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DOWNTOWN DEVELOPMENT AUTHORITY

Meeting Minutes

Tuesday, March 8th 2016 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 Greg Gilbert

MEMBERS EXCUSED: Leo Stevenson, Mayor Peterson

OTHERS PRESENT: Joe Keller Gruber, DDA Director & Heather Thiede, Special Events Coordinator

PUBLIC COMMENT: None

APPROVAL OF MINUTES & AGENDA:

- a. Minutes from February 2016

Motion by G. Lucas, supported by A. Majlinger to approve the minutes from the February regular meeting with the correction from G. Gilbert regarding the lead pipes mapping system. H. Thiede to correct and submit. All in favor, motion carried.

INFORMATION TO RECEIVE & PLACE ON FILE:

None

MONTHLY REVENUE/EXPENDITURE REPORT

- a. February Meeting Report

Motion by G. Lucas, supported by N. Walker to approve the February meeting report. Roll Call,

ONGOING PROJECTS & BUSINESS:

- a. **DCA Lease Agreement** – J. Keller Gruber stated that the DCA lease agreement was approved at the last City Council meeting and has been signed and will expire September 30th 2016. The committee discussed.

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- b. **WBA/DDA Contract** – J. Keller Gruber stated that he has met with the WBA Board to review the contract, slight revisions were made and he is hoping to have the agreement signed by the next DDA meeting. P. Slack stated there has been two meeting so far to review the contract and some minor changes were made. J. Keller Gruber stated that some changes included H. Thiede’s involvement. A few items that were discussed at the last meeting was liquor licensing for other events during third Fridays, sponsorship conflicts and reviewing other events that would potentially take place during the third Fridays of the month. P. Slack stated that H. Thiede coordinates those other events, which is her responsibility, but that those items reviewed at the last meeting, some can be changed and some cannot so now the DDA is currently waiting for the WBA to sign the contract.
- c. **Marketing Expense Budget Amendment:** J. Keller Gruber stated that he is requesting a budget amendment to the marketing expense budget by increasing it by \$15,000 to cover additional expense including Matt Lee’s fees to promote the DDA and WBA programs, money to design and produce the DDA guides, and downtown reindeer during the holiday events. This \$15,000 would be moved from the business procurement expense account seeing as the DDA will not be hiring someone for this task this year due to the structure of the DDA Director and Special Events Coordinators responsibilities

Motion by G. Lucas, supported by A. Majlinger to approve the increase of \$15,000 to the marketing expense account from the business procurement account. Roll Call, all in favor. Motion carried.

- d. **Design Committee: Capital Improvements Plan for May:** J. Keller Gruber stated that the city departments have been instructed to put together a capital improvements plan, a wish list of things for the district. G. Gilbert suggested including the residential area parking lot in the district for beautification. The committee discussed.
- J. Keller Gruber also stated that the Design Committee now meets once a week to discuss upcoming projects and plan on working with other departments in the city. P. Slack stated the high school does not know at this time if they will be partnering with the viaduct project this year, J. Keller Gruber is going to meet with the teacher from the class at the high school to review concerns and report back to the DDA. The committee discussed future plans including the beautification of parking lots and other items listed on the improvement plan.
- e. **Grants Committee: Personal Guarantees for the DDA Grant Reimbursement:** J. Keller Gruber reviewed the draft personal guarantee documents with the committee. He stated that it will hold the businesses more liable and that Mr. Look, City Attorney assisted in the creation of the material. Committee discussed.
- f. **Director Update:** J. Keller Gruber updated the committee on the new businesses in the city including The Vape Lounge, and the committee commented Abrahamson’s Doctors and the Sears buildings look great! P.Slack stated that J. Keller Gruber has been updating the current property listing in the district.

NEW BUSINESS:

None

NEXT REGULAR MEETING: April 12th 2016

ADJOURNMENT:

Motion by A. Majlinger, supported by G. Lucas to adjourn the meeting at 6:05 pm. All in favor, motion carried.

Respectfully Submitted,

Heather Thiede, Deputy Recording Secretary