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DOWNTOWN DEVELOPMENT AUTHORITY

Meeting Minutes
Tuesday, September 8th, 2015 at 5:30 pm
Council Chambers, 3200 Biddle Avenue, Suite 300, Wyandotte Mi. 48192

MEMBERS PRESENT: Gerry Lucas, Patt Slack, Greg Gilbert, Anne Majlinger, Norm Walker and Leo Stevenson

MEMBERS EXCUSED: Rick DeSana, John Jarjosa and Mayor Peterson

OTHER PRESENT: Heather Thiede and the Owners of Total Health Foods

PERSONS IN THE AUDIENCE, PUBLIC COMMENT: None

APPROVAL OF MINUTES & AGENDA:

Motion by A. Majlinger supported by G. Lucas to approve the minutes from the last meeting and agenda for the September 8th 2015 meeting. All in favor, motion carried.

INFORMATION TO RECEIVE & PLACE ON FILE:

- a. DDA Grant Subcommittee meeting minutes

Motion by N. Walker, supported by G. Lucas to receive the minutes and place on file. All in favor, motion carried.

MONTHLY REVENUE/EXPENDITURE REPORT:

P. Slack presented the monthly revenue and expenditure report. G. Gilbert noted that he has not seen an invoice from the high school for the \$15,000 viaduct project. H. Thiede will inquire with N. Rankine and report back as to the status of the invoice to the DDA board.

Motion by G. Lucas supported by A. Majlinger to approve the monthly revenue and expenditure report. Roll Call, all in favor, motion carried.

ONGOING PROJECTS AND BUSINESS:

- a. Design and Promotion Updates: Matt Lee: H. Thiede stated that Natalie Rankine gave her an update to present to the committee that Matt Lee has been paid for the October event and she will pay him for the Small Business Saturday event once the new budget begins October 1st 2015.

- b. Holiday Decorations Bid: P. Slack reviewed the bid with the committee and stated that the amount was \$5,000 over the \$30,000 budget. The committee discussed the overage. P. Slack stated that she and Anne will meet with the company owner from Grosse Ile Lawn Sprinkler, Inc. to try and shave off the extra \$5,000 and then report back to the DDA at the next meeting.

NEW BUSINESS:

- a. Grants: The board asked the owners of Total Health to update the group on the progress of the construction of their new building/business. The owners gave a detailed update and stated that they are planning on opening on the November Third Friday. L. Stevenson informed the owners that the Grant Sub-Committee recommended a grant in the amount of \$5,000 towards their façade on the new building.

Motion by L. Stevenson, supported by Norm Walker to award Total Health Foods a grant in the amount of \$5,000.00 upon completion of the project. Roll call, all in favor . Motion carried.

- b. Director Resignation: P. Slack stated that Natalie Rankine is now working at Roosevelt High School and will be missed. H. Thiede read a note from Rankine stating that she will be in the DDA office every Friday afternoon or Saturday morning until at least October 2nd. Reporting for the DUFB grant and checks will be processed and she will be updating the budget accordingly.

Motion by G. Gilbert, supported by G. Lucas to receive and place Natalie Rankine's resignation letter on file. All in favor, motion carried.

NEXT REGULAR MEETING: October 13th, 2015

ADJOURNMENT:

Motion by G. Lucas, supported by G. Gilbert to adjourn the September DDA meeting at 6:01 pm. All in favor, motion carried.

Respectfully Submitted,

Heather Thiede, Deputy Recording Secretary