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NATALIE RANKINE
DIRECTOR
DOWNTOWN DEVELOPMENT AUTHORITY

MEETING MINUTES
February 21st, 5:30 pm
3131 Biddle Avenue Wyandotte MI. 48192

- 1.) **MEMBERS PRESENT** – Peter Rose, Dr. Patrick VanDeHey, Patt Slack, Norm Walker, Gerry Lucas, Greg Gilbert
- 2.) **MEMBERS EXCUSED** – Leo Stevenson, Mayor Peterson, John Jarjosa
- 3.) **OTHERS PRESENT** –Natalie Rankine, Heather Thiede, Tom and Diane Woodruff, Renee Henry, Nick Finazzo
- 4.) **ATTENTION TO THE AUDIENCE** –

Mr. Nick Finazzo questioned the DDA members as to why he did not receive a grant for a building he owns. N. Rankine stated that she has had written correspondence and numerous conversations with Mr. Finazzo regarding his grant and that the board requested that Mr. Finazzo have a tenant in the building prior to awarding him a grant. N. Rankine stated that if he can show a signed lease agreement that the grant committee will reconsider his application.

5.) APPROVAL OF MINUTES AND AGENDA –

Motion by G. Lucas, supported by P. Slack to approve the previous DDA meeting minutes. All in favor, motion carries.

6.) MONTHLY REVENUE AND EXPEDITURE REPORT –

N. Rankine reported to the committee that the DDA is operating within the constraints of the proposed budget.

7.) Wyandotte Farmers Market –

N. Rankine introduced Renee Henry to the DDA board; Henry will be the Farmers Market Manager for the DDA. Rankine and Henry will attend the Market Manager conference in Lansing on March 6th.

Motion by G. Lucas, supported by P. Slack to approve the hiring of Renee Henry for the Farmers Market Manager for the DDA at a rate of \$10.00 per hour for 12-15 hours per week from June 14th to October 18th, in addition to 4 hours per week for the months prior to the opening of the market. Market Manager shall be compensated from the Farmers Market account number 499.200.925.802.

8.) DIA – INSIDE OUT PROJECT

N. Rankine explained the details of the project to the DDA board and that she and Jody Egen reviewed the art piece locations with the DIA Inside Out representative, Michelle Hauske. According to the agreement, the DIA had the final decision on artwork placement. N. Rankine also updated the group on the Passport Project.

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9.) RESTAURANT WEEK – March 23rd – 30th

N. Rankine explained the project to the committee. The DDA will be hosting raffles for people that participate in restaurant week.

10.) 3063 BIDDLE AVENUE – UPDATE

N. Rankine stated that the project is undergoing the phase two environmental assessment, and will update the board at the next meeting of the progress.

11.) WBA CONTRACT –

N. Rankine stated that the contract was reviewed by the sub-committee, and she is recommending to take back the local first project, as well as to vote to send a letter to the WBA that the local first URL's be returned to the DDA. P. Rose spoke about the local first project to the DDA.

Motion by P. Slack, supported by Dr. Van De Hey to approve of the DDA taking back the local first project from the WBA and approve the DDA to send the WBA a letter requesting the URL's for the local first project be returned to the DDA. Roll called. All in favor. Motion carries.

12.) WELCOME FOLDER –

N. Rankine stated that she is currently working on the project.

13.) AMIBA –

P. Rose will be attending the conference for the DDA. Committee discussed. P. Slack suggested a workshop after the conference so the DDA members and business owners can be educated.

14.) DDA VIDEO –

N. Rankine stated that she will be meeting with the committee and Mr. DeCure on Monday to review the information that she has put together for the commercial.

OTHER INFORMATION –

P. Slack stated that she would like to see an all year hold harmless agreement that the businesses can use to display items in the front of their business either during a special event or not. Committee discussed the details. N. Rankine stated that she will speak with Mr. Look regarding the possibility of this.

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ADJOURNMENT –

Motion by G. Lucas, supported by P. Slack to adjourn the meeting at 6:14 pm. All in favor, motion carried.

Respectfully submitted,

Heather A. Thiede
Recording Secretary