

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, December 13th, 2022

The December 2022 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: 312-626-6799
 - 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
SECOND ANNUAL PUBLIC INFORMATION MEETING AND REGULAR MEETING AGENDA
5:30 PM, Tuesday, December 13th, 2022

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

The Public Informational meeting is being held in accordance with the provisions of the Recodified Tax Increment Financing Act, Act 57 of 2018, and in conjunction with the Regular DDA Meeting. Throughout the duration of these meetings, participants can learn about the activities and programs of the Wyandotte DDA.

- **ROLL CALL OF MEMBERS:** Mayor Robert A. DeSana, Rick DeSana, John Jarjosa, Anne Majlinger, Bryan Kozinski, Patt Slack, Leo Stevenson, Scott Jordan, Norm Walker
- **OTHERS PRESENT:** Joe Gruber, DDA Director
- **PERSONS IN THE AUDIENCE, PUBLIC COMMENT**
- **APPROVAL OF MINUTES & AGENDA**
 - DDA Meeting Minutes, November 1st, 2022
 - DDA Meeting Agenda, December 13th, 2022
- **INFORMATION TO RECEIVE & PLACE ON FILE**
- **MONTHLY REVENUE/EXPENDITURE REPORT**
 - Period Ending November 30th, 2022
- **ONGOING PROJECTS & BUSINESS**
 - Downtown Capital Improvements
 - Design RFP: Bid Opening Scheduled: Monday, December 5th, 2022
- **NEW PROJECTS & BUSINESS**
 - DDA Meeting Schedule 2023
 - Downtown Survey 2023
 - DDA Promotions: Publicity highlights and events
- **NEXT REGULAR MEETING:** 5:30 PM, January 10th, 2023
- **ADJOURNMENT:**

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

**Downtown Development Authority
Regular Meeting Minutes**

5:30 PM, November 1st, 2022

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, Bryan Kozinski, Anne Majlinger, Scott Jordan, Patt Slack

MEMBERS EXCUSED: Rick DeSana, John Jarjosa, Leo Stevenson, Norm Walker

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

PUBLIC COMMENT: Christ Doulos, Owner, Vault Restaurant. Mr. Doulos approached the Board with a follow-up inquiry from his last presentation at the previous DDA Board meeting in September regarding events, road closures and a Downtown survey.

Chairwoman Slack answered stating that the promotions committee had met and that they were still developing a format to the survey, which because it was a large survey, they wanted to include more content and questions beyond just events, but about other promotions and Downtown activities, and that by the next DDA meeting, the Board would have a draft product to review that is more useful

Mr. Doulos reiterated that it is not the festivals alone that concern him, rather the street closures and that he hoped the survey would be done before the 2023 plans are finalized. Chairwoman Slack noted that the DDA new fiscal year began in October 2022 and that while that budget is set and things are already planned, anything can change, and that there is no overnight solution. She stated that DDA will likely address road closures on a month-to-month basis. She highlighted a few solutions already implemented to date including relocating the music stage and utilizing parking lots. She again stated that the solution is not to cancel events, but to strategize to make it easier for businesses to operate.

Mr. Doulos asked that Director Gruber provide him an update regarding upcoming street closures, specifically plans for the New Years Eve event as it will greatly impact his business. Director Gruber responded that he was not aware of any final decisions or confirmed plans of New Year's Eve. Mr. Doulos stated that if the road was closed, he would close on New Years Eve, because there was no point to be open. Director Gruber reiterated that the event company is exploring different options for the event due to logistical challenges with contractors and vendors, and he told Mr. Doulos that at this stage he would not anticipate that he should close his restaurant, as Director Gruber recalled that Mr. Doulos had previously stated that New Year's Eve was his single most successful day in his restaurant's brief history. Mr. Doulos ended by stating that the community should reconsider hosting the Zombie Pub Crawl on Sweetest Day.

APPROVAL OF MINUTES & AGENDA:

Revised Meeting Minutes from June 2022, Meeting Minutes from September 2022, and Meeting Agenda for November 2022 Meeting.

Motion by S. Jordan, Supported by Mayor DeSana, to approve the Revised Meeting Minutes from June 2022, Meeting Minutes from September 2022, and Meeting Agenda for November 2022 Meeting. All in favor, Motion carried.

MONTHLY REVENUE/EXPENDITURE REPORT:

Monthly Revenue and Expenditure Report: Periods Ending September 30th, 2022 and October 31st, 2022

Motion by A. Majlinger, Supported by Mayor DeSana, to accept and approve the Monthly Revenue and Expenditure Reports for the Periods Ending September 30th, 2022 and October 31st, 2022. 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: Since the DDA last met, the City Council approved the recommended bid from the low bidder, Wade Trim for infrastructure survey services. They will begin work immediately and should be completed within 45 days as stated in the contract. Following the Survey phase, the DDA will proceed with the Design phase. Director Gruber noted that the Design RFP for the Downtown Infrastructure project was published on the MITN on November 1st, and that bids would be opened on Monday, December 5th, 2022. It is plausible that a contract for design services would be awarded before the end of the year. Once design is completed, the DDA will go out to bid for construction services, and once a construction contractor has been selected, the DDA will proceed with financing measures and the DDA Revenue Bond process. He noted that while it is an ambitious timeline, it is not totally out of reach to be under construction at the end of Summer 2023.

Eureka Road Viaduct – Phase 2 Planting: Director Gruber provided an update that the DDA's \$25,000 America in Bloom Grant award was successfully finalized and helped deliver the second phase of planting which installed 30 new trees and several hundreds of feet of ground covers and flowering shrubs.

NEW PROJECTS & BUSINESS

- 1) DDA Grant Committee: Joseph R. Peterson: Downtown Grant Extension Request: District 142:** Director Gruber read a letter from the developers of the District 142

requesting an extension on the deadline of their \$75,000 grant award to the end of February 2023. The extension request is due to many supply chain issues, labor shortages, and cost increases, jumping from \$600,000 to a revised budget of \$1,400,000. Construction and redevelopment are well underway. Director Gruber highlighted that the proposed project is to build a new private event center and concert venue that will be a major benefit to Downtown.

Motion by P. Slack, Supported by B. Kozinski to accept and approve the Joseph R. Peterson Downtown Grant Award Extension Request with a new revised deadline of March 1st, 2023 with all other terms and conditions remaining the same. Roll Call. All in Favor. Motion carried.

- 2) **DDA Promotions: Publicity highlights and events:** Director Gruber shared an update that the DDA has been working with a professional publicist Matty Lee, to generate positive publicity and press surrounding various Downtown events and seasonal happenings. This included visits with Fox 2 news in-studio, WXYZ Channel 7 remote and WJR Radio interviews to promote the Markets of Downtown Wyandotte, Halloween Events, and the Zombie Pub Crawl. Other events that happened in the past month include the Witches of Wyandotte retail event, the Detroit River Cocktail Showdown and the 80's vs. 90's Halloween Party and Pub Crawl. Director Gruber noted that Matty Lee would continue working with the DDA to help promote Small Business Saturday in November.

Chairwoman Slack noted that the press was wonderful and that the Promotions Committee should again meet to discuss and finalize the Downtown Survey. Director Gruber concurred, and stated that the upcoming DDA meeting in December would be a good opportunity to review, discuss and refine the Downtown Survey as it will coincide with the Development Area Citizen's Advisory Council Meeting and the Public Information meeting, and that the survey should remain open for 30-45 days. Director Gruber noted the last comprehensive outreach and engagement survey was collected in 2014 during a broader Downtown Strategic Planning Process, and that this is a good time to again conduct a survey.

Mayor DeSana asked if the survey will be for all residents in Wyandotte or primarily the business owners downtown. Director Gruber shared his professional opinion that the survey should include many different topics including events, housing, public art and that the DDA wants to capture broad audience. A. Majlinger added that the survey should have a specific event focus. Director Gruber clarified that the survey will have a strong focus on events Downtown, while also having other questions and information pertaining to other topics of interest. The survey will be designed in a way that the person taking the survey will be directed to questions most specific to them as a person, as some questions

do not pertain to all parties. Director Gruber stressed that the survey must be broad and all inclusive so that the data collected is not too greatly skewed in one direction and so that the information collected can be useful to the DDA.

Chairwoman Slack offered a remembrance and condolences for the passing of Gib and Arlene Rose, noting that they were dedicated community stakeholders, business owners and contributors to the downtown for many years.

Mayor DeSana ended the meeting by offering Jim Lange, member of the Downtown Citizen Advisory Committee, a public recognition for this hard work and dedication to Bishop Park, landscaping and beautification. Mr. Lange approached the Board to provide an update of his efforts.

NEXT REGULAR MEETING: 5:30 PM, Tuesday December 13th, 2022 - *this meeting will serve as a Development Area Citizens Advisory Committee Meeting and the second annual public information meeting.*

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

ADJOURNMENT: 6:01 PM

Respectfully Submitted,

Joe Gruber, DDA Director

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 11/30/2022	ACTIVITY FOR MONTH 11/30/2022	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	0.00	0.00	37,500.00	0.00
499-000-655-010	Interest Earnings	500.00	0.00	0.00	500.00	0.00
499-000-655-036	Misc Receipts-Fort Street Sign	500.00	180.00	100.00	320.00	36.00
499-000-655-040	Misc Revenue	0.00	100.00	100.00	(100.00)	100.00
Total Dept 000 - Non-Departmental		758,916.00	496,346.37	200.00	262,569.63	65.40
TOTAL REVENUES		758,916.00	496,346.37	200.00	262,569.63	65.40
Expenditures						
Dept 200 - General Government Administration						
499-200-725-110	Salary	49,733.00	7,651.20	3,825.60	42,081.80	15.38
499-200-725-115	Seasonal Salary-PT	28,241.00	2,625.00	665.00	25,616.00	9.29
499-200-725-140	Retirement contribution-DC	5,599.00	765.12	382.56	4,833.88	13.67
499-200-725-150	F.I.C.A.	5,965.00	665.97	283.46	5,299.03	11.16
499-200-725-160	Medical Insurance	20,849.00	3,372.54	1,813.31	17,476.46	16.18
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	530.72	265.36	(530.72)	100.00
499-200-725-167	Retiree Health Care (RHS Plan)	1,300.00	200.00	100.00	1,100.00	15.38
499-200-725-170	Life Insurance	156.00	26.00	13.00	130.00	16.67
499-200-725-175	L.T.D.	146.00	19.88	9.94	126.12	13.62
499-200-725-185	Worker's Comp-Expense	0.00	1,516.00	1,516.00	(1,516.00)	100.00
499-200-850-520	Viaduct Maintenance	32,000.00	0.00	0.00	32,000.00	0.00
499-200-850-522	Christmas	41,820.00	37,638.00	16,728.00	4,182.00	90.00
499-200-850-533	Millennium Plaza	630.00	0.00	0.00	630.00	0.00
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	665.05	620.05	7,334.95	8.31
499-200-850-542	Fort St Sign/Fountain/Purple Heart	12,000.00	2,205.24	991.67	9,794.76	18.38
499-200-850-544	DOWNTOWN FIXTURES	0.00	1,285.30	0.00	(1,285.30)	100.00
499-200-925-797	3rd Friday/Downtown Event Promotions	30,000.00	2,500.00	0.00	27,500.00	8.33
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	5,053.22	1,487.95	23,946.78	17.42
499-200-925-804	Marketing	20,000.00	1,750.00	0.00	18,250.00	8.75
499-200-925-807	EXISTING BUSINESS STIMULUS	12,000.00	170.00	150.00	11,830.00	1.42
499-200-926-110	Administrative Reimbursement (101)	85,000.00	0.00	0.00	85,000.00	0.00
499-200-926-114	Operating Expenses	302,935.00	2,699.91	1,667.27	300,235.09	0.89
499-200-926-610	Streetscape Maintenance	16,000.00	2,400.00	2,400.00	13,600.00	15.00
499-200-926-790	Miscellaneous	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 200 - General Government Administration		959,699.00	73,739.15	32,919.17	885,959.85	7.68
TOTAL EXPENDITURES		959,699.00	73,739.15	32,919.17	885,959.85	7.68
Fund 499 - DDA tax increment Finance Fund:						
TOTAL REVENUES		758,916.00	496,346.37	200.00	262,569.63	65.40
TOTAL EXPENDITURES		959,699.00	73,739.15	32,919.17	885,959.85	7.68
NET OF REVENUES & EXPENDITURES		(200,783.00)	422,607.22	(32,719.17)	(623,390.22)	210.48

CITY OF WYANDOTTE

DOWNTOWN DEVELOPMENT AUTHORITY

2022-2023 Budget and Public Information Report

The following budget report is broken into four primary categories:

- (1) Administration, Staff and Legal
- (2) Corridor Maintenance and Improvements
- (3) Business Assistance and Stimulus Funds
- (4) Marketing Promotions and Misc. Operations

Account Number	Revenue Budget PROJECTED
499-000-411-060 - Taxes-TIFA Capture	\$ 610,475.00
499-000-411-062 - Taxes-Small Payer Tax Loss	\$ 30,006.00
499-000-655-010 - Interest Earnings	\$ 2,500.00
499-000-655-036 - Fort Street Sign Revenue	\$ 500.00
499-000-511-013 - Michigan Coastal Management Grant	\$ 37,500.00
499-000-511-013 - America in Bloom Grant	\$ 23,000.00
	\$ 703,981.00

Account Number	Expense Budget PROJECTED
499-200-725-110 - Salary	\$ 49,732.80
499-200-725-115 - Salary - PT	\$ 28,240.80
499-200-725-140 - Retirement Contribution - DC	\$ 5,599.36
499-200-725-150 - F.I.C.A. - SS & Medicare	\$ 4,400.36
499-200-725-160 - Medical Insurance	\$ 20,849.39
499-200-725-165 - Prescription Drug Coverage	\$ 2,738.52
499-200-725-166 - Prescription Drug - Derived Premium	\$ -
499-200-725-167 - Retiree Health Care (RHS Plan)	\$ 1,300.00
499-200-725-170 - Life Insurance	\$ 156.00
499-200-725-175 - LTD	\$ 145.59
499-200-825-330 - Attorney Legal Fees	\$ -
499-200-850-517 - Masonic (Arts Center)	\$ -
499-200-850-520 - Viaduct	\$ 32,000.00
499-200-850-522 - Christmas Lights	\$ 41,820.00
499-200-850-533 - Millenium Plaza	\$ 630.00
499-200-850-538 - Streetscape	\$ 28,585.96
499-200-850-539 - Beautification	\$ 8,000.00
499-200-850-542 - Fort Street Sign/Fountain/Purple Heart	\$ 12,000.00
499-200-850-544 - Downtown Fixtures	\$ -
499-200-850-831 - Parking Lots	\$ -
499-200-925-797 - Third Friday Promotions	\$ 30,000.00
499-200-925-801 - Business Assistance Programs	\$ 225,000.00
499-200-925-802 - Farmers Market	\$ 29,000.00
499-200-925-804 - Marketing	\$ 20,000.00
499-200-925-807 - Existing Business Stimulus	\$ 12,000.00
499-200-925-808 - Arrowhead Pavilion	\$ -
499-200-926-110 - Administrative Reimbursement	\$ 85,000.00
499-200-926-114 - Operating Expenses	\$ 302,935.00
499-200-926-610 - Streetscape Maintenance	\$ 16,000.00
499-200-926-790 - Miscellaneous	\$ 2,000.00
	\$ 958,133.78

Administration, Staff and Legal

Executive Director: The DDA Director is responsible for the development, execution, implementation and documentation of all Downtown Development Authority (DDA) operations and activities. The Director administers budgets, coordinates meetings and works with other City departments and Board of Directors in determining overall development objectives, action plans and other department activities. The Director consistently promotes the Downtown through various public relations and marketing initiatives, events and programs; works cooperatively and effectively with existing and new businesses, property owners and prospective developers; helps facilitate economic development incentives for real estate development projects; identifies and seeks out additional revenue sources for the DDA. This is a full-time position, with the following benefits.

499-200-725-110 - Director's Salary	\$ 49,732.00
499-200-725-140 - Retirement Contribution - DC	\$ 4,973.28
499-200-725-150 - F.I.C.A. – Social Security & Medicare	\$ 3,083.43
499-200-725-160 - Medical Insurance	\$ 20,492.81
499-200-725-165 - Prescription Drug Coverage	\$ 2,738.52
499-200-725-166 - Prescription Drug - Derived Premium	\$ -
499-200-725-167 - Retiree Health Care (RHS Plan)	\$ 1,300.00
499-200-725-170 - Life Insurance	\$ 156.00
499-200-725-175 - LTD	\$ 129.31

Seasonal/Part Time: The Downtown Development Authority Support Staff shall be responsible for associated tasks as assigned by the DDA Director. The DDA employs five support staff members, including three Downtown Maintenance people responsible for seasonal landscaping, gardening and streetscape maintenance of the Downtown Streetscape, Pocket Parks, Monuments and Memorials; the City of Wyandotte Special Events Coordinator who supports Downtown marketing, promotions, and all requests and uses of city property for Downtown Events; and Wyandotte Market Manager who helps plan and execute the Markets of Downtown Wyandotte and the Wyandotte Farmer's Market.

499-200-725-115 - Salary – Part Time – Maintenance	\$ 14,980.00
499-200-725-115 - Salary – Part Time – Events	\$ 6,260.00
499-200-725-115 - Salary – Part Time – Markets	\$ 7,000.00
499-200-725-140 - Retirement Contribution – Events	\$ 626.08
499-200-725-150 - F.I.C.A. - SS & Medicare – Maintenance	\$ 928.76
499-200-725-150 - F.I.C.A. - SS & Medicare – Events	\$ 388.17
499-200-725-175 – LTD – Event	\$ 16.28

Administrative Reimbursement: The DDA utilizes City of Wyandotte Staff and interdepartmental Services as critical support to implement projects, programs, administer contracts and enhance the activities of the Department. This includes Finance, accounting, Assessing, Clerk, Municipal Services, Public Services (snow removal, trash removal), and Building and Engineering.

499-200-926-110 - Administrative Reimbursement	\$ 85,000.00
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Corridor Maintenance and Improvements

The Downtown Development Authority is responsible for regular maintenance, landscaping and beautification of the Downtown District in order to create a clean, safe and vibrant community in which businesses, residents and economic development can flourish. The DDA's Corridor Maintenance and Improvements budget are outlined and described in detail below.

Eureka Road Viaduct: The DDA has contracted with P&P Landscaping for seasonal maintenance services and landscaping projects at the Eureka Road Viaduct for several years including the Phase One: Downtown Gateway Overhaul in FY17-18 and FY18-19 and FY21-22. The DDA will pursue a contract renewal for seasonal maintenance services for FY22-23 in the amount of \$32,000.00.

499-200-850-520: Viaduct Maintenance 2022-2023	\$ 32,000.00
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Future Priorities for the Eureka Road Viaduct:

- Improve lighting and more artistic installations*
- Improve irrigation*
- Repaint – source large volumes of paint for long-term maintenance*
- Improve spalling concrete structures, spans, facades and columns. Consider aesthetic stone veneer/siding, eifs bands, stuccos and sidings.*

Christmas Lights: Downtown Wyandotte has been beautifully decorated for many years, and the Downtown Development Authority is excited to carry this wonderful tradition forward for many more years. Since 2015, The City of Wyandotte has conducted several rounds of public bidding and requests for proposals for the Downtown Wyandotte Holiday Lighting Contract. Grosse Ile. Lawn and Sprinkler has consistently been identified as the sole bidder, or the low-bidder. Grosse Ile. Lawn and Sprinkler has produced a new six-year (2021-2026) Downtown Holiday Lighting Contract starting at \$41,000 for the 2021 Holiday Season with a 2% annual rate increase.

2022: \$41,820 / **2023:** \$42,657 / **2024:** \$43,510 / **2025:** \$44,380 / **2026:** \$45,268

499-200-850-522: Christmas Lights 2022-2023	\$ 41,820.00
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Future Priorities for Downtown Holiday Lighting:

- *Install more tree boxes in various locations i.e., Eureka Road corridor from Biddle to Viaduct; Biddle Avenue south of Eureka; BASF Park, Bishop Park and Waterfront; Van Alstyne to Hospital; Superior Memorials; Museum Campus.*

Millennium Plaza: The Downtown Clock Tower was built in 2000 in celebration of the new Millennium. The Millennium Plaza construction contract from 1999 was approximately \$64,075 with the Verdin Company of Cincinnati, Ohio, whose company has regularly serviced the Downtown Clock Tower ever since. Between January and July of 2017, the Downtown Clock Tower malfunctioned several times and its mechanisms had failed to the point of needing major repairs and modernization. In 2018, the city conducted two major repairs totaling \$38,587. This reconstruction came with a 10-year warranty (expires 2028) and a 3-year maintenance contract (expired June 30, 2021). The DDA contracts with Verdin Company on an annual basis for routine maintenance that includes one annual site visit and service.

499-200-850-533: Millennium Plaza 2022-2023	\$ 630.00
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Streetscape: the DDA is still paying off debt from the original streetscape improvements made along Biddle Avenue throughout Downtown Wyandotte, which will be paid through the 2025-2026 Budget Season.

2023: \$28,586 / **2024:** \$17,660 / **2025:** \$5,735 / **2026:** \$2,168

499-200-850-538: Downtown Streetscape 2022-2023	\$ 28,585.96
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Beautification: the DDA pays an annual stipend to Wyandotte's Beautification Commission for annual flower plantings and landscaping throughout Downtown Wyandotte.

499-200-850-539: Beautification Commission 2022-2023	\$ 8,000.00
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Fort Street Sign/Fountain/Purple Heart: the DDA pays for the routine maintenance and operating expenses for several features including the Fort Street Eureka Road electronic sign, the Biddle Avenue Eureka Road Fountain, Purple Heart Memorial, and 1st and Elm Theatre Lot. This includes landscaping, watering, electrical and broadband services at each site.

499-200-850-542: Fort St. Sign/Fountain/Purple Heart 2022-2023	\$ 12,000.00
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Future Priorities for Downtown Features

- *Fort St.-Eureka Rd. sign and Yack Arena sign both need replacement. The city and DDA are actively exploring long-term solutions and various alternatives.*
- *The Biddle Ave.-Eureka Rd. Fountain is highly prioritized for improvements.*

Streetscape Maintenance: the DDA maintains a budget for supplies, tools and equipment to be utilized by the Downtown Maintenance crew needed to conduct annual landscape and maintenance for Downtown flowers and the Downtown streetscape. The DDA also contracts with P&P Landscaping for special projects and new plantings throughout the Downtown Streetscape, Pocket Parks, Monuments and Memorials. The DDA contracts with Corporate Mall Services who provides janitorial and waste management services, removing trash, power washing sidewalks and dumpster enclosures, and support with maintaining the Wyandotte Social District.

Social District Trash Cans October 2022 through September 2023: \$3,500.00

Downtown Power Washing October 2022 through September 2023: \$5,500.00

Streetscape Special Project Support October 2022 through September 2023: \$5,000.00

Misc. Supplies October 2022 through September 2023: 2,000.00

499-200-926-610: Streetscape Maintenance 2022-2023	\$ 16,000.00
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Business Assistance and Stimulus Funds

The Downtown Development Authority is responsible for supporting and promoting economic growth, business recruitment, business retention, business incubation and development. The DDA implements several programs to foster growth and development.

Joseph R. Peterson Downtown Grant Program: This business assistance program provides funding to owners of new businesses moving to the DDA District or existing businesses that expand within the district. Funds are awarded to support project costs, construction, design and operation. Two grants listed below have been awarded in past fiscal years for projects that have not yet been completed. The DDA will consider awarding the W Suites & Lofts project a partial reimbursement of \$90,000 (50% grant total) to the developers for items of work completed in FY 21-22. The remaining \$90,000 shall be reimbursed in accordance with the approved grant reimbursement agreement in FY 22-23. An additional \$60,000 fund will be available to new applicants for FY 22-23.

District 142: \$75,000.00

W Suites & Lofts: \$90,000.00

Available New and Expanding Business Grants: \$60,000.00

499-200-925-801: Business Assistance 2022-2023	\$ 225,000.00
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Existing Business Stimulus: This program was created to help support existing businesses with operations, marketing and promotions in order to increase the number of visitors and patrons in Downtown through events and special projects. The main use of these funds is for the printing and distribution of Downtown Dollars: an alternative currency subsidized by the DDA accepted at over 50 Downtown businesses, restaurants, retailers and service providers.

499-200-925-807: Existing Business Stimulus 2022-2023	\$ 12,000.00
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Marketing, Promotions and Misc. Operations

The Downtown Development Authority is responsible for marketing and promoting a vibrant Downtown district. The DDA sponsors annual programs and activities that encourage public participation and incentivize Downtown shopping, dining, and entertainment.

Downtown Event Promotions: The City and DDA have sponsorship and event hosting agreements with the special event contractors 360 Event Productions WOW 360. The DDA has an annual sponsorship agreement with WOW 360 from 2021 through 2024.

St. Patrick's Day: \$2,500.00
 Cinco de Mayo: \$2,500.00
 Swiggin' Pig: \$2,500.00
 Bark on Biddle: \$2,500.00
 Wine Crawl: \$2,500.00
 Beer Fest: \$2,500.00
 Detroit River Cocktail Showdown: \$1,250.00
 Fire and Flannel: \$2,500.00
 80's - 90's Halloween Bar Crawl: \$1,250.00
 Santa Pub Crawl: \$1,250.00
 Winter Beer & Holiday Cocktail Hour: \$1,250.00
 Rockin' NYE: \$7,500.00

499-200-925-797: Downtown Events Promotions 2022-2023	\$ 30,000.00
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Farmer's Markets: The Markets of Downtown Wyandotte a.k.a. the Wyandotte Farmer's Market takes place 28 consecutive weeks, every Thursday, beginning May and running through October. The new indoor Markets concept will be expanded into an outdoor Farmer's Market. The DDA contracts with the Eastern Market Corporation's Community Farm Stand Program in the amount of \$10,000 per year which includes weekly participation in the Markets for fresh produce sales as well as managing all food accessibility programs including Wyandotte's Power of Produce program. Additional expenses include event equipment and supplies, interactive programs, activities, workshops, and entertainment. The DDA collects sponsorships for the Wyandotte Farmer's Market each year to support operations and special programs.

499-200-925-802: Farmer's Market 2022-2023	\$ 29,000.00
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Marketing: The DDA utilizes several print and multimedia firms to disseminate pertinent information regarding Downtown businesses, events and programs. The DDA also utilizes its marketing funds to help support business activities, Social District activities, and other miscellaneous Downtown events and promotions. The DDA will launch a destination and place-based marketing campaign to help support recreation, tourism and economic development by utilizing a number of different services.

2023 Downtown Welcome Guide: Map, Print, Distribution: \$6,000.00
 Miscellaneous Graphic Design and Content Creation: \$4,000.00
 Annual Digital Advertising: \$4,000.00
 Annual Search Engine Optimization and Marketing Campaigns: \$4,000.00

499-200-925-804: Marketing 2022-2023	\$ 20,000.00
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Operating Expenses: The DDA utilizes the operating expense budget account to pay for equipment, technology, memberships at several organizations, and other supportive measures to help the Department. In 2021, the DDA was awarded several planning grants from SEMCOG, Ralph Wilson Jr. Foundation, and the Community Foundation for Southeast Michigan to support the Downtown Wyandotte Infrastructure improvement program. These funds were used to contract with Wade Trim’s Client Funding Team and will be used to offset the cost of hiring more Planners and Engineers to survey, design and finance major improvements to the alleyways, parking lots, bicycle and pedestrian infrastructure. Wade Trim has also supported the DDA in applying for a green infrastructure planning grant through the Michigan Coastal Management Program in the amount of \$37,500, for which the DDA will match using its privately awarded grant funds. The DDA will budget \$250,000 for engineering and consulting services to bring the DDA CIP planning phase into a funding-ready and shovel-ready status with design specifications, engineered plans and construction documents.

499-200-926-610: Operating Expenses 2022-2023	\$ 302,935.00
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Miscellaneous: The DDA often has miscellaneous expenses to help aid in special projects and programs that are not budgeted elsewhere.

499-200-926-790: Miscellaneous Expenses 2022-2023	\$ 2,000.00
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DRAFT

Question 1) What best describes you? (Choose all that apply)

- **Downtown property owner**
- **Downtown business owner**
- **Downtown business employee**
- **Downtown resident**
- **Downtown visitor**

*[For those who choose **visitor** to on Question 1] What brings you to Downtown Wyandotte? (Choose all that apply)*

- Restaurants
- Shops and Boutiques
- Salons and Spas
- Coffee, Ice Cream, and Sweets
- Services, Bank, Lawyer, Insurance
- Events, Parades, Festivals
- Parks and recreation, waterfront

*[For those who choose **visitor** on Question 1] How often do you visit Downtown Wyandotte?*

- Daily
- At least once every week
- At least once per month
- A Few times per year
- Rarely

*[For those who choose **visitor** on Question 1] What brings you to Downtown Wyandotte? (Choose all that apply)*

- Restaurants
- Shops and Boutiques
- Salons and Spas
- Coffee, Ice Cream, and Sweets
- Services, Bank, Lawyer, Insurance
- Events, Parades, Festivals

*[For those who choose **property owner** on Question 1] How many properties do you own? (Choose one)*

- 1
- 2
- 3
- 4+

[For those who choose **property owner** on Question 1] How long have you owned your property?
(Choose one)

- 2 years or less
- 3-5 years
- 5-10 years
- 10-20 years
- Over 20 years

[For those who choose **property owner** on Question 1] Do you operate or lease your property to another operator? (Choose one)

- Operate
- Lease
- Both

[For those who choose **business owner** on Question 1] What type of business do you own? (Choose all that apply)

- Restaurants
- Shops and Boutiques
- Salons and Spas
- Coffee, Ice Cream, and Sweets
- Services, Bank, Lawyer, Insurance

[For those who choose **business owner** on Question 1] How many employees do you have? (Choose one)

- Self-employed
- 2-10
- 11-25
- 26-50
- 50+

[For all respondents] What is most important to you? (Rank from Most (1) to Least (7))

- Vibrancy, art, culture and music
- Quality Housing, nice places to live, more residences
- Solid infrastructure, roads, sewers and alleyways
- Low cost of Operating expenses: taxes, utilities
- Safety and security
- Ease of travel and parking
- Festivals, events, and fun things to do

FY19-20 Starting Fund Balance	FY20-21 Starting Fund Balance	FY 21-22 Starting Fund Balance	FY 22-23 Starting Fund Balance
\$ 857,842.97	\$ 985,468.50	\$ 919,639.50	\$ 969,155.33
Revenues	Revenues	Revenues	Revenues
\$ 612,787.54	\$ 648,815.00	\$ 679,166.12	\$ 703,981.00
Expenditures	Expenditures	Expenditures	Expenditures
\$ 485,162.01	\$ 714,644.00	\$ 629,650.29	\$ 958,133.78
Net Activity	Net Activity	Net Activity	Net Activity
\$ 127,625.53	\$ (65,829.00)	\$ 49,515.83	\$ (254,152.78)
FY19-20 Ending Fund Balance	FY20-21 Ending Fund Balance	2 PROJECTED Ending Fund Balance	FY 22-23 Ending Fund Balance
\$ 985,468.50	\$ 919,639.50	\$ 969,155.33	\$ 715,002.55
FY 23-24 Starting Fund Balance	FY 24-25 Starting Fund Balance	FY 25-26 Starting Fund Balance	FY 26-27 Starting Fund Balance
\$ 715,002.55	\$ 771,868.77	\$ 829,872.31	\$ 889,035.93
Revenues	Revenues	Revenues	Revenues
\$ 700,000.00	\$ 714,000.00	\$ 728,280.00	\$ 742,845.60
Expenditures	Expenditures	Expenditures	Expenditures
\$ 643,133.78	\$ 655,996.46	\$ 669,116.38	\$ 682,498.71
Net Activity	Net Activity	Net Activity	Net Activity
\$ 56,866.22	\$ 58,003.54	\$ 59,163.62	\$ 60,346.89
FY 23-24 Ending Fund Balance	FY 24-25 Ending Fund Balance	FY 25-26 Ending Fund Balance	FY 26-27 Ending Fund Balance
\$ 771,868.77	\$ 829,872.31	\$ 889,035.93	\$ 949,382.82
FY 27-28 Starting Fund Balance	FY 28-29 Starting Fund Balance	FY 29-30 Starting Fund Balance	FY 30-31 Starting Fund Balance
\$ 949,382.82	\$ 1,010,936.64	\$ 1,073,721.54	\$ 1,137,762.14
Revenues	Revenues	Revenues	Revenues
\$ 757,702.51	\$ 772,856.56	\$ 788,313.69	\$ 804,079.97
Expenditures	Expenditures	Expenditures	Expenditures
\$ 696,148.69	\$ 710,071.66	\$ 724,273.09	\$ 738,758.56
Net Activity	Net Activity	Net Activity	Net Activity
\$ 61,553.83	\$ 62,784.90	\$ 64,040.60	\$ 65,321.41
FY 27-28 Ending Fund Balance	FY 28-29 Ending Fund Balance	FY 29-30 Ending Fund Balance	FY 30-31 Ending Fund Balance
\$ 1,010,936.64	\$ 1,073,721.54	\$ 1,137,762.14	\$ 1,203,083.56

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
2023 Schedule of Regular Meetings

**The City of Wyandotte Downtown Development Authority will meet at
Wyandotte City Hall: 3200 Biddle Avenue inside City Council Chambers
at 5:30 PM on the second Tuesday of every month.**

5:30 PM, Tuesday, January 10, 2023

5:30 PM, Tuesday, February 14, 2023

5:30 PM, Tuesday, March 14, 2023

5:30 PM, Tuesday, April 11, 2023

5:30 PM, Tuesday, May 9, 2023

5:30 PM, Tuesday, June 13, 2023

First Public Information Meeting and Development Area Citizen's Council Meeting

5:30 PM, Tuesday, July 11, 2023

5:30 PM, Tuesday, August 8, 2023

5:30 PM, Tuesday, September 12, 2023

5:30 PM, Tuesday, October 10, 2023

5:30 PM, Tuesday, November 14

5:30 PM, Tuesday, December 12, 2023

Second and Final Public Information Meeting and Development Area Citizen's Council Meeting

The DDA will continue to allow virtual participation in its public meetings in accordance with the City of Wyandotte's Approved Virtual Meetings Standards and in accordance with Wayne County and State of Michigan requirements regarding virtual meetings.

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