



## **Warren Business District Improvement Authority**

### **Meeting Minutes**

June 25, 2024; 09:00 am EST

D.A.C. - Council Chambers

16901 Michigan Ave, Dearborn, MI 48126

- MEMBERS PRESENT:** Chair Ahmad Chebbani,, Secretary-Treasurer Ali Alhashemi, Mayor Abdullah Hammoud, Director Julie May Warthman
- MEMBERS ABSENT:** Director Muaath Ghazali, Vice-Chair Abbas Ammar, Director Lucius Anthony
- NON-MEMBERS PRESENT:** Angela Fortino (ED), Mohammed Rezq (ED), Mohamed Qasim (ED), Laura Aceves-Sanchez (ED), Amanda Sancen (ED), Nolan Kukla (ED), Jeremy Romer (Legal), Courtney Skora (Finance), De'Janae Douglas (ED).

#### **1. CALL TO ORDER**

Secretary- Treasurer Ali Alhashemi called the meeting to order at 10:02 a.m.

#### **2. ROLL CALL**

Roll call was called and quorum was present.

#### **3. APPROVAL OF THE REGULAR MEETING MINUTES, APRIL 23, 2024**

Mayor Abdullah H. Hammoud made a motion to approve the Meeting minutes of April 23rd, 2024. He was seconded by Secretary- Treasurer Ali Alhashemi. Motion passed unanimously. Motion approved.

#### **4. REVIEW & FILING OF TREASURER'S REPORT**

Courtney Skora from the Finance Department presented the monthly financial statement. Mayor Hammoud spoke about some of the grants and funds secured for future projects. Secretary- Treasurer Ali Alhashemi motioned to receive and file the May2024 financial statement. The motion passed unanimously. Motion approved.

#### **5. ACTION ITEMS**

- a.** A resolution was introduced for the adoption of the budget for fiscal year 2025. The (WBDIA) Board approved a 3-year budget for FYE 2025-27 at the March 06, 2024 meeting. The City of Dearborn approved and adopted the budget on June 11, 2024, as submitted by the WBDIA. The WBDIA adopted the FYE 2025-27 budget as adopted by the City Council.

A motion for this resolution was made by Secretary- Treasurer Ali Alhashemi and seconded by director Julie May Warthman. Motion passed unanimously. Motion approved.



- b. A resolution was introduced for the approval of the Purchasing Policy for the WBDIA. The Warren Business District Development Authority (WBDIA) is committed to efficient project management and implementation of programs within the Corridor. The Purchasing Policy defines all purchasing authorizations and processes for the WBDIA, 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 WBDIA Board. The WBDIA Board adopted the Purchasing Policy as presented and shall take immediate effect. A motion was made for this resolution by Mayor Abdullah Hammoud and seconded by Secretary- Treasurer Ali Alhashemi. Motion passed unanimously. Motion approved.
- c. A resolution was introduced for the Approval of 2025 Schedule of the WBDIA Board Meetings. This resolution was motioned by Mayor Abdullah Hammoud and seconded by Director Julie May Warthman. Motion passed unanimously. Motion approved.

## **6. DISCUSSION ITEMS**

Director Chebbani proposed the idea of adding CDPA and the Warren Facade Program to the monthly updates within the Action Items in the agenda. Board also discussed the Council Small Business Grant.

## **7. ECONOMIC DEVELOPMENT DEPARTMENT REPORT**

- a. Business Liaison Update:  
Business Liaison Mohamed Qasim provided updates about ongoing business visits, new businesses in the district, updates regarding the in-district mix & mingle event. He also provided updates about code enforcement and compliance updates throughout the district, as well as plans to conduct tours and business pop ups with the Mayor and city directors.
- b. Mix & Mingle Update  
Mohamed Qasim and Amanda Sancen spoke about the Mix & Mingle event as well as following up with attendees.

## **8. CALL TO BOARD OF DIRECTORS**

None at this time

## **9. CALL TO AUDIENCE (3 minutes/guest)**

None at this time



## **10. ADJOURNMENT**

A motion to adjourn the meeting was made by Chair Ahmed Chebbani and was seconded by Mayor Abdullah Hammoud. A voice vote was passed unanimously. Motion was approved and the meeting was adjourned.