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**NATALIE RANKINE**  
**DIRECTOR**  
**DOWNTOWN DEVELOPMENT AUTHORITY**

**Meeting Minutes**  
**Tuesday, September 11<sup>th</sup> 2012**  
**3131 Biddle Avenue Wyandotte, MI. 48192**

**MEMBERS PRESENT** – Greg Gilbert, Patt Slack, Gerry Lucas, Peter Rose, Leo Stevenson, John Jarjosa.

**OTHERS PRESENT** – Natalie Rankine, Heather Thiede, Tom Woodruff, David Fuller, Jay Steffensky, Jeremy Sladovnik, Diane Woodruff, Marge Balheim, Al Bates, Vicki Lucas

**APPROVAL OF AGENDA –**

**Motion by G. Lucas, supported by P. Slack to approve of the agenda for the September 11<sup>th</sup> agenda. All in favor, motion carried.**

**APPROVAL OF MINUTES –**

**Motion by P. Rose, supported by G. Lucas to approve of the August 14<sup>th</sup> meeting minutes. All in favor, motion carried.**

**INFORMATION TO RECEIVE AND PLACE ON FILE –**

- A) Beautification Commission Minutes
- B) Design and Promotion sub-committee meeting minutes

**PUBLIC COMMENT** – None

**MONTHLY FINANCE REPORT –**

N. Rankine explained to the group that there is a need for a few budget amendments. She stated that the Fort Street/Purple Heart/Fountain account will be over \$1,823.62. She suggested taking this overage from the Arts Center Roof replacement account. The project came in under budget and has \$4,525.00 remaining.

**Motion by P. Rose, supported by P. Slack to approve of the budget amendment to move \$1,823.62 from the Arts Center Roof account 499-200-850-543 to the Fort St. Sign/Fountain/Purple Heart account 499-200-850-542. Roll call, all in favor. Motion carried.**

**Motion by G. Lucas, supported by P. Slack to approve the monthly finance report for the September 12, 2012 meeting. Roll call, all in favor. Motion carried.**

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## ONGOING PROJECTS & BUSINESS –

### A) Wyandotte Farmers Market – Update

N. Rankine stated that the market has been picking up over the last few weeks. P. Slack stated that she spoke to a contact from the Royal Oak farmers market and they have sponsors of Meijer and Kroger, since they support local farmers. N. Rankine stated that she will contact the market manager at Royal Oak to get contacts.

### B) 3061 & 3063 Biddle Avenue –

N. Rankine explained the two proposals to the committee and stated that the DDA does not have the authority to approve a purchase agreement and as such the recommendation will be going to city council next week. The committee spoke on the project and is very excited to move forward with the Hotel Sterling project. G. Gilbert stated that he was pleased to see there are deadlines on the agreement for project completion.

N. Rankine explained the budget amendments for the acquisition of the Sears Building to the committee and that these amounts would come from fund balance.

Motion by L. Stevenson, supported by G. Lucas to approve of \$32,951.75 to pay for final costs related to the acquisition of the Sears Building and an additional \$8,429.32 for the taxes to come from the fund balance account.

**Motion by P. Rose, supported by P. Slack to approve of the budget amendment to move \$32,951.75 from Fund Balance to the Land Purchase account 499-200-850-519 and \$8,429.32 from Fund Balance to the Taxes – Property account 499-200-925-771. Roll call, all in favor. Motion carried.**

The committee requested a clarification on the Fund Balance in regards to the Perry Project. N. Rankine indicated that she would provide clarification from Mr. Drysdale at the next meeting.

### C) Fort Street Sign – David Fuller

D. Fuller presented the committee with his findings and suggested that the DDA not commit to a maintenance agreement for the sign. The committee discussed. P. Slack stated that she would like N. Rankine to look in to the county rules and regulations for the sign, and bring them back to the committee for their review.

### D) Tatas Task Force –

N. Rankine stated that the Tatas Task Force is requesting permission to use the store front in the Sears building to promote their events this October. She stated that the Hotel Sterling would not be fully working on the building yet, so there should not be any issues there. She informed the group that she would be present while any individual

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would be in the building as well as engineering and they would have all people sign a hold harmless and look into any insurance issues.

The committee spoke on the happenings for the October month. J. Steffensky stated that the WBA would be happy to sponsor the ribbons for the trees for the event.

**Motion by G. Lucas, supported by P. Slack to approve the Tatas Task Force to use the store front of the Sears building with all necessary documents in place. All in favor, motion carried.**

E) Chalk and Chocolate – Event Update

N. Rankine stated that the Chalk and Chocolate event was an expense of around \$1,000.00 and that she would like to continue the event next year. The committee talked about future events for the downtown area.

F) Downtown Fire – Update

N. Rankine stated that LTB's is currently being torn down starting today. She gave an update about the businesses around 2929 Biddle that were affected by the fire to the committee.

## **NEW BUSINESS –**

A) Rollover request from the 2012 budget

N. Rankine stated that there are some grants that were approved this year but the projects have not been completed, but are currently under construction, so those funds will need to roll over to the 2013 fiscal year. N. Rankine will supply the finance department with a list of unpaid grants before September 30<sup>th</sup>.

**Motion by P. Slack, supported by G. Lucas to approve of any uncompleted grant projects be rolled over to the 2013 fiscal year from account number 499-200-925-801. Roll Call, all in favor. Motion carried.**

The committee discussed the progress on the marina project and the status of the parking lot next to the theatre lot and ideas to improve the look of the parking lot and dumpsters.

**NEXT REGULAR MEETING – October 9<sup>th</sup> 2012**

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**ADJOURNMENT -**

**Motion by G. Gilbert, supported by G. Lucas to adjourn at 6:42 pm. All in favor, motion carried.**

Respectfully submitted,

Heather A. Thiede  
Recording Secretary