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NATALIE RANKINE, RA DOWNTOWN DEVELOPMENT AUTHORITY

DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
December 13th * 5:30 pm
3131 Biddle Avenue Wyandotte MI. 48192

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

2.) MEMBERS EXCUSED – Norm Walker, Greg Gilbert

3.) OTHERS PRESENT –Natalie Rankine, Heather Thiede. Mr. and Mrs. Woodruff, Jay Steffensky

4.) APPROVAL OF AGENDA/MINUTES –

Motion by M. Peterson, supported by G. Lucas to approve the agenda as amended by N. Rankine and minutes from the last DDA meeting. All in favor, motion carried.

5.) INFORMATION TO RECEIVE AND PLACE ON FILE –

Motion by M. Peterson, supported by G. Lucas to approve the Beautification Commission meeting minutes. All in favor, motion carried.

6.) MONTHLY REVENUE/EXPENDITURE REPORT –

N. Rankine stated that she would email the DDA the expenditure and revenue report because it was not placed in the packet.

7.) ONGOING PROJECTS AND BUSINESS-

Wyandotte Farmers Market -

N. Rankine reviewed the Farmers Market Manager job description with the board. She stated that the approved job description will be sent to the Mayor and City Council for final approval.

Business and Building Inventory –

N. Rankine stated that the project has been completed.

DIA Inside Out Project –

N. Rankine stated that she and Jody Egen met with Michelle from the DIA to review the potential sites for the pieces downtown. She stated that the instillation for these pieces will be completed by March 30th and will run from April to June 2012.

DDA Guidebook-

N. Rankine stated that the guidebook is completed and that delivery will be next week. She passed around the proof from the printer to the DDA board members to review. She then stated that she and Sarah Schwochow worked very hard on the guide, it took them eight weeks to complete. She said she expects the guide to take around two weeks next year since they already have the outline.

Welcome Folder –

N. Rankine stated that this will be her next project and will report back at the next meeting.

8.) NEW BUSINESS -

2624 Biddle Avenue • Wyandotte, Michigan 48192 • 734-324-7298 • Fax 734-324-7283 • nrankine@wyan.org • www.wyandotte.net/dda

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WBA Contract –

N. Rankine reported that she and Todd Drysdale are still working on a contract with the DDA and WBA. She stated that she will have a draft for the board members to review next month.

WBA – Invoice

N. Rankine stated that the WBA invoice was due on the 26th of September and she has still not received a report and invoice. M. Peterson asked about a deadline for the WBA to send it to N. Rankine, Natalie recommended the 20th of December. G. Lucas agreed and would like a status update at the next meeting.

Restaurant Week – March 2012

N. Rankine updated the committee on the status of Restaurant Week in March.

Santa –

N. Rankine stated that the Wyandotte Jaycees are not organizing a Santa House this year, so the DDA staff contacted the Santa from the Parade as well as White Furniture to arrange a Santa House downtown. She said that Santa will be downtown on December 16th and 23rd from 5 to 8 pm. She then stated that it will cost the DDA \$250 for both days and recommended this be taken from the misc. account.

Motion by M. Peterson, supported by G. Lucas to pay Elroy Bonner for his time as Santa on December 16th and 23rd at a rate of \$250 and for this amount to be taken from the misc. account. Roll Call, All in favor. Motion carried.

Downtown Lights –

N. Rankine updated the committee on the vandalism that has been happening downtown to the Christmas lights. It is her recommendation to not replace the lights as of yet. The committee discussed.

FOIA Request –

N. Rankine stated that she has fulfilled the FOIA request from Mr. Darany. Committee discussed.

NAMES Expo 2012 –

N. Rankine explained the NAMES Expo to the committee. She stated that there will be thousands of visitors that will be downtown for this event and she would like to put together bags filled with marketing material and pass them out to the visitors.

Motion by M. Peterson, supported by G. Lucas to spend \$300 for bags for the NAMES Expo visitors that will be paid from the marketing fund. Roll Call, All in favor. Motion carried.

USPS –

M. Peterson explained the potential shut down of the Wyandotte branch Post Office. The committee discussed.

New Business –

N. Rankine stated that there is a new business on Maple Street, Divine Delights Cheesecakes and More. She then stated there is a ribbon cutting for the business Friday at 3:30 pm and invited any DDA board members to attend.

Census –

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N. Rankine stated that she received census information in the mail and asked the DDA board if they knew any information regarding the paperwork from when Brandon Westcott was employed. M. Peterson stated that his office could provide N. Rankine with some information and to check with him this week.

Wy-Fi –

P. Slack asked if the Wy-Fi downtown was fully functioning, N. Rankine stated that it is not working at the moment and Mr. Dave Fuller will be in attendance at the next DDA meeting to explain the details to the board.

9.) ATTENTION TO THE AUDIENCE –

Tom Woodruff spoke to the DDA board regarding fund raising for the VVA wall at the foot of Superior Street by the river. The committee discussed.

10.) NEXT MEETING - January 10, 2012

11.) ADJOURNMENT –

Motion by G. Lucas, supported by P. Slack to adjourn the meeting at 6:30 pm. All in favor, Motion carried.
Respectfully Submitted,

Heather Thiede, Recording Secretary