

City of Wyandotte, Michigan
Public Notice for Hybrid In-Person/Virtual Meeting of the
Downtown Development Authority
at Wyandotte City Council Chambers, 3200 Biddle Avenue
and via “Zoom” Scheduled for
5:30 PM on Tuesday, April 11, 2023

The April 2023 Meeting of the **Downtown Development Authority (DDA)** of the City of Wyandotte will be held in-person with an option for virtual participation via “Zoom” meeting platform. This meeting will also coincide with the second and final Public Information Meeting of the DDA.

The meeting is open to the public for both in-person and virtual participation. The virtual participation option is being offered out of an abundance of caution of the ongoing COVID-19 Pandemic. The agenda and related information can be accessed on the City of Wyandotte’s website here:

http://www.wyandotte.net/front_desk/agenda_and_minutes/downtown_development_authority.php

Access the electronic meeting by doing the following:

1. To attend the meeting by phone: Call: 888-475-4499
 - Use webinar ID: 992 636 8831 (wyandotte1)
2. To attend the meeting over the Internet: <https://us02web.zoom.us/j/9926368831>
 - Passcode: 3200

Should you have any questions or would like to provide input on any business that will come before the public body at the meeting, please contact **Downtown Development Authority Director, Joe Gruber** at **(734) 324-7298** or via email jgruber@wyandottemi.gov

ELECTRONIC DOWNTOWN DEVELOPMENT AUTHORITY MEETING PARTICIPATION

- To help meeting flow and organization, all public comment otherwise known as citizens to be heard, will be taken at the beginning of the meeting and the end of the meeting as outlined on the agenda.
 - **Phone-in audience:** To make a public comment, press “*9” to signify your desire to speak when public comment is called for and you will be called upon in order by the DDA Director or his designee.
 - **Internet audience:** To make a public comment, select “Raise Hand” to signify your desire to speak when public comment is called for and you will be called upon in order by the City Clerk or his designee.

As required by the Americans with Disabilities Act of 1990, access to all programs, services and activities provided by the City of Wyandotte are available to individuals with disabilities with 48 hours’ notice. Individuals who believe they are in need of an accommodation should contact the **Downtown Development Authority Director, Joe Gruber** at **(734) 324-7298** or via email jgruber@wyandottemi.gov

OFFICIALS

Theodore H. Galeski
CITY ASSESSOR

Lawrence S. Stec
CITY CLERK

Todd M. Browning
CITY TREASURER



MAYOR
Robert A. DeSana

COUNCIL
Robert Alderman
Chris Calvin
Kaylyn Crayne
Todd Hanna
Rosemary Shuryan
Kelly M. Stec

DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING AGENDA 5:30 PM, Tuesday, April 11, 2023

Meeting in-person at Wyandotte City Council Chambers, 3200 Biddle Avenue and virtually using a Zoom Platform

- **ROLL CALL OF MEMBERS:** Mayor Robert A. DeSana, Rick DeSana, John Jarjosa, Bryan Kozinski, Scott Jordan, Anne Majlinger, Patt Slack, Leo Stevenson, Ron Thomas
- **OTHERS PRESENT:** Joe Gruber, DDA Director
- **PERSONS IN THE AUDIENCE, PUBLIC COMMENT**
- **APPROVAL OF MINUTES & AGENDA**
 - DDA Meeting Minutes, February 14th, 2023
 - DDA Meeting Agenda, April 11th, 2023
- **INFORMATION TO RECEIVE & PLACE ON FILE**
- **MONTHLY REVENUE/EXPENDITURE REPORT**
 - Periods Ending February 28th, 2023 and March 31st, 2023
- **ONGOING PROJECTS & BUSINESS**
 - Downtown Infrastructure Project
 - MSF Approval Brownfield Plan No. 23: Federal Building and East Alleyway
 - Wayne County Approval: ARPA Funds
 - Engineering Services Contract
- **NEW PROJECTS & BUSINESS**
 - DDA Grant Committee: Belicoso Backyard Bash
 - 2023 Downtown Events
- **NEXT REGULAR MEETING:** 5:30 PM, May 9th, 2023
- **ADJOURNMENT:**

Motion by _____, supported by _____ to adjourn the DDA meeting at _____.



**Downtown Development Authority
Regular Meeting Minutes**

5:30 PM, February 14th, 2023

Hybrid Meeting Held In-Person at City Council Chambers, 3200 Biddle Avenue and
Via the Zoom Audio-only Virtual Platform

MEMBERS PRESENT: Mayor Rob DeSana, Rick DeSana, Bryan Kozinski, Anne Majlinger, Patt Slack, Ron Thomas

MEMBERS EXCUSED: John Jarjosa, Scott Jordan,

OTHERS PRESENT: Joe Gruber, DDA Director, several members of the Downtown Development Area Citizen's Advisory Council

PUBLIC COMMENT:

APPROVAL OF MINUTES & AGENDA:

Minutes from January 10th, 2023 Meeting and Agenda for February 14th, 2023 Meeting.

Motion by A. Majlinger, Supported by R. Thomas, to approve the Minutes from January 10th, 2023 Meeting and Agenda for February 14th, 2023 Meeting. All in favor, Motion carried.

MONTHLY REVENUE/EXPENDITURE REPORT:

Monthly Revenue and Expenditure Report: Period Ending January 31st, 2023

Motion by P. Slack, Supported by A. Majlinger, to accept and approve the Monthly Revenue and Expenditure Reports for the Period Ending June. Roll Call. All in Favor. Motion carried.

INFORMATION TO RECEIVE & PLACE ON FILE: None

ONGOING PROJECTS & BUSINESS:

Downtown Capital Improvements Plan (CIP) and Infrastructure Project: Director Gruber provided a recap of the Bid Opening for Infrastructure Design Services that was held on Monday, December 5th, 2022. The city received three proposals were being reviewed by the City Engineering Department and vary quite drastically in terms of cost, scope of work proposed and experience of bidders. The City and DDA committees reviewed design proposals and interviewed the firms who submitted bids to clarify cost, scope of work and ensure bids accurately reflect the intended project outcomes. Director Gruber shared an overview of the revised bid proposals and shared the City Engineering Departments recommendation and the DDA Design Committee's recommendation to hire Spalding DeDecker for professional design and engineering services, whose project total was \$700,000. Mayor DeSana noted that the City's

procurement standards do not require professional services contracts to be professionally bid and that the City is not required to select the lowest bidder. Director Gruber noted that the Building and Engineering Department would be working closely with the design and engineering firm and so their recommendation was very important. Mayor DeSana also complimented Wyandotte's Municipal Services and Electrical Department for their invaluable insight into the project. Chairwoman Slack also asked Director Gruber to explain the funding mechanism for the design and engineering services. Director Gruber explained that the DDA would attempt to reimburse itself for any eligible expenses through future bond revenue as allowed by the State law in an effort to preserve and grow the DDA's unrestricted fund balance.

Director Gruber provided an update that the City Council recently approved an intergovernmental agreement with Wayne County, and that Director Gruber and Mayor DeSana would be presenting to the Wayne County Commission in early March to receive and allocation of \$3,950,000 worth of American Rescue Plan Act funding for the City of Wyandotte DDA for the Downtown Infrastructure Project. On that same day, Director Gruber and Mr. Thomas would be presenting to the Michigan Strategic Fund Board in request of support and approval of State Tax Capture for the Brownfield Tax Increment Financing Plan for the 3131 Biddle, former City Hall redevelopment. Director Gruber provided an overview that the City and DDA are a party to that plan for infrastructure improvements along the East alleyways.

Motion by R. Thomas, Supported by A. Majlinger to concur with the recommendations of the DDA Design Committee and the Building & Engineering Department to hire Spalding DeDecker for professional design and engineering services for the Downtown infrastructure project, and to further recommend to the City Council for final approval of the contract, subject to billing terms acceptable to the DDA's revenue bond capacities. Roll call, All in Favor, Motion Carries.

NEW PROJECTS & BUSINESS

2023 Downtown Events Updates: Director Gruber provided a brief update on Downtown Events starting with the Lovin' the Dotte' retail shopping event for which the DDA Director was able to provide in-kind support of marketing, advertising, print support, downtown dollars and publicity for the businesses participating.

Director Gruber provided an overview of the upcoming Bunny Hop to be held on April 1st from 12pm – 3pm to be modeled after the Cookie Walk and Lovin' the Dotte'.

A. Majlinger shared an update that Cecilia Melody's will be holding a memorial event and celebration of life for the late Marilyn Rodak on Saturday, February 25th. There will also be a service for the late Gib Rose of Chelsea Menswear to be held at the Vault on 1st Street on Sunday, February 19th.

The last event highlighted was Restaurant Week to be held at the end of April throughout Downtown Wyandotte.

NEXT REGULAR MEETING: 5:30 PM, Tuesday, March 14th, 2023

**Motion by B. Kozinski, supported by A. Majlinger to adjourn the meeting. All in Favor.
Motion Carries.**

ADJOURNMENT: 5:58 PM

Respectfully Submitted,

Joe Gruber, DDA Director

PERIOD ENDING 02/28/2023

% Fiscal Year Completed: 41.37

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 02/28/2023	ACTIVITY FOR MONTH 02/28/2023	AVAILABLE BALANCE	% BDGT USED
Fund 499 - DDA tax increment Finance Fund						
Revenues						
Dept 000 - Non-Departmental						
499-000-411-060	Taxes-TIFA Capture	696,976.00	472,626.41	0.00	224,349.59	67.81
499-000-411-062	TAXES-SMALL TAXPAYER LOSS	23,440.00	23,439.96	0.00	0.04	100.00
499-000-511-013	Grants-Community Foundation-Planning	37,500.00	17,372.20	0.00	20,127.80	46.33
499-000-655-010	Interest Earnings	500.00	4,598.02	0.00	(4,098.02)	919.60
499-000-655-036	Misc Receipts-Fort Street Sign	500.00	590.00	290.00	(90.00)	118.00
499-000-655-040	Misc Revenue	0.00	390.00	0.00	(390.00)	100.00
Total Dept 000 - Non-Departmental		758,916.00	519,016.59	290.00	239,899.41	68.39
TOTAL REVENUES		758,916.00	519,016.59	290.00	239,899.41	68.39
Expenditures						
Dept 200 - General Government Administration						
499-200-725-110	Salary	50,852.00	19,300.80	3,940.80	31,551.20	37.95
499-200-725-115	Seasonal Salary-PT	28,241.00	2,723.00	0.00	25,518.00	9.64
499-200-725-140	Retirement contribution-DC	5,711.00	1,930.08	394.08	3,780.92	33.80
499-200-725-150	F.I.C.A.	6,051.00	1,379.16	239.64	4,671.84	22.79
499-200-725-160	Medical Insurance	20,849.00	8,539.77	1,722.41	12,309.23	40.96
499-200-725-165	Prescription Drug Coverage	2,739.00	0.00	0.00	2,739.00	0.00
499-200-725-166	Prescription Drug-Derived Premium	0.00	1,387.31	285.53	(1,387.31)	100.00
499-200-725-167	Retiree Health Care (RHS Plan)	1,300.00	500.00	100.00	800.00	38.46
499-200-725-170	Life Insurance	156.00	65.00	13.00	91.00	41.67
499-200-725-175	L.T.D.	149.00	50.15	10.24	98.85	33.66
499-200-725-185	Worker's Comp-Expense	0.00	1,516.00	0.00	(1,516.00)	100.00
499-200-850-520	Viaduct Maintenance	32,000.00	1,988.00	0.00	30,012.00	6.21
499-200-850-522	Christmas	41,820.00	41,820.00	0.00	0.00	100.00
499-200-850-533	Millennium Plaza	630.00	630.00	0.00	0.00	100.00
499-200-850-538	Streetscape Project	28,586.00	0.00	0.00	28,586.00	0.00
499-200-850-539	Beautification Commission	8,000.00	3,299.26	2,521.72	4,700.74	41.24
499-200-850-542	Fort St Sign/Fountain/Purple Heart	12,000.00	4,485.63	279.16	7,514.37	37.38
499-200-850-544	DOWNTOWN FIXTURES	31,464.00	1,285.30	0.00	30,178.70	4.08
499-200-925-797	3rd Friday/Downtown Event Promotions	30,000.00	3,750.00	0.00	26,250.00	12.50
499-200-925-801	Business Assistance Program	225,000.00	0.00	0.00	225,000.00	0.00
499-200-925-802	Farmers Market	29,000.00	8,119.11	300.00	20,880.89	28.00
499-200-925-804	Marketing	20,000.00	7,049.00	1,900.00	12,951.00	35.25
499-200-925-807	EXISTING BUSINESS STIMULUS	12,000.00	1,000.00	150.00	11,000.00	8.33
499-200-926-110	Administrative Reimbursement (101)	85,000.00	85,000.00	0.00	0.00	100.00
499-200-926-114	Operating Expenses	302,935.00	24,946.72	22,237.04	277,988.28	8.24
499-200-926-610	Streetscape Maintenance	16,000.00	4,200.00	600.00	11,800.00	26.25
499-200-926-790	Miscellaneous	2,000.00	1,062.52	25.00	937.48	53.13
Total Dept 200 - General Government Administration		992,483.00	226,026.81	34,718.62	766,456.19	22.77
TOTAL EXPENDITURES		992,483.00	226,026.81	34,718.62	766,456.19	22.77
Fund 499 - DDA tax increment Finance Fund:						
TOTAL REVENUES		758,916.00	519,016.59	290.00	239,899.41	68.39
TOTAL EXPENDITURES		992,483.00	226,026.81	34,718.62	766,456.19	22.77
NET OF REVENUES & EXPENDITURES		(233,567.00)	292,989.78	(34,428.62)	(526,556.78)	125.44

PERIOD ENDING 03/31/2023

% Fiscal Year Completed: 49.86

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 03/31/2023	ACTIVITY FOR MONTH 03/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 499 - DDA tax increment Finance Fund						
Revenues						
Dept 000 - Non-Departmental						
499-000-411-060	Taxes-TIFA Capture	696,976.00	472,626.41	0.00	224,349.59	67.81
499-000-411-062	TAXES-SMALL TAXPAYER LOSS	23,440.00	23,439.96	0.00	0.04	100.00
499-000-511-013	Grants-Community Foundation-Planning	37,500.00	17,372.20	0.00	20,127.80	46.33
499-000-655-010	Interest Earnings	500.00	4,598.02	0.00	(4,098.02)	919.60
499-000-655-036	Misc Receipts-Fort Street Sign	500.00	630.00	40.00	(130.00)	126.00
499-000-655-040	Misc Revenue	0.00	410.00	20.00	(410.00)	100.00
Total Dept 000 - Non-Departmental		758,916.00	519,076.59	60.00	239,839.41	68.40
TOTAL REVENUES		758,916.00	519,076.59	60.00	239,839.41	68.40
Expenditures						
Dept 200 - General Government Administration						
499-200-725-110	Salary	50,852.00	25,212.00	5,911.20	25,640.00	49.58
499-200-725-115	Seasonal Salary-PT	28,241.00	2,723.00	0.00	25,518.00	9.64
499-200-725-140	Retirement contribution-DC	5,711.00	2,521.20	591.12	3,189.80	44.15
499-200-725-150	F.I.C.A.	6,051.00	1,765.72	386.56	4,285.28	29.18
499-200-725-160	Medical Insurance	20,849.00	10,135.14	1,595.37	10,713.86	48.61
499-200-725-165	Prescription Drug Coverage	2,739.00	0.00	0.00	2,739.00	0.00
499-200-725-166	Prescription Drug-Derived Premium	0.00	1,672.84	285.53	(1,672.84)	100.00
499-200-725-167	Retiree Health Care (RHS Plan)	1,300.00	650.00	150.00	650.00	50.00
499-200-725-170	Life Insurance	156.00	78.00	13.00	78.00	50.00
499-200-725-175	L.T.D.	149.00	65.51	15.36	83.49	43.97
499-200-725-185	Worker's Comp-Expense	0.00	1,516.00	0.00	(1,516.00)	100.00
499-200-850-520	Viaduct Maintenance	32,000.00	1,988.00	0.00	30,012.00	6.21
499-200-850-522	Christmas	41,820.00	41,820.00	0.00	0.00	100.00
499-200-850-533	Millennium Plaza	630.00	630.00	0.00	0.00	100.00
499-200-850-538	Streetscape Project	28,586.00	0.00	0.00	28,586.00	0.00
499-200-850-539	Beautification Commission	8,000.00	3,524.26	225.00	4,475.74	44.05
499-200-850-542	Fort St Sign/Fountain/Purple Heart	12,000.00	4,794.87	309.24	7,205.13	39.96
499-200-850-544	DOWNTOWN FIXTURES	31,464.00	3,895.30	2,610.00	27,568.70	12.38
499-200-925-797	3rd Friday/Downtown Event Promotions	30,000.00	8,750.00	5,000.00	21,250.00	29.17
499-200-925-801	Business Assistance Program	225,000.00	75,000.00	75,000.00	150,000.00	33.33
499-200-925-802	Farmers Market	29,000.00	8,660.11	541.00	20,339.89	29.86
499-200-925-804	Marketing	20,000.00	16,898.00	9,849.00	3,102.00	84.49
499-200-925-807	EXISTING BUSINESS STIMULUS	12,000.00	1,000.00	0.00	11,000.00	8.33
499-200-926-110	Administrative Reimbursement (101)	85,000.00	85,000.00	0.00	0.00	100.00
499-200-926-114	Operating Expenses	302,935.00	24,975.44	28.72	277,959.56	8.24
499-200-926-610	Streetscape Maintenance	16,000.00	4,200.00	0.00	11,800.00	26.25
499-200-926-790	Miscellaneous	2,000.00	1,062.52	0.00	937.48	53.13
Total Dept 200 - General Government Administration		992,483.00	328,537.91	102,511.10	663,945.09	33.10
TOTAL EXPENDITURES		992,483.00	328,537.91	102,511.10	663,945.09	33.10
Fund 499 - DDA tax increment Finance Fund:						
TOTAL REVENUES		758,916.00	519,076.59	60.00	239,839.41	68.40
TOTAL EXPENDITURES		992,483.00	328,537.91	102,511.10	663,945.09	33.10
NET OF REVENUES & EXPENDITURES		(233,567.00)	190,538.68	(102,451.10)	(424,105.68)	81.58

Application for Business Stimulus Grant

City of Wyandotte: Downtown Development Authority

Name of Proposed Event: Belicoso Backyard Bash

Date(s) and time(s) of proposed event(s): Friday August 18th from 6 pm to 1 am

Name of Applicant: Mark Srour

Name of Business or Organization: Belicoso cafe

Type of legal entity of your business/organization: Belicoso Cafe Inc.

Address: 3030 Biddle Ave Wyandotte MI 48192

Email: Mark@belicosocafe.com Cell Phone: 3133779797

Site of proposed event: 1st Street Behind Belicoso

Estimated maximum number of persons expected at the event for each day: 500 to 700

Please attach a detailed description of the proposed event/ program along with this Application for review by the Downtown Development Authority Office. Include the following attachments with your submission...

- Attach a site map of the event. Please highlight if you plan on using City of Wyandotte property (*Note: Additional Special Event requirements may be required in order to grant the use of City Property and City Resources*)
- Attach a narrative description describing in detail how this project/event/program will benefit the Downtown Wyandotte Business District and its businesses.
- Attach a breakdown of the costs associated (estimates) with your project. Please include the entire project cost and the amount of DDA Business Stimulus Grant you are requesting. Please list any revenue or potential income that your program/event aims to generate.

Reimbursement Request: Please check one box below that you are requesting for your event/program.

☒ **Reimbursement of eligible event costs** via check after the program/events end. NOTE: Receipts and paid invoices for these eligible expenses totaling the amount of grant awarded must be submitted along with the Grant Reimbursement Forms to be provided. Photos from your event must also be submitted to the DDA which will be used for marketing and publicity.

☐ **Distribution of "Downtown Dollars"** during your program/event. Once your program is complete, photos from your event must also be submitted to the DDA which will be used for marketing and publicity.

ALL DECISIONS CONCERNING ASPECTS OF THE GRANT APPLICATION PROCESS, INCLUDING ELIGIBILITY AND/OR CONTAINING ELIGIBILITY FOR GRANTS ARE WITHIN THE SOLE DISCRETION OF THE DOWNTOWN DEVELOPMENT AUTHORITY OFFICE AND FINAL.

Please return grant applications and supporting documentation, along with any questions to:

City of Wyandotte: Downtown Development Authority
Joe Gruber, Executive Director
3200 Biddle Avenue, Suite 300 Wyandotte, Michigan 48192
Email: jgruber@wyandottemi.gov | Call: 734-324-7298

PLEASE RETAIN A COPY OF THIS ENTIRE APPLICATION FOR YOUR RECORDS. PLEASE COMPLETE THIS APPLICATION IN ITS ENTIRETY, AS INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.



Larry Lee and Back In The Day
5131 St. Antoine
Detroit, Michigan 48202
(248) 330-8640

Performance Confirmation

Name of Act:

Larry Lee and Back In The Day

Date(s) of Performance: August 18, 2023

Location: Belicoso 3030 Biddle Wyandotte, MI 48192

Hours: 8:00pm-1:00am

Report no later than: TBD

Report To: Mark Srour

Client: Mark Srour 3030 Biddle Wyandotte, MI 48192

Compensation: \$3,500.00 (See special instructions) tips are accepted


Special instructions: One half of total compensation 1,750.00) is due upon the execution of this contract payable by cashier's check made payable to Back In The Day Band LLC, cash, Venmo @Larry-Lee-74, Zelle (248) 330-8640, or Cash App \$BackInTheDayBandLLC The remaining balance is due upon arrival on night of engagement. Back In The Day band will provide lights, sound, and all production/audio equipment necessary for aforementioned performances.

PLEASE SIGN AND RETURN ONE COPY OF THIS CONTRACT TO US IMMEDIATELY


If you have an emergency the day of the event, please call Larry Lee at 248 330-8640

THANK YOU

Note: The above performer(s) is an independent contractor and assume all responsibility for withholding tax, social security, state tax, public liability, and workmen's compensation

Performer  3-23-23

Please make check payable to Larry D. Lee.....Tax ID # 20-8222761

Client  3/23/23

Larry Lee and Back In The Day voted R and B Band of the year by the Detroit Black Music Awards
Larry Lee Urban/Funk musician of the year Detroit Music Awards
www.backinthedayband.com

Event Description:

Event Summary: We have been doing this event for the last 16 years at Belicoso. The event for 2023 will be the same as the event's approved in previous years.

Event: Belicoso Backyard Bash

Event Date: Friday, August 18th, 2023

Event Time: 4pm to 1am

Ticket Price: Price of Ticket to be determined based on cost of food.

Menu: To be determined based on availability of goods during that time.

Live Music Information:

Live music will be performed by "The Persuasion Band" from 8 pm to 1 am



Event location: Event will be held on 1st street in between Elm and Maple behind Belicoso

Event will include Cocktails, food, reserved seating, and live music.

Belicoso Martini Cigar Bar

3030 Biddle Avenue

Wyandotte, MI 48192

Belicoso Backyard Bash

August 18th, 2023.

Larry Lee Back in The Day Band: \$3500

Security 4 off duty Police officers \$800

City License Application \$75

State License \$70

Trailer Rental \$600

Stage, table & Chairs \$725

City Electrical \$275

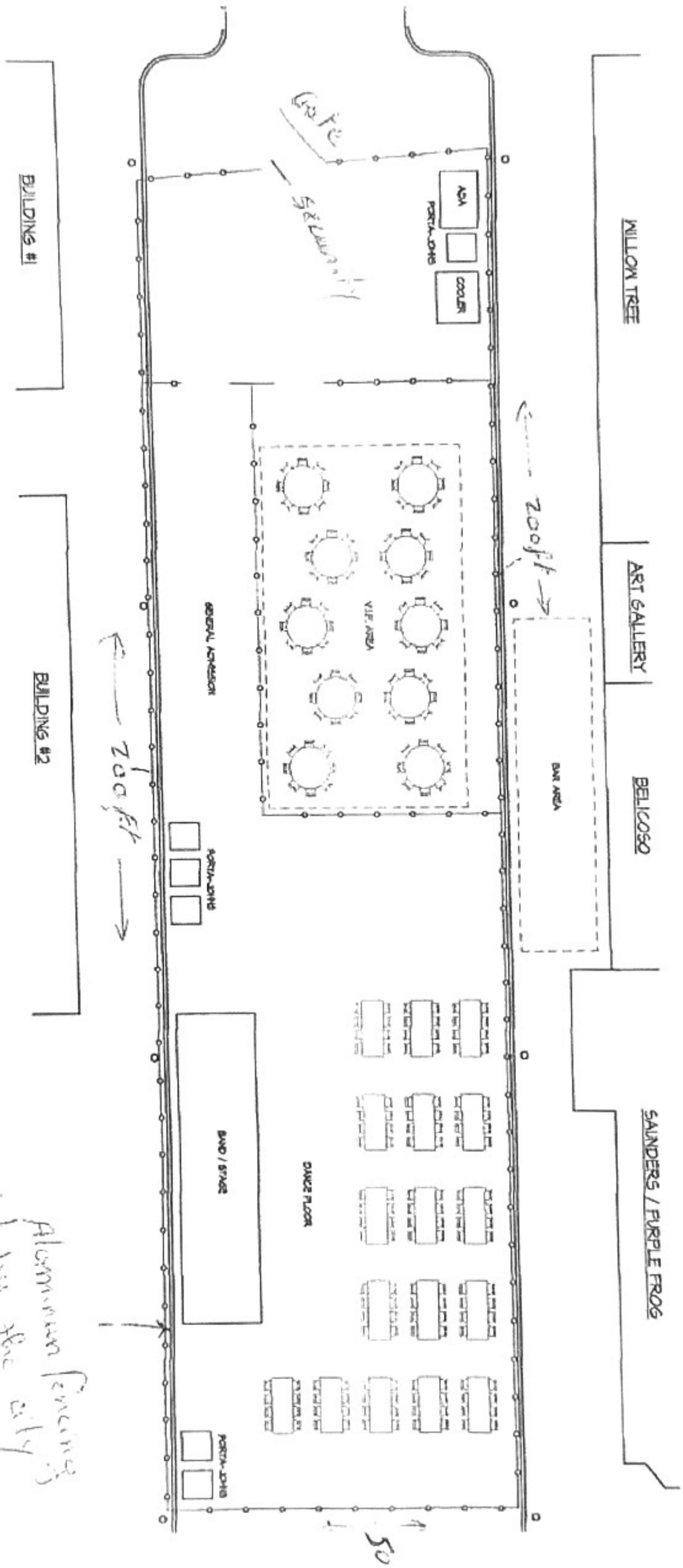
Porta John \$600

Coolers Rental \$200

Tent \$2600

Advertising & Printing \$480

Total: \$9925



Aluminum fencing
provided by the city
42" high