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DOWNTOWN DEVELOPMENT AUTHORITY
Downtown Development Authority
Meeting Minutes * Tuesday, June 14th 2016
Council Chambers, 3200 Biddle Avenue, Suite 300
Wyandotte, Michigan 48192

MEMBERS PRESENT: John Jarjosa, Anne Majlinger, Norm Walker, Rick DeSana, Patt Slack, Gerry Lucas and Greg Gilbert

MEMBERS EXCUSED: Mayor Peterson and Leo Stevenson

OTHERS PRESENT: Joe Keller Gruber, DDA Director, WBA Board Members and Vanessa Moore from Glowfish Studios

APPROVAL OF MINUTES & AGENDA:

- a. Minutes from April 2016 and agenda for June:

Motion by A. Majlinger, supported by N. Walker to approve the minutes from the April 2016 regular meeting and agenda for June 2016. All in favor, motion carried.

INFORMATION TO RECEIVE & PLACE ON FILE:

- Beautification Commission Meeting Min.
- Gerry Lucas resignation letter from the DDA Board

Motion by J. Jarjosa, supported by A. Majlinger to receive and place items on file. All in favor, motion carried.

J. Gruber read the letter from G. Lucas aloud to the board. P. Slack thanked G. Lucas for his dedication and support of the DDA and city.

Motion by G. Gilbert, supported by A. Majlinger thanking Gerry Lucas for his support and service. All in favor, motion carried.

MONTHLY REVENUE/EXPENDITURE REPORT

- a. June Meeting Report: April Report

J. Gruber stated that the marketing budget that was amended will be moving forward with council shortly for approval.

Motion by A. Majlinger, supported by G. Gilbert to approve the June meeting report. Roll Call, all approved.

ONGOING PROJECTS & BUSINESS:

- a. DDA Design Committee Update: P. Slack updated the group on the happenings of the viaduct area with the high school. The committee discussed.
- b. Patronicity Campaign: J. Gruber reviewed a draft bid for the project with the board. He explained the idea of the project and that they have done work on getting information on what city employees and bank employees would like to see on the proposed city hall lot. The committee discussed. J. Gruber stated that there is still work to do and will keep the board updated.
- c. Matt Lee Update: J. Gruber commented that Matt's work on roll along the river and the DCA promotions was a huge success. For June Matt will promote the farmers market and have live demonstrations and in studio promotions. The committee discussed and commented how wonderful working with Matt Lee has been so far.

NEW BUSINESS:

- a. DDA Grant Committee: Milkins, Salon Mischa and Home Philosophy. The committee discussed the amounts requested as explained by G. Gilbert.

Motion by A. Majlinger, supported by N. Walker to approve \$2,000 to Milkins Jewelers, \$5,000 to Salon Mischa and \$5,000 to Home Philosophy to be approved now with a personal guarantee, and to be paid in full upon completion of work submitted to the DDA Grant Committee and the additional \$5,000 request from Home Philosophy to be reviewed again in the new budget year. Roll call, all in favor, motion carried.

- b. Week in Wyandotte: J. Gruber explained the event to the committee and that the church worked with him to come up with a plan to create a bench restoration project for the downtown area. Staff will begin dismantling the benches the week of the art fair and then afterwards will start work with the church group. P. Slack stated she is in full support of the project. The committee discussed.
- c. Downtown outdoor cafés: J. Gruber stated that planning commission is going to meet and review plans and rules to present to council. R. DeSana spoke about outdoor café's downtown and the current ordinances and proposed suggestions.

Motion by P. Slack, supported by J. Jarjosa the DDA write letter and suggest they are in agreement with operating hours for downtown outdoor cafes. Roll call, all in favor, motion carried.

- d. DCA Grants and long term lease agreement: J. Gruber stated there are many grants available for the DCA but they would need a long term lease agreement in place to receive any funds. He is requesting the DDA Board to think about what lease agreement the city and DDA could offer the DCA in the future. They only have a few months left on their lease agreement currently. The committee discussed. J. Gruber shared what types of grants are available and what they could be used for. G. Gilbert suggested the city attorney look into long term lease agreements in other communities and report back on the findings.

Motion by R. DeSana, supported by N. Walker to allow J. Gruber to approach the City Council regarding a new lease with the DCA and to make sure the DCA qualify for all grants possible and if favored; a longer lease agreement. All in favor, motion carried.

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COMMUNITY UPDATE: WBA Quarterly Report: Jenna Smith; President of the WBA spoke that the report turned in to the DDA board was missing a few items, but those items would be given to the board shortly. She spoke about the BBQ Event to the committee. P. Slack spoke about the WBA and their involvement with collecting business information and restaurant menus for the artists and participants of the fair to the board. J. Gruber spoke about the community happenings, WBA Rib event, HFWH 90th anniversary events, Wyandotte Farmers Market starting, Wyandotte Michigan Urgent Care Open House and a few new businesses downtown.

NEXT REGULAR MEETING: July 12th 2016

ADJOURNMENT:

Motion by P. Slack, supported by A. Majlinger to adjourn the meeting at 7 pm. All in favor, motion carried.

Respectfully submitted,

Heather Thiede, Deputy Recording Secretary