



**DEARBORN
ECONOMIC
DEVELOPMENT**

West Dearborn Downtown Development Authorities MINUTES

**Board Meeting
August 21, 2024**

**Dearborn Administrative Center, Room 1D
16901 Michigan Ave, Dearborn, MI 48124**

MEMBERS PRESENT: Chair Tahrik Alcodray, Vice-Chair Devon O'Reilly, Secretary-Treasurer Chris Small, Director Sam Abbas, Director Thomas Clark, Director Zaineb Hussein, Mayor Abdullah Hammoud, Director Amanda Bright McClanahan,

MEMBERS ABSENT: Director Karl Makky, Director Mohammed Hider,

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

1. **CALL TO ORDER:** Chair Tahrik Alcodray called the meeting to order at 9:05AM
2. **ROLL CALL:** A roll call for board members was called. A quorum was present.
3. **APPROVAL OF THE REGULAR MEETING MINUTES July 10, 2024**

Chair Tahrik Alcodray presented the meeting minutes on page 3 of the agenda. Chair Tahrik Alcodray made a motion to approve the regular meeting minutes of July 10, 2024 and was seconded by Mayor Hammoud. Motion passed unanimously. Motion approved.

4. RECEIVING AND FILING OF TREASURER'S REPORT

Courtney Skora from the Finance Department presented the monthly financial statements for June 2024 (for FY 2024) and for July 2024 (for FY 2025). Chair Tahrik Alcodray motioned to acknowledge both financial statements.

5. ACTION ITEMS

- a. **Resolution WD-24-08-01:** A resolution was introduced to grant a \$10,000 Open Door Grant to Bayt al Mocha for exterior and facade improvements estimated at \$300,000. Director Zaineb Hussein motioned to award Bayt al Mocha a Level III grant for \$10,000 from the Open Door Dearborn grant program from account #296-6100-911-34-90, subject to review and approval of Corporation Counsel and was seconded by Chair Tahrik Alcodray. The motion passed unanimously and was approved.
- b. **Resolution WD-24-08-02:** A resolution was introduced to grant a \$10,000 Open Door Grant to Kung Fu Tea for outdoor seating and indoor floor renovations estimated at almost \$12,000. Mayor Hammoud motioned to award Kung Fu Tea a Level III grant for \$10,000 from the Open Door Dearborn grant program from account #296-6100-911-34-90, subject to review and

approval of Corporation Counsel and was seconded by Director Amanda Bright McClanahan. Secretary-Treasurer Chris Small abstained from the vote. The motion passed and was approved.

- c. **Resolution WD-24-08-03:** A resolution was introduced to remediate some vector issues in the West DDA, which are currently being addressed through an Economic Development contract with Orkin, through a new project with the DDA's contractor Ground Control, which has proposed two landscape projects along Garrison Ave and outside of the Wagner Parking Deck subject to review and approval of Corporation Counsel. A motion was made by Secretary-Treasurer Chris Small to authorize an award in an amount not to exceed \$13,653.44 to Ground Control Property Services from account #296-6100-911.62-40 "Plantings" and was seconded by Director Amanda Bright McClanahan. The motion passed unanimously and was approved.
- d. **Resolution WD-24-08-04:** A resolution was introduced to reallocate FY24 budget from "Ramadan Nights" to "Salary and Benefits" account to ensure sufficient budget for incurred expenses. A motion was made by Chair Tahrik Alcodray to reallocate \$5,911 from account FY2024 #296-6100-911.51-00 "Ramadan Nights", which has a balance of \$11,000 to account to FY 2024 account #296-6100-911.10-10 "Salary and Benefits" and was seconded by Director Amanda Bright McClanahan. The motion passed unanimously and was approved.
- e. **Resolution WD-24-08-05:** A resolution was introduced to approve the 2025 calendar of meeting dates and times as presented by the Economic Development Department staff. A motion was made by Mayor Hammoud to approve the schedule and was seconded by Director Zaineb Hussein. The motion passed unanimously and was approved.
- f. **Resolution WD-24-08-06:** A resolution was introduced to amend the current DDA Purchasing Policy with minor edits to the current DDA Purchasing Policy in an effort to mirror the purchasing policy across all Business Corridor and Downtown Development Authorities. A motion was made by Director Amanda Bright McClanahan to adopt the revised Purchasing Policy as presented, which shall take immediate effect upon approval. This motion was seconded by Mayor Hammoud. The motion passed unanimously and was approved.
- g. **Resolution WD-24-08-07:** A resolution was introduced to authorize the Finance Department to transfer funds between administrative accounts at the fiscal and/or calendar year-end, provided the transfer amount does not exceed \$5,000. To ensure transparency, the Finance Department will continue to report all transfers, regardless of size, to the Board at its next regularly scheduled meeting. Director Chris Small motioned to approve the resolution and was seconded by Chair Tahrik Alcodray. The motion passed unanimously and was approved.
- h. **Resolution WD-24-08-08:** A resolution was introduced to authorize the following:
 - i. A renewal of the holiday lighting contract with Santa's Light Crew for up to \$50,000 in expenditures from the accounts "Holiday Decor and Installation" for the business curtain lights and to authorize up to \$40,000 in expenditures from the Contract Services budget account #297-6100-911-34-90 "Streetscape Enhancements" for the additional holiday light post decorations and public space decoration.
 - ii. Authorization for the Executive Board to select the light post decoration and public space decoration options following a walkthrough with Santa's Light Crew.
 - iii. Authorization for The Economic Development Department Deputy Director to administer and sign a contract with Santa's Light Crew subject to review and approval of

Corporation Counsel

- iv. Authorization for The Economic Development Department Deputy Director to sign an agreement with individual participating building owners, subject to review and approval of Corporation Counsel.

Director Chris Small motioned to approve the resolution and was seconded by Chair Tahrik Alcodray. The motion passed unanimously and was approved.

6. DDDA ACTIVITY UPDATES

a. Business Liaison Update

Business Liaison Deena Berri provided updates regarding two business openings - Bora Bora Juice and Mezcal Express Eatery. Grand openings have not been scheduled yet.

b. Events Update

Amanda Sancen provided the following updates:

- The Dearborn Summer Market has its last date of the season on September 13, 2024 and will feature a live band, the Crampton Brothers
- Movies in the Park was reschedule from its original August date due to weather. It will be rescheduled for a date in September (to be updated).
- The team is starting to recruit East Downtown and West Downtown businesses to participate in fall events and Dearborn Coffee Week

7. CALL TO THE BOARD

No discussion at this time.

8. CALL TO THE AUDIENCE

No audience at this time.

9. ADJOURNMENT

A motion to adjourn the meeting was made by Chair Tahrik Alcodray at 9:57 am and was seconded by Mayor Hammoud. A voice vote was passed unanimously. Motion was approved and the meeting was adjourned.