



DDA Board of Directors
Hamtramck City Hall, 3401 Evaline Street
Zoom Meeting
Regular Meeting
July 21, 2021 6:05-7:05 p.m.



Zoom Meeting
<https://us02web.zoom.us/j/89050002929>

Meeting ID: 890 5000 2929
Passcode: 024475
One tap mobile
+13126266799,,89050002929#,,,,*024475# US (Chicago)
+19292056099,,89050002929#,,,,*024475# US (New York)

-
1. Call to order
 2. Roll call

Andrew Dow, Lawrence Ingram, Mark J. Hausner, Vincent Szyborski, Dr. Shamiran Golani, Joan Bittner, Mayor Majewski, John Grossi, Andrew Kopietz, Milo Madole, Abdulaziz Jobeh, Ahmad Al-Hasan

3. Pledge of Allegiance to the Flag
4. Public Comment & Introduction of Public (*two minutes per person limited to DDA issues*)
5. Approval of Agenda – Add or Delete Items
6. Approval of Minutes (June 2021)
7. Treasurers Report

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

1. Report on social media progress since June 2021 by DDA Coordinator, Allison Pozolo.
2. Discussion of funding for 2021 Hamtramck Labor Day Festival
3. Consider issuing a resolution stating that the Hamtramck Downtown Development Authority will act as the Hamtramck Main Street Organization, thereby becoming the Hamtramck DDA and Main Street Board of Directors.
4. Discussion of MEDC Main Street program with guest speaker, Myrna Segura-Beltchenko, the Director of Business District Development with the Southwest Business Association and the Mexican Town Main Street Program Director.
5. Review the Community Development Organization Checklist before August 2021 meeting (Appendix A).
6. Review the DDA's Bylaws before August 2021 meeting (Appendix B). Please note that the bylaws need to be retyped and do not reflect the past board revisions on attendance procedure.

SECTION II: OTHER ITEMS

1. Chairman's Report (*2 minutes*)
2. Member' Report (*5 minutes*)

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.

APPENDIX A

Community Development Organization Checklist

This checklist outlines the fundamental criteria and best practices for community development organizations. It is intended to help you identify the foundational strengths of your community development organization and to prioritize opportunities for organizational development. The goal of the checklist is to provide a baseline to measure progress in the organization's ability to serve the needs of the commercial district.

This tool is informed by community development organization best practices. Each section offers statements that, if true, reflect the practices and behaviors of a high-performing organization.

INSTRUCTIONS

- Provide the tool to each of your community development organization Board members and/or leaders (staff and non-staff).
- Establish and communicate a deadline for completing the checklist.
- Respondents will read each statement and consider its applicability to your organization. There are three possible answer choices:
 - Sustain
 - *Select this answer if your organization actively and consistently demonstrates this criterion and has processes in place to support and maintain operations.*
 - Grow
 - *Select this answer if your organization has taken steps toward actively and consistently demonstrating this criterion and recognizes that work needs to be done to ensure success.*
 - Start-up
 - *Select this answer if your organization does not demonstrate this criterion and might need to consider this a priority for organizational development.*
- Gather the completed checklists and compile the results. You will look for how closely, or how far apart are the individual responses. Note where there is alignment, and where responses diverge.
- Hold a meeting to review and engage in a dialogue about the compiled results. Guiding questions might include:
 - *What might you be noticing about these results?*
 - *What stands out?*
 - *What results, if any might require more exploration?*
- Ask organization members to individually select the top three criterion they believe most important to address over the next twelve months. Record these criteria on chart paper. Open the floor for additional dialogue or input. Provide each member with three votes (the “dot” method works well for this purpose) and have them select their top three from the compiled list. The three criteria with the most votes are the areas the organization will focus on for its development activities over the next twelve months.



COMMUNITY DEVELOPMENT ORGANIZATION CHECKLIST

This tool is intended to help you identify the foundational strengths of your Community Development Organization in order to prioritize opportunities for organizational development. Rate your Community Development Organization in each of the following criteria.

Criteria	Start-up	Grow	Sustain
DISTRICT ASSESSMENT			
Organization focuses on one targeted geographic area and the district Boundary is defined			
A map denoting the district in relation to any other local district exists			
The business and activity mix of the district has been evaluated through the completion of a building and business inventory			
A map denoting the activity mix of the district on first and upper floors exists			
A Business and Building Inventory exists for the district			
Organization has read, evaluated and uses existing planning documents, market studies, surveys, development plans and the zoning ordinance for the district			
ORGANIZATIONAL STRUCTURE AND CAPACITY			
Organization has a management structure and organizational chart			
The board of the organization is composed of a diverse group of stakeholders from the district			
The organization has professional, paid staff			
Organization has defined roles and responsibilities within the district that differ from and compliment the work of other organizations			
Organization has a vision and goals for the district that is supported by consensus from key stakeholders			
Organization utilizes volunteers to accomplish some projects/programming			
Organization works to cultivate a strong volunteer base			
STAKEHOLDER ENGAGEMENT			
Organization has buy-in and support from district business owners, property owners and residents			
Organization has buy-in and support from other community organizations			
Organization has buy-in and support from the local municipality			
Organization communicates regularly with key stakeholders to gain support and encourage engagement and participation in organization's efforts			
Organization has identified other community organizations and/or local service providers that exist to support the district and communicates regularly with them			
Organization knows where to go for resources and support, when needed			
BUDGET AND FUNDRAISING			
A budget exists to support projects and programming for district revitalization			
The line-items in the budget directly support the organization's strategic plan			
Organization has a plan to increase revenues through fundraising efforts such as an Annual Sponsorship Program, events, merchandise, individual pledges and contributions			
PROJECTS AND PROGRAMMING			
Organization has a Strategic Plan and/or Organization develops and implements strategic projects and programming designed to support the vision and goals for the district			
Projects and programming are aligned with and support existing planning documents, market studies, surveys, development plans and the zoning ordinance			
Organization assists and provides resources to real-estate development activity occurring in the district			

Organization assists and provides resources to small businesses and entrepreneurs in the district			
Organization assists and provides resources for building and/or façade rehabilitation within the district			
Organization assists and provides support for cleanliness and beautification efforts in the district			
Organization assists and provides support for public space and/or public art within the district			
Organization assists and provides support for events in the district			
Organization assists and provides support for the place-based marketing of the district			

What are the greatest strengths of your organization and/or district:

What challenges is your organization and/or district facing:

What are your organization's and/or district's greatest opportunities for improvement:

APPENDIX B

Hamtramck Downtown Development Authority

Bylaws

ARTICLE I NAME

Section 1. Name.

The name of this authority shall be the Hamtramck Downtown Development Authority.

ARTICLE II DIRECTORS

Section 1. General Powers.

The business and affairs of the authority shall be managed by its board of directors except as otherwise provided by Act No. 197, PA of 1975, as amended and by the city of Hamtramck ordinance no. 519.

Section 2. Board of Directors

The authority shall be under the supervision and control of a board of directors consisting of the mayor and not less than 8 or more than 12 members appointed by the mayor, subject to the approval of the city council. The mayor shall be a voting member of the board.

Section 3. Officers

The officers of the board shall be elected at its first regular meeting in January and shall designate one of its members as chairperson, vice chairperson and treasurer. The board shall appoint an executive director and secretary, who need not be members of the board. The executive director and secretary shall serve at the will of the board for no definite term of office.

Section 4. Replacement and Vacancies.

Subsequent directors shall be appointed by the mayor, subject to confirmation by the city council, for the unexpired term of office. A director whose term of office has expired shall continue to hold office until a successor has been appointed by the mayor and confirmed by the city council. A director may be appointed to additional terms in accordance with the provisions hereafter. If a vacancy is created by death or resignation, a successor shall be appointed by the mayor within thirty (30) days to hold office for the remainder of the term of office so vacated. Resignation of staff and directors shall be submitted in writing to the chairperson and mayor.

Section 5. Term limits.

No member of the board shall serve an elected office for more than (2) consecutive terms of office in the same elected position of office.

Section 6. Removal.

A director may be removed from office for inefficiency, neglect of duty, misconduct or malfeasance by a majority vote of the board with a written recommendation to the city council from the chairperson or mayor.

Section 7. Absences.

A director is allowed (3) absences in a fiscal year. More than (3) absences may result in removal from the board with a majority vote of the board and can be executed by written notice of the chairperson or mayor to the city council.

Section 8. Conflict of Interest.

A director who has a direct interest in any matter before the board shall disclose such interest prior to the board taking any action with respect to the matter, which disclosure shall become a part of the record of the board's official proceedings. The interested director shall further refrain from participation in the board's proceedings relating to the matter.

Section 9. Meetings.

All regular meetings shall be held in the City of Hamtramck, Wayne County, Michigan. Meetings of the board may be called by or at the request of the chairperson of the board or any two directors. The meetings of the board shall be public, and the appropriate notice of such meetings shall be provided to the public.

Section 10. Notice.

Notice of any meeting shall be given in accordance with the Open Meetings Act (Act No. 267, PA of 1976).

Section 11. Quorum.

A majority of the members of the board then in office constitutes a quorum for the transaction of business at any meeting of the board provided, that if less than a majority of the directors are present at a meeting, a majority of the directors present may adjourn the meeting from time to time without further notice.

Section 12. Committees.

The board may designate one or more committees, each committee to consist of one or more of the directors. The committees shall not consist of a quorum or majority of the board. The board may designate one or more members as alternate members of a committee, who may replace an absent or disqualified member at a meeting of the committee. The committees may consist of volunteer members of the public, not on the board. At the regularly scheduled monthly board meetings, the members of the committees shall report their findings to the board.

Section 13. Secretary.

The secretary shall attend all meetings of the board and record all votes and the minutes of all proceedings in a book to be kept for that purpose; and shall perform like duties for the standing committees when required. The secretary shall further perform such other duties as delegated by the board. The secretary need not be a member of the board and shall serve for no definite term of office. If the secretary is a voting member of the board, then term limits will apply.

Section 14. Treasurer.

The treasurer shall disburse the funds of the board as may be ordered by the board, taking proper vouchers for such disbursements, and shall render to the board, at the regular meetings of the board, or whenever they may require, an account of all transactions and of the financial condition of the authority. The treasurer shall furnish bond if required by the board in a sum and with one or more sureties satisfactory to the board for the faithful performance of the duties of office, and for restoration to the authority, in case of death, resignation, retirement or removal from office of all books, papers, vouchers, money and other property of whatever kind in their possession or under the treasurer's control belonging to the authority.

Section 15. Executive Director.

The executive director shall be the chief executive officer of the authority and the board may employ and fix the compensation of the executive director, subject to the approval of the governing body of the municipality. Subject to the approval of the board, the executive director shall supervise, and be responsible for the preparation of plans and the performance of the functions authority in the manner authorized by this law. The executive director shall attend the meetings of the board, and shall render to the board and city council of the city a regular report covering the activities and financial condition of the authority. If the executive director is absent or disabled, the board may designate a qualified person as acting director to perform the duties of the office. Before entering upon the duties of his/her office, the acting executive director shall take and subscribe to the oath, and furnish bond, as required of the executive director. The executive director shall furnish the board with information or reports governing the operation of the authority as the board requires. The executive director shall not be a voting member of the board.

**ARTICLE III
CONTRACTS, LOANS, CHECKS AND DEPOSITS**

Section 1. Contracts.

The board may enter into any contract or execute and deliver any instrument in the name of and on behalf of the authority and shall be delivered and signed by the chairperson or executive director.

Section 2. Checks, Drafts, Etc.

All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the authority, shall be signed by the treasurer and countersigned by either the chairperson or executive director, except as otherwise provided by the board.

**ARTICLE IV
FISCAL YEAR**

Section 1. Fiscal Year.

The fiscal year of the authority shall correspond at all times to the fiscal year of the City of Hamtramck.

**ARTICLE V
REQUESTS OF THE AUTHORITY**

Section 1. Requests of the Authority.

All requests of the authority shall be made in written form and should be addressed to the chairperson or executive director. Such requests shall include the following information:

1. Name, address and business status of applicant.
2. Brief personal or business history of applicant.
3. Narrative description of request.
4. Description and location of project area if one is being considered.
5. Number of employment opportunities that will be afforded or retained in the community by the project.
6. Potential impact of the request on the development plan and/or financial plan of the authority.

Upon receipt of said correspondence, the board shall tentatively assess the public purpose of the request; its desirability, suitability, or economic feasibility. The board may request such other data and information from the applicant as it deems appropriate. The board shall not proceed with the request unless such tentative findings are made. If the board so chooses to support a request with a motion, the chairperson shall submit a letter of support to the appropriate entity.

**ARTICLE VI
MISCELLANEOUS**

Section 1. Corporate Seal.

The board shall adopt a corporate logo.

Section 2. Annual Audit.

The board shall cause an annual audit of its business to be made and the result thereof shall be submitted to the governing body of the city.

**ARTICLE VII
AMENDMENTS**

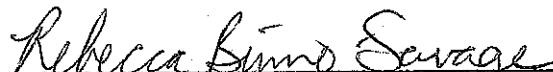
Section 1. Amendments.

These bylaws may be altered or amended or repealed by the affirmative majority vote of the board then in office at any regular or special meeting called for that purpose.


I HEREBY CERTIFY that the bylaws were amended as set forth above by the Hamtramck Downtown Development Authority.

Adopted: October 4, 2005

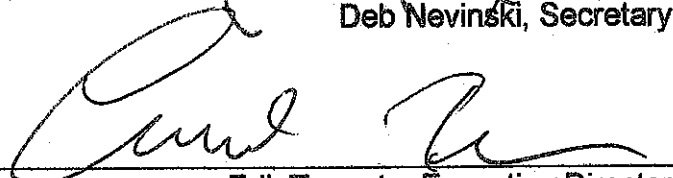
Amended: February 23, 2006



Rebecca Binno-Savage, Chairperson



Deb Nevinski, Secretary



Erik Tungate, Executive Director

