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NATALIE RANKINE, RA
DOWNTOWN DEVELOPMENT AUTHORITY

MEETING MINUTES
April 12th * 5:30 pm
Council Chambers, 3131 Biddle Avenue Wyandotte MI. 48192

1.) MEMBERS PRESENT –Norm Walker, Mayor Joseph Peterson, Gilbert Rose, Arta Chiparo, Gerry Lucas, Patrick VanDeHey, Patt Slack

2.) MEMBERS EXCUSED – Leo Stevenson

3.) OTHERS PRESENT –Natalie Rankine, Heather Thiede, Brandon Calvin, Karen Tavernier, Mr. and Mrs. Woodruff

4.) APPROVAL OF AGENDA –

Motion by G. Rose, supported by M. Peterson to approve the agenda for April 12th 2011. All in favor, motion carried.

5.) APPROVAL OF MINUTES –

Motion by M. Peterson, supported by G. Rose to approve the minutes from the March 22nd Downtown Development Authority meeting. All in favor, motion carried.

6.) PRESENTATIONS –

Representatives from the Beautification Commission spoke to the board about their upcoming events and permission to have vendors at a lecture, there were no concerns from the DDA regarding having vendors at their event.

7.) INFORMATION TO RECEIVE AND PLACE ON FILE –

- a.) Mark Kowalewski Communication regarding the Biddle Construction
- b.) Letter to DDA district residents regarding Biddle Avenue Construction
- c.) Monthly Revenue/Expenditure Report
- d.) Grant Committee Minutes/Finance Report
- e.) Beautification Commission Request

Motion by G. Rose, supported by M. Peterson to transfer \$527.11 from the general account to the Beautification Commission reimbursement. Roll call, all in favor motion carried.

Motion by G. Lucas, supported by M. Peterson to receive and place items on file. All in favor, motion carried.

8.) PUBLIC COMMENT –

None

9.) OLD BUSINESS –

Wyandotte Farmers Market –

N. Rankine reviewed the contract with the committee for the farmers market and Wayne Metro Community Action Agency. She stated that the contract has not changed from last year. The committee discussed details regarding the farmers market.

Motion by M. Peterson, supported by G. Lucas to grant permission to Natalie Rankine to sign the contract with Wayne Metro Community Action Agency for the 2011 Wyandotte Farmers Markets. All in favor, motion carried.

Reviewing Marketing Plan –

N. Rankine updated the committee on the marketing ideas for this year. The committee discussed other ideas for children to participate in the farmers market this year.

Business Assistance Grants –

N. Rankine reviewed the spreadsheet with the committee for those businesses who have been reviewed by the grant committee.

Motion by G. Rose, supported by M. Peterson to grant those businesses who were reviewed and approved by the grant committee their money as stated on the spreadsheet. Roll call, all in favor, motion carried.

Approval of new guidelines –

N. Rankine reviewed the new grant guidelines that she had created with the committee. The committee went over details of the guidelines. G. Rose stated he would like to use the current guidelines for DDA business grants until the end of the fiscal year and then review the new guidelines and finalize them for future use.

Motion by M. Peterson, supported by G. Lucas to grant funds to be used for the grant posters that will not exceed \$200. Roll call, all in favor, motion carried.

Mainstreet Program –

N. Rankine discussed with the committee about staying with the Mainstreet program. The committee discussed. The group decided it would be best to use what was learned by the program but to hold off on continuing with the program at this time. N. Rankine will contact Mainstreet to inform them but will also tell them they might participate in the future.

10.) NEW BUSINESS –

Deputy Secretary Appointment –

N. Rankine presented the committee with appointing Heather Thiede as deputy secretary for the DDA. She will take minutes and create agendas for all DDA meetings including subcommittee meetings. This will be beyond her current position of the Special Event Coordinator for the city.

Motion by G. Rose, supported by A. Chiparo to approve of Heather Thiede as the deputy secretary for the DDA. A monthly amount of at least \$144 and not-to-exceed \$200 per month. Roll call, all in favor, motion carried.

DDA Housekeeping – Subcommittees/Funds Approval Guidelines -

N. Rankine will meet with P. Slack to discuss what sub committees will be needed and who will be on those committees. The committee also approves all budget items and explained to N. Rankine that there is a supply line for regular office items.

Current Project List –

N. Rankine went over the projects she is aware of and discussed them with the committee.

Building and business inventory –

N. Rankine discussed the need for an up to date building and business inventory from the DDA area. P. Slack stated that she has information that Joe Maher had sent her regarding building and businesses in the DDA district, she stated she will send N. Rankine that link for her to review. N. Rankine stated she will table the proposal from Joe V. until she reviews the information from P. Slack.

Marketing Plan/Welcome Letter –

N. Rankine proposed to create a DDA welcome packet for future residents and future businesses in the DDA district. This packet would include city information, school and service information. The committee discussed the details of the packet.

Motion by G. Rose, supported by G. Lucas to develop a plan and report back for a welcome packet at the next DDA meeting. All in favor, motion carried.

Committee discussed other ongoing projects in the City of Wyandotte.

11.) NEXT REGULAR MEETING –

May 10th 2011

12.) ADJOURNMENT –

Motion by M. Peterson, supported by A. Chiparo to adjourn at 6:58pm. All in favor, motion carried.

Respectfully Submitted,

Heather Thiede, Deputy Secretary
Special Event Coordinator

