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## DOWNTOWN DEVELOPMENT AUTHORITY

### Meeting Minutes

Tuesday, January 12<sup>th</sup>, 2016 at 5:30 pm

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

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

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

**OTHERS PRESENT:** Vanessa from Glowfish

**PUBLIC COMMENT:** None

### APPROVAL OF MINUTES & AGENDA:

- a. Minutes from December 8<sup>th</sup> 2015

Motion by A. Majlinger supported by G. Lucas to approve the minutes of the December regular DDA meetings. All in favor, motion carried.

Motion by G. Lucas supported by R. DeSana to approve the agenda for the January regular meeting. All in favor, Motion carried.

### INFORMATION TO RECEIVE & PLACE ON FILE:

None

### MONTHLY REVENUE/EXPENDITURE REPORT

- a. January Meeting Report

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

### ONGOING PROJECTS & BUSINESS:

- a. Grant Update: L. Stevenson stated that the grant committee reviewed the House of Shawarma grant request and made the recommendation to approve \$3,000, and the owner of House of Shawarma updated the board on the work in progress on the business and building.

**Motion by, Leo Stevenson, supported by Gerry Lucas, to approve a \$3,000 grant to House of Shawarma with a personal guarantee, and to be paid in full upon completion of work submitted to the DDA Grant Committee. Roll Call, all in favor, motion carried.**

- b. Christmas Update: P. Slack updated the group on funds spent in 2015 on Christmas lights downtown. DDA spent \$30,000 and the Special Events Office paid \$1,638 for the clock tower to be lit. Board members discussed the lights and commented on how wonderful they were and discussed ideas for the 2016 season.
- c. Matt Lee Wrap Up: P. Slack updated the board on what Matt Lee has provided the DDA so far with promotions. She reported the total amount spent so far was \$4,500 and had promotions in October, November and December which included a taped piece promoting Wyandotte and a few local businesses along with a live interview with Mayor Peterson and Heather Thiede on Live in the D. Board discussed.
- d. Heather Thiede Responsibility Update: P. Slack stated that H. Thiede will receive a payment of \$500 a month to take on the responsibilities of all DDA projects and events, including working with Matt Le, grow the Farmers Market and work with the WBA. (See attached job description for more details) L. Stevenson stated the DDA will need to vote on the increase so the City Council can review and vote as well. Committee discussed.

**Motion by, Leo Stevenson supported by Gerry Lucas, to approve a \$500 a month payment to take on the additional responsibilities of DDA projects and events (see job description for further details). Roll Call, all in favor, motion carried.**

NEW BUSINESS: None

NEXT REGULAR MEETING: February 9<sup>th</sup> 2016

ADJOURNMENT:

**Motion by G. Lucas, supported by A. Majlinger to adjourn. All in favor, motion carried.**

Respectfully Submitted,

Heather Thiede, Deputy Recording Secretary