,140	3,127	350	189,663	2%
296-6100-911.34-90	Communications Manager, Public Relations	39,130	3,900	20,000	20,000	-	-	20,000	0%
Total Directors Expenses		180,144	173,054	213,140	213,140	3,127	350	209,663	2%
various (comment)	Wages & Benefits	-	-	-	-	-	-	-	-
various (comment)	Other Office Expenses	6,233	14,168	14,696	14,696	1,790	610	15,486	16%
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	903	4,513	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	493,162	\$ 556,231	\$ 556,231	\$ 9,709	\$ 7,039	\$ 542,673	3%

Expenditures \$ 814,353 1,189,534 \$ 1,355,761 \$ 1,403,005 \$ 30,149 \$ 73,230 \$ 1,299,626 7%

Contractual Services

Community Promotions

Other Operating Expenses

Financial Statement Summary		FY2020	FY2021	FY2022					
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance	Actual %
297-0000-311.40-00	Property Tax Capture	\$ 366,558	\$ 386,278	\$ 409,600	\$ 409,600	\$ -	\$ -	\$ 409,600	0%
	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	\$ -	\$ -	\$ 866,600	0%
297-0000-330.05-14	Local Community Stabilization Authority	26,223	23,965	24,000	24,000	-	-	24,000	0%
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	10,000	-	80,000	11%
297-0000-361.10-05	Interest Income	18,330	97	534	534	-	-	534	0%
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	\$ 13,250	\$ -	\$ 136,443	9%
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	6,270	-	31,350	17%
	Contribution Total	\$ 11,310	\$ 22,620	\$ 37,620	\$ 37,620	\$ 6,270	\$ -	\$ 31,350	17%
	Total Revenue	\$ 885,365	\$ 909,617	\$ 1,053,663	\$ 1,053,663	\$ 19,520	\$ -	\$ 1,034,393	2%
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	\$ 311,075	\$ 396,095	\$ 396,095	17,038	\$ 30,981	348,076	12%
297-6100-911.43-82	Copier Repair & Maintenance Services	\$ -	\$ 886	\$ 375	375	-	\$ -	375	0%
297-6100-911.44-10	Building Rental	\$ 10,830	\$ 10,830	\$ 7,500	7,500	903	\$ 4,513	2,084	72%
297-6100-911.51-00	Community Promotion	\$ 112,128	\$ 152,968	\$ 321,430	\$ 321,430	16,771	\$ 76,061	228,598	29%
297-6100-911.52-10	Insurance	\$ 6,260	\$ 6,234	\$ 6,937	6,937	1,156	\$ -	5,781	17%
297-6100-911.53-00	Communications	\$ 1,200	\$ 1,046	\$ 1,107	1,107	153	\$ 412	542	51%
297-6100-911.58-10	Training & Transportation	\$ 1,397	\$ 1,075	\$ 3,500	3,500	-	\$ 694	2,806	20%
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	-	\$ -	50,825	0%
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	983,369	1,323,387	1,323,387	50,365	120,776	1,152,246	13%
297-6100-435.34-40	Building Demolition Services	-	-	\$ -	-	-	-	-	-
297-6100-435.45-10	Architect & Engineering Services	-	-	59,501	59,501	-	-	59,501	0%
297-6100-435.45-20	Construction Contractor	-	-	137,785	137,785	-	-	137,785	0%
297-6100-435.98-00	Undistributed Appropriations	-	-	5,694	5,694	-	-	5,694	0%
	Total Capital Expenditures	-	-	202,980	202,980	-	-	202,980	0%
	Total Expenditure	\$ 910,163	\$ 983,369	\$ 1,526,367	\$ 1,526,367	\$ 50,365	\$ 120,776	\$ 1,355,226	11%
	Revenues Over/(Under) Expenditures	\$ (24,798)	\$ (73,752)	\$ (237,538)	\$ (472,704)	\$ (30,845)	\$ (120,776)	\$ (320,833)	

Balance Sheet

Equity in Pooled Cash	Cash Position	Current
Current Assets	Current Receivables	\$ 1,001,133
	Unearned Income	-
Current Liabilities	Current Liabilities	1,034,393
	Encumbrances	(14,203)
	Uncommitted Budget	(120,776)
	Estimated Ending Cash Position	(1,355,226)
		\$ 545,321

Expenditure Details		FY2019	FY2020	FY2021					
		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	\$ 44,841	\$ 70,206	62,500	62,500	-	7,290	55,210	12%
297-6100-911.34-90	Snow Removal	\$ 26,538	25000	25,000	25,000	-	-	25,000	0%
297-6100-911.34-90	Platform Dining	\$ -	0	-	-	2,622	2,263	(4,885)	#DIV/0!
297-6100-911.34-90	Streetscape Enhancements	\$ 8,415	-	45,000	45,000	-	15,463	29,537	34%
Total Beautification		\$ 167,837	\$ 145,606	\$ 230,945	\$ 230,945	\$ 2,622	\$ 33,131	\$ 195,192	15%
Development									
297-6100-911.51-00	General Marketing (banners, printing, social media)	\$ 4,976	\$ 9,949	\$ 35,000	\$ 35,000	\$ 591	2,700.00	\$ 31,709	9%
297-6100-911.51-00	Branding	35,568	67,129	\$ 30,000	\$ 30,000	11,440	32,943.00	(14,383)	148%
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	\$ 90,000	\$ 90,000	4,500	12,001.00	73,499	18%
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	\$ 5,000	-	-	5,000	0%
297-6100-911.51-00	Community Garden	-	-	\$ 1,000	\$ 1,000	-	-	1,000	0%
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	\$ 10,000	-	6,747.00	3,253	67%
297-6100-911.51-00	Homage to Black Excellence	43	16,916	\$ 40,000	\$ 40,000	-	6,899.00	40,000	17%
297-6100-911.51-00	Movies in the Park	1,511	2,541	\$ 2,300	\$ 2,300	-	2,008.00	292	87%
297-6100-911.51-00	Music in the Park	316	6,124	\$ 30,000	\$ 30,000	240	10,198.00	19,562	35%
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		\$ 111,182	\$ 154,279	\$ 321,430	\$ 321,430	\$ 16,771	\$ 76,062	\$ 235,496	29%
Planning & Administration									
297-6100-911.34-90	Pow Strategies	115,866	160,497	193,140	193,140	10,527	4,400	178,213	8%
297-6100-911.34-90	Communications Manager, Public Relations	41,380	3,900	20,000	20,000	-	-	20,000	0%
297-6100-911.34-90	Building/Business Incentive	-	40,903	40,000	40,000	-	-	40,000	0%
Total Directors Expenses		157,246	205,300	253,140	253,140	10,527	4,400	238,213	6%
various (comment)	Other Office Expenses	10,707	10,252	15,759	15,759	1,450	1,106	13,203	16%
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	903	4,513	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%
297-6100-435.45-10	Architect & Engineering Services	-	-	59,501	59,501	-	-	-	-
297-6100-435.45-20	Construction Contractor	-	-	137,785	137,785	-	-	-	-
297-6100-435.98-00	Undistributed Appropriations	-	-	5,694	5,694	-	-	-	-
Total Planning & Administration		633,341	683,926	973,992	973,994	30,972	11,585	728,457	4%
Expenditures		\$ 912,360	\$ 983,369	\$ 1,526,367	\$ 1,526,367	\$ 50,365	\$ 120,778	\$ 1,355,224	11%

Contractual Services
Other Operating Expenses
Community Promotions

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 July 2021 for absence waiver consideration, with no absences noted for August 2021; and

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

Karen Nigosian - July;
so let it be

RESOLVED: The WDDDA agrees to approve the presented absence waiver and excuses the absence of Karen Nigosian for monthly meeting conducted on July 2021.

Yes:

No:

Abstained:

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 Members have met the criteria for absence waivers for July 2021 monthly board meetings, with noting no absences for August 2021, excluding any special board meetings:

Jay Kruz - July;

Heidi Merino - July - since resigned - no waiver requested by EDDDA
so let it be

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

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

WDDDA Open Door Dearborn Business Incentives Program - Grant Application: District 12. Nasser Beydoun

Date Adopted:

Motioned by:

Seconded by:

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

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

WHEREAS: District 12, Trio Restaurant Group LLC, Nasser Beydoun (applicant) plans to relocate, build out and remodel the main floor windows of the former Bailey's Sports Bar located at 22085 Michigan Avenue in the WDDDA. The applicant has received site plan and design plan approval from the City. The property owner, Ali Nasser, has started on some of the demolition. The applicant agreed to not begin work on the interior and sign until an Open Door Grant was submitted and the review and approval process was completed.

WHEREAS: The applicant has applied for Level I and Level III of the Open Door Dearborn grant program in the amount of \$10,000 for exterior window treatments, brick replacement, metal paneling and new doorways for a total investment of \$155,000 by the applicant by the end of 2021; and

WHEREAS: Per the building owner, the main floor will be used for 3 new tenants, District 12 will relocate into the first space facing Michigan, a small office or retail use (TBD) in space 2 and a new Steakhouse restaurant will occupy the third space in the back off Mason St.

WHEREAS: At a Special Meeting on September 7, 2021, was held by the Design/EV Committee. The committee verified and approved the design details of the restaurant floor plan and supported the outdoor seating area along Mason Street. The Design/EV Committee recommends to the WDDDA Board funding District 12, Trio Restaurant Group LLC, for Level I (signage at \$2,500) and Level III (interior construction at \$7,500) improvements up to \$10,000 motioned by Mark Guido and seconded by Jackie Lovejoy with the condition that the applicant submits 3 quotes for both

signage and interior improvements and secures all required building and sign permits.; and roll call vote of support by four ayes: Jackie, Lovejoy, Mark Guido, Mike Kirk and Hassan Sheikh ; and no nays; so let it be

RESOLVED: The WDDDA awards Level I (\$2,500) and Level III (\$7,500) grants up to \$10,000 from the Open Door Dearborn Business Grant Program to District 12, Trio Restaurant Group LLC, from account #296-6100-911-34-90, contingent on meeting requested conditions by Design/EV Committee; and subject to review and approval of Corporation Counsel.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

WDDDA Open Door Dearborn Business Incentives Program - Grant Application: Real Estate 1000 LLC. Ali Nasser

Date Adopted:

Motioned by:

Seconded by:

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

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

WHEREAS: Real Estate 1000 LLC., Ali Nasser (applicant) owns an existing commercial office / retail building located at 22085 Michigan Avenue in the WDDDA. The applicant is proposing to renovate the building exterior and remodel and divide up the main floor interior into 3 commercial units.

WHEREAS: The applicant has applied for Level III of the Open Door Dearborn grant program in the amount of \$10,000 for facade improvements including exterior window treatments, brick replacement, metal paneling and new doorways along Michigan and Mason, and has provided three quotes per the grant requirements; and

WHEREAS: A Special Meeting was held by the Design/Economic Vitality Committee on September 7, 2021 to verify and approve the design details of the facade. The Design/EV Committee recommends to the WDDDA Board funding Real Estate 1000, LLC for Level III facade improvements up to \$10,000 motioned by Mark Guido and seconded by Jackie Lovejoy; 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 Business Grant Program from account #296-6100-911-34-90 to Real Estate 1000, LLC for 22085 Michigan Avenue; and subject to review and approval of Corporation Counsel.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Branding Contract Amendment - WDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) are preparing for Fall and Winter events, programming, marketing and promotions in the districts through the end of the calendar year to grow the economy and engage the community in redevelopment efforts; and

WHEREAS: These efforts will need marketing and promotional materials, which will require an amendment to the branding contract with Octane Design in an amount of \$25,000 to be split equally between the EDDDA and WDDDA;

WHEREAS: The EDDDA authorized its equal portion up to \$12,500 for graphic design of additional marketing and promotional materials for Fall and Winter programming with Octane Design at the regular Joint DDDA Board Meeting on August 19, 2021; so let it be

RESOLVED: The WDDDA agrees to approve expenditures up to \$12,500 with Octane Design for graphic design of additional marketing and promotional materials for Fall and Winter programming, expending from account #296-6100-911-51-00; and let it be

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

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Sponsorship of Dearborn Historical Museum Beer Tasting/Fundraiser - WDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The Dearborn Historical Museum, a registered 501(c)3 non-profit, is hosting their annual craft beer festival on October 8, 2021, as a fundraiser for the Museum's ongoing renovations of three historic 1830's buildings; and

WHEREAS: The event has moved from the Brady property to the West Downtown parking lot off the Commandant's Quarters at Michigan Avenue and Monroe Street, fostering a unique opportunity for the WDDDA to partner with the Dearborn Historical Museum supporting this event and reach over 150 attendees; and

WHEREAS: The Dearborn Historical Museum proposes a co-sponsorship of \$2000; and

WHEREAS: In recognition of the sponsorship, the Dearborn Historical Museum will offer a year (four issues) of full-page advertising space in their quarterly magazine *The Dearborn Historian*, on-site table display, recognition on the event flyer, program and promotional materials, and up to 8 tickets to the event; so let it be

RESOLVED: The WDDDA agrees to expend \$2,000 to the Dearborn Historical Museum for sponsorship of the annual craft beer festival, expending from account #296-6100-911-51-00; and let it be

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

Yes:

No:

Abstained:

Absent:

Open Door Dearborn Business Grants

DOWNTOWN DEARBORN

Funded by the East & West Dearborn Downtown Development Authorities

Application & Guidelines (updated July 2020)

OVERVIEW

The East & West Dearborn Downtown Development Authorities (DDDA) were created to promote and enhance the commercial core of the community, to preserve public investment and to improve the viability of businesses within the DDDA Districts. The Dearborn DDA has allocated \$40,000 for each downtown district.

Our grant Open Door Dearborn Business Grant (ODDBG) program provides funding to property owners and new businesses moving to the DDDA Districts or existing businesses within the district.

Grant Types and Levels Include:

- Level 1 - Design Incentives Available Up to a maximum of \$2500
 - Exterior Design Assistance
 - Signage Improvement
- Level 2 - Business Start-Up Incentives Available Up to a maximum of \$5,000
 - Retail Start-Ups
 - Arts, Culture and Creative Businesses
 - Incubators
 - Pop Ups
- * • Level 3 - Design Incentives Available Up to 50% of Costs, Not Exceeding \$10,000 Reimbursement
 - Facade Improvement
 - Expansion/Development

{Expansion is defined as: Adding square footage to an existing building, acquisition of neighboring property, addition of outdoor seating or service areas that thereby add taxable value to the property; or moving to a larger facility within the district. }

Businesses must meet the following eligibility criteria.

*
OWNER ALI MASSER
Realestate 1000 LLC
(313) 485-1411



ELIGIBILITY

- Owners or new tenants that are moving to the DDDA Districts
- Owners or tenants of property currently located within the DDDA Districts that are expanding or looking to improve their building/business
- Tenants must apply jointly with property owners

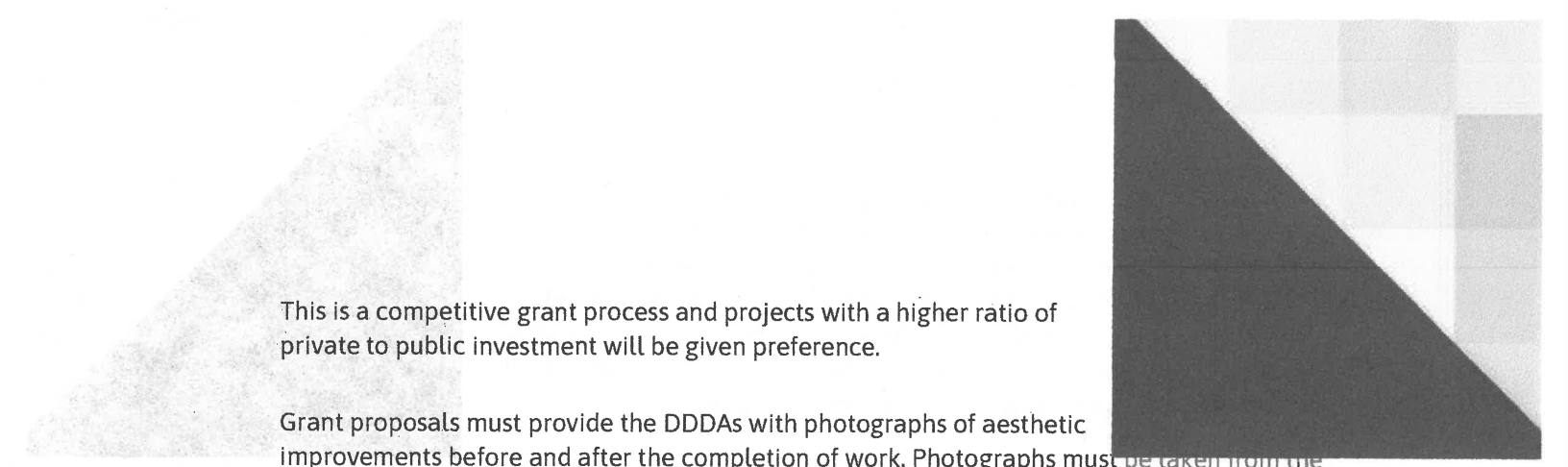
CONDITIONS OF ELIGIBILITY

The property owner must be current on all City, County and State property and income taxes and all other City accounts.

Approved applicants shall additionally sign an "Agreement to Comply with the Commencement and Completion Timetable" as a condition of approval for any funding and shall be subject to all program guidelines and all amendments thereto. The commencement and completion dates will be mutually determined and acceptable to the applicant and DDA.

- Levels 1 & 2 - All work must commence within 60 days and be completed within six (6) months from the date the grant is awarded. At its discretion, the DDA reserves the right to cancel or extend the commitment.
- Level 3 - In the event that actual physical construction on a project has not commenced within 60 days of the DDDA funding commitment date, or if a project has not been completed and has not been granted a Certificate of Completion within one year (365 days) of the DDDA funding commitment date, The DDDA will evaluate the status of that project. At its discretion, the DDDA reserves the right to cancel or extend the commitment.

Maximum grant funding given to one business cannot exceed \$10,000.00. New applicants will be given priority over applicants that have previously received grants from the DDDAs. If a commercial building under one ownership is a multi-tenant building, each separate unit with an individual storefront façade and an independent ground floor entry shall be eligible. However, funds shall not exceed \$30,000 for the entire building. If the owner or tenant of a building occupies more than sixty (60) feet of a storefront, the DDDA Boards may award additional funds at its discretion.



This is a competitive grant process and projects with a higher ratio of private to public investment will be given preference.

Grant proposals must provide the DDDAs with photographs of aesthetic improvements before and after the completion of work. Photographs must be taken from the same vantage point. These photographs will be used by the DDDAs for marketing purposes.

When applying for the program, please meet with the City to review all permit requirements and other options for other funding. Grant awards are contingent on permits.

The Property Owner or Tenant must be working towards a Certificate of Occupancy (COO) or have a current COO in place. Contractors shall be licensed, submit permits for all work and have proof of permits.

Applicants **must provide the DDA three detailed contractor quotes** for each aspect of the project (design, engineering, signs, construction...).

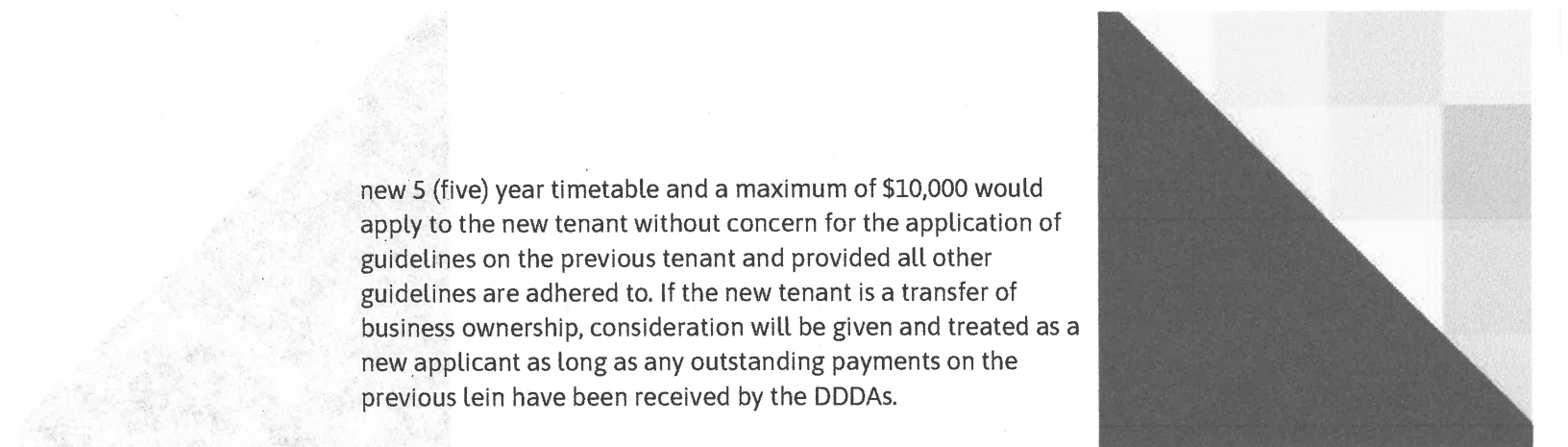
Grants will not be awarded for physical improvements and work completed prior to grant application date, except for pre-authorized exploration of viability of historical or existing character on building materials that informs the budget proposal.

All work must comply with all applicable laws, ordinances, building codes, and zoning ordinances and the contractor or owner must secure proper permits prior to commencement of work.

Once a grant is awarded, grant recipients must display the DDDA Grant Award Signage in the window on the pedestrian side, in plain view of the public. Signage must remain in place a minimum of 90 days after the completion of the funded project.

Within a 5 (five)-year period, a property address may not apply for funds more than twice for the same store unit unless a change in business ownership occurs

- The total amount awarded to a property and tenant for the same store unit address, during a 5 (five)-year period, may not exceed \$10,000.
- Whenever the property ownership changes, the new owner is eligible for funds. When a change of ownership of the property occurs, the DDDAs may consider factors such as prior improvements and transfers of corporations as long as any outstanding payments on the previous loan have been received by the DDDAs.
- Further eligibility shall be at the sole discretion of the DDDA Boards. A new 5 (five) year timetable and \$10,000 maximum would apply to the new owner without concern for the application of guidelines to the former owner, and provided all other guidelines are adhered to.
- Whenever the business tenant changes, a new tenant becomes eligible for funds. A



new 5 (five) year timetable and a maximum of \$10,000 would apply to the new tenant without concern for the application of guidelines on the previous tenant and provided all other guidelines are adhered to. If the new tenant is a transfer of business ownership, consideration will be given and treated as a new applicant as long as any outstanding payments on the previous lease have been received by the DDDAs.

At the DDDA discretion, an exception to any guideline may be granted in the event of special conditions or situations.

All projects are subject to audit by the City of Dearborn.

All Design and Facade Improvements Grants must adhere to the DDA Design Guidelines (<https://www.downtowndearborn.org/wp-content/uploads/2019/07/DearbornDesignGuidelines-JuneAdopted-lowrez.pdf>). The DDDAs will use these Design Guidelines and the City of Dearborn codes to judge grant awardees..

Projects will be funded to the extent that budgeted funding is available.

Applicants must submit a current copy of their business plan and be available to attend a DDDAs grant sub-committee meeting. Applicants are also invited to attend the DDDA monthly meeting at which their grant is brought to the DDDA Board. The DDDA Director will contact you regarding appointment times.

Businesses or property owner must be in good standing with the City of Dearborn,, State of Michigan and Internal Revenue Service. Businesses must be formed or incorporated before applications are submitted.

ELIGIBLE COSTS FOR LEVEL 1 DESIGN IMPROVEMENTS

- Professional design fees (Architectural, interior design or landscape)
- Exploratory research and costs related to historically significant buildings
- Restoration of historically significant signage
- Signage design
- New signage installation
- Signage lighting and electrical

ELIGIBLE COSTS FOR LEVEL 2 BUSINESS START-UPS

- All items in Level 1
- Repair, replacement or addition of windows, doors, walls, or other appropriate architectural elements.
- Interior painting
- interior lighting
- Conversion of storefront

- Restoration of historic elements (both interior and exterior)
- Construction or installation of interior partition walls, flooring and ceiling systems
- Construction or installation of ADA facilities
- Construction or installation of bathrooms
- Installation or upgrades to energy efficient heating and cooling systems
- Installation of fixed artwork
- Installation of bike racks
- All materials and labor for work performed in association with above-mentioned improvements

ELIGIBLE COSTS FOR LEVEL 3 DESIGN IMPROVEMENTS

Applicant can apply for level 2 & 3 simultaneous with one application.

- All items in Level 1
- Repair, replacement or addition of roofing, windows, doors, walls, or other appropriate architectural elements
- New or replacement of HVAC systems.
- Total exterior or complete single facade painting
- Awnings or exterior canopies
- Exterior or interior lighting
- Masonry repair, cleaning or paint removal
- Conversion of storefront
- Restoration of historic elements (both interior and exterior)
- Removal of historically inaccurate facade treatments
- Exterior landscaping, outdoor cafés or seating areas
- Construction or installation of ADA facilities
- Installation of fixed artwork
- Installation of bike racks
- All materials and labor for work performed in association with above-mentioned improvements
- New construction

INELIGIBLE COSTS

- Appraiser or attorney fees
- Expenses incurred prior to application date
- Property acquisition, mortgage, land contract financing or loan fees
- Building permit fees
- Routine Annual Maintenance items related to roofs, building systems, parking lots, electrical or mechanical work, painting, etc.
- Interior renovation or work that is not associated with expansion

- Interior signage of any kind
- Furnishings, trade fixtures, display cases, counters, computers, equipment or other items taxed as personal property

NOTE: These eligible and ineligible costs are not all-inclusive. Final determination of eligibility requirements are governed by the DDDA Boards.

GRANT PAYMENTS

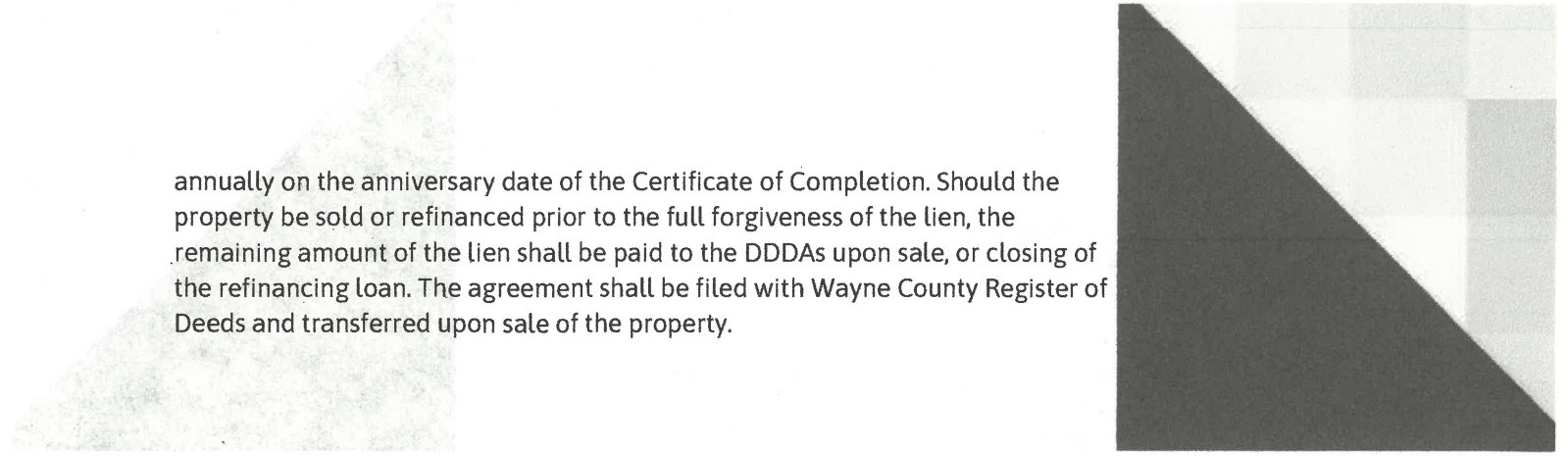
DDDA grants are awarded to recipients as reimbursements.
Applicant pays contractor up front for all invoicing

All work must be in compliance with the aforementioned requirements and original paid receipts for work performed must be provided in order to receive reimbursement.

In order to receive grant reimbursement, the establishment must be open for regular business.

Grant payments must be personally guaranteed by the business owner through signing the provided personal guarantee agreement.

Level 3 Grants Only - To receive reimbursement, the property owner must sign an agreement to maintain the improvements funded for the building as rehabilitated for a period of at least 3 years for a reimbursement total of \$1 - \$4,999, and at least 5 years for a reimbursement total over \$5,000. This agreement shall provide for a lien against the property in an amount equal to the reimbursement amount. For reimbursements totaling over \$5,000, twenty (20) percent of said lien for improvements shall be forgiven annually on the anniversary date of the Certificate of Completion. For reimbursements totaling \$4,999 or below will have thirty-three and one-third percent (33.3%) of the lien forgiven



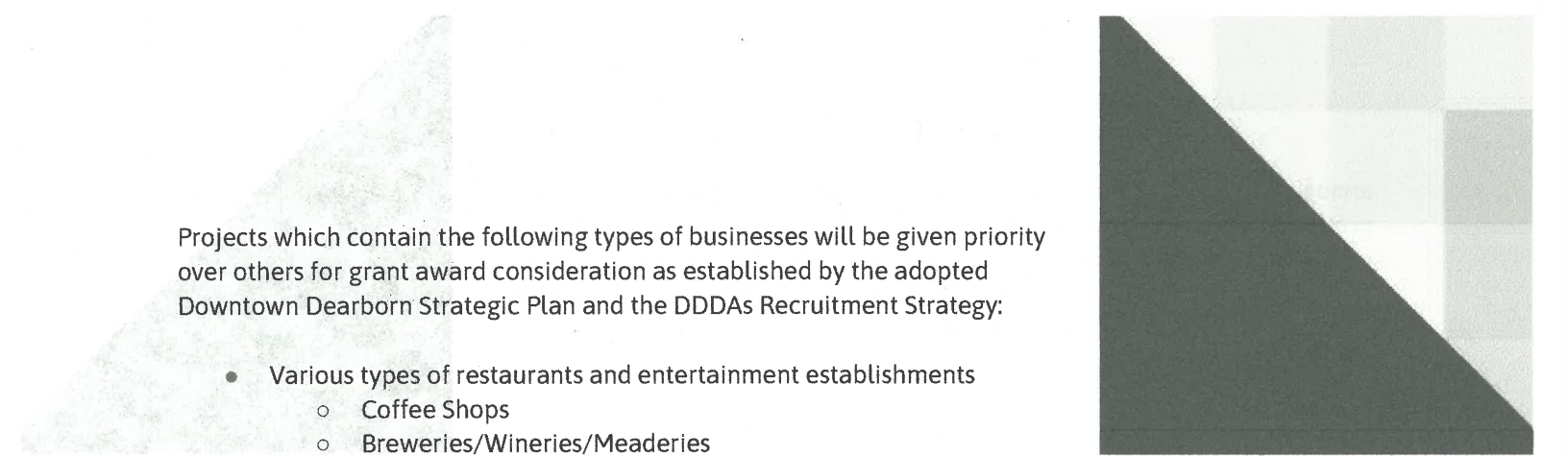
annually on the anniversary date of the Certificate of Completion. Should the property be sold or refinanced prior to the full forgiveness of the lien, the remaining amount of the lien shall be paid to the DDDAs upon sale, or closing of the refinancing loan. The agreement shall be filed with Wayne County Register of Deeds and transferred upon sale of the property.



PROJECT PRIORITIES

DDA Grants are competitive, meaning that the most viable projects will be selected for grant funding. The more documentation (photographs, renderings, sketches, estimates) you are able to provide about your project will increase your chances of receiving grant funding. Applications containing the following characteristics will have priority in the appropriation of DDA funding:

- Projects containing a high ratio of private to public dollars
- Projects designed to resolve deteriorated, inappropriate or unsightly conditions that have existed for many years (boarded windows, deteriorated electrical fixtures, unsightly storefronts, etc.)
- Projects that enhance pedestrian movement from the rear to the front of buildings
- Projects designed to restore the historic condition of the building facade
- Projects that will complete the improvement of a block or portion of a block (ex. replacement of an inappropriate facade that exists on a block containing many appropriate, well-preserved, or improved facades)



Projects which contain the following types of businesses will be given priority over others for grant award consideration as established by the adopted Downtown Dearborn Strategic Plan and the DDDAs Recruitment Strategy:

- Various types of restaurants and entertainment establishments
 - Coffee Shops
 - Breweries/Wineries/Meaderies
 - Restaurants that meet the Recruitment Strategy & Current Inventory Gaps
- Merchandising & retail stores
 - Women's accessory stores, ie: jewelry, handbags, shoes
 - Kitchen supplies and utensils
 - Wine/craft beer/cheese
 - Specialty grocers and bakeries
 - Games and Electronics
 - Upscale second hand store/boutique
 - Specialty gift/merchant stores
 - Indie Boutiques
 - Upscale antique/vintage store
 - Book/record/music store
 - Men's Fashion and accessories
 - Recreation equipment and Athletic wear
 - Art Galleries, Markets and Studios
- Makers and Innovators
- Incubators
- Pop-Up Experiences
- Boutique Hotel



GRANT TIMELINE

Open Door Dearborn is an open application process, therefore, applications may be submitted at anytime of the year. Applications will be reviewed within 30 days. Applicants may attend a Design/Economic Vitality Committee to present its initial desires prior to application. Applicants will be required to attend a

Open Door Dearborn Business Grants

DOWNTOWN DEARBORN

Funded by the East & West Dearborn Downtown Development Authorities

Application & Guidelines (updated July 2020)

OVERVIEW

The East & West Dearborn Downtown Development Authorities (DDDA) were created to promote and enhance the commercial core of the community, to preserve public investment and to improve the viability of businesses within the DDDA Districts. The Dearborn DDA has allocated \$40,000 for each downtown district.

Our grant Open Door Dearborn Business Grant (ODDBG) program provides funding to property owners and new businesses moving to the DDDA Districts or existing businesses within the district.

Grant Types and Levels Include:

- Level 1 - Design Incentives Available Up to a maximum of \$2500
 - Exterior Design Assistance
 - Signage Improvement
- Level 2 - Business Start-Up Incentives Available Up to a maximum of \$5,000
 - Retail Start-Ups
 - Arts, Culture and Creative Businesses
 - Incubators
 - Pop Ups
- Level 3 - Design Incentives Available Up to 50% of Costs, Not Exceeding \$10,000 Reimbursement
 - Facade Improvement
 - Expansion/Development

{Expansion is defined as: Adding square footage to an existing building, acquisition of neighboring property, addition of outdoor seating or service areas that thereby add taxable value to the property; or moving to a larger facility within the district. }

Businesses must meet the following eligibility criteria.



ELIGIBILITY

- Owners or new tenants that are moving to the DDDA Districts
- Owners or tenants of property currently located within the DDDA Districts that are expanding or looking to improve their building/business
- Tenants must apply jointly with property owners

CONDITIONS OF ELIGIBILITY

The property owner must be current on all City, County and State property and income taxes and all other City accounts.

Approved applicants shall additionally sign an "Agreement to Comply with the Commencement and Completion Timetable" as a condition of approval for any funding and shall be subject to all program guidelines and all amendments thereto. The commencement and completion dates will be mutually determined and acceptable to the applicant and DDA.

- Levels 1 & 2 - All work must commence within 60 days and be completed within six (6) months from the date the grant is awarded. At its discretion, the DDA reserves the right to cancel or extend the commitment.
- Level 3 - In the event that actual physical construction on a project has not commenced within 60 days of the DDDA funding commitment date, or if a project has not been completed and has not been granted a Certificate of Completion within one year (365 days) of the DDDA funding commitment date, The DDDA will evaluate the status of that project. At its discretion, the DDDA reserves the right to cancel or extend the commitment.

Maximum grant funding given to one business cannot exceed \$10,000.00. New applicants will be given priority over applicants that have previously received grants from the DDDAs. If a commercial building under one ownership is a multi-tenant building, each separate unit with an individual storefront façade and an independent ground floor entry shall be eligible. However, funds shall not exceed \$30,000 for the entire building. If the owner or tenant of a building occupies more than sixty (60) feet of a storefront, the DDDA Boards may award additional funds at its discretion.

Application Date 8 / 25 / 21

Business

Name Real estate 1000 LLC

Property Address 22029 Michigan Ave, Dearborn, MI

Business Owner Ali Nasser

Business Owner Address 7 1/2 West Lane

Business Owner Ali Nasser

Business Owner Phone (313) 485-1411 Email aliknasser@gmail.com

Property Owner Ali Nasser

Property Owner Address 7 1/2 West Lane

Property Owner Phone (313) 485-1411 Email aliknasser@gmail.com

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

Is this business expanding? ☒ Yes ☐ No

Amount of square footage to be added to building 8,500 square feet

Is this an existing or a new business? ~~New~~ ☒ Existing

If relocating, when was this business established? — N/A

If relocating, please list current address — N/A

Estimated start date of project 8 / 10 / 2021

Estimated completion date of project 12 / 30 / 2021

Total cost of project \$ 900,000.00 Amount requested \$ 10,000.00

Design/Economic Vitality Committee meeting in order to have their application reviewed and processed. If application is complete, meets the guidelines and criteria, and recommended for funding by the Design/Economic Vitality Committee, then it will be sent to the DDDA Boards for approval. Applicants must also be available to attend the DDDA Joint Board meeting and present their final application. Applications may take up to 90 days for processing depending on the applicants readiness. Work cannot begin without DDDA Board approval.

Grant payments will be made within 30 days upon receipt of all paid invoices and approved City of Dearborn building inspection and/or occupancy permit.

APPLICATION

APPLYING FOR:

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

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

Signature of Applicant

Date

MANDATORY CHECKLIST

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

- ☒ Narrative describing in detail how this project will benefit the DDDA Districts and a description of your project
- ☒ Architectural plans, renderings, sketches or illustrations depicting the work to be performed
- ☒ Breakdown of the costs associated (estimates) with your project. Please include the entire project cost and the amount you are requesting 9,500,000.00
- ☐ Copy of your company's business plan (Level 2 only)

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

SUBMIT

Please return grant application and supporting documentation to:

Dearborn Downtown Development Authorities

13615 Michigan Avenue, Suite B-2

Dearborn, MI 48126

info@downtowndearborn.org

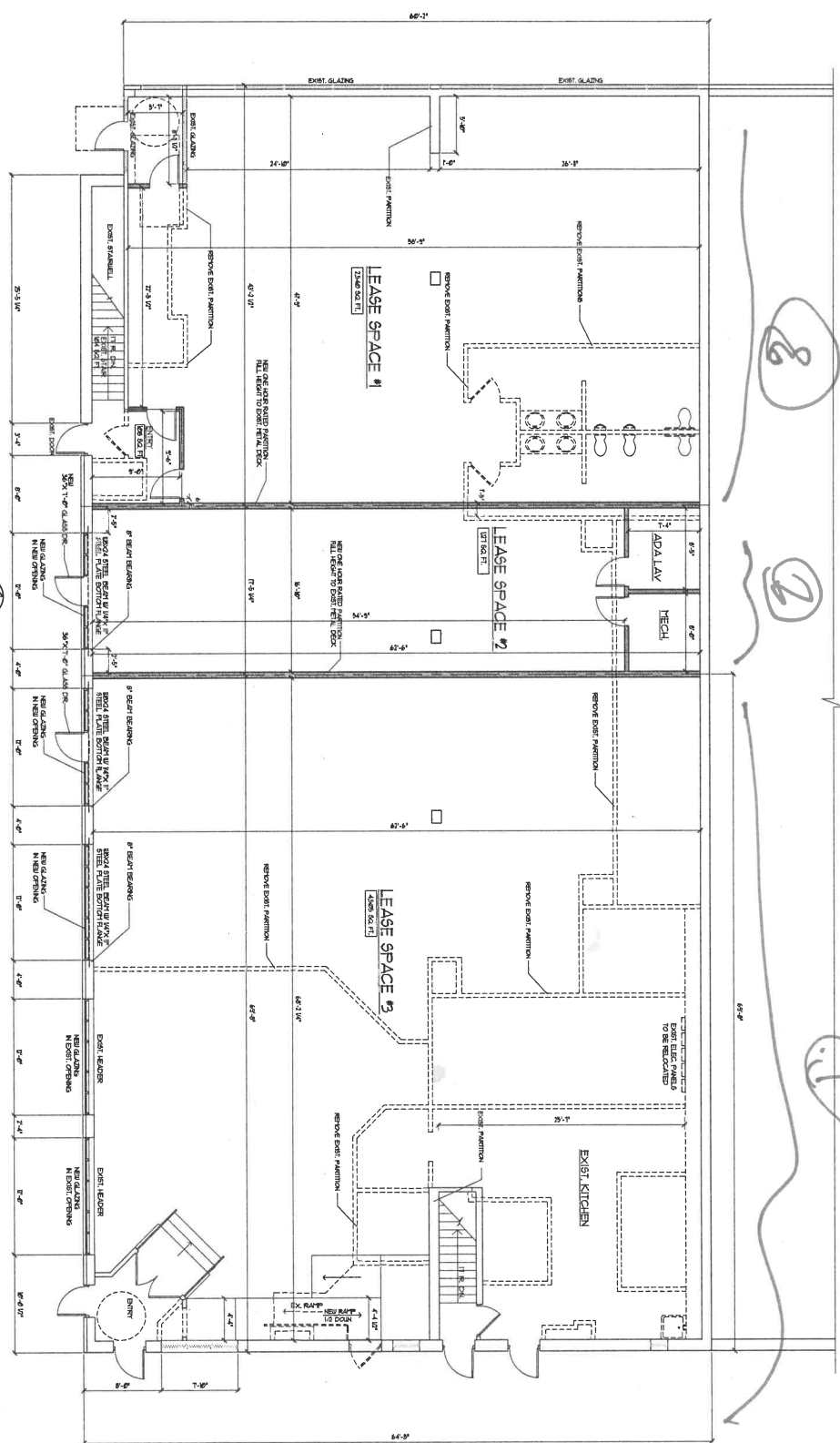
313-943-3141

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

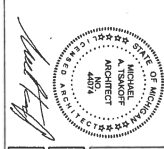
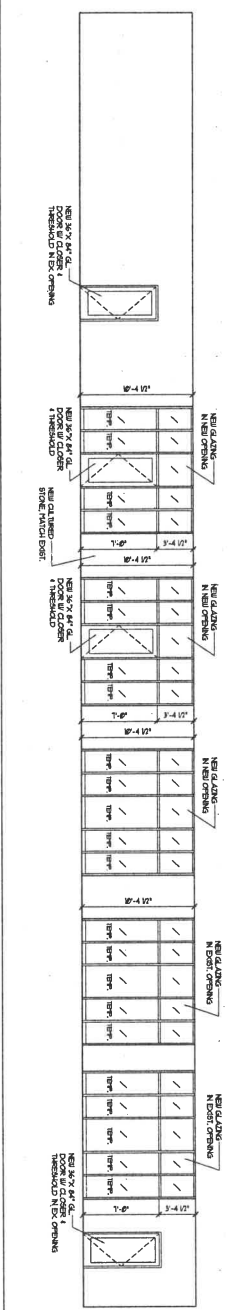
OWNER NAME

ALI NASSER (313) 485-1411

3500Aco * Layout for Bailed



PROPOSED 3SPACE PLAN
 SCALE 3/8" = 1'-0"
 GROSS FLOOR AREA - 8384 SQ. FT.



A-3	FLOOR PLAN	MICHAEL A. TSAKOFF, ARCHITECT 24500 Ford Rd., Suite 40, Dearborn Heights, MI 48127 Voice - 313-565-9421 Fax - 313-565-9422 E-mail - mtsakoff@sbccglobal.net	Owner: Ali K. Nasser Contractor:	Job Location: 22029 Michigan Ave. Dearborn, MI
	REVISION DATE 3/25/21		DATE SUBMITTED 21-1076	



Narrative:

Over the last few years, Dearborn became the ultimate attraction for its eye-catching buildings, restaurants, and unforgettable ambiance. My goal with my detailed project is to add to the beauty Dearborn has to offer. My building is grand and will be appealing to the eyes of the many people that pass by daily. Also, having the new restaurants open up will only add variety to the night life downtown Dearborn is known for. My vision to make a statement downtown will only bring more people in, as they get to enjoy everything that it has to offer.

ALF MASSER

A handwritten signature in black ink, appearing to read 'ALF MASSER', with a long horizontal flourish extending to the right.



Ali Nasser <alikhasser@gmail.com>

West Dearborn DDA Open Door Business Grant

2 messages

Steve Deisler <sdeisler@downtowndearborn.org>
To: alikhasser@gmail.com
Cc: Cristina Decius <csdecius@downtowndearborn.org>

Tue, Apr 13, 2021 at 11:51 AM

Good morning Mr. Nasser,

I work with Cristina Sheppard Decius at the Dearborn DDA office. We understand that you have plans in the works to renovate the facade for the former Bailey's Sports Bar located at 22089 Michigan in the West DDA District.

I wanted to share with you a business improvement grant offered by the WDDA to assist with building improvements and new signage. The Dearborn DDA Open Door Grant Program provides funds to Dearborn small businesses in 3 different categories;

Open Door Grant Types and Levels Include:

- Level 1 - Design Incentives Available Up to a maximum of \$2500 ◦ Exterior Design Assistance ◦ Signage Improvement
- Level 2 - Business Start-Up Incentives Available Up to a maximum of \$5,000 ◦ Retail Start-Ups ◦ Arts, Culture and Creative Businesses ◦ Incubators ◦ Pop Ups
- Level 3 - Design Incentives Available Up to 50% of Costs, Not Exceeding \$10,000 Reimbursement ◦ Facade Improvement ◦ Expansion/Development

The maximum grant amount is \$10,000. *

Details of the Open Door Program and the application can be found online through the following link.

<https://www.downtowndearborn.org/do-business/resources/#opendoor>

Grant funds can not be awarded for work already completed so it is important for you to get an application in to us early in your planning and design process. The Dearborn DDA Design & Economic Vitality Committee reviews the application and proposed architectural plans to make sure the renovation meets quality design standards for facade improvements in the downtown district. West DDA's Form Based Code guidelines will need to be followed to receive grant funds. The review and approval process takes approximately 45 - 60 days.

I hope you will take a minute to review the program guidelines and give me a call with any questions,

Sincerely,

Steve Deisler
Dearborn DDA
269-365-2964

Ali Nasser <alikhasser@gmail.com>
To: Steve Deisler <sdeisler@downtowndearborn.org>
Cc: Cristina Decius <csdecius@downtowndearborn.org>

Tue, Apr 13, 2021 at 12:05 PM

Thank you, I will check it out.
[Quoted text hidden]

city HAVE A GRANT
up to 10,000 \$ FOR
improvement. IN downtown
Setting. Real estate 1000 LLC

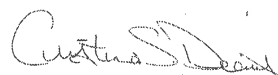
On Mon, Jul 13, 2020 at 5:55 PM Cristina Sheppard-Decius <csdecius@downtowndearborn.org> wrote:

Hi Nasser. Thanks for calling regarding the Open Door Dearborn grant. I wish we caught you before you were doing all of these updates, but hopefully there is still something you had on your wish list to get done that we can assist with.

Steve Deisler will assist you through the application process.

Attached is the application, a checklist and a link to our design guidelines.

https://www.downtowndearborn.org/wp-content/uploads/2019/07/DearbornDesignGuidelines-_JuneAdopted-lowrez.pdf



Cristina Sheppard-Decius, CMSM

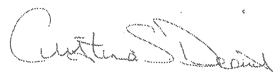
East & West Dearborn Downtown Development Authorities

Executive Director

Executive Management provided by POW! Strategies, Inc.

csdecius@downtowndearborn.org

mobile: 248-760-9265



Cristina Sheppard-Decius, CMSM

Manager of the East & West Dearborn Downtown Development Authorities

Executive Management provided by POW! Strategies, Inc.

mobile: 248-760-9265

csdecius@downtowndearborn.org

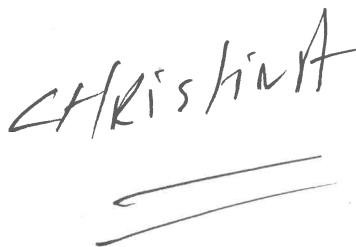
downtowndearborn.org

Facebook | Instagram | Twitter

Owner, President & Wonder Woman
POW! Strategies, Inc.



MDA Chairwoman





Ali Nasser <alikhasser@gmail.com>

FW: Re: Open Door Dearborn Grant

1 message

nbeydoun82 <nbeydoun82@gmail.com>
To: alikhasser@gmail.com

Wed, Aug 25, 2021 at 7:53 PM

Sent via the Samsung Galaxy Note20 Ultra 5G, an AT&T 5G smartphone

----- Original message -----

From: Cristina Sheppard-Decius <csdecius@downtowndearborn.org>
Date: 8/25/21 6:34 PM (GMT-05:00)
To: Nasser Beydoun <nbeydoun82@gmail.com>
Cc: Steve Deisler <srdeisler@gmail.com>
Subject: Re: Open Door Dearborn Grant

Yes Nasser, but anything that is currently underway would not be eligible. If there are construction and renovations not in progress, those are what will qualify. I would recommend getting your application in as soon as possible. Steve can help you with those details.

On Wed, Aug 25, 2021 at 5:12 PM Nasser Beydoun <nbeydoun82@gmail.com> wrote:

Steve,

We are in the process of moving to the baily site on Michigan Ave. Can we qualify for new construction or renovation.

Regards,

Nasser Beydoun

From: Steve Deisler <srdeisler@gmail.com>
Date: Wednesday, August 25, 2021 at 10:11 AM
To: Cristina Sheppard-Decius <csdecius@downtowndearborn.org>
Cc: nbeydoun82 <nbeydoun82@gmail.com>
Subject: Re: Open Door Dearborn Grant

Hi Nasser,

I am just checking with a few businesses in WDDDA who have shown interest in the Open Door Grant Program. Are you still planning to submit an application? When do you think you would submit and for what Level?

I am updating our Design and Economic Vitality Committee and would appreciate a response.

Thanks,

Steve Deisler
269-365-2964.

On Mon, Jul 19, 2021 at 4:56 PM Steve Deisler <srdeisler@gmail.com> wrote:

Hello Nasser,

Just following up on your interest in the West Dearborn DDA Open Door Grant Program. Please feel free to call me with any questions.

Steve Deisler
269-365-2964

GREEN BUILDERS PLUS

DESIGNERS,BUILDERS,DEVELOPERS,COMMITMENT TO QUALITY

24517 FORD RD.
DEARBORN, MI. 48128
OFFICE 313-359-5900 FAX 313-359-0600
CELL 313-215-5005

INVOICE

DATE: 6/8/2021
INVOICE # MI22089

Bill To: ALI NASSER REAL ESTTE 1000

Comments or Special Instructions:

THE OLD BAILEYS BAR LOCATION STORE FRONT

Address
City, State ZIP
Phone

22089 MICHIGAN AVE
DEARBORN, MI. 48124

QUANTITY		UNIT PRICE	
1	NEW FAÇADE ON 22089 AND 22091 MICHIGAN AVE PER PRINT NEW BRICK NEW ALUMIUM PANELS NEW GLASS WINDOW & DOOR STORE FRONTS 3 NEW SEPARATE STORE FRONTS PER PLAN		
1	DEMO REMOVAL OF OLD BRICK SAW CUT NEW OPENINGS WITH NEW W8X28 STEEL BEAMS		27,500.00
1	NEW FULL SIZE BRICK COLOR PER OWNER INSTALL FLASHING, PEA STONE, PER PLANS APPROX 18000 BRICK AND MATERIALS NEEDED		55,250.00
1	REMOVE AND CLEAN ALL DEBRE DUMPSTERS		12,500.00
1	FRAMING EXTERIOR STEEL STUDS TO EXTEND WALL HEIGHT PER PLANS PLYWOOD WITH DENGlass NEW SUPPORTS TO FASTEN PANELS PER PLANS		37,630.00
1	COST OF PANELS ONLY DOES NOT INCLUDE LABOR		32,687.63
1	LABOR TO INSTALL PANELS WITH RENTL OF LIFT		35,800.00

Thank You for your prompt payments

MAKE CHECKS PAYABLE TO GREEN BUILDERS PLUS

Please visit our web site@ www.greenbuildersplus.com

Please E-mail us gbpcorp@gmail.com

THANK YOU FOR YOUR BUSINESS

SUBTOTAL	\$ 201,367.63
TAX RATE	
SALES TAX	\$0.00
PAID	50,000.00
TOTAL	\$ 151,367.63

EASTERN MICHIGAN BUILDERS

COMMITMENT TO QUALITY

PO BOX 7281
DEARBORN, MI. 48121
PHONE 313-215-5005 FAX 313-563-8870
OFFICE GSKIRKMAN CONSTRUCTION 248-233-4060

NAME Mr. Nassar Real Estate 1000
Company
Address 22089 Michigan Ave
City, State ZIP DEARBORN, MI. 48126
Phone

Quotation

DATE 7/27/2021
Quotation # 4211
Customer ID mich

Quotation valid until:
Prepared by: GS

Comments or Special Instructions:

Description	AMOUNT
Drawing dated 6/22/2021 Bid as per plan	
the scope of work to include the following	
Removal of Brick and Block	\$ 9,500.00
Saw cut new opeings as shown	\$ 7,500.00
install steel support/need engineer plan	\$ 3,675.00
install new metal panels as shown on new framing	\$ 29,875.00
install new brick priced at 700 per 1000 labor only	\$ 10,500.00
glass windows and doors for all openings	\$ 37,800.00
2 auto slide doors installed per plans	\$ 21,895.96
carpentry as shown metal prices have increased 3 fold	\$ 33,800.00
roof repair not responsible for stuctual of roof	\$ 4,500.00
clean up dumpsters rental equipment	\$ 14,250.00
construction management and overhead	20,000.00
TOTAL	\$ 193,295.96

Acceptance signature _____ Date _____

If you have any questions concerning this quotation contact I tact GS or e-mail gskirkman@hotmail.com

THANK YOU FOR YOUR BUSINESS!

M-1 BUILDERS AND CONSULTING

QUOTE

922 N. BEECH DALY
DEARBORN HEIGHTS, MI. 48127
OFFICE 313-359-5900 FAX 313-359-0600
313-800-8901 EXT 1400

DATE: 7/22/2021

Bill To: MR. NASSER

Comments or Special Instructions:

Address
City, State ZIP
Phone

REAL ESTATE 1000
22089 MICHIGAN AVE
DEARBORN, MI. 48124
313-485-1411

QUANTITY		UNIT PRICE	
1	AS PER DISCUSION WITH OWNER AND BASED ON BLUE PRINTS PROVIDED, EXTERIOR BUILDING METAL, BRICK. NEW WINDOWS AND DOORS, BRICK COLOR TO BE DETERMINED ALL WORK TO MEET BUILDING CODE STANDARD THIS IS BUDGET AND SUBJECT TO CHANGE IF DRAWINGS ARE CHANGED		187,500.00
SUBTOTAL			\$ 187,500.00
TAX RATE			

SALES TAX	\$0.00
PAID	
TOTAL	\$ 187,500.00

THANK YOU FOR YOUR BUSINESS

Application Date 9 / 1 / 21

Business

Name District 12

Property Address 22091 Michigan Ave #100

Business Owner Trio Restaurant Group LLC

Business Owner Address 4 Cornell Ct Dbn MI 48124

Business Owner NASSER Beydoun

Business Owner Phone 313-702-1700 Email nbeydoun82@gmail.com

Property Owner Real Estate 1000 LLC

Property Owner Address 16030 Michigan Ave Dbn MI 48127

Property Owner Phone 313-485-1411 Email ALIKNASSER@gmail.com

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

Is this business expanding? ☒ Yes ☐ No

Amount of square footage to be added to building Moving to new location

Is this an existing or a new business? New ☒ Existing

If relocating, when was this business established? 2017

If relocating, please list current address 1002. S. Military Dbn MI 48124

Estimated start date of project 10 / 1 / 21

Estimated completion date of project 01 / 01 / 22

Total cost of project \$ 155,000 Amount requested \$ 10,000

APPLYING FOR:

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

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



Signature of Applicant

9-22/

Date

MANDATORY CHECKLIST

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

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

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

SUBMIT

Please return grant application and supporting documentation to:

Dearborn Downtown Development Authorities

13615 Michigan Avenue, Suite B-2

Dearborn, MI 48126

info@downtowndearborn.org

313-943-3141

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

DISTRICT 12TM

Home of the Nashville Hot

www.eatd12.com



Our Story

When we set out to create a great restaurant experience, things got interesting quickly. District 12 represents the pride and accomplishments of Michigan's 12th Congressional district. Home to some of America's richest history. We set out to build a great family restaurant representing our diverse community and featuring all fresh never processed burgers, chicken sandwiches, wraps, salads and shakes. District 12 currently has 2 location and planning future expansion.

Home of the Nashville Hot



Our Plans

District 12 is moving to the old Baily's site on Michigan Ave. We have leased the Michigan Avenue frontage. Approximately 2,200 square feet. The site will offer better visibility and allow us to fully realize the potential of the franchise as we grow. The new location will offer indoor/outdoor dining, state of the art kitchen and cooking area. It will also allow us to maximize efficiency and productivity. Our target date is January 2022

Home of the Nashville Hot



The Site

District 12 design will incorporate many of the historic elements of the sight. Including the brick walls. The theater marquee. It will offer a great dining experience in an urban design environment. It will incorporate many of features, indoor , outdoor dining. District 12 signiture mural depicting Dearborn rich history and reclaimed wood accents.

Home of the Nashville Hot

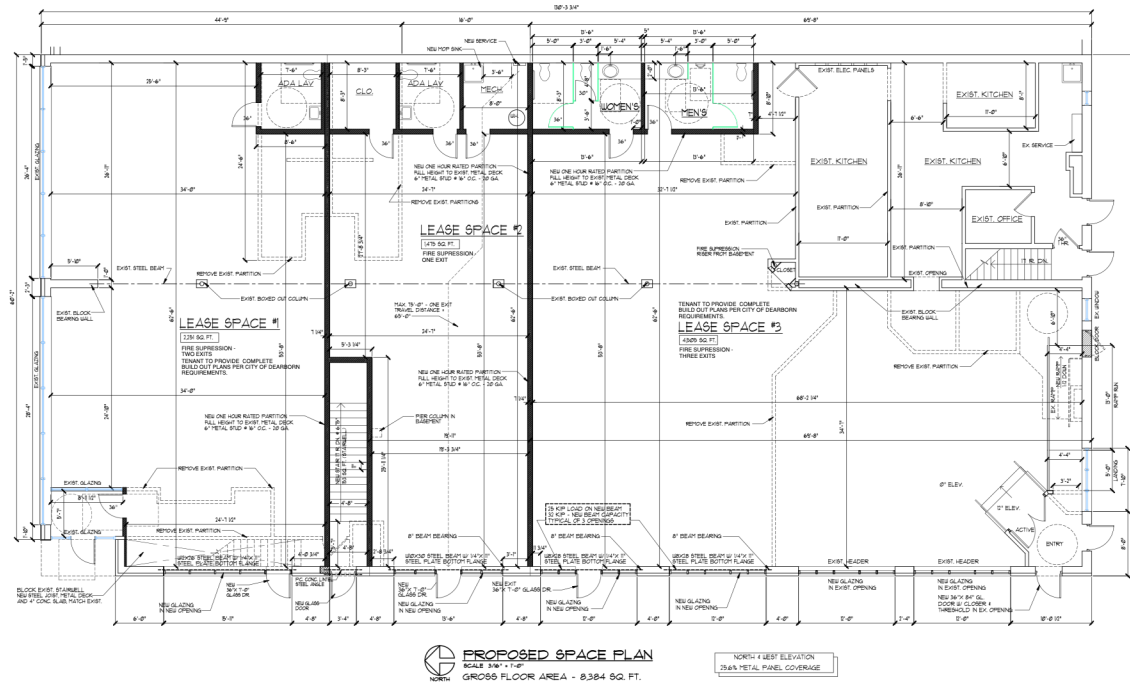


Arch & Design	\$ 10,000.00
Permits & Fee	\$ 2,500.00
Tennent Improvements	\$ 30,000.00
Electrical	\$ 12,500.00
Mechanical	\$ 30,000.00
Plumbing	\$ 7,500.00
Equipment	\$ 30,000.00
Signage	\$ 10,000.00
Furntiture	\$ 10,000.00
Façade Improvements	\$ 7,500.00
Contingency	\$ 5,000.00
Total	\$ 155,000.00
Grant Request	\$ 10,000.00

Our Budget



Exterior Remodel at 22089 Michigan Ave. with new Glazing on west side (formerly Bailey's Restaurant)
Divide former Bailey's into three new Lease Spaces.



SHEET INDEX	
A-1	PROPOSED FLOOR PLAN
A-2	BASEMENT PLAN
A-3	ELEVATIONS
A-4	GENERAL NOTES
E-01	ELECTRICAL PLAN
M-01	MISC. PLAN
M-02	ROOF PLAN

GENERAL NOTES

SPECIAL CONDITIONS

The Owner, General Contractor, each individual Subcontractor and Manufacturer agree to permit the Architect to perform, or have performed, any and all work or services that may be required or necessary during construction as a result of any or all of the following: Construction within the boundaries of the project and/or the project site.

All work shall be performed in accordance with Local, State, and Federal Safety Codes, Statutes and Regulations.

No work shall be performed until after the General Building Permit has been issued and all work shall be performed in accordance with the Building Department's requirements.

The General Contractor and each subcontractor shall be responsible for field checking of all dimensions and for making sure that all work is done in accordance with the Building Department's requirements.

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The General Contractor and each subcontractor shall be responsible for field checking of all dimensions and for making sure that all work is done in accordance with the Building Department's requirements.

Job Location:
22089 Michigan Ave.
Dearborn, MI

Owner:
Ali K. Nasser
Contractor:

MICHAEL A. TSAKOFF, ARCHITECT
22055 Ford Rd., Suite 400, Dearborn, Michigan, MI 48127
Voice - 313-565-8421 Fax - 313-565-8422
E-mail - mtsakoff@tsakoff.net

JOB NUMBER
21-1076

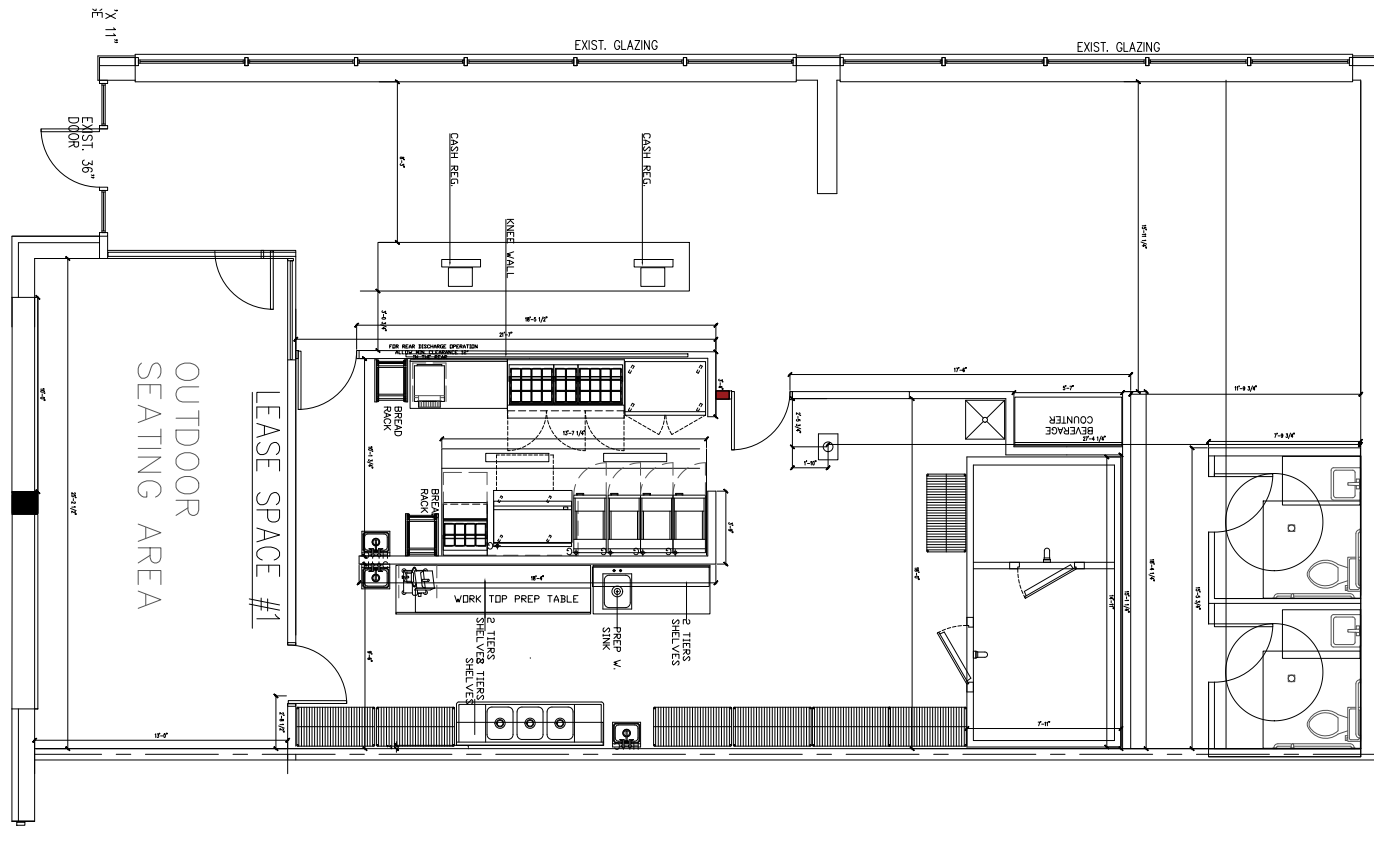
DATE PLOTTED

FLOOR PLAN
ELEVATION

REVISED DATE
5/23/21

A-1

District 12 Lease Space 1



Floor Plan

DISTRICT¹²

BURGERS

ADD PATTY - \$2.5

HAMBURGER - \$7

MAYO, KETCHUP, LETTUCE, TOMATO AND PICKLE

CHEESE BURGER - \$8

MAYO, KETCHUP, AMERICAN CHEESE, LETTUCE, TOMATO AND PICKLE

CEDAR BURGER - \$8.5

COLESLAW, FRIES, AMERICAN CHEESE AND KETCHUP

CHIPOTLE BLACK BEAN BURGER - \$8.5

LETTUCE, TOMATOES, PICKLE, SWISS CHEESE, HOUSEMADE SPICY MAYO

BACON CHEESE BURGER - \$9

CHEESE BURGER PLUS BACON

MUSHROOM SWISS BURGER - \$9

MAYO, KETCHUP, ONIONS, MUSHROOMS, SWISS CHEESE

SOUTHWEST ALAMO BURGER - \$9

LETTUCE, TOMATO, SPICY CORN PICO, AMERICAN CHEESE, HOUSEMADE SPICY MAYO

BBQ RODEO BURGER - \$9.25

MAYO, SWISS CHEESE, BACON, ONION RINGS, BBQ SAUCE

CLASSIC 12 - \$12

DOUBLE PATTIES, LETTUCE, TOMATOES, PICKLE, RED ONIONS, AMERICAN CHEESE, HOUSEMADE SPICY MAYO

CRISPY / GRILLED CHICKEN BURGER - \$8.5

LETTUCE, PICKLES, AMERICAN CHEESE, MAYO

MAKE IT A COMBO! ^{\$3.50}

FOUNTAIN DRINK - \$2.25
SODA CAN - \$1.50
WATER BOTTLE - \$1

OUR MENU IS 100% HALAL

SANDWICHES

NASHVILLE HOT CHICKEN SANDWICH - \$8.5

MAYO, LETTUCE AND PICKLE, NASHVILLE HOT SAUCE

HONEY MUSTARD CHICKEN SANDWICH - \$8.5

SWISS CHEESE, LETTUCE, MAYO & HOUSEMADE HONEY MUSTARD SAUCE

HONEY SRIRACHA CHICKEN SANDWICH - \$8.5

LETTUCE, MAYO & HOUSEMADE HONEY SRIRACHA SAUCE

NASHVILLE NOT CHICKEN SANDWICH - \$8.5

MAYO, LETTUCE, PICKLE AND RANCH

LEMON PEPPER CHICKEN SANDWICH - \$8.5

MAYO, LETTUCE, TOMATO, LEMON PEPPER SAUCE

TURKEY PASTRAMI - \$8.5

MAYO, LETTUCE, BANANA PEPPERS, CHEESE, ITALIAN DRESSING

STEAK & CHEESE SUB - \$8.5

RIB EYE STEAK, MUSHROOMS, ONIONS, CHEESE, MAYO, LETTUCE BANANA PEPPERS, ITALIAN DRESSING

TUNA SANDWICH - \$8

TUNA SALAD, LETTUCE, TOMATO, PICKLE ON TEXAS TOAST

BONELESS WINGS

PLAIN | BBQ | NASHVILLE HOT | HONEY SRIRACHA |
HONEY MUSTARD | LEMON PEPPER

5 PIECES \$5 20 PIECES \$17
10 PIECES \$9 30 PIECES \$24

WRAPS

TOMATO BASIL, SPINACH & HERB, WHEAT

NASHVILLE HOT CHICKEN WRAP \$8.5

LETTUCE, PICKLES, MAYO & OUR NASHVILLE HOT SAUCE

HONEY MUSTARD CHICKEN WRAP \$8.5

SWISS CHEESE, LETTUCE, MAYO & HOUSEMADE HONEY MUSTARD SAUCE

HONEY SRIRACHA CHICKEN WRAP \$8.5

LETTUCE, MAYO & HOUSEMADE HONEY SRIRACHA SAUCE

NASHVILLE NOT CHICKEN WRAP \$8.5

LETTUCE, PICKLES, MAYO & HOUSEMADE RANCH

LEMON PEPPER CHICKEN WRAP \$8.5

LETTUCE, TOMATO, MAYO & HOUSEMADE LEMON PEPPER SAUCE

CHICKEN BACON RANCH WRAP \$9

GRILLED OR CRISPY CHICKEN, BEEF BACON, AMERICAN CHEESE
LETTUCE, PICKLES, MAYO & HOUSEMADE RANCH DRESSING

CHICKEN WRAP \$8

GRILLED OR CRISPY CHICKEN, AMERICAN CHEESE
LETTUCE, PICKLES & MAYO

TUNA WRAP \$8.5

TUNA SALAD, LETTUCE, TOMATO, & PICKLES

SLIDERS

NASHVILLE HOT \$8.5

NASHVILLE NOT \$8.5

LEMON PEPPER \$8.5

HONEY SRIRACHA \$8.5

HONEY MUSTARD \$8.5

STEAK & CHEESE \$8.5

SALADS

CILANTRO LIME SHRIMP SALAD \$15

SHRIMP, ROMAINE LETTUCE, TOMATOES, ROASTED
CORN, SUNFLOWER SEEDS, TORTILLA STRIPS
& HOUSEMADE CILANTRO LIME DRESSING

KETO COBB SALAD \$12

GRILLED CHICKEN, ROMAINE LETTUCE, TOMATOES, AVOCADO,
BEEF BACON BITS, EGGS & HOUSEMADE RANCH DRESSING

GREEK SALAD \$8

ROMAINE LETTUCE, FETA CHEESE, TOMATOES, CUCUMBER,
RED ONIONS, BEETS, KALAMATA OLIVES, BANANA PEPPERS
& HOUSEMADE GREEK DRESSING

CAESARS SALAD \$8

ROMAINE LETTUCE, PARMESAN CHEESE, CROUTONS
& CAESARS DRESSING

SIDE SALAD \$4

ROMAINE LETTUCE, TOMATOES, CUCUMBER, CHEDDER
CHEESE, RED ONION & RANCH

ADD

| GRILLED CHICKEN \$3 | CRISPY CHICKEN \$3 | NASHVILLE \$3 |
| SHRIMP \$4 | STEAK \$4 |

SIDES AND APPS

SMALL FRIES ^{REGULAR OR CALIF} \$4

LARGE FRIES ^{REGULAR OR CALIF} \$6

MAC & CHEESE BITES (8 PC) \$4

MOZZARELLA STICKS (6 PC) \$4

ONION RINGS \$4

** CONSUMING UNDERCOOKED MEATS, POULTRY, SEAFOOD, SHELLFISH OR EGGS MAY INCREASE YOUR RISK OF FOODBORNE ILLNESSES**

EATD12.COM

LET US CATER YOUR NEXT FUNCTION!

**Dearborn Farmers & Artisans
Market Graphics - \$2082.50**

**DFM voice over for radio spot
\$450**



**Opening Day
June 4**

**Market runs
June 4-Sept. 24
Fridays 2-7 p.m.**

Presented by:

Andrea Fitzgerald, Keller Williams Legacy
Beaumont
Dearborn Heights Rotary Club
Glass Academy
SMART Flex
Western Wayne Family Health Centers



1034 Monroe St.
On West Village
Drive between
Monroe and Mason
streets behind
Wagner Place



dearbornfarmersartisansmarket.com f t i



Presented by:



Beaumont

Dearborn Farmers & Artisans Market

Fridays
June-September
2-7 p.m.
Wagner Park



DEARBORN
Farmers
+
Artisans
Market

Presented by
SMART Flex

FRIDAYS
2-7 p.m.



DEARBORN
West Downtown



DEARBORN
Farmers
+
Artisans
Market

Presented by
Beaumont

FRIDAYS
2-7 p.m.



DEARBORN
West Downtown

Dearborn Farmers +
Artisans Market

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Presented by Beaumont



DEARBORN
West Downtown

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DEARBORN
West Downtown

dearbornfarmersartisansmarket.com



**Every Friday,
June through
September
2-7 p.m.
Wagner Park**



Yoga at the Market



**Every
Friday, June
through
September
2-7 p.m.
Wagner Park**

downtowndearborn.org

2021 GRAPHIC DESIGN BUDGET

BRANDING PROJECTS TO BE COMPLETED UNDER CONTRACT	YEAR 2 (August - December) GRAPHIC DESIGN SERVICES	YEAR 2 (January - July) GRAPHIC DESIGN SERVICES
U051 - Recruitment Video	Fall Trick or Treat	Dearborn Restaurant Week
U052 - Recruitment Package	Fall Perennial Exchange	Ramadan Promotions
U070 - Volunteer Program	Pumpkin Carving	Historic Preservation Month
U049 - Annual Report	Adopt a Tree Well	Earth Day Promotions
U099 - Social Districts	Shop Small	Sidewalk Café
U050 - Website	WinterFest	Perennial Exchange
30 second TV spot - overall Luv UR Local to be used seasonally	Winter Breeze/Holiday Open House	Movies in the Park
U049 - Annual Report	General Holiday Campaign Graphics	Tunes at Noon
	Pandora Ads	Mosaic of Music
\$105,875	General Fall/Winter Graphics	Jazz on the Ave
	Event Announcements	Friday Nights
	THF Ads	Kids Days
	City Hall Park (Community Engagement 2)	Farmers Market
	Vision Plan (Community Engagment 2 & Announcements)	THF Ads
	Comcast Annual Ad/Seasonal Rotations	Comcast Seasonal Rotations
	\$25,000	Art in Public Spaces Plan
		Main Street Materials
		Ladies Night Out
		AMOUNT TBD
**Annually based on a typical year of events and projects - \$75,000 should be budgeted for basic graphic design services. This may fluctuate based on events or project demands.		
EVENT GRAPHICS TYPICALLY CONSIST OF THE FOLLOWING:		
poster		
social media		
PAC ad		
signage (banners, sandwich boards, lawn signs)		
advertising (print, pandora)		
sponsor graphics		
website graphics		
postcard		
PLUS SPECIAL ITEMS FOR EVENTS		
Shop Small passport		
DRW Coasters, Menus, Over 40 social media graphics, presentation		

FALL/WINTER 2021 GRAPHIC DESIGN ESTIMATED DETAILS

Fall/Winter 2021		HOURS	EXPENSES	TOTAL
U085	Fall Harvest	6		\$750.00
U069	Fall Perennial Exchange	3.5		\$437.50
U072	Pumpkin Caring	2		\$250.00
U087	Halloween Scavenger Hunt	1.5		\$187.50
U071	Adopt a Tree Well	2		\$250.00
U073	Shop Small	32.5		\$4,062.50
U074	WinterFest	10		\$1,250.00
U092	Holiday Campaign	13.75		\$1,718.75
U092	Holiday Campaign Video & Pandora Ads	54.75	\$2,435.00	\$9,278.75
U088	Fall/Winter Graphics	3.08		\$385.00
	** DOES NOT include: Campaigns (Comeback, BAT, Dine Out Dinner, Social District), CTM/Event Brochure, Event Announcements, THF assets, Flyers/Ads, Banners			
	THF Assets (January-August 6)	4.33		\$541.25
	Add: City Hall Park			\$1,000
	Add: Vision Plan Promotions			\$500
	Add: Social District			\$1,500
	TOTAL ESTIMATED			\$22,111.25

PROJECT	STATUS	NEXT STEP
Platform Dining	WDDDA Platforms complete; EDDDA Platform Installed	WH Canon to deliver and set up planters and curbs the week of Sept. 13
Office Remediation	ServPro services are completed	Artspace Needs to Repair Walls; Bill Artspace for the second flood costs
EDDDA Planter Tree Well	3rd Edition of Bid has been Released Due Back Sept. 29	Prepare Resolution for Board Approval for October
Snow Removal	Met with Premium to Review Contract Issues and Billing	Prepare Contract Renewal for Board Approval for October
EDDDA Landscaping & Maintenance		
WDDDA Landscaping & Maintenance		
Mobility	Scooter MOU in Progress - Prepare for Council;	Reconnect with MOGO on Bike Share Agreement; Meet with SEMCOG on funding options;
City Hall Park Redesign	Concepts Developed	Schedule Advisory Team Review of Concepts; Community Engagement
Light Poles	Buyer Purchasing	Confirm PO Sent and Delivery Date; Inform DPW as to quantity and spec of shipment
Banners	Brand Banners Complete	Reorder Shop Small Banners/Replacements
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 being finalized	Assign Locations; Signage for Participants
Fall Perennial Exchange	Posters being delivered	Event on September 18
Trick or Treat	Posters being delivered	Finalize Participants; Develop Map; Event on October 30
Pumpkin Carving	Posters being delivered; donation of pumpkins secured	Supplies; Event on October 30
Shop Small	Comcast Ad Secured	Secure Ads with WNIC and WDIV; Finalize Participants; Passport Production and Print materials
Shop Small Kick Off/Open House	Santa and Reindeer Secured	Secure Location (s); Logistics; Participants
Winterfest Market	Santa and Reindeer Secured	Solicit Tent Bid; Participants



(<https://michigandowntowns.com/>)

Event Registration - Michigan Downtown Association

Category View (regmenu_cat.php?orgcode=MDTA)

MDA Annual Statewide Conference

11/4/2021 - 11/5/2021

November 4-5, 2021

Detroit Pal

In-person & Virtually Attendance Option

WE ARE BACK!

Join us in Detroit for our two-day conference.

Session topics include:

Façade Grants

Energy programs for small business

County & Downtown Relations

Latest in Public Art Trends

Public Finance and Policy

Community Heart & Soul

How to Help Start Ups

We are thrilled that a speaker from Project for Public Spaces will be presenting!

The recipients of the 2021 MDA Annual Awards will also be announced.

Registration is now open.

\$195 per individual member through October 28, 2021.

\$215 per individual member after October 28, 2021.

\$225 per individual non-member of the MDA through October 28, 2021

\$245 per individual non-member of the MDA after October 28, 2021.

The rate for in-person and virtual attendance is the same. As you proceed with your registration, you will have the option to choose Virtual Attendance Only. Your unique login information will be sent to you as we approach the event.

A block of rooms has been reserved for Annual Conference attendees at the Motor City Casino Hotel at a rate of \$139 (excluding taxes and fees), per night. The hotel will accept cancellations prior to 6pm the day before your check in date. For reservations and complete information, please click here (<https://booking.motorcitycasino.com/?package=110321MIDA#/>). This special rate is valid through October 4, 2021.

The MDA is closely monitoring all CDC, MDHHS, and local mandates as well as private facility requirements. Updates will be sent to attendees, via email, as necessary. We look forward to hosting a safe and informative event!

Location: Detroit Pal
1680 Michigan Avenue
Detroit, MI 48201

Register For This Event

([addcontact.php?evid=24125625](https://www.memberleap.com/members/evr/regmenu.php?orgcode=MDTA&addcontact.php?evid=24125625))





JOINT DDDA EXECUTIVE COMMITTEE MEETING MINUTES



September 7, 2021

9 a.m.

Attendees: Eric Woody, Matthew Dietz, Steve Horstman, Sam Abbas, Moe Hider, Cristina Sheppard-Decius, Steve Deisler, Cathleen Francois, Janet Bloom, and Jeff Lynch (joined 9:30am).

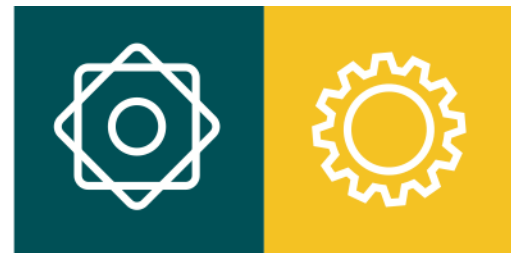
1. JOINT BOARD MEETING AGENDA ITEMS
 - a. Snow Removal (October)

Cristina and Janet to speak to Ted about possible new bid for season. Purchasing has stated outgoing bids are having issues with response due to labor shortage. Struggled with current contractor with performance and billing.
 - b. Holiday Décor (October)

Use next two weeks to decide lights and decor in districts. Eric Woody will provide decor contact from Beaumont. Check with Mike Hamame to be sure festoon lights and lights in trees work. The festoon lights were paid for by the city several years back.
2. WDDDA ONLY ITEM
 - a. Open Door Dearborn Grant: (Former Bailey's)

Steve - Ali Nasser, property owner, put in \$10,000 application for former's Bailey location; District 12, moving into that location, is also asking \$10,000 for signage and some build out. This is an unusual situation given property owner and tenant are applying for same location. We can review giving full amount or partial to applicants. Sam - look at what they are proposing - flexible in giving some grant money based on what they present. Ali is splitting building into three spaces. District 12 will take corner location. Cristina requested to send applications to Executive Committee. Steve to send applications with renderings and other details to Executive Committee. Meeting with DEV at 2 pm today to review both applications.
 - b. Sponsorship of Dearborn Historical Museum Beer Tasting/Fundraiser

Do as a co-partnership, and use our brand design, too. They will be doing at commandant's quarters and not at Brady site so right in downtown. We can help with volunteers and getting out our event brochure. It would be a good tie in to promote what a social district is and what it could be. Cristina talked to Paul about championing the social district and encourage businesses to take part. Eric - in Royal Oak they found participants are families taking part, no issues with intoxication. Sam - just be sure everything is placed properly for branding at event.



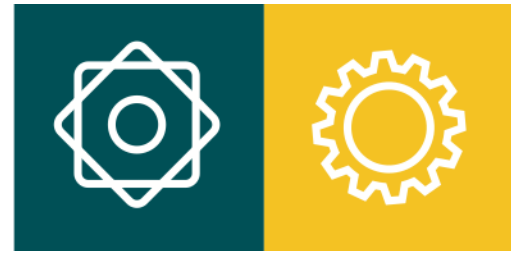
- c. Brand Contract Amendment - Graphic Design for Fall/Winter Promotions
Reviewed chart of Octane work to be done for Fall/Winter and general marketing items (i.e. Comcast ad, The Henry Ford, etc.) which has an estimate of \$25,000, which was approved by East last board meeting. Biggest component is video that is currently in production. Projection is \$22,111.25. Asking for \$25,000 so if there are small overruns, we have funds available.
 - d. EXEC ACTION: Payment Authorizations; Motion made by Sam Abbas, seconded by Jeff Lynch; voice vote - all ayes, motion passed.
- 3. EDDDA
 - a. Tree Well Removal (October)
Due back Sept. 29. Added more concrete work to make it a larger project to hopefully get more applicants. Cristina sent purchasing the list of those who expressed interest before.
 - b. Open Door Grant - More Funding Needed/Move Funds
- 4. UPDATES/DISCUSSION/NEW BUSINESS
 - a. Office Lease
Reviewed the office locations at Beaumont at Michigan and Schaefer. Shown 5 spaces, but only two would really work. It comes with all the furniture. Negotiable but original cost present is \$6,000 a month for 3500 sq. ft. Other spaces - comps \$18/sq.ft gross. Review political ties with East versus West and in Artspace or out of Artspace. It was suggested that maybe a satellite office in West with main location in East would be a workable option.
 - b. Main Street Application
Michigan Main Street stated we should have our 501(c)3 established but we pushed back that we were instructed we didn't need to have. Cristina was told we could do as part as a Main Street member. Laura would support either way we choose. They are used to working with communities who don't have a DDA in place. We do and are more structured. It would be complex for their organization. Cristina to gather more input from Steering, staff, etc. to see what direction to take. Wrapping up video today. Eric - meeting went well. found it interesting that they stated we shouldn't pursue due to not getting non-profit yet. Would support either direction we choose. Steve - we are large and complex for MMS. Are able to apply next year if rejected this year.
 - c. DDI Formation
Eric suggested reaching out to Laura with Michigan Main Street again. Make as strong a case as possible. Weigh how much time this will take. Need to create service agreement and that is the most difficult piece to create. Also need bylaws in place.
- 5. OLD BUSINESS FOR AGENDA
 - a. By-Laws
Licia out this week. Will meet with her when she returns and expect to have to Executive Committee in October before it goes to the board.



- b. Board Member Job Description
Formalize and do in tandem with bylaws.
 - b. Office Remediation
Covered. Paused cleaning contract until drywall work done and unpacked.
 - c. Mobility - Scooter Share
Draft MOU in Legal, will connect with traffic engineer and police department to make sure they are ok with operations, locations, and specifics.
 - d. WDDDA Social District
Gear up for 2022. Work on district mapping. Get to council on a briefing session to provide an update.
 - f. EDDDA Platform Dining Installation- contact W H Canon to confirm planter and plants install this week. Need to add remaining items to complete East platform.
 - g. EDDDA Landscape & Maintenance
For W H Canon, the scope has changed, our expectations are much greater and we are scheduling a performance review meeting with purchasing and W H Canon to review issues again.
6. CALL TO EXEC COMMITTEE
No items.



DOWNTOWN DEARBORN DESIGN/EV COMMITTEE SPECIAL MEETING 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)

Join by Skype for Business: <https://zoom.us/skype/323245564>

September 7, 2021
2 p.m.

Attendees: Mike Kirk, Jackie Lovejoy, Hassan Sheikh, Mark Guido, Cristina Sheppard-Deisler, Steve Deisler, Ali Nasser, and Nasser Beydoun.

Ali Nasser, WDDDA Open Door Grant Application, 22085 Michigan

The applicant presented the project to the Committee. The request is for a Level III grant for 10,000 for Facade improvements. There will be 3 new commercial spaces created inside. Tenants have been secured for Spaces 1 and 3, both restaurants. The DEV Committee reviewed the plans and verified design details. New brick on the facade was approved, also. The project has been reviewed and has received both building and site plan approval.

- The grant request was approved unanimously with no special conditions.

Nasser Beydoun, District 12, WDDDA Open Door Grant Application, 22085 Michigan, Space #1

The applicant has committed to taking the front space in the renovated building at 22085 (Ali Nasser, owner). The request is for Level I and Level III grant for 10,000 for signage and interior improvements. The interior unit totals about 2200 sq. ft. One garage-style door will open up the outdoor seating area to Mason street.

- The grant request was approved with the condition that the applicant submits 3 quotes for both signage and interior improvements and secure all building and sign permits.

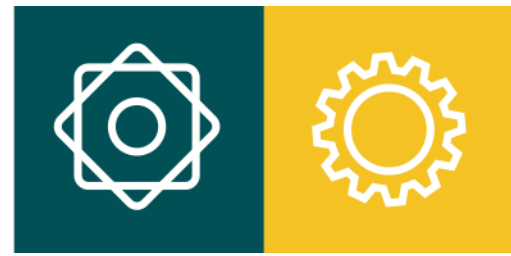


Mission:

Collaborating to create a vibrant Downtown Dearborn experience for all.



DOWNTOWN DEARBORN DESIGN/EV COMMITTEE MINUTES



Join Zoom Meeting

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Meeting ID: 323 245 564

Password: 265323

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

Join by Skype for Business: <https://zoom.us/skype/323245564>

August 25, 2021

2 p.m.

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

AGENDA ITEMS	TASKS/ACTIONS	ASSIGNMENTS
A. Open Door Dearborn	<ul style="list-style-type: none">• EDDDA Design Block Property/Business Meeting & Marketing• Potential Applicants:<ul style="list-style-type: none">o Hawaii Nailso Green Braino Retro Image	Mike Kaid may have interest as part of Block Facade, Awaiting figures from Yusaf on costs to provide to Mike Kaid. Yusaf reviewing Hawaii Nails for renovation. Initial question is the committee willing to consider a larger ask above the \$10K limit. Have already expending \$20K and \$20K remaining. Greenbrain (est. full \$10K for facade and interior), Image Works, Blick's, Retro Image possibly interested. Jeff: do we put more funds into larger projects or do we spread out and do more but do we do enough to make a difference. Cristina: if a store occupies more than 60ft - DDA can award more funds at their discretion. If it is a multiple unit, with one



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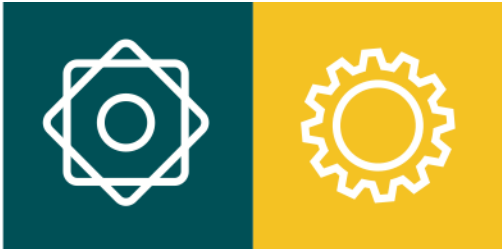
		<p>owner, and each has its own facade and ground floor entrance; funds can't exceed \$30K. Budget was \$40K per district per year. We can move dollars to fund more projects. Another one, former Nar Bar, may also be an applicant. Mike suggested Nar Bar project might be better served in MEDC program.</p> <p>Money is not being used for flood damage repair. Green Brain - plan to do front and back of shop (Level 3). LeCigar - he will be submitting soon. Will ask for maximum. Do roof top. Main level to be split in two units. Najib will live in top condo. Can review moving dollars in budget to grant program. Jeff: consider the funds coming in from refinancing of parking deck. It's not immediate but fye2023 should be a couple hundred thousand available. Get applications in to see scope of projects and estimated costs.</p> <ul style="list-style-type: none"> -Design eBlock Estimates -Identify Other Funding Resources -EDDDA 2022 Budget
B. Sidewalk Cafés	<ul style="list-style-type: none"> • Tree Well Removal Bid • Outdoor Use Amendment Mtg • Platform Dining • Future Items: 	<p>-3rd Round Bid Release for Tree Wells - Cristina - will need MDOT permit; asking Tim Hawkins if a permit is</p>

	<ul style="list-style-type: none"> o Design Manual: Lighting & Signage 	<p>needed from city. Then provide to purchasing.</p> <ul style="list-style-type: none"> -Draft Outdoor Use Ordinance amendment(s) <p>Jeff: want to put something together permanent for outdoor dining- one person who has expressed interest to do outdoor dining past end of Sept.; imagine other also interested. Let's continue what we are doing and make changes to allowance for outdoor dining. Want to make it easy to do. Need to keep in mind what we are giving up (ie parking spots in trade for platform dining). Expensive to put in and remove platforms. Steve will survey to see who will use platform in winter months.</p> <ul style="list-style-type: none"> -Planter/Bumper Install for EDDDA Platform
C. COVID-19 Business Support	<ul style="list-style-type: none"> • Retool Dearborn Open for Business FB Page 	<ul style="list-style-type: none"> -Schedule Focus Groups -Shopping Web Platform -Resource Education -Post Employment Opps on Open for Business page -Cross Promote SMART program
D. Business Assistance Team	<ul style="list-style-type: none"> • BAT Live • Morning Mix 	<p>Steve - invite Jeff and Hassan to be on Morning Mix end of October - talk about city grant and what we might be seeing in the future.</p>
E. Bike Facilities Implementation Plan	<ul style="list-style-type: none"> • Bike Racks • Bike Lane/Sharrow Installations 	<ul style="list-style-type: none"> -Bike/Scooter Update- <p>Steve: been in touch with Spin, City and DDDAs. Have</p>

	<ul style="list-style-type: none"> Bike/Scooter Share 	<p>MOU drafted and in Legal Dept. now. Working with Dave Norwood on locations and use. Spin will have local representation - they monitor, enforce, and repair. They collect if not in right spots at deployment areas. Goal is to bring proposal to city council in Sept. If everything goes in order, would like to see active in October. A handful of locations in dddas and in other districts - need to address U of M Dearborn area, connection to Fairlane Town Center and Henry Ford and the Union. 300 scooter launch in 4-5 districts.</p>
F. Public Art	<ul style="list-style-type: none"> Public Art Plan 2021 EDDDA Art Project WDDDA Zap! Art Bloomberg Art Asphalt Grant 2022 	<p>-Art Needs Assessment Cristina and Emmajean will walk around and see what would be cheap and quick to do. Matthew asked to be included. Mike will do walk, too. Mural dedication tomorrow at Blick. -Kick off on hold until Vision Plan completed - Artist Procurement -Art Review Criteria Zap art will be installed 9/10. Should hear in Sept. if we received the Bloomberg grant. It would be a spring/summer install in 2022.</p>
G. Recruitment/Tackling Vacancies	<ul style="list-style-type: none"> Property Updates & Key Property Mtgs 	<p>Jeff: property at Howard and Michigan - interesting</p>

	<ul style="list-style-type: none"> • Broker Roundtable - KW/DABOR • Property Owner Roundtable – push to 2021 • FBC Marketing Piece (Tom, Kaileigh, Steve & Steve) • Biz Development Dashboard 	<p>looking proposals received. Open for bids until Sept. 2. Will ultimately go to city council to see who to sell it to.</p> <p>Parcel between parking decks. More conversation needs to take place internally at city. Agreement in place now was done via public charette. It calls for office/multifamily/retail/hotel .Do we stick with or reopen to marketplace to see what should take place now. Council would have to remove deed restriction. So still need to resolve. At Michigan and Brady - asked for survey and topography. Want to know exactly what we have there. Parking lot may need to be separate from Brady property. Parking area may be small scale townhouse style development - which means it might two different developers. Won't put on market until completed. Having conversation on parking lots in East and West downtowns. Put together RFP to do consultant to see capacity for redevelopment - four large lots (2 East and 2 West) and those lots may become redevelopment areas. How to manage lost parking.Would need to</p>
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		<p>replace lost parking and provide parking for development, which may turn to decks which are costly. Want to see response from consultant.</p> <ul style="list-style-type: none"> -Schedule Roundtable with Webinar Series -Content for FBC marketing piece (started) -Development Sites: CBRE Contract -ECD/PMADS meeting to coordination development info
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 	<ul style="list-style-type: none"> -Vision Plan -In Draft Review Goal is to have by October for open review. Plan to have one more community and board review. -CHP concepts - having meeting with Beckett & Raeder to review first, then hold public engagement portion - will need to figure out how we want to conduct. -RFP Committee established for Library Lot - Cristina: Terri sent note out - selection committee picked and waiting on meeting date to be set. - EDDDA Parking & Alley RFP Spec -Farmers Market Shelter engineering/design/location -Assess Community Garden Success No updates on CAVnue project. No updates in



		months. Cristina will reach out to Gurette and get back to Jeff.
I. Beautification	• EDDDA landscaping	-Installation in Progress

Chamber is launching a shopping web platform. It was an item on the punchlist from U of M study. It would help those without a shopping platform. Believe it will launch Sept/Oct. and cost is around \$20 a month for business to use system. Will get more information from Jackie.

We need to do focus groups to get deeper information with businesses. What do we want to learn from the businesses. We are nine months out from survey. Matt: need to get businesses to get engaged, do a physical face-to-face event. What groups - restaurants vs. retailers. Or break out by how long business have been in business. Maybe group by similar issues. Focus Groups - listen to issues then turn into working groups to problem solve or just listen then take to committees. Matt - since survey said they need more information - we should try for working groups.

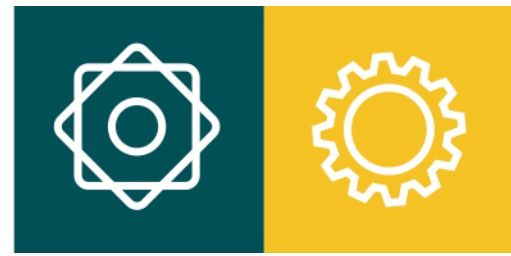
Multimodal Transportation Plan: where is the city at to add more bike lanes that were already identified. Evergreen and Hubbard easement - Jeff: no progress on easement. As far as other items - intent is to focus on how it fits in with city's master plan but not to ignore items we can move forward with. He needs to connect with Kaileigh. Invite her to this meeting next month. Review low hanging fruit on projects.



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DOWNTOWN DEARBORN PROMOTIONS COMMITTEE MINUTES



August 25, 2021

9 a.m.

Attendees: Jan Cislo, Katie Merritt, Julie Schaefer, Matthew Dietz, Christine Sickie, Hassan Sheikh, Cristina Sheppard-Decius, Helen Lambrix, Cathleen Francois, and Janet Bloom.

A. Final 2022 Schedule

Cristina - Board approved last Thursday at monthly board meeting. It was submitted yesterday to DPI Dept. for city calendar purposes.

B. Main Street Visit

Cristina - Michigan Main Street team is onsite on Monday, August 30 from 11:30am - 1:30pm. It will include a tour and lunch. Video is currently in production. Patty from CDTV conducting interviews to add to it. The tour will be starting from East DDA then move to West DDA. Matthew - suggested to start at Haraz Coffee and then Great Commoner for lunch - showcase some areas. Expect 15-20 people so need to accommodate for COVID-19 social distancing.

C. Communications/Social Media/Print

Helen - on track to surpass 2019 impressions. 247,000 current impressions. Over 2 million impressions received for 2021. Comparisons - 2019 was 2.5 million impressions for the year. We are close to that now, even before fall and winter events.

July we had 7,000 engagements. Engagement rate per impression - we are at 2.8%. Industry engagement standard is 2%. We are 79-80% to goal.

Join Zoom Meeting
<https://zoom.us/j/308973055?pwd=Sy9GNlBxZGZ4UmgxRlZrRzk3WTdHQT09>

Meeting ID: 308 973 055
Password: 123811

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Audience grew over 300. Goal is 18,000. We are at a little over 16,000 followers. In 202, we gained a little over 2,000 new followers.

Matthew - like us, follow us, then win a free item; suggested to engage with a few businesses. Helen - could review to do for fall events - will research. Cristine - fine accept when asked to tag friend. Helen - wants to make sure we do creatively and well and not to look desperate for followers, which can be a perception of the audience. Katie- structure in a way that the audience wants to make sure they don't miss out on events, etc. Cristina - topic can be to learn about newest businesses who've opened. Helen- when someone interacts with page, she'll invite them to follow, which has been successful in the past. Need to balance those businesses who are active on socials versus those businesses who aren't. Cristina - yes, balance but also activate and engage with those who are active. Cristina - "Fall for Dearborn". Cathleen - add businesses as guests. Helen - we have tried but haven't been able to secure. Still in the plans.

D. 3rd/4th Quarter Events/Promotions Updates

Cathleen:

a. Perennial Exchange

Cathleen to meet with Katie today on this event. Katie - English Gardens - allows us to put a poster up, but would like to see more engagement. We had higher attendance recently, even as it was scaled back, not sure if attributed to pandemic or number of years event has been running. Cristina - be sure to share with neighborhood groups. Christine - share with Friends of the Rouge. Matthew - find mom and pop landscape or garden centers that would answer onsite questions. Katie - U of M - check with Master Gardener class.

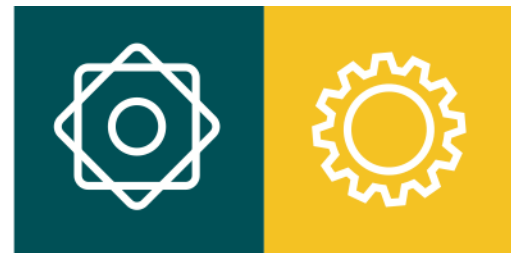
b. Adopt a Tree Well

Ten have answered positively. Cathleen is requesting map to know



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where they are at. Translation - may be not understanding what we do and looking to address. Cristina - this is a good way to engage community organizations. Cathleen to send list to Cristine to see what other groups she can offer. DDDA contractors decorate both East and West. West is more concentrated in pots and corners. With ATW, it will be a full look and fill in gaps.

c. Trick or Treat/Pumpkin Carving

Westborn will bring their truck over to deliver. Cathleen to walk stores to connect and talk about event. Use paint left over from prior events, currently in Ford garage in Artspace. Julie - will have stickers available to use.

d. Shop Small & Kick Off Event

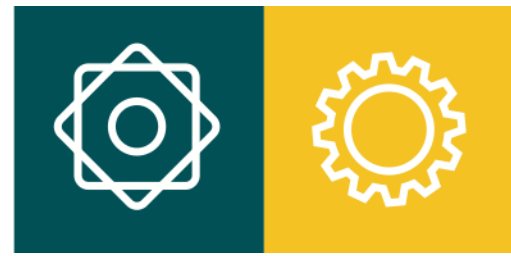
Check to see if Kidcadia would be location for kick off event. Look at competition or adding artists in shops. Want kickoff event to replace Open House. Want to create cross-promotions. Katie - originally Open House was Christmas party for businesses to meet DDDA and behind the scenes activities. Cristina - yes, that type of event can be done but suggest January or February - loop into a volunteer recognition event. Need to make tighter connection to businesses prior to launching that event. Christine - under Mike Bewick, Artspace was new so tours were a popular item when Open House launched. Cathleen - should chambers be added to mix? Cristina - might help with engagement and language barriers.

Matthew - homework assignment - bring ideas for Shop Small Kick Off event for next meeting.

Helen - Comcast for holiday - Live in the D "12 Days" - a representative via Skype to talk about holiday season promotions, \$500 cash giveaway. We would get a database of participants.



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\$3,000 price point. They would share video and give us video to share out.

24 hours option- all website ads on site would be Dearborn branding - \$2500.

Last year- did :30 spots and various clickable ads - \$7,000 campaign.

Shop Small - starts Nov. 27 - Dec. 5, 2021. There will already be a video running for the general year long ad. Last year did Pandora. Helen to get information on WNIC holiday packages and will send out sheet of information on all options. Shop Small/holiday promotion - usually around \$14,000.

e. Winterfest Market

No updates currently.

E. Sponsorship Goals

Sam expressed 50% goal for sponsorship for events in order for event to move forward. Balance voices on events due to some new and need time to develop audience. Need to review event and corporate sponsorship packages. Consider Membership or Fan only events- maybe at \$25 or \$50 to take part and do "Fan only" events.

F. Volunteer Management & Needs

DDDA will be onsite at University of Michigan-Dearborn Tuesday for volunteer/intern solicitation with incoming students.

G. Storytelling Time- What's Happening Around Town

Julie - Check out the Dearborn Public Library Book Sale - listed on the website, the library newsletter and social media. Sunday hours are resuming to 1 pm - 5 pm.

H. Committee Assignments/Take Aways

1) Matthew - plan to have ideas for Shop Small Kick Off for next month's meeting.



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DOWNTOWN DEARBORN EVENT MANAGEMENT NOTES AUGUST 2021

REPORT ON RECENT EVENTS

CURRENT/ PAST EVENTS:

- **MIP/ Silent disco**
 - **Music in the Park - Frank Woods Consultant**
 - Attendance has continued to grow steadily with an average of 85-110 people per week, with last week having close to 150 in attendance.
 - August 11th was cancelled due to rain. The remaining dates will run interrupted, though we have had 2 more entertainers cancel for September 1st & 8th - Frank provided replacements - the well known Denise Davis & The Motor City Sensations for the 1st & RYZ for September 8th. Attendance for the 1st was about 65, while the finale featuring RYZ had about 85 attendees - an incredible band that everyone enjoyed! A wonderful event for the end of the season.
 - Last minute and much needed lighting was successfully brought in by KLA, as sundown was 7:54 pm.
 - Every Wednesday from June 23 to Sept 8th 7:30 - 8:30pm
- **Silent East Disco - Bruce Bailey**

- Due to the confusion created, Silent East Disco was temporarily cancelled on August 13th as well as the upcoming date of September 24th. August 27th was lightly attended. September 10th will go on as planned.
- Original dates: Fridays June 4, 18, July 2, 16, 30, August 13, 27, Sept 10, 24 - 6pm - 10pm

- **Tunes at Noon:**
 - Finished 8/17 to an appreciative crowd and we will be bringing back the beautiful lunch atmosphere for next year.
 - Attendance has averaged about 75-85 per week

- **DFM**
 - Weather has been challenging with 4 out of 12 weeks rained out, but everything continues to be well trafficked.
 - Jean Smith carried out the rest of the weeks during August and up to September 10th, Cathleen to cover the last 2 weeks.

- **Movies in the Park:**
 - Movies @ Wagner Park:
 - August 13th Dolittle - rain earlier in the day made attendance lighter than expected
 - Movies @ CHP
 - Final date was September 3rd - My Spy - well attended with several families, about 60 people in attendance.

UPCOMING EVENTS:

Fall Perennial Exchange:

- Cathleen & Katie
- Friends of the Rouge to send out a volunteer to discuss native plants with community attendees.

Fall/ Winter Event Planning:

- Cathleen & Jean have sent out the Google Form for all fall event signups- we have 13 out of over 100 emails sent out.
- Cathleen sent out reminder emails to each individual business last week.- We now have 13 confirmed businesses for Adopt A Tree-Well, following up with others into next week.
- ATW, TorT, Pumpkin Carving - pumpkins verbally secured and decorations confirmed - paints, stickers, carving needs, actively seeking more volunteers
- Shop Small - Open House Celebration in lieu of Winter Breeze - currently working with Kidcadia as a possible venue.

Winter Events

- **Winter Breeze** - Will now be incorporated with the **EDDDA Open House** as a Shop Small Kickoff Festival - securing location in the East, with Santa, Reindeer, entertainers, and artisans being paired with restaurants throughout the East and West.
- **Winterfest** - Santa is secured and actions to incorporate the details start next week.



DOWNTOWN DEARBORN STEERING COMMITTEE MINUTES



September 8, 2021

9 a.m.

Attendees: Mark Guido, Mike Kirk, Peggy Richard, Hassan Sheikh, Cathleen Francois, Jeff Lynch, Steve Deisler, Helen Lambrix, Cristina Sheppard-Decius, and Janet Bloom.

I. Main Street Application Review Meeting Discussion

The main push back from Main Street is we haven't applied for 501(c)3 status yet. We were instructed earlier that we could apply without non-profit status. They are asking we reconsider applying this year, and do next year. We can reapply next year if we are not selected this year.

Steve: The organization is used to working with a single DDA or PSD so we are outside their normal applicant.

Mike: Don't apply now but spend time establishing the DDI and completing the bylaws.

Peggy agrees with Mike to not apply now but spend time to build the DDI.

Mark: Use this time to build a stronger relationship with Michigan Main Street.

Peggy: check in every couple months on our progress and get their input, that will help build the relationship.

Mark: We need to break down their resistance to our type of setup.

Cristina: Michigan Main Street doesn't disclose who is on the selection committee. Laura, one of the representatives we met at the application review meeting, submits a recommendation to the selection committee.

Steve: Michigan Main Street could use us as a case study given how different we are from their usual applicants.

Hassan: We have done most of the work, so we can apply now if group feels that is the direction to go. If we don't proceed, it gives us documentation to apply for next year.

Cristina: We need to define what our needs are of Michigan Main Street.

Steve: Appears Coldwater and Rogers City are the other two applying this year. If next year's deadline is February as it was pre-COVID, then that is around the corner.

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Cristina: Had asked if Legal dept. was able and willing to do the non-profit setup. No pushback was received. Have they done work establishing non-profit? Mark believes so but this is a little different. He says we should still pursue using their resources.

IRS wants to know if you are a charitable organization or are you trying to raise funds for a private venture.

II. Review Addendum Document

- 1) Pledge forms- need a few completed. They will be marketing dollars, or for foundation. Connect with local organizations.
- 2) Mike: Federal state credits for historical preservation – we should get both districts approved and then have people apply. It is 45% of equity. Could be a big economic development driver.
- 3) Cristina: MMS views it as what are your preservation ethics.
- 4) Mike, Mark, Jeff, Hassan – wait on applying this year.
- 5) Mike Kirk will connect with Cristina on talking points.
- 6) This journey will add to the story of funders and volunteers as to why join and participate.

III. Reviewed DDI Formation Steps – 501(c)3 application notes

Steve and Cristina to review Grand Rapids.

DDI will not replace the E/W DDDAs. There is language in DDA that two DDDAs can join but one board manages.

Preference was 4 board members from each district for DDDI board. Mike – check out doing a staged quorum (minimum of 3 from each board).

Cristina will send this document to Steering Committee so members can help to provide direction.

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EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Board Attendance Absence Waivers-EDDDA

Date Adopted: August 19, 2021

Motioned by: Director Kamal Turfah

Seconded by: Director Janice Cislo

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 Members have met the criteria for absence waivers for January 2021 to June 2021 monthly board meetings, excluding any special board meetings:

Eric Woody - June;
Janice Cislo - January and April;
Mark Guido - June;
Jay Kruz - February;
so let it be

RESOLVED: The EDDDA agrees to approve the presented absence waivers and excuses the absences as indicated of Eric Woody, Janice Cislo, Mark Guido, and Jay Kruz, for monthly meetings conducted from January 2021 to June 2021.

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

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Board Attendance Absence Waivers-WDDDA

Date Adopted: August 19, 2021

Motioned by: Chairperson Sam Abbas

Seconded by: Mayor Jack O'Reilly

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 2021 calendar year for absence waiver consideration; and

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

Sam Abbas - April and June;
Mohammed Hider - May;
Jeff Lynch - January;
Thomas Clark - April;
Karen Nigosian - February and May;
Audrey Ralko - June;
so let it be

RESOLVED: The WDDDA agrees to approve the presented absence waivers and excuses the absences of Sam Abbas, Mohammed Hider, Jeff Lynch, Thomas Clark, Karen Nigosian, and Audrey Ralko, for monthly meetings conducted from January 2021 to June 2021.

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

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Branding Contract Amendment - EDDDA

Date Adopted: August 19, 2021

Motioned by: Director Janice Cislo

Seconded by: Secretary-Treasurer Matthew Dietz

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) are preparing for Fall and Winter events, programming, marketing and promotions in the districts through the end of the calendar year to grow the economy and engage the community in redevelopment efforts; and

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

WHEREAS: These efforts will need marketing and promotional materials, which will require an amendment to the branding contract with Octane Design in an amount of \$25,000, to be split equally with WDDDA, so let it be

RESOLVED: The EDDDA agrees to approve expenditures up to \$25,000, to be split equally with WDDDA, with the EDDDA to pay up to \$12,500 for fee to Octane Design for additional graphic design of marketing and promotional materials for Fall and Winter programming, 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 with Octane Design, subject to review and approval by Corporation Counsel.

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

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Branding Contract Amendment - WDDDA - TABLED

Date Tabled: August 19, 2021

Motioned by: Vice Chairperson Mohammed Hider

Seconded by: Director Karen Nigosian

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) are preparing for Fall and Winter events, programming, marketing and promotions in the districts through the end of the calendar year to grow the economy and engage the community in redevelopment efforts; and

WHEREAS: These efforts will need marketing and promotional materials, which will require an amendment to the branding contract with Octane Design in an amount of \$25,000, to be split equally with EDDDA, so let it be

RESOLVED: The WDDDA agrees to table this resolution until next month to allow for a review of the list of the projects completed and upcoming from Octane Design for additional marketing and promotional materials for Fall and Winter programming, which would expend from account #296-6100-911-51-00; and let it be

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

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Event Schedule for 2022-EDDDA

Date Adopted: August 19, 2021

Motioned by: Director Jay Kruz

Seconded by: Secretary-Treasurer Matthew Dietz

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) recognize the benefit of marketing and promoting businesses and activities in the District; and

WHEREAS: The EDDDA and WDDDA value programming events and activities to engage the community and bring a vibrancy and a positive economic impact to the districts; and

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

WHEREAS: The Promotions Committee has reviewed and offers the attached events schedule for 2022 for board review and approval; so let it be

RESOLVED: The EDDDA agrees to approve the following events and promotions: Morning Mix Facebook Live Sessions, Black History Month online promotion, Dearborn Restaurant Week, Historic Preservation Month tour and promotion, Ramadan Pop Ups and promotions, Earth Day event and promotions, East Sidewalk Sale, Dearborn Jazz on the Ave., Dearborn Farmers & Artisans Market (East), Movies in the Park, Harmonize Dearborn: A Mosaic in Music, Christmas in July, Spring Perennial Exchange, Adopt a Tree Well, Pumpkin Carving, Trick or Treat, Small Business Saturday/Open House and Shop Small Week for the 2022 event season, which are funded by the Community Promotions Budget account # 297-6100-911-51-00.

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

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Event Schedule for 2022-WDDDA

Date Adopted: August 19, 2021

Motioned by: Director Jackie Lovejoy

Seconded by: Chairperson Sam Abbas

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) and East Dearborn Downtown Development Authority (EDDDA) recognize the benefit of marketing and promoting businesses and activities in the District; and

WHEREAS: The WDDDA and EDDDA value programming events and activities to engage the community and bring a vibrancy and a positive economic impact to the districts; and

WHEREAS: The Promotions Committee has reviewed and offers the attached events schedule for 2022 for board review and approval; so let it be

RESOLVED: The WDDDA agrees to approve the following events: Morning Mix Facebook Live Sessions, Black History Month online promotions, Dearborn Restaurant Week, Historic Preservation Month, Ramadan Pop Ups and promotions, Earth Day event and promotions, Ladies Night Out, Fall Perennial Exchange, Dearborn Farmers & Artisans Market, Kids Days, Movies in the Park, Friday Nite Music & Food Rallies, Tunes at Noon, Christmas in July, Adopt a Tree Well, Pumpkin Carving, Trick or Treat, Small Business Saturday, and Shop Small Week for the 2022 event season, which are funded by the Community Promotions Budget account # 296-6100-911-51-00, except for Dearborn Farmers & Artisans Market with account #296-6110-911-34-90.

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

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Executive Committee - EDDDA

Date Adopted: August 19, 2021

Motioned by: Director Mark Guido

Seconded by: Director Jay Kruz

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) recently had the Chairperson resign; and

WHEREAS: The EDDDA may continue as currently structured maintaining an open Chairperson position until January officer nominations; so let it be

RESOLVED: The EDDDA agrees to Vice Chairperson Eric Woody and Secretary-Treasurer Matthew Dietz continuing in their current positions on the EDDDA Executive Committee to fulfill the current term.

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

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Farmers Market 2021_Service Providers_ Amendment III-WDDDA

Date Adopted: August 19, 2021

Motioned by: Chairperson Sam Abbas

Seconded by: Vice Chairperson Mohammed Hider

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

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

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

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

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

RESOLVED:

1. The WDDDA authorizes the expenditure of the additional listed service providers for a total of \$18,610.06 for the Farmers & Artisans Market from the Farmers Market budget line item account # 296-6110-911-34-90 for 2021; and
2. The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA with the list of providers listed below for the Dearborn Farmers & Artisans Market, subject to review and approval by Corporation Counsel.

Vendor	Purpose	Amount
Steven Taylor	6/4/21 - entertainment	\$300
AJ Lynn (Amy Loskowski)	6/11/21, 7/9/21, 7/23/21, 8/13/21, 8/27/21, 9/10/21, and 9/24/21 - entertainment	\$1050

Dearborn School of Music	6/18/21, 7/16/21, 8/6/21, and 9/3/21 - entertainment	\$600
Visual Ronin	7/30/21, 8/20/21, and 9/17/21 - entertainment	\$450
Dearborn School of Music	6/25/21-entertainment	\$150
Janet Bloom	storage room shelving and bins	\$500
Beshara	posters 100 qty	\$100
Capitol Group	2 over the street banners (\$598 & \$581)	\$900 approved (add: \$279). Total:\$1179
Capitol Group	16 street pole banners @ \$83.75	\$1340
Beshara	5 tent banners (2.5'x8') (reduced from \$500)	\$351.56
Beshara	10 A-Frame signs (reduced from \$500)	\$108
Eastern Market	Vendor Sponsorship (vegetable/fruit booth)	\$6400
Jean Smith	Misc. Expenses (4 tables \$400, 4 10x10 tents \$400, misc. market items \$200)	\$1000
Times Herald ad	DFM newspaper ad	\$150
Pandora	streaming ad	\$1500
Taste the Local Difference	market advertisement	\$100
Michigan Agritourism	advertisement/membership	\$159
Edible WOW	digital advertisement (six months)	\$500
Jean Smith	Farmers Market Coalition membership	\$40
MIFMA - Michigan Farmers Market Assoc.	membership	\$100
Octane Design	DFM marketing material (\$2082.50) and DFM voice over for radio spot (\$450)	\$2532.50

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

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

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

Date Adopted: August 19, 2021

Moved by: Director Kamal Turfah

Seconded by: Secretary-Treasurer Matthew Dietz

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

WHEREAS: The Music in the Park events sponsored by the EDDDA has been extended to twelve (12) weeks to replace Jazz on the Ave this year and those funds are supporting this event with the goal to bring visitors to the District and promote diverse entertainment; and

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

WHEREAS: Plan B LLC was requested to be the booking agent to secure the entertainment for the 12 weeks and Bruce Bailey Entertainment was requested to be the lights and sound technician for Music in the Park, and Beshara to do the posters; and

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

WHEREAS: Bruce Bailey Entertainment, due to extenuating circumstances, has now booked elsewhere for September 1st and September 8th, so two quotes were obtained for lights and sounds for those dates, with KLA Laboratories Inc. being the lowest at \$1250, so \$625 per date; so let it be

RESOLVED:

1. That the EDDDA amends the budget and now obligates \$13,923.49 from the Community Promotions Budget #297-6100-911-51-00 to fund the event costs for the 2021 Music in the Park events; and

2. The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA with the companies listed below for Music in the Park, subject to review and approval by Corporation Counsel.

Vendor	Purpose	Amount
Plan B LLC	Booking agent services (12 weeks)	\$9,000
Bruce Bailey Entertainment	sound and lights (now 10 dates at \$249.84 per date; was \$2998)	\$2498.40
Beshara	Posters (split 3 ways: Music in the Park, Silent Disco, & Tunes at Noon)	\$30.50
Beshara	Stage Banner (split with Silent Disco, price reduced to \$125 from \$250)	\$125
Pandora	streaming ads (reduced from \$1000 to \$750)	\$750
Brendel's	portajohns (split with Silent Disco)	\$1325
TBD	Stage w roof (12 weeks)	\$6300
Times Herald	ad	\$150
Jean Smith	1 tent and 1 table	\$119.67
KLA Laboratories	lights and sound 9/1/21 and 9/8/21	\$1250

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

No:

Abstain:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

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

Date Adopted: August 19, 2021

Motioned by: Director Jay Kruz

Seconded by: Secretary-Treasurer Matthew Dietz

WHEREAS: The EDDDA and WDDDA recognizes the benefit of producing events in the district to help market and promote businesses and activate space in the districts; and

WHEREAS: The EDDDA authorized an event schedule for Summer 2021 which includes the Music in the Park running from June 2nd to August 18th, 2021, Movies in the Park series, operating for two dates in the district, once in July and once in September, and a new event Silent Disco happening June 4 to September 24, 2021; and

WHEREAS: The city insurer Nickel & Saph Inc, Insurance Agency quotes are being finalized for upcoming events, the estimated totals are listed below, reflecting on previous events, with the final expenses to be expended from #297-6100-911-51-00; and

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

WHEREAS: The EDDDA agrees to expend up to \$1150 to the city insurer Nickel & Saph Inc, Insurance Agency, to cover the EDDDA portion of the insurance premium to cover the Music in the Park, Silent Disco, and Movies in the Park to be expended from #297-6100-911-51-00; and

WHEREAS: Due to Brendel's not having enough staff to deliver and maintain the remaining events, and additional quotes were at a higher rate, Purchasing has agreed to extend Scotty's Potties for the event season; so let it be

RESOLVED: The EDDDA agrees to expend up to \$2610 to Scotty's Potties (Bob's Sanitation) to cover the EDDDA costs for the Music in the Park, Silent Disco, and Movies in the Park to be expended from #297-6100-911-51-00; and let it be further

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

VENDOR	EVENT	ITEM	AMOUNT
Scotty's Potties (Bob's Sanitation)	Music in the Park (12 event days)	Portajohns/sink/sanitizer stand;	\$1211 Approved in May \$405 approved for June 4 - July 7 (Scotty's Potties) \$806 approved for Brendel's Change vendor to Scotty's Potties; New adjusted total is \$1305
Scotty's Potties(Bob's Sanitation)	Silent Disco (9 event days)	Portajohns/sink/sanitizer stand	\$908 Approved in May; \$405 approved for June 4 - July 7 (Scotty's Potties); \$503 approved for (Brendel's) Change vendor to Scotty's Potties; New adjusted total is \$978.75
Brendel's Change vendor to Scotty's Potties(Bob's Sanitation)	Movies in the Park (2 event days)	Portajohns/sink/sanitizer stand	\$202 (add an additional \$15.50); Total: \$217.50
Nickel & Saph	Music in the Park (12 event days)	Insurance	\$500
Nickel & Saph	Silent Disco (9 event days)	Insurance	\$400
Nickel & Saph	Movies in the Park (2 event days)	Insurance	\$250
Nickel & Saph	Silent Disco	additional insurance	\$200

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

No:

Abstain:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

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

Date Adopted: August 19, 2021

Motioned by: Chairperson Sam Abbas

Seconded by: Director Jackie Lovejoy

WHEREAS: The EDDDA and WDDDA recognizes the benefit of producing events in the district to help market and promote businesses and activate space in the districts; and

WHEREAS: The WDDDA authorized an event schedule for Summer 2021 which includes the Dearborn Farmers Market running from June 4th to September 24th, 2021, Movies in the Park series, operating for two dates in the district, once in June and once in August, and Tunes at Noon happening July 13 to August 17, 2021; and

WHEREAS: The city insurer Nickel & Saph Inc, Insurance Agency quotes are being finalized for upcoming events, the estimated totals are listed below, reflecting on previous events, with the final expenses to be expended from account #296-6100-911-51-00 and account #296-6110-911-34-90 for the Dearborn Farmers Market ; and

WHEREAS: Due to Brendel's not having enough staff to deliver and maintain the remaining events, three additional quotes were obtained with Scotty's Potties being the lowest. Purchasing has agreed to extend Scotty's Potties (Bob's Sanitation) for the remainder of the event season; and

WHEREAS: The WDDDA agrees to expend up to \$2350 to the city insurer Nickel & Saph Inc, Insurance Agency, to cover the WDDDA portion of the insurance premium to cover the Dearborn Farmers Market, Tunes at Noon, and Movies in the Park to be expended from #296-6100-911-51-00 and #296-6110-911-34-90 for the Dearborn Farmers Market; so let it be

RESOLVED: The WDDDA agrees to expend up to \$2610 to Scotty's Potties (Bob's Sanitation) portajohn provider to cover the WDDDA costs for the Dearborn Farmers Market, Tunes at Noon, and Movies in the Park to be expended from #296-6100-911-51-00 and #296-6110-911-34-90 for the Dearborn Farmers Market; and let it be further

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

VENDOR	EVENT	ITEM	AMOUNT
Scotty's Potties (Bob's Sanitation)	Dearborn Farmers Market (16 event days)	Portajohns	\$1547 approved; \$810 approved for June 4 - July 7 (Scotty's Potties); \$737 approved - Change vendor from Brendel's to Scotty's Potties. New adjusted total: \$1740
Scotty's Potties (Bob's Sanitation)	Tunes at Noon (6 event days)	Portajohns	\$580 (add an additional \$72.50); Total: \$652.50
Scotty's Potties (Bob's Sanitation)	Movies in the Park (2 event days)	Portajohns	\$202 (add an additional \$15.50); Total: \$217.50
Nickel & Saph	Dearborn Farmers Market (16 event days)	Insurance	\$1600
Nickel & Saph	Tunes at Noon (6 event days)	Insurance	\$500
Nickel & Saph	Movies in the Park (2 event days)	Insurance	\$250

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

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Payment Authorization for Vendors - EDDDA

Approved: August 19, 2021

Motioned by: Director Kamal Tufah

Seconded by: Mayor Jack O'Reilly

WHEREAS: The EDDDA would like to authorize payment for vendors previously approved by the board, but are currently not under contract, due to extenuating circumstances; and

WHEREAS: These vendors have completed the service and are due payment or they are currently in progress of agreed service and are due funds as work completes; let it be

RESOLVED: The EDDDA approves to authorize payment to the listed service providers, which have been approved previously to expend from account #297-6100-911-51-00; and let it be further

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

Vendor	Purpose	Amount Paid	Amount Due	Account	District
Bruce Bailey	Sounds and Lights: Music in the Park Was 12 dates, cancelled 2, so 10 dates at \$249.84 each; dates (June 23, 30; July 7, 14, 21, 28; Aug. 4, 11, 18, 25) Cancelled for Sept. 1, 8 Total \$2,498.40 (originally \$2998)	\$1499	\$999.60	51-00	EDDDA
Bruce Bailey	Silent Disco - booking agent & sound and lights. 9 original dates. Cancelled two dates: Aug. 13 and Sept. 24.	Booking Agent: \$2500; Lights and Sound: \$1499	Booking: \$1388.89 Sounds & Lights:	51-00	EDDDA

	Total \$3,888.89 - Booking (originally \$5,000) Total \$2,331.78 (originally \$2998) - sound/lights		\$832.78		
Soil 2 Science/Edible Wow	Dearborn Farmers Market - Edible Wow - digital website magazine - Aug-Dec	N/A	\$500	34-90	WDDDA
City Hop	Silent Disco headphone provider Dates: June 4, 18; July 2, 17, 30; Aug. 27; Sept. 10 (Aug. 13 and Sept. 24 cancelled); \$300 per date/\$300 donation per date (\$2100 total)	\$600	\$1500	51-00	EDDDA
Plan B/Frank Woods	Music in the Park Booking Agent (June 23, 30; July 7, 14, 21, 28; Aug. 4, 11, 18, 25; Sept. 1, 8) - \$9000 Total	\$4500	Two Installments of \$3,750 + Final Payment of \$750	51-00	EDDDA
CWO Farms	Community Garden coordinator and supplies plant material/weeding services(April 15-October 15)	\$250	\$750	51-00	EDDDA
Susan Marsh-Hatty	Tunes at Noon performer July 20 (replaced a same day cancellation)	N/A	\$400	51-00	WDDDA
PORTAJOHNS:				34-90 &	
Bob's Sanitation Service	DFM/ T@N/M@WP; 6/2-6/29	N/A	\$ 860	51-00	WDDDA
Bob's Sanitation Service	MIP/ SED/ M@CHP; 6/2-6/29	N/A	\$ 860	51-00	EDDDA
Bob's Sanitation Service	DFM/ T@N/M@WP; 6/30-7/26	N/A	\$ 500	34-90 & 51-00	WDDDA
Bob's Sanitation Service	MIP/ SED/ M@CHP; 6/30-7-26	N/A	\$ 500	51-00	EDDDA
Bob's Sanitation Service	DFM/ T@N/M@WP; 7/27-8/17	N/A	\$ 500	34-90 & 51-00	WDDDA
Bob's Sanitation Service	MIP/ SED/ M@CHP; 7/27-8/17	N/A	\$ 500	51-00	EDDDA
Bob's Sanitation Service	DFM/ T@N/M@WP; 8/18-9/14	N/A	\$ 500	34-90 & 51-00	WDDDA
Bob's Sanitation Service	MIP/ SED/ M@CHP; 8/18-9/14	N/A	\$ 500	51-00	EDDDA
Bob's Sanitation Service	DFM/ T@N/M@WP; 9/15-9/24	N/A	\$ 250	34-90 & 51-00	WDDDA

Bob's Sanitation Service	MIP/ SED/ M@CHP; 9/15-9/24	N/A	\$ 250	51-00	EDDDA
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Yes: Vice Chairperson Eric Woody, Secretary-Treasurer Matthew Dietz, Mayor Jack O'Reilly, Director Janice Cislo, Director Mark Guido, Director Jay Kruz, and Director Kamal Turfah.

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Payment Authorization for Vendors - WDDDA

Approved: August 19, 2021

Motioned by: Chairperson Sam Abbas

Seconded by: Director Jackie Lovejoy

WHEREAS: The WDDDA would like to authorize payment for vendors previously approved by the board, but are currently not under contract, due to extenuating circumstances; and

WHEREAS: These vendors have completed the service and are due payment or they are currently in progress of agreed service and are due funds as work completes; let it be

RESOLVED: The WDDDA agrees to have the Executive Board review and approve at next Executive Board meeting to authorize payment to the listed service providers, which have been approved previously to expend from account #296-6100-911-51-00 or account #296-6110-911-34-90 for Dearborn Farmers Market, as indicated; and let it be further

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

Vendor	Purpose	Amount Paid	Amount Due	Account	District
	Sounds and Lights: Music in the Park Was 12 dates, cancelled 2, so 10 dates at \$249.84 each; dates (June 23, 30; July 7, 14, 21, 28; Aug. 4, 11, 18, 25) Cancelled for Sept. 1, 8 Total \$2,498.40 (originally \$2998)				
Bruce Bailey		\$1499	\$999.60	51-00	EDDDA
Bruce Bailey	Silent Disco - booking agent	Booking	Booking:	51-00	EDDDA

	& sound and lights. 9 original dates. Cancelled two dates: Aug. 13 and Sept. 24. Total \$3,888.89 - Booking (originally \$5,000) Total \$2,331.78 (originally \$2998) - sound/lights	Agent: \$2500; Lights and Sound: \$1499	\$1388.89 Sounds & Lights: \$832.78		
Soil 2 Science/Edible Wow	Dearborn Farmers Market - Edible Wow - digital website magazine - Aug-Dec	N/A	\$500	34-90	WDDDA
City Hop	Silent Disco headphone provider Dates: June 4, 18; July 2, 17, 30; Aug. 27; Sept. 10 (Aug. 13 and Sept. 24 cancelled); \$300 per date/\$300 donation per date (\$2100 total)	\$600	\$1500	51-00	EDDDA
Plan B/Frank Woods	Music in the Park Booking Agent (June 23, 30; July 7, 14, 21, 28; Aug. 4, 11, 18, 25; Sept. 1, 8) - \$9000 Total	\$4500	Two Installments of \$3,750 + Final Payment of \$750	51-00	EDDDA
CWO Farms	Community Garden coordinator and supplies plant material/weeding services(April 15-October 15)	\$250	\$750	51-00	EDDDA
Susan Marsh-Hatty	Tunes at Noon performer July 20 (replaced a same day cancellation)	N/A	\$400	51-00	WDDDA
PORTAJOHNS:				34-90 &	
Bob's Sanitation Service	DFM/ T@N/M@WP; 6/2-6/29	N/A	\$ 860	51-00	WDDDA
Bob's Sanitation Service	MIP/ SED/ M@CHP; 6/2-6/29	N/A	\$ 860	51-00	EDDDA
Bob's Sanitation Service	DFM/ T@N/M@WP; 6/30-7/26	N/A	\$ 500	34-90 & 51-00	WDDDA
Bob's Sanitation Service	MIP/ SED/ M@CHP; 6/30-7-26	N/A	\$ 500	51-00	EDDDA
Bob's Sanitation Service	DFM/ T@N/M@WP; 7/27-8/17	N/A	\$ 500	34-90 & 51-00	WDDDA
Bob's Sanitation Service	MIP/ SED/ M@CHP; 7/27-8/17	N/A	\$ 500	51-00	EDDDA
Bob's Sanitation Service	DFM/ T@N/M@WP; 8/18-9/14	N/A	\$ 500	34-90 & 51-00	WDDDA
Bob's Sanitation Service	MIP/ SED/ M@CHP;	N/A	\$ 500	51-00	EDDDA

	8/18-9/14				
Bob's Sanitation Service	DFM/ T@N/M@WP; 9/15-9/24	N/A	\$ 250	34-90 & 51-00	WDDDA
Bob's Sanitation Service	MIP/ SED/ M@CHP; 9/15-9/24	N/A	\$ 250	51-00	EDDDA

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

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Purchasing Policy - WDDDA

Date Adopted: August 19, 2021

Motioned by: Vice Chairperson Mohammed Hider

Seconded by: Chairperson Sam Abbas

- WHEREAS:** The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) have been working with the City of Dearborn Purchasing, Economic and Community Development, Accounting and Legal Departments towards a comprehensive Purchasing Policy for the Dearborn Downtown Development Authorities to improve management efficiencies, project implementation and Board processes and oversight; and
- WHEREAS:** The Purchasing Policy defines all purchasing authorizations and processes for the WDDDA and EDDDA, including purchasing requirements, authorizations, solicitation, procurement process, local advantage, emergency purchases, and change order to contracts; and
- WHEREAS:** The Purchasing Policy defines an authorization threshold for purchases of \$10,000 and above to be approved by the WDDDA Board; and
- WHEREAS:** Budgeted purchases below \$10,000 shall be made by the Manager of the DDDAs without additional board approval following the Purchasing Policy; and
- WHEREAS:** The monthly financial report provided by the DDDA accountant and treasurer shall include a list of all monthly expenditures;
- WHEREAS:** The WDDDA Board tabled approval of the Purchasing Policy at its July 15, 2021, Board meeting for corporation counsel to review;
- WHEREAS:** Corporation Counsel reviewed and presented modifications to the Purchasing Policy to the Executive Committee at its August 9, 2021, meeting; so let it be

RESOLVED: That the WDDDA Board adopts the Purchasing Policy as presented at its August 19, 2021, Joint DDDA Board meeting with the amendment that the monthly financial report of expenditures be provided by the DDDA accountant and treasurer be added to the policy, and shall take immediate effect.

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

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Purchasing Policy - EDDDA

Date Adopted: August 19, 2021

Motioned by: Director Mark Guido

Seconded by: Director Kamal Turfah

- WHEREAS:** The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) have been working with the City of Dearborn Purchasing, Economic and Community Development, Accounting and Legal Departments towards a comprehensive Purchasing Policy for the Dearborn Downtown Development Authorities to improve management efficiencies, project implementation and Board processes and oversight; and
- WHEREAS:** The Purchasing Policy defines all purchasing authorizations and processes for the WDDDA and EDDDA, including purchasing requirements, authorizations, solicitation, procurement process, local advantage, emergency purchases, and change order to contracts; and
- WHEREAS:** The Purchasing Policy defines an authorization threshold for purchases of \$10,000 and above to be approved by the EDDDA Board; and
- WHEREAS:** Budgeted purchases below \$10,000 shall be made by the Manager of the DDDAs without additional board approval following the Purchasing Policy; and
- WHEREAS:** The monthly financial report provided by the DDDA accountant and treasurer shall include a list of all monthly expenditures;
- WHEREAS:** Corporation Counsel reviewed and presented modifications to the Purchasing Policy to the Executive Committee at its August 9, 2021, meeting; so let it be
- RESOLVED:** That the EDDDA Board adopts the Purchasing Policy as presented at its August 19, 2021, Joint DDDA Board meeting with the amendment that the monthly financial report of expenditures be provided by the DDDA accountant and treasurer be added to the policy, and shall take immediate effect.

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

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Rodent Remediation - EDDDA

Date Adopted: August 19, 2021

Motioned by: Director Jay Kruz

Seconded by: Director Kamal Turfah

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) recognizes the importance of quick remediation of areas that need to be baited and eradicated of vermin for health and safety reasons; and

WHEREAS: It was brought to the attention of the EDDDA that a collection of rodents need to be baited and remediated from the landscape bed at the corner of Schaefer and Osborn; and

WHEREAS: Three quotes for remediation services were obtained and Rose Pest Solutions provided the best baiting and remediation plan at a cost of \$265 which includes the initial treatment of rat burrows, follow up twice in first week, then one time a week for two weeks. Additional service requests are \$65 per service in the following month. Rose Pest Solutions will inform if additional service is warranted after the initial thirty (30) day program; and

WHEREAS: Should any additional service calls be required to control pests covered by this agreement after treatment has been completed, they will be provided at no additional cost to the EDDDA for a period of thirty (30) days; so let it be

RESOLVED: The EDDDA approves expenditures up to \$460, for the initial \$265 and three \$65 service calls, if needed, expending from EDDDA Account #297-6100-911-34-90; 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 Cislo, Director Mark Guido, Director Jay Kruz, and Director Kamal Turfah.

No:

Abstain:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

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

Approved: August 19, 2021

Motioned by: Vice Chairperson Mohammed Hider

Seconded by: Director Audrey Ralko

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

WHEREAS: The Tunes at Noon at Wagner Place event, sponsored by the WDDDA, is created to provide entertainment during the afternoon to employees of Wagner Place, surrounding businesses, and the community; and

WHEREAS: The WDDDA authorized a budget of \$3700 in expenditures for the 2021 Tunes at Noon at Wager Place events; and

WHEREAS: The WDDDA approved to expend \$2400 for the entertainment service providers from account #296-6100-911-51-00; so let it be

RESOLVED: The WDDDA approves the additional listed service providers for a total of \$1741.50 to expend from account #296-6100-911-51-00; and let it be further

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

Vendor	Purpose	Amount
Dearborn School of Music	musical entertainment	\$400
Amy Loskowski	musical entertainment	\$400
Jillian Gowan Canceled - replaced w Susan Marsh-Hatty	musical entertainment	\$400
Steve Taylor	musical entertainment	\$400
Gia Warner Canceled - replaced w James Richard	musical entertainment	\$400
Bruce Bailey	musical entertainment	\$400

Beshara	Tent banner	\$75
Beshara	posters(split with Music in the Park and Silent East Disco)	\$30.50
Beshara	A-frame signs- qty. 2	\$40
Pandora	streaming ads (reduced from \$1000 to \$750)	\$750
Brendles's	portajohns - split cost w/ DFM and Movies in the Park	\$696
Times Herald	ad	\$150

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

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Utility Box Art Competition - Amendment I- WDDDA

Approved: August 19, 2021

Motioned by: Director Thomas Clark

Seconded by: Director Jackie Lovejoy

- WHEREAS:** The WDDDA recognizes the benefit of engaging initiatives that market the districts as destination locations and encourages patronage of businesses; and
- WHEREAS:** The Dearborn Community Fund and Padzieski Gallery propose collaborating with the WDDDA and its Farmers & Artisans Market on an art competition to make utilitarian objects in the West Downtown, in particular utility boxes, into pieces of art; and
- WHEREAS:** The competition will be opened in June to all artists to submit a design that will be reviewed and selected by the Selection Team and the Design/EV Committee, with final approval from the WDDDA Board, for three different utility box locations in the district along West Village Drive; and
- WHEREAS:** The artists will be given a stipend of \$1000 each including art supplies. The intent is to have a day of art at the Farmers & Artisans Market featuring the artists as they apply their designs. The date selected is September 10, 2021 to coincide with the Dearborn Farmers Market Community Day. The total sponsorship is \$3000 for three locations; and
- WHEREAS:** The Dearborn Community Fund and Padzieski Gallery will manage the project, and the WDDDA will also help support the project with social media and communications about the project; and
- WHEREAS:** The WDDDA has \$5,000 available remaining this fiscal year for art initiatives; and
- WHEREAS:** The WDDDA approved the Zap Utility Box Art Competition and agreed to authorize up to \$3000, payable to Dearborn Community Fund, expending from account #296-6100-911-51-00; so let it be
- WHEREAS:** The Design & Economic Vitality Committee, Dearborn Community Fund and Padzieski Gallery have selected the following three artists out of 24 submittals for the project: Shadia Derbyshire, Biz Drouillard, and Becca Simmons; and

RESOLVED: The WDDDA approves the selection of artists presented for the Zap Utility Box Art Competition, which are Shadia Derbyshire, Biz Drouillard, and Becca Simmons.

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

No:

Abstained:

Absent: