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NATALIE RANKINE, RA
DOWNTOWN DEVELOPMENT AUTHORITY

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MEETING MINUTES
May 8th * 5:30 pm
3131 Biddle Avenue Wyandotte MI. 48192

- 1.) MEMBERS PRESENT** – Mayor Joseph Peterson, Peter Rose, Dr. Patrick VanDeHey, Patt Slack, Greg Gilbert, John Jarjosa, Leo Stevenson
- 2.) MEMBERS EXCUSED** – Gerry Lucas , Norm Walker
- 3.) OTHERS PRESENT** –Natalie Rankine, Heather Thiede, Diane and Tom Woodruff and Dave Fuller
- 5.) APPROVAL AGENDA** –

Motion by M. Peterson, supported by P. Rose to accept the agenda for the May 8th meeting with the addition of 9. G. and 10. H and 1. All in favor, motion carried.

6.) APPROVAL OF MINUTES -

Motion by M. Peterson, supported by P. Rose to approve the minutes from the last DDA meeting in April. All in favor, motion carried.

7.) PUBLIC COMMENT –

None

8.) MONTHLY REVENUE AND EXPEDITURE REPORT –

N. Rankine explained the monthly revenue and expenditure report to the board.

9.) ONOGING PROJECTS AND BUSINESS –

- a.) Wyandotte Farmers Market – N. Rankine stated that the market was approved to accept bridge cards (food assistance) and credit card payments. She stated that she would like to open a separate checking account and transfer a maximum of \$500 to process credit card payments for the year. N. Rankine stated that these checks would be signed by the City treasurer, assistant treasurer or City Clerk and that it is not possible to process these payments through the city’s accounting system, due to the nature of the accounts.

Motion by M. Peterson, supported by P. Rose to approve of a checking account with a maximum of \$500. Roll call, all in favor motion carried.

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- b.) 3061 & 3063 Biddle Avenue – N. Rankine stated that the DDA are now the landlords of the buildings and that the tenants will stay in the buildings until August. N. Rankine is working on the RFP and will have a completed document to review at the next DDA meeting.
- c.) WBA Contract – N. Rankine explained the revisions of the contract to the board. She stated that the net amount would be determined by the WBA depending on the revenue the DDA has to spend. G. Gilbert stated he feels the WBA should receive a flat 40 thousand a year, 10 thousand equal payments. N. Rankine stated that the WBA requested the amount be determined based on their needs. P. Rose asked what extra costs would be acquired during the events. N. Rankine stated that the WBA presented a figure for clean up costs after the events. G. Gilbert stated he would like to see a budget set for the WBA, and the group could ask for an increase later in the year if they need more funds. N. Rankine stated that the contract will not be signed by the DDA board until the WBA determines a budget amount. M. Peterson stated he approves of the \$40,000 amount, but that it may change. Committee discussed.

M. Peterson suggested to table the contract for 30 days until the DDA has information on the 2013 budget and meets with Todd Drysdale.

Motion by M. Peterson, supported by L. Stevenson to adopt the agreement between the WBA and DDA with the amount of funding to be determined in 30 days and report back to the DDA board. All in favor, motion carried.

- d.) Marina – N. Rankine updated the committee on the progress of the Marina project.
- e.) Letter – Biddle Gallery – N. Rankine read a letter from Ross and Karen Thomas owners of Biddle Gallery. M. Peterson stated that their request would fall under a new grant and suggested they submit a new grant application for their new project.
- f.) Dave Fuller – D. Fuller updated the committee on the happenings with the downtown Wy-Fi.

10.) NEW BUSINESS –

- a.) Outdoor café seating – Both P. Rose and L. Stevenson commented on the article in the news herald regarding the city and outdoor cafés. The committee discussed. L. Stevenson suggested having N. Rankine look into the regulations of outdoor cafés in Wayne County and with the Planning Commission for information.

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b.) DDA Officers –

P. Rose suggested P. Slack to stay Chairperson of the DDA ,P. Slack accepted the appointment.
M. Peterson suggested G. Gilbert as Vice Chairperson, G. Gilbert accepted the appointment.
M. Peterson suggested J. Jarjosa as the Secretary, J. Jarjosa accepted the appointment.
M. Peterson suggested L. Stevenson as Treasurer, L. Stevenson accepted the appointment.

Motion by M. Peterson, supported by G. Gilbert to move appointments be closed for the DDA Board. All in favor, motion carried.

P. Slack suggested the Local First project be moved under the Design and Promotions Committee. She stated that P. Rose should be added to that committee as well as Janelle Rose and Tom and Diane Woodruff to be volunteers.

P. Slack suggested that J. Jarjosa be added to the Grant Committee and that N. Rankine be added to the Marina Committee.

Motion by P. Slack, supported by L. Stevenson to approve of the current committee members with adding the Design and Promotions members, J. Jarjosa to the Grant Committee and N. Rankine to the Marina Committee. All in favor, motion carried.

c.) **WBA Street Closure letter – The committee commented on the area in which the 3rd Fridays are held. P. Rose stated that the majority of the event is held in an offsite location. N. Rankine stated that the contract will address these issues and they will be resolved early in the year. The committee discussed.**

d.) **Parking Lot – N. Rankine explained that parking lot near the Post Office will cost \$30,000 to resurface. She is suggesting to wait a year to redo the entire lot and take the \$30,000 out of this years budget and move it to next years to pay for the lot to be redone.**

Motion by G. Gilbert, supported by P. Rose to reevaluate the parking lot project until the 2013 budget year.

e.) **Geocashing – N. Rankine explained geocashing to the committee and also noted that there is a volunteer from the city who would like to start a geocashing project in the downtown. She stated that there are tokens that you can buy to give out that would cost around \$100. N. Rankine stated that she will spend the \$100 for the tokens out of the marketing budget.**

f.) **Tax fairness of internet sales –**

Motion by M. Peterson, supported by G. Gilbert to have N. Rankine speak to Bill Look and form a letter from the DDA to Mayor and City Council then to the necessary boards regarding this internet sales tax.

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g.) Chairperson Update – P. Slack stated that all committee members should check their emails regularly and do a better job communicating with N. Rankine in regards to attending meetings. The committee discussed.

11.) NEXT REGULAR MEETING – June 12th 2012

12.) ADJOURNMENT –

Motion by M. Peterson, supported by P. Rose to adjourn at 6:48 pm. All in favor, motion carried.

Respectfully Submitted,

Heather A. Thiede, Recording Secretary

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