

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

Wednesday, October 19, 2022 • 6:05 PM  
Conference Room (3<sup>rd</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: 6:15 pm

## 2. Roll call (TBD): (In Attendance) / (Absent)

- Mayor Ghalib /  Ahmad Al-Hasan /  Milo Madole /  Andrew Kopietz /  
 Shamiran Golani /  Joan Bittner /  Anwar Hassan /  Karen Majewski /  
 Andrew Dow

## 3. Pledge of allegiance to the flag

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

- Brian Hoekstra** (Hamtramck resident) – new to Hamtramck, professor of business at a few different colleges, wants to learn about the city's business community; board introduces itself to Brian
- Tim Price** (organization and promotions committee) – **Tim** updates the board on how we'll run social media communications to answer general questions, build DDA's marketing and follow the list
- Lynn Blasey** – Updates DDA; planter boxes (planting with GM volunteers was successful, mulch and planting of beads downtown), found a volunteer to donate mulch to the flower beds, wants to create signage to give credit to community volunteers to assist with the flower beds and planting downtown

## 5. Approval of agenda

- Adding Item #8 - "Sponsorships"** (suggestion by **Ahmad**, Board Chair), **Joan** motions to approve, **Andrew Dow** seconds, Board passes the motion.

## 6. Approval of minutes

- Andrew Dow motion to approve minutes, **Milo** seconds motion, board passes motion

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

### 1. **JB Associates** — The board will discuss the completion of JB Associates' building inventory surveying and door-to-door business surveying. JB Associates will also share about the upcoming second phase of outreach work. (**Jon Barth** to speak on the topic)

- Jon** walks the board of directors through outreach survey findings; the survey looks at walkability, downtown business vacancies, economic development, grant relief/assistance, public safety, litter and trash pick-up, public lighting, sidewalk sales, and small business technical assistance, scarcity of public restaurants, shuttle buses, a need for attracting food and hospitality businesses to the downtown area
- Jon** discusses the proposal (and approval) of a Phase 2 scope of work that was OK'd by the Organization and Promotions subcommittee; Michigan Main Street application compilation of data and land parcels in the Downtown, and the creation of content for the DDA annual report, helping to clean up the HubSpot database (so records correspond to **Jon's** gathered data)

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- c. Discussion of how to make public bathroom amenities available across the Downtown business corridor; **Mayor Ghalib** mentions the grant received for bathroom renovations in the park - DDA can refer visitors to that location
2. **Joseph Campau SWOT Analysis** — The board will review a report developed by the Wayne County Retail Recovery Plan. The report studies Joseph Campau St. and highlights Hamtramck's small business corridor; its strengths, weaknesses, opportunities, and perceived threats (and opportunities for improvement). See attached handout (**Karolynn** to speak on the topic)
  - a. **Karolynn** — Discusses SWOT analysis of Jos. Campau (primary priority) and Conant St. (second priority); SWOT studies 4 areas of focus: management and marketing, gov. support, private property conditions, and business support, raise issues with discrepancies in data and how aspects of it could be improved (and population growth for example)
3. **EDA for an Economic Recovery Plan** – The board will discuss its interest in partnering with the CED Department, which is pursuing a Federal EDA grant for an Economic Recovery Plan & full-time Economic Recovery Coordinator (**Karolynn** to speak)
  - a. **Karolynn** — Submitting a grant for economic recovery coordinator and plan, which includes a full-time staff person for 3 years to support CED capacity, **Karolynn** has submitted the grant, and the program needs more data and information from the city before moving forward; DDA can provide a letter of support to support the submission of the grant, the 3-year salary would be \$65K per year for 3 years, also applying for \$92K for a consulting firm to create the plan/strategy with the CED department
4. **Winter sidewalk snow removal** – The board will discuss using BCL Contractors to remove snow on DDA sidewalks through the entire season or through *December 31, 2022*; the board will consider the current budget of \$3,000. The cost for the entire 2021-2022 season was \$4,725.00. (**Karolynn** to speak on the topic).
  - a. **Karolynn** — Last year, we budgeted for \$4,725.00, and this year budgeted for \$3K; a person who engages in snow removal wants to know how the city would like to proceed before agreeing to take on the work
  - b. We did not receive a report from the snow removal contract last year (**Andrew Dow** points out); the company charges per trip/job (we need to find out what the rate is), snow removal begins at 2–3 inches, get a second quote from another snow removal company, **Milo** suggests), contact department of public works at City of Hamtramck to see if we can find referrals to source a second or third quote for snow removal
  - c. **Andrew Dow** motions for the approval of \$3K with a potential increase of up to \$5K (*max*) for snow removal services; **Milo** seconds the motion, Board passes the motion

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5. **Holiday Décor** – The board will discuss supplementing supplies for Holiday Décor. (**Karolynn** to speak on the topic).
  - a. **Karolynn** — Remove 100th centennial anniversary banners and put up the snowflakes (option #1); keep the banners and add lights to the top 3 feet of the light poles and bow (option 2) - 70 poles with tiny lights for the top 3 feet, the install will cost \$1,500 and materials \$750, **Andrew Dow** suggests removing every other 100-year banner to take down only half as many and therefore save on overall installation costs (alternates banners and snowflakes)
  - b. Discussion of lighting in the Downtown during the darkened winter months to help promote improved public safety and walkability
  - c. Board decides that it will pursue option #2, white lights to wrap the top 3 feet of the city's light poles (without the use of a bow), to maintain the installation until April 30th, 2023 (for a cost not to exceed \$2,250.00, max); **Milo** makes a motion; **Andrew Kopietz** seconds motion, Board passes/carries motion
6. **Small Business Saturday, 2022** — The board will discuss its capacity to participate in this event; establish a volunteer point of contact from the board who can represent DDA interests during the event. (**Karolynn** to speak on the topic)
  - a. **Karolynn** — Suggests that the board pursues participation in small business Saturday and questions how the DDA can get involved with this American Express program; Karolynn suggests that **Tim Price** contact American Express to align DDA's social media promotion with the launch of Small Business Saturday (Sat. after Thanksgiving)
  - b. **Ahmad** asks if **Karolynn** will request of City Council that parking meters be made 'Free' on Small Business Saturday; this project is primarily a free marketing venture that the DDA can leverage to promote the downtown and the small businesses in its community (promote free parking on social media, as sponsored by the DDA to engender goodwill with the public)
7. **Ticketing of FedEx & UPS Drivers** — The board will discuss the recent excessive ticketing of parcel delivery drivers along Joseph Campau St. The board will discuss ticketing exemptions for parcel delivery services. (**Joan Bittner** to speak on the topic)
  - a. **Joan** — **Joan** recounts her discussion with the City (Max) and asks what the DDA can do to alleviate this issue for parcel delivery people along Jos. Campau, **Joan** highlights parking time discrepancies (paying for what you owe, but you cannot pay for parking after 6p, and yet drivers can still be ticketed); **Ahmad** is spearheading the issue with the City of Hamtramck to address the issue.

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8. **Sponsorships** — **Ahmad** — Suggests that DDA engage the Yemeni business community (Yemeni-American Chamber of Commerce) as a way of building cross-cultural relationships (DDA can purchase a seat at the organization's annual fundraising dinner); DDA shows up to create a presence for itself at the event and build its relationship, this could also enable us to move forward with the Michigan Main Street Program by building more support from within various factions of Hamtramck's diverse business community
  - a. **Andrew Dow, Dr. Golani, Milo, and Ahmad** are interested in attending the dinner
  - b. **Joan** motions to approve the \$500 for purchasing 3–4 sponsorship dinner seats, **Andrew Dow** seconds the motion, **Board** carries/passes the motion

## **SECTION II: OTHER ITEMS**

1. **Public comment & introduction of the public** (3 minutes per person limited to DDA issues)
  - **Karolynn** — reads a comment from **Lynn Blasey** — Hamtramck Neighborhood Arts Festival was a big success; Saturday tea will be convening at Oloman Cafe this winter season
2. **Chairman's Report (2 minutes)**
  - **Ahmad** — N/A
  - **Joan** — Did we apply for a Visit Detroit membership for the DDA/Hamtramck in 2022? The cost is \$250/year. **Karolynn** asks **Joan** to e-mail her information.
  - **Dr. Golani** — How can the DDA align itself with the Pure Michigan Campaign?
3. **Member's Report (5 minutes)**
  - Main Street Update (**Andrew Kopietz** will share a brief update) — provided a summary update about the Michigan Main St. Program.
4. **Staff Announcements**
  - November Main Street Virtual Meeting Topic: Fundraising
  - Ribbon Cutting Application + Process Overview for New Businesses (from **CED** website) — **Ahmad** suggests creating a set of materials that new businesses receive when they set up business in the DDA district.
5. **ADJOURNMENT at: 8:09 pm**

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