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DOWNTOWN DEVELOPMENT AUTHORITY

Meeting Minutes

Tuesday, March 10th, 2015

Council Chambers, 3200 Biddle Avenue, Suite 300, Wyandotte, MI 48192

MEMBERS PRESENT: Rick DeSana, Greg Gilbert, John Jarjosa, Gerry Lucas, Anne Madjlinger, Patt Slack, Norm Walker.

MEMBERS EXCUSED: Mayor Peterson, Leo Stevenson

OTHER PRESENT: Natalie Rankine, Vanessa Morse – owner Glow Fish studios

PUBLIC COMMENT: No public comment

APPROVAL OF MINUTES AND AGENDA:

Motion by G. Lucas supported by N. Walker to approve of the minutes from the February meeting. All in favor, motion carried.

Motion by P. Slack supported by A. Madjlinger to approve of the agenda for the March meeting. All in favor, motion carried.

INFORMATION TO RECEIVE AND PLACE ON FILE:

- a. DDA Finance Subcommittee Meeting Minutes
- b. DDA Design & Promotion Subcommittee Meeting Minutes
- c. Beautification Commission Meeting Minutes

Motion by G. Lucas supported by A. Madjlinger to receive the Design & Promotion Subcommittee Meeting Minutes and place on file. All in favor, motion carried.

MONTHLY REVENUE/EXPENDITURE REPORT:

N. Rankine presented the monthly revenue and expenditure report.

Motion by G. Lucas, supported by P. Slack to approve of the monthly revenue and expenditure report. Roll Call, all in favor, motion carried.

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ONGOING PROJECTS AND BUSINESS:

a. WBA Updates

N. Rankine notified the board that the WBA had not yet submitted the end-of-the-year report or the most recent quarterly report. The WBA has been sent a reminder every few weeks of the deadline.

b. Oak Street Parking Lot

N. Rankine updated the board about the finances for the Oak Street Parking Lot. The DDA finance subcommittee met again to explore last month's adopted resolution to patch the lot and build a dumpster enclosure. The subcommittee decided that it wouldn't be a good financial decision to re-build the lot this year. No further action is needed, as the resolution was adopted last month. N. Rankine will keep the board posted on the schedule of the bid and schedule as it is known.

- a. DDA Downtown Guidebook: N. Rankine indicated that the guidebook was finished and distributed.
- b. Hotel RFP: N. Rankine indicated that the hotel RFP will be sent out this week with a due date of April 13th. It will be sent to companies with a small/boutique hotel business model, listed on the MITN development website and in the papers. N. Rankine will update the board when RFPs are received.
- c. Restaurant Week: The Design & Promotions committee is working with the WBA to work with WDET, Metro Times, the Isle Camera and the News Herald to promote Restaurant Week in Wyandotte. WDET will also be doing gift certificate raffles during restaurant week to promote this event. All Wyandotte restaurants have been sent participation paperwork and the posters have been distributed. P. Slack indicated that we would be touching base with local food bloggers to see if they were able to write about Restaurant Week in Wyandotte.

NEW BUSINESS

- a. Wyandotte Farmers Market: The Wyandotte Farmers Market is now accepting applications for the 2015 season which begins on Thursday, June 11th. The market is also looking for Power of Produce sponsors for the 2015 Season. G. Gilbert mentioned having a banner at the Council/DDA meetings to promote the Farmers Market and other events.
- b. Christmas Decoration Plan: N. Rankine indicated that the Design and Promotions Subcommittee would be ordering another stack of Christmas bulbs in lieu of the reindeer ordered. The D & P subcommittee will be ordering a large stack this fiscal year and another next year. J. Jarjosa suggested that business owners may want to order bulbs for the front of their businesses. N. Rankine will look into pricing for this and return to the subcommittee with information.
- c. Viaduct: N. Rankine indicated that Jennifer Ferris will attend the DDA meeting in April or May to speak on behalf of the RHS Viaduct project.
- d. Trash Cans: N. Rankine indicated that 10 additional trash cans had been delivered and that they would be placed by DPS as soon as the weather breaks. She mentioned that this project came in a bit under budget and that it was possible that the additional funding could be used for receptacles for dog feces, as this had been a problem or even the additional bike racks, as Glowfish Studios and Johnny Macs was interested in racks for their spaces. She indicated that she would get back to the subcommittee with pricing for these items.

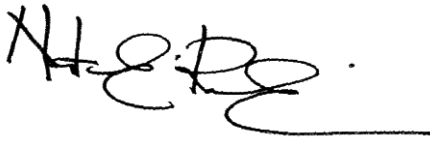
NEXT REGULAR MEETING:

April 14th, 2015

ADJOURNMENT

Motion by Mayor Peterson supported by N. Walker to adjourn the meeting, all in favor, motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'N. Rankine', with a long horizontal flourish extending to the right.

Natalie Rankine

