

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 8th, 2022

The February 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.

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

Lawrence S. Stec
CITY CLERK

Todd M. Browning
CITY TREASURER

Theodore H. Galeski
CITY ASSESSOR



MAYOR
Robert A. DeSana

COUNCIL

Robert Alderman
Chris Calvin
Kaylyn Crayne
Todd Hanna
Rosemary Shuryan

DOWNTOWN DEVELOPMENT AUTHORITY

REGULAR MEETING AGENDA

5:30 PM, Tuesday, February 8th, 2022

This hybrid Meeting will be at Wyandotte City Hall: Council Chambers, 3200 Biddle Avenue and virtually using a Zoom Platform.

- 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, January 11th, 2022
 - DDA Meeting Agenda, February 8th, 2022
- INFORMATION TO RECEIVE & PLACE ON FILE
- MONTHLY REVENUE/EXPENDITURE REPORT
 - Period Ending January 31st, 2022
- ONGOING PROJECTS & BUSINESS
 1. DDA Plan Amendments: **Public Hearing: 7:00 PM, Monday, February 28th, 2022**
 2. Downtown Gateway Project: America In Bloom Grant Award
 3. Markets of Downtown Wyandotte 2022
- NEW PROJECTS & BUSINESS
 4. Michigan Health Endowment Fund: Community Health Impact Grant Application
 5. AARP and State Farm Placemaking Grants
- NEXT REGULAR MEETING: 5:30 PM, March 8th, 2022
- ADJOURNMENT:

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

**Downtown Development Authority
Meeting Minutes**

5:30 PM, January 11th, 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, Rick DeSana, Scott Jordan, Bryan Kozinski, Anne Majlinger, Patt Slack, Leo Stevenson (virtually)

MEMBERS EXCUSED: John Jarjosa, Norm Walker

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

PUBLIC COMMENT: None present

APPROVAL OF MINUTES & AGENDA:

Minutes from December 2021 Meeting and Agenda for January 2022 Meeting

Motion by A. Majlinger, Supported by B. Kozinski, to approve the Minutes from the December 2021 DDA meeting and the agenda for the January 2022 DDA meeting. All in favor, Member Stevenson abstaining. motion carried.

INFORMATION TO RECEIVE & PLACE ON FILE: None

MONTHLY REVENUE/EXPENDITURE REPORT

Monthly Revenue and Expenditure Reports: Period Ending December 31st, 2021

Motion by S. Jordan, Supported by A. Majlinger, to accept and approve the Monthly Revenue and Expenditure Report for December 31st, 2021. Roll Call. All in Favor. Member Stevenson abstaining. Motion carried.

ONGOING PROJECTS & BUSINESS

1. DDA Plan Amendments: Public Hearing: Director Gruber reported that on January 10th, 2022, after the Downtown Development Area Citizen's Advisory Council and the DDA Board both approved the Proposed 2022 DDA Plan Amendments on December 14th, 2021, that the City Council recently approved a Public Hearing to be held on the Proposed Plan Amendments at 7:00 PM on Monday, February 28th, 2022 in City Council Chambers. Upon a successful approval by the City of Wyandotte, the Plan Amendments will be sent along to the State of Michigan for final approval.

2. Downtown Gateway Project: America In Bloom Grant Award: Director Gruber shared news that the City of Wyandotte DDA was awarded the \$25,000 from the America in Bloom application and that the City Council reviewed and approved the Grant Agreement. Director Gruber further explained that the grant agreement outlined specific payment and reimbursements. Director Gruber noted that the DDA will need a budget amendment and allocation of an additional \$25,000 into the Viaduct project budget in order for the project to be completed and for the grant to reimburse the City. Mr. Stevenson requested that once the grant is reimbursed that the funds be returned to the DDA capital fund balance.

Motion by S. Jordan, Supported by B. Kozinski to appropriate \$25,000 from the DDA Fund Balance and to amend the Viaduct Maintenance Budget by an additional \$25,000 in order to be reimbursed by the America in Bloom Grant, which will return back into the DDA Fund Balance. Roll Call. All in Favor. Member Stevenson abstaining. Motion carried.

3. Michigan Coastal Management Program Grant Application: Director Gruber reported back to the Board that the Community Foundation and Ralph Wilson Jr. Foundation Grant funds qualify as eligible matching funds for the Michigan Coastal Management Program grant, which will be used for planning and technical assistance with green infrastructure improvements Downtown and along the Detroit Riverfront, Bishop Park and BASF Park, and that the consultants successfully submitted the grant application for \$37,500.

NEW PROJECTS & BUSINESS

4. Wyandotte Farmer's Market 2022: Director Gruber reported that the contractors who have serviced and delivered the Wyandotte Farmer's Market for the past two seasons are not returning for the 2022 market season. The DDA Director stated that he plans to bring some of the operations back inhouse with the City, and that the DDA is actively exploring partnerships with other providers, namely Theodore Roosevelt High School Botany and Horticulture Program. The students, faculty and staff from the High School would be permitted to grow, distribute and sell produce grown onsite at their greenhouse and gardens, while managing and assisting with operations and programming at the Farmer's Market. He stated that it is too soon to report exactly how the partnerships will play out or how the Farmer's Market will be managed this year. Director Gruber also explained the decisions being made to relocate the Farmer's Market back to Sycamore Plaza from the former Theatre Lot, unless the Downtown Placemaking project for the Street Fair created a good opportunity for the Farmer's Market.

Mayor DeSana asked what involvement the Eastern Market had in the past few years. Director Gruber provided an overview of the Eastern Market's Community Farm Stand Program that the DDA would sponsor each year in exchange for their produce stand and food program management support. Director Gruber explained that two contracts with an event hosting company and a produce vendor like Eastern Market were good, and brought value to the market,

but also came with a high cost. The DDA's contracts depend on whether or not the DDA and City can take over these responsibilities again as they have done in past years.

Chairwoman Slack asked if revenues generated from Vendor dues was used to pay for a Market Manager's wages. Director Gruber explained that no, vendor dues were logged as miscellaneous revenue from the Farmer's Market and never corresponded directly with the wages paid to the Market Manager, which was paid out of the DDA Part-time Staff Budget, and not the Farmer's Market expense account. Director Gruber went on to explain that the revenues generated from vendor dues is not enough money to cover to the Market Manager part-time expense. The Board discussed the various scenarios in which the City, DDA, and Roosevelt High School could manage the market, and the funds that would be used to support each aspect of farmer's market management. L. Stevenson expressed concern about the High School's ability to deliver on the required staffing for the market. He cited that the Viaduct project was once managed by the High School students but that they pulled out of the arrangement because they were not able to deliver. Director Gruber concurred that this is an important question, stating that if the High School determines they cannot support the effort, then the DDA will have to pursue other measures for managing and executing the Wyandotte Farmer's Market. The Board discussed options for bringing back a market manager and estimated costs of part-time staff versus outside contractors and third-party providers. The Board identified and discussed three potential strategies that included hiring a manager, hiring the High School or hiring a third-party company to help with the Market. The Board discussed the positives, negatives, and the variations of payment and reimbursement that corresponded with each strategy.

L. Stevenson asked what Director Gruber's preference was for the location of the Market, to which Director Gruber responded that Sycamore Plaza was his preference. They cited more foot traffic and more cross promotion from the Downtown businesses when the Farmer's Market was at Sycamore than compared to the former Theatre Lot. Corki Benson, member of the Downtown Development Area Citizen's Advisory Council, suggested the DDA also work with Jo Brighton to sell baked goods in addition to the High School's green house program. The DDA Promotions Committee will meet to review a plan for the 2022 Farmer's Market season.

5. Commissioner Disclosure Forms: All DDA Board Members and commissioners must complete and sign their commissioner disclosure forms and submit to the Clerk's Office as soon as possible. Director Gruber distributed the forms to the Board Members present at the meeting.

6. November Meeting Schedule Change: The DDA is required to reschedule their approved November meeting date due to the election.

Motion by A. Majlinger, supported by B. Kozinski to reschedule the DDA Meeting in November from Tuesday, November 8th, 2022 to Tuesday, November 1st, 2022. All in Favor. Motion carried.

L. Stevenson concluded the meeting by asking a final question regarding the Downtown Capital Improvements and Infrastructure Project and asked if the contractors have started to incorporate BASF Park and Bishop Park into the scope of planning efforts for the project. Director Gruber confirmed that the contractors have taken this into consideration. Director Gruber also provided a status update and progress report for utility data collection and mapping of the current physical conditions of the CIP.

NEXT REGULAR MEETING: 5:30 PM, February 8th, 2022

ADJOURNMENT: 6:15 PM

Motion by P. Slack, supported by R. DeSana, to adjourn the meeting. All in favor, motion carried.

Respectfully Submitted,

Joe Gruber, DDA Director

| GL NUMBER | DESCRIPTION | 2021-22 AMENDED BUDGET | YTD BALANCE 01/31/2022 | ACTIVITY FOR MONTH 01/31/2022 | 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 | 610,258.52 | 0.00 | 216.48 | 99.96 |
| 499-000-411-062 | TAXES-SMALL TAXPAYER LOSS | 30,006.00 | 27,608.05 | 0.00 | 2,397.95 | 92.01 |
| 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 | (481.32) | 0.00 | 2,981.32 | (19.25) |
| 499-000-655-036 | Misc Receipts-Fort Street Sign | 500.00 | 250.00 | 0.00 | 250.00 | 50.00 |
| 499-000-655-040 | Misc Revenue | 0.00 | 80.00 | 0.00 | (80.00) | 100.00 |
| Total Dept 000 - Non-Departmental | | 643,481.00 | 647,715.25 | 0.00 | (4,234.25) | 100.66 |
| TOTAL REVENUES | | 643,481.00 | 647,715.25 | 0.00 | (4,234.25) | 100.66 |
| Expenditures | | | | | | |
| Dept 200 - General Government Administration | | | | | | |
| 499-200-725-110 | Salary | 49,437.00 | 14,977.60 | 3,779.20 | 34,459.40 | 30.30 |
| 499-200-725-115 | Seasonal Salary-PT | 21,241.00 | 246.07 | 0.00 | 20,994.93 | 1.16 |
| 499-200-725-140 | Retirement contribution-DC | 5,570.00 | 1,522.37 | 377.92 | 4,047.63 | 27.33 |
| 499-200-725-150 | F.I.C.A. | 5,407.00 | 934.41 | 229.02 | 4,472.59 | 17.28 |
| 499-200-725-160 | Medical Insurance | 19,312.00 | 7,184.47 | 1,686.27 | 12,127.53 | 37.20 |
| 499-200-725-165 | Prescription Drug Coverage | 2,529.00 | 58.53 | 0.00 | 2,470.47 | 2.31 |
| 499-200-725-166 | Prescription Drug-Derived Premium | 0.00 | 1,046.74 | 265.36 | (1,046.74) | 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. | 145.00 | 39.56 | 9.82 | 105.44 | 27.28 |
| 499-200-825-330 | Legal Fees | 5,000.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| 499-200-850-517 | Masonic Temple Project | 15,000.00 | 0.00 | 0.00 | 15,000.00 | 0.00 |
| 499-200-850-520 | Viaduct Maintenance | 30,815.00 | 0.00 | 0.00 | 30,815.00 | 0.00 |
| 499-200-850-522 | Christmas | 41,000.00 | 41,000.00 | 4,100.00 | 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 | 0.00 | 0.00 | 36,830.00 | 0.00 |
| 499-200-850-539 | Beautification Commission | 8,000.00 | 463.96 | 0.00 | 7,536.04 | 5.80 |
| 499-200-850-542 | Fort St Sign/Fountain/Purple Heart | 8,880.00 | 2,204.28 | 539.76 | 6,675.72 | 24.82 |
| 499-200-850-544 | DOWNTOWN FIXTURES | 24,850.00 | 7,500.00 | 7,500.00 | 17,350.00 | 30.18 |
| 499-200-925-797 | 3rd Friday/Downtown Event Promotions | 30,000.00 | 12,500.00 | 0.00 | 17,500.00 | 41.67 |
| 499-200-925-801 | Business Assistance Program | 300,000.00 | 0.00 | 0.00 | 300,000.00 | 0.00 |
| 499-200-925-802 | Farmers Market | 19,000.00 | 1,402.64 | 48.80 | 17,597.36 | 7.38 |
| 499-200-925-804 | Marketing | 9,000.00 | 300.00 | 0.00 | 8,700.00 | 3.33 |
| 499-200-925-807 | EXISTING BUSINESS STIMULUS | 31,000.00 | 40.00 | 40.00 | 30,960.00 | 0.13 |
| 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 | 84,000.00 | 1,803.06 | 1,173.75 | 82,196.94 | 2.15 |
| 499-200-926-610 | Streetscape Maintenance | 2,000.00 | 1,450.00 | 0.00 | 550.00 | 72.50 |
| 499-200-926-790 | Miscellaneous | 2,000.00 | 1,894.44 | 0.00 | 105.56 | 94.72 |
| Total Dept 200 - General Government Administration | | 838,102.00 | 97,020.13 | 19,862.90 | 741,081.87 | 11.58 |
| TOTAL EXPENDITURES | | 838,102.00 | 97,020.13 | 19,862.90 | 741,081.87 | 11.58 |
| Fund 499 - DDA tax increment Finance Fund: | | | | | | |
| TOTAL REVENUES | | 643,481.00 | 647,715.25 | 0.00 | (4,234.25) | 100.66 |
| TOTAL EXPENDITURES | | 838,102.00 | 97,020.13 | 19,862.90 | 741,081.87 | 11.58 |
| NET OF REVENUES & EXPENDITURES | | (194,621.00) | 550,695.12 | (19,862.90) | (745,316.12) | 282.96 |