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Brandon E. Wescott, Director
Wyandotte Downtown Development Authority

June 10th, 2009

CALL TO ORDER/ROLL CALL OF MEMBERS

The Wyandotte DDA was called to order at 5:30 PM on Monday June 8th, 2009 in the Municipal Service Building, 3005 Biddle Avenue, Wyandotte, MI. Members in attendance included: Mayor Joseph Peterson, Chair Greg Gilbert, Gilbert Rose, Patt Slack, Norm Walker, Patrick VanDeHey and Brandon Wescott. Arta Chiparo, Heatherleigh Navarre, and Tony Trupiano were not in attendance.

APPROVAL OF AGENDA

Gilbert Rose motioned for approval of the amended agenda, seconded by Joseph Peterson, all voted in favor.

APPROVAL OF MINUTES

Gilbert Rose motioned for approval of the minutes, seconded by Norm Walker, all voted in favor.

INFORMATION TO RECEIVE AND FILE

4 a 1 – No communications were received.

REPORTS

4 b 1 – The monthly revenue/expenditure report was presented and discussed. Gilbert Rose motioned for approval of the monthly revenue/expenditure report, seconded by Joseph Peterson, all voted in favor.

4 b 2 - The monthly budget line item report was presented and discussed.

4 b 3 – The fund balance report was presented and discussed.

4 b 4 – The Chairperson’s report was delivered, and it was noted that in the most recent Sunday newspaper there was an article about the positive developments occurring on Fighting Island. It was noted that BASF has been a good corporate citizen in the Wyandotte community.

4 b 5 – The Director’s report was delivered.

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4 b 6 a – The Design & Promotion committee minutes were presented for Board review, and it was noted that it would be a good development for a walking map in the future.

4 b 6 b – The Oversight committee minutes were presented for Board review.

PUBLIC COMMENT

No public comment was offered.

INFORMATION/DISCUSSION ITEMS

6 a 1 – Joseph Peterson moved to approve the oversight committee recommendation to move the regular meeting times from the second Monday of each month to the second Tuesday of each month, with the meeting time to begin at 5:30 PM, in the City of Wyandotte City Council Chambers, seconded by Patt Slack, all voted in favor.

6 a 2 – It was noted at the previous meeting that the outside windows of vacant buildings should be washed during the Street Art Fair. Patt Slack moved to allow the Director to carry out the task of getting a vendor under contract to clean the windows of all unoccupied buildings downtown. Joseph Peterson seconded the action, all voted in favor.

6 a 3 – The Director brought to the attention of the Board the fact that the DDA owns two pieces of equipment. Those items consist of a Honda four-wheeler and a Tennant sidewalk/street sweeper. The Director noted that perhaps those items could be better utilized or sold if they were of no use to other departments. It was moved by Gilbert Rose, and seconded by Patt Slack to work with the Mayor's office on finding a more effective use for the equipment, all voted in favor.

6 a 4 – The Director recommended to the Board that the purchase of MSU Extension pesticide application manuals for the purpose of preparing the Downtown Streetscape Groundskeeper for the state license to apply pesticides would be a great asset. Patt Slack moved to allow the Director to purchase the preparation materials, seconded by Patrick VanDeHey, all voted in favor.

6 a 5 – The Director noted that he had made a procedural error in the budget amendment process as presented at the last meeting. When the DDA Board convened in May, the purpose of that action was to recommend to the Wyandotte City Council of the DDA budget amendments and await their action on the request. The Wyandotte City Council approved of the budget amendments consisting of \$1,152.78 to be moved from the salary line item to overtime to make the line item whole, and the requested rollover from the 3131 Biddle Avenue • Wyandotte, Michigan 48192 • 734-324-4507 • Fax 734-324-4552 • email: bwescott@wyan.org • www.wyandotte.net

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Beautification Commission in the amount of \$2,067.46 which was their remaining funding level from FY 08 so that amount could be donated to the Purple Heart Memorial Project. Gilbert Rose motioned for approval, seconded by Norm Walker, all voted in favor.

6 a 6 – The Director noted the current errors in the existing by-laws of the DDA and recommended cleaning up the document and then presenting it to the oversight committee for review prior to full DDA Board approval. Gilbert Rose motioned for approval, seconded by Norm Walker, all voted in favor of this action.

OLD BUSINESS

6 b 1 – The Director noted that information about the upcoming budget workshops should be forthcoming soon. When some of this information becomes available, budget workshops will be scheduled to plan and prepare for utilizing the next fiscal years resources.

NEXT REGULAR MEETING

The next regularly scheduled meeting of the DDA will be held July 14th, 2009.

ADJOURNMENT

Gilbert Rose motioned for adjournment, seconded by Joseph Peterson, all voted in favor to adjourn.