

**OFFICIALS**

**William R. Griggs**  
CITY CLERK

**Andrew A. Swiecki**  
CITY TREASURER

**Colleen A. Keehn**  
CITY ASSESSOR



**MAYOR**  
Joseph Peterson

**COUNCIL**  
Todd M. Browning  
James R. DeSana  
Sheri M. Sutherby-Fricke  
Daniel E. Galeski  
Leonard T. Sabuda  
Lawrence S. Stec

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

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**MEETING MINUTES**

**July 26<sup>th</sup> 2011**

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

- 1.) MEMBERS PRESENT** –Mayor Joseph Peterson, Gilbert Rose, Gerry Lucas, Patt Slack, Greg Gilbert, Norm Walker
- 2.) MEMBERS EXCUSED** – Leo Stevenson, Arta Chiparo, Dr. Patrick Van De Hey
- 3.) OTHERS PRESENT** –Natalie Rankine, Heather Thiede, Diane Woodruff, Jay Steffensky, Lynn Steffensky, Tom Woodruff
- 4.) APPROVAL OF AGENDA** –

**Motion by Mayor Peterson, supported by G. Rose to approve of the amended agenda for July 26<sup>th</sup> and the DDA meeting minutes of June 14<sup>th</sup> with the addition of Greg Gilbert listed as members present. All in favor, motion carried.**

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

- A.) Beautification Commission Minutes
- B.) DDA Special Meeting Minutes from July 11<sup>th</sup> 2011

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

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

N. Rankine reviewed the report with the committee, she stated that there is \$2,450.00 from Quint Plumbing from the Purple Heart Memorial and recommended for the invoice to be paid out of the fountain project or the miscellaneous account.

**Motion by G. Rose supported by M. Peterson to approve of the monthly revenue and expenditure report as well as the \$2,450.00 to be paid from the Fountain Project Account. Roll call, all in favor. Motion carried.**

**Motion by G. Gilbert, support by M. Peterson to approve of the \$4,231.27 for the Special Assessment to be paid from the Misc. Account. Roll call, all in favor, motion carried.**

**7.) ONGOING PROJECTS AND BUSINESS** –

- A.) WYANDOTTE FARMERS MARKET –

N. Rankine updated the committee on the happenings for the future farmers markets.

- B.) BUSINESS AND BUILDING INVENTORY –

N. Rankine stated that she and staff are currently working on that inventory and it should be completed soon.

- C.) ONLINE MAPPING SOFTWARE –

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N. Rankine stated that it is 80% complete and is in on track for a late August early September launch.

### D.) MARKETING PLAN –

N. Rankine stated that she would like to lock down future meetings with the promotions committee to go over the Marketing Plan. Committee discussed.

### E.) BUSINESS ASSISTANCE GRANTS –

N. Rankine stated that Sweet Nothings was approved for a \$5,000 grant as of Oct. 1<sup>st</sup>.

**Motion by M. Peterson, supported by G. Rose to approve Sweet Nothings the \$5,000 grant subject to reviewing and approving all paperwork after project completion. Roll call, all in favor. Motion carried.**

### F.) WELCOME FOLDER –

N. Rankine stated that the committee will have to discuss where the additional funding will come from out of the DDA budget for the welcome folder. The fee would be \$3,200.

### G.) WEBCAM –

M. Peterson stated that he would like to recommend holding off on the webcam for now and putting that money towards the welcome folder. The committee discussed. This money would come from the fund balance.

**Motion by M. Peterson, supported by G. Lucas to remove the earmarked monies from the webcam and transfer \$3,200 to fund the welcome folder project from the fund balance. Roll call, all in favor. Motion carried.**

## 8.) NEW BUSINESS –

### A.) 2012 PROPOSED BUDGET –

N. Rankine reviewed the 2012 proposed budget with the committee. The committee discussed.

**Motion by M. Peterson, supported by G. Rose to approve the 2012 proposed budget as it appears at the July 26<sup>th</sup> DDA Meeting. Roll call, all in favor. Motion carried.**

### B.) DDA ASSISTANT – DOWNTOWN

N. Rankine stated that DDA employee Maggie would like to have an assistant for 3 weeks to assist her with the cleanup of weeds downtown. She stated that there will be no change in the amount paid from last year.

**Motion by M. Peterson, supported by G. Gilbert to approve of the same amount paid last year for an assistant for Maggie for three weeks. Roll call, all in favor. Motion carried.**

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**C.) BEAUTIFICATION COMMISSION –**

N. Rankine stated that the Beautification commission had inquired about purchasing a shed to house their gardening items in for the community garden. The group discussed purchasing a shed as well as utilizing the shed that the DDA owns that has been used at a Santa House in previous years. N. Rankine stated she would talk to the committee and get specifics on placement and get back with the DDA board.

**D.) ROD LESKO – LIGHTS**

N. Rankine went over the details Mr. Lesko had given the committee regarding LED lights downtown. The committee discussed.

**Motion by M. Peterson, supported by G. Lucas to approve of the lights downtown changing to LED lights. All in favor, motion carried.**

**9.) NEXT MEETING – August 9<sup>th</sup> 2011**

**10.) ADJOURNMENT –**

**Motion by M. Peterson, supported by G. Lucas to adjourn the meeting at 6:11 pm. All in favor, motion carried.**

Respectfully Submitted,

Heather A. Thiede  
Recording Secretary  
Special Event Coordinator