



East Dearborn Downtown Development Authority MINUTES

East DDA Board Meeting Dearborn Administrative Center, Room 1D
August 20, 2025; 10:15 AM 16901 Michigan Ave, Dearborn, MI 48124

MEMBERS PRESENT: Mayor Abdullah Hammoud, Director Kamal Turfeh, Vice-Chair Jay Kruz,
Director Zaineb Hussein, Director Mariam Jalloul, Director Siham Said

MEMBERS ABSENT: Director Rana Saad, Director Jennifer Lorenz, Director Steven Witkowski

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

1. CALL TO ORDER

The meeting was called to order by Chair Mayor Hammoud at 10:15 AM.

2. ROLL CALL

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

3. APPROVAL OF EDDDA MINUTES

A motion to approve the East DDDA meeting minutes of June 18, 2025 was made by Vice-Chair Jay Kruz and was seconded by Mayor Hammoud. The motion passed unanimously. Minutes approved.

5. REVIEW AND FILING OF TREASURER'S REPORT

Courtney Skora reviewed the financial statements dated June 30, 2025 and July 31, 2025.

6. EDDDA ACTION ITEMS

a. ED 25-08-01: One-Month Maintenance, Landscaping and Sanitation Contract

The board reviewed and discussed a one-month contract in the amount of \$5,535 for maintenance, landscaping, and sanitation services as proposed by Parrott Landscaping, a current subcontractor for the Department of Public Works. This contract would be in effect from September 1 - September 30, 2025. Chair Mayor Hammoud made a motion to accept the proposal and was seconded by Director Kamal Turfeh.. A voice vote passed unanimously. Motion approved.

b. ED 25-08-02: Dearborn Forward Grant Awards

The Board considered and discussed the grant applications as reviewed by the Review Committee and the Executive Committee, which recommended that the following applications receive the following awards, contingent upon design approval by DDA staff.

- \$25,000.00 to **Nagi CPA PC**, located at 13710 Michigan Ave, to replace the outdated silver aluminum-framed windows and doors with modern, dark bronze anodized aluminum systems, and replacing the existing exterior signage and plaques with new ones.
- \$25,000.00 to **Kaid Enterprise Incorporated** for Doll Me Up Boutique located at 13329 Michigan Ave, to support the installation of new signage and lighting, cleaning



and restoration of the building façade (painting, and repairing damaged areas), and replacement of existing windows and doors with modern, energy-efficient alternatives.

- \$16,000.00 to **Baba's Grill and Dining**, located at 13823 Michigan Ave, to replace the existing and old awning and beautify the landscaping surrounding the business (trimming hedges including trees, removing bushes, removing layer of dirt/existing mulch, covering all areas with weed guard etc..), contingent upon the installation of a non-cloth awning in compliance with City code and ordinances
- \$14,000.00 to **Kidcadia Play Cafe**, located at 13939 Michigan Ave, to replace their HVAC due to the current building's aging HVAC system.

Director Kamal Turfeh made a motion to approve and was seconded by Director Zaineb Hussein. Director Siham Shaid abstained. The motion passed. Motion approved.

c. **ED 25-08-03: Alano's Eatery Open Door Grant Extension of Completion Deadline**

The Board reviewed the request from Alano's Eatery to extend its Open Door grant completion deadline from August 26, 2025 by 60 days due to sign manufacturing delays. The Board discussed the recommendation from the Executive Committee to not extend the completion deadline given the yearlong timeframe to complete the project and the short notice request to extend the deadline. Director Zaineb Hussein made a motion to accept the Executive Committee's recommendation and deny the extension request and was seconded by Director Jay Kruz. The motion passed unanimously. Motion approved.

d. **ED 25-08-04: Instacare Pharmacy Open Door Grant Extension of Completion Deadline**

The Board reviewed the request from Instacare Pharmacy to extend its Open Door grant completion deadline from August 26, 2025 by 60 days due to sign manufacturing delays. The Board discussed the recommendation from the Executive Committee to not extend the completion deadline given the yearlong timeframe to complete the project and the short notice request to extend the deadline. Director Zaineb Hussein made a motion to accept the Executive Committee's recommendation and deny the extension request and was seconded by Vice-Chair Jay Kruz. The motion passed unanimously. Motion approved.

e. **ED 25-08-05: Snow Removal Contract Execution**

The board discussed and considered the execution of a contract with Frank's Landscaping LLC for snow removal services in the West Downtown area for FY2026 in an amount not to exceed \$85,000, from account #296-6100-911-34-90 "Snow Removal", which would also include the area of Peace Park West. Chair Tahrik Alcodray made a motion to approve and was seconded by Director Sam Abbas. A voice vote passed unanimously. Motion approved.

f. **ED 25-08-06: FY'25 Reallocations**

The board considered a resolution proposing to reallocate funds for the FY'25 budget to cover the over-budget expenditures in the total amount of \$2,509 (\$674 from Summer Festivities, \$89 in General Marketing, and \$1,746 in Streetscape Enhancements). Chair Mayor Hammoud made a motion to authorize the reallocations from account 297-6100-911-51.00 "Restaurant Week" for "Summer Festivities and "General Marketing" overages and \$1,736 from account 297-6100-911-34.90 "Ramadan Lighting" for the "Streetscape Enhancements Overage". Director Kamal Turfeh seconded the motion. A voice vote passed unanimously. Motion approved.



7. DISCUSSION ITEMS

- a. **Light Post Replacement Project** Adel Al-Adlani provided an update on the Light Post Replacement Project.

8. DDDA ACTIVITY UPDATES

- a. **Business Liaison Updates & Data Reporting** Adel Al-Adlani provided an update on new and upcoming businesses and recent vacancies in the downtown district.
- b. **Events Update** Amanda Sancen provided an update on recent events, including highlights from the social media pilot, the Downtown Dearborn Movies, Dearborn Coffee Week, and the upcoming Downtown Dearborn Fall Bazaar.

9. CITY UPDATES

There was a brief discussion regarding the notice that the WDDDA received regarding an upcoming Brownfield Redevelopment Authority meeting on September 2, 2025 regarding a proposal to approve a brownfield plan for the property located at 600 Town Center Drive, Dearborn MI.

10. CALL TO BOARD

None.

11. CALL TO AUDIENCE

None.

12. ADJOURNMENT

A motion to adjourn the meeting was made by Chair Mayor Hammoud and was seconded by Director Zaineb Hussein. The motion passed unanimously. The meeting was adjourned at 11:11AM.