



DDA Board of Directors
Hamtramck City Hall, 3401 Evaline Street
Third Floor Conference Room
Regular Meeting
October 16, 2019 6:05-7:05 p.m.

MISSION STATEMENT

“The Hamtramck Downtown Development Authority
supports people, projects and partnerships
which further the economic growth and stability of a thriving Hamtramck.”

1. Call to order (6:13 pm)
2. Roll call

Present: Andrew Dow, Vincent Szymborski (via phone), Dr. Shamiran Golani, Joan Bittner, Mayor Majewski, , Zlatan Sadikovic, John Grossi, Andrew Kopeitz
Absent: Lawrence Ingram, Kelli Kavanaugh, Mark J. Hausner
Staff: Kathy Angerer (via phone), Casey Copp, Elliot Zelenak
3. Pledge of allegiance to the Flag
4. Public Comment & Introduction of Public (two minutes limited to DDA issues)
 - a. *Warren Stanfield: From the office of Senator Adam Hollier, Mr. Stanfield says he loves coming to Hamtramck and invites everyone to attend Senator Hollier’s townhall on Monday, October 21st, 2019 at 6:30 pm.*
 - b. *Bob Zwolak: Zwolak strongly suggests to the DDA to hire a part time director. In the past it worked well, and hiring a director will be very beneficial to the DDA’s continued development.*
5. Approval of Agenda – Add or Delete Items
 - a. *Dow motions to approve. Grossi seconds. All vote in favor.*
6. Approval of Minutes
 - Minutes – September 18, 2019
 - a. *Dow motions to approve. Grossi seconds. All vote in favor.*

7. Treasurer's Report

- Financial Statements – Current Activity Reports through December 31, 2019
 - a. *Szymborski reads through the attached financial statement.*

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

1. Discussion – Part Time DDA Manager (Kathy Angerer)

- a. *Angerer thanks the DDA for allowing her to speak tonight despite not being able to be physically present. She introduces the agenda item by stating Casey Copp and Grace Stamper have done a good job running the Community and Economic Development Department but the department needs a manager/director to really take the department to a higher level. Angerer proposes the City of Hamtramck sharing a manager with the DDA, with 80% of the salary paid for by the City and 20% by the DDA. She explains there used to be a manager and is in the DDA by-laws to have a manager, but the position was cut during emergency management. The position will be posted as a DDA/CED Manager and DDA board members are encouraged to participate in the interview process. She believes having a fully dedicated person would be very beneficial.*
- b. *Szymborski says he supports the idea, but asks how much the DDA would be paying for the manager position. Angerer asks for a \$15-20,000 contribution. Grossi questions that the manager's salary would be \$100,000. Angerer says she hopes to keep the salary under \$65,000, plus benefits. Szymborski says with that number the DDA's contribution would be closer to \$15-16,000. He continues expressing his support because the DDA needs a dedicated person more so than volunteers like the Board members. He adds that the less the Board pays, the less talent will be attracted to the position. He supports the position as someone the Board can permanently rely on.*
- c. *Grossi asks how we make progress with this position, which Bittner adds we'd need an agenda for this position to follow. Angerer agrees and adds that the position can be flexible and it's important to train and retain the person, which is why the City and DDA must have a competitive salary. Majewski expresses complete support for the idea and says it will reinvigorate the DDA; the City and DDA's goals align, so it's more effective to share the position. Grossi says the Board could never afford a full time person on their own, so sharing makes sense, but adds that the position should be thought of as 20% of the person's time dedicated to the DDA rather than one day of the week.*
- d. *Dow motions to support the hiring of a DDA manager. Bittner seconds. All vote in favor.*

2. Discussion -- Downtown Strategic Plan (Elliott Zelenak)

- a. *Zelenak introduced a plan to renew the downtown strategic plan, which was last done in 2010 by consulting firm Beckett and Raeder. This plan needs to be updated in order for Hamtramck to become RRC compliant. Zelenak offered recommendations of renewing the plan with an addendum that will bring it up to date, and RRC compliant.*

3. Discussion – Hamtramck Music Festival (John Bissa)

- a. *Grossi says the Packzi Run and 8 Days in Hamtramck are one of the most successful things the DDA has done and doesn't understand why the DDA has not acted on this event yet. He says John Bissa needs someone to work with, and Colleen Robar is proposing to do thirty hours.*
 - b. *Bissa asks for a financial commitment from the DDA so he can plan the festival. He reminds the Board that two months he came asking for the same thing but the discussion got bogged down regarding Robar's role. Bissa reiterates he wants to get this process moving because the festival is only 4 months away. He says the financial commitment last year was \$9,500 and is asking for \$10,000 this year, and Robar would handle the marketing and website. Golani questions if it can be done with without Robar, and Bissa responds yes.*
 - c. *Szymborski does not believe the DDA spent \$9,500 last year, but nevertheless thinks it should not exceed \$5,000. He worries about becoming the largest contributor when the Board earlier committed \$15-20,000 on a new DDA manager. He reminds the Board they always provide \$10,000 to the Labor Day Festival, and an additional \$10,000 to the Music Festival would be the entire budget between those three items.*
 - d. *Bissa says the festival operates with a \$37,000 annual budget. There's a demonstrative return on the investment back into the community. He says most of the money comes from sponsors. Dow explains the difficulty in working with alcohol sponsors. Golani wonders if they could spend less to keep money for next year. Bissa adds that he'll be happy with whatever the DDA is willing to give at this point. Grossi says it'll be \$8,750 in total if Robar's services are included. Szymborski doesn't want to commit more than \$5,000 right now until revenues come back.*
 - e. *Majewski motions to provide \$5,000 towards the Hamtramck Music Festival. Grossi seconds. Majewski, Grossi, Golani, Bittner, Kopeitz, Sadikovic vote in favor. Dow abstains.*
4. Discussion -- Small Business Saturday (Casey Copp)
- a. *Copp explains the idea of Hamtramck participating in Small Business Saturday on November 30th. He presents the concept of businesses having special deals on that day which will be advertised, and customers will have passports to get stamps at different participating businesses. Prizes will be given to participating customers. Copp says it will be a great way to bring the business community together, working in unison as part of the nationwide Small Business Saturday. Copp asks the DDA to provide \$500 for costs related to putting this event on. Dow says this is a great idea.*
 - b. *Dow motions to approve \$500 to promote Hamtramck's Small Business Saturday. Majewski seconds. All vote in favor.*
5. Discussion – Merchants Meeting
- a. *Copp updates the Board on the November 7th Merchant Meeting and asks if there's anything the Board would like to see happen at the meeting.*
6. Discussion – Business Rebates
- a. *Grossi chooses to pass on discussing this agenda for the sake of time.*
7. Discussion – Flower Pot Maintenance
- a. *Sadikovic says he will take account of which businesses participated in the maintenance of their flower boxes and will have a list by the next meeting so the businesses can receive their \$100 as promised by the DDA.*
8. Discussion – DDA Budget

a. Szyborski says it's not necessary to discuss this agenda item because it was already discussed at length throughout the meeting

SECTION II: OTHER ITEMS

1. Chairman's Report
 - a. Szyborski expresses his happiness to be back involved after missing a few meetings.*
2. Members' Report
 - a. Bittner reminds the Board to think about celebrating Hamtramck's 100th anniversary in 2022.*
 - b. Copp invites the board to attend a tree planting at Sarah Garrett Park on October 18th.*

ADJOURNMENT (7:37)

a. Majewski motions to adjourn. Bittner seconds. All vote in favor.

PLEASE NOTE: This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act), MCLA 41.71 a (2)(3) and the Americans with Disabilities Act (ADA). City of Hamtramck will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the Meeting to individuals with disabilities at the Meeting or Public Hearing upon 10 days notice to the City Clerk's Office. Individuals with disabilities requiring auxiliary aids or services should contact the Hamtramck City Clerk by writing or calling the Clerk's Office at (313) 870-0343.