



West Dearborn Downtown Development Authority

West DDA Board Meeting
September 16, 2026; 11:00 AM

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

MEMBERS PRESENT: Chair Tahrik Alcodray, Vice-Chair Tom Clark, Director Christopher Williams, Director Zaineb Hussein, Director Maria Willett, Mayor Hammoud

MEMBERS ABSENT: Director Lola Elzein, Director Karl Makky, Secretary-Treasurer Sam Abbas

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

GUESTS: None

1. **CALL TO ORDER:** The meeting was called to order by Chair Tahrik Alcodray at 11:03AM.
2. **ROLL CALL:** A roll call was conducted by Chair Tahrik Alcodray. A quorum was present.
3. **APPROVAL OF WDDDA MINUTES:** A motion to approve the West DDA meeting minutes from August 19, 2026 was made by Mayor Hammoud and seconded by Chair Tahrik Alcodray. 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 were conducted by Chair Tahrik Alcodray.
5. **WDDDA ACTION ITEMS**
 - a. **Resolution WD 26-09-01: Renewal of Parrott Landscaping Contract:** The WDDDA Board authorized an award of a 12-month contract commencing October 1, 2026 until September 30, 2027 in an amount not to exceed \$54,970 from account #296-6100-911-34-90 for the regular landscaping and sanitation services, in an amount not to exceed \$16,240.00 from account #296-6100-911.62-40 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 Mayor Hammoud and seconded by Vice-Chair Tom Clark. A voice vote passed unanimously. Motion approved.
 - b. **Resolution WD 26-09-02: Sponsorship Request - Dearborn Historical Museum Fall Fest:** The WDDDA Board agreed to reallocate \$500 from "General Marketing" towards 296-6100-911-51-00 "Sponsorship funding" in order to fulfill a sponsorship request in the amount of \$1,500 from account #296-6100-911-51.00 "Sponsorship Funding" to the



Dearborn Historical Museum towards its annual two-day Fall Festival. The motion was made by Chair Tahrik Alcodray and seconded by Vice-Chair Tom Clark. A voice vote passed unanimously. Motion approved.

- c. **Resolution WD 26-09-03: Sponsorship Request - Galata Sweets Concert:** Subject to required City approvals and provided the event occurs within calendar year 2026, the WDDDA Board approved \$1,000 in sponsorship funding to Galata Sweets for an outdoor concert, allocated from account #296-6100-911-51.00 "Sponsorship Funding." The motion was made by Chair Tahrik Alcodray and seconded by Director Zaineb Hussein. A voice vote passed unanimously. Motion approved.
 - d. **Resolution WD 26-09-04: Approval of Additional Expenditures to Premier Group Associates - Pocket Park Project:** Given unexpected situations that have required change orders for the Pocket Park Project, the WDDDA authorized payments up to \$5,000 to Premier Group Associates (PGA) from account #296-6100-911.34-90, with a condition that this payment is authorized solely in the event that contingency funds are exhausted or determined to be ineligible to cover this expense. The motion was made by Chair Tahrik Alcodray and was seconded by Director Zaineb Hussein. 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. **Holiday Lights:** The design for the light post pole mounts has been finalized and the contractor has ordered the material, with a delivery date scheduled before Thanksgiving.
 - c. **Pocket Park:** A final walkthrough with a punch list is being scheduled with the contractor; only minor items are left. Deena Berri spoke about the Grand Opening for the Pocket Park scheduled for September 30th.
 - d. **Parking Commission:** Director Christopher Williams reminded the Board that the first Parking Commission meeting is on September 21st at 6pm. Interested businesses have been notified about this meeting.
- 7. DDDA ACTIVITY UPDATES**
- a. **Business Liaison Updates & Data Reporting:** Business Liaison Deena Berri provided updates regarding new and upcoming businesses, including a new Indonesian Restaurant, Flower Boy, and Kilwins. She also reported on the Wellness in the Park event, which was a very successful summer initiative, bringing over 57% of attendees from outside of Dearborn. She has received positive feedback about this event.
 - b. **Events Update:** Special Events and Outreach Manager Amanda Sancen provided the following updates:



- **Dearborn Summer Market:** It was a very successful summer series. Metrics to come in a future report.
 - **Dearborn Coffee Week:** Amanda reported on the social media influencer ambassador program, the college shuttle between UM-Dearborn to Downtown Dearborn on September 28th and 29th, and the Coloring Museum pocket guide asset that is being developed for the event.
 - **Trick or Treat:** Business sign ups will be coming soon.
8. **CITY UPDATES:** The Mayor asked for a status report detailing the operational status and survival rates of Dearborn Forward grant recipients over the past five years. Additionally, the Mayor raised concerns regarding restrictive insurance requirements that create obstacles for participation in City events. The Legal Department agreed to review these requirements.
9. **CALL TO BOARD:** None.
10. **CALL TO AUDIENCE:** None.
11. **ADJOURNMENT:** A motion to adjourn the meeting was made at 11:47 am by Chair Tahrik Alcodray and was seconded by Director Christopher Williams. A voice vote passed unanimously. Motion was approved and the meeting was adjourned.