

**OFFICIALS**

**William R. Griggs**  
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**Todd Browning**  
CITY TREASURER

**Thomas Woodruff**  
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Sheri M. Sutherby-Fricke  
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Ted Miciura, Jr.  
Leonard T. Sabuda  
Donald Schultz  
Lawrence S. Stec

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

**Meeting Minutes**  
**Tuesday, July 9<sup>th</sup>, 2013**  
**3200 Biddle Avenue Wyandotte, MI. 48192**

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

**OTHERS PRESENT** – Natalie Rankine, Tom Woodruff & Dianne Woodruff

**MEMBERS EXCUSED** –Dr. Patrick VanDeHay, Norm Walker, John Jarjosa

**PUBLIC COMMENT** – None

**APPROVAL OF AGENDA** –

**Motion by G. Lucas supported by G. Gilbert to approve of the agenda for the July 9th meeting. All in favor, motion carried.**

**APPROVAL OF MINUTES** –

**Motion by G. Lucas, supported by P. Slack to approve of the June 11th meeting minutes. All in favor, motion carried.**

**INFORMATION TO RECEIVE AND PLACE ON FILE**

**Motion by G. Lucas supported by G. Gilbert to receive and place on file the monthly Beautification Commission Minutes.**

**Motion by G. Lucas supported by P. Slack to receive and place on file the WBA monthly plan for Third Friday in June.**

**Motion by G. Lucas, supported by P. Slack to receive and place on file the DCA quarterly financials.**

**MONTHLY FINANCE REPORT** –

**Motion by G. Lucas, supported by P. Slack to approve the monthly finance report for month of July, 2013. Roll call, all in favor. Motion carried.**

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## ONGOING PROJECTS & BUSINESS -

### 1) 3061 & 3063 Biddle Avenue -

N. Rankine updated the board regarding the CFEC certificate for the Sears Building and the paperwork required by the MEDC regarding the grant. The Wickenheisers have met all of the grant milestones and the property is set to close on July 31st. Rankine also indicated that a directory of downtown businesses has been placed in the property window.

### 2) Farmers Market - Update

N. Rankine indicated that thus far, the market is going well. Attendance is peaking at around 1000 visitors per week. Hosting the market on the 4<sup>th</sup> of July proved to be a success and brought many visitors to the market that hadn't visited before. Programming for the month of July and August will bring live music and canning demonstrations.

### 3) Bike Racks - Update

N. Rankine will contact the designers that were selected for the bike rack competition. The selected designs were approved by the Engineering and Building Department.

### 4) Planning Commission -

N. Rankine spoke to the Planning Commission about the possibility of outdoor café seating for all outdoor restaurants and adding receptacles to restaurants and bars as a part of the zoning ordinance. The commission was very receptive to this and Rankine will submit these plans in writing to the commission and the commission will contact the DDA as soon as they proceed with exploring this.

## NEW BUSINESS -

### 1) DDA 2014 Budget -

N. Rankine presented the proposed 2014 Budget to the board. She noted that although the project revenue had decreased that it hadn't been as reduced as previous years. The DDA will be funding most of the same projects as in 2013 (WBA Third Fridays, Farmers Market, Beautification, Christmas Lights, New and Façade improvement grants, arts center, downtown guide/marketing), with the addition of a stipend for the Museums request for the improvements to the Burns Home.

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N. Rankine indicated that the Fund Balance report would be presented to the board after the closing of the Sears property on July 31<sup>st</sup>. She also indicated that the DDA would have to submit some budget amendments to take care of associated expenses from the Sears Building: Utilities, taxes, etc. and that these would be requested at the September board meeting.

L. Stevenson and P. Rose inquired about the possibility of adding the parking lot at Oak and First in the budget. Mayor Peterson indicated that we were still looking at the plan and funding sources for reconstruction of this lot and that it would have to be taken care of in a later budget amendment after October 1<sup>st</sup>, but that it was a priority for the next fiscal year.

**Motion by G. Lucas, supported by P. Slack to approve the DDA Budget for submission to Mayor and City Council as presented. Roll called, all in favor. Motion carried.**

2) Grant submissions

The grant subcommittee reviewed grants from Bourbons and a reconsideration from Dr. Cameron of Wyandotte Chiropractic. The committee agreed to recommend to the board to award Bourbons a grant in the amount of \$5,000.00.

**Motion by G. Lucas, supported by P. Slack to award a grant in the amount of \$5,000.00 to Bourbons on Sycamore. Roll called, all in favor. Motion carried.**

The committee agreed to recommend to the board to reconsider Wyandotte Chiropractic's grant of \$2,000.00, payable after October 1<sup>st</sup>.

**Motion by G. Gilbert, supported by L. Stevenson to award a grant in the amount of \$2,000.00 to Wyandotte Chiropractic payable after October 1st. Roll called, all in favor. Motion carried.**

3) Chalk + Chocolate

N. Rankine said that the Chalk + Chocolate event for 2013 will be held on Friday, August 30<sup>th</sup> with a rain date of August 31<sup>st</sup>. Patt Slack said that it was a wonderful way for Wyandotte to showcase the local artists. Rankine indicated that the DCA will also be holding their kids Camp art show on this date as well.

4) Christmas Plan

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P. Slack indicated that she had volunteered to research Christmas plans for the downtown decorations. She would present the plan to the Design & Promotions Committee on July 18<sup>th</sup> and N. Rankine would work to come up with cost estimates for the plan.

**NEXT REGULAR MEETING** – August 13<sup>th</sup>, 2013

**ADJOURNMENT** -

**Motion by G. Lucas, supported by P. Slack to adjourn at 6:35pm. All in favor, motion carried.**

Respectfully submitted,

Natalie Rankine  
DDA Director