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

March 10th, 2010

CALL TO ORDER/ROLL CALL OF MEMBERS

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

APPROVAL OF AGENDA

Mayor Peterson motioned for approval of the agenda, seconded by Arta Chiparo, all voted in favor.

APPROVAL OF MINUTES

Mayor Peterson motioned for approval of the February 9th, 2010 Regular DDA meeting minutes, seconded by Arta Chiparo, all voted in favor. Mayor Peterson motioned for approval of the February 8th, 2010 Art Center Committee minutes and the March 1st 2010 Promotion Committee minutes, seconded by Arta Chiparo, all voted in favor.

PRESENTATIONS

Kelly Larson of the Michigan Main Street Center presented to the DDA Board on the Selected Level of the Michigan Main Street Program. Larry Tavernier and Rosanne Gabrys also addressed the DDA Board on the trainings they attended and the positive aspects of the program that they have gained with their exposure.

INFORMATION TO RECEIVE AND FILE

Greg Gilbert motioned to receive and file all the communications as presented, seconded by Mayor Peterson, all voted in favor.

A roll call vote was called for to approve the Monthly Revenue/Expenditure Report, all voted in favor.

A roll call vote was called for to approve the Monthly Budget Line Item Report, all voted in favor.

Patt Slack delivered the Chairwoman's report highlighting the recent fundraiser held at the Masonic Temple and the positive image the facility portrays on behalf of the Wyandotte Community.

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Brandon Wescott delivered the Director's report highlighting the recent grant submission to the MEDC to complete a wayfinding study for the downtown and also to replace the city entryway signage at six locations within the city. Mr. Wescott also publically thanked the people who attended the Michigan Main Street trainings with him.

PUBLIC COMMENT

Curtis Kusack addressed the DDA Board in regard to the positive aspects of the Main Street program and also noted that it would be a very positive tool to use in working toward restoring the downtown.

INFORMATION/DISCUSSION ITEMS

Agenda Item 7 a 1 – Brandon Wescott brought a grant opportunity to the attention of the DDA Board in regard to Farmers Markets. Specifically, Mr. Wescott asked for approval from the DDA Board to prepare a grant application to receive funds to accomplish facility planning and/or design, and this would include an application to complete a farmer's market study for the downtown and to complete preliminary engineering and drawings for such a facility. Mayor Peterson motioned for approval of the initiative, seconded by Greg Gilbert, all voted in favor.

Agenda Item 7 a 2 – A draft business survey was brought before the DDA Board to find out more information about businesses in the DDA district and to determine how the DDA can better assist them. A few minor changes were suggested to the proposed survey, and it was noted to strive for 100 responses. Brandon Wescott was directed to prepare the surveys for mailing, and to follow up with businesses on accurate completion of the survey. Greg Gilbert motioned to complete the survey and to include an agenda item related to city-owned properties on future agendas, seconded by Patt Slack, all voted in favor.

Agenda Item 7 a 3 – Brandon Wescott asked the DDA Board to allow an application committee to convene for the purpose of completing the Selected Level Michigan Main Street application and to approve of the submission of an application for potential inclusion into the program. Mayor Peterson motioned to approve support of the initiative and the submission of an application as well as formation of an application committee, seconded by Arta Chiparo, all voted in favor.

Agenda Item 7 a 4 – Brandon Wescott asked the DDA Board for approval to attend the Michigan Downtown Conference to be held in Marhsall, Michigan on March 26th, 2010. Since the request involved expenditure a roll call vote was entered into and all voted in favor to sending Brandon Wescott to the conference.

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Agenda Item 7 a 5 – A recommendation from the Promotion Committee was discussed in regard to improving the information area inside City Hall. It was noted that no more than \$500 should be spent in improving the information area and Greg Gilbert motioned to approve of the initiative and to resolve to send this request to the Wyandotte City Council for approval, seconded by Arta Chiparo, all voted in favor.

OLD BUSINESS

Brandon Wescott noted that the old downtown banners are for sale to fundraise for capital improvements and it was noted that there are still opportunities available for the banner sponsorship program.

NEXT REGULAR MEETING: April 13th, 2010

ADJOURNMENT

Arta Chiparo motioned for adjournment, seconded by Mayor Peterson all voted in favor of adjournment at 7:47 PM.