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William R. Griggs
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CITY TREASURER

Colleen A. Keehn
CITY ASSESSOR



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Joseph R. Peterson

COUNCIL
Todd M. Browning
James R. DeSana
Sheri M. Sutherby-Fricke
Daniel E. Galeski
Leonard T. Sabuda
Lawrence S. Stec

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

August 13th, 2010

CALL TO ORDER/ROLL CALL OF MEMBERS

The Wyandotte DDA was called to order at 5:30 PM on Tuesday August 10th, 2010 in the Wyandotte City Council Chambers, 3131 Biddle Avenue, Wyandotte, MI. Members in attendance included: Patt Slack, Norm Walker, Greg Gilbert, Arta Chiparo, Mayor Joseph Peterson, Gilbert Rose, Gerry Lucas, and Brandon Wescott. Leo Stevenson was excused.

APPROVAL OF AGENDA

Mayor Peterson motioned to approve the agenda, seconded by Arta Chiparo, all voted in favor.

APPROVAL OF MINUTES

Gilbert Rose motioned to approve all sets of minutes as presented, seconded by Mayor Peterson, all voted in favor.

PRESENTATIONS

No presentations were given.

INFORMATION TO RECEIVE AND FILE

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

Mayor Peterson motioned for approval of the Monthly Revenue/Expenditure Report, seconded by Patrick VanDeHey, all voted in favor.

Brandon Wescott delivered the Director's report highlighting the template for unit action plans and asked if there were any other items the board would like to be added, with none being heard.

PUBLIC COMMENT

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INFORMATION/DISCUSSION ITEMS

Agenda Item 7 a 1 – Brandon Wescott described the budget workshop process and how this budget was developed. It was noted that the Trolley will be deeded over to the City for maintenance and operation. Gilbert Rose approved of the budget to be sent for City Council Adoption, seconded by Mayor Peterson, all voted in favor.

Streetscape project	63000
General fund administrative reimbursement	90000
Hornby principal & interest payments	50000
Fogel multi year purchase agreement	58000
Masonic Temple operating grant	50000
Director salary & benefits	80200
Beautification Comm.	8000
WBA	40000
Operating Exp	2000
Streetscape Maint. (Groundskeeper)	6000
Misc (Farm Mkt)	8000
Business Grants	40000
Fort Sign	5000
Viaduct Maintenance	17500
Fountain	5000
Parking Lots	65000
Promissary Notes (Land Purchases)	6000
Total	593700

Gilbert Rose motioned to allow Brandon Wescott to formally engage the private parties associated with the Fogel Building land transaction and the Hornby project to sit down and see if a buyout could be reached, seconded by Mayor Peterson, all voted in favor.

Agenda Item 7 a 2 – Brandon Wescott noted that there were policies on the books already in regard to fees associated with advertising on the Fort Street Sign, and it was recommended to begin following the policies again on October 1st, 2010. Gilbert Rose motioned to allow Brandon Wescott to contact MDOT about private advertising and to begin charging the fees already in place on October 1st, 2010, seconded by Mayor Peterson, all voted in favor.

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Agenda Item 7 a 3 – Brandon Wescott noted the grant committee had convened twice since last meeting in an as needed basis as applications have been submitted. Gilbert Rose motioned to approve the grants as presented, with the noted to send a letter to City Council to show how the money has been allocated, seconded by Gerry Lucas, all voted in favor except for Arta Chiparo who abstained from voting.

Business Grant Approval List - 8/10/10		
New Businesses	Amount	Notes (Grant Committee)
Cheesecake Magic	\$5,000.00	Committee Approved 7/20/10
Riverside Yarn Gallery	\$4,667.66	Committee Approved 8/6/10
Total Health Foods	\$5,000.00	Pending lease review and rendering of storefront improvement Committee Approved 7/20/10 pending related invoices
Biddle Griddle	\$5,000.00	Committee Approved 8/6/10 per Planning Commission & Eng regulations satisfied
The Box Depot	\$5,000.00	Committee Approved 8/6/10 pending related invoices
Expanding Businesses		
Relocating Businesses		

Agenda Item 7 a 4 – Jody Chansuolme addressed the DDA Board about the current inoperable condition of the handicap lift at the Wyandotte Museum. Greg Gilbert motioned to amend the current year budget to take an amount not to exceed \$23,000 from fund balance for the repair and installation of a new lift, seconded by Gilbert Rose, all voted in favor.

Agenda Item 7 a 5 – Brandon Wescott presented the draft transient marina maintenance and operations plan, and recommended a working group to convene monthly to plan for implementation consisting of: Brandon Wescott, Leonard Sabuda, Leo Stevenson and Fred Pishke. Mayor Peterson motioned to convene the working group to work on the plan, and report back, seconded by Gerry Lucas, all voted in favor.

Agenda Item 7 a 6 – Brandon Wescott presented the application to attend the Michigan Downtown Conference in Bay City, MI and noted there was funding in the current budget to allow DDA Board members to attend. Mayor Peterson motioned to allow Brandon Wescott to attend the conference, seconded by Gilbert Rose, all voted in favor.

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Agenda Item 7 a 7 – The communication from City Council involving the enforcement of the sign ordinance was discussed, and it was noted that the DDA Board would take no official action, and it was recommended that DDA Board members could attend the planning commission meeting to be held on the third Thursday to individually address the issue to the Planning Commission.

Agenda Item 7 a 8 – A grant from the MEDC Urban Farmers Market Grant Program was shared and it was noted that the Farmers Market was still being reviewed and held as a test case. Brandon Wescott noted he contacted Wayne Metro, the partnering agency for the Farmer's Market, and had communication with Natalie Rankine to potentially develop a grant proposal.

Agenda Item 7 a 9 – Brandon Wescott presented the Michigan Main Street Training Schedule and noted the City Council members and DDA Board members who have committee to attend. Brandon Wescott noted that the first training will be held August 24th, 2010 in Marshall, MI.

Agenda Item 7 a 10 – Brandon Wescott presented the Land Policy Institute – Creating Entrepreneurial Communities program, and it was noted that if the DDA was to participate that several partners would need to be identified, if an application is to be made, including the Rotarians, the Jaycees, and the WBA to offset the cost of the program.

Agenda Item 7 a 11- Brandon Wescott presented the idea of modifying the DDA office hours so the office could be kept open later in the evening. Mayor Peterson noted the position is a salaried job and motioned to keep the hours to regular business hours, seconded by Greg Gilbert, all voted in favor.

CITY OWNED PROPERTY UPDATE

Greg Gilbert motioned to convene a committee to search for a new office location for the DDA on a monthly basis, consisting of Greg Gilbert, Norm Walker, and Arta Chiparo. Greg Gilbert motioned to convene the committee monthly, seconded by Patrick VanDeHey, all voted in favor.

NEXT REGULAR MEETING: September 14th, 2010

ADJOURNMENT

Gerry Lucas motioned for adjournment, seconded by Norm Walker all voted in favor of adjournment at 7:30 PM.