



DDA Board of Directors  
Hamtramck City Hall, 3401 Evaline Street  
Third Floor Conference Room  
Regular Meeting  
November 20, 2019 6:05-7:05 p.m.

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### MISSION STATEMENT

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

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1. Call to order (6:19 p.m.)

2. Roll call

*Present: Vincent Szymborski, Andrew Dow, Joan Bittner, Mayor Majewski, Zlatan Sadikovic, Andrew Kopeitz. Staff: Casey Copp*

*Absent: Lawrence Ingram, Kelli Kavanaugh, Dr. Shamiran Golani, John Grossi, Mark J. Hausner*

3. Pledge of allegiance to the Flag

4. Public Comment & Introduction of Public (two minutes limited to DDA issues)

*a. Robert Zwolak: Zwolak wishes everyone a Happy Thanksgiving. He appreciates the DDA partially funding the salary of the incoming economic development director. He says the DDA should consider expanding the DDA to include Caniff, Holbrook, and Conant streets because it would increase the revenue pool and participation of community members in events.*

5. Approval of Agenda – Add or Delete Items

*a. Dow motions to approve agenda. Bittner seconds. All vote in favor.*

6. Approval of Minutes

• Minutes – October 16, 2019

*a. Dow motions to approve last meeting's minutes. Szymborski seconds. All vote in favor.*

7. Treasurer's Report

• Financial Statements – Current Activity Reports through December 31, 2019

*a. Szymborski reads the statement. He reminds the Board that because of tax collection timing, the numbers appear to say the DDA is operating at a loss, but it will all be made up later so the DDA is in good position.*

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

### 1. Discussion – DDA Manager Update

- a. *Copp updates the Board on the latest news regarding the DDA Manager/CED Director position. The deadline for applications came last week, and the resumes are being sorted through. Copp tells the Board they are welcome to come view resumes and participate in the interview process, but should reach out to City Manager Angerer to do so.*
- b. *Szyborski encourages the Board to look at resumes and says he will as well. Success of the DDA has been limited because the board are all volunteers, but with this new manager, boots on the ground will make a big difference so it would be helpful if the Board could take time to participate in the process. Majewski asks what the process of the DDA's participation should look like, and Szyborski responds with the suggestion that the DDA should at least narrow down resumes to five applicants. Dow expresses interest in participating but would like to know when the interview process will take place. Szyborski suggests the same person should be in all the interviews and ideally they're all scheduled back to back on the same day.*

### 2. Discussion – New DDA Board Member Applicant – Milo R. Madole

- a. *The Board introduce themselves by name and business. Milo Madole gives explains his resume as a lawyer and hopes to establish a brewery on his Jos. Campau property. He expresses his love for all things Hamtramck. Madole has lived in Hamtramck for three years and hopes to live here for his whole life.*
- b. *Majewski says she'll appoint Madole and bring his application before City Council. Copp reminds the Board there are three vacancies now that Kelli Kavanaugh expressed desire to resign from the Board; if Madole is approved by Council, still two vacancies remain. Dow says the Board needs to get rid of Board members who are consistently not showing up. Majewski says the DDA needs energy, expertise, and initiative. She adds the Board needs diversity as well. Szyborski agrees, saying the Board must look like the city. Dow finishes by saying the minimum expected of Board members is to show up.*

### 3. Discussion – Small Business Saturday

- a. *Copp updates the Board on city staff's efforts to promote Small Business Saturday. The \$500 budget given to this event by the DDA is being spent on gift cards for winners of the passport contest and social media advertisements.*

### 4. Discussion – Holiday Free Parking

- a. *Szyborski reminds the Board of last year's \$3000 expenditure to cover the City's costs of providing free parking on Joseph Campau during the holiday season and calls on the Board to do so again. Dow says he hopes the DDA can get more recognition for doing this like putting the DDA's name on the bags that cover the parking meters.*
- b. *Dow motions to approve the \$3,000 payment to the City of Hamtramck for providing free parking in the DDA district from November 26<sup>th</sup> to December 31<sup>st</sup>. Majewski seconds. All vote in favor.*

### 5. Discussion – Snow Plowing/Shoveling

- a. *Copp reads a quote given for shoveling snow on Joseph Campau from Carpenter to Hamtramck Drive, which comes out to \$1,750 per snowfall. Szyborski asks the Board for their opinion. Dow says it's a great idea but doesn't believe it's possible in our budget. Kopeitz says he's talked to a lot of businesses and snow shoveling is a consistent concern so business owners would love this. Dow says it could blow the whole budget. Sadikovic suggests doing an RFQ bid to see the best deal they can get. Bittner reminds the Board that it's the obligation of businesses to shovel. There's consent amongst the Board to do receive bids.*

### 6. Discussion – Small Business Property Tax Exemption

- a. *Copp shares the Small Business Property Tax Exemption form with the Board that assessor Kondrad Maziarz wanted the Board to view.*

### 7. Discussion – Flower Pot Maintenance

- a. In the July 2019 meeting, the Board promised to give \$100 to businesses that maintained their flower beds throughout the whole summer. Sadikovic declared only two businesses fulfilled their duty, that being VIP Clothing and Pro Discount. Szymborski hopes the DDA can get new soil for the flower boxes next summer.*
8. Discussion – 8 Days in Hamtramck Website
  - a. Kopeitz explains how he will handle the transition of setting up an account with a web hosting service to take ownership of the 8 Days in Hamtramck website.*
9. Discussion – Holiday Street Decorations
  - a. Szymborski says it'll cost \$2,500 to put up the holiday decorations on Joseph Campau. He says we should pay anyone until they've been inspected.*
  - b. Dow motions to approve \$2,500 payment to install holiday street decorations, on the condition that half is paid upon installation and half is paid after the décor is taken down. Szymborski seconds. All vote in favor to approve.*

## SECTION II: OTHER ITEMS

1. Chairman's Report
  - a. Szymborski thanks everyone who consistently shows up. He expresses his gratitude for getting so much done in today's meeting.*
2. Members' Report
  - a. Bittner invites everyone to the Polish Art Center's open house this coming weekend.*

## ADJOURNMENT

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.