



Joint East & West Dearborn Downtown Development Authorities MINUTES

Board Meeting Dearborn Administrative Center, City Council Chambers
August 16; 9:24 am EST 16901 Michigan Ave, Dearborn, MI 48124

WEST MEMBERS PRESENT: Chair Tahrik Alcodray, Vice Chair Devon O'Reilly
Secretary-Treasurer Jackie Lovejoy, Mayor Abdullah
Hammoud, Amanda Bright McClanahan, Sam Abbas, Thomas Clark,
Christopher Small.

WEST MEMBERS ABSENT: Zaineb Hussein, Mohammed Hider.

EAST MEMBERS PRESENT: Chair Khalil Dabaja, Secretary-Treasurer Hamzah Nasser, Mayor
Abdullah Hammoud, Amanda Bright McClanahan, Jay Kruz,

EAST MEMBERS ABSENT: Zaineb Hussein, Zo Olabi, Kamal Turfah.

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

GUESTS: Matthew Graff (Historical Museum)

AGENDA

1. CALL TO ORDER

Secretary-Treasurer Jackie Lovejoy called the West DDDA meeting to order at 9:24 am
Chair Khalil Dabaja called the East DDDA meeting to order at 9:24 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, June 21, 2023

Economic Development Deputy Director and DDA Executive Director Angela Fortino presented the meeting minutes on pages 4-6 of the agenda. For the WDDDA, Sam Abbas made a motion to approve the regular meeting minutes of June 21, 2023 and was seconded by Secretary- Treasurer Jackie Lovejoy. Motion was unanimously approved.

For the EDDDA, Mayor Abdullah Hammoud motioned to approve the regular minutes of June 21, 2023 and was seconded by Jay Kruz. Motion was unanimously approved.



4. RECEIVING AND FILING OF TREASURER'S REPORT

- a. WDDDA Monthly Financial Statement - Courtney Skora presented the monthly financial statement. Chair Tahrik Alcodraymotioned to receive and file the July 2023 financial statement. The motion passed unanimously. Motion approved.
- b. EDDDA Monthly Financial Statement - Courtney Skora presented the monthly financial statement. Chair Khalil Dabaja motioned to receive and file the July 2023 financial statement. The motion passed unanimously. Motion approved.

5. ACTION ITEMS

a. WEST DDDA ITEMS

- i. A resolution for a \$2,000 funding support request from the Museum Guild of Dearborn for its annual fall event at the Dearborn Historical Museum event was introduced. The Dearborn Historical Museum is a longstanding community institution located within the WDDDA Boundaries. The WDDDA received a request to support the Museum Guild of Dearborn's 10th annual Fall Festival. For the past two years, the WDDDA has contributed \$2000 annually to support this fall festival. Motion was made by Amanda Bright McClanahan and was seconded by Secretary-Treasurer Jackie Lovejoy. A voice vote passed unanimously. Motion approved.
- ii. A resolution was introduced for the approval of reallocation of \$6,067.62 towards the cost of the six light poles replacement from account # 296-6100-911.34-90 Streetscape Enhancement to account # 296-6100-911.61-90 Non-Capital Equipment. Due to the vendor not providing an invoice until the start of the new fiscal year despite equipment being delivered in the last fiscal year, the Board must make the payment using current fiscal year funds. The reason for receiving the invoice late was discussed. Amanda Bright McClanahan clarified that due to Public Account Requirements, the city has to wait for the invoice before for encumbrment. Motion was made by Sam Abbas and seconded by Mayor Abadullah Hammoud. A voice vote was passed unanimously. Motion approved.

b. JOINT DDDA ITEMS

- i. A resolution was introduced for the extension of maintenance, sanitation, and landscaping contract with Louie's Landscaping for another three months commencing in September 2023 with the addition of one additional litter pickup service day. The additional day will cost an additional \$2,000 per month with a total cost in the amount not to exceed \$14,000 per month from account #296-6100-911-34-90 for the West and #297-6100-911-34-90 for the East. Discussion of the resolution included a request by Mayor Abdullah Hammoud to obtain a quote from Louie's Landscaping for the service of power washing the walkway concrete at Wagner Place once a month. It was also encouraged to distribute the Invitation to Bid (ITB) for comprehensive services to as much service providers and contractors as possible.



For the WDDDA, a motion was made to approve the resolution by Mayor Abdullah Hammoud, seconded by Thomas Clark. A voice vote passed unanimously. Motion approved.

For the EDDA, a motion was made by Mayor Abdullah Hammoud and seconded by Amanda Bright McClanahan. A voice vote passed unanimously. Motion was approved.

- ii. A resolution was introduced for the addition of planting scope to Louie's landscaping contract in an amount not to exceed \$16,850 from account #296-6100-911-62-40 (Planting Materials), and in an amount not to exceed \$14,520 for watering costs from account # 296-6100-911-34-90 (Landscaping), total cost of \$ 31,370 for the WDDDA. For the EDDDA, the resolution was made in an amount not to exceed \$36,050 from account #297-6100-911-62.40 (Planting Materials), for annual and perennial plantings, not to exceed \$10,000 for bulb plantings from account #297-6100-911-62.40, and for an amount not to exceed \$11,040 for watering costs from account #297-6100-911-34-90 (Landscaping), for a total cost of \$57,090 for the EDDDA. The discussion of the resolution included a request from Jay Kruz not to plant flowers or plants under trees and to add mulch only. Mayor Hammoud mentioned that the city distributes mulch at the beginning of the season and places it in parking lots available to city residents for free.

For the WDDDA, a motion was made by Amanda Bright McClanahan and seconded by Sam Abbas. A voice vote passed unanimously. Motion approved.

For the EDDDA, a motion was made by Mayor Abdullah Hammoud and seconded by Amanda Bright MacClanahan. A voice vote passed unanimously. Motion approved.

- iii. A resolution was introduced for the reallocation towards personnel services and repair and maintenance for the WDDDA in the amount of \$6,723 for personnel services and \$138 for repair and maintenance from account #296-6100-911.34-90 (Contractual Services) and for the the EDDDA in the amount of \$5,182 for personnel services and \$138 for repair and maintenance from account #297-6100-911.34-90 (Contractual Services) from the FY23 budget.

For the WDDDA, a motion was made by Chair Tahrik Alcodray seconded by Vice Chair Devon O'Reilly. A voice vote passed unanimously. Motion approved.

For EDDDA, a motion was made by Mayor Abdullah Hammoud and seconded by Amanda Bright McClanahan. A voice vote passed unanimously. Motion approved.

- iv. A resolution was introduced for striping city-owned parking lots in the DDDAs. The resolution was presented to stripe five parking lots in the WDDDA for an amount not to exceed \$9,240.00 and striping eight parking lots in the EDDDA for an amount not exceed



\$13,470.00 from account #296-6100-911.34-90 (Streetscape Enhancements). A request was made by Amanda Bright McClanahan to provide business with the striping schedule. For the WDDDA, a motion was made by Sam Abbas and seconded by Mayor Abdullah Hammoud. A voice vote passed unanimously. Motion Approved. For the EDDDA, a motion was made by Amanda Bright McClanahan and seconded by Khalil Dabaja. A voice vote passed unanimously. Motion approved.

6. DDDA ACTIVITY UPDATES

a. Business Liaison Updates

- i. Business Liaison Adel Al-Adlani provided the board with updates in both West and East DDDA which included statistics for the walking tours held by City Institute which aimed to prompt for business within the DDDA districts.

b. Events Update

- i. Summer Market and Movies in the Park
 1. Special Event & Outreach Manager Amanda Sancen updated the board about the ongoing Dearborn Summer Market place on est Village in WDDDA. Amanda briefed the board about the last Kids Day at the Summer Market that is scheduled for August 18th. Amanda also talked about the Movie at the park nights that takes place in the old city Hall parking lot. Both activities were successful and attracted a lot of vendors and visitors.
- ii. Dearborn Building Expo.
 1. Amanda Sancen also briefed the Boards about the upcoming City-hosted Dearborn Building Expo that is planned for October 09, 2023 which will help business, contractors, residents in learning about the city building processes in addition to connecting them together.

7. City UPDATES:

- a. Economic Development Deputy Director Angela Fortino shared with the Board updates about the upcoming Parliamentary Procedures training that is scheduled for September 14th at 2:00 pm. which will provide a refresher training about that will be delivered by the Michigan Municipal League.
- b. Angela also updated the Boards about the DDA intern, Abdul, whose time with the DDDA has come to an end. Angela shared with the board about the two new interns coming from the University of Michigan to join the team.

8. CALL TO THE BOARD

- a. The Boards requested DDA staff to reach out to DPW regarding the Alley behind Noah's to ask if they are conducting a condition assessment of the alley and/or whether they have a contractor to perform the work.
- b. The Boards also requested that DDA staff verifies the schedule and responsibility of clearing the parking garages located within the DDA boundaries.



9. CALL TO AUDIENCE

- a. Assistant Curator at the Dearborn Historical Museum Matthew Graff shared information with the Boards about their 10th Annual Fall Festival.

10. ADJOURNMENT

For the WDDDA, there was a motion to adjourn the meeting by Chair Tahrik Alcodray and was seconded by Mayor Abdullah Hammoud. 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 Chair Khalil Dabajaz and was seconded by Jay Kruz. A voice vote passed unanimously. Motion was approved and the meeting was adjourned.