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DOWNTOWN DEVELOPMENT AUTHORITY

Meeting Minutes

Tuesday, May 13th 2014 at 5:30 pm

Council Chambers, 3200 Biddle Avenue, Suite 300, Wyandotte Mi. 48192

MEMBERS PRESENT: Gerry Lucas, Peter Rose, Patt Slack, Greg Gilbert, Norm Walker and John Jarjosa

MEMBERS ABSENT: Mayor Peterson, Patrick VanDeHey, Leo Stevenson

OTHER PRESENT: Natalie Rankine, Heather Thiede, Owner of Cecilia Melody's

PUBLIC COMMENT:

Marilyn from Cecilia Melody's spoke to the DDA regarding a potential grant for her business. She stated that she is moving and would like some assistance financially. The group discussed the potential grant. P. Slack recommended that Marilyn meet with N. Rankine to discuss her grant possibility.

APPROVAL OF MINUTES AND AGENDA:

Motion by P. Rose, supported by G. Gilbert to approve of the minutes from the April DDA Meeting. All in favor, motion carried.

Motion by G. Lucas, supported by G. Gilbert to approve of the agenda with the addition of item 8G. All in favor, motion carried.

INFORMATION TO RECEIVE AND PLACE ON FILE:

P. Rose commented on the Rib Throw Down Third Friday event and the area that the event takes place. He stated that the purpose of the 3rd Fridays was to bring people down to the businesses along Biddle and the location of some events takes away from that. P. Slack stated that businesses should also have their own events and promotions on the same day. The group commented. N. Rankine stated that during the WBA events, the maps they distribute only list WBA businesses, not DDA business. The group would like to meet with the WBA to discuss the items that the DDA are expecting.

WBA: Updates – Report Retraction

N. Rankine stated that the WBA sent in a financial report then retracted it stating that the numbers were wrong. Four minutes prior to the meeting tonight there was communication that the report could be distributed. She also stated that the WBA is not following their contract they have with the DDA. G. Gilbert had some questions on the finance report from the WBA. N. Rankine explained that there was many errors in the report. G. Gilbert stated that

the feels the DDA could hire a person to work with the WBA, problem solve, etc. H. Thiede stated that is part of her job responsibilities. The group discussed. P. Slack said she would like the WBA board to join the next DDA meeting.

MONTHLY REVENUE/EXPENDITURE REPORT:

N. Rankine explained the report to the group. P. Rose questioned the viaduct maintenance, N. Rankine said she spoke to them and they will have everything planted by the end of June. She also sent them a letter regarding the amount of weeds on the viaduct. P. Rose commented on the banner expense in the report. N. Rankine stated it was brackets and replacement parts for the current banners downtown. The group discussed.

Motion by G. Lucas, supported by P. Rose to approve of the monthly revenue and expenditure report. Roll Call, all in favor, motion carried.

ONGOING PROJECTS AND BUSINESS:

b. DDA Strategic Plan: N. Rankine updated the group on the ongoing project. She stated that the office received over 500 responses to the survey that was sent out and they are gathering additional information at this point. The group discussed.

c. 3131 Biddle Avenue Update: N. Rankine stated that the MJC Project has been submitted to MISHDA. She stated that information should be back before the end of June.

d. Parking Lot Update: N. Rankine stated there is no update on this project. P. Rose commented on the location of the community garden, explaining that the lot was purchased with the intent of paving that area someday. The committee discussed.

e. Farmers Market: N. Rankine stated that Leo Stevenson is a sponsor of the Power of Produce program. She updated the group on the happenings at the market this year.

f. Grant Guidelines: N. Rankine stated that the grant committee met prior to the regular scheduled DDA meeting to discuss the new grant guidelines. The changes to the guidelines are as follows: 1. A business plan is required for all new business ventures. Sample business plan examples may be found at the following website: www.score.org. 2. All grants must be personally guaranteed by applicant and must be re-paid to the DDA if the business does not remain open for at least 24 months. 3. New business owners must be available to attend at DDA grant committee meeting.

Motion by G. Gilbert, supported by P. Slack to approve of the updated grant guidelines. All in favor, motion carried.

NEW BUSINESS:

b. Restaurant Week: N. Rankine commented on the event and the participation of the restaurants. The group discussed. She updated the group on the organization of the event and the new ideas and also expressed some frustration with having the business owner's work together. G. Gilbert suggested that the businesses run the event in the future. P. Rose stated that he feels the business owners will not complete the event if run without the DDAs assistance. N. Rankine stated that while it is difficult for the business owners to come to an agreement, she understands due to the busy nature of running a business. The group discussed and this event will continue in the future.

c. Grant Applications:

Downriver Actors Guild: N. Rankine stated that the group has already received a grant, and the group stated that because of this; due to the grant guidelines, they will deny this second grant application.

CIA: N. Rankine will request that this business resubmit under the new grant guidelines.

Candy Store/Sweet Arrangements Building: N. Rankine stated that they are looking for a grant extension which would be their second grant extension. The group discussed the request and stated that they have been working on the project for over 2 years. G. Lucas recommended pulling the grant due to the length of time. P. Slack suggested that the business apply under the new grant guidelines. G. Gilbert requested that there be a completion date for the work, the group confirmed June 30th will be the end date.

Motion by G. Gilbert, supported by P. Rose to deny the DAG grant request, recommend that the CIA reapply under the new guidelines and to require the Candy Store building work be completed no later than June 30th 2014. Roll Call, all in favor, motion carried.

c. New Businesses Open: N. Rankine stated there will be a ribbon cutting for the new business, Jersey Giant shortly. She will inform the group once it is scheduled.

d. Cobblestone Hotel: Feasibility Study: N. Rankine passed around the information on the Cobblestone Hotel to the group. G. Gilbert stated that there is a chance after the study is completed that the DDA might find that it might not be possible to have a Cobblestone Hotel/Hotel. G. Lucas stated that he feels that Wyandotte will prove to be fine, that the city has many positives for hotels to build/rent/own here, providing that the property could be found. N. Rankine stated that if the DDA funds the study, then it would be theirs to use in the future. She then stated that the study would cost \$8,000 which would be taken from the fund balance and placed into the Miscellaneous account.

Motion by P. Rose, supported by G. Gilbert to approve of the \$8,000 to be taken from the fund balance to be placed in the Miscellaneous Account 499-200-926-790. Roll call, all in favor, motion carried.

NEXT REGULAR MEETING:

June 10th 2014

ADJOURNMENT:

Respectfully Submitted,

Heather Thiede, Deputy Recording Secretary