

City of Wyandotte, Michigan
Public Notice for Virtual Meeting of the **Downtown Development Authority**
via AUDIO-ONLY “Zoom” Scheduled for
5:30 PM on Tuesday, February 9th, 2021

Out of abundance of caution and in consideration of rising cases of COVID-19, the November Meeting of the **Downtown Development Authority (DDA)** of the City of Wyandotte will be held via “Zoom” audio-meeting platform. The meeting is open remotely to the public to follow along and participate during the public portion of the meeting (referred to as “Persons Present with Public Comment” on the DDA Agenda). 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 phone: Call: 888-475-4499

Use webinar ID: 992 636 8831 (wyandotte1)

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 know 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 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

Lawrence S. Stec
CITY CLERK

Todd M. Browning
CITY TREASURER

Theodore H. Galeski
CITY ASSESSOR



MAYOR PRO TEMPORE

Robert A. DeSana

COUNCIL

Robert Alderman
Chris Calvin
Megan Maini
Leonard T. Sabuda
Donald Schultz Jr.

**DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING AGENDA**

5:30 PM, February 9th, 2021

This Meeting will be held virtually using a Zoom Audio-only Platform

1. CALL TO ORDER
2. ROLL CALL OF MEMBERS: Mayor Pro Tempore Robert A. DeSana, Rick DeSana, John Jarjosa, Anne Majlinger, Bryan Kozinski, Patt Slack, Leo Stevenson, Scott Jordan, Norm Walker
3. OTHERS PRESENT: Joe Gruber
4. PERSONS IN THE AUDIENCE, PUBLIC COMMENT
5. APPROVAL OF MINUTES & AGENDA
 - a. DDA Meeting: January 12th, 2021
6. INFORMATION TO RECEIVE & PLACE ON FILE
7. MONTHLY REVENUE/EXPENDITURE REPORT
 - a. Report for period ending January 31st, 2021
8. ONGOING PROJECTS & BUSINESS
 - a. Michigan Legacy Credit Union: Joseph R. Peterson Downtown Grant Award
 - b. W Suites & Lofts: Joseph R. Peterson Downtown Grant Award
 - c. Former City Hall Redevelopment – Rise Above Ventures
 - d. Commissioner Disclosure Forms
 - e. Eureka Road Viaduct Maintenance Contract Bids & Proposals
 - f. Downtown Social District Operations and Updates
9. NEW PROJECTS & BUSINESS
 - a. 2021 Holiday Lighting Contract Proposal
 - b. Downtown Development Authority Plan Amendments 2021
10. NEXT REGULAR MEETING: 5:30 PM, March 9th, 2021
11. ADJOURNMENT:

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

Downtown Development Authority
Meeting Minutes
5:30 PM, January 12th, 2021
A REGULAR MEETING OF THE DDA
Held via Zoom Audio-only Virtual Platform

MEMBERS PRESENT: Scott Jordan, Bryan Kozinski, Anne Majlinger, Patt Slack, Leo Stevenson, Rick DeSana

MEMBERS EXCUSED: Mayor Pro Tempore Rob DeSana, John Jarjosa, Norm Walker

OTHERS PRESENT: Joe Gruber, DDA Director

PUBLIC COMMENT: None present

APPROVAL OF MINUTES & AGENDA:

Minutes from December 2020 Meeting and Agenda for January 2021 Meeting

Motion by S. Jordan, Supported by P. Slack, to approve the Minutes from the December DDA meeting and the agenda for the January DDA meeting. All in favor, motion carried. B Kozinski unable to vote due to technical issues with Zoom Audio-only Platform.

INFORMATION TO RECEIVE & PLACE ON FILE: None

MONTHLY REVENUE/EXPENDITURE REPORT

Monthly Revenue and Expenditure Reports: Period Ending December 31st, 2020

Motion by L. Stevenson, Supported by A. Majlinger, to accept and approve the Monthly Revenue and Expenditure Report for December 31st, 2020. Roll Call. All in Favor. Motion carried. B. Kozinski unable to vote due to technical issues with Zoom Audio-only Platform.

ONGOING PROJECTS & BUSINESS:

Viaduct Maintenance Contract 2021: Director Gruber recited a brief history of the recent 2020 bidding process and the strategy for bidding out a new contract and request for proposals for landscape and maintenance services on the Eureka Road Viaduct with a three-year renewal option. The bids are due and a bid-opening is scheduled for Monday, February 8th.

NEW BUSINESS:

2021 DDA Meeting Schedule: Director Gruber outlined the proposed meeting schedule, suggesting that the DDA should maintain its current and established meeting schedule on 5:30 PM of the second Tuesday of each month throughout 2021.

Motion by A. Majlinger, Supported by S. Jordan, to accept and approve the 2021 Downtown Development Authority Meeting Schedule. Roll Call. All in Favor. Motion carried. B. Kozinski unable to vote due to technical issues with Zoom Audio-only Platform.

Former City Hall Redevelopment – Rise Above Ventures: Director Gruber offered an overview of the Summary of Findings produced by Ron Thomas and Rise Above Ventures for the redevelopment of the Former City Hall building at 3131 Biddle Avenue. A. Majlinger and Chairwoman Slack both complimented the proposal, noting that it was a great project that meets the Downtown and Community Vision. Director Gruber explained that the project was smaller scale than he had hoped, but was still very pleased and excited about the proposal.

A. Majlinger inquired about the parking lot adjacent to the building and questioned how the properties are broken out. Director Gruber explained that 3131 Biddle is the building, 3149 Biddle is a gravel lot, and next to that is Parking Lot #4. B. Kozinski inquired about the timeline and questioned when the construction would start. Director Gruber cited page 11 of the Summary which states construction will begin late 2021 or early 2022.

Chairwoman Slack commented that this would be a great opportunity to start on the alleyway and capital improvements plan that the DDA has proposed. The Board discussed the proposed use including retail, residential and hospitality components. Director Gruber explained the concept of “flex units” that would allow for short-term or long-term stay options for tenants and visitors, as opposed to a full-fledged boutique hotel. Director Gruber concluded that each of the DDA Committees will be engaged in the coming months once Rise Above Ventures is authorized to move forward with his proposal to start the negotiation phase.

2021 Downtown Event Sponsorship Packet: Director Gruber provided a detailed overview of the WOW 360 Downtown Event Sponsorship Package and the DDA Promotion’s Committee’s findings and recommendations regarding the sponsorship package. Director Gruber highlighted the DDA’s 30-day opt-out provision.

A. Majlinger stated that the proposal was fair and expressed support for the proposal on behalf of the DDA Promotion’s Committee so long as the DDA had its 30-day opt-out provision honored. Chairwoman Slack echoed a sentiment of support, stating that this sponsorship package reflects a long-term vision of the DDA to support, promote, and sponsor events as opposed to host and execute Downtown events as was done by the Wyandotte Business Association in years past. Director Gruber explained the Promotions Committee Recommendation: to simplify the DDA and WOW 360 relationship to a sheer sponsorship agreement; to sponsor all the events, with a slight reduction of sponsorship level for four events from \$2,500/event to \$1,250/event; and a slight reduction on sponsorship level for the Rockin’ NYE Event from \$8,500 to \$7,500. This DDA Promotion’s counter proposal will result in \$30,000 total annual sponsorships for 12 events in Downtown Wyandotte hosted by WOW 360 in 2021.

L. Stevenson inquired about other event proposals in Wyandotte questioning whether we could partner with other organizations or support any other events Downtown. Director Gruber explained that the DDA can partner with any other event organization that we choose, and that other 3rd party and private event companies must follow the same protocol. Director Gruber stated that the only caveat is that the incoming events would not be able to utilize public property that is already being used by WOW 360 for their approved events. L. Stevenson inquired about the expenditure report questioning the current payments made to date, which Director Gruber explained reflect events that happened in late 2020 calendar year which falls into this 2021 DDA fiscal year. L. Stevenson inquired about the COVID-19 cancellation possibilities and what happens with our sponsorship amounts. Director Gruber recounted the event cancellation and event sponsorship challenges that WOW 360 and the DDA faced in 2020 due to COVID-19. He continued to explain that he and WOW 360 would have to remain diligent, practice foresight and stay informed regarding the projections of COVID cases, deaths, and the State mandates that may affect Downtown events.

Motion by L. Stevenson, Supported by B. Kozinski, to concur with the DDA Promotion's Committee Recommendation and to accept and approve the 2021 Downtown Event Sponsorship Packet proposed by WOW 360 contingent on the following three items; that the DDA's 30-day opt-out provision be honored; that the DDA will reduce four specific events from \$2,500 to \$1,250; and that the DDA will reduce the Rockin' NYE Sponsorship from \$8,500 to \$7,500. Roll Call. All in Favor. Motion carried. B. Kozinski unable to vote due to technical issues with Zoom Audio-only Platform.

NEXT REGULAR MEETING: 5:30 PM, February 9th, 2021

Regular Meeting

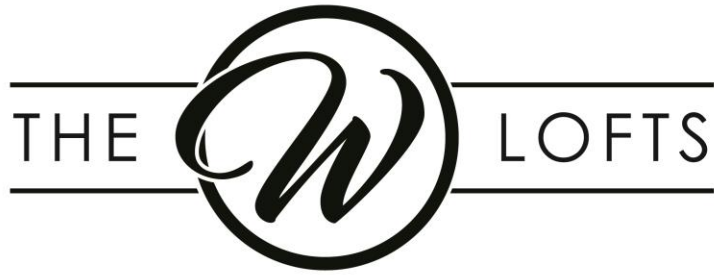
ADJOURNMENT: 6:01 PM

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

Respectfully Submitted,

Joe Gruber, DDA Director

| GL NUMBER | DESCRIPTION | 2020-21 AMENDED BUDGET | YTD BALANCE 01/31/2021 | ACTIVITY FOR MONTH 01/31/2021 | AVAILABLE BALANCE | % BDGT USED |
|--|--------------------------------------|---------------------------|---------------------------|-------------------------------------|----------------------|----------------|
| Fund 499 - DDA tax increment Finance Fund | | | | | | |
| Revenues | | | | | | |
| Dept 000 - Non-Departmental | | | | | | |
| 499-000-411-060 | Taxes-TIFA Capture | 550,412.00 | 371,609.36 | 0.00 | 178,802.64 | 67.51 |
| 499-000-411-062 | TAXES-SMALL TAXPAYER LOSS | 45,762.00 | 26,183.74 | 0.00 | 19,578.26 | 57.22 |
| 499-000-650-040 | Misc Fees-Sale of Property | 0.00 | 2,500.00 | 0.00 | (2,500.00) | 100.00 |
| 499-000-655-010 | Interest Earnings | 2,000.00 | 739.08 | 0.00 | 1,260.92 | 36.95 |
| 499-000-655-036 | Misc Receipts-Fort Street Sign | 1,500.00 | 70.00 | 30.00 | 1,430.00 | 4.67 |
| 499-000-655-040 | Misc Revenue | 0.00 | 5,009.23 | 0.00 | (5,009.23) | 100.00 |
| Total Dept 000 - Non-Departmental | | 599,674.00 | 406,111.41 | 30.00 | 193,562.59 | 67.72 |
| TOTAL REVENUES | | 599,674.00 | 406,111.41 | 30.00 | 193,562.59 | 67.72 |
| Expenditures | | | | | | |
| Dept 200 - General Government Administration | | | | | | |
| 499-200-725-110 | Salary | 47,570.00 | 14,677.28 | 3,699.68 | 32,892.72 | 30.85 |
| 499-200-725-115 | Seasonal Salary-PT | 12,840.00 | 3,811.17 | 487.78 | 9,028.83 | 29.68 |
| 499-200-725-140 | Retirement contribution-DC | 5,383.00 | 1,661.23 | 418.75 | 3,721.77 | 30.86 |
| 499-200-725-150 | F.I.C.A. | 4,621.00 | 1,173.44 | 262.08 | 3,447.56 | 25.39 |
| 499-200-725-160 | Medical Insurance | 22,532.00 | 8,645.68 | 2,003.74 | 13,886.32 | 38.37 |
| 499-200-725-165 | Prescription Drug Coverage | 2,308.00 | 41.98 | 0.00 | 2,266.02 | 1.82 |
| 499-200-725-166 | Prescription Drug-Derived Premium | 0.00 | 1,095.86 | 293.49 | (1,095.86) | 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 | 59.16 | 14.79 | 96.84 | 37.92 |
| 499-200-725-175 | L.T.D. | 140.00 | 43.22 | 10.88 | 96.78 | 30.87 |
| 499-200-850-520 | Viaduct Maintenance | 17,000.00 | 2,691.65 | 0.00 | 14,308.35 | 15.83 |
| 499-200-850-522 | Christmas | 40,000.00 | 39,900.00 | 3,990.00 | 100.00 | 99.75 |
| 499-200-850-533 | Millennium Plaza | 3,000.00 | 0.00 | 0.00 | 3,000.00 | 0.00 |
| 499-200-850-538 | Streetscape Project | 38,840.00 | 0.00 | 0.00 | 38,840.00 | 0.00 |
| 499-200-850-539 | Beautification Commission | 8,000.00 | 710.89 | 95.98 | 7,289.11 | 8.89 |
| 499-200-850-542 | Fort St Sign/Fountain/Purple Heart | 10,000.00 | 2,236.31 | 282.04 | 7,763.69 | 22.36 |
| 499-200-925-797 | 3rd Friday/Downtown Event Promotions | 30,000.00 | 5,000.00 | 0.00 | 25,000.00 | 16.67 |
| 499-200-925-801 | Business Assistance Program | 644,040.00 | 173,416.00 | 0.00 | 470,624.00 | 26.93 |
| 499-200-925-802 | Farmers Market | 14,000.00 | 3,977.29 | 142.00 | 10,022.71 | 28.41 |
| 499-200-925-804 | Marketing | 9,000.00 | 6,000.00 | 6,000.00 | 3,000.00 | 66.67 |
| 499-200-925-807 | EXISTING BUSINESS STIMULUS | 11,000.00 | 425.00 | 405.00 | 10,575.00 | 3.86 |
| 499-200-925-808 | Arrowhead Pavilion | 650.00 | 0.00 | 0.00 | 650.00 | 0.00 |
| 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 | 2,000.00 | 1,657.00 | 0.00 | 343.00 | 82.85 |
| 499-200-926-610 | Streetscape Maintenance | 2,000.00 | 64.47 | 0.00 | 1,935.53 | 3.22 |
| 499-200-926-790 | Miscellaneous | 2,000.00 | 15.00 | 15.00 | 1,985.00 | 0.75 |
| Total Dept 200 - General Government Administration | | 1,013,380.00 | 352,702.63 | 18,221.21 | 660,677.37 | 34.80 |
| TOTAL EXPENDITURES | | 1,013,380.00 | 352,702.63 | 18,221.21 | 660,677.37 | 34.80 |
| Fund 499 - DDA tax increment Finance Fund: | | | | | | |
| TOTAL REVENUES | | 599,674.00 | 406,111.41 | 30.00 | 193,562.59 | 67.72 |
| TOTAL EXPENDITURES | | 1,013,380.00 | 352,702.63 | 18,221.21 | 660,677.37 | 34.80 |
| NET OF REVENUES & EXPENDITURES | | (413,706.00) | 53,408.78 | (18,191.21) | (467,114.78) | 12.91 |



Wyandotte DDA
C/O Joseph Gruber

RE: Extension on DDA Grant

2/4/2021

Today I wanted to put in writing a request for an extension for our DDA grant for the property located at 166 Oak Street Wyandotte MI 48192. During the Covid19 pandemic we have lost some of our deadlines for construction due to the statewide shutdowns.

At this time, I expect that we won't be done with the retail portion of the project until **May 1, 2021**

Thank you for your consideration

Jason M D'Herin, CEO



PROPOSAL

Customer # 1980
Printed 2/2/2021

Grosse Ile Lawn Sprinkler, Inc.
(734) 285-4470
<http://www.gilawnsprinkler.com>

Service Address
City of Wyandotte
3200 Biddle Ave
Wyandotte, MI 48192

Tax: \$0.00

Total Amount: \$39,900.00

Res. (734) 324-7298

Work. (734) 324-4502 HEAT

| Description | Quantity | Unit Price | Amount |
|---|----------|------------|-----------|
| Holiday Lighting | | | |
| HL - Holiday Lighting The following items are included with the holiday lighting lease program: NOTE: Included in the contract - Daily inspections and monitoring will be performed following the installation and up to the start of take down. | 1.00 | 39,900.00 | 39,900.00 |
| HL - Holiday Lighting NOTES: - Installation will begin on or around October 10th. - A schedule of parking space closures will be submitted prior to beginning installation - Take down will begin on or around January 4th and be completed on or around February 1st - Payment structure will be as follows: 50% of the total will be due on or around October 1st, 40% of the total will be due on or around December 1st, and the remaining 10% will be due on or around February 1st. The following items are included: - Trees to be lit on the east and west sides of Biddle from Chestnut to Eureka - Trees to be lit on First St. from Oak to Maple. - Trees to be lit on the following streets west of Biddle up to 2nd Street and Eureka of Biddle up to the alley or Van Alstyne: Oak, Elm, Maple Sycamore and Eureka Road - Trees and shrubs will be lit in the fountain area and LED displays installed - Clock Tower legs and canopy lit and LED displays installed - The arbor and surrounding trees adjacent to the clock tower will be lit | 1.00 | 0.00 | 0.00 |

<http://www.gilawnsprinkler.com>

Grosse Ile Lawn Sprinkler, Inc.
348 West Jefferson Avenue
Trenton, MI 48183

Bill To Address

City of Wyandotte
3200 Biddle Ave
Wyandotte, MI 48192

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance : _____

Printed Name : _____

Signature : _____

Job # 71493
Customer # 1980



Tax: \$0.00 Total Amount: \$39,900.00

Grosse Ile Lawn Sprinkler, Inc.
348 West Jefferson Avenue
Trenton, MI 48183

All work to be completed in a professional manner.(GILSF will not be held responsible for any gas lines, electric lines, dog fences, etc. that Miss Dig does not locate;Turf and landscape beds may be disturbed and require minor restoration after installing underground material. This is not included in the price).Deletions and/or additions will be submitted via a written change order form. This document is signed in the corporate capacity of Grosse Ile Lawn Sprinkler, Inc. Customer will be responsible for legal fees should legal action become necessary to collect any monies owed.

PROPOSAL

Customer # 1980
Printed 2/2/2021

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Service Address
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| Description | Quantity | Unit Price | Amount |
|--|----------|------------|--------|
| Holiday Lighting | | | |
| <ul style="list-style-type: none"> - Decorating and lighting of the walking bridge over Eureka Rd. at the viaducts - Lighting tree trunks on the embankments on the east and west side of the viaducts - Lighting the Central Fire House and the Police Station/Court House - Color patterns / schemes are TBD. (Suggested pattern for Biddle and the side streets - run a 3 tree pattern -- warm white, red, and green, then repeat) | | | |
| HL - Holiday Lighting | 1.00 | 0.00 | 0.00 |
| 1 year base with 5 year option is as follows: -- The 2021/2022 season will be renew at a base price of \$41,000.00 Each season thereafter will renew with a 2% increase - totals are as follows... -- 2022/2023 = \$41,820.00 -- 2023/2024 = \$42,656.40 -- 2024/2025 = \$43,509.53 -- 2025/2026 = \$44,379.72 -- 2026/2027 = \$45,267.31 6 year total = \$258,632.96 NOTE: For 2021/2022 - once a color pattern has been determined for the trees on Biddle, 1st Street, Oak, Elm, Maple, Sycamore, and Eureka, it will remain the same for a minimum of 3 seasons. The option to change the color pattern will then be available for the 2024/2025. A quote for the change over fee will be submitted for review. | | | |

<http://www.gilawnsprinkler.com>

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Trenton, MI 48183

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348 West Jefferson Avenue
Trenton, MI 48183

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