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DOWNTOWN DEVELOPMENT AUTHORITY

Meeting Minutes

Tuesday, April 15th, 2015

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

MEMBERS PRESENT: Rick DeSana, Greg Gilbert, Gerry Lucas, Anne Madjlinger, Patt Slack, Leo Stevenson, Norm Walker.

MEMBERS EXCUSED: Mayor Peterson, John Jarjosa

OTHER PRESENT: None

PUBLIC COMMENT: No public comment

APPROVAL OF MINUTES AND AGENDA:

It was noted that the minutes stated that Mayor Peterson made the motion to adjourn. The motion was made by P. Slack.

Motion by N. Walker supported by G. Lucas to approve of the minutes from the March meeting. All in favor, motion carried.

N. Rankine noted that she would like to add item 9g to the agenda: Beautification Clean-up

Motion by G. Lucas supported by N. Walker to approve of the agenda for the April meeting. All in favor, motion carried.

INFORMATION TO RECEIVE AND PLACE ON FILE:

- a. Beautification Commission Meeting Minutes

Motion by G. Gilbert supported by G. Lucas to receive the Beautification Commission Minutes and place on file. All in favor, motion carried.

MONTHLY REVENUE/EXPENDITURE REPORT:

N. Rankine presented the monthly revenue and expenditure report.

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

ONGOING PROJECTS AND BUSINESS:

- a. WBA Updates: N. Rankine notified the board that the WBA had not yet submitted the end-of-the-year report or the most recent quarterly report. The WBA has been sent a reminder every few weeks of the deadline.
- b. Oak Street Parking Lot: N. Rankine updated the board about the bids for the Oak Parking Lot dumpster enclosure. The project came in under budget and will be completed sometime in June as the target is prior to the Farmer's Market opening. All businesses which use this dumpster will be notified via mail. N. Rankine noted that the meeting minutes from the January 2015 meeting inadvertently read 'compactor', but that it is only an dumpster enclosure.
- c. Restaurant Week: Restaurant week in Wyandotte occurs from April 20th to 25th. All participating restaurants will be offering specials throughout the week.
- d. Hotel RFP: N. Rankine will update the board on the Hotel RFP when information is received.
- e. Design & Promotions: N. Rankine presented the board with the breakdown of the approved marketing budget for 2015.

NEW BUSINESS

- a. DDA Available Properties Link: N. Rankine updated the available properties list on the City website. PDF versions are available for download. R. DeSana requested that a 'Coming Soon' page with businesses in the DDA be listed on the site as well and N. Rankine will add to the website.
- b. MEDC: N. Rankine updated the board on the presentation that the MEDC will make on the Redevelopment Ready Communities (RRC) Certification on Monday, April 20th at the City Council meeting. The RRC program assists cities in becoming redevelopment friendly by assessing what can be done to make regulations and guidelines easier for developers to understand. Communities who participate in the program also receive priority grant funding through the MEDC and MISHA. All DDA board members are encouraged to attend this presentation on April 20th.
- c. Free Little Library: City Council referred the communication from the Girl Scout troop 40101 in Wyandotte regarding their plan to install a Free Little Library kiosk on the site of the Wyandotte Farmers Market. The proposed kiosk would be located at the corner of Elm and First Streets and would be filled with books that people could swap for free. The Girl Scout troop would be responsible for maintaining the kiosk all year round.

Motion by P. Slack, seconded by A. Madglinger to recommend the placement of the 'Free Little Library' kiosk at the corner of First and Elm on the Farmers Market site. Roll called. All in favor. Motion carried.

N. Rankine will bring the DDA's motion of support to the City Council meeting on Monday.

- d. Grant Reimbursement Request: Jason D’Herin requested that he be reimbursed for the work done at the old ‘Why Not’ building located at 2903 Biddle Avenue, despite the business not being open yet. All grant guidelines clearly state that recipients must be open for regular business in order to be reimbursed. The board consensus was that Mr. D’Herin should wait until the business is open to receive reimbursement, so a resolution for support was not made.
- e. Grant Request: Magdelano’s Resturant – outdoor café. The grant subcommittee met prior to the DDA meeting and is asking for a business plan and personal guarantee to be submitted. The application will be reviewed again at the DDA meeting in May.
- f. Pop-up Retail: P. Slack spoke about getting Pop-Up retail funding for the next holiday season in the next budget. The Design & Promotions committee will put together a proposal for this and bring it to Finance subcommittee before the next round of budget talks.
- g. Beautification Clean-up: N. Rankine spoke about the Downtown Clean-up and thanked volunteers and members of the Beautification Commission for organizing the annual clean-up event.

NEXT REGULAR MEETING:

May 12th, 2015

ADJOURNMENT

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

Respectfully submitted,



Natalie Rankine