

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, February 14th, 2023

The February 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, February 14th, 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, January 10th, 2023
 - DDA Meeting Agenda, February 14th, 2023
- **INFORMATION TO RECEIVE & PLACE ON FILE**
- **MONTHLY REVENUE/EXPENDITURE REPORT**
 - Period Ending January 31st, 2023
- **ONGOING PROJECTS & BUSINESS**
 - Downtown Infrastructure Project: Engineering Services Contract Recommendation
- **NEW PROJECTS & BUSINESS**
 - 2023 Downtown Events
- **NEXT REGULAR MEETING:** 5:30 PM, March 14th, 2023
- **ADJOURNMENT:**

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

**Downtown Development Authority
Regular Meeting Minutes**

5:30 PM, January 10th, 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, Bryan Kozinski, Scott Jordan, Patt Slack, Leo Stevenson (virtually), Ron Thomas

MEMBERS EXCUSED: Rick DeSana, John Jarjosa, Anne Majlinger, Norm Walker

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

PUBLIC COMMENT:

APPROVAL OF MINUTES & AGENDA:

Meeting Minutes and Public Information Report from December 13th, 2022 Meeting, and Meeting Agenda for January 10th, 2022 Meeting.

Motion by S. Jordan, Supported by Mayor DeSana, to approve the Meeting Minutes and Public Information Report from December 13th, 2022 Meeting, and Meeting Agenda for January 10th, 2022 Meeting. All in favor, Motion carried.

MONTHLY REVENUE/EXPENDITURE REPORT:

Monthly Revenue and Expenditure Report: Periods Ending December 31st, 2022

Motion by P. Slack, Supported by S. Jordan, 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

NEW APPOINTMENT TO THE DOWNTOWN DEVELOPMENT AUTHORITY: Mayor DeSana has appointed, and the City Council has approved the appointment of Ron Thomas to Downtown Development Authority Board as a resident, business owner and property owner of the DDA District. The Mayor offered a warm welcome and brief introduction. Mr Thomas addressed the board as well. Chairwoman Slack offered kind words and gratitude for the former DDA Board member, Norm Walker for his service prior to his resignation.

ONGOING PROJECTS & BUSINESS:

Downtown Capital Improvements Plan (CIP) and Infrastructure Project: The Bid Opening for Infrastructure Design Services 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 will be reviewing design proposals and interviewing the firms who submitted bids to clarify cost, scope of work and ensure bids accurately reflect the intended project outcomes. Director Gruber hopes for a contract award and approval by the end of February.

Director Gruber provided an update that the City Council recently approved an intergovernmental agreement with Wayne County, that if approved by the County Commission, would provide an allocation \$3,950,000 worth of American Rescue Plan Act funding to the City of Wyandotte DDA for the Downtown Infrastructure Project, which should be approved by the end of February.

Public Outreach and Engagement Campaign: Director Gruber provided an overview of recent discussions which have evolved the desire for a community and business survey into a comprehensive update of the 2014 Strategic Plan which was the last major outreach and engagement process.

NEW PROJECTS & BUSINESS

- 1) **2023 Downtown Events:** Director Gruber provided a draft schedule outlining 14 events being hosted by WOW 360 events, not including the City's events like the Street Fair, Parades or Tree Lighting. He noted that some on the list were approved while some still needed City Council approval. The list captures the agreements from 2018-2022 and all subsequent changes, amendments and relocations, and consolidates them into a list that will be vetted by Wyandotte's Department Heads and approved by City Council at a later date.

To make matters more exciting, Director Gruber acknowledged that the new District 142 event center and concert hall would be opening in the new year, which will serve as an exclamation point on the event scene that WOW 360 has helped develop in Downtown Wyandotte.

- 2) **2023 Downtown Public Art Projects:** Director Gruber shared an update on three public art projects that have been in the works for several years.
 - a. **Detroit Institute of Arts: Partners in Public Art (PIPA)** was first awarded to Wyandotte in 2019, was derailed by the COVID-19 pandemic in 2020, and has been an ongoing project and was finally regaining momentum for mural design and installation which he hoped would be delivered in the summer of 2023. Mr. Stevenson inquired about the site, which Director Gruber noted was Dr. Marla

Price's Eye Clinic at the Northwest corner of Oak and 1st Street. The artist selected is a local Wyandotte resident and prominent muralist throughout Southeast Michigan, known as Fel 3000ft. The project is being funded entirely by DIA funds.

- b. **Painted Animal Sculptures** have become a regular feature of Downtown Wyandotte in partnership with WOW 360's Fire & Flannel Festival. The carvings are carved by chainsaw as a form of entertainment, hand-painted by local artist, Con Lustig, and mounted on custom-built concrete block pedestals. There are an existing 7 sculptures with another 12 in production that will be installed throughout Downtown in the early spring time.
- c. **The Wyandotte Industries Sculpture** is being sponsored by the Szpondowski Family, created by artist Keith Coleman of Weld Art Studios, and will be installed at the corner of 1st and Biddle Avenue by Nanna's Kitchen. Director Gruber described the sculpture as a series of stacked rings, welded to appear as if they're balancing, with a fountain and uplighting feature. He hopes for the project to be installed in the late spring time.

Director Gruber provided a budget amendment request to the Downtown Fixtures budget to account for these art projects that were originally budgeted in the 2021-2022 fiscal year and not the current 2022-2023. The budget amendments would help deliver the Wyandotte Industries Sculpture in the amount of \$21,000 and the Painted Animal Sculptures in the amount of \$10,464. Both projects contain funding for unforeseen changes and contingencies.

Motion By B. Kozinski, Supported by P. Slack, to approve the budget amendment request for the Downtown Fixtures Expense Account #499-200-850-544 in the amount of \$31,464 to be allocated from the DDA Fund Balance for several Downtown Art Projects. Roll call, All in Favor, Motion Carries.

- 3) **2023 Downtown Maintenance:** Director Gruber provided an overview of upcoming regular maintenance projects the DDA is responsible for, including landscaping the Eureka Road Viaduct, Fort Street Sign, Downtown Streetscape, and cleaning of dumpsters and social district footprint. The DDA contracts with P&P Landscaping for regular maintenance at the Viaduct and Fort Street Sign, and some additional Downtown projects. The DDA also contracts with Corporate Mall Services for power washing dumpsters, sidewalks and cleaning the Social District. Director Gruber noted that all three Downtown maintenance staff will be returning in Spring 2023 as well.

Mayor DeSana inquired about a recent letter Director Gruber sent to the railroad companies requesting additional support with landscaping and maintenance at the Eureka

Road Viaduct. He provided background into recent conversations about maintenance, repairs and improvements to the bridges which did not result in any promises of action. However, the railroad company promised to maintain the vegetation overgrowth inside and growing from their right-of-way in accordance with their standard policies and practices. This will help the overall appearance of blight at the Viaduct.

- 4) 2023 Downtown Promotions and Destination Marketing Campaign: Director Gruber noted that 2022 was a very positive year for positive press and publicity. The publicist Matt Lee has helped deliver the spotlight from multimedia outlets and news stations, to the point where organic and unsolicited media hits are being offered to Wyandotte. Director Gruber noted that 2023 would also be a very good year and work with Matt Lee would continue. The DDA looks forward to Restaurant and Retail week in April.

Director Gruber offered thanks to Wyandotte ConneX and Wyandotte Cable Studio for helping to broadcast the Downtown Wyandotte commercial produced by SEMCOG, which aired on many different outlets.

Mr. Stevenson inquired with Mayor DeSana if the TIFA has been engaged to support or partner with the DDA on the infrastructure project, connecting the parks and museum campus more with the Downtown. Director Gruber noted that the design phase of the project is a perfect opportunity to explore partnerships for installations, features or connecting routes that may take place outside the DDA and inside the TIFA.

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

Motion by B. Kozinski, supported by S. Jordan to adjourn the meeting. All in Favor. Motion Carries.

ADJOURNMENT: 6:25 PM

Respectfully Submitted,

Joe Gruber, DDA Director

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 01/31/2023	ACTIVITY FOR MONTH 01/31/2023	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	2,514.92	0.00	(2,014.92)	502.98
499-000-655-036	Misc Receipts-Fort Street Sign	500.00	300.00	40.00	200.00	60.00
499-000-655-040	Misc Revenue	0.00	390.00	30.00	(390.00)	100.00
Total Dept 000 - Non-Departmental		758,916.00	516,643.49	70.00	242,272.51	68.08
TOTAL REVENUES		758,916.00	516,643.49	70.00	242,272.51	68.08
Expenditures						
Dept 200 - General Government Administration						
499-200-725-110	Salary	49,733.00	15,360.00	3,883.20	34,373.00	30.88
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	5,599.00	1,536.00	388.32	4,063.00	27.43
499-200-725-150	F.I.C.A.	5,965.00	1,139.52	235.24	4,825.48	19.10
499-200-725-160	Medical Insurance	20,849.00	6,817.36	1,722.41	14,031.64	32.70
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	1,101.78	285.53	(1,101.78)	100.00
499-200-725-167	Retiree Health Care (RHS Plan)	1,300.00	400.00	100.00	900.00	30.77
499-200-725-170	Life Insurance	156.00	52.00	13.00	104.00	33.33
499-200-725-175	L.T.D.	146.00	39.91	10.09	106.09	27.34
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	1,070.37	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	630.00	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	777.54	42.50	7,222.46	9.72
499-200-850-542	Fort St Sign/Fountain/Purple Heart	12,000.00	4,206.47	1,476.41	7,793.53	35.05
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	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	7,819.11	400.00	21,180.89	26.96
499-200-925-804	Marketing	20,000.00	5,149.00	0.00	14,851.00	25.75
499-200-925-807	EXISTING BUSINESS STIMULUS	12,000.00	850.00	210.00	11,150.00	7.08
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	2,709.68	0.00	300,225.32	0.89
499-200-926-610	Streetscape Maintenance	16,000.00	3,600.00	1,200.00	12,400.00	22.50
499-200-926-790	Miscellaneous	2,000.00	1,037.52	486.00	962.48	51.88
Total Dept 200 - General Government Administration		959,699.00	106,308.19	12,153.07	853,390.81	11.08
TOTAL EXPENDITURES		959,699.00	106,308.19	12,153.07	853,390.81	11.08
Fund 499 - DDA tax increment Finance Fund:						
TOTAL REVENUES		758,916.00	516,643.49	70.00	242,272.51	68.08
TOTAL EXPENDITURES		959,699.00	106,308.19	12,153.07	853,390.81	11.08
NET OF REVENUES & EXPENDITURES		(200,783.00)	410,335.30	(12,083.07)	(611,118.30)	204.37