



Joint East & West Dearborn Downtown Development Authorities MINUTES

Board Meeting Dearborn Administrative Center, City Council Chambers

June 21; 9:05 am EST 16901 Michigan Ave, Dearborn, MI 48124

EAST MEMBERS PRESENT: Chair Khalil Dabaja, Mayor Abdullah Hammoud, Zaineb Hussein, Amanda Bright McClanahan, Vice Chair Matthew Dietz, Jay Kruz, Secretary-Treasurer Nasser Hamzah, Zo Olabi.

EAST MEMBERS ABSENT: Kamal Turfah

WEST MEMBERS PRESENT: Secretary-Treasurer Jackie Lovejoy, Mayor Abdullah Hammoud, Thomas Clark, Zaineb Hussein, Bright McClanahan, Audrey Ralko, Sam Abbas, Vice Chair Devon O'Reilly, Mohammed Hider, Christopher Small.

WEST MEMBERS ABSENT: Chair Tahrik Alcodray,

NON-MEMBERS PRESENT: CITY OF DEARBORN: Rebecca Schultz (Legal), Courtney Skora (Finance), Mohamed Qasim (ED), Adel Al-Adlani (ED), Saeid Alawathi (ED), Laura Aceves-Sanchez (ED), Amanda Sancen (ED), Mohammed Rezaq (ED) Deena Berri (ED)

GUESTS: None

AGENDA

1. CALL TO ORDER

Vice-Chair Devon O'Reilly called the West DDDA meeting to order at 9:05 am

Vice-Chair Matthew Dietz called the East DDDA meeting to order at 9:05 a.m.

2. ROLL CALL

A roll call for Board Members of the East DDDA was called. A quorum was present.

A roll call for Board Members of the West DDDA was called. A quorum was present

3. APPROVAL OF THE REGULAR MEETING MINUTES, May 17, 2023

Angela presented the meeting minutes on pages 3-6 of the agenda. For the EDDDA, Vice-Chair Devon O'Reilly made a motion to approve the regular meeting minutes of May 17, 2023 and was seconded by Thomas Clark. Motion was unanimously approved. For the WDDDA, Amanda McClanahan motioned to approve the regular minutes of May 17, 2023 and was seconded by Matthew Dietz. Motion was unanimously approved.

4. RECEIVING AND FILING OF TREASURER'S REPORT

a. **EDDDA Monthly Financial Statement** - Courtney Skora presented the monthly financial statement. Chair Khalil



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MAYOR

Dabaja motioned to receive and file the May 2023 financial statement. The motion passed unanimously. Motion approved.

- b. **WDDDA Monthly Financial Statement** - Courtney Skora presented the monthly financial statement. Vice-Chair Devon O'Reilly motioned to receive and file the May 2023 financial statement. The motion passed unanimously. Motion approved.

5. ACTION ITEMS

a. WEST DEARBORN DDA ITEMS

- i. A resolution for the Budget Carry-Forwards from FYE2023 to FYE2024 was introduced. The City of Dearborn's end-of-year financial process allows for carrying forward any budget items from the current fiscal year to the future fiscal year for projects, programs, or contracts not completed by the year-end of June 30th. It was recommended that the WDDDA authorizes carrying forward \$9,100 for Open Door Dearborn Grants, City of Dearborn Water Bills, and Landscaping, Sanitation, and Maintenance services from FYE2023 to FYE2024. Motion was made by Secretary-Treasurer Jackie Lovejoy and was seconded by Mohammed Hider. A voice vote passed unanimously. Motion approved.
- ii. A resolution was introduced for the Budget Adoption for FY2024 as adopted by City Council on June 9, 2023. A motion was made to approve the resolution by Mohammed Hider and was seconded by Amanda McClanahan. A voice vote passed unanimously. Motion approved.
- iii. A resolution was introduced for the Approval of Maintenance, Sanitation, and Landscaping Contract with Louie's Landscaping in an amount not to exceed \$12,000 per month over three months commencing in June 2023 for litter and debris removal, grass cutting, trash can emptying, weeding, and graffiti removal from account #297-7100-911.34-90. A motion was made to approve the resolution by Secretary-Treasurer Jackie Lovejoy and was seconded by Vice-Chair Devon O'Reilly. A voice vote passed unanimously. Motion approved.

b. EAST DEARBORN DDA ITEMS

- i. A resolution for the Budget Carry-Forwards from FYE2023 to FYE2024 was introduced. The City of Dearborn's end-of-year financial process allows for carrying forward any budget items from the current fiscal year to the future fiscal year for projects, programs, or contracts not completed by the year-end of June 30th. It was recommended that the WDDDA authorizes carrying forward \$73,600 for Open Door Dearborn Grants, City of Dearborn Water Bills, and Landscaping, Sanitation, and Maintenance services from FYE2023 to FYE2024.
Discussion for this resolution included points about how we can follow up with business to ensure they are in compliance with the city code. Jay Kruz inquired about the allocation for open door grants for new and existing business. Further it was discussed what type of business would qualify such as smoke shops. Mayor Abdullah Hammoud came up with the idea of redesigning the program based on the percentage of business type. Motion was made by Chair Khalil Dabaja and was seconded by Secretary-Treasurer Hamzah Nasser. A voice vote passed unanimously. Motion approved.
- ii. A resolution was introduced for the Budget Adoption for FY2024 as adopted by City Council on June 9, 2023. A motion was made to approve the resolution by Chair Khalil Dabaja and was seconded by Jay Kruz. A voice vote passed unanimously. Motion approved.
- iii. A resolution was introduced for the Approval of Maintenance, Sanitation, and Landscaping Contract with Louie's Landscaping in an amount not to exceed \$12,000 per month over three months commencing in June 2023 for litter and debris removal, grass cutting, trash can emptying, weeding, and graffiti removal from account #297-7100-911.34-90. A motion was made to approve the resolution by Jay Kruz and was seconded by Secretary-Treasurer Hamzah Nasser. A voice vote passed unanimously. Motion approved.



6. DDDA Activity Updates

a. EVENTS

i. Perennial Exchange Event

1. Amanda Sancen updated the Boards about the Dearborn Perennial Exchange that is occurring in the EDDDA at City Hall Park on Saturday, May 20, 2023 from 10:00am - 12:00pm. It was noted that the attendance for this event was below expectations. Jay Kruz commented that the advertisement was not enough to reach residents. Angela Anglea Fortino stated that the DDDA we can explore more options of creative marketing the reach the community

ii. Dearborn Summer Market Update

1. Amanda Sancen updated the board about the ongoing Dearborn Summer upcoming Market days, which commenced on June 9th. The market has been very successful so far with a diverse set of vendors and activities for the entire family

- iii. .DDA- Sponsored Walking Tour Update: As a reminder, the DDDA sponsored a series of walking tours in the WDDDA and EDDDA. The first WDDDA tour took place on June 17th and had 16 attendees. Deena explained that City Institute was working with the DDDA to market the tours and to obtain feedback to structure the tours. The next tour will be held in the EDDDA on June 24th from 1-3PM.

b. City Update:

- i. Mayor Abdullah Hammoud shared with the board the main points regarding his recent meeting with the Artspace loft in the EDDDA regarding their property holdings. He will continue updating the EDDDA on the company's status and possibilities of future collaboration for the benefit of the city and the business.
- ii. Mayor Hammoud also updated the WDDDA that construction and DTE utility work is starting in the West Dearborn PEACE parks project on West Village Drive.
- iii. Angela Fortino introduced to the board the new Economic Development staff member Mohammed Rezq, who will support the business services and code enforcement. Additionally Angela thanked board members, Audrey Ralko of the WDDDA, and Matthew Dietz of the EDDDA, whose term has come to an end.

7. CALL FOR SUBCOMMITTEE MEMBERS (Design and Promotions)

As was stated in last month's meeting, Angela again asked for any members interested in still participating in these subcommittee meetings to please connect with Laura Aceves-Sanchez and/or Amanda Sancen. Once subcommittee members have been identified, a new meeting schedule for the committees will be selected based on member availability. After last month's call for subcommittee members, Chair Tahrik Alcodray of the WDDDA recommended a new member (an architect) for the Design Subcommittee, but more members are needed to have subcommittee meetings.

8. CALL TO AUDIENCE (3 minutes/guest)

No guests attended this meeting.

9. ADJOURNMENT

For the WDDDA, there was a motion to adjourn the meeting by Vice- Chair Devon O'Reilly and was seconded by Mohammed Hider. A voice vote was passed unanimously. Motion was approved and the meeting was adjourned.

For the EDDDA, there was a motion to adjourn the meeting by Vice- Chair Matthew Dietz and was seconded by Chair Khalil Dabaja. A voice vote passed unanimously. Motion was approved and the meeting was adjourned.