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**DOWNTOWN DEVELOPMENT AUTHORITY**

**Meeting Minutes**  
**Tuesday, January 13<sup>th</sup>, 2015**  
**Council Chambers, 3200 Biddle Avenue, Suite 300, Wyandotte, MI 48192**

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

**MEMBERS EXCUSED:** Greg Gilbert

**OTHER PRESENT:** Natalie Rankine

**PUBLIC COMMENT:** No public comment

**APPROVAL OF MINUTES AND AGENDA:**

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

**Motion by P. Rose supported by Patt Slack to approve of the minutes from the December meeting. All in favor, motion carried.**

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

- a. DDA Design & Promotion Subcommittee Meeting Minutes

**Motion by G. Lucas supported by L. Stevenson to receive the Design & Promotion Subcommittee Meeting Minutes and place on file. All in favor, motion carried.**

**MONTHLY REVENUE/EXPENDITURE REPORT:**

N. Rankine presented the monthly revenue and expenditure report.

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

**ONGOING PROJECTS AND BUSINESS:**

a. Oak Street Parking Lot

N. Rankine updated the board about the finances for the Oak Street Parking Lot. The DDA finance subcommittee met earlier that day and it was determined that there isn't enough of a cushion in the Fund Balance to warrant paying for the entire lot at one time. L. Stevenson indicated that the finance subcommittee is recommending that the DDA pay for the dumpster enclosure, the compactor and patching of any significant holes in the lot. The amount of the work is not to exceed \$50,000.00 with the asphalt patch work not exceeding \$5,000.00.

**Motion by L. Stevenson supported by N. Walker to approve the expenditure of \$50,000.00 to be taken from the DDA Fund Balance to account number 499-200-850-831 for construction of the dumpster enclosure and patching of the Oak Street parking lot. Roll call. 'No' vote by P. Rose, all others voted 'Yes', motion carried.**

- a. DDA Downtown Guidebook: N. Rankine indicated that the guidebook was finished and distributed.
- b. WBA Update: N. Rankine updated the board on the upcoming Third Friday Cake Contest. N. Walker volunteered to judge the contest which will be held on January 16<sup>th</sup> at the James R. DeSana Center for Arts & Culture, 81 Chestnut.
- P. Slack gave an update of the meeting in reference to the Wine Event and the WBA. Dan Cataldo of the WBA was in attendance at the meeting and will update the his board and get back to the DDA regarding the proposed changes and suggestions.
- c. Hotel Feasibility Study: P. Slack, N. Rankine and Todd Drysdale have a meeting scheduled with Janice Tata, representative for Cobblestone on January 20<sup>th</sup>. They will update the board once the meeting takes place.
- d. Marina Committee: L. Stevenson indicated that the subcommittee was currently investigating ways to value engineer the project or to complete some of the work in-house and that he would bring another update to the committee as more information was discovered.

## NEW BUSINESS

- a. Christmas Decoration Plan: N. Rankine indicated that the Design and Promotions Committee was investigating the cost of having a company install lights in lieu of DPS. She indicated that the DDA spends money to replace a good portion of the lights each year and that it might save time and money to rent them. She indicated that she would bring a price comparison to the board as soon as it was known.
- b. Development Guide: As a part of the DDA's ongoing implementation of the adopted Strategic Plan, N. Rankine indicated that she would be working to create a Development Guide to Wyandotte. The guide will include information regarding how to navigate development approvals, types of businesses desired, incentives offered, permits, licensing and more. She passed out examples from other cities which have created guides such as these. The target date for completion of the Development Guide is mid-April. P. Slack indicated that this guide also give a comprehensive list of properties in the district and the creation of a DDA business card and packet that all DDA members would have to give out to prospective businesses who were looking to relocate to Wyandotte.

- c. Consultant: L. Stevenson indicated that he would be in contact with the consulting company and report back to the board.

**NEXT REGULAR MEETING:**

February 10<sup>th</sup>, 2015

**ADJOURNMENT**

**Motion by Mayor Peterson supported by N. Walker to adjourn the meeting, all in favor, motion carried.**

Respectfully submitted,



Natalie Rankine