

**Downtown Development Authority**  
Meeting Minutes \* Tuesday, April 12<sup>th</sup> 2016  
Council Chambers, 3200 Biddle Avenue, Suite 300  
Wyandotte, Michigan 48192

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

**MEMBERS EXCUSED:** Mayor Peterson and Rick DeSana

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

**PUBLIC COMMENT:** Vanessa, owner of Glowfish Studios. She requested a bike rack to be placed in front of her business. She stated there are many younger patrons of her business that rest their bikes against her front window. G. Lucas suggested staff contact DPS to request a bike rack be moved from a slower area in town to their location. H. Thiede stated she would contact DPS to make this request. Vanessa also stated there will be a kendama tournament May 21<sup>st</sup> at the Downriver Council of Arts from 12 to 8 pm.

**APPROVAL OF MINUTES & AGENDA:**

- a. Minutes from March 2016 and agenda for April 12<sup>th</sup>:

**Motion by G. Lucas, supported by N. Walker to approve the minutes from the March regular meeting and agenda for April 12<sup>th</sup> 2016. All in favor, motion carried.**

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

Beautifcation Commission Meeting Min.

**Motion by P. Slack, supported by G. Lucas to receive and place items on file. All in favor, motion carried.**

**MONTHLY REVENUE/EXPENDITURE REPORT**

- a. March Meeting Report: G. Gilbert asked for a detailed report on the expense of the Fort Street budget. J. Gruber stated he would put together that report and get back to the committee.

**Motion by G. Gilbert, supported by A. Majlinger to approve the March meeting report. Roll Call,**

**ONGOING PROJECTS & BUSINESS:**

- a. Special Events Coordinator – Project Update: H. Thiede spoke about the projects and programs she has assisted with this year. The group discussed.
- b. Community Updates: J. Gruber updated the group on the happenings downtown, including the Roll Along the River event to be held May 1<sup>st</sup> with a start and end point at the DCA. He

also updated the group on the latest Third Friday and that Whiskey on the Water is now open. Sweet Arrangements is now making fudge in their business and the DCA has a chocolate chef using their kitchen.

- c. WBA Contract and Service Agreement: J. Gruber stated that the agreement is signed and they are ready to move forward with approval at council. P. Slack stated that communication between the WBA and DDA has really improved thus far.

**NEW BUSINESS:**

- a. Budget Amendments:

**Motion by N. Walker, supported by G. Lucas to approve the legal, salary and administrative budget increase of \$12,232.55 to be taken from Business Procurement budget 499-200-925-806. Roll call, all in favor, motion carried.**

- b. Clerk's Office: Committee Disclosure Statements: J. Gruber stated that committee members are required to fill out and return the disclosure statement to the clerk's office by May 1<sup>st</sup>.
- c. Beautification Commission Request: J. Gruber read a letter from the Beautification Commission requesting a onetime budget increase of \$1,025 for the purchase of new top soil for the community garden area. John Darin from the Beautification Commission spoke to the committee about the request. The committee discussed.

**Motion by G. Gilbert, supported by G. Lucas to approve of a onetime increase to the Beautification Commissions budget 499-200-850-539 of \$1,025 to be taken from the Miscellaneous Fund budget 499-200-926-790. Roll call, all in favor, motion carried.**

- d. Capital Improvements Plan Draft: J. Gruber stated this plan was mentioned in previous meetings and the draft will be submitted to the finance department in April for review and then back to the DDA Office by May. L. Stevenson stated that he would like the DDA Board to see the plan before finance for review. J. Gruber stated he will send it to the board. The group discussed.
- e. Target Analysis: J. Gruber explained the program to the board and reviewed the documents. He stated that each community involved would receive a analysis to be able to give developers in the future. L. Stevenson asked who would be spearheading the project; J. Gruber stated he was approached by the MEDC and the DCC Is leading with member cities being Lincoln Park, River Rouge, Romulus, Trenton and hopefully Wyandotte. The committee discussed.

**Motion by L. Stevenson, supported by N. Walker to approve the funding, not to exceed \$3,500 to the Downriver Target Market Analysis, regardless of the other cities participation, the DDA Director to work with the Downriver Community Conference to attract other local cities to participate in the study and for the DDA Director to take an active role with the Michigan Economic Development Corporation and third parties involved to guide them as to what Wyandotte is looking for. Roll Call, all in favor, motion carried.**

- f. Design Committee: Patronicity Campaign: J. Gruber explained the placemaking project to the committee. The committee discussed funding and other details. G.Gilbert mentioned about the maintenance of the project for the future, J. Gruber stated that it is a good question and long term costs will be calculated shortly. P. Slack spoke in the downtown benches and the area being more walkable.

**Motion by L. Stevenson, supported by A. Majlinger to move forward with the campaign. All in favor, motion carried.**

- g. Signage: Chelsea's: J. Gruber stated that N. Walker mentioned it might be helpful for the board to be aware of the signage request and the decision of the Design Review to deny the electric sign request.
- h. Banners: J. Gruber reviewed with the committee the number of banners that are no longer in place.
- i. Promotions: Matt Lee: J. Gruber stated clips of the tv interviews and noted articles were emailed to the board for their review.
- j. Cross Promotion Grant: J. Gruber stated that he and H. Thiede worked on the application that is in the packet, and requested for it to be reviewed by the board.
- k. Grant: Vape Lounge:

**Motion by L. Stevenson to grant \$1,200 or %15 of their project to the Vape Lounge, 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.**

G. Gilbert asked J. Gruber to contact the train company for funds towards the flowers near the viaduct. P. Slack stated that unless it's a structure issue typically the railroad won't assist. J. Gruber stated that the State Representative did mention recently that the railroad company will be doing repairs.

**NEXT REGULAR MEETING: May 10<sup>th</sup> 2016**

**ADJOURNMENT:**

**Motion by L. Stevenson, supported by A. Majlinger to adjourn the meeting at 7:13 pm. All in favor, motion carried.**

Respectfully Submitted,

Heather A. Thiede, deputy recording secretary

