

**WEST DEARBORN
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING**

THURSDAY, NOVEMBER 16, 2017

8:00 A.M. – 9:30 A.M.

Dearborn Area Chamber of Commerce

22100 Michigan Avenue, Dearborn, MI

- | | | | |
|--------------|---|----------------------------|---------------------|
| I. | Call to Order | Chairwoman Nigosian | |
| II. | Roll Call | Secretary Jernigan | |
| III. | Approval of the October 2017 Meeting Minutes | | |
| IV. | Treasurer's Report | Treasurer Jernigan | |
| V. | Action Items | | 15 min. |
| | A. Officer Nominations | | |
| | B. Winter Greens | | |
| | C. Landscape/Maintenance Extension of Contract | | |
| | D. Event Manager/Farmers Market | | |
| | E. Cancellation of December Meeting/Exec Board Authorization | | |
| VI. | Committee Reports | | 5 min. |
| | A. Promotions/Organization Updates | Sam Abbas | |
| | B. Design/Economic Vitality | Mike Kirk | |
| VII. | Staff & Community Reports | | 5 min. |
| VIII. | Call to Board of Directors | | |
| IX. | Call to Audience | | 3 min./guest |
| X. | Adjournment | | |

****Next meeting January 18, 2018, at 8 a.m.
at the Dearborn Area Chamber of Commerce.**

AGENDA OVERVIEW

Action Items

Treasurer's Report

The financial report is attached for your review.

Officer Nominations

The Nominating Committee planned to meet this past month to develop a slate for Officer Nominations for 2018. The committee will announce its slate at the November meeting, but if any other Board member would like to self-nominate or nominate another Board member, you may at this time.

Section 2. Election and Term of Office. The officers of the Authority shall be elected annually by the Board. Each officer so elected or appointed shall hold office until December 31 of the year in which he or she is elected or appointed, or until resignation or removal.

Winter Greens

As we did last two years, and as we budgeted for this fiscal year, we are ready to install winter greens in the planter pots. For technical purposes, a resolution is attached for approving an expenditure not to exceed \$2,000 for winter greens, supplies and installation in the planter pots from account ending 62-40.

Extension of Landscape/Maintenance Contract & Authorization of Additional Funds

The contract with Worry Free Lawn Care for landscape, maintenance and litter services ends at the end of November. The comprehensive RFP for landscape and maintenance services in 2018 and beyond will be released this week, with an anticipated contract authorization coming to the Board in January. Due to that, we are recommending extending the current landscape and maintenance contract with Worry Free through the end of December to cover any additional landscape maintenance, litter and debris removal. Also, an authorization of additional funds from the allotted budget is necessary to maintain service levels. Currently budgeted is 60,000, and the Board previously authorized at the July 2017 meeting an amount of \$38,280 for FYE2018 (and \$10,440 for FYE2017; therefore totaling \$48,720 for the contract) and from account 296-6100-911-34-90. Final estimates of authorized funds needed will be presented at the meeting.

Event Manager/Farmers Market

At the March 2017 WDDDA Board meeting, the Board authorized partnering with the Chamber of Commerce in hiring Jean Smith as a contractor for Event Management of the Farmers Market and the WDDDA events for 2017, with the intent that in 2018 the WDDDA would take over the Farmers Market and continue the contract with the event manager. The Board authorized \$12,500 towards the event manager contract from its previously budgeted contractor line item for an event manager, and another \$2500 towards Farmers market hard goods from its community promotions line item in 2017. Ms. Smith's contract expires at the end of December 2017 with the Chamber.

For FYE2018, the Board has budgeted \$12,500 for ½ of a part-time equivalent (PTE) event manager that would be joined with the EDDDA equally for a PTE event manager that would manage all WDDDA and EDDDA events including the addition of the Farmers Market in 2018; totaling \$25,000. After analysis of time and number of events that would be managed by this position, it is recommended to make this position a full-time equivalent contractor position. Both the WDDDA and EDDDA have budgeted for a design/planning manager (PTE) at \$12,000 each (totaling \$24,000), and it is recommended to combine these budgeted dollars towards the event manager position. As we continue to shift and adjust staff/consultant focuses to meet organization needs and budget constraints, this is one area where the Executive Director's position would prioritize to absorb in order to make this shift.

It is recommended that the WDDDA and EDDDA thoroughly vet a new contract management position for an event manager considering that this would be a new contract between the individual contractor and the Boards, and that the EDDDA was not part of this original contract with the Chamber for Ms. Smith's services. It is expected that this process will take the next three months, with the contract coming back to the Boards in February for a March 1 start date. The EDDDA Board met last week and authorized partnering with the WDDDA in extending the contract with the Chamber through the end of February with Jean Smith for event management services to hold us over while undergoing the RFP process.

Resolution attached authorizes the extension with the Chamber for an event manager, and authorizes combining the event and design/planning manager budgets for the event manager contract so that we can begin the requisition process for the remainder of 2018. Also attached is a directive to develop a contract between the WDDDA and the Chamber of Commerce for the transfer and/or division of the assets of the Farmers Market, including a list of all physical assets and inventory; a transfer of ownership of domain name, necessary passwords and sign ins; any and all contacts of vendors, consumers and sponsors; and any and all contracts with vendors, suppliers, sponsors and agreements.

Cancellation of December Meeting

The Executive Board is requesting that the December Meeting be cancelled. The next regularly scheduled meeting then would be January 18, 2018. The Executive Committee may be authorized to act on behalf of the full Board when necessary. The Board may pre-approve, by resolution, for the Executive Committee to act as the full Board on items of exigency that may occur between regularly scheduled Board meetings. Such actions shall be brought to the Board at the next regular meeting for its review.

CITY OF DEARBORN
WEST DOWNTOWN DEVELOPMENT AUTHORITY
REGULARLY SCHEDULED MEETING
OCTOBER 26, 2017
DEARBORN AREA CHAMBER OF COMMERCE
MINUTES

- MEMBERS PRESENT : Sam Abbas (arrived at 8:11am), Tom Clark, Mark Guido, Mohammed Hider, Jim Jernigan, John McWilliams, Karen Nigosian, Mayor John B. O'Reilly Jr., Doug Van Noord
- MEMBERS ABSENT : Jackie Lovejoy, Audrey Ralko
- CITY OF DEARBORN : Barry Murray and Steve Horstman, Economic & Community Development; Maria Buffone, Finance; Licia Yangouyan, Legal; Jeffrey Polkowski, Planning Division
- OTHERS : Cristina Sheppard-Decius and Jean Smith, WDDDA; Mike Bewick, and Kate Sample, EDDDA; Lindsey Shaw, Mid America Real Estate; Stacey Grant, Entrepreneur

I. Call to Order

Chairwoman Karen Nigosian called the meeting to order at 8:07 a.m.

II. Roll Call

Secretary/Treasurer Jim Jernigan called the roll of Board members. A quorum was present.

III. Approval of Minutes

The minutes from the August 17, 2017 Board meeting were presented for approval. It was moved by Mark Guido and supported by John McWilliams to approve the minutes as presented. A voice vote unanimously approved. The minutes from the September 21, 2017 Board meeting were presented for approval. It was moved by Mayor O'Reilly and supported by Tom Clark to approve the minutes as presented. A voice vote unanimously approved.

IV. Treasurer's Report

Maria Buffone from Finance reviewed the financial statement dated October 1, 2017. Year-to-date revenue currently totals \$1,125 from summer events. There are \$625 in current receivables from vendors who wanted to pay with credit cards. Total expenditures totaled \$76,976. The current cash position equals \$560,556 and it is estimated the WDDDA's cash position at the end of the fiscal year would be \$389,117. Maria noted that approximately \$25,000 in landscaping expenditures for the summer had been processed and will be on the next meeting's report. Chairwoman Nigosian asked that the minutes show the Treasurer's Report as received and filed. (Sam Abbas arrived at 8:11am)

V. Action Items

1) Holiday Decor (Cristina Sheppard-Decius)—

The Executive Committee, at their October 20, 2017 meeting, authorized the expenditure of up to \$10,000 for holiday décor purchase and additional funds up to \$5,000 for installation and removal of décor. The items for purchase include ribbon, lighting for trees in several areas around the district and a Santa mail box. The new purchases are meant to complement the décor already in stock. Mayor O'Reilly moved to approve the Executive Committee authorizing the expenditure for holiday décor and approves expending up to \$5,000 for holiday and banner installation services; seconded by John McWilliams. A voice vote passed unanimously.

2) Shop Small Marketing Campaign (Cristina Sheppard-Decius) –

This is the 3rd year the DDAs are participating in Shop Small. This year, promotions for the event will include shopping passports, other print materials and promotions on WDIV and WNIC. The Executive Committee authorized the \$6,000 expenditure for the Shop Small marketing campaign on October 20, 2017. The Board previously budgeted \$5,000 for the FY18 event and it is being suggested that the Board authorize moving \$1,000 from holiday promotions line item to the Shop Small budget. WNIC will be doing a number of gift-certificate giveaways. WDIV is doing a '12 Days of Christmas' promotion and Downtown Dearborn would be day four. Tom Clark moved the Board approve the Executive Committee actions of October 20, 2017 and authorize moving \$1,000 from holiday promotions to Shop Small; seconded by Sam Abbas. A voice vote unanimously passed.

Licia Yangouyian reminded the Board that, while the Executive Committee does have the ability to act on items, this option should only be used in cases of true exigency and the Board should be selective about those cases.

3) Holiday Promotions (Cristina Sheppard-Decius) –

In addition to the Shop Small program, the Promotions Committee has been working to extend the reach of the holiday promotions. It is suggested that a Santa, sleigh and reindeer be rented for holiday picture opportunities on December 16, 2017. It is anticipated all of those items would cost no more than \$4,000. Chairwoman Nigosian asked how the photos would be given out; Cristina responded that they would be digital photos. It was suggested that DropBox be used to share the photos with families. Mayor O'Reilly moved to approve an amount not to exceed \$4,000 for holiday entertainment and photos on December 16 with support from Tom Clark. A voice vote passed unanimously.

4) W. Village Commons Market Lights (Cristina Sheppard-Decius)-

Cristina was approached by Mike Hamame regarding an opportunity for market lights in West Village Commons. The initial proposal was \$14,000 to be split between the property owner and the WDDDA. If the Board is interested in this project, Cristina gave several suggestions where the budget could come from. Board members were interested in having decorative lighting all year in that area. There were questions regarding the specifications for the quoted lights and their maintenance costs. The Board also asked if the cost was set at \$14,000 and what would happen if the costs ended up being more or less. It was recommended the WDDDA pay 50% of the costs up to \$7,000. Board members were also interested

in having a say when the lights are on and the importance of them being on during City/WDDDA events. The Board asked for additional clarification on several issues. (Jim Jernigan left the room)

5) Banners (Cristina Sheppard-Decius)—

There is a need to purchase additional banners for the Shop Small promotion period. Sam Abbas moved to approve up to \$750 from the general marketing and banners budget for the purchase of additional Shop Small banners; seconded by Tom Clark. A voice vote passed unanimously.

6) Snow Removal 2017/2018 (Cristina Sheppard-Decius) –

This contract was competitively bid through the City's Purchasing Department. Four quotes were received. The lowest priced quote was from the Greener Side but, due to poor performance reviews from the past two years from the EDDDA, it is recommended that the second lowest bid with Premium Lawn Solutions be utilized. There were concerns brought up about the distance the vendor will be traveling to Dearborn. Cristina explained that the snow removal services are an extra services being provided by the DDAs, without a special assessment or principle shopping district. Mayor O'Reilly pointed out that, with the distance between the contractor in Ann Arbor and Dearborn, the snow depths for pushes should be measured by Dearborn snowfall. Jim Jernigan moved to enter into a contract with Premium Lawn Solutions for snow removal services for the 2017/2018 snow season and expending up to \$30,000 for snow removal services; seconded by Mayor O'Reilly. A voice vote was unanimously approved.

7) CTM Brochure Distribution (Cristina Sheppard-Decius) --

Last year rack cards promoting Downtown Dearborn were on display in airports, hotels, other venues across southeast Michigan. Audience reach for the CTM cards is 42 million. The annual contract for CTM distribution and production costs are approximately \$8,500, to be split four ways between the WDDDA, EDDDA, Dearborn Area Chamber of Commerce and City of Dearborn. Last year, the card promoted Downtown Dearborn calendar events. There is also an opportunity to bring on partners for ad space. Rack cards would be changed out twice a year with seasonal events. It was moved by Jim Jernigan with support from Sam Abbas to approve the WDDDA's \$2125 portion for CTM rack card production and distribution. A voice vote was unanimously approved.

8) Appoint Officer Nominating Committee (Cristina Sheppard-Decius) –

The Chairwoman asked for volunteers to take part on the Officer Nominating Committee. Mark Guido, Tom Clark and Jim Jernigan volunteered to sit on the Officer Nominating Committee. Sam Abbas moved that Mark Guido, Tom Clark and Jim Jernigan sit on the Officer Nominating Committee; seconded by Doug Van Noord. A voice vote was unanimously approved.

VI Discussion Items

1) Sculpture Strategy (Mike Bewick) –

In past years, both the EDDDA and WDDDA have participated in the Midwest Sculpture Initiative, renting art for public places. There have conversations about

purchasing art for permanent display. EDDDA staff and EmmaJean Woodyard met with the Nordin Brothers about possible art purchases. They discussed possible payments for sculptures or helping in the design process. Arts events were also discussed to increase the interest in the sculptures. Mayor O'Reilly mentioned the success of the POP program with permanent installations. Chairwoman Nigosian pointed out that, if any of the sculptures were to be sold with the Nordin brothers, a portion of the funds would go to the Dearborn Community Fund for children's programming. Mayor O'Reilly moved, with support from Tom Clark to agree not to utilize the Midwest Sculpture Initiative this season and look for alternative art opportunities. A voice vote unanimously passed.

2) Follow Up to Insurance Discussion (Licia Yangouyian) --

Licia secured the insurance bonds discussed at the last meeting. She verified that the bond does not cover negligence, only intentional acts. The insurance covers \$5,000 but there were questions if additional insurance could be added for negligent acts. The \$438 cost covers the WDDDA for three years.

Committee Reports

A. Promotions & Organization— Sam Abbas reported that Trick-or-Treat Dearborn is moving forward with additional businesses joining the event, taking place on October 28. Shop Small will start on November 25 and continue through December 13. Businesses are already signing up and the list continues to grow. Artspace Winter Breeze is four Saturdays on November 4, 18, and December 2 and 16. The EDDDA Holiday Open House will be December 13 and Photos with Santa will be December 16. Sam also looked forward to Dearborn Restaurant Week 2018, presenting the anticipated budget to the Board with \$25,800 in income and \$33,450 in expenditures. Sam expressed urgency in getting the radio ads set up as quickly as possible for the best pricing.

B. Design & Economic Vitality – Cristina Sheppard-Decius reported that the Branding RFP has been finalized and should go out shortly and a recommendation brought back to the Board in January. The City is close to awarding a contract for the Multi-Modal plan. Finalizing the plans for the comprehensive landscaping contract. A façade improvement plan is being development and Form Based Code should be adopted by the City early 2018. Lastly, the tour on October 5 for the ICSC was very successful and the UBI will be in town on November 14.

VII. Staff & Community Reports

A. Executive Director (Cristina Sheppard-Decius)— Ad was placed in the Red Wing Yearbook with three businesses joining in the advertising. Cristina thanked Mo and Sam for their help in getting those businesses to participate and designing the ad. Cristina is working with MetroMode to plan a 2nd panel discussion some time in November, focusing on a young view on business and entrepreneurship. Lastly, the City Hall Artspace project was won 'best project over 1 million dollars' at the MDA conference. The Tanner Friedman report was included in the Board packet and several articles regarding recent events in Dearborn.

B. ECD (Barry Murray) Barry reported that the City Hall Artspace project won another award, now totaling three—Commercial Real Estate Women (CREW),

Michigan Downtown Association (MDA), Governor's Award for Historic Preservation. EDDDA lease has been sorted out and they will be moving to their new office in 2018. The City of Dearborn just received Redevelopment Ready Certification. There is an upcoming lane shift on Michigan Avenue due to the Wagner Place construction. Monday there will be a ribbon-cutting ceremony for the greenway connection. November 1st will be a ground breaking for independent living center.

VIII. Call to the Board of Directors

Questions were asked about the time-line for the bike racks and if they were going to be put away for winter storage. Cristina answered that there will be winter maintenance done to the bikes but they will stay out. The racks will stay out. Cristina reported that use and maintenance has been standard. In the spring, it is likely that there will be more bike stations with community groups taking part in the bike share program next spring.

Question about the status on guidelines for advertising decisions. Cristina reported that the Promotions Committee still needs to discuss it and talk with Legal.

IX. Call to the Audience

Stacey Grant, Dearborn resident who is looking to bring urban retail in Downtown Dearborn. They are looking to do a collaborative pop-up with a curated retail store and pop-up gallery.

X. Adjournment

There being no further business to come before the board, it was moved by Mark Guido and seconded by Sam Abbas that the meeting be adjourned. Voice vote was unanimously approved. The meeting was adjourned at 9:52 a.m. The next board meeting is scheduled for Thursday, November 16, 2017, at 8:00 a.m. at the Dearborn Area Chamber of Commerce conference room, 22100 Michigan Avenue at Mason Street.

City of Dearborn
West Downtown Development Authority (WDDDA)
Prepared as of November 3, 2017

Description	FY 2016 Actual	FY 2017 Actual	FY 2018				
			Adopted Budget	Amended Budget	Actual	Budget (Encumbered)	Budget Remaining
REVENUES:							
Property Tax Capture	\$ 501,026	\$ 531,015	\$510,750	\$510,750	\$ 455,455	n/a	\$ 55,295
Taxes Allocated In - Sanitation Millage	-	-	\$39,850	\$39,850			\$ 39,850
Local Community Stabilization Shared Rev	-	18,518	19,000	19,000	-	n/a	\$ 19,000
Interest Income	1,408	3,495	2,580	2,580	1,305	n/a	\$ 1,275
Donations from Private Sources	-	10,550	40,000	40,000	1,125	n/a	\$ 38,875
Miscellaneous Income	94,685	7,845	-	-	-	n/a	\$ -
Contribution from General Fund	168,000	2,450		16,950	16,950	n/a	\$ -
Total Revenues:	\$ 765,119	\$ 573,873	\$ 612,180	\$ 629,130	\$ 474,835	\$ -	\$ 154,295

EXPENDITURES:							
Salaries & Wages-Part Time	\$ 4,525	\$ 4,925	\$ -	\$ 5,192	\$ 1,323	\$ -	\$ 3,869
FICA/Medicare, City Share	346	377	-	398	101	-	297
Workers Comp. Contrib.	3	3	-	12	1	-	11
Other Services/Sanitation Millage-Contr Services	-	-	39,850	39,850	10,230	(1,770)	27,850
Audit Services	460	447	700	700	-	-	700
Other Professional Services	-	135	-	-	-	-	-
Admin/Management (City Services)	16,028	-	-	-	-	-	-
Contract Services	261,945	236,881	314,500	308,898	53,915	(132,366)	122,617
Building Rental	-	-	25,000	25,000	-	-	25,000
Community Promotion	43,204	113,474	236,825	308,775	53,331	(10)	255,434
Insurance	1,100	700	2,700	3,138	900	-	2,238
Staff Training & Trans	3,141	4,896	7,000	7,000	32	-	6,968
Office Supplies	212	62	10,150	9,712	50	-	9,662
Repair & Maintained Supplies	-	-	2,500	2,500	-	-	2,500
Planting Materials	9,740	4,230	15,000	15,000	776	-	14,224
Memberships	175	413	870	870	238	-	632
Other Operating Expense	340,000	150,000	150,000	150,000	50,000	-	100,000
Brownfield Contribution	-	21,354	-	-	-	-	-
Sub-total Operations	\$ 680,879	\$ 537,897	\$ 805,095	\$ 877,045	\$ 170,897	\$ (134,146)	\$ 572,002
Total Expenditures:	\$ 680,879	\$ 537,897	805,095	877,045	\$ 170,897	\$ (134,146)	\$ 572,002
Revenues Over (Under) Expenditures:	\$ 84,240	\$ 35,976	\$ (192,915)	\$ (247,915)	\$ 303,938	n/a	\$ (417,707)

Balance Sheet @ November 3, 2017	
Cash Position	\$ 940,345
Add Current Receivables	625
Add Unearned Income	154,295
Less Current Liabilities	-
Less Encumbrances	(134,146)
Less Uncommitted Budget	(572,002)
Ending Estimated Cash Position June 30, 2018	\$ 389,117

City of Dearborn
West Downtown Development Authority (WDDA)
Prepared as of November 3, 2017

Description	FY 2016 Actual	FY 2017 Actual	FY 2018				
			Adopted Budget	Amended Budget	Actual	Budget (Encumbered)	Budget Remaining
Annual Report Expenditures							
Public Facilities							
Public Facilities Transferred to the BRA	-	21,354	-	-	-	-	\$ -
Total Public Facilities	\$ -	\$ 21,354	\$ -	\$ -	\$ -	\$ -	\$ -
STREETSCAPE PROJECT/Contract Services							
Christmas Decor (Holiday Lighting)	\$ 14,500	\$ 23,544	\$ 15,000	\$ 15,000	\$ -	\$ (8,501)	\$ 6,499
Snow Removal	10,225	9,510	30,000	30,000	-	(30,000)	\$ -
Planting/Landscaping	11,053	4,230	-	-	-	-	\$ -
District Plant & Maint. (Worry Free)	11,956	34,613	60,000	60,000	15,269	(1,770)	\$ 42,962
Annual Streetscape (Seasonal)	5,876	35,230	5,000	5,000	-	-	\$ 5,000
Council Approved Beautification Plan	1,400	-	-	-	-	-	\$ -
Sanitation Millage- Litter Pick up	-	-	39,850	39,850	10,230	(23,011)	\$ 6,609
Annuals & Perennials/ Plant Materials Fall Seasonal Materials, Winter Seasonal Materials	-	-	15,000	15,000	776	-	\$ 14,224
Complete Streets Planning/ Design Planning	-	-	25,000	25,000	-	-	\$ 25,000
On-Street Bike Racks	-	-	6,500	6,500	-	-	\$ 6,500
Total District Beautification	\$ 55,010	\$ 107,127	\$ 196,350	\$ 196,350	\$ 26,274	\$ (63,282)	\$ 106,794
DOWNTOWN DEVELOPMENT/Community Promotions							
Marketing Plan	\$ 123,740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Branding	-	18,861	80,000	135,000	-	-	135,000
General Marketing- (Banners)	800	7,054	10,000	10,000	15	-	9,985
Sculpture Initiative	5,900	5,900	5,900	5,900	-	-	5,900
Promotion Pkg w/Henry Ford	8,400	5,600	5,600	5,600	-	-	5,600
Website (Constant Contacts - 3 yrs.)	198	427	200	200	275	-	(75)
Website Hosting (1yr renewal) & Domain Reg	360	424	400	400	625	-	(225)
Holiday Promotions / Holly Berry Brunch Program	300	-	10,000	10,000	-	-	10,000
Food Truck Rally & Concert Series	22,158	47,082	50,000	50,000	20,576	(10)	29,414
W.Village Commons Programs	-	2,450	-	16,950	11,675	-	5,275
Other Community Development	4,932	22,745	-	-	1,250	-	(1,250)
Farmers Market	3,475	2,500	-	-	-	-	-
Interim Design	-	-	5,000	5,000	684	-	4,316
Photography	-	-	3,200	3,200	-	-	3,200
Metro Mode	-	-	30,000	30,000	18,000	-	12,000
Mobile App	-	-	2,400	2,400	-	-	2,400
CTM Brochure Distribution	-	-	2,125	2,125	144	-	1,980
Main Street Materials	-	-	1,000	1,000	-	-	1,000
Big Read	-	-	-	-	-	-	-
Martian Marathon	-	-	-	-	-	-	-
Small Business Saturday	-	-	5,000	5,000	-	-	5,000
Chamber of Commerce Scavenger hunt	-	-	250	250	-	-	250
Art month/ Art Spark	-	-	5,000	5,000	-	-	5,000
Fall Promotions	-	-	500	500	-	-	500
Bike Dearborn	-	-	250	250	-	-	250
Restaurant week	-	-	20,000	20,000	-	-	20,000
Total Marketing & Promotion	\$ 170,263	\$ 113,043	\$ 236,825	\$ 308,775	\$ 53,243	\$ (10)	\$ 255,521
PLANNING & ADMINISTRATION							
Staff Support	\$ 16,028	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	1,100	700	2,700	3,138	900	-	2,238
Audit	460	447	700	700	-	-	700
Director's Expenses:							
Executive Director	89,618	95,203	96,000	96,000	23,001	(68,999)	4,000
Communications Manager- PR	-	30,000	30,000	30,000	15,645	(1,855)	12,500
Operations Manager	-	-	22,500	16,898	-	-	16,898
Design and Planning Manager	-	12,500	12,000	12,000	-	-	12,000
Event Manager/ Farmers' Market Manager	-	-	12,500	12,500	-	-	12,500
PT Admin Employee	4,874	5,305	-	5,602	1,425	-	4,177
Building Rental	-	-	25,000	25,000	-	-	25,000
Repair & Maintained Supplies	-	-	2,500	2,500	-	-	2,500
Office Expenses (5810,6010, 6200,5100)	3,351	1,805	17,150	16,712	170	-	16,542
Memberships	175	413	870	870	238	-	632
Total Planning & Administration	\$ 115,606	\$ 146,373	\$ 221,920	\$ 221,920	\$ 41,379	\$ (70,854)	109,687
PRINCIPAL & INTEREST EXPENSE							
Total Principal & Interest Expense	\$ 340,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 50,000	\$ -	100,000
Total Expenditures:	\$ 680,879	\$ 537,897	\$ 805,095	\$ 877,045	\$ 170,897	\$ (134,146)	\$ 572,001

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2017/2018 Snow Removal Contract

Moved by: Director Jernigan

Seconded by: Mayor John B. O'Reilly Jr.

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) recognizes the need to maintain a safe and accessible downtown area with consistent snow removal services for the sidewalks and public pedestrian areas throughout the district;

WHEREAS: The WDDDA competitively bid out snow removal services for 2017/18 snow season through the City of Dearborn and received four bids;

RESOLVED: The WDDDA authorizes entering into a contract with Premium Lawn Solutions for snow removal services for the 2017/18 snow season and authorizes expending up to \$30,000 for snow removal services from account #296-6100-911-34-90.

Yes: Director Abbas, Director Clark, Director Guido, Director Hider, Director Jernigan, Director McWilliams, Director Nigosian, Mayor John B. O'Reilly Jr., Director Van Noord

No: None

Abstained: None

Absent: Director Lovejoy, Director Ralko

Date: October 26, 2017



EXECUTIVE REPORT

11/9/17

DOWNTOWN DEARBORN STEERING COMMITTEE

The Downtown Dearborn pitch deck and handouts to begin solicitation of funders, volunteers and members is almost complete, and committee members will soon be setting up meetings to discuss our vision, goals and ways companies, residents, organizations and property owners can be involved in the process.

They are also in the process of collecting business and individual testimonials. The testimonial form is attached for your input and distribution as well.

PROMOTIONS/ORGANIZATION

See report from Tanner Friedman.

Concept designs for Downtown Dearborn website are being reviewed and content is being collected.

The Big Read stories of ancestry and recipes due at end of month. Hoping for 100 entries.

Pumpkin Carving event on Oct. 22 in the Old City Hall Park was a great success. Pumpkins were lit in conjunction with the Trick or Treat event on the 28th; over 300 kids and parents attended in the East and @1000 in the West.

Next events include:

- **Shop Small, November 25 – December 13;**
- **Artspace Winter Breeze, Nov. 4 & 8 and December 2 & 16;**
- **EDDDA Holiday Open House, December 13;**
- **Photos with Santa, December 16.**

The 12-week Community Newsroom series ended on November 6th.

The entrepreneur panel held on September 28, “Community Conversation: The Future of Dearborn Entrepreneurship”, was a successful event and is available on YouTube.

Metromode plans a second edition of this event, and currently in the planning stages. The intent is to involve college students and YEA students on the panel for this next round for what’s next for entrepreneurship in Dearborn. We are still working with UofM_Dearborn in finalizing a date.

Michigan Downtown Association (MDA) Annual Conference is October 18 & 19 in Bay City. Dearborn was recognized for its Artspace development, and brought home an award for Best Economic Development Project Over \$1 Million (Private Project). Artspace tied for this award with The Times Loft in Bay City. Other projects ranging from housing, historic preservation, and façade improvements to creative marketing, branding, and promotional campaigns were honored on Thursday, Oct. 19 during the Michigan Downtown Association’s (MDA) first annual Downtown Revitalization awards ceremony at its 2017 annual Michigan Downtowns conference in Bay City, MI. Twenty nominations from across the state were submitted for four major categories.

DESIGN/ECONOMIC VITALITY

Branding RFP met on October 30th to finalize the RFP, with awarding of the contract expected to come back to the boards in January.

Multi-Modal Plan- contractor has been selected and contracts have been signed. Expected plan start is first part of 2018.

Coordinating Comprehensive Landscape & Maintenance Vendor Solicitation is in final stages before being release for solicitation. It will be released next week with contract approvals coming to Boards in January.

Building Design Committee continues to flush out design guidelines, façade improvement program and business design assistance program. Intern Eric Thomason will be presenting his final report at the December WDDDA meeting, which we encourage both East and West DDDAs to attend.

ULI Event coming up November 14 in Dearborn featuring the development and activities underway. Encouraging members to attend this as well to network with professionals coming in to learn more about Dearborn, as well as other development trends.

Downtown Dearborn

Design & Economic Vitality Committee

MEETING MINUTES

Meeting Date: Wednesday, October 25, 2017

Location: Dearborn Area Chamber of Commerce

Attendees: Ayoub, Bewick, Sheppard-Decius, Easterly, Guido, Van Noord

Group discussed Agenda items. Discussion included:

Agenda Item:	Summary of Discussion
1. Assign a Secretary	<ul style="list-style-type: none"> • Moe assigned as secretary.
2. Redevelopment Sites	<ul style="list-style-type: none"> • Moe to send Cristina a list and map of City-owned properties in the downtowns to prepare discussion for redevelopment. • Need to work with Hamame to get the former Panera Cares site occupied. • Formers Brothers Tuxedo site will be clear soon and the City can advertise for RFP's.
3. Streetscape/Walkability	<ul style="list-style-type: none"> • Mark worked on identifying improvements and stated that an existing conditions analysis is required before proceeding with any other task. • MMTP will identify those existing conditions, gaps, issues and recommend short term and long term solutions along with long range planning goals for streetscape and walkability improvements. <ul style="list-style-type: none"> ○ MMTP to quick off at the beginning of year 2018 with data collection beginning in the spring. ○ The Greenways Collaborative has been selected pending City Council approval.
4. Branding/Wayfinding	<ul style="list-style-type: none"> • Branding RFP discussion occurring 10/30/2017. City will look for a consultant to assist with this initiative and layout tasks for implementation. RFP being released soon with a spring start date for the consultant and an 8 month project window. • City-wide Wayfinding system to focus on gateways, DDAs and corridors. Planning Division will draft RFP, include the project in the CIP budget and hopefully go out for bid in late spring. Will coordinate efforts with the branding contract/consultants. <ul style="list-style-type: none"> ○ Corbin Design identified as a qualified potential consultant.
5. Recruitment Strategy	<ul style="list-style-type: none"> • Holding off until spring 2018.
6. Quarterly Business Meetings	<ul style="list-style-type: none"> • Aiming to schedule this during first quarter.
7. Form-based Code	<ul style="list-style-type: none"> • First full draft being presented to the City last week of October or first week in November. Will require a comprehensive review by Planning, Legal and ECD staff. • Expecting an early spring adoption.
Next Meeting:	

Downtown Dearborn

Tanner Friedman – Current Projects

11.9.17

Shop Small – Holiday Campaign

- Our team is collaborating on the Shop Small holiday campaign to drive shoppers to Downtown Dearborn this holiday season. This includes advertising that will run on WDIV Channel 4, and WNIC (radio) beginning the week of November 20, as well as media outreach and social media support.

Media Relations

- We continue to look for opportunities to make connections with local and regional media, this includes requesting editorial meetings to communicate the Downtown Dearborn message and vision.
 - This includes the Arab American News and MEA-TV and Radio.

Outreach/Promotion

- We are in the process of completing a comprehensive PowerPoint presentation and associated marketing materials that would provide members of the Downtown Dearborn Steering Committee with a resource to speak to community groups about Downtown development, vision and plans.

Benchmarking Survey

- We have drafted an online survey to be promoted and distributed across communications platforms to gauge Millennial interests and attitudes about Downtown Dearborn.

Advertising

- We are participating in discussions to help shape the 2018 Downtown Dearborn advertising strategy and in the process of executing year-end ads that were part of existing contracts, including:
 - The Henry Ford Big Screen Ad
 - The Henry Ford print advertising
 - Hour Media's Arena Magazine: In suites at Little Caesar's, in prominent area hotel rooms and to dBusiness subscribers

MetroMode/Issue Media Group/Video

- We continue to provide feedback on the Issue Media Group video focused on answering the question, “Why Dearborn?” with the goal of completing the final video in November.

E-Newsletter

- Continuing to support bi-weekly newsletter to member of community (more than 1,000 recipients)



Group Report

Oct 07, 2017 - Nov 07, 2017

Understand growth and health of your social profiles

Included in this Report

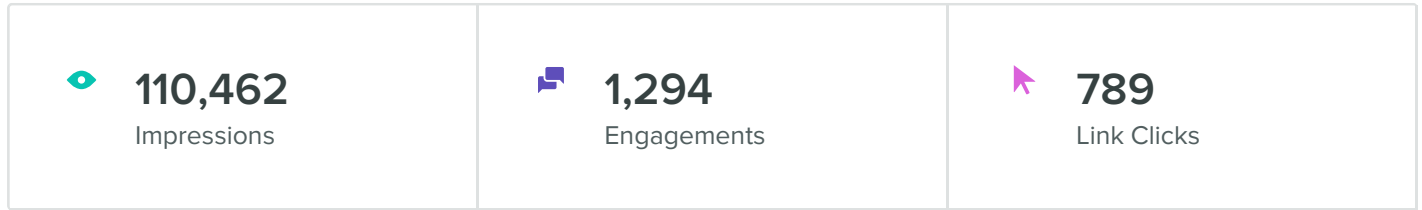
 Downtown Dearborn

 Downtown Dearborn

 East Dearborn DDA

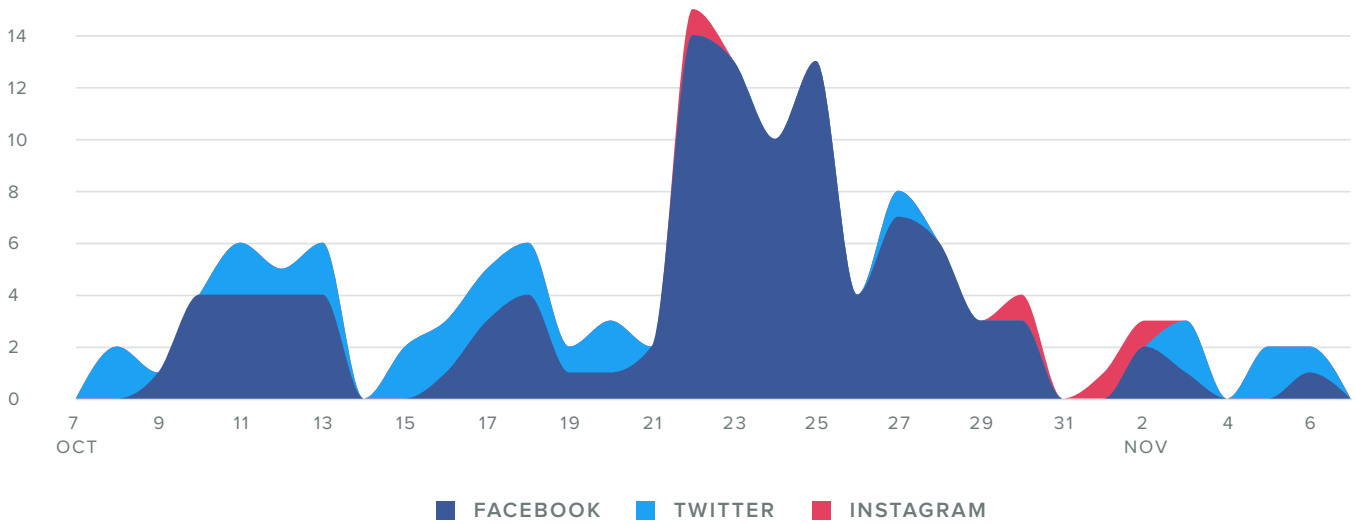
 Downtown Dearborn

Group Activity Overview



Group Audience Growth

AUDIENCE GROWTH, BY DAY



Audience Growth Metrics	Totals	Change
Total Fans	4,539	▲ 2.9%
New Facebook Fans	106	▲ 3.4%
New Twitter Followers	19	▲ 1.6%
New Instagram Followers	4	▲ 3.4%
Total Fans Gained	129	▲ 2.9%

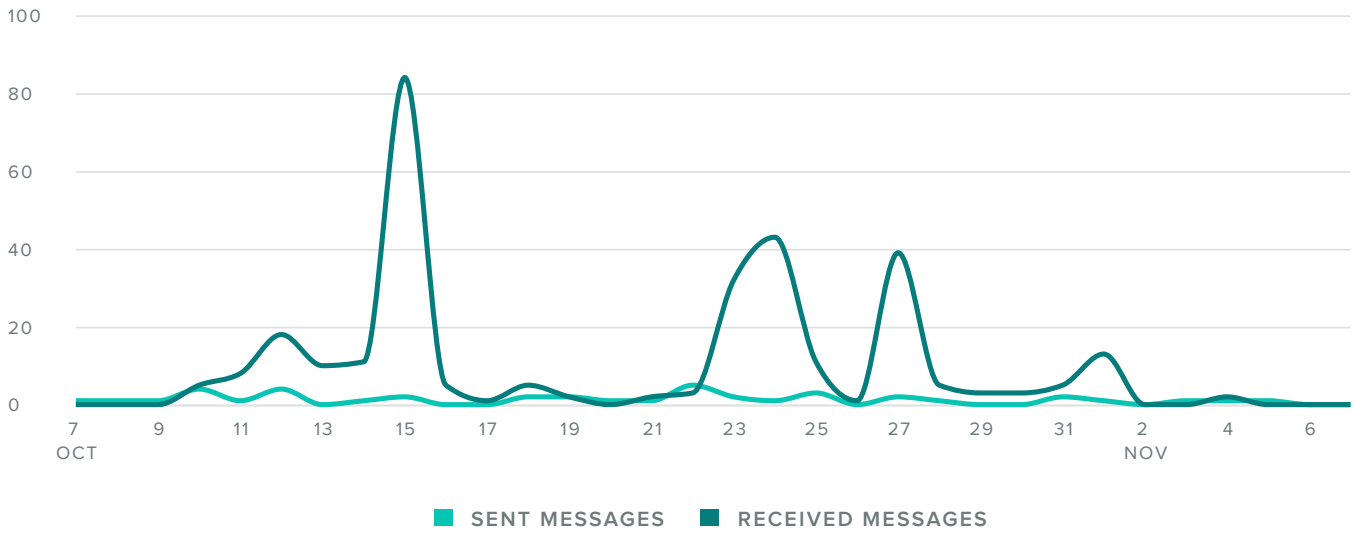
Total followers increased by

▲ 2.9%

since previous date range

Group Message Volumes

MESSAGES PER DAY



Sent Messages Metrics	Totals	Change
Facebook Posts Sent	32	▲ 3.2%
Twitter Messages Sent	9	▼ 35.7%
Instagram Media Sent	–	▼ 100.0%
Total Messages Sent	41	▼ 10.9%

Message volume decreased by

▼ **10.9%**

since previous date range

Received Messages Metrics	Totals	Change
Facebook Messages Received	302	▲ 344.1%
Twitter Messages Received	9	▼ 25.0%
Instagram Comments Received	–	–
Total Messages Received	311	▲ 288.8%

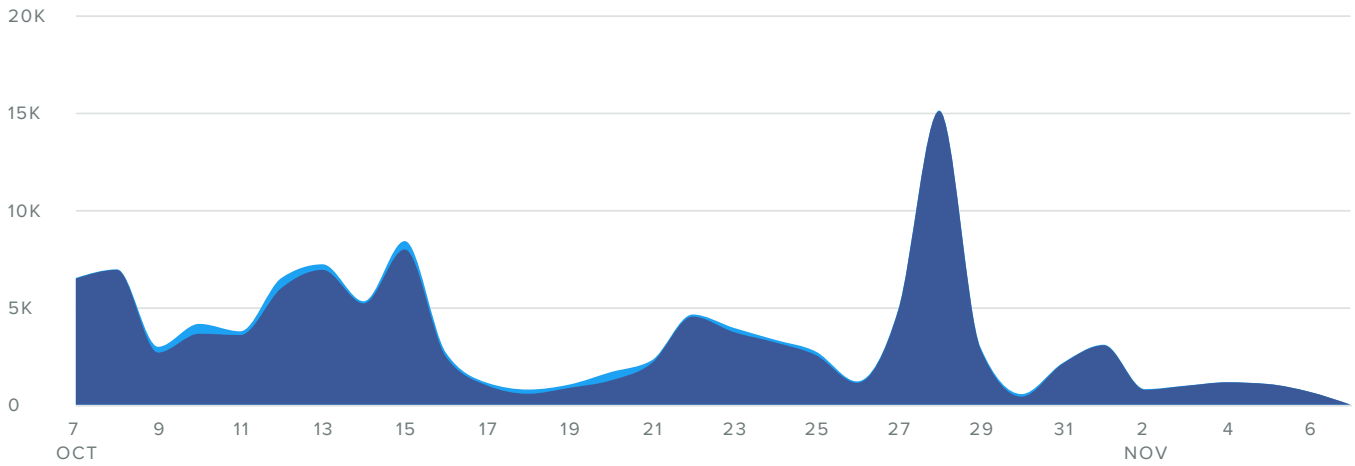
Message volume increased by

▲ **288.8%**

since previous date range

Group Impressions

IMPRESSIONS PER DAY



■ FACEBOOK ■ TWITTER

Impressions Metrics	Totals	Change
Facebook Impressions	105,636	▲ 85.7%
Twitter Impressions	4,826	▼ 38.2%
Total Impressions	110,462	▲ 70.7%

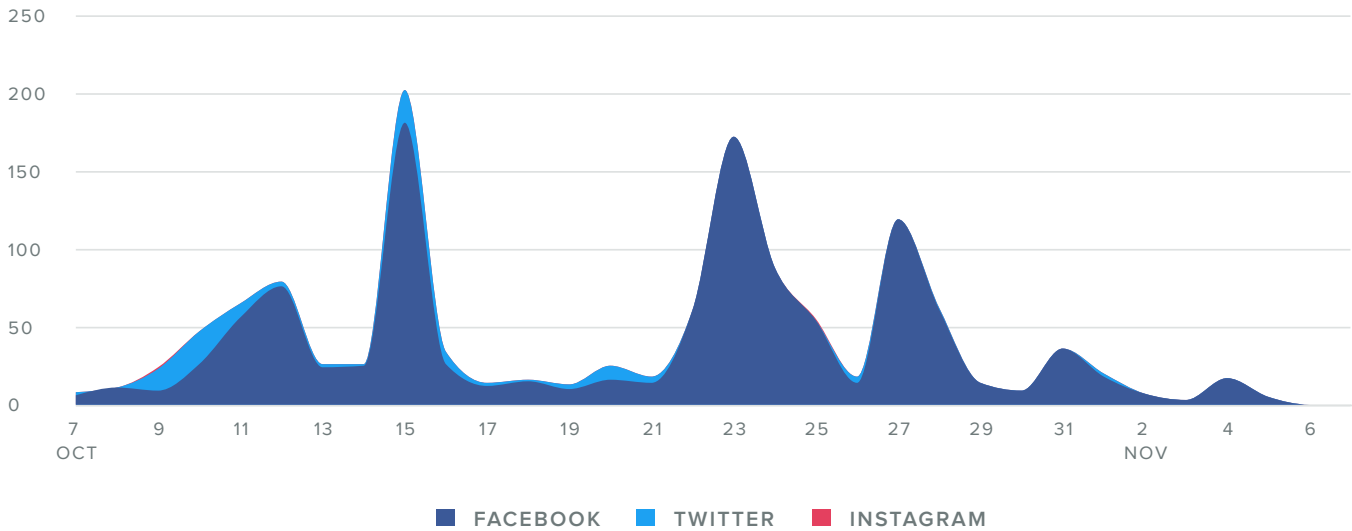
Total Impressions increased by

▲ **70.7%**

since previous date range

Group Engagement

ENGAGEMENTS PER DAY






Engagement Metrics	Totals	Change
Facebook Engagements	1,185	▲ 29.8%
Twitter Engagements	107	▼ 44.8%
Instagram Engagements	2	▼ 66.7%
Total Engagements	1,294	▲ 16.3%

The number of engagements increased by



▲ 16.3%

since previous date range

Group Stats by Profile/Page

Profile/Page	Total Fans / Followers	Fan / Follower Increase	Messages Sent	Impressions	Impressions per Post	Engagements	Engagements per Post	Link Clicks
 Downtown Dearborn @DearbornC	745	3.04%	9	4,826	536	107	11.9	27
 East Dearborn @EDearborn	493	-0.60%	–	–	–	–	–	–
 Downtown Dearborn Business Page	3,179	3.42%	32	105,636	3,301	1,185	37.0	762

Group Stats by Profile/Page

Profile/Page	Total Fans / Followers	Fan / Follower Increase	Messages Sent	Impressions	Impressions per Post	Engagements	Engagements per Post	Link Clicks
 Downtown D...  @downtown	122	3.39%	–	–	–	2	–	–

**WDDDA BOARD OF DIRECTORS
OCTOBER 2017
ADOPTED RESOLUTIONS**

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2018 Officer Nominating Committee

Moved by: Director Abbas

Seconded by: Director Van Noord

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) recognizes the need to form a Nominating Committee for the annual nomination of officers to be elected by the board and serve as the Executive Committee; and

WHEREAS: Mark Guido, Tom Clark, and Jim Jernigan volunteered to form the committee; be it

RESOLVED: That the above board members will comprise the 2018 Officer Nominating Committee.

Yes: Director Abbas, Director Clark, Director Guido, Director Hider, Director Jernigan, Director McWilliams, Director Nigosian, Mayor John B. O'Reilly Jr., Director Van Noord

No: None

Abstained: None

Absent: Director Lovejoy, Director Ralko

Date: October 26, 2017

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

FYE2018 CTM Brochure Distribution and Rack Card Printing

Moved by: Director Jernigan

Seconded by: Director Abbas

WHEREAS: The WDDDA recognizes the benefit of Marketing and Promoting businesses and activities in the District; and

WHEREAS: The WDDDA, EDDDA, Dearborn Area Chamber of Commerce and City of Dearborn partnered to create a visitors APP to provide visitors and residents up-to-date information on businesses and events in Dearborn;

WHEREAS: The WDDDA, EDDDA, Dearborn Area Chamber of Commerce and City of Dearborn renewed the annual subscription for the APP for 2017;

WHEREAS: In order to better promote the app to increase downloads and usage, the Promotions Committee is recommending the production of 30,000 APP brochure cards with calendar information on the back side; and the usage of CTM brochure distribution services to distribute these rack cards, which can be found in hotels, convention and visitor centers, and the airport.

WHEREAS: The WDDDA, EDDDA, Dearborn Area Chamber of Commerce and City of Dearborn are anticipated to partner in the production and distribution of the rack cards equally with a total cost of \$8500, therefore \$2125 per partner; in addition to any potential sponsors.

RESOLVED:

1. That the WDDDA approves entering into a one-year contract with CTM for FYE2018 in an amount not to exceed \$7000, and brochure printing production not to exceed \$1500 for 30,000 rack cards, shared equally between the partners at a rate of \$2125 per partner from the CTM Brochure Line Item #296-6100-911-51-00 FYE2018.
2. To authorizes the WDDDA Executive Director to execute the contracts for distribution and printing.

Yes: Director Abbas, Director Clark, Director Guido, Director Hider, Director Jernigan, Director McWilliams, Director Nigolian, Mayor John B. O'Reilly Jr., Director Van Noord

No: None

Abstained: None

Absent: Director Lovejoy, Director Ralko

Date: October 26, 2017

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Holiday Décor FYE2018

Moved by: Mayor John B. O'Reilly Jr.

Seconded by: Director Jernigan

WHEREAS: The WDDDA recognizes the benefit of image and identity of Downtown Dearborn;

WHEREAS: The WDDDA budgeted \$15,000 for holiday decorations for FYE2018 and installation;

WHEREAS: The WDDDA competitively bid holiday decorations and the installation of the holiday décor and banners through the City of Dearborn;

WHEREAS: The Executive Committee authorized the expenditure of up to \$10,000 for holiday decor from the selected competitive bidders at its October 20, 2017, Executive Committee, acting upon exigent circumstances of placing the purchase order to meet the delivery timeline;

RESOLVED:

1. The WDDDA accepts and supports the resolution of the October 20, 2017, Executive Committee meeting authorizing the expenditure of up to \$10,000 for holiday décor from the selected competitive bidders from the holiday decorations budget line item account #296-6100-911-34-90;
2. The WDDDA authorizes expending up to \$5,000 for holiday and banner installation services from the selected competitive bidder from the holiday decorations budget line item account #296-6100-911-34-90.

Yes: Director Abbas, Director Clark, Director Guido, Director Hider, Director Jernigan, Director Nigosian, Director McWilliams, Mayor John B. O'Reilly Jr., Director Van Noord

No: None

Abstained: None

Absent: Director Lovejoy, Director Ralko

Date: October 26, 2017

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Holiday Promotions FYE2018

Moved by: Mayor John B. O'Reilly Jr.

Seconded by: Director Clark

WHEREAS: The WDDDA recognizes the benefit of Marketing and Promoting businesses and activities in the District, and creating a welcoming environment for tourism and business during the holiday season;

WHEREAS: The WDDDA budgeted \$10,000 for additional holiday promotions for FYE2018;

WHEREAS: The WDDDA plans to host a Photos with Santa on December 16, 2017, from 11am-2pm with costs estimated at \$4,000;

RESOLVED: The WDDDA authorizes expending up to \$4,000 for the 2017 Photos with Santa Day from the Holiday Promotions budget line item #296-6100-911-51-00.

Yes: Director Abbas, Director Clark, Director Guido, Director Hider, Director Jernigan, Director Nigosian, Director McWilliams, Mayor John B. O'Reilly Jr., Director Van Noord

No: None

Abstained: None

Absent: Director Lovejoy, Director Ralko

Date: October 26, 2017

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

General Marketing/Banners – Shop Small Banner Restock FYE2018

Moved by: Director Abbas

Seconded by: Director Clark

WHEREAS: The WDDDA recognizes the benefit of Marketing and Promoting businesses and activities in the District, and that using street pole banners are an effective way to market and identify the district; and

WHEREAS: The WDDDA budgeted \$10,000 for general marketing and banners for FYE2018;

RESOLVED: That the WDDDA authorizes the expenditure of \$750 for printing and restocking Shop Small banners for the holiday season.

Yes: Director Abbas, Director Clark, Director Guido, Director Hider, Director Jernigan, Director McWilliams, Director Nigosian, Mayor John B. O'Reilly Jr., Director Van Noord

No: None

Abstained: None

Absent: Director Lovejoy, Director Ralko

Date: October 26, 2017

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Shop Small FYE2018

Moved by: Director Clark
Seconded by: Director Abbas

WHEREAS: Small Business Saturday, a movement to encourage people to shop at small, local businesses on the Saturday after Thanksgiving, was initiated by American Express in 2010 and recognized by the U.S. Senate as an official day in 2011.

WHEREAS: In 2012, American Express launched a national media campaign to promote the day and work with local businesses, and in 2013 over 1,450 neighborhood champions signed on to promote the day which grew exponentially in 2014 with over \$14.3 billion spent at small independent businesses on Small Business Saturday.

WHEREAS: To build a comprehensive marketing plan in Dearborn, the Dearborn Area Chamber of Commerce and both East and West Downtowns plan to continue to partner together to promote Small Business Saturday and holiday shopping through its joint Shop Small marketing campaign in 2017.

WHEREAS: The Executive Committee authorized the expenditure of up to \$6,000 for Shop Small at its October 20, 2017, Executive Committee acting upon exigent circumstances of reserving advertising space.

RESOLVED:

1. The WDDDA accepts and supports the resolution of the October 20, 2017, Executive Committee authorizing the expenditure of up to \$6,000 for the Shop Small marketing campaign from the Shop Small budget line item account #296-6100-911-51-00;
2. The WDDDA authorizes moving \$1,000 from the holiday promotions budget line item to the Shop Small budget line item within account #296-6100-911-51-00.

Yes: Director Abbas, Director Clark, Director Guido, Director Hider, Director Jernigan, Director McWilliams, Director Nigosian, Mayor O'Reilly, Director Van Noord
No: None
Abstained: None
Absent: Director Lovejoy, Director Ralko
Date: October 26, 2017

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

EXECUTIVE COMMITTEE – ELECTION OF OFFICERS

Moved by:

Seconded by:

WHEREAS: The WDDDA shall be under the supervision and control of a board consisting of the Mayor and members appointed by the Mayor subject to approval by the city council; and,

WHEREAS: The officers of the WDDDA shall be elected annually by the Board and shall consist of a Chair, Vice-Chair and Secretary-Treasurer; and,

WHEREAS: The 2018 Officer Nominating Committee has recommended _____ for _____, _____ for _____, and _____ for _____; be it

RESOLVED: If there are no additional nominations, nominations are closed and a unanimous ballot is cast for the officers as named above for the year 2018.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

WINTER PLANTER DECOR

Moved by:

Seconded by:

WHEREAS: The WDDDA recognizes the benefit of beautifying and creating winter landscape interest in the WDDDA area;

WHEREAS: The WDDDA wishes to install winter landscape materials in 60 large planter pots at various points along Michigan Ave.;

RESOLVED: The approval and expenditure for winter landscape planter pot décor through Worry Free for an amount not to exceed \$2000 from 296-6100-911-34-90.

Yes:

No:

Abstained:

Absent:

Date:

WEST DEARBORN

DOWNTOWN DEVELOPMENT AUTHORITY

EXTENSION OF LANDSCAPE/MAINTENANCE CONTRACT WITH WORRY FREE

Moved by:
Seconded by:

WHEREAS: The WDDDA values the economic impact of maintaining a clean and visually pleasing environment for the district;

WHEREAS: The landscape, maintenance and litter contract with Worry Free ends November 30, 2017;

WHEREAS: The WDDDA and EDDDA are in the process of soliciting a comprehensive landscape and maintenance contractor that is projected to be brought forth to the Boards in January 2018 for approval, therefore leaving a one-month gap of services in December 2017;

RESOLVED: The WDDDA authorizes extending the current landscape and maintenance contract with Worry Free Lawn Care through December 31, 2017.

Yes:
No:
Abstained:
Absent:
Date:

WEST DEARBORN

DOWNTOWN DEVELOPMENT AUTHORITY

EVENT MANAGER JANUARY – FEBRUARY 2018 CONTRACT WITH CHAMBER OF COMMERCE

Moved by:
Seconded by:

- WHEREAS:** The WDDDA budgeted \$12,500 in FYE2018 for an event manager;

- WHEREAS:** The WDDDA currently has a partnership with the Dearborn Area Chamber of Commerce for a part-time equivalent events manager contractor, Jean Smith;

- WHEREAS:** The WDDDA desires continuing event management services with the Dearborn Area Chamber of Commerce while conducting a request for proposals for event management services for both the WDDDA and EDDDA that is projected to begin in March 1, 2018;

- WHEREAS:** The EDDDA approved the payment of \$2,800 to the Dearborn Area Chamber of Commerce for their continued contract with Jean Smith for event services to be performed in the EDDDA from January 1, 2018-February 28, 2018, contingent upon WDDDA approval.

- RESOLVED:** The WDDDA authorizes up to \$2800 to the Dearborn Area Chamber of Commerce for their sponsorship of the continued contract with Jean Smith for event management services to be performed in the WDDDA from January 1, 2018- February 28, 2018 in conjunction with the EDDDA.

Yes:
No:
Abstained:
Absent:
Date:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

EVENT MANAGER FYE2018 BUDGET

Moved by:

Seconded by:

WHEREAS: The WDDDA budgeted \$12,500 in FYE2018 for an event manager contract and \$12,000 for a design/planning manager contract in FYE2018;

WHEREAS: The WDDDA desires conducting a request for proposals for event management services for both the WDDDA and EDDDA that is projected to begin in March 1, 2018;

WHEREAS: The WDDDA anticipates the event management services contract will require additional funding in order to meet the expectations of the scope of work;

RESOLVED: The WDDDA authorizes moving \$12,000 from the design/planning manager contract fund line item to the event manager contract fund line item for FYE2018 in order to begin the solicitation of proposals.

Yes:

No:

Abstained:

Absent:

Date:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

FARMERS and ARTISANS MARKET 2018

Moved by:

Seconded by:

WHEREAS: The Dearborn Area Chamber of Commerce informed the WDDDA that it will no longer organize and manage the Dearborn Farmers and Artisans Market starting in 2018;

WHEREAS: The WDDDA values the economic impact of the Farmers and Artisans Market and therefore desires to continue the event;

RESOLVED: The WDDDA authorizes developing an agreement between the WDDDA and the Dearborn Area Chamber of Commerce for the transfer and division of the assets of the Farmers and Artisan Market to be brought forth at the next regular Board meeting, including but not limited to:

- a list of all physical assets and inventory;
- a transfer of ownership of domain name and social media, necessary passwords and sign ins;
- any and all contacts of vendors, suppliers, consumers and sponsors;
- and any and all contracts with vendors, suppliers, sponsors and agreements.

Yes:

No:

Abstained:

Absent:

Date:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

EXECUTIVE COMMITTEE AUTHORIZATION

Moved by:

Seconded by:

WHEREAS: The Executive Committee may be authorized to act on behalf of the full Board when necessary.

WHEREAS: The Board may pre-approve, by resolution, for the Executive Committee to act as the full Board on items of exigency that may occur between regularly scheduled Board meetings; and such actions shall be brought to the Board at the next regular meeting for its review.

WHEREAS: The WDDDA Board elected to cancel the December 2017 Board meeting, therefore, the next regular Board meeting is January 18, 2018;

RESOLVED: The WDDDA authorizes the Executive Committee to act as the full Board on items of exigency that may occur between now and the next regularly scheduled Board meeting on January 18, 2018.

Yes:

No:

Abstained:

Absent:

Date:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Sculpture Strategy

Moved by: Mayor O'Reilly

Seconded by: Director Clark

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) counts among its duties the beautification of its district; and

WHEREAS: The WDDDA has participated in the Midwest Sculpture Initiative since 2010 but has expressed interest in acquiring art for permanent placement in the district; be it

RESOLVED: That the WDDDA approves foregoing the Midwest Sculpture Initiative for the 2018-2019 season; be it further

RESOLVED: The WDDDA partners with the EDDDA and Dearborn Community fund to explore other public art and sculpture opportunities.

Yes: Director Abbas, Director Clark, Director Guido, Director Hider, Director Jernigan, Director McWilliams, Director Nigosian, Mayor O'Reilly, Director Van Noord

No: None

Abstained: None

Absent: Director Lovejoy, Director Ralko

Date: October 26, 2017