

City of Hamtramck Downtown Development Authority Board Of Directors Meeting Agenda

Wednesday, April 20, 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 — Quorum was met and the meeting began just after 6:15 pm**
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 — **attendance listed below:**
 - a. Andrew Dow ✓
 - b. Dr. Shamiran Golani ✓
 - c. Joan Bittner ✓
 - d. Mayor Ghalib ✓
 - e. Andy Kopietz ✓
 - f. Ahmad Al-Hasan ✓
 - g. Mark J. Hausener — absent
 - h. John Grossi — **excused absence**
 - i. Milo Madole — **excused absence**
 - j. Amr Alhalemi — absent
 - k. Anwar Hassan — absent
 - *Lawrence Ingram (resigned from DDA officially as of today)*
3. **Pledge of allegiance to the flag**
 - a. Pledge was held
4. **Public comment & introduction of the public (3 minutes per person limited to DDA issues)**
 - a. Lynn Blasey — wanted to update DDA (she is Vice-Chair of the Arts and Culture Commission)
 - b. Tim Price sent Lynn an updated map and centennial banner designs (Lynn shows 100-year banner designs approved by the centennial and historical commissions)
 - c. Slated to be ready to install banners when Rahamadan banners come down - working out funding
 - d. They plan to add hardware to existing poles outside of the DDA to unify banners across the entire city (including Connant St. and Lumpkin St.)
 - e. Lynn updates on planter boxes — mentions last year's support of \$2K to maintain

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planter boxes on Jos. Campau

- Boxes all have plants returning this year because of last year's investment and effort
 - Lynn only spent \$500 of the \$2K allocated by DDA
 - \$2K was transferred to Arts and Culture Commission. Wants to spend the additional \$1,500.00
 - Add planter boxes item to next DDA agenda (also will discuss watering solution via GM)
- f. Bill (member of the public) speakers — mentions the mayor's various appointments to commissions and city boards
- Wanted to emphasize that its the mayor who can remove or add people to various city commissions and that requests must be approved by him
 - Bill asks what will be moving into the old Coney Island and old Trowbridge Coffee building

5. Approval of agenda

- a. Ahmad adds the new business item to the next agenda — add 'Lynn Blasey's' flower bed initiative

6. Approval of minutes

- a. Did not print a copy of the last minutes. I will table this and approve the March minutes at May's DDA meeting

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

1. Presentation on OPRA (City Staff) and follow-up discussion

- Milo Madole could not be at the meeting but Karolynn asks if she can proceed with the OPRA presentation; Ahmad phones Milo so he can listen to a presentation
- Karolynn seeks the feedback of the DDA in regards to the OPRA tax abatement plan
- OPRA applications would come to the CED department, then they would need assessor approval, then it would need city council vote/approval, and then finally state approval (this is the application process)
- Review of various pages of the drafted OPRA plan - Karolynn emphasizes that this is not really a DDA decision

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- Set up to be a 7-12 year abatement, the benefit is that a bump in taxes would benefit the owner because of the longer abatement (few abatements go up to 3 years in length; most are 7 years or more)
 - Karolynn mentions the OPRA point system and that she consulted with MEDC; the fee is set to \$750 and goes towards tracking and reporting within the city; the applicant pays this fee with their application to the city
 - Thought a minimum of \$50K would be helpful - there is no current minimum
 - i. Technically, one can apply with any size investment as long as it fits the established legislation
 - Karolynn runs through 2 OPRA examples; projects are awarded 2pts for every \$1,000 of investment
 - OPRA district was established in 2020 - does it include Conant? Karolynn will check
 - Who would sponsor OPRA - CED would review applications and then they will get sent to the assessor (Ahmad wonders if a special organization is needed to sponsor the OPRA program such as CED, DEGC, etc.)
 - Will the OPRA program impact the DDA budget - is OPRA budget based on assessed or taxable values
 - Ahmad suggests that OPRA have or enact a sliding scale/point system
 - i. OPRA/Abatement is on an as-needed basis
 - Ahmad suggests CED/City creates an instructive packet to help potential applicants navigate the OPRA application process
 - Ahmad asks if the planning and development commission would need to approve OPRA before it goes to the city council for a vote; Karolynn says that they may need to approve a site plan at the very least before it moves any further
- 2.** Discussion of Façade Grant Program in the amount of \$500,000 for the DDA (\$50,000 match commitment needed in advance)
- Karolynn mentions that CED applied for DDA and Conant St. An approval was not granted and there needs to be a matching set of funds provided by the DDA
 - What is the likelihood that the county would approve the program for Hamtramck/DDA

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- Originally applied for \$2 million with no match - it was too high
 - Funds should be used to hire a grants manager for on-staff management (part or full-time person)
 - Every grant could be up to \$20K and the applicant would be in \$5K
 - Are there restrictions on who would get funds? Karolynn is not sure.
 - The building owner would need to put up their share of the entire funds (upfront) but the owners would be reimbursed up to 80%
 - Ahmad asks if we or I've made any current commitments to pay anyone (existing applicants)? We need to confirm with the City's finance manager so that we understand our budget and where funds have gone or will go. If we haven't committed the former \$25K of reserve funds towards this project, then Ahmad suggests we halt the transfer of those funds
 - i. How much have we committed out of our \$25K reserve to pay people (for existing applicants) to help them produce their signs?
 - ii. What happens if we only use \$300K out of the \$500K? Where does the excess money go? Does the DDA still have to match the 10% if our percentage comes in lower?
 1. What happens to this matching 10% if this whole amount of \$500K isn't used?
 2. What can those funds be used for if they haven't been used in 3 years?
 3. What restrictions are there in terms of who can apply? Can non-profits apply or just individuals?
 - iii. Beautification of the sidewalk wouldn't count if funds are received
 - iv. Ahmad believes a manager for this project is a part-time CED position (not over \$100k/year as far as salary goes); more like a \$30K salary
 - DDA will make a decision during the May DDA meeting and once the above 3 questions are answered by CED
- 3.** Board discusses making site visits to all businesses throughout the DDA district (Carpenter Street to Denton Street); introduce DDA board to merchants prior to surveying by Jon Barth & Assoc.
- Ahmad updates Andy Dow about Jon Barth and Associates' work; site visits, updated

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merchant database, etc.

- Ahmad suggests DDA introduce itself and split into groups to make business visits
 - Board weighs the pros and cons and discusses past efforts to survey the district within the last 10-20 years
 - Ahmad now has every parcel ID number of every property in the DDA district
 - Ahmad will give parcel numbers to Jon Barth and Associates
 - Joan mentions that property owners are not necessarily business owners - Jon will know where to go to get and update the proper business information
 - Parcel numbers show what each business contributes to the DDA budget
 - Shopping Center was excluded from DDA mil/taxes
 - Timeline — suggested that outreach begins after Ramadan
 - i. We could begin the outreach process from now until the end of Ramadan (end of April)
 - ii. Joseph Campau, both sides - north of Canniff (two sides) - how to split up zones
 - Figure out what zones each DDA member is assigned to by May 1 - Jon and Ahmad will send data to DDA
 - **From May 1 to May 18th**, DDA members would conduct walk-ins and outreach with the business community along Joseph Campau.
- 4.** Board discusses and votes on its policies toward commercially-sponsored banner signage. Discussion about the implications of sponsored signage that highlights religious or institutional holidays/celebrations.
- Ahmad suggests tabling this discussion point for now
 - Board expresses displeasure with how local businesses approached the DDA to have the Ramadan banners created and installed
 - Board must develop clear and effective guidelines to advise on situations like this
 - Board points out that local businesses should take more responsibility for the execution and disassembly of the banners after the month-long installation
 - Ahmad suggests DDA will develop a resolution for how banners will be installed and

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recognized, after this January

- Lynn Blasey mentioned that Lavanway will install new hardware on banners up and down Jos. Campau (for the purposes of the centennial celebration)
 - Ahmad wants to keep this item on May's DDA board agenda for further reflection
5. Board discusses renewing its funding for Hamtramck's Summer Concert Series. The Detroit Social Club would like you to perform if the 'Summer Concert Series continues.
- Table this item because the quorum was broken (Mayor had to leave the meeting early)
 - Table issue until May DDA meeting

SECTION II: OTHER ITEMS

1. **Public comment & introduction of the public** (3 minutes per person limited to DDA issues)
 - a. Nothing to report
2. **Chairman's Report (2 minutes)**
 - a. Nothing to report
3. **Member's Report (5 minutes)**
 - a. Nothing to report
4. **ADJOURNMENT**
 - a. **Adjournment at 7:47 pm**

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.