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NATALIE RANKINE
DIRECTOR
DOWNTOWN DEVELOPMENT AUTHORITY

Meeting Minutes
Tuesday, February 12th, 2013
Council Chambers, 3200 Biddle Avenue, Wyandotte, MI. 48192

MEMBERS PRESENT – Greg Gilbert, Gerry Lucas, Peter Rose, Patt Slack, Patrick VanDeHey

MEMBERS EXCUSED – John Jarjosa, Mayor Peterson, Leo Stevenson, Norm Walker

OTHERS PRESENT – Natalie Rankine, Bob Beaudette, Jeremy Sladovnik

APPROVAL OF AGENDA –

Motion by G. Gilbert, supported by P. Slack to approve of the agenda for the February 12th agenda. All in favor, motion carried.

APPROVAL OF MINUTES –

Motion by P. Slack, supported by G. Gilbert to approve of the meeting minutes from December 11th, 2012. All in favor, motion carried.

Motion by P. Slack, supported by G. Gilbert to approve of the meeting minutes from January 22nd, 2013. All in favor, motion carried.

INFORMATION TO RECEIVE AND PLACE ON FILE –

A) Beautification Commission Minutes : January 9th, 2013

PUBLIC COMMENT – Bob Beaudette of the Wyandotte Business Association (WBA) updated the DDA board on the status of the End-of-the Year report from the WBA. Mr. Beaudette indicated that the company that does the report is busy due to their schedule with tax preparations. The WBA report was due on November 30th of 2012. Mr. Beaudette also indicated that the WBA would like to take over the renewal for the American Independent Business Alliance (AMIBA) membership. Rankine indicated that the DDA had not received the AMIBA renewal for the 2013 year.

MONTHLY FINANCE REPORT –

Motion by G. Lucas, supported by P. Slack to approve the monthly finance report. Roll call, all in favor. Motion carried.

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ONGOING PROJECTS & BUSINESS –

A) 3061 & 3063 Biddle Avenue –

Rankine explained that the Sterling Hotel Project grant had preliminary approval from a policy standpoint and that they would know more about the status of the grant in the upcoming weeks.

Rankine informed the DDA that there was a sprinkler line break on the third floor of the Sears Building. She indicated that the Engineering and Building department was working with contractors and the Department of Public Services to clean up the water and remove any damaged building materials.

B) 2013 DDA Guidebook

Rankine informed the board that the DDA Guidebook distribution was complete. The guidebooks were distributed to local businesses, hotels, cultural destinations and Michigan Welcome Centers in Southeast Michigan. Rose inquired as to how many copies were distributed. Rankine indicated that 20,000 copies of the guidebook were printed and distributed this year. Rankine also indicated that there are plans to collaborate with the WBA in 2014 so that all Wyandotte Businesses will be included in the guidebook.

C) Merle Norman:

Rankine indicated that Merle Norman had re-submitted their grant application, as requested by the board. P. Rose asked if the extent of work had changed, given that it was a new space. Rankine indicated that it had not.

Motion by G. Lucas, supported by G. Gilbert to approve the grant for Merle Norman in the amount of \$5,000.00. Roll call, all in favor. Motion carried.

NEW BUSINESS –

A) WBA Quarterly payment: Additional \$2,500.00

Rankine indicated that as a result of the payment schedule from a few years ago, the DDA does owe the WBA an additional \$2,500.00 from the 2012 fiscal year. Their quarterly payments were changed from \$10,000.00 to \$7,500 for the 2013 fiscal year. Rankine suggested taking this amount from the Marketing account number 499.200.925.804 to the Third Friday account 499.200.925.797.

Motion by P. Rose, supported by G. Lucas to approve the transfer of \$2,500.00 from the Marketing account 499.200.925.804 to the Third Friday account 499.200.925.797 to pay the Wyandotte Business Association's most recent quarterly payment. Roll Call, all in favor. Motion carried.

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B) Tax payment: 3061 Biddle Avenue.

N. Rankine indicated that the tax bill of \$2,884.76 is due for the Sears Building. She indicated that there wouldn't be enough funding in the Miscellaneous budget to pay this bill and that the only account that we could take it out of was the Marketing account 499.200.925.804.

Motion by P. Slack, supported by G. Lucas to approve the transfer of \$2,884.76 from the Marketing account 499.200.925.804 to the Taxes- Property /MTT Decisions account 499.200.925.795 to pay the taxes on 3061 and 3063 Biddle Avenue. Roll Call, all in favor. Motion carried.

C) Downriver Council for the Arts: Financial reports

T. Trudelle updated the DDA board on the programming and events that are being offered by the Downriver Council for the Arts at the James R. DeSana Center for Arts and Culture. She also provided the board with a financial report for the DCA.

D) UPS Store: Grant request

Ron Funke, owner of the UPS store is requesting that the DDA board reconsider his grant request for more than \$5,000.00 toward the build-out of his space. He originally estimated that the project would cost \$30,000.00, but the costs came in around \$65,000.00. The board agreed to have the grant committee review the submittal and come back to the board with a recommendation.

E) RFP: 3131 & 3149 Biddle Avenue

Rankine wrote the RFP for the redevelopment of this property with the Engineering and Building Department. The RFP will be presented to City Council for approval on February 25th. The RFP will be available on the State of Michigan MITN website, the City's website and in the office of Engineering and Building.

F) Grant: For welcome signage

Rankine indicated that the city received a grant from MDOT for landscaping around the Welcome to Wyandotte Sign at the corner of Biddle and Eureka. She is working on a landscaping plan and will present the plan to the Wyandotte Beautification Commission at their meeting next week. She will bring the plan to the MDOT for approval.

G) Restaurant Week

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Rankine informed the board about the DDA's plans for Restaurant Week in Wyandotte, which is planned for March 25th to 30th. The DDA will be collaborating with the WBA in an effort to encourage all Wyandotte restaurants participate in this event. The DDA will be collaborating with the WBA on marketing and giveaways for this event.

H) G. Gilbert asked if the DDA could research costs associated with adding more Christmas lights in the downtown area. He would like to know how many lights are currently placed on the tress in the downtown area and how we might improve upon this. P. Slack agreed and stated that perhaps we re-think the downtown lights. Gilbert also asked about the blue lights at the fountain. Rankine indicated that they were vandalized last year. Rose inquired about the current budget for Christmas lights and Rankine indicated that the DDA only budgets to replace what is either damaged by weather or vandalism each year. The current budget for Christmas lights is \$4,500.00. Rankine indicated that she would bring information about quantities and costs of lights to the next DDA meeting.

NEXT REGULAR MEETING – March 12th, 2013

ADJOURNMENT -

Motion by G. Lucas, supported by P. VanDeHey to adjourn at 6:25 pm. All in favor, motion carried.

Respectfully submitted,

Natalie Rankine