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NATALIE RANKINE
DIRECTOR
DOWNTOWN DEVELOPMENT AUTHORITY

Meeting Minutes
September 13, 2011 * 5:30pm
Council Chambers
3131 Biddle Avenue, Wyandotte, Michigan 48192

- 1) **MEMBERS PRESENT:** Mayor Joseph Peterson, Norm Walker, Gerry Lucas, Gilbert Rose, Greg Gilbert, Arta Chiparo, Patt Slack, Patrick VanDeHey
- 2) **MEMBERS EXCUSED:** Leo Stevenson
- 3) **OTHERS PRESENT:** Natalie Rankine, Sarah Schwochow, Lynn Steffensky, Al Bates
- 4) **PERSONS IN THE AUDIENCE:** None
- 5) **APPROVAL OF AGENDA:**

Motion by Mayor Peterson, supported by G. Lucas to approve the September 13th agenda. All in favor, motion carries.

- 6) **APPROVAL OF MINUTES:**

Motion by Mayor Peterson, supported by G. Lucas to approve the meeting minutes from August 9th, 2011. All in favor, motion carries.

- 7) **INFORMATION TO RECEIVE AND PLACE ON FILE:**
 - a. Beautification Commission Minutes
 - b. NEZ application:

G. Gilbert was unsure of the boundaries of the Neighborhood Enterprise Zone that included the DDA district. N. Rankine clarified the boundaries.

- 8) **MONTHLY REVENUE/EXPENDITURE REPORT:**
 - a. Budget amendment requests: N. Rankine presented the board with various budget requests to balance the 2011 Budget as a result of oversights by the former director.
 - i. 499-200-725-110 SALARY

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N. Rankine explained that Streetscape Maintenance staff pay was being drawn from Salary Account (499-200-725-110), even though it is budgeted in the Streetscape Maintenance Account, causing the Salary Account to be \$494.97 over budget. N. Rankine recommended transferring funds from the Streetscape Maintenance account (499-200-926-610) to cover the salary of Streetscape Maintenance staff. For the 2012 Fiscal Year, Streetscape Maintenance staff will be drawn from the Streetscape Maintenance account.

Motion by G. Rose, supported by G. Lucas to approve 499-200-725-110 Salary budget amendment request to transfer remaining remaining funds from Streetscape Maintenance account to (499-200-926-610) to Salary Account (499-200-725-110). Roll called, all in favor, motion carries.

ii. 499-200-850-538 STREETScape PROJECT

N. Rankine explained that the streetscape project interest (to be paid until 2026) was scheduled to be \$64,707.68 for 2011. However, only \$63,000.00 was budgeted. Therefore, the account is 1,707.68 over budget. The board suggested transferring \$1707.68 from fund balance to cover this amount. N. Rankine noted that an accurate schedule of these has been reflected in the 2012 budget report and that these amounts will be accurately reflected in the future. G. Rose suggested the money be taken out of the miscellaneous account. N. Rankine stated money in the miscellaneous account was already earmarked for the Welcome Folder Project. Mayor Peterson suggested a quarterly budget could help reduce the amount of budget amendments. G. Gilbert asked if the money could be taken from account 499-200-850-524. N. Rankine stated that it was already earmarked for the new handicap elevator at the Ford-MacNichol Home, which had not yet been invoiced.

Motion by Mayor Peterson, supported by G. Lucas to institute a quarterly budget report. All in favor, motion carries.

Motion by Mayor Peterson, supported by G. Lucas to transfer funds in the amount of \$1,707.68 from fund balance for Streetscape Project Interest. (499-200-850-538) Roll called, all in favor, motion carries.

iii. 499-200-925-797 PROMOTIONS

N. Rankine explained that this account was \$4,300.00 short. After looking at past meeting minutes, she found that before she was appointed, \$4,000.00 was taken from the account for the Farmers Market and additional funding was utilized for the Christmas Season. Rankine transferred funds from Miscellaneous account (499-200-926-790), as the Wyandotte Business Association invoice was due. She recommends changing the name of the account to Third Friday Promotions for the 2012 Fiscal Year to avoid any confusion in the future.

Motion by Mayor Peterson, supported by P. VanDeHey to change the title of Promotions to Third Friday Promotions and approve Rankine's payment of \$4,300.00 to the WBA from the Miscellaneous account (499-200-926-790), Roll called, all in favor, motion carries.

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The DDA Board discussed the relationship between the DDA and the WBA and issues relating to non-WBA and DDA members utilizing the right-of way during Third Fridays . Lynn Steffensky spoke on behalf of the WBA and the DDA board agreed that the DDA was not authorized to make decisions regarding WBA rules or that the DDA was not authorized to tell a business whether or not they could utilize the space in front of their business. The DDA decided not to take a formal vote on this issue.

iv. 499-200-926-720 MISCELLANEOUS

N. Rankine explained that the miscellaneous account has \$3244.39 remaining. The board voted to spend \$3,200.00 for the Welcome Folder project and \$800.00 for a new color copier. She recommended using \$3,200.00 for the Welcome Folder project and take the remaining \$800.00 out of the 2012 Miscellaneous account, as the DDA would not be invoiced for it until after October 1st.

b. Rollover requests

N. Rankine presented a list of rollover requests that was made to the Finance Department from the 2011 Fiscal Year to the 2012 Fiscal Year for ongoing projects that will not be completed and/or invoiced until after October 1st. The remainder of the funds will be rolled into the Fund Balance account.

9) ONGOING PROJECTS AND BUSINESS

a. Wyandotte Farmers Market

N. Rankine promoted upcoming Farmers Fair and detailed its events and encouraged people to vote for Wyandotte MI Apple Trail submission.

b. Building and Business Inventory

N. Rankine said the existing business inventory was complete, save for some missing building owners and square footage of buildings. Data collection for vacant properties will be ongoing.

c. Online mapping software

N. Rankine and S. Schwochow will review the map prepared by Muniweb next week. The map will be live on www.wyandotte.net by Monday, September 26, 2011.

d. Business Assistance Grants

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N. Rankine reminded that the next deadline for grants is October 1st. G. Rose asked about grants that have been awarded, but the funds have yet to be claimed. N. Rankine confirmed that the businesses in question have been contacted and are close to submitting receipts and reimbursements.

e. Welcome Folder

N. Rankine stated she would have a proof to the board by the end of October.

f. Downtown Tress

N. Rankine explained that Michigan State University charged \$98.00 for a site visit to examine the trees. MSU staff met with two members of the Beautification Commission and said the trees may or may not come back and that this would not be determined until spring of 2012. In the event the trees do not return, the DDA will process a claim for replacement of the trees. Rankine will work on cataloging the affected trees.

g. Mural Project

N. Rankine stated the total cost would be \$2,000.00. Also that there is not money budgeted in either the 2011 or 2012 Fiscal years for this project. The 'dotte Arts Project has pledged \$500.00 which reduces the DDA contribution to \$1,500.00. However, the mural will be temporary, as the building may eventually be demolished or redeveloped. P. Slack said there are ways to preserve the mural, even if the building is demolished. Mayor Peterson suggested utilizing \$1500.00 of the funds that will be rolled over from the 2011 Fiscal Year into an account earmarked for the mural. Rankine will contact artist Brian Melvin to coordinate the design and implementation of the mural and bring the mural project before City Council.

Motion by Mayor Peterson, supported by G. Rose to use \$1,500.00 in funds that would be rolled into fund balance for the 2011 Fiscal Year to pay for the mural. Roll called, all in favor, motion carries.

10) NEW BUSINESS

a. Market Manager job description, schedule and plans for 2012 market

N. Rankine explained that Wayne Metro has made a good start, but that hiring a Market Manager would help the market to expand. N. Rankine suggested hiring a market manager for the 2012 season. Also, N. Rankine suggested extending the Thursday hours of next year's market to 7:00pm. The board agreed that Thursday has been a good day for the market and for business in the area. N. Rankine submitted a potential job description for the board to review and discuss at a later date.

Motion by P. Slack, supported by Mayor Peterson to approve the schedule and extended hours of the 2012 Farmers Market. All in favor, motion carried.

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- b. 3063 Biddle Avenue purchase agreement – Mayor Peterson update

Mayor Peterson congratulated the board on a great job in negotiating the building. N. Rankine stated that once the Phase 1 site assessment that the board will review the assessment and move forward. Once the board decides, Rankine will work in conjunction with Todd Drysdale to draft an RFP for redevelopment of the property and seek grant funding for the project.

- c. New Business

N. Rankine stated that Sweet Nothings relocated to the DDA District from Lincoln Park and is now located at 145 Maple Street. They received a \$5,000.00 grant from the DDA. A ribbon cutting ceremony should be happening soon.

11) **NEXT REGULAR MEETING:** October 11, 2011

12) **ADJOURNMENT**

Motion by Mayor Peterson, supported by G. Rose to adjourn at 6:40pm. All in favor, motion carried.

Respectfully Submitted,

Sarah Schwochow
DDA Support Staff