

**OFFICIALS**

**William R. Griggs**  
CITY CLERK

**Todd Browning**  
CITY TREASURER

**Thomas Woodruff**  
CITY ASSESSOR



**MAYOR**  
Joseph Peterson

**COUNCIL**  
Sheri M. Sutherby-Fricke  
Daniel E. Galeski  
Ted Miciura, Jr.  
Leonard T. Sabuda  
Donald Schultz  
Lawrence S. Stec

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

**Meeting Minutes**  
**Tuesday, August 13th, 2013**  
**3200 Biddle Avenue Wyandotte, MI. 48192**

**MEMBERS PRESENT** – Mayor Peterson, Greg Gilbert, Patt Slack, Gerry Lucas, Dr. Patrick VanDeHay

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

**MEMBERS EXCUSED** – Norm Walker, John Jarjosa, Peter Rose, Leo Stevenson

**PUBLIC COMMENT** – Jeremy Sladovnick approached the DDA to ask for the use of the vacant Farmers Market lot at the corner of First and Elm for use for his Cheeseburger Festival to be held on October 4<sup>th</sup>. His event would feature food, music and judging for the best cheeseburger. N. Rankine responded to his request by stating that the DDA is not authorized to grant permission and that he would have to ask permission from City Council.

**APPROVAL OF AGENDA –**

**Motion by P. Slack supported by Mayor Peterson to approve of the agenda for the August 13th 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 P. Slack 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 Design & Promotion Subcommittee Minutes.**

**Motion by G. Lucas, supported by P. Slack to receive and place on file the Grant Subcommittee Minutes.**

**MONTHLY FINANCE REPORT –**

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

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## ONGOING PROJECTS & BUSINESS –

### 1) 3061 & 3063 Biddle Avenue – Update

N. Rankine updated the board regarding the closing date for the Sterling Hotel at 3061/3063 Building. The buyer's bank (MBT) was still awaiting the appraisal. Additionally, they are waiting on a commitment letter from the MEDC, to be able to set a closing date. N. Rankine indicated that she would contact the board as soon as she receives more information or a closing date for the property.

### 2) Wyandotte Farmers Market – Update

N. Rankine indicated that attendance and sales at the market have increased over previous years. The annual market zucchini races are set for August 15<sup>th</sup> and the Farmers Fair is set for September 12<sup>th</sup>.

### 3) Bike Rack - Update

N. Rankine indicated that she will be drafting agreements to send to the artists for sale of the bike racks and that those would go to council in the next month. She anticipated that the first two bike racks would be fabricated and installed in late September or early October. P. Slack noted that this was a great project to bring to downtown and will help to not only bring bike racks, but also bring public art to downtown.

### 4) Christmas Plan – Update

P. Slack presented the Design & Promotions Committee with preliminary plans for Christmas decorations. Some of the ideas that the committee had were wrapping the tree trunks with lights in lieu of the branches, creating nodes of interest throughout downtown. N. Rankine indicated that she would come up with an estimate of costs for this and present them to the board at the next DDA meeting.

### 5) Chalk + Chocolate - Update

N. Rankine indicated that the DDA was once again planning the Chalk + Chocolate walk downtown this year. The event is planned for Friday, August 30<sup>th</sup> with a rain date of Saturday, August 31<sup>st</sup>. The event drew a large crowd on Labor Day weekend last year and we expect it to do the same for this year. We have booked 16 professional, emerging and student artists for the event from all over Southeastern Michigan and Ohio as well as strolling street musicians for the event.

## NEW BUSINESS –

### 6) Grants – Submissions

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**A. Magdelano's**

Magdelano's is moving from Lincoln Park to Wyandotte. They are planning on taking over the spot where Michealangelo's Italian Bistro. The grant committee recommends to the DDA board that this project be funded in the amount of \$5,000.00.

**Motion by Mayor Peterson, supported by G. Lucas to award a grant in the amount of \$5,000.00 to Magdelano's Italian Restaurant. Roll called, all in favor. Motion carried.**

**B. White Furniture**

White Furniture is requesting . The committee agreed to recommend to the DDA Board that this project be funded in the amount of \$3,5000.00.

**Motion by Mayor Peterson, supported by G. Lucas to award a grant in the amount of \$5,000.00 to White Furniture. Roll called, all in favor. Motion carried.**

7) WBA Payment and Invoices

N. Rankine indicated that she was informed by the DPS that the WBA was behind \$3,392.29 in payments to the Department of Public Services. Some of the invoices were dated from 2011. M. Peterson suggested that the DDA withhold a portion of the payment for the new quarterly payment. N. Rankine also indicated that the WBA had left her a note regarding not receiving a payment in May when they submitted their request for payment in August. She is requesting that the city issue another check for this original payment. The board discussed the WBA payments.

**Motion by Mayor Peterson, supported by G. Lucas to re-issue the WBA check from May and to pay the current WBA quarterly payment minus the \$3,392.29 owed to the Department of Public Services. Additionally, the board requests that the DDA verify that the WBA is up-to-date on all payments prior to issuing payment and create a method by which the WBA sign when receiving future checks from the city to insure that the payment was received.**

8) DDA 2014 Guidebook

N. Rankine indicated that the DDA Guidebook letters had been sent and that the guidebook was scheduled to be complete and distributed for late November of this year.

9) Bond issue letter

G. Gilbert noted that he would like the DDA to draft a letter to the Governor about protecting Bond Issues. G. Gilbert indicated that he would be willing to draft the letter to present to the DDA for approval at a future meeting.

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**NEXT REGULAR MEETING** – September 10<sup>th</sup>, 2013

**ADJOURNMENT -**

**Motion by P. VanDeHay, supported by G. Gilbert to adjourn at 7:10 pm. All in favor, motion carried.**

Respectfully submitted,

Natalie Rankine  
DDA Director