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

**Meeting Minutes**  
**Tuesday, February 11<sup>th</sup> at 5:30 pm**  
**Council Chambers, 3200 Biddle Avenue, Suite 300, Wyandotte Mi. 48192**

**MEMBERS PRESENT:** Gerry Lucas, Peter Rose, Patt Slack, Leo Stevenson, Greg Gilbert, Norm Walker, John Jarjosa, Patrick VanDeHey.

**MEMBERS EXCUSED:** Mayor Peterson

**OTHERS PRESENT:** Natalie Rankine, Heather Thiede, Jeremy Sladovnik, Lauren and Scott Smith

**PUBLIC COMMENT:**

J. Sladovnik addressed the board stating he submitted an amendment to his grant application and wanted to know if the board members had received that paperwork. He stated that he submitted it to Mayor Peterson; N. Rankine and board members stated that they had not seen the amendment. J. Sladovnik stated that his \$4,000 grant was recommended to be approved by the Grant Committee, but there was not a quorum at the past two DDA meetings for it to be voted on. He stated that he was asking for additional funding for the project at his new location since he has hired an architect to assist him. He also noted the he was interested in selling the property behind the current Joe’s Hamburgers. N. Rankine will add the Grind’s address to the vacant property listing.

L. Smith introduced herself to the board, stating that she and her husband are looking for potential business space here in Wyandotte. N. Rankine exchanged information with her and will be in contact with her to go over property.

**APPROVAL OF MINUTES AND AGENDA:**

N. Rankine stated she would like to amend the agenda to add the items 8e, 8f and 8g.

**Motion by G. Gilbert, supported by P. Rose to approve of the amended agenda for the February 11<sup>th</sup> meeting. All in favor, motion carried.**

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

**INFORMATION TO RECEIVE AND PLACE ON FILE:**

N. Rankine read the snow removal letter aloud to the group and recommended this request be forwarded to the Engineering Department and Department of Public Service.

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**Motion by P. Rose, supported by P. Slack to receive the beautification commission minutes and snow removal letter and place on file. All in favor, motion carried.**

**MONTHLY REVENUE/EXPENDITURE REPORT:**

N. Rankine suggested the group review and vote on both budgets separately, since there was no quorum at the last meeting.

**Motion by G. Lucas, supported by P. Slack to approve the monthly revenue and expenditure report from January 10<sup>th</sup> 2014. Roll Call, all in favor. Motion carried.**

**Motion by G. Lucas, supported by P. Slack to approve the monthly revenue and expenditure report from February 7<sup>th</sup> 2014. Roll Call, all in favor. Motion carried.**

**ONGOING PROJECTS & BUSINESS:**

- a. **3061 & 3063 Biddle:** N. Rankine updated the DDA on this ongoing project, stating that the closing has been postponed.
- b. **Progress at 3131 Biddle:** N. Rankine stated the group will give a presentation to the DDA board at the March meeting.
- c. **Zagster Bike Rental:** N. Rankine and the group reviewed the proposed area for the bike rental rack. The group discussed.
- d. **Holiday Expense 2013:** N. Rankine went over the costs with the group and stated that the majority of the costs were split with the WBA.
- e. **Proposed Grant Guidelines:** N. Rankine reviewed the proposed changes to the grant guidelines with the committee. P. Slack stated that the items were all very good, but feels that Joe's Hamburgers grant would not fall under these new guidelines. L. Stevenson stated that the futuring committee met just prior to the meeting tonight and the grant members are the same as the futuring committee. He stated that he recommends all grants be held at this time until the strategic plan is completed. G. Lucas asked about the time frame for this to be completed, L. Stevenson stated 2 to 3 months. P. Slack stated Joe's grant would have been approved if there had been a quorum at the last two meetings. The committee discussed.

L. Stevenson stated that he supports Joe's Hamburgers business, but feels that it is important to look at the city money and be more responsible with the funds. He stated that the revision was not reviewed by the committee

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and it might benefit him to wait until after the plan is completed. P. Slack asked J. Sladovnik to speak on the issue. G. Gilbert suggested J. Sladovnik submit a business plan to the committee, J. Sladovnik stated that his business plan is located at his current business location, it is already working. G. Gilbert asked if J. Sladovnik had a business plan he could submit, J. Sladovnik stated he did not. The committee discussed. P. Rose stated that he is concerned about changing the process mid-stream; he stated the grant committee felt the grant for Joe's would be great and would like to move forward. G. Gilbert made a motion to table the Joe's Hamburgers grant; there was no support for the motion.

**Motion by L. Stevenson, supported by P. Rose to approve the \$4,000 grant to Joe's Hamburgers. Roll Call, Yes: Walker, Slack, Rose, Stevenson, VanDeHey, Jarjosa, Lucas No: Gilbert Motion approved.**

**Motion by L. Stevenson, supported by G. Lucas to have the proposed grant guidelines reviewed by the grant subcommittee. All in favor, motion carried.**

**Motion by L. Stevenson, supported by G. Lucas to hold on all grants for a minimum of three months. All in favor, motion carried.**

**g. Outdoor Café:** Letter: L. Stevenson submitted a request to N. Rankine stating that he would like a letter of recommendation sent to the Planning Commission recommending future businesses to have an outdoor café area if the area permits. The committee discussed.

**Motion by L. Stevenson, supported by G. Lucas to request a letter sent to the Planning Commission to change the ordinance to require any future restaurants in the DDA district, if space, must have an outdoor seating area. All in favor, motion carried.**

**NEW BUSINESS:**

**Strategic Plan:** L. Stevenson explained the need for a strategic plan for the DDA area. He stated that he would like the plan completed in a two month time frame for a draft plan. N. Rankine agreed with the time frame and need for the plan. G. Gilbert asked if the city currently has a plan that includes the DDA. N. Rankine said yes, there was a plan that included the DDA but it was very brief. G. Lucas stated he would like to move forward with a plan that has specifics regarding the DDA district. L. Stevenson stated that the DDA would include citizen input and collect business ideas and thoughts from other business owners. N. Rankine stated that there will also be an online survey for citizens to take regarding the plan. G. Gilbert asked the committee if the strategic plan was something the DDA could do in house. N. Rankine stated she could do the project, but it would be the only item that she worked on during the two or three month time frame. L. Stevenson suggested that the committee members assist with the plan, and stated he would be more than happy to help with the creation of the survey since he has worked on plans like this before.

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**Motion by P. Rose, supported by G. Lucas to approve the payment to the company to complete a strategic plan for the DDA district. Roll Call, Yes: Lucas, Rose, Stevenson, Walker, VanDeHey, Jarjosa, Slack No: Gilbert, Motion carried.**

b. Restaurant Week 2014 with the WBA: P. Slack announced to the committee that N. Rankine has been working with the WBA on Restaurant Week for this year. Restaurant week in Wyandotte is scheduled from March 24<sup>th</sup> to 29<sup>th</sup>.

**NEXT REGULAR MEETING:** March 11<sup>th</sup>, 2014

**ADJOURNMENT:**

**Motion by G. Lucas, supported by N. Walker to adjourn the February 11th DDA Meeting at 6:51 pm. All in favor, motion carried.**

Respectfully submitted,

Heather Thiede, Deputy Recording Secretary