

# City of Hamtramck Downtown Development Authority Board Of Directors Meeting Minutes

Wednesday, June 15, 2022 • 6:05pm  
Council Chambers (2<sup>nd</sup> 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:** The meeting was called to order at **6:08 pm**; the quorum was met

2. **Roll call (TBD):** ✓ (In Attendance) / ✗ (Absent)

- ✓ Mayor Ghalib
- ✓ Ahmad Al-Hasan (*excused*)
- ✓ Milo Madole
- ✓ Andrew Kopietz
- ✓ Shamiran Golani
- ✓ Joan Bittner
- ✗ Mark J. Hausner
- ✗ John Grossi (*excused*)
- ✗ Amr Alhalemi
- ✗ Anwar Hassan
- ✓ Karen Majewski
- ✗ Andrew Dow (*excused*)

3. **Pledge of allegiance to the flag**

- The Pledge of Allegiance was given

4. **Public comment & introduction of the public** (3 minutes per person limited to DDA issues);

- No public comment was given

5. **Approval of agenda**

- **Karolynn** asks that we add the facade grant to the agenda (the board needs to provide a formal vote)
- **Karolynn makes a correction:** that DDA *cannot* use a portion of its granted funds to create design guidelines for the City of Hamtramck/DDA
- **Karolynn** suggests we change the title, ‘agenda recap’ to the title, ‘meeting minutes’ for future agendas
  - **Joan** makes a motion, **Karen** seconds the motion, and the board unanimously approves the motion

6. **Approval of minutes**

- **Joan** makes a motion, and **Milo** seconds motion of the addition. *Agenda item #6* is added to *June 15th’s* agenda.

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

1. **DDA Hearings:** DDA board members not in attendance more than 4 times in a fiscal year results in permanent removal from the board, per DDA bylaws. Act 57 of 2018 gives the members being removed an opportunity to be heard. After the hearing, the members may be removed by the governing body. Removals for attendance: Mark Hausner and Amr Alhalmi.

# City of Hamtramck Downtown Development Authority

## Board Of Directors Meeting Minutes

Wednesday, June 15, 2022 • 6:05pm  
Council Chambers (2<sup>nd</sup> Floor, City Hall) • Hamtramck City Hall, 3401 Evaline St.

2. **Hamtramck Labor Day Festival (Konrad Maziarz):** board discussion to determine if DDA will provide sponsorship funding
  - **Mr. Maziarz** and **Mr. Lowell** present their request for DDA sponsorship for the Hamtramck Labor Day Festival
    - Looking for sponsorship due to rising costs in inflation, etc.
      1. **How much are they requesting? — \$7K–\$10K (or more) - Festival requires funds after the event has been completed**
        - a. **2021 — DDA provided \$7K**
        - b. **2020 — DDA provided \$10K**
          - i. **Do they have other sponsors? DTE Energy**
        - c. Festival's total (annual) budget: **\$85K–\$95K**
        - d. **Ahmad mentions that DDA's 2022 budget is \$35K (so far, DDA has collected \$26K of revenue)**
        - e. **DDA asks how much funding is available to draw upon from its reserve fund? Milo/Karolynn/Ahmad will look into determining the total amount**
        - f. **Milo asks what events we fund — Hamtramck Music Festival (which did not happen this year, due to the pandemic) - Milo suggests corporate matching sponsorship as an idea to increase festival funding**
      2. **What else do they need from the DDA? — Can DDA spread the word or recommend vendors as partners for the festival? Can DDA promote and speak out to the business owners in support of the festival? To convince business owners to enable the shut-down of Jos. Campau.**
  - **Mr. Maziarz** and **Mr. Lowell** discuss their community engagement and outreach steps to procure additional resources; they also discuss their approach to re-starting parade activities along Jos. Campau (I.E., Polish parade) — in support of preserving and maintaining Hamtramck's community traditions
  - **Karen** makes a motion for the DDA to provide a sponsorship amount of **\$7K for the festival, Joan** seconds the motion, and the **board** unanimously votes to approve the **\$7K in sponsorship funding for the Hamtramck Labor Day Festival**
3. **Brief check-in/discussion about DDA member merchant visits:** coordination of visits; timeline, committee pairings, recent drop-off/delivery of DDA one-pager with board members, etc.
  - **Ahmad** mentions JB Associates (Jon and Rasha) — he went with JB Associates to Polish Art Center and went to another business (Game Stop) to do business visits
    - **Ahmad** proposes that DDA should have JB Associates start conducting merchant visits as early as next week — **Andy** will follow up with JB Associates and provide a copy of DDA's parking resolution for the new metering system
    - **Karen asks:** if she should remain involved in merchant outreach? Board agrees. **Milo** suggests we double-check with Anwar and Jon to see if **Karen** can replace

# City of Hamtramck Downtown Development Authority Board Of Directors Meeting Minutes

Wednesday, June 15, 2022 • 6:05pm  
Council Chambers (2<sup>nd</sup> Floor, City Hall) • Hamtramck City Hall, 3401 Evaline St.

4. **Announcement: Virtual MEDC Main Street Meetup on June 22nd at 9 am for Participating Cities (Karolynn Faulkner):** All board members are encouraged to attend. Topic is “Building Support for Main Street.” Please contact Karolynn Faulkner for the Zoom link.
  - **Karolynn Faulkner** mentions the meetings as a reminder to the board
  - **Ahmad** mentions that he has a meeting planned with the City of Dearborn’s Economic Development director and will report back on what he learns; I.E., how is the City of Dearborn leveraging DDA activities to support their Michigan Mainstreet Programming initiative?
5. **Treasurer, Milo Madole,** conducts a treasurer’s report of current DDA financials
  - **Ahmad** suggests that we place financials and print-outs; monthly balances compared to the previous month, previous fiscal year balances, and overall balance sheet — place financial reporting at the front of each month’s agenda
  - **Milo** reports that no tax revenue has come in so far this year
    - **Milo** mentions the DDA’s receipt of **\$10K** from a grant
      1. **Total collections: \$36,291.00**
      2. **Expenditures: spent less (as of April 30th, 2022)**
      3. **DDA Spent more than \$6K on the DDA facade grants**
        - a. *Surplus is about where it was the last time (pending additional information from the City’s CFO)*
      4. **As of March** — the amount in DDA’s reserve fund is **\$160K**
    - **Milo** mentions to Karolynn that it would be more effective to have a more detailed breakdown of DDA’s most recent numbers; Karolynn will check in with the City of Hamtramck’s CFO
    - **Ahmad** asks if the money from the county is coming into the DDA’s account? How is it separated?
6. **Centennial celebration stickers (added by Joan Bittner);** DDA will consider providing sponsorship and printing of Centennial stickers
  - **Joan** makes a motion that DDA provide the sponsorship for the centennial sticker printing, **Karen** seconds the motion, and the board unanimously approves the motion to provide sponsorship in support of the centennial sticker’s printing
  - **Facade grant discussion (added by Karolynn Faulkner)** is added to the agenda (the board needs to provide a formal vote after a discussion)
    - **Milo** reads DDA’s drafted resolution regarding its proposal to pledge **\$25K** of DDA funds towards the facade improvement program
    - **Milo** makes a motion to approve funds, **Karen** seconds the motion, and the board unanimously approves the vote to move forward with the proposed contribution of funding

# City of Hamtramck Downtown Development Authority Board Of Directors Meeting Minutes

Wednesday, June 15, 2022 • 6:05pm  
Council Chambers (2<sup>nd</sup> Floor, City Hall) • Hamtramck City Hall, 3401 Evaline St.

## **SECTION II: OTHER ITEMS**

### **1. Public comment (3 minutes per person limited to DDA issues)**

- No public comment
  - i. **Karolynn** mentions that the City is hiring asst. CED Manager (full-time)
    - 1. **Karolynn** found copies of Hamtramck's old city guide and how the city covered the costs of printing and distributing the guides
    - 2. **Karolynn** spoke to **Andy Dow** about having a sub-committee meeting to further discussion of the installation of electric vehicle charging facilities, the meeting will also discuss bike racks and benches
      - a. **Karolynn** suggests that the city needs to cover the cost of the installation and that Sentry system will cover the cost and installation of the charging station equipment
      - b. **Ahmad** asks **Karolynn** to double-check the parking meter contract regarding the installation of charging equipment

### **2. Chairman's Report (2 minutes)**

- **Ahmad** discusses community safety planning and he may resurface this issue in August to discuss

### **3. Member's Report (5 minutes)**

- **Milo** furthers the discussion regarding Sentry System's contractual obligation to cover the installation of charging stations for electrical vehicles along Joseph Campau.

### **4. ADJOURNMENT**

- **The meeting adjourned at: 7:40 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.