



West Dearborn Downtown Development Authority MINUTES

West DDA Board Meeting
August 20, 2025; 9:00 AM

Dearborn Administrative Center, Room 1D
16901 Michigan Ave, Dearborn MI 48126

MEMBERS PRESENT: Mayor Abdullah Hammoud, Chair Tahrik Alcodray, Vice Chair Devon O'Reilly, Director Sam Abbas, Director Zaineb Hussein, Director Mariam Jalloul, Director Tom Clark

MEMBERS ABSENT: Director Karl Makky

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

GUESTS: Ujiji Davis Williams (Jima Studio), Betty Addams (Library)

1. CALL TO ORDER

The meeting was called to order by Chair Tahrik Alcodray at 9:10 AM.

2. ROLL CALL

A roll call was conducted by Vice-Chair Devon O'Reilly. A quorum was present.

3. APPROVAL OF WDDDA MINUTES

A motion to approve the West DDDA meeting minutes of June 18, 2025 was made by Secretary-Treasurer Chris Small and seconded by Director Tom Clark. The motion passed unanimously. Minutes approved.

4. REVIEW AND FILING OF TREASURER'S REPORT

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

5. WDDDA ACTION ITEMS

- a. **Resolution WD 25-06-01** The WDDDA approved the member resignation of Secretary-Treasurer Chris Small. The motion was made by Mayor Abdullah Hammoud and seconded by Chair Tahrik Alcodray.. A voice vote passed unanimously. Motion approved.
- b. **WD 25-08-02: Executive Committee Secretary-Treasurer Election:** The board held an election for the Executive Committee Secretary-Treasurer position. Mayor Hammoud made a motion to approve the nomination of Director Mariam Jalloul to the position of Secretary-Treasurer and was seconded by Chair Tahrik Alcodray. A voice vote passed unanimously. Motion approved.
- c. **WD 25-08-03: One-Month Maintenance, Landscaping and Sanitation Contract:** The board reviewed and discussed a one-month contract in the amount of \$3,570 for maintenance,



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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 Tahrik Alcodray made a motion to accept the proposal and was seconded by Vice-Chair Devon O'Reilly. A voice vote passed unanimously. Motion approved.

d. WD 25-08-04: Contract Execution for Orkin Rodent Activity Services

The board discussed and considered the execution of a contract with Orkin for rodent activity services in the amount of \$18,396 for one year of services. This contract includes weekly service of 100 exterior rodent control devices, monthly canvassing and treatment of active burrows, and monthly application of an organic compound repellent. Chair Tahrik Alcodray motioned to approve the yearlong contract and was seconded by Mayor Hammoud. A voice vote passed unanimously. Motion approved.

e. WD 25-08-05: Renewal of Frank's Landscaping (Snow Removal) Contract

The board discussed and considered the execution of a contract with Frank's Landscaping 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. Director Zaineb Hussein made a motion to approve and was seconded by Director Kamal Turfeh. A voice vote passed unanimously. Motion approved.

f. WD 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 \$1,462 (\$563 in Landscape and Maintenance, \$250 in Christmas and Winter Festivities, and \$589 in Business Mix and Mingle). Chair Tahrik Alcodray made a motion to authorize the reallocations from account 296-6100-911.51-00 "Ramadan Nights" and was seconded by Vice-Chair Devon O'Reilly. A voice vote passed unanimously. Motion approved.

8. DISCUSSION ITEMS

- a) **Bryant Branch Library:** Betty Adams, Library Director, provided an update on the Bryant Branch Library landscape redesign and development.
- b) **Pocket Park Redesign Project Update:** Laura Aceves-Sanchez gave an update on the Pocket Park redesign project and the contract execution. A contractor was selected and the contract will soon be signed. Staff will bring updates regarding the design process to the next Board meeting.

9. DDDA ACTIVITY UPDATES

- a. **Business Liaison Updates & Data Reporting:** In the business liaison's absence, Laura Aceves-Sanchez provided an update about new businesses that have opened in the West Downtown, including Angela's Juice Bar, Level Zero Smashburgers, and Qimmah Coffee.



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- b. **Events Update:** The Special Events and Outreach Manager, Amanda Sancen, provided an update on the social media pilot highlights in partnership with Bolt Detroit, the Summer Market, the Pilates in the Park event, and Coffee Week.

10. 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.

11. CALL TO BOARD

The Board members discussed upcoming alley initiatives, including a proposed intermittent alley/street closure program behind Karam Brunch House. Staff mentioned that this would be discussed in depth at future meetings.

12. CALL TO AUDIENCE

None.

13. ADJOURNMENT

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