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**DOWNTOWN DEVELOPMENT AUTHORITY**

**Meeting Minutes**

**Tuesday, June 9<sup>th</sup>, 2015 at 5 pm**

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

**MEMBERS PRESENT:** Mayor Joseph Peterson, Gerry Lucas, Rick DeSana, Patt Slack, Greg Gilbert, John Jarjosa and Leo Stevenson.

**MEMBERS EXCUSED:** Anne Majlinger, Norm Walker

**OTHER PRESENT:** Owners of Total Health Foods: Annette Crossman, Janette Crossman and Katheleen Gunther

**PERSONS IN THE AUDIENCE, PUBLIC COMMENT:** None

**APPROVAL OF MINUTES & AGENDA:**

**Motion by G. Lucas, supported by R. DeSana to approve the minutes from the last meeting. All in favor, motion carried.**

**Motion by Mayor Peterson, supported by G. Lucas to approve the agenda for the June 9th meeting with the addition of item number 8e (property updates). All in favor, motion carried.**

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

- a. Beautification Commission meeting minutes
- b. DDA Grant Subcommittee meeting minutes
- c. DDA Design & Promotions meeting minutes
- d. DDA Finance committee meeting minutes

**Motion by G. Lucas, supported by Mayor Peterson to receive the 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 P. Slack, supported by G. Lucas to approve the monthly revenue and expenditure report. Roll Call, all in favor, motion carried.**

**ONGOING PROJECTS AND BUSINESS:**

- a. WBA Updates: N. Rankine gave the DDA board a copy of the proposed 2015 WBA Contract for services. She indicated that the WBA board was reviewing the document and would let the board know if there were proposed changes.
- b. Development & Doing Business Guide: The draft document will be sent to the MEDC and Patt Slack and Madjlinger for review before the end of the month.
- c. Business Procurement: N. Rankine indicated that she would be contacting Buxton and preparing an RFP for services related to business procurement for Downtown Wyandotte in the upcoming months.
- d. Building updates: N. Rankine gave several updates about downtown buildings/construction.
  - Roebuck Residential - 3063 Biddle Avenue (former Sears Building): Work on the interior of the building is ongoing and exterior work is scheduled to begin in a few weeks. A portion of the sidewalk and the alley will be closed intermittently while work is performed.
  - Biddle Blend – 3203 Biddle Avenue (former Axe n Ladder): The target date for opening of this coffee house is the week before the street fair.
  - Baba’s Lebanese Bar & Grill, 134 Maple Street (former Curves): Target date for opening is the week of the street fair.
  - Alvie’s BBQ, 3233 Biddle (former Lycee Garden): Work on the addition is progressing and the restaurant should open late summer/early fall.
  - Whiskey on the Water, 2903 Biddle (former Why Not Costumes): The windows have been installed and the restaurant is scheduled to be open sometime in the fall.
  - Great Lakes Physical Medicine and Rehabilitation, 3249 Biddle (former site of Austin’s Hyde Park): Construction is well under way and completion is expected this fall/early winter.

**NEW BUSINESS:**

- a. Grants: M. Peterson spoke about the grant award to Total Health Foods. He thanked Total Health for being involved in city events and programs. Due to the amount invested in the project, the board recommends two grants in the amount of \$12,500.00 each: One payable this fiscal year and the next payable upon project completion in the next calendar year. L. Stevenson noted that if the project is completed prior to end of the fiscal year, Total Health would be eligible for reimbursement when complete. L. Stevenson noted that Total Health Foods will also be fulfilling the need of ‘Downtown Grocer’ which is high on the list of desired businesses in the DDA Strategic Plan. Representatives from Total Health thanked the board for their recommendation.

**Motion by L. Stevenson, supported by Mayor Peterson to grant Total Health Foods a grant in the amount of \$25,000.00: \$12,500.00 payable now and \$12,500.00 payable in the next fiscal year upon completion of the project. If the project is complete prior to the next fiscal year, this grant is eligible for reimbursement. Total Health Foods must provide a with a personal guarantee towards their project as outlined in the grant agreement. Roll call, all in favor. Motion carried.**

- b. N. Rankine has met with representatives from the High School regarding the viaduct planting project. N. Rankine will be working to draft a contract with the school to outline responsibilities. L. Stevenson mentioned that the board recommendation that the area be planted with perennials instead of annuals.
- c. The Design & Promotions Committee has come up with new banner designs and RFP for banner replacement throughout downtown. L. Stevenson asked that the committee explore using the funding for permanent signage instead of banners. The committee will meet to discuss.
- d. 2015 Budget: L. Stevenson presented the budget for the 2016 Fiscal Year. L. Stevenson highlighted the following in the budget recommendations by the Budget Sub-committee:
  - Revenue is expected to remain the same: \$506,568.00
  - Staff and salary will remain the same.
  - The DDA is recommending that a line item for the Christmas Lights be created and the Christmas light project be publicly bid this year instead of having DPS install the lights. The amount budgeted will be \$30,000.00 and a reduction in the Administrative reimbursement in the amount of \$12,000.00 is recommended.
  - Print & marketing: \$19,000.00
  - Most of the downtown amenities and infrastructure remain the same with the exception of the viaduct which will be reduced to \$10,000.00. It is recommended that a contract be drawn up with the school outlining their responsibilities and also that perennials be planted as noted earlier in the meeting.
  - The 5 year contract with the Downriver Council for the Arts will expire this year. The committee recommends a grant of \$25,000.00 for the 2016 year and \$20,000.00 for the 2017 year. It is also recommended that a contract be created with the DCA whereby they help promote the downtown retail and install wayfinding maps and directories in their building to direct patrons to eat and shop in Downtown Wyandotte.
  - The committee recommends creating an Existing Business Stimulus account to create programs for the retention of existing businesses.
  - The committee recommends creating a Downtown Fixtures account for trash cans and benches in lieu of placing funding in the miscellaneous account.

**Motion by Leo Stevenson, supported by G. Gilbert to adopt the 2016 DDA budget as presented. Roll call, all in favor. Motion carried.**

**NEXT REGULAR MEETING:** July 14<sup>th</sup>, 2015

**ADJOURNMENT:**

**Motion by G. Lucas, supported by R. DeSana to adjourn the June DDA meeting at 6:47pm. All in favor, motion carried.**

Respectfully Submitted,

Natalie Rankine