



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



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Zoom Meeting

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

Meeting ID: 890 5000 2929

Passcode: 024475

One tap mobile

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1. Call to order

**Bitner called meeting 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

**Absent: Vince Szyborski**

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

**Grossi made a motion to approve agenda, Jobeh seconded.**

6. Approval of Minutes (June 2021)

**Hausner made a motion to approve minutes, Jobeh seconded.**

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 \$10,000 for 2021 Hamtramck Labor Day Festival

**Grossi made a motion to fund \$7,000 for 2021 Hamtramck Labor Day Festival, Al-Hasan seconded.**

3. 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.

**Key takeaways from presentation:**

- **Participants are not immediately required to have funding for staff, this is more of a process that will happen naturally as the group evolves by following the Main Street model**
- **Myrna attributes her association with Main Street as a clear factor of being successful with grant awards**
- **The Main Street Team is there to support throughout the whole process. This includes technical assistance, advice, and templates to create plans (eg Communications Plan, Fundraising Plan).**

**Meeting ended early and abruptly due to City Zoom account overbooking.**

- ~~4. 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.~~
- ~~5. —~~
- ~~6. Review the Community Development Organization Checklist before August 2021 meeting (Appendix A).~~
- ~~7. 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.~~

We added Google Docs to the Agenda (#7)

John Grossi made a motion to approve the Agenda- Abdulaziz Jobeh made a 2nd - all approved

Mark J Hausner made a motion to approve the minutes - Abdulaziz Jobeh made a 2nd - all approved

2. gets fuzzy, hope you got this part!

I have discussion by Mark, Andrew K and Milo-links? Police reserves and police \$\$ went up by 1/3!

Yikes, what happened to my second page?!!!

## **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
<b>DISTRICT ASSESSMENT</b>			
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			
<b>ORGANIZATIONAL STRUCTURE AND CAPACITY</b>			
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			
<b>STAKEHOLDER ENGAGEMENT</b>			
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			
<b>BUDGET AND FUNDRAISING</b>			
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			
<b>PROJECTS AND PROGRAMMING</b>			
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:

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What challenges is your organization and/or district facing:

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

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## **APPENDIX B**