

Downtown Development Authority
Meeting Minutes
5:30 PM, Tuesday, May 14th, 2019
Council Chambers, 3200 Biddle Avenue, Suite 300
Wyandotte, Michigan 48192

MEMBERS PRESENT: John Jarjosa, Anne Majlinger, Brian Kozinski, Scott Jordan, Patt Slack, Norm Walker

MEMBERS EXCUSED: Mayor Peterson, Rick DeSana, Leo Stevenson

OTHERS PRESENT: Joe Keller Gruber, DDA Director, Heather Thiede-Champlin, DDA Recording Secretary and Special Events Coordinator

PUBLIC COMMENT:

APPROVAL OF MINUTES & AGENDA:

- a. Minutes from April 9, 2019 and April 23 2019

Motion by J. Jarjosa, supported by A. Majlinger to approve the minutes from the April regular meeting and April special meeting. All in favor, motion carried.

INFORMATION TO RECEIVE & PLACE ON FILE:

MONTHLY REVENUE/EXPENDITURE REPORT

- a. April 30, 2019 DDA YTD Expenditures and Revenues

Motion by J. Jarjosa, supported by B. Kozinski to approve the Monthly Revenue and Expenditure Report. Roll Call. All in Favor, motion carried.

ONGOING PROJECTS & BUSINESS:

- a. **Board Committees:** J. Gruber explained the current committee structure of the DDA including Design, Promotion, Finance, Grant, and special committees assigned as needed. Invited any interested Board Members to form or join committees.
- b. **Viaduct Landscaping and Maintenance Contract:** J. Gruber began by thanking Natalie Rankine, City of Wyandotte Special Projects Coordinator for her hard work and dedication. J. Gruber reviewed three contracts with the DDA Board (the original proposal, the revised and approved proposal and the separate maintenance proposal) and discussed the current budget. J. Gruber made a recommendation to increase Viaduct Maintenance budget by reclassifying funds from the Business Assistance Program (Downtown Grant Program) to deliver the entire original proposal. The Board discussed the benefits of doing this. The Board discussed existing grants that have been awarded, but not yet paid out. J. Gruber explained that, even after reclassifying the funds for the Viaduct, the remaining Business Assistance Program (Downtown Grant Program) Budget still covers the entire list of existing projects if all projects were completed and all awards were paid out. The Board discussed additional landscaping and maintenance concerns.

“Motion by J. Jarjosa, supported by A. Majlinger, to move \$30,000 from the DDA Business Assistance Program Expense Account #499-200-925-801 to the DDA Viaduct Expense Account #499-200-850-520 to execute the original proposal from P&P Landscaping for the entire Viaduct Reconstruction Project Contract. Roll Call, all in favor. Motion carried.”

NEW BUSINESS:

DDA Grant Committee/Guidelines: W. Suites and Lofts Downtown Grant Application will be tabled until next month until the DDA Grant Committee can meet to review the project.

Tin Can Tourist Event Recap: H. Thiede-Champlin offered a complete summary of the Tin Can Tourist Event in Downtown Wyandotte. She explained the tremendous success of the event and outlined the multiple benefits this event had on the businesses and the community. H. Thiede shared a request from the event host, John Truitt, in the amount of \$875.00 to pay for the cost of electricity for the event, made payable to Wyandotte Municipal Services. J. Gruber made the recommendation to take this funding from the Existing Business Stimulus Fund which helps support programs like this.

Downtown Dollars: H. Thiede-Champlin explained the new denominations of Downtown Dollars will be \$5 instead of \$10 and explained how the community could get involved. The Board discussed the benefits of this program.

NEXT REGULAR MEETING: June 11th 2019

ADJOURNMENT:

Motion by J. Jarjosa, supported by B. Kozinski to adjourn the meeting. All in favor, motion carried.

Respectfully Submitted,

Joe Gruber, DDA Director