

OFFICIALS

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CITY CLERK

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MAYOR PRO TEMPORE

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DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING AGENDA

5:30 PM, Tuesday, August 10th, 2021

This Meeting will be held in-person at Wyandotte City Council Chambers, 3200 Biddle Avenue

- CALL TO ORDER
- 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
- PERSONS IN THE AUDIENCE, PUBLIC COMMENT
- APPROVAL OF AGENDA & MINUTES
 - DDA Meeting Minutes: July 13, 2021
- INFORMATION TO RECEIVE & PLACE ON FILE
- MONTHLY REVENUE/EXPENDITURE REPORT
 - July 31st, 2021
 - August 31st, 2021
- ONGOING PROJECTS & BUSINESS
 - Wyandotte Street Art Fair: Social District 2022
 - Sycamore Plaza Redesign
 - Former City Hall Redevelopment: 3131 Biddle Avenue
- NEW PROJECTS & BUSINESS
 - Downtown Maintenance Contracts and Staff
 - Eureka Road Viaduct Emergency Maintenance Services
 - Downtown Development Area Citizen's Council
- NEXT REGULAR MEETING: 5:30 PM, October 12th, 2021
- ADJOURNMENT:

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



**Downtown Development Authority
Meeting Minutes**

5:30 PM, July 13th, 2021

A REGULAR MEETING and

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, John Jarjosa, Scott Jordan, Bryan Kozinski, Anne Majlinger, Patt Slack, Leo Stevenson, Norm Walker

MEMBERS EXCUSED: None

OTHERS PRESENT: Joe Gruber, DDA Director

PUBLIC COMMENT: None present

APPROVAL OF MINUTES & AGENDA:

Minutes from June 2021 Meeting and Agenda for July 2021 Meeting

Motion by S. Jordan, Supported by A Majlinger, to approve the Minutes from the June 2021 DDA meeting and the agenda for the July 2021 DDA meeting. All in favor, motion carried.

INFORMATION TO RECEIVE & PLACE ON FILE: None

MONTHLY REVENUE/EXPENDITURE REPORT

Monthly Revenue and Expenditure Reports: Period Ending June 30th, 2021

Motion by L. Stevenson, Supported by S. Jordan, to accept and approve the Monthly Revenue and Expenditure Report for June 30th, 2021. Roll Call. All in Favor. Motion carried.

ONGOING PROJECTS & BUSINESS:

Former City Hall Redevelopment: 3131-3149 Biddle Avenue and Parking Lot #4: Director Gruber provided a brief update regarding the Former City Hall Redevelopment: 3131-3149 Biddle Avenue and Parking Lot #4. He shared that the purchase agreement and development agreement were reviewed by The City's Legal Department and Administration and would be approved by City Council as soon as July 26th. Mr. Stevenson inquired as to whether any grants have been applied for or awarded on this project yet, to which Director Gruber explained they had not, but that it is the express intention of the developer to pursue economic development incentives and financial support from the City, County and State, which may include grants.

DDA Finance Committee and Annual Budget: FY 2021-2022: Director Gruber explained the Finance Committee has met several times to review and discuss the proposed 2021-2022 fiscal year expenditures for the DDA. L. Stevenson, member of the Finance Committee, highlighted some final changes to the Business Assistance Budget as it pertains to existing and future projects benefitting from Joseph R. Peterson Downtown Grant Awards, proposing an additional allocation of \$45,000.00 into the fund in order support new, smaller scale projects that may arise. The Board discussed the Committee's findings and recommendations, as well as an overview of the capital fund balance, long-term capital improvements plan and other desired projects of the DDA.

Motion by L. Stevenson, Supported by P. Slack to approve the Downtown Development Authority's FY 2021-2022 Budget as amended AND FURTHER to recommend the DDA FY 21-22 Budget to City Council for approval.

NEW PROJECTS & BUSINESS:

Wyandotte Street Fair Discussion: Director Gruber welcomed positive comments and feedback regarding the Wyandotte Street Fair that was held in the previous week. A. Majlinger stated that the Fair was fantastic and the business owners loved it. Chairwoman Slack stated that the Fair had an exceptional collection of artists. R. DeSana stated the Street Fair was very successful for the bars and restaurants, and suggested that the attraction of the actual Street Fair was not the beer tents but this year it was the artist booths and businesses. Chairwoman Slack commended the City of Wyandotte Police Department for a smooth and peaceful event, as well as the Wyandotte Special Events Office for putting on an incredible fair. She stated that all City employees involved did a great job. The Board discussed the positive aspects of the Wyandotte Street Art Fair, as well as the DDA's involvement in creating, promoting and managing the Social District during the Wyandotte Street Art Fair. The Board discussed what the next Wyandotte Street Fair should entail. Mayor DeSana noted that he was organizing a meeting of the Department Heads and several Wyandotte Street Art Fair Committee members to discuss ideas, concepts and follow-up items regarding the Wyandotte Street Art Fair. The Board discussed a proposal and recommendation for both the Wyandotte Street Art Fair Committee and the Wyandotte City Council.

WHEREAS, the Social District supported the brick & mortar businesses and tax payers during the Wyandotte Street Art Fair; WHEREAS, the City of Wyandotte Police Department cited no problems, issues or negative situations pertaining to the Social District during the Wyandotte Street Art Fair; and WHEREAS the business community and event patrons cited positive community feelings and improved walkability throughout the Wyandotte Street Art Fair. NOW THEREFORE BE IT RESOLVED, that the DDA hereby recommends reinstating the Social District during the Wyandotte Street Art Fair in 2022 in lieu of the Riverfront Entertainment area. Motion by L. Stevenson, supported by R. DeSana. Roll Call. All in favor, motion carried.

Mayor Pro Tempore Kelly Stec visited the DDA Meeting to offer support for the Wyandotte Street Art Fair, stating it was fantastic and offering appreciation for the Special Events Office and the Wyandotte Street Art Fair Committee.

NEXT REGULAR MEETING: 5:30 PM, August 10th, 2021

ADJOURNMENT: 6:12 PM

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

Respectfully Submitted,

Joe Gruber, DDA Director

PERIOD ENDING 07/31/2021

% Fiscal Year Completed: 83.29

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 07/31/2021	ACTIVITY FOR MONTH 07/31/2021	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	552,073.42	0.00	(1,661.42)	100.30
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	2,449.41	0.00	(449.41)	122.47
499-000-655-036	Misc Receipts-Fort Street Sign	1,500.00	270.00	40.00	1,230.00	18.00
499-000-655-040	Misc Revenue	0.00	5,000.00	0.00	(5,000.00)	100.00
Total Dept 000 - Non-Departmental		599,674.00	588,476.57	40.00	11,197.43	98.13
TOTAL REVENUES		599,674.00	588,476.57	40.00	11,197.43	98.13
Expenditures						
Dept 200 - General Government Administration						
499-200-725-110	Salary	47,570.00	38,940.48	3,732.80	8,629.52	81.86
499-200-725-115	Seasonal Salary-PT	12,840.00	10,871.99	1,810.20	1,968.01	84.67
499-200-725-140	Retirement contribution-DC	5,383.00	4,406.83	422.49	976.17	81.87
499-200-725-150	F.I.C.A.	4,621.00	3,198.00	365.79	1,423.00	69.21
499-200-725-160	Medical Insurance	22,532.00	20,668.11	2,259.15	1,863.89	91.73
499-200-725-165	Prescription Drug Coverage	2,308.00	44.60	0.00	2,263.40	1.93
499-200-725-166	Prescription Drug-Derived Premium	0.00	2,856.80	293.49	(2,856.80)	100.00
499-200-725-167	Retiree Health Care (RHS Plan)	1,300.00	1,050.00	100.00	250.00	80.77
499-200-725-170	Life Insurance	156.00	147.90	14.79	8.10	94.81
499-200-725-175	L.T.D.	140.00	114.59	10.98	25.41	81.85
499-200-850-520	Viaduct Maintenance	17,000.00	10,766.65	2,018.75	6,233.35	63.33
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	3,000.00	0.00	0.00	100.00
499-200-850-538	Streetscape Project	38,840.00	38,840.00	0.00	0.00	100.00
499-200-850-539	Beautification Commission	8,000.00	7,734.89	0.00	265.11	96.69
499-200-850-542	Fort St Sign/Fountain/Purple Heart	10,000.00	7,665.87	2,674.60	2,334.13	76.66
499-200-925-797	3rd Friday/Downtown Event Promotions	30,000.00	17,500.00	0.00	12,500.00	58.33
499-200-925-801	Business Assistance Program	644,040.00	313,130.27	0.00	330,909.73	48.62
499-200-925-802	Farmers Market	14,000.00	16,866.81	1,531.84	(2,866.81)	120.48
499-200-925-804	Marketing	9,000.00	7,889.50	0.00	1,110.50	87.66
499-200-925-807	EXISTING BUSINESS STIMULUS	11,000.00	2,496.00	1,786.00	8,504.00	22.69
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	1,907.00	0.00	93.00	95.35
499-200-926-610	Streetscape Maintenance	2,000.00	1,787.76	25.62	212.24	89.39
499-200-926-790	Miscellaneous	2,000.00	1,897.16	254.36	102.84	94.86
Total Dept 200 - General Government Administration		1,013,380.00	638,681.21	17,300.86	374,698.79	63.02
TOTAL EXPENDITURES		1,013,380.00	638,681.21	17,300.86	374,698.79	63.02
Fund 499 - DDA tax increment Finance Fund:						
TOTAL REVENUES		599,674.00	588,476.57	40.00	11,197.43	98.13
TOTAL EXPENDITURES		1,013,380.00	638,681.21	17,300.86	374,698.79	63.02
NET OF REVENUES & EXPENDITURES		(413,706.00)	(50,204.64)	(17,260.86)	(363,501.36)	12.14

PERIOD ENDING 08/31/2021

% Fiscal Year Completed: 91.78

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 08/31/2021	ACTIVITY FOR MONTH 08/31/2021	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	552,073.42	0.00	(1,661.42)	100.30
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	2,119.11	0.00	(119.11)	105.96
499-000-655-036	Misc Receipts-Fort Street Sign	1,500.00	430.00	160.00	1,070.00	28.67
499-000-655-040	Misc Revenue	0.00	5,000.00	0.00	(5,000.00)	100.00
Total Dept 000 - Non-Departmental		599,674.00	588,306.27	160.00	11,367.73	98.10
TOTAL REVENUES		599,674.00	588,306.27	160.00	11,367.73	98.10
Expenditures						
Dept 200 - General Government Administration						
499-200-725-110	Salary	47,570.00	42,673.28	3,732.80	4,896.72	89.71
499-200-725-115	Seasonal Salary-PT	12,840.00	12,484.14	1,612.15	355.86	97.23
499-200-725-140	Retirement contribution-DC	5,383.00	4,829.33	422.50	553.67	89.71
499-200-725-150	F.I.C.A.	4,621.00	3,548.62	350.62	1,072.38	76.79
499-200-725-160	Medical Insurance	22,532.00	22,671.85	2,003.74	(139.85)	100.62
499-200-725-165	Prescription Drug Coverage	2,308.00	103.13	58.53	2,204.87	4.47
499-200-725-166	Prescription Drug-Derived Premium	0.00	3,150.29	293.49	(3,150.29)	100.00
499-200-725-167	Retiree Health Care (RHS Plan)	1,300.00	1,150.00	100.00	150.00	88.46
499-200-725-170	Life Insurance	156.00	162.69	14.79	(6.69)	104.29
499-200-725-175	L.T.D.	140.00	125.57	10.98	14.43	89.69
499-200-850-520	Viaduct Maintenance	17,000.00	10,766.65	0.00	6,233.35	63.33
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	3,000.00	0.00	0.00	100.00
499-200-850-538	Streetscape Project	38,840.00	38,840.00	0.00	0.00	100.00
499-200-850-539	Beautification Commission	8,000.00	7,734.89	0.00	265.11	96.69
499-200-850-542	Fort St Sign/Fountain/Purple Heart	10,000.00	8,679.15	1,013.28	1,320.85	86.79
499-200-925-797	3rd Friday/Downtown Event Promotions	30,000.00	17,500.00	0.00	12,500.00	58.33
499-200-925-801	Business Assistance Program	644,040.00	338,130.27	25,000.00	305,909.73	52.50
499-200-925-802	Farmers Market	22,000.00	19,392.65	2,525.84	2,607.35	88.15
499-200-925-804	Marketing	9,000.00	7,889.50	0.00	1,110.50	87.66
499-200-925-807	EXISTING BUSINESS STIMULUS	11,000.00	8,099.21	3,600.00	2,900.79	73.63
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	1,907.00	0.00	93.00	95.35
499-200-926-610	Streetscape Maintenance	2,000.00	1,887.76	100.00	112.24	94.39
499-200-926-790	Miscellaneous	2,000.00	1,897.16	0.00	102.84	94.86
Total Dept 200 - General Government Administration		1,021,380.00	681,523.14	40,838.72	339,856.86	66.73
TOTAL EXPENDITURES		1,021,380.00	681,523.14	40,838.72	339,856.86	66.73
Fund 499 - DDA tax increment Finance Fund:						
TOTAL REVENUES		599,674.00	588,306.27	160.00	11,367.73	98.10
TOTAL EXPENDITURES		1,021,380.00	681,523.14	40,838.72	339,856.86	66.73
NET OF REVENUES & EXPENDITURES		(421,706.00)	(93,216.87)	(40,678.72)	(328,489.13)	22.10

Former City Hall Development and Purchase Agreement
3131-3149 Biddle Avenue, and Parking Lot #4

EXHIBIT B: PROJECT SCHEDULE

	Task	Start Date	Deadlines	Duration (Days)
1	City Council Approval - Right of Entry and Access Agreement, Summary of Findings	Tuesday, October 13, 2020	Thursday, December 31, 2020	79
2	City Council Approval - Negotiate Development Agreement	Tuesday, February 23, 2021	Tuesday, June 22, 2021	119
3	City Council Approval - Execute Development and Purchase Agreement, purchaser/developer submits \$10,000 deposit	Monday, June 21, 2021	Monday, July 26, 2021	35
4	Due Diligence Period Begins	Monday, July 26, 2021	Friday, December 31, 2021	158
4.2	Building Concept and Final Site Plan Approval (Exhibit C)	Monday, July 26, 2021	Friday, December 31, 2021	158
4.3	Initial Pre-Development, Development and Construction Funding and Financing Approval (Exhibit D)	Monday, July 26, 2021	Friday, December 31, 2021	158
4.4	Public Hearing	Monday, July 26, 2021	Friday, December 31, 2021	158
4.5	Post-Hearing Final Negotiations and Due Diligence Phase	Saturday, January 01, 2022	Sunday, January 30, 2022	29
5	Due Diligence Period Concludes: purchaser/developer to close sale, RAV Submits Payment of \$90,000.00 (\$100,000 purchase price less \$10,000 EMD held by the City)/transfer title	Saturday, January 01, 2022	Sunday, January 30, 2022	29
6	Construction Documents, Plan Reviews, Building Permits	Tuesday, February 01, 2022	Sunday, May 01, 2022	89
7	2 Year Construction Begins	Tuesday, February 01, 2022	Sunday, May 01, 2022	89
8	2 Year Construction Concludes	Thursday, February 01, 2024	Wednesday, May 01, 2024	90
9	Final Inspections	Thursday, February 01, 2024	Wednesday, May 01, 2024	90
10	Certificates of Occupancy Issued	Thursday, February 01, 2024	Wednesday, May 01, 2024	90
	TOTAL PROCESS	Tuesday, October 13, 2020	Wednesday, May 01, 2024	1296



★ Wyandotte Street Art Fair

July 6—9th 2022

Special Events Office, City of Wyandotte
3200 Biddle Avenue Wyandotte, Michigan 48192
P: 734-324-4502 F: 734-324-7283



HTHIEDE@WYANDOTTEMI.GOV WWW.WYANDOTTE.NET

Name: _____

Business Name: _____

Address: _____

Phone: _____

Email: _____

Website: _____

The below details are the agreed upon sponsorship between the Downtown Development Authority and the City of Wyandotte/Wyandotte Street Art Fair and Special Events Office due to the Social District taking place in the 2022 WSAF and therefore not allowing the sale/capture of revenue of beer sales.

Amount to be transferred from a DDA Expense Account to the WSAF Beverage Revenue Account - \$35,000.
Because of this, the SEO has chosen to make the DDA a sponsor of the WSAF as well as other city events:

2022 WSAF (Wyandotte Street Art Fair):

- Logo placement on all marketing material including: posters, sponsor page in the Official Guidebook, press release for the event, website and any other tangible marketing items created where sponsors are noted.
- The opportunity to be present/interviewed by the news and radio stations promoting the event

2022 Fishing Derby:

- Logo placement on all marketing material including: posters, website, sponsors page placed in goody bags for the participants, signage on site and press release for the event.

2022 Independence Day Parade:

- Logo placement on all marketing material including: posters, website, and press release for the event.

2022 Tree Lighting and Christmas Parade:

- Logo placement on all marketing material including: posters, website, and press release for the event.

The SEO will continue to do all marketing for the city of Wyandotte as we have for years. This includes: Yearlong and Quarterly Welcome to Wyandotte TODAY Magazines, Special Events calendars, maintenance of the wyandotte.net website, uploads to the WSAF Instagram, Downtown Wyandotte Instagram, Wyandotte and City of Festivals facebook pages, etc.

REPRESENTATION: The below signed represents and warrants that they are authorized to sign this document committing the sponsoring organization. Agreed to this _____ day of _____, 20__.

Name: _____ Signature _____

RESOLUTION
DESIGN REVIEW COMMITTEE
WYANDOTTE, MICHIGAN

August 3, 2021

RESOLUTION BY MEMBER Thomas

SUPPORTED BY MEMBER Mayhew

RESOLVED BY THE DESIGN REVIEW COMMITTEE OF THE CITY OF WYANDOTTE,

The request of Joe Gruber, DDA Director, Applicant and Affinity 3 Investments, LLC, Owner, for black awnings over the outdoor cafes at 3162 Biddle/110-140 Sycamore and/or just at 118 Sycamore – Bobcat Bonnies, 128 Sycamore – Taco Bros and 132 Sycamore – Grant Dad’s Bar, are hereby APPROVED.

I move the adoption of the foregoing resolution.

<u>Yeas</u>	<u>Members</u>	<u>Nays</u>
X	KOWALEWSKI	
	Kozinski (Absent)	
X	MAYHEW	
	ROSE (Absent)	
X	THOMAS	

MOTION PASSED



\$73,787.00



\$94,987.00



NOTICE FOR SEASONAL LABORER AT WYANDOTTE DOWNTOWN DEVELOPMENT AUTHORITY

The City of Wyandotte: Downtown Development Authority (DDA) is accepting applications for Downtown Part-Time Seasonal Laborer. The rate of pay will be \$14.00 per hour. The employee shall be allotted 20 hours per week and 40 hours per pay period. The working hours will be Monday through Friday from 9:00 AM to 4:00 PM, with a flexible work schedule, to be determined upon hiring.

If you are interested in applying, applications are available at the City's website www.wyandotte.net. Please complete the application and return it to Anne Goudy, Human Resources, at Wyandotte City Hall, 3200 Biddle Avenue, Wyandotte, Michigan from 8:00 a.m. to 5:00 p.m. Monday thru Friday.

If you have any questions please contact Anne Goudy, Human Resources, at 734-324-4543, or by email at cityjobs@wyandottemi.gov, or Joe Gruber, DDA Director at 734-324-7298, or by email at jgruber@wyandottemi.gov

Supervision: Employee will be under the direction of the DDA Director

General Statement of Duties: Employees in this class work under close supervision of a department head to be knowledgeable about the facets of work which may include simple manual labor, operation of certain equipment and perform related duties.

Examples of Duties Which May Be Performed:

Gardening with the use of hand equipment.

Watering of grass and trees.

Cutting grass with the use of hand mowers.

Cleaning and maintenance of Downtown Wyandotte

Pickup of litter in public areas.

Maintenance and removal of trash and Downtown Street barrels/trash cans

Power washing and cleaning of Downtown sidewalks, alleyways, dumpsters and enclosures etc.

Painting of fences, buildings, etc.

Maintenance of public facilities in parks.

Assist, in a training capacity, in street patching, such as raking and shoveling concrete or asphalt cold patch, use of air hose, removal of cement and use of jackhammer.

Assist, in a training capacity, in minor building repair work.

Assist, in a training capacity, in the maintenance and installation of traffic and street signs.

Manual Laborers may be asked to operate/drive the following stated equipment: Dump trucks, tractors, cars, vans, pick-up and sign trucks. NOTE: Other equipment may be included if agreed upon by the Supervisor and employee.

Qualifications:

Physical condition adequate to perform work.

Ability to follow simple oral and written instructions.

Valid driver's license.