

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, August 8th, 2023

The August 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.

The meeting is open to the public for both in-person and virtual participation. 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.hp

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@wyandotte.mi.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@wyandotte.mi.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, August 8th, 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, Scott Jordan, Bryan Kozinski, Anne Majlinger, Andy Morsello, 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, July 11th, 2023
 - DDA Meeting Agenda, August 8th, 2023
- INFORMATION TO RECEIVE & PLACE ON FILE
- MONTHLY REVENUE/EXPENDITURE REPORT
 - Period Ending July 31st, 2023
- ONGOING PROJECTS & BUSINESS
 - Public Art Projects
 - DIA PIPA Project: “The Dotte” Mural: Fel 3000ft
 - Wyandotte Industries sculpture: “Element”: Keith Coleman
 - Animal Carvings: WOW 360, Chainsaw Artist and Con Lustig
 - Downtown Infrastructure Project
 - MCMP Grant: Green Infrastructure Analysis
 - SDA: DRAFT Report and Concept Plans
- NEW PROJECTS & BUSINESS
 - Downtown Infrastructure Project
 - DDA Finance Committee: Professional Services Contract, Legal and Lobbying
 - TAP Grant Application: WalkSafe Wyandotte: Sidewalk Improvement Project
 - Labor and Economic Opportunity (LEO): Community Center Grant for Wyandotte Art Center
 - Downtown Town Hall: 81 Chestnut Street – TBD Late September, Early August
- NEXT REGULAR MEETING: 5:30 PM, September 12th, 2023
- ADJOURNMENT:

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

**Downtown Development Authority
Meeting Minutes**

5:30 PM, July 11th, 2023

REGULAR MEETING

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, Scott Jordan, Bryan Kozinski, Anne Majlinger, Patt Slack, Leo Stevenson, Ron Thomas

MEMBERS EXCUSED: Andy Morsello

OTHERS PRESENT: Joe Gruber, DDA Director

APPROVAL OF MINUTES & AGENDA:

Minutes from June 13th, 2023 Regular Meeting and Public Information Report and Agenda for July 11th, 2023 Meeting

Motion by S. Jordan, Supported by A. Majlinger, to approve the Minutes from June 13th, 2023 Regular Meeting and Public Information Report and Agenda for July 11th, 2023 Meeting. All in favor, motion carried.

INFORMATION TO RECEIVE & PLACE ON FILE: None

MONTHLY REVENUE/EXPENDITURE REPORT: Period Ending June 30th, 2023

Motion by L. Stevenson, Supported by B. Kozinski, to accept and approve the Monthly Revenue and Expenditure Report for the period ending on June 30th, 2023. Roll Call. All in Favor. Motion carried.

ONGOING PROJECTS & BUSINESS:

Downtown Infrastructure Project: Director Gruber provided a brief update on the DDA's Downtown Infrastructure Project. Spalding DeDecker is nearing completion on the green infrastructure monitoring plan per the MCMP Grant program and has completed electrical designs and preliminary concept designs for the east alleyways. The DDA Design Committee and Finance Committee will meet with the Infrastructure Committee to assess progress and concept designs and to continue driving the project forward.

NEW PROJECTS & BUSINESS:

DDA Preliminary Budget FY23-24: The DDA Director presented a preliminary annual budget, and per the resolution from the June 2023 DDA Meeting, he presented a grant report and fund balance report to accompany the budget. Director Gruber noted the budget is largely geared towards public maintenance and improvements. The DDA Finance Committee reviewed the

budget and supplemental financial reports and Mr. Stevenson provided an overview of their assessment, highlighting long-term financial impact of the Infrastructure Project; changes to traditional programs like the Existing Business Stimulus and the New Business Support programs; an allocation to legal fees to help with grant writing and lobbying to attract more funding for major projects including the infrastructure project, the Wyandotte Arts Center home of the DCA. Mayor DeSana commented on Streetscape Maintenance, Viaduct Maintenance and Beautification Commission activities, noting that new projects are being done while the City will make continued efforts to maintain existing projects.

Motion by L. Stevenson, Supported by Mayor DeSana, to accept and approve the Downtown Development Authority's Annual Budget for the Fiscal Year 2023-2024 as presented. Roll Call. All in Favor. Motion carried.

The DDA-approved budget will be presented to the City Council for final approval in the coming months, toward the end of August, and prior to the beginning of the new fiscal year on October 1st, 2023, which may allow for additional future amendments to the approved budget.

NEXT REGULAR MEETING: 5:30 PM, August 8th, 2023

ADJOURNMENT: 5:50 PM

Motion by S. Jordan, supported by B. Kozinski to adjourn the meeting. All in favor, motion carried.

Respectfully Submitted,

Joseph K. Gruber
Executive Director and Secretary

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 07/31/2022	ACTIVITY FOR MONTH 07/31/2022	AVAILABLE BALANCE	% BDGT USED
Fund 499 - DDA tax increment Finance Fund						
Revenues						
Dept 000 - Non-Departmental						
499-000-411-060	Taxes-TIFA Capture	610,475.00	606,735.82	0.00	3,739.18	99.39
499-000-411-062	TAXES-SMALL TAXPAYER LOSS	30,006.00	27,608.05	0.00	2,397.95	92.01
499-000-511-013	Grants-Community Foundation-Planning	0.00	8,819.80	0.00	(8,819.80)	100.00
499-000-650-040	Misc Fees-Sale of Property	0.00	10,000.00	0.00	(10,000.00)	100.00
499-000-655-010	Interest Earnings	2,500.00	(4,200.62)	(97.09)	6,700.62	(168.02)
499-000-655-036	Misc Receipts-Fort Street Sign	500.00	700.00	40.00	(200.00)	140.00
499-000-655-040	Misc Revenue	0.00	15,370.00	0.00	(15,370.00)	100.00
Total Dept 000 - Non-Departmental		643,481.00	665,033.05	(57.09)	(21,552.05)	103.35
TOTAL REVENUES		643,481.00	665,033.05	(57.09)	(21,552.05)	103.35
Expenditures						
Dept 200 - General Government Administration						
499-200-725-110	Salary	49,437.00	39,844.00	3,825.60	9,593.00	80.60
499-200-725-115	Seasonal Salary-PT	21,241.00	6,596.57	2,363.50	14,644.43	31.06
499-200-725-140	Retirement contribution-DC	5,570.00	4,009.01	382.56	1,560.99	71.98
499-200-725-150	F.I.C.A.	5,407.00	2,796.85	361.09	2,610.15	51.73
499-200-725-160	Medical Insurance	19,312.00	17,302.09	1,686.27	2,009.91	89.59
499-200-725-165	Prescription Drug Coverage	2,529.00	516.56	80.69	2,012.44	20.43
499-200-725-166	Prescription Drug-Derived Premium	0.00	2,638.90	265.36	(2,638.90)	100.00
499-200-725-167	Retiree Health Care (RHS Plan)	1,300.00	1,050.00	100.00	250.00	80.77
499-200-725-170	Life Insurance	156.00	130.00	13.00	26.00	83.33
499-200-725-175	L.T.D.	145.00	104.17	9.94	40.83	71.84
499-200-825-330	Legal Fees	5,000.00	3,868.02	0.00	1,131.98	77.36
499-200-850-517	Masonic Temple Project	15,000.00	7,000.00	5,000.00	8,000.00	46.67
499-200-850-520	Viaduct Maintenance	30,815.00	15,332.96	5,082.32	15,482.04	49.76
499-200-850-522	Christmas	41,000.00	41,000.00	0.00	0.00	100.00
499-200-850-533	Millennium Plaza	630.00	0.00	0.00	630.00	0.00
499-200-850-538	Streetscape Project	36,830.00	36,830.00	0.00	0.00	100.00
499-200-850-539	Beautification Commission	8,000.00	6,440.44	289.30	1,559.56	80.51
499-200-850-542	Fort St Sign/Fountain/Purple Heart	8,880.00	9,039.97	1,544.34	(159.97)	101.80
499-200-850-544	DOWNTOWN FIXTURES	24,850.00	7,500.00	0.00	17,350.00	30.18
499-200-925-797	3rd Friday/Downtown Event Promotions	30,000.00	30,000.00	7,500.00	0.00	100.00
499-200-925-801	Business Assistance Program	300,000.00	90,000.00	0.00	210,000.00	30.00
499-200-925-802	Farmers Market	19,000.00	10,995.44	356.00	8,004.56	57.87
499-200-925-804	Marketing	9,000.00	13,047.18	659.00	(4,047.18)	144.97
499-200-925-807	EXISTING BUSINESS STIMULUS	31,000.00	2,758.21	2,468.21	28,241.79	8.90
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	84,000.00	42,666.17	7,514.83	41,333.83	50.79
499-200-926-610	Streetscape Maintenance	2,000.00	6,898.90	3,398.90	(4,898.90)	344.95
499-200-926-790	Miscellaneous	2,000.00	2,099.24	0.00	(99.24)	104.96
Total Dept 200 - General Government Administration		838,102.00	485,464.68	42,900.91	352,637.32	57.92
TOTAL EXPENDITURES		838,102.00	485,464.68	42,900.91	352,637.32	57.92
Fund 499 - DDA tax increment Finance Fund:						
TOTAL REVENUES		643,481.00	665,033.05	(57.09)	(21,552.05)	103.35
TOTAL EXPENDITURES		838,102.00	485,464.68	42,900.91	352,637.32	57.92