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NATALIE RANKINE
DIRECTOR
DOWNTOWN DEVELOPMENT AUTHORITY

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

MEMBERS PRESENT –Gerry Lucas, Peter Rose, Patt Slack, Leo Stevenson

OTHERS PRESENT – Natalie Rankine

MEMBERS ABSENT – Greg Gilbert

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

PUBLIC COMMENT – None

APPROVAL OF AGENDA –

P. Slack opened the meeting and N. Rankine called roll. N. Rankine noted that the DDA did not have a quorum for this meeting and as such the DDA Board members present would only be meeting for informational purposes only. The Board will have to wait until the next DDA meeting to approve the agenda, minutes and monthly finance reports.

MONTHLY FINANCE REPORT –

N. Rankine noted in the finance report the DDA was reimbursed for the Development Agreement for the purchase of the Wyandotte Arts Center. The Wyandotte Arts Center LLC was required to pay the DDA a portion of the development fee for monies invested. As a result, the City paid the DDA \$67,056.00, which is reflected as income in the current finance report. Due to lack of quorum, the DDA members present will vote to approve the finance report for January at the next meeting.

ONGOING PROJECTS & BUSINESS –

- 1) 3061 & 3063 Biddle Avenue – Update

N. Rankine updated the board about the Sterling Hotel at 3061/3063 Biddle. MBT still does not have a closing date. N. Rankine indicated that she would update the board as soon as a date was scheduled.

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2) Holiday Season Re-cap – Small Business Saturday, Festive Fridays, Downtown Lights

P. Slack and N. Rankine updated the board on the marketing efforts of the DDA and the WBA for the holiday shopping season. P. Slack and P. Rose commented on the positive compliments that the lights received and the hard work of the DPS this season in hanging the lights in a different manner. N. Rankine updated the board on the marketing efforts of the DDA for the holiday shopping season. The Design & Promotions committee will meet post-holiday season in the next few months to discuss what we can do to improve next year. P. Slack requested that N. Rankine outline the costs associated with holiday decorations and events this season. N. Rankine will prepare the expense report for the next DDA meeting.

3) 2014 Guidebook – Update

N. Rankine updated the board regarding the 2014 DDA Guidebook printing and distribution.

4) Progress at 3131 Biddle Avenue – MJC Update

N. Rankine supplied the board with updates from MJC for the months of November and December.

NEW BUSINESS -

1) New grant submissions –

2) DDA Strategic Plan –

N. Rankine indicated that she met with Beckett and Rader regarding the DDA Strategic Plan. She indicated that the Futuring committee will meet to discuss how we will proceed with the plan. She also indicated that she will have a proposed contract next month to present to the board for the services relative to the strategic plan.

NEXT REGULAR MEETING – February 11th, 2014

Respectfully submitted,

Natalie Rankine
DDA Director