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NATALIE RANKINE, RA
DOWNTOWN DEVELOPMENT AUTHORITY

Meeting Minutes
January 10, 2012, 5:30pm
3131 Biddle Avenue, Wyandotte, MI 48192

1. **Members Present** - Norm Walker, Gerry Lucas, Gilbert Rose, Greg Gilbert, John Jarjosa, Patt Slack
2. **Members Excused** – Mayor Peterson, Leo Stevenson, Dr. Patrick VanDeHey
3. **Others Present** – Natalie Rankine, Sarah Schwochow
4. **Members in the Audience** – Mike Debiak, Peter Rose, Jeremy Sladovnik, Dave Fuller, Steve Timcoe
5. **Presentations** -
As neither presenter was present at the beginning of the meeting, N. Rankine asked that presentations be moved to the end of the meeting.
Motion by G. Lucas, supported by G. Rose to move presentations to the end of the meeting. All in favor, motion carried.
6. **Approval of minutes and agenda** -
Motion by G. Lucas, supported by P. Slack to approve the agenda as amended and December Minutes. All in favor, motion carried.
7. **DDA Quarterly Report** –
N. Rankine reviewed the Quarterly Report with the Board. N. Rankine noted that the DDA has brought in an additional \$14,000 of revenue, in addition to the \$500,000 of projected revenue. G. Gilbert asked if the report included the property tax increase. N. Rankine responded that the revenue was estimated and that she would be able to present more accurate figures next quarter once the audit is complete. G. Gilbert asked if the Downriver Council for the Arts provided a breakdown for the 80 Chestnut. N. Rankine said that contractually we are not required to receive one and that our financial commitment runs through 2015.

Motion by G. Lucas, supported by G. Rose to place and receive on file the DDA Quarterly Report. All in favor, motion carried.
8. **Ongoing Projects and Business**
 - a. **Wyandotte Farmers Market Manager** –
The Job Description for the Market Manager is now available online until January 23rd. Natalie is working on market guidelines and vendor applications. She will bring in an update to the February DDA Meeting. N. Rankine and the new manager will be going to Farmers market training in March and N. Rankine encouraged board members to attend the training as well.

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b. DIA Inside Out –

N. Rankine said that she would be meeting with the program director of the DIA on Friday to help create programs in conjunction with the Inside Out Program.

c. Downtown Guidebook –

N. Rankine informed the board that she was nearly complete with distributing guidebooks. All guidebooks will be distributed to all Wyandotte Public Schools students and employees, as well as all Michigan Welcome Centers. She also plans to have them distributed to Grosse Ile residents via *The Ile Camera*. N. Rankine would like to distribute copies via *The News Herald* to Trenton and Southgate; however, another 10,000 copies would have to be printed, totaling \$5,000. The Board recommended waiting until 2013. J. Sladovnik asked if the guidebook was available electronically. N. Rankine informed him it was available as a PDF download.

d. Friday after 5: March 30th –

N. Rankine informed the board that she is planning on having the DIA Inside Out Grand Opening during Friday after 5.

e. Restaurant Week –

N. Rankine updated the board on the Restaurant Week in March.

f. Mural –

N. Rankine met with the Planning Commission, who is working on mural guidelines. The Planning Commission suggested the creation of guidelines for public art. Slack suggested they look into the Michigan State law for public art.

g. 3063 Biddle Avenue –

The Engineering Department will be meeting this week for an update on phase one development.

9. New Business

a. WBA First Contract –

N. Rankine asked the board review the first draft of the contract and send comments after review.

b. DDA E-Newsletter –

N. Rankine explained that this distribution is for the general public, whereas the DDA Quarterly Newsletter is meant for businesses in the District. The E-Newsletter will contain information such as sales and specials from DDA Businesses.

c. DDA Grant Application –

N. Rankine and the board reviewed the four grants for the January 2012 Quarter.

Motion by G. Rose, supported by G. Lucas to award 3209 Biddle \$5,000 for façade renovation,

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deny grants to 3221 Biddle, 100 Maple and 955 Orange. Roll called, all in favor, motion carried.

d. Presentation: Peter Rose, Chelsea Menswear –

P. Rose proposed that the DDA become an affiliate of AMIBA and send a representative to its national conference. AMIBA is a national organization devoted to local businesses. N. Rankine explained that she would not be able to attend, as the conference is the same time as the DIA Inside Out grand opening. P. Slack suggested that we join AMIBA and form a subcommittee. P. Rose offered to join the subcommittee and attend the conference.

Motion by G. Gilbert, supported by G. Rose for the DDA to join AMIBA and attend national conference in March, with costs not to exceed \$2,000. to be taken from Fund Balance and placed into Marketing 499.200.925.804. Roll called, all in favor, motion carried.

e. Presentation: Dave Fuller, Director of Information Technology –

D. Fuller gave an update on the Downtown Wireless System, WyFi and explained that there are “dead zones” in the system that he would like to fix. D. Fuller believes that it is a hardware issue with Aruba Hardware. The board asked when the system would be fully functioning. D. Fuller explained that after the hardware is updated, the IT Department will perform a wireless survey. D. Fuller will come to the next meeting with a progress update.

10. Next Regular Meeting: February 14, 2012 –

P. Slack encouraged the board to attend a fundraiser for Henry Ford Wyandotte Clinic for the Working Uninsured at Solero Café from 7:00pm to 10:00pm.

11. Adjournment –

Motion by G. Rose, supported by G. Gilbert to adjourn the meeting at 7:00pm. All in favor, motion carried.

Respectfully Submitted,

Sarah Schwochow
DDA Assistant