

**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**  
**November 8<sup>th</sup> 2011, 5:30pm**  
**Council Chambers, 3131 Biddle Avenue, Wyandotte, MI 48192**

1. **MEMBERS PRESENT** – Greg Gilbert, Gerry Lucas, Gilbert Rose, Leo Stevenson, Norm Walker and Dr. Patrick VanDeHey
2. **MEMBERS EXCUSED** – Mayor Joseph Peterson, John Jarjosa, Patt Slack
3. **OTHERS PRESENT** – Natalie Rankine, Sarah Schwochow, Tom Woodruff, Dianne Woodruff, Jeremy Sladovnick, Julie Abshire, Bob Beaudette, Lara (Diamond Jack), Lynn Styffensky, Jay Styffensky, Marge Baldwin
4. **PRESENTATIONS** –

T. Trudelle from the Downriver Council of the Arts briefly introduced herself and explained the information given to the board. T. Trudelle then explained the information about DCA memberships, a calendar of events and a list of classes for both adults and youth and other marketing. G. Gilbert asked if there were any maintenance issues with the building. N. Rankine said there was a problem with some plaster. Plaster patching is very expensive; however, the Engineering Department is working on a solution. T. Trudelle said she has blocked that area to prevent any employees or patrons from getting injured. N. Rankine also said that the roof is being repaired in the spring.

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

**Motion by G. Lucas, supported by N. Walker to approve the agenda for November 8<sup>th</sup> 2011 and the minutes from the October 11<sup>th</sup> Downtown Development Authority meeting. All in favor, motion carried.**

**6. INFORMATION TO RECEIVE AND PLACE ON FILE -**

- a. Beautification Commission Minutes – Questions regarding commission expenditures, etc.
- b. WBA/DDA meeting minutes
- c. FOIA Request

G. Gilbert was concerned that the FOIA request was too general and that it may have taken up too much of N. Rankine’s time. N. Rankine explained that Todd Drysdale fulfilled the request by printing a general ledger of the DDA accounts, a cost effective solution. If more specific information is needed, it will be provided.

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

N. Rankine said that the Finance Office hadn’t yet transitioned to 2012, therefore, she does not have a monthly revenue/expenditure report. She will email a copy as soon as it is available.

**8. ONGOING PROJECTS & BUSINESS –**

## 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

- a. Wyandotte Farmers Market – Market manager analysis, training, etc.

N. Rankine explained the hiring a market manager would be more beneficial to the Farmers Market. The position would be more cost effective than using Wayne Metro, saving approximately \$1800. This would also allow the DDA to run the market as they see fit. N. Rankine would like to hire a manager by the end of January. G. Gilbert asked about the common pay rate for a market manager. B. Beaudette said pay is set by level of experience. He went on to say that a market manager was a wonderful idea and that he may have some contacts to help hire someone.

**Motion by G. Lucas, supported by G. Rose to approve the hiring and job description of a market manager for the 2012 Wyandotte Farmers Market. Roll called, all in favor. Motion carried.**

- b. DIA Inside Out – April to June of 2012 – Proposed locations

N. Rankine explained the project and mentioned that the DDA would be partnering with the Wyandotte Museums and the DCA for a tour of the installations in the spring. She then went over the proposed locations and explained that the DIA will choose the final locations from this list.

- c. Downtown Guidebook – Printing bids due November 14<sup>th</sup>, to Council on the 21<sup>st</sup>, distributed mid-December.

N. Rankine encouraged businesses to double check their listings, as they will also be printed in the Wyandotte Street Art Fair Guidebook.

- d. Mural – On hold pending Planning Commission guidelines

## 9. NEW BUSINESS –

- a. Grant for Lademan Insurance Company – not completely reimbursed

N. Rankine said that Lademan's was not reimbursed on all of their grant money as they had lost one receipt. The receipt has since been turned in and it totals \$738.

- b. Grant update for Bidari and Oppenheimer

N. Rankine explained that both Bidari and Oppenheimer will invoice for their grant reimbursements by the end of November. However, with the reimbursements and Lademan's there is a shortfall in this account. The account has \$5,361.67 remaining, yet \$7,738.00 has yet to be paid from the account. A budget amendment in the amount of \$2376.33 is needed. G. Gilbert suggested that a timeline is instituted. N. Rankine explained that these were awarded under the old grant program and that the revised process should alleviate these problems.

**Motion by G. Rose, supported by G. Lucas to transfer \$2376.33 from Fund Balance to account number 499-200-925-730-801 to cover outstanding grant reimbursements. Roll called, all in favor. Motion carried.**

- c. Marina – Grant & Operations Manual with Recreation and Engineering and Building

N. Rankine explained that she and the Interim Superintendent of Recreation, Tim Beaker will be working to receive a grant from the

**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**

state for the marina. B. Beaudette asked if the marina would be permanent or floating dock. N. Rankine explained that it is a transient marina.

d. Downtown Christmas Lights – Vandalism

N. Rankine explained how the lights were being vandalized and the electric boxes were being stolen. Municipal Services offered to pay half the cost to replace the lights and boxes. Therefore, N. Rankine suggested that the board make a budget amendment of \$1000 from the 499-200-926-790 miscellaneous account to replace the lights. B. Beaudette suggested numbering the boxes and turning them on selectively to prevent people from stealing electricity. J. Slodovnick suggested placing the boxes higher up in the tree, which would make them harder to steal. N. Rankine said she would take the suggestions to Rod Lesko.

**Motion by G. Rose, supported by G. Lucas to pay \$1000 from the Miscellaneous Account 499-200-926-790 for new Christmas lights and electric boxes. Roll called, all in favor. Motion carried.**

e. Keep Michigan Beautiful Award – Purple Heart Memorial Garden President’s Award

N. Rankine said she would be presenting this award at a City Council meeting soon.

f. Contract for Third Party organizations – WBA, RHS, etc.

N. Rankine explained that after meeting with the WBA, it’s in the DDA’s best interest to start making contracts with third party organizations who receive DDA funding, mainly the WBA and the RHS Horticulture Department. She will be meeting with the Mayor and Todd Drysdale to draft a contract that she’ll bring to the board later. G. Gilbert mentioned that there had previously been an agreement. N. Rankine stated that the current contract is not effective.

g. 2012 Calendar – DIA Inside Out, Restaurant Week, 5<sup>th</sup> Fridays

The board discussed the possibility of placing the above events on the 2012 city calendars. There was some dissent over restaurant week and 5<sup>th</sup> Fridays, as the WBA has not brought these event ideas to the board. B. Beaudette and J. Sladovnick gave their opinions on the success of 5<sup>th</sup> Fridays. The board asked L. Styffensky for her opinion. L. Styffensky said that 5<sup>th</sup> Fridays are a good event.

**Motion by L. Stevenson, supported by G. Rose to place DDA events on the 2012 city calendars. Motion carried (5-1).**

10. **NEXT REGULAR MEETING** – December 13<sup>th</sup> 2011

G. Rose asked for an update on the Sears building purchase. N. Rankine explained that phase one is estimated to be completed in early 2012 and the Engineering and Building Department would update the DDA when it is complete.

11. **ADJOURNMENT**

**Motion by G. Rose, supported by P. VanDeHey to adjourn at 6:30pm.**

Respectfully Submitted,

Sarah Schwochow