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Tony Trupiano, Chairman
Brandon E. Wescott, Director
Wyandotte Downtown Development Authority

July 15th, 2009

CALL TO ORDER/ROLL CALL OF MEMBERS

The Wyandotte DDA was called to order at 5:30 PM on Tuesday July 14th, 2009 in the Wyandotte City Council Chambers, 3131 Biddle Avenue, Wyandotte, MI. Members in attendance included: Mayor Joseph Peterson, Chair Greg Gilbert, Gilbert Rose, Patt Slack, Norm Walker, Patrick VanDeHey, Arta Chiparo, Gerry Lucas, Tony Trupiano and Brandon Wescott.

APPROVAL OF AGENDA

Brandon Wescott requested that agenda items 6 a iv and 6 a iii be moved to the beginning of the meeting to accommodate the presenters, and it was also noted that Peter Rose was in the audience and wished to address the DDA Board of Directors. Brandon Wescott also asked to add three items to the agenda: a letter to former DDA Board member Heatherleigh Navarre, WBA/DDA Guidelines, and the purchase of nameplates. It was motioned by Gilbert Rose to approve of the recommendation to amend the agenda, seconded by Tony Trupiano, all voted in favor.

APPROVAL OF MINUTES

Tony Trupiano motioned for approval of the June 8th, 2009 Regular Meeting minutes, seconded by Gilbert Rose, all voted in favor.

INFORMATION/DISCUSSION ITEMS

6 a iv – Mr. Chip Rodgers of Buxton presented to the DDA Board about the benefits of his company. It was noted that in the future, if the need is identified that he would be available to give a presentation that further describes their expertise for retail development. It was noted that Brandon Wescott would be the point of communication for Mr. Rodgers.

6 a iii – Mr. Joe Voszatka presented the Neighborhood Enterprise Zone (NEZ) to the Board of Directors and noted its benefits and procedures. After discussion on the topic, Brandon Wescott noted that no action was required because this presentation was put on the agenda to satisfy public hearing requirements.

6 a v – Mr. Peter Rose representing the WBA presented to the DDA Board of Directors a report detailing the statement of cash flows going back to October 2008. Mr. Rose requested release of the remaining granted funds to the WBA as all requirements had been met for that action. Brandon Wescott referenced the
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communication from Todd Drysdale, Director of Financial and Administrative Services pertaining to the WBA review of financial activities. Brandon Wescott noted that he had developed WBA/DDA business transaction guidelines which would simplify and make the transactions between the two organizations more clear and transparent. After discussion, Mayor Peterson motioned for the current release of the remaining WBA funding, with the stipulation that future transactions be guided under the policies developed by Brandon Wescott, seconded by Tony Trupiano, all voted in favor.

INFORMATION TO RECEIVE AND FILE

4 a i – Main Street News.

4 a ii – WBA review of financial activities.

4 a iii – City of Southgate Parade invite.

4 a iv – July 6th, 2009 Detroit Free Press article related to the inclusion of Wyandotte and Hamtramck into the Michigan Main Street program at the associate level.

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 Mayor 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.

4 b 5 – The Director's report was delivered and Brandon Wescott noted that he would have interest in seeking an officer position in the Michigan Downtown Association if available in the up coming year. Brandon Wescott asked for permission of the DDA Board of Directors to engage in such an activity. It was asked of the Director to find out more information about the potential commitment and to report that information back to the Board of Directors.

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4 b 6 a – The Design & Promotion committee minutes were presented for Board review.

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

4 b 6 c – The Art Center committee minutes were presented for Board review and Mayor Peterson motioned for approval of all sets of minutes, seconded by Patt Slack, all voted in favor.

PUBLIC COMMENT

No public comment was offered.

INFORMATION/DISCUSSION ITEMS

6 a i – A ballot was held for DDA Board Officers positions, and the following results were collected:

| | |
|------------------|---------------|
| Chairperson | Tony Trupiano |
| Vice Chairperson | Patt Slack |
| Secretary | Arta Chiparo |
| Treasurer | Greg Gilbert |

Mayor Peterson motioned for approval of the results, seconded by Gilbert Rose, all voted in favor.

6 a ii – The complete revised by-laws were offered for review and approval. Tony Trupiano motioned to approve the by-laws as presented, seconded by Arta Chiparo, all voted in favor.

6 a v – Brandon Wescott introduced the newest DDA employee working downtown, Ms. Jaclyn Shultz.

6 a vi – Brandon Wescott informed the DDA Board that the Design and Promotion committee was working on a walking map, and that this item will be available at some point in the future.

6 a vii – Brandon Wescott read a communication to former DDA Board member Heatherleigh Navarre thanking her for her contributions.

6 a viii – Brandon Wescott asked the DDA Board for approval of ordering engraved nameplates for DDA Board members. Tony Trupiano motioned for approval of the action, seconded by Gilbert Rose, all voted in favor.

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OLD BUSINESS

6 b 1 – The Director noted that the next Budget Workshop meeting would be held Friday July 17th, 2009.

NEXT REGULAR MEETING

The next regularly scheduled meeting of the DDA will be held August 11th, 2009.

ADJOURNMENT

Tony Trupiano motioned for adjournment, seconded by Gilbert Rose, all voted in favor to adjourn.