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DOWNTOWN DEVELOPMENT AUTHORITY

Meeting Minutes

Tuesday, February 10th, 2015

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

MEMBERS PRESENT: Greg Gilbert, John Jarjosa, Gerry Lucas, Anne Madjlinger, Patt Slack, Norm Walker.

MEMBERS EXCUSED: Rick DeSana, Mayor Peterson, Leo Stevenson

OTHER PRESENT: Natalie Rankine, Vanessa Morse – Owner, Glowfish Studios

PUBLIC COMMENT: No public comment

APPROVAL OF MINUTES AND AGENDA:

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

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

INFORMATION TO RECEIVE AND PLACE ON FILE:

- a. Finance Subcommittee Meeting Minutes
- b. Beautification Commission Meeting Minutes
- c. WBA Third Friday Work Plan: January
- d. Resignation letter: Rose, New board member: DeSana

Motion by G. Lucas supported by G. Gilbert to receive the Finance Subcommittee Meeting Minutes, Beautification Commission, WBA Third Friday Work Plan and Resignation Letter from Peter Rose 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 N. Walker to approve of the monthly revenue and expenditure report. Roll Call, all in favor, motion carried.

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ONGOING PROJECTS AND BUSINESS:

- a. N. Rankine indicated that the WBA had not yet submitted their end-of-the year report. She said that she had sent them an email reminder about the deadline. The next WBA event is Fire and Ice and features ice sculptures throughout downtown and Red Hot specials from our downtown businesses.
- b. Oak Street Parking Lot: The Finance subcommittee met prior to the DDA meeting to discuss Mayor Peterson's suggestion of paying for the resurface of the lot in the 2015 Budget, instead of simply reconstructing the dumpster area and patching the holes. This would mean that the Business Procurement Consultant (\$50,000.00) and the Business Grants (\$40,000.00) would be taken out of the budget this year and put toward the parking lot project for completion. The projected cost to reconstruct the entire lot is \$301,760.00. The Special Assessment (assuming it is approved by City Council) would yield \$119,644.00. The revision in the budget would yield \$90,000.00. The remaining \$92,116.00 would be taken from the Fund Balance. N. Rankine read email correspondence from L. Stevenson in which he supported not constructing the entire lot in the 2015 Fiscal year stating that it would be contrary to our recently adopted Strategic Plan. The board discussed the project, with G. Gilbert giving support to complete the project and P. Slack suggesting that the DDA only undertake the dumpster as originally planned. P. Slack suggested that the DDA table this issue until next month. In the meantime, the DDA Finance Subcommittee will meet with Mayor Peterson and T. Drysdale before the next DDA meeting to discuss the project further.
- c. N. Rankine and P. Slack meet with Janice Tata, representative of Cobblestone Hotels. N. Rankine will work with Engineering to prepare an RFP for a small/boutique hotel in Wyandotte. P. Slack indicated that the Cobblestone model requires investment on a local level and that they were working to put Janice in touch with representatives of local investors and banks.
- d. Development Guide: N. Rankine updated the board on the Development Guide. P. Slack and A. Madjlinger volunteered to proof-read the guide once the draft is complete. The project is scheduled to be complete by the end of April.

NEW BUSINESS

- a. DDA Grant rollover requests: N. Rankine requested that grants for the following businesses be rolled over from the 2014 Fiscal Year Budget to the 2015 Fiscal Year Budget: Alvie's BBQ: \$5,000.00, Jason D'Herin (for exterior façade renovation of Why Not building): \$5,000.00, 142 Maple: \$5,000.00 and Glowfish Studios: \$1,500.00. N. Rankine indicated that the Glowfish request would also include an extension for the work done at the business, since the 6 months had lapsed. Vanessa Morse of Glowfish Studios spoke about the project.

Motion by N. Walker supported by G. Lucas to approve and extension of 6 months for the \$1,5000.00 grant awarded to Glowfish Studios. Roll called. All in favor.

Motion by G. Lucas supported by G. Gilbert to approve rollovers for the grants from the Business Assistance Account number 499-200-925-801 as noted above and totaling \$16,500.00 to be carried over to the 2015 Fiscal Year budget for projects that will be completed this fiscal year. Roll called. All in favor.

- b. Restaurant Week 2015, April 20th to 25th: The Design and Promotions Committee met to make plans for the upcoming Restaurant week and is working with the WBA to coordinate this event.
- c. Power of Produce: N. Rankine spoke about opportunities for sponsorship for the 2015 Power of Produce at the Wyandotte Farmers Market. The Power of Produce program was established two years ago to educate and help kids to make healthy decisions about the choices they make. N. Rankine estimates that the program will need \$5,000.00 to operate for the 2015 season. Those interested in donating can download forms on the Farmers Market website at www.wyandottefarmersmarket.com

NEXT REGULAR MEETING:

March 10th, 2015

ADJOURNMENT

Motion by G. Gilbert supported by G. Lucas to adjourn the meeting, all in favor, motion carried.

Respectfully submitted,



Natalie Rankine