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Lawrence S. Stec

NATALIE RANKINE
DIRECTOR
DOWNTOWN DEVELOPMENT AUTHORITY

MEETING MINUTES
June 14th * 5:30 pm
3131 Biddle Avenue Wyandotte MI. 48192

1.) **MEMBERS PRESENT** – Mayor Joseph Peterson, Gilbert Rose, Gerry Lucas, Dr. Patrick VanDeHey, Patt Slack, Leo Stevenson

2.) **MEMBERS EXCUSED** – Norm Walker, Arta Chiparo

3.) **OTHERS PRESENT** –Natalie Rankine, Heather Thiede, Diane Woodruff, Santana Daly, David Fuller, Rod Lesko and Jay Steffensky.

4.) **PRESENTATIONS** –

Santina Daly gave a presentation to the DDA board regarding the NSP project.

5.) **APPROVAL OF MINUTES AND AGENDA** –

Motion by Mayor Peterson, supported by G. Rose to approve the minutes presented at the June 14th DDA Meeting. All in favor, motion carried.

6.) **INFORMATION TO RECEIVE AND PLACE ON FILE** –

- a.) Beautification Commission Min.
- b.) DDA Grant Sub-Committee Min.
- c.) DDA Finance Sub-Committee Min.
- d.) Schedule of Biddle Avenue Construction

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

7.) **MONTHLY REVENUE/EXPENDITURE REPORT** –

N. Rankine reviewed the monthly revenue and expenditure report with the DDA board. She stated that she would like to take funds for of the promotions line item for mapping software.

Motion by G. Rose, supported by G. Lucas to take \$8,000 from the Misc. account. Roll call, all in favor, motion carried.

N. Rankine stated she has created a form for groups/departments to request funds from the DDA. She reviewed this document with the DDA Board. L. Stevenson stated it was a great form, P. Slack asked who it would be provided too? N. Rankine stated that it would be provided to the organizations who have received DDA funding in the past.

Motion by Mayor Peterson, supported by G. Rose to approve of the new form for DDA funding. All in favor, motion carried.

8.) **ON GOING PROJECTS & BUSINESS** –

a.) **Webcam – Update**

R. Lesko updated the DDA on the status of the webcam downtown; he stated that he feels the best location for the camera would be the top of the Chase Bank building. Mayor Peterson stated that since the building is city owned, the camera can be put out as soon as possible. P. Slack stated that she thought that the camera would be placed in a more visual location; she stated that she thought it was more of a social networking tool. Mayor Peterson stated that he did not recall the webcam being put at a lower location. P. Slack stated that if the purpose is to just view the downtown, the \$4,000 for the camera would be better spent on something different. The committee discussed the location of the camera. N. Rankine stated that she will do some research for other street locations.

R. Lesko also updated the committee on changing the street lights to LED lights. He stated that he is also looking into a grant to fund the project. The committee discussed the project and stated that they would email Mr. Lesko their thoughts on the streets at Stroh's and move forward. N. Rankine stated the she will be working with Mr. Lesko and the Municipal Service Department to improve the Christmas lights downtown.

b.) **Downtown Wi-Fi – Update**

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D. Fuller stated that the Wi-Fi is up and running, he stated that he will provide the DDA with coverage locations at the next meeting. He is also putting controls in place for maintenance. N. Rankine stated that after the system is up and running there will be a press release to let the businesses and citizens know. She also stated that businesses can pay for ads on the Wy-Fi page.

c.) Wyandotte Farmers Market –

N. Rankine reviewed the farmer's market guide with the DDA board. She presented the Michigan Apple project grant opportunity to the group, she stated that it would cost \$200 to have an artist (Nancy Pitel) to paint the apple as well as \$100 for the base and \$200 to enter the gala. Total cost would be \$500 and is recommended to be taken out of the Misc. Account.

Motion by L. Stevenson, supported by G. Rose to approve of the \$500 for the Michigan Apple Project and for the funds to be taken out of the Misc. Account. Roll call, all in favor, motion carried.

d.) Business Assistance Grants –

N. Rankine updated the group on the businesses that received grants thus far. The Box Depot has been approved and the sign will be up shortly.

e.) Welcome Folder –

N. Rankine stated that the Special Event Office will be able to provide \$3,000 towards the welcome folder. She updated the group on branding and items that will be similar in look to the folder. She stated the DDA will then have to fund \$3,200 for the folder to be completed. P. Slack stated that the \$3,200 will be budgeted for in the 2012 fiscal year in the Misc. Account.

Motion by P. Slack, supported by L. Stevenson to approve of the \$3,200 out of the Misc. Account for the DDA welcome folder. Roll call, all in favor. Motion approved.

f.) WBA Quarterly Marketing Report –

N. Rankine stated that everything looked fine with the WBA report.

Motion by Mayor Peterson, supported by G. Rose to approve the WBA their quarterly report. Roll call, all in favor. Motion carried.

9.) NEW BUSINESS –

a.) DDA Promotional Video –

N. Rankine stated that Anthony DeCuir is to take video of city events then to create a promotional video for DDA use. The committee discussed.

Motion by P. Slack, supported by G. Rose to earmark \$3,500 for the DDA promotional video from Anthony DeCuir. Roll Call, all in favor. Motion approved.

b.) Viaduct Project –

N. Rankine stated that she had met with the teachers in charge of the project and recommended to plant flowers that will come back year to year to cut down on future costs.

10.) NEXT REGULAR MEETING –

July 12th 2011

11.) ADJOURNMENT –

Motion by G. Lucas, supported by Mayor Peterson to adjourn at 7:04 pm. All in favor, motion carried.

Respectfully Submitted,

Heather Thiede, Recording Secretary, Special Event Corridor