



**DEARBORN
ECONOMIC
DEVELOPMENT**

CITY OF DEARBORN | ABDULLAH H. HAMMOUD, MAYOR

East Dearborn Downtown Development Authority MINUTES

Board Meeting

Dearborn Administrative Center, City Council Chambers

August 21, 2024 at 9:00 am EST

16901 Michigan Ave, Dearborn, MI 48124

MEMBERS PRESENT: Secretary-Treasurer Carl Marusak, Director Jay Kruz, Mayor Abdullah Hammoud, Director Amanda Bright McClanahan, Director Jennifer Lorenz, Vice-Chair Zaineb Hussein

MEMBERS ABSENT: Director Mohamed Bazzi, Director Kamal Turfah, Chair Zo Olabi, Director Hamzah Nasser,

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

GUESTS: Jacob Anson (Brazen Bagels)

1. CALL TO ORDER

EDDDA Secretary-Treasurer Carl Marusak called the meeting to order at 9:07 am.

2. ROLL CALL

A role call for Board Members was called. A quorum was present.

3. APPROVAL OF THE REGULAR MINUTES May 15th, 2024

A motion to approve the East DDDA meeting minutes of June 19th was made by Secretary-Treasurer Carl Marusak, seconded by Director Amanda Bright MacClanahan. Motion passed unanimously. Minutes approved.

4. REVIEW AND FILING OF TREASURER'S REPORT

Courtney Skora from Finance (City) reviewed the financial statement dated June 30, 2024. Revenue to date totaled \$1,078,880. Total expenditures totaled \$924,301. The current cash position equals \$1,242,981 and it is estimated the EDDDA's cash position at the end of the fiscal year will be \$537,042.

Courtney Skora also reviewed the financial statement dated July 31, 2024. Revenue to date totaled \$3,435. Total expenditures totaled \$924,301. The current cash position equals \$17,893 and it is estimated the EDDDA's cash position at the end of the fiscal year will be \$1,050,273.

A motion was made by Secretary-Treasurer Carl Marusak and seconded by Director Jay Kruz to receive and file the Treasurer's Report. Motion passed unanimously and approved.

5. ACTION ITEMS

- a. Resolution ED-24-08-01 was introduced for the approval of a Level III grant of \$10,000 for Alano's Eatery from the Open Door Dearborn Grant program, account # 297-6100-911-34-90, subject to review and approval of Corporation Counsel. Motion was made by Secretary-



Treasurer Carl Marusak and seconded by Director Amanda Bright McClanahan. A voice vote passed unanimously. Motion approved.

- b. Resolution ED-24-08-02 was introduced for the award of a Level III grant of \$10,000 for Instacare Pharmacy from the Open Door Dearborn Grant program, account # 297-6100-911-34-90, subject to review and approval of Corporation Counsel. Motion was made by Secretary-Treasurer Carl Marusak and seconded by Director Amanda Bright McClanahan. A voice vote passed unanimously. Motion approved.
- c. Vice-Chair Zaineb Hussein motioned to approve the resolution ED-24-08-03 and authorize the Economic Development Department Deputy Director to sign DTE Light Post Replacement Agreement and seconded by Secretary-Treasurer Carl Marusak. The project costs \$154,250.40 for the replacement of 54 damaged light posts. The EDDDA will fund the project with \$75,000 from project S04824 and \$79,250.04 from account#297-6100-911.34-90 “Streetscape Improvements”. A voice vote passed unanimously. Motion approved.
- d. Vice-Chair Zaineb Hussein motioned to approve the 2025 calendar of meetings and seconded by Secretary-Treasurer Carl Marusak.
- e. Resolution ED-24-08-05 was introduced to approve amendments to the current DDA Purchasing Policy as needed. Motion made by Director Amanda Bright McClanahan and seconded by Mayor Abdullah Hammoud. A voice vote passed unanimously. Motion approved.
- f. Resolution ED-24-08-06 was introduced to approve and authorize the Finance Department to transfer funds between administrative accounts at the fiscal and/or calendar year-end in case the transfer amount does not exceed \$5,000. by Director Amanda Bright McClanahan and seconded by Director Jay Kruz. A voice vote passed unanimously. Motion approved.
- g. Resolution ED-24-08-07 was introduced to approve the renewal of the contract with Santa’s Light Crew and authorize up to \$50,000 in expenditures from the accounts “Holiday Decor and Installation” as well as authorize up to \$20,000 in expenditures from the Contract Services budget account #297-6100-911-34-90 “Streetscape Enhancements” for the additional light post decorations. An amendment was introduced to make the light post decoration leases contingent upon successful installation of the new DTE light posts with GFI capability previously approved in the meeting. A motion was made by Secretary-Treasurer Carl Marusak and seconded by Mayor Abdullah Hammoud. A voice vote passed unanimously. Motion approved.

6. DISCUSSION ITEMS:

- a. A suggestion was made by the Mayor to get a quote from DTE regarding installation of new light posts along Michigan Ave for East and West districts.
- b. Director Amanda Bright McClanahan suggested documenting excused absences.

7. DDDA ACTIVITY UPDATE:

a. Business Liaison Update & Data Reporting

Business Liaison, Adel Al-Adlani, provided an update about the following:



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- Working with ACCESS and the AANM to host the first in-District Community Health Fair.
 - Working with two new businesses for grand opening (Mocha delights & Misk coffee)
 - Planning to conduct assessment for the alleys and see which ones need to be maintained, as well as dumpster enclosure areas. Board members provided suggestions on areas that are in need of a built-out dumpster enclosure.
- b. Special Events and Outreach Manager Amanda Sancen provided updates about Fall events including Fall Family Event, Coffee Week in November, Trick and Treat, and Jingle Bell Bash.

8. CALL TO THE BOARD

None at this time

9. CALL TO AUDIENCE

No audience from EDDDA at this time

10. ADJOURNMENT

A motion to adjourn the meeting was made by Mayor Abdullah Hammoud at 9:57 AM and was seconded by Secretary-Treasurer Carl Marusak. A voice vote was passed unanimously. Motion was approved and the meeting was adjourned.