

Hamtramck DDA
Board of Directors Meeting – Minutes

Thursday, September 3th, 2015
Hamtramck City Hall, 3401 Evaline, 1st floor Conference room

Those in attendance were:

Vincent Szymborski
Jeremy Duncan
Andrew Dow
Joan Bittner
Alissa Shelton
Lawrence Ingram

Those absent:

Mayor Karen Majewski
Dr. Golani
Kathy Angerer
Mark Hausner

Guests:

Councilman Zwolak

- 1. Call to Order 6:45 p.m.**
- 2. Roll Call: See above**
- 3. Pledge of Allegiance to the Flag**
- 4. Public Comment & Introduction of Public** (two minutes limited to DDA issues)

Councilman Zwolak:

1. Mentioned the rise in crime on Joseph Campau. He suggested that new programs should be looked at with the Police chief to address the issues.
2. Sewer line construction will begin from Goodson to the train tracks. Timetable is unknown. The question posed is: how can the businesses best prepared for this?
3. Brief discussion on vacant commercial buildings. It was indicated there may be 72 at current count. The council recently approved a budget amendment reducing the annual

fee from \$1,550 to \$500 per year. The discussion was should this be amended? The reduction will actually support the non-rental of the buildings.

5. Agenda approval

Motion was made to approve the agenda by Alissa Shelton, Seconded by Joan Bittner. Motion carried.

6. Approval of Minutes from June 4, 2015

Motion was made to approve the agenda by Andrew Dow, Second by Joan Bittner. Motion carried.

7. Treasurer's Report

Financial Statements -- Financial Statements of 8/31/2015 were reviewed.

The 6/30/2015 ending income statement disclosed a net revenue position of \$38,663.68. When added to the previous year surplus (53,791.43), the adjusted excess revenue position is \$92,455.11. Adjusting entries not reflected as of 8/31/2015 were revenues of \$3,000 against expenses (commitments) of \$13,000. This leaves the net position at 8/31/2015 of \$82,455.11. All of this is subject to any adjustments deemed necessary by the City Accountant.

SECTION I: AGENDA ITEMS – For Discussion/Action/Information

A. Status Update – Banner Program (Shelton, Bittner, Angerer)

- a. The Board reviewed the banner samples as provided at the meeting.
- b. Motion was made by Vince Szyzborski, Seconded by Jeremy Duncan to accept eh Banner designs. All in favor, motion carried.

B. Status Update – “How to Open a Business” (Duncan)

- a. Jeremy provided a sample of the document. Jeremy was waiting on board comments. The Board will ask from any final comments from Kathy Angerer.

C. Next Merchant Meeting October 1, 2015 @ 6:30

The Board discussed the proper amount of funds to support the next meeting. Motion was made by Vince Szyzborski to authorize up to \$500 to support expenses associated with the next Merchants Meeting. Supported by Lawrence Ingram. All in favor, motion carried.

D. Status update – Building Improvement Committee: Met and proposed the following:

- a. The Committee will be re-named the **Design Committee** in order to line up better with the tenants of the Mainstreet program.
- b. Chairman Dow proposed a budget request of \$5,000. The initial focus of the Committee will be to support the improvement of signs and awnings for

businesses within the DDA District. The maximum match per business would be \$500. Andy Dow made the motion, seconded by Vince Szymborski. All in favor, motion carried.

E. Upcoming Elections for Officers: Mr. Szymborski reminded the Committee that elections need to be held in December, so candidates for Chairman and Treasurer should be considered.

F. Budget Discussion -- Possible Projects for 2015

G. Budget Discussion --

- Update: Tree Grates --Defer to next meeting, Kathy to work on quote.
- DDA Website development--Alissa is meeting Tuesday to discuss content. The Board also discussed internal vs. external management and hosting. No specific decisions were made. Purchase additional Holiday decorations--Target is to have decorations up by 11/15/2015. Board agreed to purchase additional decorations to replace those that are unusable.

ADJOURNMENT

Motion by Alissa Shelton, seconded by Jeremy Duncan for adjournment @7:49 Motion carried.