

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 AUDIO-ONLY “Zoom” Scheduled for  
**5:30 PM on Tuesday, March 9th, 2021**

Out of abundance of caution and in consideration of rising cases of COVID-19, the March 2021 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” audio-meeting platform.

The meeting is open to the public for both in-person and virtual participation. The agenda and related information can be accessed on the City of Wyandotte’s website here:

[http://www.wyandotte.net/front\\_desk/agenda\\_and\\_minutes/downtown\\_development\\_authority.php](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](mailto: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 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](mailto: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, March 9<sup>th</sup>, 2021

*This hybrid Meeting will be held both in-person at Wyandotte City Council Chambers, 3200 Biddle Avenue and virtually using a Zoom Audio-only Platform*

- CALL TO ORDER
- 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
- OTHERS PRESENT: Joe Gruber
- PERSONS IN THE AUDIENCE, PUBLIC COMMENT
- APPROVAL OF MINUTES & AGENDA
  - DDA Meeting: January 12<sup>th</sup>, 2021
- INFORMATION TO RECEIVE & PLACE ON FILE
- MONTHLY REVENUE/EXPENDITURE REPORT
  - Report for period ending January 31<sup>st</sup>, 2021
  - Report for period ending February 28<sup>th</sup>, 2021
- ONGOING PROJECTS & BUSINESS
  - Commissioner Disclosure Forms
  - Michigan Legacy Credit Union: Joseph R. Peterson Downtown Grant Award
  - W Suites & Lofts: Joseph R. Peterson Downtown Grant Award
  - Former City Hall Redevelopment – Rise Above Ventures
    - City Council Approved February 22, 2021
  - 2021 Eureka Road Viaduct Maintenance Contract Bids & Proposals
    - City Council Approved February 22, 2021
  - 2021 Holiday Lighting Contract Proposal
    - City Council Approved February 22, 2021
  - Downtown Social District Operations and Updates
    - Local Maintenance and Operations Plan / Website Information
    - Approved Licensees and Soft Launch St. Patrick’s Day
  - Ralph Wilson Jr. Foundation: Design & Access Fund Application

- NEW PROJECTS & BUSINESS
  - DDA Grant Committee
    - Franks Pizzeria Grant Application
    - District 142 Grant Application
  - Downtown Dollars Applications
    - Downtown Gallery and Gift Squad – Leprechaun Treasure Hunt
  - Downtown Development Authority Plan Amendments 2021
  
- NEXT REGULAR MEETING: 5:30 PM, April 13<sup>th</sup>, 2021
  
- ADJOURNMENT:

Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to adjourn the DDA meeting at \_\_\_\_\_.

**Downtown Development Authority**  
**Meeting Minutes**  
5:30 PM, January 12<sup>th</sup>, 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 31<sup>st</sup>, 2020

**Motion by L. Stevenson, Supported by A. Majlinger, to accept and approve the Monthly Revenue and Expenditure Report for December 31<sup>st</sup>, 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 8<sup>th</sup>.

**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 3<sup>rd</sup> 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 9<sup>th</sup>, 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

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 02/28/2021	ACTIVITY FOR MONTH 02/28/2021	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	1,029.13	0.00	970.87	51.46
499-000-655-036	Misc Receipts-Fort Street Sign	1,500.00	110.00	40.00	1,390.00	7.33
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	406,441.46	40.00	193,232.54	67.78
TOTAL REVENUES		599,674.00	406,441.46	40.00	193,232.54	67.78
Expenditures						
Dept 200 - General Government Administration						
499-200-725-110	Salary	47,570.00	18,410.08	3,732.80	29,159.92	38.70
499-200-725-115	Seasonal Salary-PT	12,840.00	4,303.29	492.12	8,536.71	33.51
499-200-725-140	Retirement contribution-DC	5,383.00	2,083.73	422.50	3,299.27	38.71
499-200-725-150	F.I.C.A.	4,621.00	1,438.39	264.95	3,182.61	31.13
499-200-725-160	Medical Insurance	22,532.00	10,649.42	2,003.74	11,882.58	47.26
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	1,389.35	293.49	(1,389.35)	100.00
499-200-725-167	Retiree Health Care (RHS Plan)	1,300.00	500.00	100.00	800.00	38.46
499-200-725-170	Life Insurance	156.00	73.95	14.79	82.05	47.40
499-200-725-175	L.T.D.	140.00	54.20	10.98	85.80	38.71
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	0.00	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	730.89	0.00	7,269.11	9.14
499-200-850-542	Fort St Sign/Fountain/Purple Heart	10,000.00	2,515.01	278.70	7,484.99	25.15
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	0.00	10,022.71	28.41
499-200-925-804	Marketing	9,000.00	7,000.00	1,000.00	2,000.00	77.78
499-200-925-807	EXISTING BUSINESS STIMULUS	11,000.00	425.00	0.00	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	383.00	0.00	1,617.00	19.15
Total Dept 200 - General Government Administration		1,013,380.00	361,704.70	8,614.07	651,675.30	35.69
TOTAL EXPENDITURES		1,013,380.00	361,704.70	8,614.07	651,675.30	35.69
Fund 499 - DDA tax increment Finance Fund:						
TOTAL REVENUES		599,674.00	406,441.46	40.00	193,232.54	67.78
TOTAL EXPENDITURES		1,013,380.00	361,704.70	8,614.07	651,675.30	35.69
NET OF REVENUES & EXPENDITURES		(413,706.00)	44,736.76	(8,574.07)	(458,442.76)	10.81