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NATALIE RANKINE
DIRECTOR
DOWNTOWN DEVELOPMENT AUTHORITY

Meeting Minutes
Tuesday, September 10, 2013
3200 Biddle Avenue Wyandotte, MI. 48192

MEMBERS PRESENT – Mayor Peterson, Greg Gilbert, Patt Slack, Gerry Lucas, Norm Walker, John Jarjosa & Peter Rose

OTHERS PRESENT – Natalie Rankine, Tom & Dianne Woodruff

MEMBERS EXCUSED – Dr. Patrick VanDeHay & Leo Stevenson

PUBLIC COMMENT – No public comment.

APPROVAL OF AGENDA –

Motion by Gerry Lucas supported by Norm Walker to approve the agenda for the September 10th meeting with the addition of the Van Alstyne Parking Lots letter from Greg Gilbert as item 9c. and an idea regarding a downtown public restroom presented by Patt Slack as item 9d. All in favor, motion carried.

APPROVAL OF MINUTES –

Motion by G. Lucas, supported by P. Rose to approve of the August 13th meeting minutes. All in favor, motion carried.

INFORMATION TO RECEIVE AND PLACE ON FILE

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

MONTHLY FINANCE REPORT –

N. Rankine explained that the DDA will require Budget Amendments relative to the budget presented and suggested that the board wait until these were presented to discuss approval of the budget. The board members agreed that this was appropriate.

ONGOING PROJECTS & BUSINESS –

- 1) 3061 & 3063 Biddle Avenue – Update

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N. Rankine updated the board regarding the closing date for the Sterling Hotel at 3061/3063 Building. The buyer's bank (MBT) has received the terms outlining the grant from the MEDC, but is waiting the final MSF briefing memo 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 a closing date for the property.

2) Wyandotte Farmers Market – Update

N. Rankine indicated that attendance and sales at the market are up from last year. The annual Farmers Fair is set for September 12th and will feature Farmer John and his Barnyard Express, lawn games, a corn shucking contest and a salsa cook-off.

3) Bike Rack - Update

N. Rankine indicated that the agreements for the bike rack purchase have been approved by the city attorney and City Council. She indicated that the first two racks are in the process of being fabricated and will be installed sometime in October.

4) Christmas Plan – Update

N. Rankine presented the board with the proposed Christmas Lighting Plan for 2013. She will be meeting with the DPS and will be able to have a firm estimate of the project next week.

5) Chalk + Chocolate - Update

N. Rankine indicated that the Chalk + Chocolate walk downtown this year was a success. The event drew a large crowd on Labor Day weekend last year featuring professional, emerging and student artists for the event from all over Southeastern Michigan and Ohio.

6) 3131 Biddle – Update

The board was presented with information relative to MBT's submission for the redevelopment of the property located at 3131 Biddle Avenue (former City Hall site). MBT submitted preliminary information relative to a market study and schematic architectural plans, elevations and sections. Peter Rose that although it was a preliminary layout, that he had a concerns regarding the parking requirements for the project. The DDA had general discussion regarding the project. N. Rankine indicated that any development plans would have to go before the Planning Commission and Council for approval and that all parking requirements would be met for the scope of the project.

NEW BUSINESS –

1) 2013 Budget Amendments

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N. Rankine and P. Slack indicated that there were several budget amendments that require approval by the board as a result of the property purchase at 3061/63 Biddle and relative to an extra \$2,500.00 payment owed to the WBA in the yearly contract.

Marketing 499.200.925.804

The original budget for the 2013 Fiscal Year was originally \$19,500. As a result of budget amendments relative to the purchase of the 3061/63 Biddle property and moving funds for the additional WBA payment of \$2,500.00, the account was reduced to \$14,115.24. Some marketing initiatives have been scaled back, but the account will be over by \$2,365.03 for the end of September. It is recommended that these funds be transferred to Fund Balance.

Motion by G. Lucas, supported by P. Rose to transfer \$2,365.03 from Fund Balance to the Marketing account 499.200.925.804. Roll called, all in favor. Motion carried.

Miscellaneous 499.200.926.790

The DDA has been paying all utility payments for the property at 3061/63 Biddle Avenue from the Miscellaneous account, and as a result, the will be \$4,399.79 over budget. It was recommended that this shortfall be moved from the Land Purchases account 499.200.850.519, since these expenses were associated with the purchase of the building.

Motion by P. Rose, supported by G. Lucas to transfer \$4,399.79 from the Land Purchases account 499.200.850.519 to the Miscellaneous 499.200.926.790 account. Roll called, all in favor. Motion carried.

Taxes 499.200.925.771

It is suggested that the summer tax bill for the 3061 property due be taken from the Land Purchases account 499.200.850.519.

Motion by P. Slack, supported by G. Lucas to transfer \$254.85 from the Land Purchases account 499.200.850.519 to the Taxes 499.200.925.771 account. Roll called, all in favor. Motion carried.

Seasonal salary P/T 499.200.725.115

The DDA part-time groundskeeper has been working many more hours than budgeted for, due to the fact that a summer help from the DPS was not hired, as is always done. This extra summer help is usually paid for from a Department of Public Services salary account. It was suggested that \$814.23 currently allocated in the Overtime account 499.200.725.120 will be taken and applied to the Seasonal salary/PT account 499.200.725.115. The remaining estimated overage of \$2388.00 and FICA of \$182.68 will be requested from the DPS.

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Motion by G. Lucas, supported by N. Walker to transfer \$814.23 from the Overtime account 499.200.850.519 to the Seasonal salary 499.200.725.115 account. Roll called, all in favor. Motion carried.

2) Budget projections for 2014

N. Rankine indicated that she was informed that the Fogel commitment of \$57,744.00 and the Theatre Streetscape commitments had already been met. Essentially, the DDA has \$62,144.00 more in our budget more than originally planned. However, given the revenue projection, the debt relief that was being given to us for the Streetscape Assessment for the 2104 Fiscal year is no longer valid, because we now have funding available for this. So, the DDA would have \$39,224.00 more in the budget as originally planned. She presented the board with a breakdown of the estimated fund balance and explained that a budget amendment for the 2014 Fiscal year would have to be done after the DDA board decides how to use the funding.

The board discussed the undertaking of a strategic plan for the DDA and the reconstruction of the parking lot at Oak and First Streets. N. Rankine indicated that the original estimate for the lot is \$85,000.00 and that this did not include the addition of a dumpster enclosure, additional/revised landscaping or the possibility of expansion. P. Rose noted that the parking lot should be expanded. The board discussed the projects and decided that the finance committee would meet to discuss how the DDA should move forward with funding these projects.

3) WBA 2014 Contract

The board was presented with the draft of the proposed 2014 WBA Contract. Mr. Look had reviewed the contract and made the following addition to the document: Article I(c) and Article I(b) at the bottom of page 1 "unless required by law" because of the Freedom of Information Act. G. Gilbert added that in Article III, item a, we should request a certificate of good standing as a non-profit in lieu of a copy of the articles of incorporation. P. Rose suggested that the dates for the WBA quarterly reports be changed to the first Thursday of each month to coordinate with review by the DDA board meeting for the months of February, May, August and November. This would streamline the process of approving WBA payments. The other board members agreed. N. Rankine indicated that she would send the revisions to Mr. Look for approval and to the WBA officers for their approval.

Motion by G. Lucas, supported by P. Slack to approve the WBA Contract for 2014 with the revisions written above. Roll call, all in favor. Motion carried.

4) Parking Lots at Van Alstyne

G. Gilbert referenced a lawsuit a few years ago regarding the residents of Van Alstyne street and the maintenance of the parking lots sited there. N. Rankine said that she would refer this request and the upkeep of the lots to the Department of Public Services to remedy the situation.

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5) Downtown Restrooms

P. Slack discussed the possibility of creating downtown public restrooms through the placement of these restrooms in a private business. She indicated that this collaboration has worked in other downtown. G. Gilbert noted that there may be increased liability in a partnership like this. The committee discussed the idea.

NEXT REGULAR MEETING – October 8, 2013

ADJOURNMENT -

Motion by N. Walker supported by G. Gilbert to adjourn at 7:15 pm. All in favor, motion carried.

Respectfully submitted,

Natalie Rankine
DDA Director