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Patt Slack, Chairwoman
Brandon E. Wescott, Director
Wyandotte Downtown Development Authority

February 10th, 2010

CALL TO ORDER/ROLL CALL OF MEMBERS

The Wyandotte DDA was called to order at 5:30 PM on Tuesday February 9th, 2010 in the Wyandotte City Council Chambers, 3131 Biddle Avenue, Wyandotte, MI. Members in attendance included: Gilbert Rose, Patt Slack, Norm Walker, Leo Stevenson, Gerry Lucas, Mayor Joseph Peterson, Patrick VanDeHey, Greg Gilbert and Brandon Wescott. Arta Chiparo was excused and not in attendance.

APPROVAL OF AGENDA

Brandon Wescott asked that agenda item 7 a 9 be discussed at the beginning of the meeting to accommodate the presentation of James DeSana. Gilbert Rose motioned for approval of the agenda, seconded by Gerry Lucas, all voted in favor.

APPROVAL OF MINUTES

Gilbert Rose motioned for approval of the January 12th, 2010 Regular DDA meeting minutes, seconded by Mayor Peterson, all voted in favor. Gilbert Rose motioned for approval of the January 25th, 2010 Budget Subcommittee minutes, seconded by Gerry Lucas, all voted in favor. Mayor Peterson motioned for approval of the February 1st, 2010 Promotion Committee minutes, seconded by Patrick VanDeHey, all voted in favor.

PRESENTATIONS

Chip Rodgers of Buxton presented to the DDA Board on the benefits their organization can provide the DDA. Gilbert Rose motioned to have Buxton prepare a proposal of services, seconded by Greg Gilbert, all voted in favor.

INFORMATION TO RECEIVE AND FILE

Gilbert Rose motioned to receive and file all the communications as presented, seconded by Gerry Lucas, all voted in favor.

Gerry Lucas motioned for approval of the Monthly Revenue/Expenditure report, seconded by Gilbert Rose, all voted in favor.

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Gilbert Rose motioned for approval of the Monthly Budget Line Item report with a report back on the Masonic Temple and Historical Commission budget line items at the next regularly scheduled DDA meeting, seconded by Gerry Lucas, all voted in favor.

Mayor Peterson motioned for approval of the Fund Balance report, seconded by Gerry Lucas, all voted in favor.

Patt Slack delivered the Chairwoman's report highlighting the recent Michigan Main Street training held in Portland, MI, and discussion on the positive benefits of select level membership in the Michigan Main Street Program.

Brandon Wescott delivered the Director's report highlighting the recent presentation of Kelly Larson of the Michigan Main Street Center and of the importance in properly completing the upcoming Census forms that will be mailed during mid March.

PUBLIC COMMENT

No public comment was offered.

INFORMATION/DISCUSSION ITEMS

Agenda Item 7 a 1 – The officer election was held and Greg Gilbert was elected Vice Chair.

Agenda Item 7 a 2 – The Wyandotte Municipal Service request was discussed with explanation that the Budget subcommittee recommended approval to the full DDA Board. Gilbert Rose motioned for approval of the expenditure with the stipulation that the additional funds come out of the Land Purchases line item, or similar line item as determined by Brandon Wescott and the Director of Administrative and Financial Services, seconded by Mayor Peterson, all voted in favor.

Agenda Item 7 a 3 – The wayfinding and Urban Revitalization 3.0 Grant Program 2010 was discussed and Brandon Wescott recommended applying for a \$15,000 grant (\$7,500 local match) to complete a wayfinding study as phase one of a three phase project. Phase two would be implementation of the recommendations downtown in the study (phase I) and phase three would be implementation of the study recommendations for City entryway/gateway signage. Greg Gilbert motioned for approval of the initiative and expenditure, seconded by Gerry Lucas, all voted in favor.

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Agenda Item 7 a 4 – The Masonic Temple Subsidy (Grant) was discussed and it was noted to allocate \$10,000 of the previous \$40,000 set aside for utilities to be used in a capital renovation account on the project. Gilbert Rose motioned for approval of the action, seconded by Patrick VanDeHey, all voted in favor.

Agenda Item 7 a 5 – Gilbert Rose motioned to approve of continued membership in the National Trust Main Street Center, seconded by Mayor Peterson, all voted in favor.

Agenda Item 7 a 6 – The proposal from the Wyandotte Family Church was discussed and Greg Gilbert motioned to place the item on the receive and file portion of the agenda and take no action, seconded by Gerry Lucas, all voted in favor.

Agenda Item 7 a 7 – The A-1 Sunshine Window Cleaning proposal was discussed and it was noted that the DDA would engage the services of A-1 Sunshine Window Cleaners in a as needed fashion as motioned by Mayor Peterson, seconded by Gerry Lucas, all voted in favor.

Agenda Item 7 a 8 – Brandon Wescott informed the Board that travel reimbursements have to be approved by the full DDA Board. Brandon Wescott asked for approval of the travel reimbursement for the January 21st 2010 Michigan Main Street training in Portland, MI and also asked for approval to travel to the Michigan Main Street training to be held in Howell, MI on February 11th, 2010. Mayor Peterson motioned for approval of both requests, seconded by Norm Walker, all voted in favor.

Agenda Item 7 a 9 – The 81 Chestnut Grant Agreement was discussed and it was noted to include the term on the grant agreement to state that the agreement would be in effect for up to five (5) years. Mayor Peterson motioned for approval of the agreement including the term amendment, seconded by Gilbert Rose, all voted in favor, with Greg Gilbert voting nay, the motion passed.

Agenda Item 7 a 10 – The Wyandotte Business Association Invoice was presented for payment. Gilbert Rose motioned to approve the payment, seconded by Mayor Peterson, all voted in favor.

Agenda Item 7 a 11 – Brandon Wescott informed the Board that a letter of interest for the select level of the Michigan Main Street program is due March 5th, 2010. He recommended that the Michigan Main Street staff should present to the full DDA Board at the regularly scheduled meeting in March 2010. Gilbert Rose motioned to approve of Brandon Wescott submitting a letter of interested to participate in the Michigan Main Street select level, seconded by Patrick VanDeHey, all voted in favor.

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OLD BUSINESS

Brandon Wescott noted that the next Michigan Main Street training date would be held February 11th, 2010 in Howell, MI and that volunteers would be more than welcome to attend. It was also noted that the old downtown banners are for sale to fundraise for capital improvements. Lastly, it was noted that there are still opportunities available for the banner sponsorship program.

NEXT REGULAR MEETING: March 9th, 2010

ADJOURNMENT

Gilbert Rose motioned for adjournment, seconded by Patt Slack all voted in favor of adjournment at 7:45 PM.