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**NATALIE RANKINE**  
**DIRECTOR**  
**DOWNTOWN DEVELOPMENT AUTHORITY**

**MEETING MINUTES**

**May 10<sup>th</sup> 2011**

**Council Chambers, 3131 Biddle Avenue Wyandotte MI. 48192**

**1.) MEMBERS PRESENT** –Mayor Joseph Peterson, Gilbert Rose, Arta Chiparo, Gerry Lucas, Dr. Patrick VanDeHey, Patt Slack, Greg Gilbert

**2.) MEMBERS EXCUSED** – Leo Stevenson, Norm Walker

**3.) OTHERS PRESENT** –Natalie Rankine, Heather Thiede, Diane Woodruff, Jay Steffensky

**4.) APPROVAL OF AGENDA –**

**Motion by G. Rose, supported by M. Peterson to approve the agenda for May 10<sup>th</sup> 2011 with the additions of 8 d) Computer and e) Subcommittees. All in favor, motion carried.**

**5.) APPROVAL OF MINUTES –**

**Motion by G. Lucas, supported by G. Rose to approve the minutes from the April 12<sup>th</sup> Downtown Development Authority meeting with the addition of Greg Gilbert being present. All in favor, motion carried.**

**6.) PRESENTATIONS –**

**Representatives from the group Shelter to Home spoke to the committee about opening up their business of an animal rescue organization and pet adoption agency here in Wyandotte. They stated they have applied for a 501c3 status and are planning on moving to 266 Oak Street. The committee asked a few questions to the representatives.**

**7.) ATTENTION TO THE AUDIENCE –**

**D. Woodruff from the Wyandotte Business Association presented the committee with the WBA Third Friday poster for May, Mayor Petersons Rib Throw Down.**

**8.) INFORMATION TO RECEIVE AND PLACE ON FILE –**

- a.) Beautification Commission Minutes
- b.) Letter to Mainstreet Michigan
- c.) Letter to Wayne County (Eureka corridor)
- d.) Schedule of Biddle Avenue construction
- e.) Planning Commission Letter
- f.) Beautification Commission Letter

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

**9.) MONTHLY REVENUE/EXPENDITURE REPORT –**

G. Gilbert would like clarification on the fountain line item, N. Rankine stated that she will look into that and get back to the committee.

P. Slack questioned the Wi-Fi downtown, she asked if it was up and running. N. Rankine stated that she was informed by Municipal Service and it was not running and that it would be fixed by July. M. Peterson stated that he will be contacting Melanie McCoy to inquire why the Wi-Fi is not working and get back with the committee.

**Motion by M. Peterson, supported by G. Rose to approve the monthly revenue and expenditure report. Roll Call, all in favor. Motion carried.**

**10.) ONGOING PROJECTS AND BUSINESS-**

a.) Wyandotte Farmers Market

N. Rankine discussed the farmer’s market events for this year with the committee.

b.) Building and Business Inventory

N. Rankine reviewed the material she has collected thus far with the committee.

c.) Online mapping software

N. Rankine went over the online mapping material with the committee.

d.) Marketing Plan/Webcam

N. Rankine stated there has been no change with either project.

e.) Business Assistance Grants –

N. Rankine reviewed the new grant that had been approved at the Grant Committee meeting prior to this meeting. The grant would be for Oppenheimer and would be additional \$1,000 making their total grant \$4,000.

**Motion by M. Peterson, supported by G. Gilbert to approve the additional \$1,000 to Oppenheimer making their total grant amount \$4,000. Roll call, all in favor. Motion carried.**

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f.) Welcome Folder

N. Rankine stated that the Wyandotte Welcome Folder would cost between \$4,000-\$5,000 for 1000 folders and \$1,200 for 500 inserts. She stated that the Engineering Department and Special Event Department would each be giving funds towards this project totaling \$3,200. M. Peterson stated he would like to know where the money from the two departments would be coming from. N. Rankine stated she would get that information to him. She then stated the DDA would have to fund \$3,000 for the remainder of the project. M. Peterson stated he would like to move forward with the project. N. Rankine gave a timeline of completion for the fall of 2011.

**11.) NEW BUSINESS -**

a.) Welcome Letter and Newsletter

N. Rankine reviewed the welcome letter and newsletter she had created with the committee.

b.) DIA Inside Out - Presentation

N. Rankine gave a presentation to the committee regarding the DIA Inside Out Project coming down to Wyandotte. She stated that she chose the timeline of July - September 2012. The committee discussed the details of the project.

**Motion by G. Rose, supported by M. Peterson to approve the DIA Inside Out project to come to the City of Wyandotte in July - September 2012. All in favor, motion carried.**

c.) Project Assistance -

N. Rankine presented the committee with hiring Sarah Schwochow for DDA support staff. Sarah will help with data input, research for business information, addressing and stuffing envelopes, newsletter typing and other related projects. Sarah will be hired at a rate of \$15 an hour for 10 hours a week and not to exceed \$3,800 for the remainder of the calendar year.

**Motion by M. Peterson, supported by G. Rose to approve the hiring of Sarah Schwochow for DDA support staff at a rate of \$15 an hour for 10 hours a week and not to exceed \$3,800 for the remainder of the calendar year. This payment will be transferred from the fund balance. Roll call, All in favor. Motion carried.**

d.) Computer

N. Rankine presented the bills for her computer and licensing for her computer programs to the committee.

**Motion by M. Peterson, supported by G. Rose to approve of the \$1,146.24 for computer costs and for this money to come from the fund balance. Roll call, all in favor. Motion carried.**

e.) Sub-Committees -

N. Rankine stated that she and P. Slack reviewed the sub committees and proposed to combine a few together. The Design and Promotion Committee would consist of G. Lucas, P. Slack, A. Chiparo, and Dr. VanDeHey. The Grant and Finance Committee

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would consist of G. Rose, L. Stevenson, G. Gilbert, N. Walker and M. Peterson. The Oversight Committee would consist of P. Slack, M. Peterson, N. Walker and G. Lucas.

**Motion by G. Rose, supported by M. Peterson to adopt the new DDA Sub Committees presented by N. Rankine. All in favor, motion carried.**

**12.) NEXT REGULAR MEETING - June 14<sup>th</sup> 2011**

**13.) ADJOURNMENT -**

**Motion by M. Peterson, supported by G. Lucas to adjourn the meeting at 6:31 pm. All in favor, motion carried.**

Respectfully Submitted,

Heather Thiede, Deputy Secretary  
Special Event Coordinator