

**OFFICIALS**

**William R. Griggs**  
CITY CLERK

**Andrew A. Swiecki**  
CITY TREASURER

**Colleen A. Keehn**  
CITY ASSESSOR



**MAYOR**  
Joseph Peterson

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

**NATALIE RANKINE**  
**DIRECTOR**  
**DOWNTOWN DEVELOPMENT AUTHORITY**

**MEETING MINUTES**  
**October 11<sup>th</sup> 2011, 5:30 pm**  
**Council Chambers, 3131 Biddle Avenue Wyandotte MI. 48192**

**1.) MEMBERS PRESENT** –Mayor Joseph Peterson, Gilbert Rose, John Jarjosa, Gerry Lucas, Patt Slack, Greg Gilbert, Norm Walker

**2.) MEMBERS EXCUSED** – Leo Stevenson, Dr. Patrick VanDeHey

**3.) OTHERS PRESENT** –Natalie Rankine, Heather Thiede, Jay Steffensky, Sheri Fricke, Jeremy Sladovnik

**4.) APPROVAL OF AGENDA –**

**Motion by M. Peterson, supported by G. Lucas to approve the agenda for Oct. 11<sup>th</sup> 2011. All in favor, motion carried.**

**5.) APPROVAL OF MINUTES –**

**Motion by G. Rose, supported by M. Peterson to approve the minutes from the September 13<sup>th</sup> Downtown Development Authority meeting. All in favor, motion carried.**

**6.) PRESENTATIONS –**

N. Rankine welcomed Mr. John Jarjosa to the DDA Board; she stated that he will be replacing Arta Chiparo on the board.

**7.) ATTENTION TO THE AUDIENCE –**

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

a.) Beautification Commission Minutes –

M. Peterson asked where the DDA was with getting the storage area for them, N. Rankine stated that she is meeting with them and will discuss it with them to get a final decision.

b.) DDA Design Sub-Committee Minutes

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

N. Rankine reviewed the budget with the board. She explained that back in March, the month prior to her tenure the board approved funding for the interactive software, but didn't indicate where the funding would come from. The bill had come due and was paid it from the 2011 Miscellaneous account. This money was earmarked previously for the Welcome Folder and will need to be worked back into the 2012 budget to pay for this project.

**Motion by M. Peterson, supported by G. Rose to pay \$2,829.00 out of the fund balance. and into the 2012 Miscellaneous account 499-200-926-790 for the Welcome Folder project . Roll call, all in favor. Motion carried.**

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**10.) ONGOING PROJECTS AND BUSINESS-**

a.) Wyandotte Farmers Market

N. Rankine discussed the farmer's market with the board, and that next year the market will stay open one hour later each night. M. Peterson stated he would like to see a budget breakdown from 2009 to 2011. N. Rankine discussed the hiring of a market manager with the group. She also stated that the market will be looking for sponsors this coming year for entertainment and other events.

b.) Building and Business Inventory

N. Rankine stated that this project has been completed.

c.) Online mapping software

N. Rankine went over the online mapping material with the committee and stated that it has been launched.

d.) DIA Inside Out Project

N. Rankine stated that she will be sending location choices to the DIA on November 1<sup>st</sup>, she asked that if the DDA members have any ideas that they email her those choices. She stated there are going to be 12 locations for these pieces of artwork.

e.) Business Assistance Grants –

N. Rankine reviewed the new grants that had been approved at the Grant Committee meeting prior to this meeting.

**Motion by M. Peterson, supported by G. Lucas to approve Norian Properties a grant of \$5,000. Roll call, all in favor, motion carried.**

**Motion by M. Peterson, supported by G. Rose to approve Pearl businesses a grant for \$1,000. Roll call, all in favor, motion carried.**

**Motion by M. Peterson, supported by G. Lucas to approve Shelter to Home a grant for \$5,000. Roll call, G. Rose abstained, motion carried.**

**Motion by M. Peterson, supported by G. Lucas to approve the Sushi Bar/Pear Businesses a grant for \$4,000. Roll Call, N. Walker abstained. Motion carried.**

**Motion by M. Peterson, supported by N. Walker to approve Mac's Party Store a grant for \$5,000. Roll Call, J. Jarjosa abstained. Motion carried.**

**Motion by M. Peterson, supported by G. Lucas to approve Merle Norman a grant of \$2,500 contingent on the signing of a three year lease as of November 1<sup>st</sup>. Roll call, all in favor. Motion carried.**

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f.) Downtown Guidebook-

N. Rankine updated the committee on the guidebook.

g.) Welcome Folder -

N. Rankine stated the layout is in progress.

h.) Mural Design -

N. Rankine reviewed the mural design with the committee. The DDA chose the design with the bear and owl. N. Rankine stated that she will bring the information to Mayor and City Council.

i.) Downtown Trees -

N. Rankine stated that she has met with Dupont and has copied Mark Kowalewski on all her communications with the company. She stated that a claims report should be received from Dupont in the upcoming months.

## 11.) NEW BUSINESS -

a.) DDA October Newsletter

N. Rankine reviewed the newsletter with the committee.

b.) Sponsorship opportunities for events and guidebook

N. Rankine reviewed the opportunities with the committee. They discussed.

c.) Shop Wyandotte for the Holidays Contest

N. Rankine reviewed the information with the committee. M. Peterson asked where the funds were coming from to fund this project and the Restaurant Week event. N. Rankine stated that the event would cost no more than \$500 and stated that the amount was earmarked at the beginning of the budget. P. Slack stated that the committee had \$20,000 set aside to use for Marketing and that the committee had not split it up, so these funds would come from this budget. She stated that the committee had discussed these projects at past meetings. M. Peterson asked who was on the 5<sup>th</sup> Friday Committee; P. Slack stated that there isn't a committee that it was business owners who organize those events. The board discussed.

d.) Awards

N. Rankine stated that she will be going to receive the award for the Farmers Market Apple and that P. Slack will go with Nancy Pitel to receive the award for the Apple as well as bid on the apple. N. Rankine also stated that there will be an Eagle Scout that will catalog all of the bricks at the Purple Heart for his project.

e.) Arta's Letter -

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N. Rankine read Arta Chiparo's resignation letter to the board. N. Rankine and the board thanked Arta for her time and all her efforts for the DDA. J. Sladovnik stated that he would also like to thank Arta for all the years of business.

**12.) NEXT REGULAR MEETING** – November 8<sup>th</sup> 2011

**13.) ADJOURNMENT -**

**Motion by M. Peterson, supported by G. Lucas to adjourn the meeting at 6:19 pm. All in favor, motion carried.**

Respectfully Submitted,

Heather Thiede, DDA Recording Secretary  
Special Event Coordinator