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NATALIE RANKINE
DIRECTOR
DOWNTOWN DEVELOPMENT AUTHORITY

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MEETING MINUTES
August 14th at 5:30 PM
3131 Biddle Avenue Wyandotte MI. 48192
Council Chambers

MEMBERS PRESENT – Mayor Peterson, Greg Gilbert, Dr. Van De Hey, Patt Slack, Gerry Lucas, Peter Rose, Leo Stevenson.

MEMBERS ABSENT – John Jarjosa, Norm Walker

OTHER PRESENT – Natalie Rankine, Heather Thiede, Dan Galeski, Tom Woodruff, David Fuller, Jay Steffensky.

APPROVAL OF THE AGENDA –

Motion by M. Peterson, supported by G. Lucas to approve of the agenda for the August 14th meeting with the removal of item 10. A. All in favor, motion carried.

APPROVAL OF THE MINUTES – JULY 10TH 2012

Motion by G. Lucas, supported by P. Slack to approve of the July 10th DDA meeting minutes. All in favor, motion carried.

Information to receive and place on file-

- A) Beautification Commission Minutes
- B) Grant Sub-Committee Minutes
- C) Finance Sub-Committee Minutes

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

PUBLIC COMMENT – None

FINANCE REPORT –

N. Rankine reported that the Fort Street Sign was over budget by approximately \$900 for this year and asked the committee if they thought it would be beneficial to increase the 2013 budget for the sign. She stated that some of the digital issues were due to the construction but that others occurred before the construction on Fort Street. The board agreed that this year was a special case and it probably wasn't necessary to increase the budget for 2013. N. Rankine stated that she spoke to David Fuller about the sign and creating a contract for repairs. D. Fuller spoke to the committee

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about his thoughts on why a contract is needed. M. Peterson suggested that D. Fuller look into a few other companies as well as Townsend Neon.

Motion by M. Peterson, supported by G. Lucas to approve of the finance report for the August 2012 meeting. Roll call, all in favor, motion carried.

ONGOING PROJECTS & BUSINESS –

A) Farmers Market – Zucchini Races, Cooking Demos

N. Rankine explained the upcoming event at the market to the committee and stated that the cooking demo that Nanna's Kitchen did at the last market was a huge hit and was a great day for the fair. She reported that this year has been a hard year for the market, and that she and P. Slack had discussed the idea of renting large tents for each of the markets to cover the vendors and patrons of the event. The committee discussed.

B) 3061 & 3063 Biddle – RFP –

N. Rankine stated that she had a walk through today and that 4 people walked through the building. She explained the bid opening process to the committee and presented the Cecilia Melody's contract. M. Peterson stated that the contract was reviewed by the legal department and that the rent will remain the same as in years past. Once the building is sold it will be an open contract at that point.

Motion by G. Lucas, supported by M. Peterson to approve of the contract for Cecilia Melody's, Roll Call, all in favor, motion carried.

N. Rankine stated that the tax bill for the Sears building was sent to her office and that the committee will have to take a look at it next month and decide how they would like to move forward.

C) WBA April/May/June Payment –

Motion by M. Peterson, supported by P. Slack to approve of the WBA quarterly payment. Roll Call, Yeas – M. Peterson, Dr. Van De Hey, G. Gilbert, P. Slack, G. Lucas, L. Stevenson. Nays – P. Rose. Motion carried.

D) Wi-Fi Downtown – Update

D. Fuller updated the committee on the happenings with the downtown Wi-Fi. He stated that it is working currently and that he was able to replace the device during the street fair. P. Rose asked if there are any signs up downtown to promote the Wi-Fi. N. Rankine stated that once the system is up and running for a few months without issue, then it will be properly marketed.

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E) Chalk Walk –

N. Rankine reported on the happenings for the next 5th Friday.

NEW BUSINESS –

A) Letter from RHS and DTL Herbs –

N. Rankine stated that DTL Herbs works with the RHS students and Bob Johnson in their horticultural classes. She stated that the letter is asking for a parcel of property on 5th street and she will be referring the letter to the Engineering and Building Department.

B) 2013 Budget –

The committee reviewed the 2013 proposed budget as presented to the DDA.

Motion by M. Peterson, supported by L. Stevenson to approve of the proposed 2013 DDA budget. Roll Call, Yeas – M. Peterson, Dr. Van De Hey, Peter Rose, G. Gilbert, P. Slack , G. Lucas, L. Stevenson.

P. Slack spoke to the group about volunteers for the DDA and having those volunteers and groups work together to help promote the downtown businesses. She asked the group that will be putting on the event in October if they would have events during the holidays and they are willing to do so this year. P. Slack asked N. Rankine to be a facilitator between the two groups, the WBA and the TaTas group so they can pull of the events downtown.

NEXT MEETING –

September 11th 2012

ADJOURNMENT –

Motion by M. Peterson, supported by G. Lucas to adjourn at 6:14 pm. All in favor, motion carried.

Respectfully submitted,

Heather A. Thiede
Recording Secretary

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