



East Dearborn Downtown Development Authority

East DDA Board Meeting

September 28, 2026; 11:00 AM

Dearborn Administrative Center, Room 1D

16901 Michigan Ave, Dearborn MI 48126

MEMBERS PRESENT: Director Kamal Turfeh, Director Zaineb Hussein, Director Siham Said, Director Steven Witkowski, Mayor Abdullah Hammoud, Vice-Chair Jay Kruz, Director Maria Willett

MEMBERS ABSENT: Director Rana Saad, Secretary Treasurer Jennifer Lorenz

NON-MEMBERS PRESENT: CITY OF DEARBORN: Jordan Twardy (ED), Laura Aceves-Sanchez (ED), Lara Rayshouny (ED), Rebecca Schultz (Legal), Amanda Sancen (ED), Courtney Skora (Finance), Nolan Kukla (Planning & Zoning), Ahmed Saeed (Planning & Zoning), Chelsea Jones (ED)

1. **CALL TO ORDER:** The meeting was called to order by Vice-Chair Jay Kruz at 11:06 AM.
2. **ROLL CALL:** A roll call was conducted by Vice-Chair Jay Kruz. A quorum was present.
3. **APPROVAL OF EDDDA MINUTES:** A motion to approve the East DDA meeting minutes from August 19, 2026 was made by Vice-Chair Jay Kruz and seconded by Director Zaineb Hussein. The motion passed unanimously. Minutes approved.
4. **REVIEW AND FILING OF TREASURER'S REPORT:** Acknowledgment, review, and filing of the Treasurer's Reports from August 2026 w conducted by Courtney Skora.
5. **EDDDA ACTION ITEMS**
 - a. **Resolution ED 26-09-01: Yearly Landscape, Sanitation & Maintenance Contract**
East DDDA: The EDDDA Board authorized an award of a 12-month contract commencing October 1, 2026 until September 30, 2027 in an amount not to exceed \$27,069 from account #297-6100-911-34-90 for the regular landscaping and sanitation services, in an amount not to exceed \$18,630.00 from account #297-6100-911.62-40 for planting activities, in addition to non-regular services, including but not limited to events labor and banner installation, on an as-needed basis. The motion was made by Director Zaineb Hussein and seconded by Director Kamal Turfeh. A voice vote passed unanimously. Motion approved.
 - b. **Resolution ED 26-09-02: Sponsorship Request - Arab American National Museum's Countdown to Christmas Holiday Party:** The EDDDA Board agreed to fulfill a



sponsorship request in the amount of \$1,500 from account #297-6100-911-51.00 "Sponsorship Funding" to the Arab American National Museum towards the Countdown to Christmas holiday party. The motion was made by Director Kamal Turfeh and seconded by Director Zaineb Hussein. A voice vote passed unanimously. Motion approved.

- c. **ED 25-09-03: Authorize Funding to Host a CED Corps AmeriCorps Member:** The EDDDA board approved the reallocation and expenditure of **\$13,000** to serve as a host site for an 11-month CED Corps AmeriCorps member, beginning in October 2026. The required host site fee will be funded by reallocating \$13,000 from the "Landscape and Maintenance" account (297-6100-911.34-90) to "Intern Stipends." The AmeriCorps member will expand the EDDDA's operational capacity by supporting property inventory assessments, commercial property rehabilitation, zoning best practices, and small business support. The motion was made by Director Zaineb Hussein and seconded by Director Kamal Turfeh. A voice vote passed unanimously. Motion approved.
6. **DISCUSSION ITEMS** General discussions were held regarding the following items:
 - a. **FY28 Budget:** Planning for the upcoming season is starting. Laura Aceves-Sanchez will send an email in the next 1-2 weeks asking for Board member feedback on budget priorities they wish to see funded in the next calendar and fiscal year.
 - b. **East Subarea Plan Discussion:** The planning and Zoning division spoke about the first draft of the East Downtown Subarea plan and asked for feedback from the board.
7. **DDDA ACTIVITY UPDATES**
 - a. **Events Update:** Special Events and Outreach Manager Amanda Sancen provided a recap on Downtown Dearborn Movie Nights and updates on Dearborn Coffee Week, Trick or Treating business sign ups which will be coming soon, and Downtown Dearborn Fall Bazaar.
8. **CITY UPDATES:** Mayor announced that some city parking lots are proceeding to be listed for sale. Proposed developments must be at least two stories tall, featuring first-floor retail/restaurant space and second-floor residential units. All property sales and associated development terms must receive final approval from the City Council.
9. **CALL TO BOARD:** Director Steven Witkowski highlighted the upcoming Drug Take Back Day scheduled for Saturday, October 24, with an additional session on Friday, October 23, starting at 10:00 AM at Corewell Health. ACCESS is partnering on the initiative to help spread the word.
10. **CALL TO AUDIENCE** None.
11. **ADJOURNMENT:** A motion to adjourn the meeting was made at 11:38 AM by Mayor Abdullah Hammoud, and was seconded by Director Maria Willett. A voice vote was passed unanimously. Motion was approved and the meeting was adjourned.