



Dix-Vernor Business District Improvement Authority

Board Meeting Minutes

July 25, 2024; 3:00 pm EST

Dearborn Administrative Center, Council Chambers

16901 Michigan Ave, Dearborn, MI 48124

MEMBERS PRESENT: Chair Janet Thompson, Secretary-Treasurer Brigitte Fawaz-Anouti, Mayor Abdullah Hammoud, Director Mohammed Abdullah, Director Ronald Berry, Director Mahdi Ali.

MEMBERS ABSENT: Vice- Chair Anthony Rugiero, Director LuciusAnthony, Director Imad Asofuy.

NON-MEMBERS PRESENT: N/A

NON-MEMBERS PRESENT: CITY OF DEARBORN: Mohammed Rezaq (ED), Laura Aceves-Sanchez (ED), Meryl McKeever (Finance), Rebecca Schultz (Legal), Saeid Alawathi (ED), Nolan Kukla (ED) Kobi Sunday (ED).

1. **CALL TO ORDER:** Chair Janet Thompson called the meeting to order at 3:02 pm.
2. **ROLL CALL:** A roll call for board members was called. A quorum was present.
3. **APPROVAL OF THE REGULAR MEETING MINUTES MAY 22,2024**

Chair Janet Thompson presented the meeting minutes on pages 3-5 of the agenda. Mayor Abdullah Hammoud made a motion to approve the regular meeting minutes of May 22, 2024 and was seconded by Secretary-Treasurer Brigitte Fawaz-Anouti. Motion passed unanimously. Motion approved.

4. RECEIVING AND FILING OF TREASURER'S REPORT

Meyrl McKeever from the Finance Department presented the monthly financial statement. Revenue to date totaled \$163,807. Total expenditures totaled \$154,946.26. The current cash position equals \$112,349 and it is estimated the DVBDIA's cash position at the end of the fiscal year will be \$109,565. Chair Janet Thompson acknowledged the June 2024 financial statement.

5. ACTION ITEMS

- a. A resolution was introduced for the Approval of 2025 Proposed Schedule of the The Dix-Vernor Business District Development Authority (DVBDIA) Board Meetings . The DVBDIA Board of Directors approved the 2025 calendar of meeting days and times, as presented by Economic Development Department staff. Mayor Abdullah Hammoud motioned to approve the 2025 DVBDIA board meetings schedule and was seconded by Secretary-Treasurer Brigitte Fawaz-Anouti. The motion passed unanimously and was approved.

- b. A resolution was introduced for the adoption of FYE 2025 Budget. The Dix-Vernor Business District Development Authority (DVBDIA) is required by Public Act 57 to prepare and submit an operating budget for the DVBDIA each year. The (DVBDIA) Board approved a 3-year budget for FY E2025-27 at the March 27, 2024 meeting via resolution DV-24-03-01. The City of Dearborn approved and adopted the budget on June 11, 2024, as submitted by the DVBDIA. The DVBDIA adopts the FYE2025-27 budget as adopted by City Council on June 11, 2024 for FYE 2025. A motion was made for this resolution by Mayor Abdullah Hammoud and seconded by Director Ronald Berry. A voice vote passed unanimously. Motion approved.
- c. A resolution was introduced for the Approval of the Purchasing Policy for the DVBDIA. The DVBDIA is committed to efficient project management and implementation of programs within the Corridor. The Purchasing Policy defines all purchasing authorizations and processes for the DVBDIA, including purchasing requirements, authorizations, solicitation, procurement process, local advantage and diversity procurement, 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 DVBDIA Board. The DVBDIA Board adopted the Purchasing Policy as presented and shall take immediate effect. A motion was made for this resolution by Secretary-Treasurer Brigitte Fawaz-Anouti and seconded by Director Ronald Berry. A voice vote passed unanimously. Motion approved.
- d. A resolution was introduced to authorize the Finance Department to move funds between DVBDIA accounts. The DVBDIA Board currently votes on all transfers of funds between accounts, including small, year-end Adjustments. Such votes can be time-consuming for the Board, potentially hindering its ability to focus on more strategic matters. The DVBDIA Board authorized 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. A motion was made for this resolution by Secretary-Treasurer Brigitte Fawaz-Anouti and seconded by Director Ronald Berry. A voice vote passed unanimously. Motion approved.

6. DVBDIA ACTIVITY UPDATES

a. Business Liaison Update

Business Liaison Saeid Alawathi provided the following updates:

- City Council Small Business Grant which is designed to award qualified businesses throughout the City, up to \$5,000 with \$2,500 match from the business owner. This Grant will assist with Facade Improvements, Awnings, and Exterior improvements such as signage or landscaping.
- The commencement of the construction of the extension project of Alfahad SuperMarket.

b. Events Update

Program Manager Mohammed Rezaq provided the following updates:

- He reported on the Business Mix & Mingle event held at the Roman Village on June 18, 2024, and addressed subsequent follow-up requests.
- He reported that the Health Fair, approved by the City Council, will take place at the American Muslim Society (AMS) on August 31, 2024, from 11:00 AM to 4:00 PM

c. **City Update**

Mayor Hammoud provided updates about the progress in the concentration on Lapeer Park Pool and the PEACE Park 3.

7. CALL TO THE BOARD

None at this time

8. CALL TO THE AUDIENCE

No audience at this time.

9. ADJOURNMENT

A motion to adjourn the meeting was made by Mayor Abdullah Hammoud at 3:40 pm and was seconded by Director Ronald Berry. A voice vote was passed unanimously. Motion was approved and the meeting was adjourned.