

City of Hamtramck Downtown Development Authority Board Of Directors Meeting Agenda — Minutes Recap

Wednesday, February 16, 2022 • 6:05pm
Council Chambers (2nd Floor, City Hall) • Hamtramck City Hall, 3401 Evaline St.

Mission Statement: The City of Hamtramck's Downtown Development Authority supports people, projects, and partnerships that further the economic growth and stability of a thriving Hamtramck.

1. Call to order

- a. Initiated by Joan Bittner

2. Roll call: Andrew Dow ✓, Lawrence Ingram ✗, Mark J. Hausner ✗, Dr. Shamiran Golani ✓, Joan Bittner ✓, Mayor Ghalib ✓, John Grossi ✗, Andrew Kopietz ✓, Milo Madole ✓, Ahmad Al-Hasan ✓, Amr Alhalemi ✗, Anwar Hassan ✗

- a. Quorum was met

- b. **Notes on absences:** Mark J. Hausner was absent due to illness, Lawrence Ingram was unable to attend the meeting due to work obligations, John Grossi, Amr Alhalemi, and Anwar Hassan did not send advance notice of their absence

3. Pledge of Allegiance to the Flag

- a. All rose for attendance

4. Public Comment & Introduction of Public (two minutes per person limited to DDA issues) 5. Approval of Agenda – Add or Delete Items

- a. A member of the public points out that, according to *Chapter 30*, the DDA is required to allow for 3 minutes of public comment (per person) at the start of each meeting and 3 minutes for public comment, post-completion of each meeting. He asks that the board consider adopting this revision into the structure of its meeting.
- b. The board agrees to take members' comments under advisement as it was unaware of *Chapter 30*.
- c. The board informally agrees to include 3 minutes (per person) for public comment at the close of each board meeting but will be preserving the 2-minute rule at the onset of each meeting

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). The city of Hamtramck will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes 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.

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5. Approval of Minutes (December 2021)

- a. A motion was made by Andy Dow, supported by Milo Madole, and Board unanimously approved the agenda as presented.

6. Treasurers Report

- a. Lawrence Ingram was not present for today's meeting. Joan Bittner motions that we move forward without a discussion about the DDA's treasury report. Board agrees.

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

- **The review board of director vacancies and elected officer positions:** Chairperson, vice-chairperson, treasurer, and secretary.

- **Host Board of Directors 2022 Election for Officers:**
 - Consider nominating a Chairperson.
 - **A motion was made by Joan Bittner that Ahmad Al-Hasan be nominated to fulfill the role of *Chairperson***, supported by Milo Madole, and Board unanimously approves. ✓
 - Consider nominating a Vice-chairperson.
 - **A motion was made by Joan Bittner that Andy Dow be nominated to fulfill the role of *Vice-Chairperson***, supported by Ahmad Al-Hasan, and Board unanimously approves. ✓
 - Consider nominating a Treasurer.
 - **A motion was made by Ahmad Al-Hasan that Milo Madole be nominated to fulfill the role of *Treasurer***, supported by Dr. Shamiran Golani, and Board unanimously approves. ✓
 - Consider nominating a Secretary.
 - **A motion was made by Joan Bittner that Andrew Kopietz be nominated to fulfill the role of *Secretary***, supported by Ahmad Al-Hasan / Milo Madole, and Board unanimously approves. ✓

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- **Presentation by Jon Barth — Community and Economic Development Management and Outreach Coordinator, *JB Associates Consulting***
 - Jon presents to the board on past experiences working with SBA, City of Detroit, and across Southwest Detroit
 - Jon discusses community outreach and coordination, merchant surveying, communication, and special project planning
 - Jon discusses with DDA how his involvement will help to transform the DDA into a more goal-focused entity
 - DDA board members engage in questions, ask John about past experiences, tangible and measurable impacts of his work across Wayne County and other Detroit communities, and candidly discuss his proposed 3-year budgetary plan for helping the DDA to target and accomplish its community growth and wellness goals.
 - Jon highlights a particularly interesting case study about a recent campaign vote that was passed in Southwest Detroit to continue critical community and economic development initiatives. Wherein, through his research, he was able to prove that for every \$1 spent in the SW Detroit business community, the community was able to extract a profit of \$1.25. This helped to earn the trust of merchants.
 - Jon also highlights his proposed compensation plan; \$10K (\$833 billed monthly) for year one. Years 2–3 compensation will depend on the scope of work, but will likely fall between \$8K and \$12K.
 - Ahmad Al-Hasan reasons that the board spends the majority of its budget supporting public programming for events that generate short-term gains. Ahmad suggests (and will look into) the funding of an outreach consultant's work with DDA reserve money. The board will explore the viability of this option during a future meeting.
 - Board discusses the pros and cons of Jon's services and each member informally agrees (without official vote) that they would be willing to commission Jon's services for the DDA board.
 - Ahmad will reach out to City Manager to propose a conversation about DDA's budget and any necessary RFP processes and required city approvals that must be met before commissioning the services of Jon or another outreach coordinator. Ahmad will seek the support of CED to diversify the candidate pool, if needed.
 - Board unanimously concurs with Ahmad's plan.

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- **Discuss goals on how the DDA Board of Directors would like to approach the new year** and what projects, programs, and partnerships it would like to support.
 - The board centered its discussion around a recurring community concern; the City’s recently adopted parking meter system and its analogous costs
 - Mayor Ghalib mentions the subcommittee’s ongoing exploration of citizen parking concerns, Mayor highlights resident needs and interest in DDA
 - Milo Madole reviews the provisions within Sentry Mobile’s (Parking Meter Provider) contract with the city of Hamtramck.
 - Board agrees to codify its recommendations concerning the City’s parking meter system for the City Council’s consideration

- **Discuss if the Board of Directors wants to change the agenda from “Public Comment (Two minutes per person limited to DDA issues)” to “Public Comment (Two minutes per person limited to DDA agenda items)”**
 - The board informally agrees to include 3 minutes (per person) for public comment at the close of each board meeting but will be preserving the 2-minute rule at the onset of each meeting

- **Update from subcommittees** to understand progress, achievements, and needs.
 - **Economic Vitality & Design Committee:** No updates to share at this time
 - **Organization & Promotions Committee:** No updates to share at this time
 - **Note:** Committees will readopt and refocus their efforts under the future guidance of a hired outreach coordinator, commissioned by the DDA.

SECTION II: OTHER ITEMS

- Chairman’s Report (*2 minutes*)
 - The Chair had no reportage to share with the board.

- Member’ Report (*5 minutes*)
 - DDA Members had no report to share with the board.

ADJOURNMENT