

**Downtown Development Authority**  
Meeting Minutes \* Tuesday, August 9<sup>th</sup> 2016  
Council Chambers, 3200 Biddle Avenue, Suite 300  
Wyandotte, Michigan 48192

**MEMBERS PRESENT:** John Jarjosa, Anne Majlinger, Norm Walker, Patt Slack, Greg Gilbert, Rick DeSana and Mikelle Vargas

**MEMBERS EXCUSED:** Mayor Peterson and Leo Steveson

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

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES & AGENDA:**

- a. Minutes from June 2016 and agenda for August 9<sup>th</sup> 2016

**Motion by N. Walker, supported by A. Majlinger to approve the minutes from the June regular meeting and agenda for August 9<sup>th</sup> 2016. All in favor, motion carried.**

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

Beautification Commission Meeting Min. – June 2016

**Motion by G. Gilbert, supported by N. Waker to receive and place items on file. All in favor, motion carried.**

**MONTHLY REVENUE/EXPENDITURE REPORT**

**Motion by A. Majlinger, supported by R. DeSana to approve the June meeting report. Roll Call, all in favor, motion carried.**

**Motion by R. DeSana, supported by A. Majlinger to approve the July meeting report. Roll Call, all in favor, motion carried.**

**ONGOING PROJECTS & BUSINESS:**

- a. DDA Design Committee Update: Viaduct Report: J. Gruber stated that there has been a lot of work to the area by DPS and the Week in Wyandotte participants that included weeding the beds, putting weed block down and spread mulch. He stated that the plan would be to move in a more artistic direction for the area instead of landscape. He explained the ideas that were discussed at the last Design Committee meeting which include reproducing artwork from the Wyandotte Museums as well as a mural of project. The committee discussed.

**NEW BUSINESS:**

- a. DDA New Board Member: J. Gruber introduced Mikelle Vargas as the new DDA board member. The committee welcomed her!

- b. Budget Discussion: J. Gruber reviewed the proposed 2017 budget with the board. He also mentioned there were four additional funding requests made by groups that the committee could review.
- DCA – J. Gruber stated that the DCA is currently in the budget for \$20,000 and he will be meeting with the new DCA Director shortly to discuss the idea of a long term lease before it would go before council. He stated the DCA made an additional funding request for \$5,001.22 for new tables, chairs and other equipment for those items. J. Gruber stated he feels the group could use the funds towards building repairs rather than the purchase of tables and chairs. P. Slack asked if these items were reviewed by the budget committee prior to this meeting. J. Gruber stated that the finance committee members denied the additional funding requests, but he thought it would be good for the entire board for review.  
The committee reviewed the DCA request for \$5,001.22 for tables and chairs. J. Gruber stated that he would recommend they use that funding for physical improvements on the building. The committee discussed. P. Slack recommended that the DCA apply for 2017 where the board can revisit their funding request, at this time the board will table their request.
  - Viaduct Project – J. Gruber stated that the viaduct maintenance budget was \$10,000 and is now \$5,000 for 2017. He explained that DPS has been wonderful with support of maintaining the area. The committee discussed.
  - Beautification Funding Request- J. Gruber stated that this request was included in the proposed 2017 budget. The group is requesting an increase of their budget for 2017 from \$6,000 to \$10,000 to purchase additional hanging baskets for the downtown. The committee discussed.

**Motion by G. Gilbert, supported by P. Slack to approve the 2017 Beautification Commission budget of \$10,000. Roll call, all in favor motion carried.**

- WBA – J. Gruber stated the WBA is in the budget for the normal \$30,000 but have requested an additional \$15,000 for 2017. The committee discussed. N. Walker stated the group can always come back later in the year and request more funds.

**Motion by G. Gilbert supported by R. DeSana to increase the budget for the WBA to \$34,000 to be taken from the fund balance. Roll call, all in favor motion carried.**

- WFM Manager- J. Gruber explained to the committee that there was a reallocation of \$1,700 to the Farmer's Market budget to hire an assistant to be on site during the market days. P. Slack asked about a raise for the market manager. J. Gruber stated that the market manager made a separate past request to be increased to \$14 an hour. The committee discussed.

**Motion by P. Slack supported by G. Gilbert to grant the Wyandotte Farmers Market Manager, Tina Hursh a raise to \$14 an hour. Roll call, all in favor, motion carried.**

J Gruber will revisit the amount in the salary budget for seasonal and then increase it. The committee discussed. J. Gruber mentioned giving Maggie Molnar an increase for the 2017 budget year as well. He recommended \$14 an hour.

**Motion by N. Walker supported by A. Majlinger to grant Maggie Molnar, DDA employee a raise to \$14 an hour. Roll call, all in favor, motion carried.**

- WFM Budget/Other events – J. Gruber stated that the market is budgeted for \$25,200 the guide book budget is \$10,000 he recommends using less funds for 2017. The committee discussed.

**Motion by G. Gilbert, supported by A. Majlinger to approve the proposed 2017 DDA budget to go to City Council. Roll call, motion carried. All in favor.**

- Downtown Dollars – J. Gruber stated that the library would like \$2,000 of Downtown Dollars to distribute to their patrons. The grant committee reviewed their proposal.

**Motion by N. Walker, supported by R. DeSana to approve the \$2,000 downtown dollars to the Library. Roll call, all in favor motion carried.**

J. Gruber updated the group on the happenings downtown including Week in Wyandotte happenings which were very positive and the bench project will be moving forward. The committee discussed.

**Motion by P. Slack, supported by A. Majlinger to grant permission to J. Gruber to use the 2016 account as needed for the bench project. Roll call, motion carried. All in favor.**

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

**ADJOURNMENT:** Meeting was adjourned at 7:15 pm.

Respectfully submitted,

Heather A. Thiede, Deputy Recording Secretary