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NATALIE RANKINE
DIRECTOR
DOWNTOWN DEVELOPMENT AUTHORITY

Meeting Minutes
Tuesday, October 8th, 2013
3200 Biddle Avenue Wyandotte, MI. 48192

MEMBERS PRESENT – Mayor Peterson, John Jarjosa, Gerry Lucas, Peter Rose, Patt Slack, Leo Stevenson, Norm Walker, Dr. Patrick VanDeHay

OTHERS PRESENT – Natalie Rankine

MEMBERS EXCUSED – Greg Gilbert

PUBLIC COMMENT – None

APPROVAL OF AGENDA –

Motion by Mayor Peterson supported by G. Lucas to approve of the agenda for the October 8th meeting. All in favor, motion carried.

APPROVAL OF MINUTES –

Peter Rose noted that the minutes from the September meeting should reflect that the project's parking would only handle the needs of the residents, and provide no new parking for downtown. Also that the DDA should be actively involved in the decision for the type of tenants and assisting the developer with selection and courting of new tenants for this important new development.

Motion by G. Lucas, supported by Mayor Peterson to approve of the September 10th meeting minutes with the additions noted above by Peter Rose. All in favor, motion carried.

INFORMATION TO RECEIVE AND PLACE ON FILE

Motion by G. Lucas, supported by Mayor Peterson to receive and place on file the monthly Beautification Commission Minutes, Third Friday Plan & Adopted Master Plan from the Planning Commission.

MONTHLY FINANCE REPORT –

Leo Stevenson noted that despite the economic downturn and less revenue being captured that the DDA was able to come in under budget and complete a lot this year.

Motion by M. Peterson, supported by P. Slack to approve the monthly finance report for month of October 2013. Roll call, all in favor. Motion carried.

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ONGOING PROJECTS & BUSINESS –

1) 3061 & 3063 Biddle Avenue – Update

N. Rankine updated the board regarding the closing date for the Sterling Hotel at 3061/3063 Building. The buyer's bank (MBT) has not given us a final closing date, but the Michigan Economic Development Corporation (MEDC) has presented MBT with the final paperwork regarding the grant. MBT is still awaiting one last piece of information from the Small Business Administration (SBA), which has been closed due to the government shutdown. N. Rankine indicated that she would notify the board as soon as a date is known.

N. Rankine also indicated that Ken Wickenheiser met with the Engineering and Building Department on Monday to talk about city requirements for architectural drawings and is eager to get started on the project.

2) Wyandotte Farmers Market – Update

N. Rankine updated the board on success of the Wyandotte Farmers Market this season: The market had more visitors, vendors and sales than in years past. The market is now closed for the season and will re-open on June 5th. Rankine will work with the market manager to create programming for the 2014 season.

3) Christmas Plan – Downtown Lights

N. Rankine met with the Department of Public Services (DPS) regarding the DDA's proposal and plan to hang the lights in a different manner. The DPS was very receptive to this approach and did a sample tree for the DDA to view. They will begin working on hanging the lights next week and work until the 3rd Friday in November to complete the downtown before Third Friday in November. N. Rankine indicated that although the plan costs more than budgeted, that the DDA will plan on doing these things over the course of a number of years. She also indicated that they would be taking down the lights in January and storing them until next year. This may cut down on the number of lights that they will need to install next year. N. Rankine thanked P. Slack for her ideas and assistance on this project.

4) Vacant property updates

N. Rankine provided the board with the following vacant property updates:

2656 Biddle

The Downriver Actor's Guild is applying for a grant to renovate the old Robert Hall building at 2656 Biddle. They are proposing an addition of 1,200 square feet to the building. They plan to open in late Spring/Summer of 2014.

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2011 Biddle

Yogurttown has signed a lease for this property. They anticipate opening in late Spring/Summer of 2014.

142 Maple

I spoke with Todd Szymczak of Farbman and the Mason's have backed out of their agreement to purchase this property.

LTB Property

The Engineering and Building Department had a Show Cause Hearing with the owners of LTB and council has granted them until February of 2014 to demolish the existing building and submit new plans for review.

3233 Biddle (former Lichee Gardens)

This property is being purchased by Al Fritz of Gizzmos and he is scheduled to close on this property late next week. Al does not know if he will expand Gizzmos or renovate the property for lease. Either way, he is planning a complete renovation of the façade and will be applying to the DDA for a façade grant for this property.

3002 First Street (Former Madelyn's)

This property is going to be leased by two retail shops: Abundant Living Gallery (retail home/gifts) owned by Pam Riley and Now 'n Then owned by Noreen Rivere. Both shops plan to open in late November for the Holiday season.

NEW BUSINESS –

5) Grants – Rankine explained that there were a total of 5 grant submissions.

1. Downriver Actor's Guild: The Downriver Actor's Guild is requesting funding for the renovation of the property at 2956 Biddle Avenue. The subcommittee recommended grant funding in the amount of \$5,000.00.

Motion by Mayor Peterson, second by L. Stevenson to award the Downriver Actor's Guild \$5,000.00 for the renovation of the property at 2956 Biddle Avenue. Roll called. All in favor.

2. Abundant Living Gallery: The gallery/retail store will host a collection of fine crafting and art and is requesting funding to renovate 113 Elm Street. The subcommittee recommends to the DDA Board that the business receive \$2,000.00 in grant funding.

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Motion by Mayor Peterson, second by L. Stevenson to award Abundant Living Gallery in the amount of \$2,000.00 for the renovation of the property at 113 Elm Street. Roll called. All in favor.

3. Yogurttown: Yogurttown is requesting funding for the renovation of the long-time vacant property located at 2913 Biddle Avenue. The company plans an investment of \$97,350.00 toward the project. The subcommittee recommends to the DDA Board that the business receive a grant in the amount of \$5,000.00 in grant funding.

Motion by L. Stevenson second by G. Lucas to award Yogurttown a grant in the amount of \$5,000.00 for the renovation of the property at 113 Elm Street. Roll called. All in favor.

4. Now n Then: This business is requesting funding for the renovation of 3002 First Street. The group agreed to recommend to the DDA Board that the business receive a grant in the amount of \$1,000.00 in grant funding.

Motion by L. Stevenson, second by Mayor Peterson to award the Now n Then in the amount of \$1,000.00 for the renovation of the property at 113 Elm Street. Roll called. All in favor.

5. Bishop Brighton Bed & Breakfast: The B & B is a prominent historic building in the downtown district. The owners are requesting \$5,000.00 toward the cost of re-painting the exterior to a historic color scheme. The group agreed to recommend to the DDA Board that the business receive a grant in the amount of \$2,500.00 in grant funding.

Motion by Mayor Peterson, supported by L. Stevenson to award a grant in the amount of \$2,500.00 to Bishop Brighton Bed & Breakfast. Roll called, G. Lucas abstained from voting. All others in favor. Motion carried.

N. Rankine explained that there was one grant rollover for The Candy Store that has yet to be completed to be carried over from the 2013 Fiscal Year, totaling \$4,000.00.

Motion by Mayor Peterson, supported by P. Slack to carry over \$4,000.00 from the Business Assistance account number 499-200-925-730-801 from the 2013 Fiscal Year to the 2014 Fiscal Year. Roll called. All in favor. Motion carried.

6. Members of the Design & Promotions committee presented an outline of the holiday activities N.Rankine indicated that the DDA Guidebook letters had been sent and that the guidebook was scheduled to be complete and distributed for late November of this year.

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7. Parking Lot: Update/design schedule

N. Rankine indicated that she would be working in conjunction with the Engineering and Building Department to draft a plan for the reconstruction of the parking lot at Oak and First Streets. They should have a plan drafted by December or January.

8. DDA Strategic Plan

N. Rankine indicated that the Downtown Strategic Plan was something that the Finance/Futuring Committee had discussed in the past. Leo Stevenson noted that it was something that the DDA needed to undertake to ensure that we are on the right path. Mayor Peterson agreed and elaborated on the importance of having a plan in place when previously earmarked DDA funding becomes available again.

Motion by Mayor Peterson, supported by Leo Stevenson to take \$2,499.00 from Fund Balance to the Miscellaneous account 499.200.926.790 to fund the Downtown Strategic Plan for the 2014 Fiscal Year. Roll called. All in favor.

NEXT REGULAR MEETING – December 10th, 2013

ADJOURNMENT -

Motion by Mayor Peterson, supported by N. Walker to adjourn at 6:50 pm. All in favor, motion carried.

Respectfully submitted,

Natalie Rankine
DDA Director