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## DOWNTOWN DEVELOPMENT AUTHORITY

### Meeting Minutes

Tuesday, December 9th, 2014

Council Chambers, 3200 Biddle Avenue, Suite 300, Wyandotte, MI 48192

**MEMBERS PRESENT:** John Jarjosa, Gerry Lucas, Anne Madjlinger, Peter Rose, Patt Slack, Leo Stevenson, Norm Walker.

**MEMBERS EXCUSED:** Mayor Joseph Peterson, Greg Gilbert

**OTHER PRESENT:** Dan Cataldo, Wyandotte Business Association (WBA) & Nick Bader, Lademann Insurance & President of the Wyandotte Business Association (WBA).

**PUBLIC COMMENT:** Dan Cataldo and Nick Bader of the WBA approached the DDA to present information regarding WBA events. N. Bader presented a 'Year in Review' of the WBA expenditures for the 2013-14 year. N. Bader indicated that this would be followed up by a report from their accounting firm, Bovitz.

N. Bader presented information about the WRIF Event: "Dave & Chuck the Freak .5K Run" which was held downtown after the Christmas Parade on November 22<sup>nd</sup>. N. Bader indicated that the organizers were happy to work with the city and that despite the weather, the event drew a crowd of more than 1,0000 people to Downtown Wyandotte after the parade. N. Bader indicated that it was not known if the event would come back for 2015, but that it was possible.

N. Rankine indicated that if the event was held next year that both organizations should make an effort to distribute promotional material for adjacent businesses or provide maps to race participants. P. Slack indicated that this could be handled in the design & promotions committee.

N. Bader approached the DDA with two additional requests for funding for the current fiscal year. The first was regarding a full page ad and article in the amount of \$2,000.00 for Scuttlebutt Magazine which would run in the January 2015 issue and promote Third Fridays and Wyandotte. The WBA is requesting that the DDA pay 50% of the cost of the ad. L. Stevenson asked if there was money in the budget for this. N. Rankine indicated that there was no money earmarked in the budget for extra ads. P. Slack asked if money could be taken from the Miscellaneous account for this. N. Rankine indicated that there is enough money in the Miscellaneous account for this expenditure. N. Rankine expressed the concern that there wasn't currently a place to dock boats adjacent to downtown. L. Stevenson noted that there were docks at Southshore, just north of downtown. G. Lucas indicated that if we are to have a marina that it would be a good idea to start publicizing Wyandotte now.

**Motion by P. Rose supported by G. Lucas to approve the expenditure of \$1,000.00 to be taken from the Miscellaneous account number 499-200-926-790 for a full-page ad in Scuttlebutt Magazine. Roll call. All in favor, motion carried.**

N. Rankine requested that the ad and article include marketing for the Street Fair, Waterside Concerts and Farmers Market. D. Cataldo indicated that they would work with City to create the ad.

The second request from the WBA was in regards to the upcoming May Event: The Annual Mayor's Ribs Throwdown. N. Bader indicated that the event was traditionally held on Friday night, but that they were working with the Kansas City Barbeque Society (KCBS) to make the sanctioned two-day KCBS event and attract people to Wyandotte from all over the country. In order to do this, the budget for the event will be increased and the KCBS requires that a \$5,000.00 purse be offered for the winners. The WBA is requesting that the DDA contribute more to this event. N. Bader is requesting an increase of \$2,500.00. N. Rankine indicated that money has not been earmarked for this, as was the case with the first request. She indicated that if it were taken from the Miscellaneous account that it may affect the additional number of trash cans that the DDA orders. She has not yet received pricing from the supplier for the 10 cans. There was general discussion by the board about the possibility of the event being over the course of 2 days and being endorsed by the KCBS as a positive thing for downtown.

**Motion by L. Stevenson supported by P. Slack to approve the expenditure of \$2,500.00 to be taken from the Miscellaneous account number 499-200-926-790 for the KCBS BBQ Event. Roll call. All in favor, motion carried.**

#### **APPROVAL OF MINUTES AND AGENDA:**

**Motion by G. Lucas supported by P. Slack to approve of the agenda for the December meeting. All in favor, motion carried.**

**Motion by P. Slack supported by A. Madjlinger to approve of the minutes from the October meeting. All in favor, motion carried.**

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

- a. Wyandotte Beautification Commission Minutes
- b. DDA Finance Subcommittee Minutes

N. Rankine thanked the Beatification Commission volunteers for the addition of the greens decorations to Downtown Wyandotte at the arbor and pots around downtown.

**Motion by P. Slack supported by P. Slack to receive the Beautification Commission Minutes and the DDA Finance Subcommittee Minutes and place on file. All in favor, motion carried.**

#### **MONTHLY REVENUE/EXPENDITURE REPORT:**

N. Rankine presented the monthly revenue and expenditure report and a current fund balance report.

**Motion by P. Slack, supported by L. Stevenson to approve of the monthly revenue and expenditure report and DDA fund balance report. Roll Call, all in favor, motion carried.**

## ONGOING PROJECTS AND BUSINESS:

- a. WBA & Special Events: N. Rankine spoke about the tree lighting and touched on the last Third Friday event. N. Rankine stated that the WBA's annual report was due on November 30<sup>th</sup> and had not been received. She indicated that she would send an email reminder to the board. P. Slack spoke about WBA representation on the Design & Promotions Committee. N. Bader indicated that D. Cataldo of the WBA could represent the WBA.
- b. Oak Street Parking Lot: N. Rankine indicated that the finance committee is scheduled to meet at the conclusion of the DDA meeting regarding how to finance the reconstruction of the Oak Street parking lot and which scheme to recommend to Mayor and City Council.
- c. Farmers Market: N. Rankine spoke about the success of the Farmers Market in 2014. The market is now closed for the season, but that First United Methodist Church has graciously offered to be a pick-up location for the off-season for some of our vendors: Stotz (eggs), Verace (pasta) and Chapman (lamb). If patrons are interested, information is available on our website at [www.wyandottefarmersmarket.com](http://www.wyandottefarmersmarket.com).
- d. Hotel Feasibility Study: N. Rankine indicated that the hotel feasibility study was accepted by Mayor and Council and that she was setting up a meeting with the representatives of Cobblestone in the next few weeks.

### Vacant property updates:

3061 & 3063 Biddle (former Sears Building): Mr. Daly has submitted a construction timeline which indicates that the project is scheduled to be complete in January of 2016. N. Rankine indicated that the MEDC has recommended an award of \$798,000.00 of Michigan Community Revitalization Program (MCRP) funding toward this project. Final approval from the MEDC is forthcoming.

2929 Biddle Avenue: N. Rankine indicated that the former Lions Tigers and Beers site is currently under construction a completion date is not known.

3131 Biddle Avenue: N. Rankine indicated that MJC has applied for MEDC funding for the mixed-use project.

- e. Marina Committee: L. Stevenson updated the DDA about the marina sub-committee meetings. L. Stevenson indicated that the drawings prepared by the consultant hired were not accurate and that there is now an approximate \$500,000.00 shortfall in the amount for construction of the marina. L. Stevenson indicated that the subcommittee was currently investigating ways to save money on the project and that he would bring another update to the committee as more information was discovered.

## NEW BUSINESS

- a. Christmas Decoration Plan: P. Slack spoke about the Design & Promotions subcommittee's plan for Christmas decorations for 2014 and beyond. N. Rankine indicated that one of the decorations that was ordered was damaged in transit and would not be displayed this year. P. Slack spoke about the giant bulbs and how the committee had planned to order more of these in the upcoming years so that eventually there were bulbs all throughout Downtown Wyandotte.
- b. Small Business Saturday: N. Rankine and P. Slack spoke about Small Business Saturday in Downtown Wyandotte on Saturday November 29<sup>th</sup>. The WBA and DDA are working together to promote this event. There will be visits with Santa, horse and buggy and trolley rides, complementary gift wrap and giveaways all day long. P. Slack spoke about shopping small and local businesses all season long.
- c. Futuring committee: N. Rankine presented a bid from John Harwood for business procurement. She also indicated that Randy Thomas was unable to provide a bid due to his schedule. L. Stevenson indicated that the DDA had received pricing form a national company a few years back and that he would get the information and bring it to the finance sub-committee for consideration. The finance subcommittee will meet to discuss the next course of action.
- d. Wine Event: L. Stevenson and P. Rose spoke about the Shores of Erie Wine Festival that is held each summer in Amherstburg, Ontario. There was general discussion about the event and P. Slack suggested that the Design & Promotions subcommittee meet with the WBA in the next month to discuss the feasibility of Wyandotte hosting a similar event.

## NEXT REGULAR MEETING:

January 13th, 2014

## ADJOURNMENT

**Motion by P. Slack supported by A. Madjlinger to adjourn the meeting, all in favor, motion carried.**

Respectfully submitted,

Natalie Rankine