

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, November 1<sup>st</sup>, 2022**

A Meeting of the **Downtown Development Authority (DDA)** of the City of Wyandotte will be held on Tuesday, November 1<sup>st</sup>, at 5:30 PM, 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](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](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 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](mailto: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

**DDA MEETING AGENDA**  
**5:30 PM, Tuesday, November 1<sup>st</sup>, 2022**

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, 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 revised Meeting Minutes, June 14<sup>th</sup>, 2022
  - DDA Special Meeting Minutes, September 27<sup>th</sup>, 2022
  - DDA Meeting Agenda, November 1<sup>st</sup>, 2022
- **INFORMATION TO RECEIVE & PLACE ON FILE**
- **MONTHLY REVENUE/EXPENDITURE REPORT**
  - Period Ending September 30<sup>th</sup>, 2022 – Year End
  - Period Ending October 31<sup>st</sup>, 2022
- **ONGOING PROJECTS & BUSINESS**
  - Downtown Capital Improvements Plan and Infrastructure Project
    - Survey RFP: Bid Award: Wade Trim
    - Design RFP: Bid Opening Scheduled: Monday, December 5<sup>th</sup>, 2022
  - Eureka Road Viaduct – Phase 2 Planting
- **NEW PROJECTS & BUSINESS**
  - DDA Grant Committee: District 142 Grant Extension Request
  - DDA Promotions: Publicity highlights and events
- **NEXT REGULAR MEETING:** 5:30 PM, December 14<sup>th</sup>, 2022 – Second DDA Public Information Meeting and Downtown Citizen’s Advisory Council Meeting
- **ADJOURNMENT:**

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

**Downtown Development Authority**  
**Meeting Minutes**  
5:30 PM, June 14<sup>th</sup>, 2022  
FIRST ANNUAL PUBLIC INFORMATION MEETING AND  
A REGULAR MEETING AGENDA  
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, Bryan Kozinski, Anne Majlinger, Scott Jordan, Patt Slack, Leo Stevenson

**MEMBERS EXCUSED:** John Jarjosa, 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:** None

**APPROVAL OF MINUTES & AGENDA:**

Minutes from May 2022 Meeting and Agenda for June 2022 Meeting

**Motion by S. Jordam, Supported by P. Slack, to approve the Minutes from the May 2022 DDA meeting and the agenda for the June 2022 DDA meeting. All in favor, Motion carried.**

**MONTHLY REVENUE/EXPENDITURE REPORT:**

**Monthly Revenue and Expenditure Reports:** Periods Ending May 31<sup>st</sup>, 2022

**Motion by L. Stevenson, Supported by S. Jordan, to accept and approve the Monthly Revenue and Expenditure Reports for the Periods Ending May 31<sup>st</sup>, 2022. Roll Call. All in Favor. Motion carried.**

**Year-end Budget Corrections and Amendment Requests:** L. Stevenson provided a summary of a series of year-end budget corrections and amendment requests as presented and approved by the DDA Finance Committee.

The Eureka Road Viaduct Annual Maintenance Program incurred several change orders which affected the budget including additional cost of annual/seasonal maintenance, increased cost in plant material, increased cost in labor, materials and equipment. A revised scope of planting will be forthcoming. The new scope and cost of the revised Phase 2 Viaduct planting project is approximately half of the original cost. The total budget amendment amount requested is \$10,000 to achieve the final planting project. The DDA will continue to explore other types of improvements to help improve and beautify the site.

Landscaping and Maintenance costs at the Fort Street Eureka Road Electronic Changing Sign have increased slightly since past years. Also, additional repairs were required at Purple Heart Memorial irrigation system. The total budget amendment amount requested is \$1,277.66.

The DDA has been working with the Szpondowski Family of Wyandotte Industries to design, construct and install a new permanent public art sculpture in the Downtown District. Several change orders have affected the budget including additional lighting needs, additional engineering, testing and design needs. The Szpondowski Family has pledged a total of \$30,000 to the project, with \$20,000 committed in late 2019 and an additional \$10,000 committed recently in this summer of 2022. To account for certain change orders, the total budget amendment amount requested is \$16,850.

The public alley north of Oak Street between 2nd Street and 1st Street was in a deteriorated state. With the construction activities at 166 Oak and underground utility installations, the alley requires reconstruction. There have been verbal requests made to this Department to reconstruct the public alley. The Engineering and Building Department has prepared plans and a detailed estimate of the cost to reconstruct the alley. The estimated cost to reconstruct the public alley and approaches is \$113,853.96, of this, \$92,506.98 would be assessable to property owners, the remaining \$21,347.98 would be the DDA's share for property not assessable and alley approaches. The total budget amendment amount requested is \$22,000 in the DDA Parking Lots expense account.

Downtown Streetscape Maintenance has become challenged, and more important than ever, with more activities straining traditional DDA maintenance plans. March 2022 marked the one-year anniversary of operating the Social District. The DDA is responsible for regular maintenance of the Social District, including Trash removal of the approx. 25 trash cans marking the boundaries, and the Wyandotte DPS is not able to support the DDA in this effort. Corporate Mall Services is under contract to provide this service. More businesses and more users have resulted in more messes and more issues of illegal dumping and mis-use of the two DDA Downtown Dumpster Enclosures at 1st & Oak and Van Alstyne and Oak. In an effort to maintain cleanliness in the DDA District, Corporate Mall Services is again contract to provide power washing services twice per month. The City/DDA are responsible for maintenance and landscaping of the Eye-Shaped Planter Area at Biddle and Oak Street adjacent to the Riverwalk Condominiums, which includes all flower plantings and repairs to the portion of the irrigation system that services this site. The total budget amendment amount requested is \$13,100 for these new and updated streetscape maintenance projects and programs.

Lastly, a special project was completed during the Fire & Flannel Festival, using the largest portion of the miscellaneous budget account, creating six new carved wooden sculptures, hand painted by Con Lustig, which will be installed throughout the district. This resulted in a slight

overpayment of the miscellaneous budget, creating a total budget amendment amount requested of \$100.

**Motion By L. Stevenson, Supported by B. Kozinski to approve the following budget amendment requests and 2021-2022 year-end budget corrections as follows;**

- **Expense Account 499-200-850-520 for Viaduct Maintenance increase by \$10,000.00**
- **Expense Account 499-200-850-542 for Fort St. Sign / Purple Heart / Fountain increase by \$1,277.66**
- **Expense Account 499-200-850-544 for Downtown Fixtures increase by \$16,850.00**
- **Expense Account 499-200-850-831 for Parking Lots increase by \$22,000.00**
- **Expense Account 499-200-926-610 for Streetscape Maintenance increase by \$13,100.00**
- **Expense Account 499-200-926-790 for Miscellaneous increase by \$100.00**

**Total Budget Increases: \$63,327.66**

**Expense Account 499-200-925-807 for Existing Business Stimulus reclassify/decrease by \$20,000.00; Allocate remaining \$43,327.66 from the Account 499-000-391-010 Fund Balance-Unrestricted; Total Budget Decreases: \$63,327.66. Roll call, All in Favor, Motion Carries**

**INFORMATION TO RECEIVE & PLACE ON FILE: None**

**ONGOING PROJECTS & BUSINESS:**

**Downtown Capital Improvements Plan and Infrastructure Project: Community Stakeholder Session (#2) and Presentation by Wade Trim:** Wayne Hofmann, Client Funding Director at Wade Trim provided a detailed presentation regarding the Downtown Capital Improvements Plan and Infrastructure Project and progress with mapping, planning and fundraising to-date. Matt Clark, Landscape Architect with Wade Trim provided an overview of several conceptual renderings that were completed to depict desired improvements as noted in past DDA public stakeholder and community engagement sessions. Hofmann continued by providing an overview of grant applications and funding requests that have been submitted to support the project, and those that are on the radar of the DDA and Wade Trim for future applications. Hofmann concluded the presentation by revisiting the proposed Bikeway improvements noted in the Downtown CIP, citing several other studies that the City and DDA have completed in years past. He highlighted commonalities and discrepancies in plans, scoring different routes and suggesting recommendations to take the best proposals based on feasibility and funding eligibility of each of the different segments. The board discussed in length the highlights of this project. The floor was again re-opened for comments and questions from the

audience, the general public and the members of the Downtown Development Area Citizen's Advisory Council. There were no additional questions or comments made.

## **NEW PROJECTS & BUSINESS**

### **1. DDA Finance Committee: Annual Budget and Public Information Report 2022-2023**

Director Gruber provided a detailed overview and narrative description of the entire proposed budget of the Downtown Development Authority for the fiscal year to begin on October 1<sup>st</sup>, 2022 through September 30<sup>th</sup>, 2023. His comments and highlights also hit on multiple points required for the annual public information meeting, including projects, programs, contracts and expenses of the DDA on an annual basis. His report detailed all DDA Activities and categorized them into four primary sections including (1) Administration, Staff and Legal, (2) Corridor Maintenance and Improvements; (3) Business Assistance and Stimulus Funds; (4) Marketing Promotions and Miscellaneous Operations. In total, the 2022-2023 DDA Budget included \$703,981 in projected revenue and \$958,133.78 in projected expenses, resulting in a net operating deficit of \$254,152.78 which would be drawn from the DDA Cash Reserve / Fund Balance.

Director Gruber highlighted an active request from the developers of the former post office located at 166 Oak Street, home of the future W Suites & Lofts project, in which the developers have requested a partial reimbursement of their \$180,000 grant in the amount of \$90,000 to be administered to them upfront, prior to the completion of the project.

Director Gruber continued his annual overview and budget report by noting that the DDA's budget has not changed much with a few small exceptions in the area of marketing, farmer's market (a.k.a. Downtown Markets) and a major allocation of \$300,000 for planning, engineering and design of the Downtown Capital Improvements Plan and Infrastructure Project, as well as a destination marketing campaign and more marketing expenses. The board discussed the budget and shared opinions on the various highlighted projects and activities of the DDA. Director Gruber informed the Board that the annual budget will require City Council approval to be finally approved.

L. Stevenson offered a financial overview of the DDA and summary of the exciting projects being offered by the DDA, with several recommendations for more cross promotional programs and support for the DCA Art Center building improvements in the future. L. Stevenson concluded with the following two resolutions.

**Motion By L. Stevenson, Supported by P. Slack to approve the request of the W Suites & Lofts Developers to administer a partial reimbursement of their Joseph R. Peterson Downtown Grant Award in the amount of \$90,000 (half of \$180,000), with the remaining \$90,000 to be administered as commercial businesses become complete and open for regular business. Roll call, All in Favor, Motion Carries.**

**Motion By L. Stevenson, Supported by S. Jordan to approve the Downtown Development Authority's annual budget as amended for the fiscal year starting October 1st, 2022 and ending September 30th, 2023. Roll call, All in Favor, Motion Carries.**

**PRESENTATIONS**

John Darin, Chairman of the Wyandotte Beautification Commission came and read a letter drafted for the Mayor and City Council regarding a recent string of vandalism of flower pots and planting areas throughout town. Mr. Darin suggested the City should install low-light, high definition cameras throughout the public right-of-way to monitor the Downtown and to prevent or deter future vandalism. He also suggested the City explore implementing aerial drone technology to monitor public parks and to protect community assets, especially during events with large crowds of people. Director Gruber thanked Mr. Darin for his presentation, for the work of the beautification commission, and encouraged that the DDA would like to see more flower pots and plantings in front of more businesses throughout town.

Jane Rasmussen, member of the Downtown Development Area Citizen's Advisory Committee and resident at 20 Chestnut Condominium noted that the residents there are also experiencing vandalism, specifically to the vehicles parked on the second floor of the parking garage. Chairwoman Slack asked if there are or were any cameras Downtown. Director Gruber explained that there are several cameras affixed at the dumpster enclosures. Director Gruber offered to look into this more with the Information Technology Department. Mayor DeSana recommended the DDA inquire with the Police Department to see if there are ways to tie into the other systems and surveillance initiatives being implemented.

Director Gruber concluded by offering an overview of a recent interaction and ribbon cutting event held between the City of Wyandotte, America in Bloom and Canadian National Railway. Mayor DeSana offered some insight into the discussions that were shared and noted that the city will continue pressing the railroad companies to conduct the work that we believe needs to be done to improve the visual appeal of the bridges.

**NEXT REGULAR MEETING:** 5:30 PM, July 19, 2022

**Motion by P. Slack, supported by B. Kozinski, to adjourn the meeting. All in Favor. Motion Carries.**

**ADJOURNMENT:** 7:10 PM

Respectfully Submitted,

Joe Gruber, DDA Director

*REVISED NOVEMBER 1<sup>st</sup>, 2022*

**Downtown Development Authority  
Special Meeting Minutes**

5:30 PM, September 27<sup>th</sup> 2022

**REGULAR MEETING AGENDA**

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 inquired with the DDA Board as to what the purpose of the Downtown festivals are, asking if they are intended for the benefit of the businesses or the benefit of the promoters who host the events.

Chairwoman Slack answered stating that the promotions strategy is relatively new, citing that events have been a part of Downtown Wyandotte for a long time. She stated that the business association's main emphasis was for events, and that the City and DDA have continued in this effort, understanding that it contributes to a positive image and positive word-of-mouth marketing. She acknowledged that large promoters will host large events and bring large volumes of people into Downtown Wyandotte, and that hosting events in Downtown Wyandotte is open to all businesses and promoters, and no single entity. She highlighted an arrangement between the City and WOW 360 Event Productions that was initiated when the Wyandotte Business Association went out of business, which allowed for the community events to continue under new management. She asked Director Gruber for his insight into the overall events budget, to which he responded that the DDA's annual Marketing and Promotions budget for Downtown Events and WOW 360 Event Productions is \$30,000 across 14 events, the largest being the New Years Eve Ball Drop. The average event sponsorship is \$2,500 per event. He noted that the actual cost of hosting, promoting and implementing these events is far greater than the DDA's annual contribution. Chairwoman Slack reiterated the City and DDA's shared vision of being the City of Festivals that brings large events and large volumes of visitors into town.

Mr. Doulos then questioned whether the street closures are totally necessary, citing a loss of \$20,000 over three days of the Swiggin' Pig Festival, and \$10,000 over Friday and Saturday during the Fire and Flannel Festival. He cited his neighbor's losing business, including the bakery and barbershop, noting that the road closures impact all businesses, not just his. He noted that New Years Eve has been his busiest and most successful day and that he is concerned over the planned road closures for the NYE Event, which he believes will negatively impact his



business. He concluded by stating he is not concerned with the events so much as he is concerned with the road closures which severely impact their businesses. Mr. Doulos acknowledged that he has not been an active restaurant for long, and then cited loud music and stages are also disruptive to his business and prohibit the operation of his outdoor cafes.

Chairwoman Slack suggested the Special Events Office and DDA Director work with businesses to identify and implement solutions to issues caused by road closures.

Peter Rose, Owner, Chelsea and Willow Tree. Mr. Rose suggested that there is a disconnect between the City Council and the DDA regarding business advocacy and events. Mr. Rose asked Director Gruber how many businesses are located within the DDA Boundaries, to which he responded is over 150. He concluded by stating he is troubled by the fact that businesses are being negatively affected by the downtown events. He concluded by saying that the community should be supportive of small and local businesses. Chairwoman Slack noted that the events are also for citizens, families and children to enjoy entertainment downtown. Mr. Rose responded by saying that there are several businesses and people in town who feel the same way he does. Ms. Majlinger concurred and stated that there are more than several. Mr. Rose stated that these issues are not being dealt with assertively, and that most events have to do with alcohol, and that there are better ways to host events. He stated that the DDA should identify how each business individually feels about every single event and festival makes them feel, and to see if it is positive or negative. He continued to clarify that he does not want to sound negative on all the wonderful things happening, citing WOW 360 Event Productions purchase and redevelopment of the long vacant 142 Maple Street building., but that he is concerned about how their operation may affect their neighboring businesses if they aim to close roads on a monthly basis.

Mayor DeSana acknowledged that there are challenges with road closures, but that the City has always been asked to host more events to help draw more people to town, and that the businesses should be active in drawing more people to the community also. Mr. Rose cited the Business Association's events, stating that they were door-to-door events when all businesses participated. Mayor DeSana then questioned what happened to the Business Association. A. Majlinger responded that the Business Association folded when events transitioned from one day events to weekend events. Mr. Rose added that the Business Association imploded due to mismanagement. He stated the City should be marketing the Downtown, just like Love Wyandotte has been advertising Downtown Wyandotte on a monthly basis.

Mayor DeSana asked Director Gruber how much time in advance are the events planned before they are approved by City Council. Director Gruber stated that there is an annual event hosting agreement that outlines what events will occur, when and where, and that they are approved by City Council on an annual basis, with tentative road closures, at the beginning of each year. Changes and amendments to events and road closures occur throughout the year on an on-going basis in response to various factors, including complaints and concerns from the community and from businesses. Director Gruber cited several events including Swiggin' Pig and NYE Event.

He acknowledged that the changes are meant to mitigate concerns, but may ultimately result in more concerns from all parties involved. He cited a consensus among the event promoters, businesses and community leaders that in responding to event complaints, we're taking one person's problem from one part of town and moving it to another part of town and making it someone else's problem. Director Gruber further acknowledged that these issues will occur in dense commercial districts with over 150 businesses and 85% commercial occupancy. Director Gruber also acknowledged that these events are all relatively new except for the Street Fair. He concluded by answering Mr. Doulos' original question, stating that the intention of the DDA and the City of Wyandotte in planning, hosting, supporting, sponsoring, welcoming and allowing all these events is for the primary purpose of supporting Wyandotte's businesses, residents and visitors, and not for the sole benefit of the promoter. He also acknowledging that they understand that there are conditions and an environment required to host an event and that these discussions are largely about negotiating how that environment works for both people, the promoters, and the businesses. He noted that they work on these issues on an ongoing basis and that they can do better with communication and surveying. He reiterated that the businesses and the City are first notified of these events at the beginning of each year, and that there are sometimes changes which are then communicated at that time. Chairwoman Slack concluded this portion of the meeting saying that this would all be taken into account seriously because the DDA is serious about helping and supporting the businesses.

#### **APPROVAL OF MINUTES & AGENDA:**

Minutes from August 2022 Meeting and Special Agenda for September 2022 Meeting

**Motion by S. Jordan, Supported by B. Kozinski, to approve the Minutes from the August 2022 DDA meeting and the agenda for the September 2022 Special DDA meeting. All in favor, Motion carried.**

#### **MONTHLY REVENUE/EXPENDITURE REPORT:**

**Monthly Revenue and Expenditure Report:** Period Ending August 31<sup>st</sup>, 2022.

**Motion by S. Jordan, Supported by A. Majlinger, to accept and approve the Monthly Revenue and Expenditure Reports for the Period Ending August 31<sup>st</sup>, 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:** Director Gruber provided a positive update on the Downtown CIP. The City Council Information Session was held at 6:00 PM, Monday, August 29<sup>th</sup>, 2022 at which he provided the City Council a detailed

overview of the scope of work, the cost estimates, the sources of funding, which was received generally well. The City Council also held a Annual Budget Hearing during which Director Gruber outlined the entire proposed DDA Budget as approved by the Board in the June Meeting, which includes considerable operational, planning and design funds associated with the Downtown CIP, which was all approved by Council. Director Gruber noted that the first major expense of these operational funds will be for the survey, which will then lead to design and engineering services. The survey RFP is scheduled for opening next Monday, October 3<sup>rd</sup> which will all be reviewed by the DDA, Engineering Department and the City Council. He noted the survey can then begin rapidly after it is approved. Director Gruber shared great news that the DDA was awarded \$1,000,000 from the MEDC's Revitalization and Placemaking Program for the Downtown Alleyway Enhancements, a major part of the DDA CIP. The DDA was also awarded a grant through the Michigan Coastal Management Program for green infrastructure planning in the amount of \$37,500 that will be matched with funds allocated into the DDA Operating Expense account for overall design services. Director Gruber noted that he is continuing his pursuit of more grant funding from foundations and other public and private sources, including Wayne County Economic Development Department who is utilizing American Rescue Plan Act Funding to support large transformative projects.

**Eureka Road Viaduct – Phase 2 Planting:** Director Gruber provided an update regarding the \$25,000 America in Bloom Grant awarded to the DDA to support a second phase of planting that will deliver approximately 30 new trees and several hundreds of feet of ground covers and flowering shrubs. The board discussed other related projects pertaining to the Eureka Road Viaduct bridges which are owned by the railroads, citing a major façade improvement that was recently completed by ITC. Director Gruber provided an update and overview of recent meetings, communications and site visits with Canadian National, noting that they will not perform any aesthetic improvements on any bridges or structure that they deem to be structurally sound and all-around safe condition. Director Gruber acknowledged that the City and DDA works with the resources that we have at our disposal in the areas that we can control, which is essentially landscaping and beautification. Director Gruber stated that he would continue to ask for support from the railroad companies to conduct improvements and repairs on the Viaduct bridges.

## **NEW PROJECTS & BUSINESS**

- 1) DDA Grant Committee: Joseph R. Peterson: Downtown Grant Application: Federal Building: 3131 Biddle, LLC.:** Director Gruber provided an overview of the progress and grant application for redevelopment of the former City Hall which has been vacant since 2012-2013 which will be known as the Federal Building that is being led by 3131 Biddle, LLC. The project entails approximately \$10,000,000 of investment, two new stories of construction atop the existing building, including 36 new apartments and three commercial units (two ground floor and one roof top). The DDA Director has been supporting the developers in pursuit of grant funding and economic development

incentives from the State of Michigan. During a review of the developer's real estate proforma, the State MEDC acknowledged a gap of \$100,000 in the finances which the Developer cited was from increased cost due to the rooftop unit which will be publicly accessible and have a strong impact on the Downtown commercial scene. The developer is seeking to fill through a Joseph R. Peterson: Downtown Grant Award, the review of which was recommended to be tabled by the Grant Committee until the City Council budget hearing and public infrastructure informational sessions took place. The Grant Committee members A. Majlinger and Chairwoman Slack expressed strong support of the project, specifically citing the commercial units and rooftop activation as the primary focus of the DDA's grant. Director Gruber stated that the Joseph R. Peterson: Downtown Grant operates on a reimbursement basis and are paid once the commercial units are complete and the businesses are open for regular business.

**Motion by B. Kozinski, Supported by A. Majlinger to accept and approve the \$100,000 Joseph R. Peterson Downtown Grant Award to 3131 Biddle, LLC. upon the successful completion of the redevelopment of the former City Hall, to be known as the Federal Building, once all ground floor and rooftop commercial units are open for regular business. Roll Call. All in Favor. Motion carried.**

- 2) **DDA Grant Committee: Early Reimbursement Request: Joseph R. Peterson Downtown Grant Award: W Suites & Lofts Project:** Director Gruber included a late item not previously included on the agenda. The Developers of the former post office, now known as the W Suites & Lofts, are seeking a reimbursement of the remaining \$90,000 of their \$180,000 grant, first awarded in December of 2019. Director Gruber noted that the developers have faced many challenges from COVID, supply chain issues, labor issues and design issues that led to several setbacks, and that the DDA Board has approved several extensions of this grant award in support of the developers and their substantial investment estimated at \$15,000,000 total, which may have increased in recent years. The DDA already partially reimbursed the first \$90,000 by Board vote during the regular meeting of the DDA on June 14, 2022, maintaining the same requirements of the grant agreement including submission of valid receipts totaling or exceeding the amount awarded, building and engineering approvals and legal requirements. Since that reimbursement was made, four businesses of six commercial units total have opened for regular business including Tacos & Tequila, the Oak Barrell, the Bling Thing and Agency 365, a real estate and financial group.

The remaining two businesses are for an IV/oxygen bar and another restaurant/bar. Director Gruber cited the DDA Grant Committee's recommendation, and further highlighted by Chairwoman Slack that the DDA Board should administer \$30,000 to the developers effective immediately, and the remaining \$60,000 should be administered

upon the successful completion of the final two commercial units, \$30,000 each, once they become open for regular business. She stated that both units are fully leased with signed agreements and the tenants are making rent payments. Mayor DeSana inquired about the status of the residential units, citing that the original grant agreement was for the entire development including the residential units. Director Gruber explained that the DDA Grant Committee and DDA Board looks at the total investment of the project and the total benefits for the Downtown, and that the 49 proposed residential units were a very high priority for the DDA to support, while the grant itself is for new and expanding businesses only. The DDA accounts for the total investment and impact of a project, but the grant is for commercial businesses only. Director Gruber noted that the Board saw significant progress with the entire development, including the residential tower, and was compelled to administer the partial reimbursement of \$90,000 at their request based on this total progress.

Mayor DeSana stressed that this generous grant contribution and remaining payment of the outstanding funds should be the incentive to get the entire project done. B. Kozinski suggested implementing a timeline to the grant reimbursements, which the program usually entails. Director Gruber stated that a prescribed timeline would beholden the developer's grant reimbursement to the commercial tenants' activities, who are responsible for finishing the completion of their respective commercial units, which is a complicating factor. S. Jordan echoed support for the DDA Grant Committee's recommendation. Chairwoman Slack noted that the DDA Grant Committee conducted its due diligence regarding conversations with the developers and getting a firm update on the remaining commercial businesses, leases, and progress and that the committee is withholding future payments until those new businesses open up.

**Motion by B. Kozinski, Supported by S. Jordan, to administer a \$30,000 partial payment to the W Suites & Lofts and further approves a phased reimbursement for the remaining \$60,000 grant upon successful completion of the remaining two units, \$30,000 each, once they are open for regular business. All other terms and conditions of the grant are to remain the same. Roll Call. All in Favor. Motion carried.**

- 3) **Wyandotte Street Art Fair Recap 2022:** Director Gruber shared an update regarding the Markets of Downtown Wyandotte, which is an indoor and outdoor marketplace operated by the Wyandotte Special Events Office. Due to staffing changes and the former Market Manager returning to school, the DDA and Special Events Office have hired Love it Again Vintage Décor a More, a retail business located on Fort Street in Wyandotte that offers vintage goods, to serve as the master vendor and will help run the Markets of Downtown Wyandotte, attract new vendors and programs. Director Gruber

highlighted an update recently sent out to all the Downtown business owners that included an expansive list of seasonal happenings and special, festive events. He concluded by citing that the DDA is focusing more effort on small business development, micro-programming and other supportive measures for marketing and publicizing the Downtown as a whole, and that the Markets should service as the focal point of everything.

**NEXT REGULAR MEETING:** 5:30 PM, Tuesday November 1<sup>st</sup>, 2022 (*October meeting cancelled and November meeting rescheduled from November 8<sup>th</sup> due to the election*)

**Motion by P. Slack, supported by S. Jordan, to adjourn the meeting. All in Favor. Motion Carries.**

**ADJOURNMENT:** 6:50 PM

Respectfully Submitted,

Joe Gruber, DDA Director

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 09/30/2022	ACTIVITY FOR MONTH 09/30/2022	AVAILABLE BALANCE	% BDGT USED
Fund 499 - DDA tax increment Finance Fund						
Revenues						
Dept 000 - Non-Departmental						
499-000-411-060	Taxes-TIFA Capture	610,475.00	606,735.82	0.00	3,739.18	99.39
499-000-411-062	TAXES-SMALL TAXPAYER LOSS	30,006.00	27,608.05	0.00	2,397.95	92.01
499-000-511-013	Grants-Community Foundation-Planning	31,125.00	31,120.80	0.00	4.20	99.99
499-000-655-010	Interest Earnings	2,500.00	(2,598.55)	883.10	5,098.55	(103.94)
499-000-655-036	Misc Receipts-Fort Street Sign	500.00	930.00	120.00	(430.00)	186.00
499-000-655-040	Misc Revenue	0.00	15,370.00	0.00	(15,370.00)	100.00
Total Dept 000 - Non-Departmental		674,606.00	679,166.12	1,003.10	(4,560.12)	100.68
TOTAL REVENUES		674,606.00	679,166.12	1,003.10	(4,560.12)	100.68
Expenditures						
Dept 200 - General Government Administration						
499-200-725-110	Salary	49,437.00	49,408.00	3,825.60	29.00	99.94
499-200-725-115	Seasonal Salary-PT	19,991.00	18,045.57	7,252.00	1,945.43	90.27
499-200-725-140	Retirement contribution-DC	5,570.00	5,400.41	817.56	169.59	96.96
499-200-725-150	F.I.C.A.	5,407.00	4,193.78	742.86	1,213.22	77.56
499-200-725-160	Medical Insurance	20,562.00	20,559.63	1,571.27	2.37	99.99
499-200-725-165	Prescription Drug Coverage	2,529.00	631.56	115.00	1,897.44	24.97
499-200-725-166	Prescription Drug-Derived Premium	0.00	0.00	(2,904.26)	0.00	0.00
499-200-725-167	Retiree Health Care (RHS Plan)	1,300.00	1,300.00	100.00	0.00	100.00
499-200-725-170	Life Insurance	156.00	156.00	13.00	0.00	100.00
499-200-725-175	L.T.D.	145.00	141.02	21.94	3.98	97.26
499-200-825-330	Legal Fees	5,000.00	3,868.02	0.00	1,131.98	77.36
499-200-850-517	Masonic Temple Project	15,000.00	15,000.00	8,000.00	0.00	100.00
499-200-850-520	Viaduct Maintenance	70,565.00	76,221.66	55,806.38	(5,656.66)	108.02
499-200-850-522	Christmas	41,000.00	41,000.00	0.00	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	36,830.00	0.00	0.00	100.00
499-200-850-539	Beautification Commission	8,000.00	8,137.19	1,253.50	(137.19)	101.71
499-200-850-542	Fort St Sign/Fountain/Purple Heart	15,657.66	14,555.13	3,651.98	1,102.53	92.96
499-200-850-544	DOWNTOWN FIXTURES	24,850.00	20,397.90	11,647.90	4,452.10	82.08
499-200-925-797	3rd Friday/Downtown Event Promotions	30,000.00	30,000.00	0.00	0.00	100.00
499-200-925-801	Business Assistance Program	300,000.00	105,156.00	0.00	194,844.00	35.05
499-200-925-802	Farmers Market	19,000.00	18,607.02	5,514.84	392.98	97.93
499-200-925-804	Marketing	9,000.00	8,797.18	1,750.00	202.82	97.75
499-200-925-807	EXISTING BUSINESS STIMULUS	31,000.00	2,888.21	130.00	28,111.79	9.32
499-200-926-110	Administrative Reimbursement (101)	85,645.00	85,644.00	644.00	1.00	100.00
499-200-926-114	Operating Expenses	84,000.00	46,503.44	3,067.50	37,496.56	55.36
499-200-926-610	Streetscape Maintenance	15,100.00	13,941.81	4,069.06	1,158.19	92.33
499-200-926-790	Miscellaneous	2,100.00	2,099.24	0.00	0.76	99.96
Total Dept 200 - General Government Administration		898,474.66	629,482.77	107,090.13	268,991.89	70.06
TOTAL EXPENDITURES		898,474.66	629,482.77	107,090.13	268,991.89	70.06
Fund 499 - DDA tax increment Finance Fund:						
TOTAL REVENUES		674,606.00	679,166.12	1,003.10	(4,560.12)	100.68
TOTAL EXPENDITURES		898,474.66	629,482.77	107,090.13	268,991.89	70.06
NET OF REVENUES & EXPENDITURES		(223,868.66)	49,683.35	(106,087.03)	(273,552.01)	22.19

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 10/31/2022	ACTIVITY FOR MONTH 10/31/2022	AVAILABLE BALANCE	% BDGT USED
Fund 499 - DDA tax increment Finance Fund						
Revenues						
Dept 000 - Non-Departmental						
499-000-411-060	Taxes-TIFA Capture	696,976.00	472,626.41	472,626.41	224,349.59	67.81
499-000-411-062	TAXES-SMALL TAXPAYER LOSS	23,440.00	23,439.96	23,439.96	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	30.00	30.00	470.00	6.00
Total Dept 000 - Non-Departmental		758,916.00	496,096.37	496,096.37	262,819.63	65.37
TOTAL REVENUES		758,916.00	496,096.37	496,096.37	262,819.63	65.37
Expenditures						
Dept 200 - General Government Administration						
499-200-725-110	Salary	49,733.00	3,825.60	3,825.60	45,907.40	7.69
499-200-725-115	Seasonal Salary-PT	28,241.00	1,960.00	1,960.00	26,281.00	6.94
499-200-725-140	Retirement contribution-DC	5,599.00	382.56	382.56	5,216.44	6.83
499-200-725-150	F.I.C.A.	5,965.00	382.51	382.51	5,582.49	6.41
499-200-725-160	Medical Insurance	20,849.00	1,559.23	1,559.23	19,289.77	7.48
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	265.36	265.36	(265.36)	100.00
499-200-725-167	Retiree Health Care (RHS Plan)	1,300.00	100.00	100.00	1,200.00	7.69
499-200-725-170	Life Insurance	156.00	13.00	13.00	143.00	8.33
499-200-725-175	L.T.D.	146.00	9.94	9.94	136.06	6.81
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	20,910.00	20,910.00	20,910.00	50.00
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	45.00	45.00	7,955.00	0.56
499-200-850-542	Fort St Sign/Fountain/Purple Heart	12,000.00	1,213.57	1,213.57	10,786.43	10.11
499-200-925-797	3rd Friday/Downtown Event Promotions	30,000.00	2,500.00	2,500.00	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	2,137.44	2,137.44	26,862.56	7.37
499-200-925-804	Marketing	20,000.00	0.00	0.00	20,000.00	0.00
499-200-925-807	EXISTING BUSINESS STIMULUS	12,000.00	0.00	0.00	12,000.00	0.00
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	0.00	0.00	302,935.00	0.00
499-200-926-610	Streetscape Maintenance	16,000.00	0.00	0.00	16,000.00	0.00
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	35,304.21	35,304.21	924,394.79	3.68
TOTAL EXPENDITURES		959,699.00	35,304.21	35,304.21	924,394.79	3.68
Fund 499 - DDA tax increment Finance Fund:						
TOTAL REVENUES		758,916.00	496,096.37	496,096.37	262,819.63	65.37
TOTAL EXPENDITURES		959,699.00	35,304.21	35,304.21	924,394.79	3.68
NET OF REVENUES & EXPENDITURES		(200,783.00)	460,792.16	460,792.16	(661,575.16)	229.50



**BID DEPOSIT LOG SHEET**

**Bid File #4833**

**Downtown Infrastructure Survey**

**Date: October 3, 2022**

<b>Bidder</b>	<b>Address</b>	<b>Amount</b>
Fishbeck	1515 Arboretum Dr. SE, Grand Rapids, MI 49546	\$ 84,700.00
AEW, Inc.	51301 Schoenherr Rd., Shelby Township, MI 48315	\$ 73,500.00
Umlor Group	49287 West Rd., Wixom, MI 48393	\$ 22,250.00
Wade Trim	25251 Northline Rd., Taylor, MI 48180	\$ 22,000.00



October 19, 2022

Wyandotte Downtown Development Authority  
3200 Biddle Ave.  
Wyandotte, MI 48192

RE: 142 Maple Joseph R. Peterson Downtown Grant Extension Request

Dear Joseph Gruber & Wyandotte DDA Board of Directors:

On March 9, 2021, the Wyandotte DDA Board awarded us a grant in the amount of \$75,000 to renovate the 142 Maple building in Downtown Wyandotte. Due to many supply chain obstacles and labor shortages we were not able to complete the construction by September 2022. However, we are very close to completion and are requesting a grant extension to Feb 2023.

We originally anticipated this project costing \$500k-\$600k. The revised budget is now 1.4 million dollars. Rise Above Ventures has done a complete overhaul of the entire building, including a new sewer line, power inside and outside the building, roof, paint, façade, plumbing, windows, structural steel, stairs, framing and so much more.

We appreciate your consideration of this request.

Sincerely,

Julie Chan (aka Law)  
District 142  
142 Maple, Wyandotte, MI