

City of Hamtramck
Downtown Development Authority
Organization & Promotion Committee Meeting

September 8, 2021 | 9 AM, EDT

Zoom meeting: <https://us02web.zoom.us/j/3133490007>

Meeting ID: 313 349 0007

AGENDA

1. Introductions + role call
2. Revisit the MML \$5,000 Microgrant Planning
 - Andy sourced/uploaded Royal Oak 'Meters Made Beautiful' application materials that we can model our own RFP requirements after; [the materials are located here](#) — discuss
 - Count existing bike racks (from Carpenter to Hamtramck Dr.) - Mara, Joan, Jessica, Ahmad, Ross — this was a success. Jessica has mapped out the bike rack locations [across this map](#)
 - Per Mara's reminder/request, some committee members discussed removing existing bike racks
 - Everyone — Let's discuss and figure out the specific quantity and location of bike racks to be included with our RFP
 - Prepare and finalize the MML project budget - Lynn, Tim, Mara
 - Lynn is beginning to itemize and highlight costs for our project budget, [here](#), she also suggested that we include the following considerations in the budget:
 1. Are we painting all (28 old + 6 new) 34 bike racks? This will affect the amount we budget for paint and sealer/protective coating.
 2. Does the city have a power washer? To prepare the surfaces for paint, they should be free of dirt, dust, and debris.
 3. That all committee members include our time as "in-kind" donations so that we have a full picture of what this project costs moving forward and as we pursue larger projects in the future
 - Everyone — What else should we be factoring into the budget's expenses?
 1. Have we allocated an appropriate amount of funding to award to artists? (Lynn/Everyone)
 - Vinyl wrap cost research — check-in with Tim to see if he's reviewed costs
 - Prepare official RFP for Call for Artists - Lynn
 - Lynn will continue to improve and expand the details and requirements listed in the RFP application
 - Lynn would also like to create a separate digital/physical flyer to advertise and circulate the RFP with QR code links — was the design completed, printed, and distributed? Will we need to print QR code stickers and if so, what is the cost and where will we have them made?

- Set future release date for RFP and application
 1. Who will help promote RFP to local media partners, artists, etc.?
 - Set info session dates - 1 virtual/remote session, 1 in-person session;
 1. What dates are we planning to host these future sessions?
 - Provide a 2-D/side diagram of the chosen bike rack model (can someone please provide this or at least, a picture that can be traced?) - Andy can assist with diagram tracing and preparation
 - Lynn/Tim — Report on Labor Day Arts Festival
 - What was the response like at the festival to the Bike Rack Project?
 - Did we promote the Organization & Promotions Committee at the festival? What was the response like?
- 3. Organization & Promotion Committee Mission Development
 - How might we craft language that articulates our mission, principles, and goals?
 - We need two volunteers to undertake this process
 - Volunteers will craft draft language and resubmit it back to this sub-committee during our next meeting — Everyone; who will volunteer to support and oversee this work?
 - We'll work collaboratively to define and edit the draft language at our next meeting
- 4. Michigan Main Street Program; discuss methods for conducting analysis/inventory of buildings (commercial/mixed-use, etc.) across Hamtramck's Downtown corridor
 - Milo has an interest in tackling the inventory work
 - How might the DDA coordinator-designed property database support Milo's Work (Mara can fill in additional detail, as needed)
- 5. Discuss the Arts and Culture Commission's planning of the City's centennial (Tim)
 - Any updates to share?
 - How can the Marketing and Promotions Committee continue to support these efforts in a meaningful way?
- 6. Other questions/concerns? (Mara, please add or suggest any items for the agenda that I may have overlooked)