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

**Meeting Minutes**  
**Tuesday, May 14th, 2013**  
**3200 Biddle Avenue Wyandotte, MI. 48192**

**MEMBERS PRESENT** – Mayor Peterson, Greg Gilbert, Patt Slack, Gerry Lucas, Leo Stevenson, John Jarjosa

**OTHERS PRESENT** – Natalie Rankine, Tom Woodruff, Jay Steffensky, Jeremy Sladovnik, Rick DeSana, Ron Funke, Les Salliotte

**MEMBERS EXCUSED** – Mayor Joseph Peterson, Dr. Patrick VanDeHay, Norm Walker

**PUBLIC COMMENT** – None

**APPROVAL OF AGENDA** –

**Motion by G. Lucas supported by P. Slack to approve of the agenda for the May 14<sup>th</sup> meeting. All in favor, motion carried.**

**APPROVAL OF MINUTES** –

**Motion by G. Lucas, supported by G. Gilbert to approve of the April 9<sup>th</sup> meeting minutes. All in favor, motion carried.**

**MONTHLY FINANCE REPORT** –

**Motion by G. Lucas, supported by P. Slack to approve the monthly finance report for the May 11<sup>th</sup>, 2013 meeting. Roll call, all in favor. Motion carried.**

**ONGOING PROJECTS & BUSINESS** –

1) 3061 & 3063 Biddle Avenue –

N. Rankine updated the board regarding the \$455,000.00 grant that the Hotel Sterling project received from the MEDC. Rankine is working with the Wickenheisers, Joe Vozatka to obtain the information for the CFEC certificate and the Engineering and Building Department to obtain everything necessary for the closing of the property on July 15<sup>th</sup>.

2) Fort Street Signage –

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N. Rankine indicated that MDOT should be removing the existing landscaping from the signage and installing the new landscaping this spring. She indicated that the existing Spirea bushes will be relocated to elsewhere in the city.

### 3) RFP for 3131 Biddle –

N. Rankine indicated that the DDA has a meeting with MJC development, Mr. Drysdale and the Engineering and Building Department about the proposal for this project scheduled in two weeks. She will update the board about this project at the next meeting and email the proposal for review.

### 4) Wyandotte Farmers Market – Update

N. Rankine indicated that the market will open on Thursday, June 6<sup>th</sup> from 12:00 noon to 6:00 pm. They are working with the Special Events Office to run the Kids Expo from 4:00 pm to 6:00 pm that day to draw more customers to the market. N. Rankine indicated that Wyandotte Hospital and Daly Merritt have both pledged sponsorships of \$1000.00 to the Power of Produce program to help kids make healthy food choices at the market. Mayor Peterson and Love Wyandotte have pledged \$250.00 toward the program. Rankine indicated that additional sponsorships are expected for this program and the deadline is at the end of May.

### 5) WBA – request for payment

N. Rankine indicated that the WBA has submitted the end of the year report and the invoices for quarterly payment. P. Slack noted that the amount for the months of January, February and March were much less than the \$7,500.00 allocated. The board discussed.

**Motion by L. Stevenson made a motion to approve the quarterly payment of \$7,500.00, second by G. Gilbert. Roll called. All in favor. Motion carried.**

### 6) Downtown Wifi – David Fuller

D. Fuller, IT Director gave the board an update on the Downtown Wifi. The flawed system was under-designed for the downtown area and he is working to rectify this problem without incurring additional costs. D. Fuller recommended moving some of the access points for the system to have better coverage. Fuller will report back to the board once he determines these locations.

## NEW BUSINESS –

### 7) Grants – Submissions

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**A. Willow Tree Women’s Fashions: Landscaping for canopy**

Willow Tree is requesting \$3,132.00 to pay for landscaping their existing canopy. The committee recommend to the DDA board that this project be funded in the amount of \$2,000.00.

**Motion by G. Lucas, supported by L. Stevenson to award a grant in the amount of \$2,000.00 to Willow Tree Women’s Fashions. Roll called, all in favor, P. Rose abstained from voting. Motion carried.**

**B. Cream Barber Shop: New business**

Cream Barber Shop is a new full-service barber shop opening in a longtime vacant storefront at 537 Eureka Avenue. The committee agreed to recommend to the DDA Board that this project be funded in the amount of \$3,500.00.

**Motion by G. Lucas, supported by P. Slack to award a grant in the amount of \$3,500.00 to Cream Barber Shop. Roll called, all in favor. Motion carried.**

**C. Raymond James: Clock & Sign**

Raymond James is requesting funding for a clock and signage for the exterior of their building. The committee debated about this project, given the fact that it included signage, which isn’t eligible for grant funding. The committee agreed that they would recommend against grant funding for this project.

**D. UPS Store**

Ron Funke, owner of the UPS Store approached the DDA Board a few months ago requesting additional funding. He originally estimated that his remodel would cost \$30,000.00 and the remodel cost \$65,000.00. He was requesting an additional \$5,000.00. The committee agreed that they would recommend funding the project by an additional \$2,000.00.

**Motion by L. Stevenson, supported by G. Lucas to award an additional grant in the amount of \$2,000.00 to the UPS Store. Roll called, all in favor. Motion carried.**

- 8) N. Rankine indicated that the DDA Finance Committee would meet next month to review and outline the 2014 Budget.
- 9) Bike Rack Design competition: N. Rankine explained the idea of the Downtown Bike Rack design competition and how the DDA might work to implement new bike racks and public art downtown over the course of a number of years.
- 10) N. Rankine explained that a gas bill in the amount of \$975.48 was received for the Sears Building. Since funding for this was not allocated she suggested moving it from the Marketing account 499.200.925.804 to the

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Miscellaneous Account 499.200.926.790 to pay for this expenditure. She also indicated that the DDA would incur a few more bills before the closing date of July 15<sup>th</sup>.

**Motion by G. Lucas, supported by G. Gilbert to transfer \$975.48 from the Marketing account 499.200.925.804 to the Miscellaneous Account 499.200.926.790 to pay for the Sears Building gas bill. Roll called, all in favor. Motion carried.**

**NEXT REGULAR MEETING – July 9<sup>th</sup>, 2013**

**ADJOURNMENT -**

**Motion by G. Lucas, supported by G. Gilbert to adjourn at 6:45pm. All in favor, motion carried.**

Respectfully submitted,

Natalie Rankine  
DDA Director