

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

Wednesday, July 20, 2022 • 6:05 PM  
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

- Meeting was called to order at 6:12 pm, EST

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

- ✗ Mayor Ghalib / ✗ Ahmad Al-Hasan (*excused*) / ✓ Milo Madole / ✓ Andrew Kopietz / ✓ Shamiran Golani / ✓ Joan Bittner / ✗ John Grossi (*resigned from board position*) / ✓ Anwar Hassan / ✗ Karen Majewski (*excused*) / ✓ Andrew Dow

## 3. Pledge of allegiance to the flag

- Board completed pledge of allegiance

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

- Lynn Blasey —

- **Planter boxes:** wanted to update everyone that she is focused on weeding and watering this summer. She is actively collecting donations from community members. Lynn is using her yard as a nursery and taking care of any donations that come in. She'll transplant new plantings to the boxes in the fall of 2022.
- Lynn encourages anyone who has questions about the planters to make sure they contact Lynn directly. Person to person connections are OK (she gives permission to use her personal number; prefers a text message - phone number redacted)
- **Arts & Culture Commission:** hosting a booth at the labor day festival for the A&C commission. Encourages DDA presence at the bottom to assist commission with volunteerism needs. She is encouraging DDA board members to come on-site to the booth. Lynn mentions that Hamtramck Museum is the info center for the labor day festival. A&C commission is focused on raising awareness of Hamtramck's local boards and commission.

1. Board mentions that it is cultivating literature about: "what it means to serve on a city board/commission"

## 5. Approval of agenda

- Milo motions to approve the agenda as drafted. Dr. Golani seconds the approval of the agenda. None opposed.

## 6. Approval of minutes - Regular Meeting Minutes June 15, 2022

- Board indicates that Item 6 needs an adjustment; approval of the costs of stickers for the amount of \$200; Milo moves to amend the item for the approval and cost of Joan Bittner's stickers. Andrew seconds the motion.

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

1. Information: DDA Revenue and Expenditure Report & Balance Sheet
  - Board reviews the accumulation of DDA funds and amounts withdrawn from its budget for various reasons (I.E., credit card charges for Facebook promotional ad posts, holiday parking, outreach coordination services from JB Associates)
  - Board points out: we haven't collected the full tax revenue that was applicable to 2021–2022 fiscal year (DDA has only collected \$26,291.00)
  - Board question: why isn't there a textual indication printed on the parking meters that the DDA is sponsoring parking relief at key meters during certain times of the year. It needs to be credited to the DDA by displaying the DDA logo and credit.
2. Discussion: Draft Budget for 2022–2023 Fiscal Year (Milo & Karolynn)
  - **Projected revenues:** \$35K
  - **Budgeted for 2022–2023:** \$52,300.00
  - **Allocated for 2022–2023:** \$37,650.00
  - **Monies spent for 2022–2023:** \$558.69
  - **Comp - spent in 2021–2022:** \$27,764.86
    - Board asks about the costs of banners, item #15; Tim Price, Arts & Culture Commission, believes that banners will come in, printed and installed, on budget; at \$5,500.00. Board indicates that it would like to see a physical installation of the banners by or before the end of July 2022 so that their impact is felt throughout the rest of 2022 and into 2023.
    - Board indicates that it hasn't allocated monies to tree trimming and Small Business Saturday for 2022–2023.
    - Board indicates that item #10 (facade improvement) is already allocated. Indicates that it may consider retiring the program in the future to reduce the DDA's budgetary overhead costs.
3. Discussion: Create a DDA / Main Street Fund and Program for DDA Branded Trash Cans and Trash Pickup. One example of a program like this is run by the nonprofit [Jefferson East Inc.](https://www.jeffersoneast.org/clean-safe) (<https://www.jeffersoneast.org/clean-safe>) - [Clean and Safe Division](#) (Milo)
  - Board discusses ways of alleviating the build-up of frequent trash along Joseph Campau. Board discusses bringing in Jefferson East, Inc. to discuss their approach to trans collection and pick-up. A discussion of trash mitigation methods ensues.
  - **Lynn Blasey** encourages the DDA to reach out to Max, the Trash Coordinator, so that they can visit the DDA and make a report on trash mitigation efforts. Max is coordinating with GM employee volunteers to collect and remove trash.
  - **Lynn Blasey** indicates that the city coordinates with Max Gilginas to coordinate trash collection and pick-up using funds that are allocated to them from Hamtramck City Council.

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- Board asks DDA Manager, Karolynn, to bring trash mitigation efforts to the City's code enforcement department. Karolynn indicates that she is in the process of coordinating a meeting with code enforcement.
  - Board indicates that it will plan on professionalizing its fundraising outreach materials before bringing them to the attention of local corporately-run businesses; banks (Huntington Bank), American Axle, General Motors, etc. Board member, Anwar, indicates that he can help to connect the DDA to representatives from American Axle.
4. Discussion & Vote: DDA to consider charitable sponsorship for Hamtramck Music Festival ([2022.hamtramckmusicfest.com](https://2022.hamtramckmusicfest.com)). Festival organizers are requesting \$2,500 to support radio advertising efforts; DDA sponsorship amount last year was \$2,500 (Karolynn)
- **John Bissa** (*representative of Hamtramck Music Festival*) —
    - John reviews the economic impact of the festival and discusses the ways in which funds raised from the festival will be redeployed back into the community, in the form of scholarships for music education (for kids across Metro Detroit)
    - Dr. Golani makes a motion to donate \$2,500 to support Hamtramck's Music Festival. Andrew (Kopietz) supports and seconds the motion. Motion passes.
5. Discussion & Vote: Voting upon a resolution that codifies Merchant and DDA expectations for the hiring of Hamtramck's next City Manager
- Board reads through the proposed resolution and discusses its language.
  - Milo motions to approve the resolution as directed, Joan seconds the motion. None opposed. Motion carries.

### **SECTION II: OTHER ITEMS**

1. **Public comment & introduction of the public** (*3 minutes per person limited to DDA issues*)
  - **Lynn Blasey** asks what the status of the bike rack installation is along Joseph Campau (adjacent to Oloman Cafe and other local businesses)
  - **Lynn Blasey** mentions that there are records on file regarding the key installation of 3-5 new bike racks; Lynn will check-in with **Jessica Donnelly**
2. **Chairman's Report** (2 minutes)
  - No Chairman's report
3. **Member's Report** (5 minutes)
  - Joan mentions that she has purchased and printed Hamtramck Centennial stickers and invites the board to stop by the Polish Art Center to retrieve them.
  - Dr. Golani asks Lynn Blasey; can the arts & culture commission both sell any kind of product(s) or merchandising to the public?
4. **ADJOURNMENT**
  - Meeting adjourns at 7:47pm, EST

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