



## **Warren Business District Improvement Authority**

### **Meeting Minutes**

D.A.C. - Council Chambers

March 06, 2024; 10:00 am EST

16901 Michigan Ave, Dearborn, MI 48126

MEMBERS PRESENT: Chair Ahmad Chebbani, Secretary-Treasurer Ali Alhashemi, Mayor Abdullah Hammoud, Director Abbas Ammar, Director Muaath Ghazali, Director Lucius Anthony

MEMBERS ABSENT: Vice-Chair Keith Ward

NON-MEMBERS PRESENT: Zaineb Hussein (Mayor’s Office), Angela Fortino (ED), Laura Aceves-Sanchez (ED), Mohammed Rezq (ED), Mohamed Qasim (ED), Rebecca Schultz (Legal), Courtney Skora (Finance)

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

Chair Ahmad Chebbani called the meeting to order at 10:05 a.m.

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

Roll call was called and quorum was present.

#### **3. APPROVAL OF PA57 MEETING MINUTES, NOVEMBER 28, 2023**

Chair Ahmad Chebbani presented the meeting minutes on pages 3 of the agenda. Mayor Abdullah Hammoud made a motion to approve the PA57 meeting minutes of November 28, 2023. He was seconded by Director Lucius Anthony. Motion passed unanimously. Motion approved

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

Courtney Skora from the Finance Department presented the monthly financial statement. Chair Ahmad Chebbani requested to add a project line in the monthly statement to track expenses from that Fund. Chair Ahmad Chebbani motioned to receive and file the January 2024 financial statement. The motion passed unanimously. Motion approved.

#### **5. NEW BUSINESS**

- a. A resolution was introduced for the 2024 Office Elections. Per the bylaws, the WBDIA Board elects the Officers at the first meeting of the year and each officer so elected shall hold office until December 31 of the year in which they are elected or until their term expires, or upon resignation or removal, whichever occurs first.

- Acting Chair Ahmad Chebbani called the nominations for the Chair to order. Mayor Abdullah Hammoud nominated Ahmad Chebbani for the Chair of the



WBDIA. Acting Chair Ahmad Chebbani asked if there were any other nominations and there was none. Ahmad Chebbani accepted the nomination and was therefore reelected as the WBDIA Chair.

- Chair Ahmad Chebbani opened the nomination for the Vice-Chair of the WBDIA. Chair Ahmed Chebbani nominated Director Abbas Ammar for the Vice-Chair. Chair Ahmad Chebbani asked if there were any other nominations and there was none. Abbas Ammar accepted the nomination and was therefore elected as the WBDIA new Vice-Chair.
- Chair Ahmad Chebbani opened the nomination for the Secretary-Treasurer of the WBDIA. Mayor Abdullah Hammoud nominated Director Ali Alhashemi. Chair Ahmad Chebbani asked if there were any other nominations and there was none. Director Ali Alhashemi accepted the nomination and was announced as the Secretary-Treasurer of the WBDIA.

A motion was made for this resolution by Mayor Abdullah Hammoud and seconded by Chair Ahmad Chebbani. A voice vote passed unanimously. Motion approved.

- b. A resolution was introduced for approval of the proposed budget for fiscal year 2025 as presented by the Finance Department. A motion was made for this resolution by Chair Ahmad Chebbani and seconded by Vice-Chair Abbas Ammar. A voice vote passed unanimously. Motion approved.
- c. A resolution was introduced for or Yearly Maintenance, Landscaping and Sanitation Contract with Ground Control Property Services. The Warren Business District Improvement Authority (WBDIA) wishes to advocate and promote a clean, safe and attractive commercial corridor and wishes to contract for landscape, sanitation, and maintenance services for the district to beautify and create a welcoming environment for businesses, residents, and visitors. The Purchasing Division of the Finance Department released an Invitation to Bid (ITB) on behalf of the WBDIA seeking contractor(s) to provide comprehensive litter, maintenance, and sanitation services (including plantings, litter pickup, powerwashing, etc.). total Six (6) bids were received and were evaluated on the basis of cost and qualifications to deliver the requested services and the Purchasing Division recommended awarding a contract to Ground Control Property Services LLC.
- The WBDIA authorizes an award of a 12-month contract with Ground Control commencing March 1, 2024 until February 28, 2025 in an amount not to exceed \$145,600 for the regular landscaping and sanitation services, in addition to non-regular services such as banner removal, other maintenance needs, and events and decoration assistance on an as-needed basis from accounts #251-6100-911-34-90 and #251-2972-463.34-90.
- Furthermore, The WBDIA authorizes the Deputy Director of the Economic Development Department to execute necessary contracts subject to the review and approval of Corporation Counsel with Ground Control Property Services LLC.
- A motion was made for this resolution by Chair Ahmad Chebbani and Seconded by Vice-Chair Abbas Ammar. A voice vote passed unanimously. Motion approved.
- d. A resolution was introduced for the approval of Weed Eraser Cost-Share Agreement. The Warren Business District Improvement Authority (WBDIA) wishes to advocate and promote a clean, safe and attractive corridor and recognizes the need for ongoing weed



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control services in all public areas of the district. The WBDIA has contracted with the company Weed Eraser since 2015. The Economic Development Department holds an annual contract with the same company and has offered to cover half of the cost of weed control services along Warren Avenue within the WBDIA. The cost for weed control services along Warren Ave between Greenfield and Indiana St is \$11,620.00. The WBDIA agrees to fund 50% of the total cost for weed control services, for a cost not to exceed \$5,810.00 from account #251-2972-463.34-90. A motion was made for this resolution by Mayor Abdullah Hammoud and seconded by Secretary-Treasurer Ali Alhashemi. A voice vote passed unanimously. Motion approved.

- e. A resolution was introduced for the Mural Storage Agreement with TreeTown Murals. The Warren Business District Improvement Authority (WBDIA) previously contracted with TreeTown Murals for the development and placement of an artistic mural for the corridor. The WBDIA has run into difficulties finding a proper placement location. TreeTown murals has been storing the mural free-of-charge at its facilities for the past few years. Now, TreeTown Murals has agreed to store the mural and enter into a bailment agreement with the WBDIA for the property for storage until TreeTown Murals can install the mural at an agreed-upon location. The WBDIA agrees to enter into a bailment agreement with TreeTown Murals commencing December 1, 2023 and terminating on December 1, 2024. The WBDIA agrees to pay two hundred fifty dollars (\$250.00) per month for the duration of this agreement. Five hundred dollars (\$500.00) for the first two (2) months shall be payable on execution of this agreement. For the third month, and thereafter, compensation shall be payable in advance on the first day of each month. The WBDIA agrees to pay for insurance coverage of the mural via Nickel & Saph Inc. at a cost of \$152 from 11-20-23 to 6-30-24 from account #251-6100-911.34-90. Afterwards, an annual premium will be \$250/year, to be paid from account #251-6100-911.34-90. The WBDIA authorizes the Deputy Director of the Economic Development Department to execute necessary contracts subject to the review and approval of Corporation Counsel with TreeTown Murals. A motion was made for this resolution by Chair Ahmmmed Chebbani and seconded by Mayor Abdullah Hammoud. A voice vote passed unanimously. Motion approved.
- f. A resolution was introduced for the Dearborn Restaurant Week Participation. The WBDIA commits to a contribution of \$2000.00 towards Dearborn Restaurant Week and authorized a reallocation of \$2,000 from account #251-6100-911.34-90 "Development Contractual Services" to account #251-6100-911.51-00 "Community Promotion". The WBDIA will be allowed to collect participation fees from restaurants within its boundaries as revenue. The WBDIA authorized The Deputy Director of Economic Development to execute contracts on behalf of the WBDIA for Dearborn Restaurant Week, subject to review and approval by Corporation Counsel.  
A motion was made for this resolution by Chair Ahmad Chebbani and Seconded by Vice-Chair Abbas Ammar. A voice vote passed unanimously. Motion approved.
- g. A resolution was introduced for the Holiday Lights Fund Reallocation. The WBDIA authorizes the funding not-to-exceed \$25,000 towards the holiday light program to be allocated from the 251-6100-911.34-90 account instead of the previous allocation from the V10000 Project line. A motion was made for this resolution by Mayor Abdullah Hammoud and seconded by Director Lucius Anthony. A voice vote passed unanimously. Motion approved.



- h. A resolution was introduced for Ramadan Banner Installation .The WBDIA authorizes the funding not-to-exceed \$4,200 towards the installation of Ramadan banners from the #251-6100-911.34-90 account.

A motion was made for this resolution by Mayor Abdullah Hammoud and seconded Secretary- Treasurer Ali Alhashemi. A voice vote passed unanimously. Motion approved.

- i. A resolution was introduced for the Acceptance of Resignation of Board Member Keith Ward. Warren Business District Improvement Authority Board Member Keith Ward submitted his resignation as a board member dated March 5, 2024. The WBDIA Board accepts the resignation of Keith Ward from the Warren Business District Improvement Authority and declares the position vacant, effective March 07, 2024.

A motion was made for this resolution by Mayor Abdullah Hammoud and seconded Secretary-Treasurer Ali Alhashemi. A voice vote passed unanimously. Motion approved.

## **6. ECONOMIC DEVELOPMENT DEPARTMENT REPORT**

- a. Business Liaison Mohamed Qasim provided updates about ongoing business visits, new businesses in the district, installation of Ramadan banners and holiday lights, and plans for an in-district mix & mingle event. He also provided updates about the Dearborn Restaurant Week and the promotional plan for the event on social media and other outlets. He also shared updates regarding inter-departmental meetings about the Warren Avenue Transformation Project.
- b. Program Manager Laura Aceves-Sanchez provided updates about the Warren Avenue Grant and the Warren Facade Improvement Program.
- c. Deputy Director Angela Fortino provided updates about the Master Land Use Plan including Commercial District Vision Plan and Commercial District Parking Study.

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

Next Board meeting was scheduled for March 26, 2024. The Board decided it is too soon, especially that there are no expected urgent action items, the Board agreed to cancel it and to convene again at the next scheduled meeting on April 23, 2024.

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

None at this time

## **9. ADJOURNMENT**

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