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**DOWNTOWN DEVELOPMENT AUTHORITY**

**Meeting Minutes**

**Tuesday, December 8<sup>th</sup>, 2015 at 5:30 pm**

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

**MEMBERS PRESENT:** John Jarjosa, Anne Majlinger, Norm Walker, Patt Slack, Gerry Lucas, Rick DeSana and Leo Stevenson

**MEMBERS EXCUSED:** Greg Gilbert, Mayor Peterson

**OTHERS PRESENT:** Heather Thiede, Dan and Stacy Cataldo, Media Grump, Tina Hirsh from the Wyandotte Farmers Market and Phil Rauch from the WBA

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES & AGENDA:**

- a. Minutes from October 13<sup>th</sup> 2015
- b. Minutes from November 10<sup>th</sup> 2015

**Motion by J. Jarjosa, supported by G. Lucas to approve the minutes of the October and November regular DDA meetings. All in favor, motion carried.**

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

- a. Beautification Commission's Meeting Minutes – Oct. 14<sup>th</sup> 2015
- b. WBA Report
- c. Lawsuit – Wayne County

**Motion by G. Lucas, supported by N. Walker to receive and place the beautification minutes, the WBA report and the lawsuit information on file. All in favor, motion carried.**

**MONTHLY REVENUE/EXPENDITURE REPORT**

- a. November Meeting Report
- b. December Meeting Report

**Motion by G. Lucas, supported by A. Majlinger to approve the November and December meeting reports. Roll Call, all in favor, motion carried.**

**PRESENTATIONS:**

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Farmers Market Report: Tina Hirsh; Market Manager updated the group on how the Farmers Market. She stated that she will incorporate businesses in the market in 2016 and gave examples of how businesses have been involved in past markets. She asked the committee if she could get sponsorship for the market and for the power of produce project. P. Slack and the group approved of her request. P. Slack suggested she work with Total Health for 2106 markets. She also explained that H. Thiede will be regulating the events downtown in 2016 and will be able to help coordinate the market with Tina. The committee discussed.

P. Slack also mentioned the configuration of the vendor's booths and trucks at the market and asked Tina to look into reworking that for next year. The committee discussed.

Media Grump Update: Dan Cataldo from Media Grump updated the group as to the happenings at the Small Business Saturday day event downtown in November. Stated that multiple businesses were interviewed on TV and had tons of people come downtown for the sales. He also updated the group on the Downtown in December happenings.

Phil Rauch; the current WBA President, updated the DDA on the November Third Friday success. He stated it was a hit and next year will increase the cookie tins to 600 since people loved the event.

#### **ONGOING PROJECTS & BUSINESS:**

- a. Director Hire – Mr. Joe Gruber: P. Slack stated that there were 13 applications for the position that were reviewed and narrowed down to 4. She stated that Joe Gruber has his masters in community development and the committee felt that his connections and experience in government will assist the DDA and City. P. Slack stated that she and L. Stevenson will meet with Todd Drysdale and Mayor Peterson to discuss H. Thiede to update her job description and discuss salary next week. L. Stevenson stated that the goal is to gain the institutional knowledge of the WBA and downtown events and insure success.

**Motion by G. Lucas, supported by L. Stevenson to approve the hire of Joe Gruber for the DDA Director position according to employment offer. All in favor, motion carried.**

- b. Marina Project: L. Stevenson stated that he met with the City Engineer and the EPA regarding the dredging and the process is very close to beginning.
- c. Christmas Decorations Downtown: The group commented on how beautiful the downtown decorations. L. Stevenson stated that many citizens have commented to him how happy they are with the decorations. He then asked what the DDA would have received with the additional \$5,000. P. Slack stated the Eureka road would have been done and can be next year with the additional funds. J. Jarjosa stated that at the last meeting the group mentioned the viaduct and the group talked about promotion/decoration ideas for the area.

**NEW BUSINESS:** None

**NEXT REGULAR MEETING:** January 12<sup>th</sup> 2016

#### **ADJOURNMENT:**

**Motion by A. Majlinger, supported by G. Lucas to adjourn at 6:45 pm. All in favor, motion carried.**

Respectfully Submitted,

Heather Thiede, Deputy Recording Secretary