

**Downtown Development Authority**  
**Meeting Minutes**  
5:30 PM, December 8th, 2020  
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 November 2020 Meeting and Agenda for December 2020 Meeting

**Motion by S. Jordan, Supported by P. Slack, to approve the Minutes from the November DDA meeting and the agenda for the December 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 November 30<sup>th</sup>, 2020

**Motion by L. Stevenson, Supported by B. Kozinski, to accept and approve the Monthly Revenue and Expenditure Report for November 30, 2020. Roll Call. All in Favor. Motion carried. A. Majlinger unable to vote due to technical difficulties using Zoom Audio Platform.**

**ONGOING PROJECTS & BUSINESS:**

**Capital Improvements Plan:** Director Gruber offered an updated version of the Capital Improvements Plan following comments from the previous meeting. The CIP as amended now includes a more accurate breakdown of alleyways and parking lots on both east and west sides of Biddle and the removal of all telephone poles. The updated CIP now also includes a draft debt amortization schedule forecasting 12 years of debt obligations to service the total DDA CIP.

S. Jordan questioned if this plan accounts for private property owners responsibility to pay for alleyways. Director Gruber confirmed that a City Council resolution was passed which states that adjoining private property owners within the Central Business District pay for alleyway reconstruction through special assessments. The DDA can also contribute to these improvements in addition to special assessments of private property owners. L. Stevenson questioned why the debt service was only projected for 12 years. Director Gruber explained that the term of the debt

service corresponds with the average expected useful life of the improvements. L. Stevenson suggested that some of the improvements may have a longer useful life and therefore could have a longer debt service term, for example, the removal of the poles. Stevenson added that Biddle Avenue Reconfigurations (either Alternative 1 or 2) should also be pursued in tandem with the CIP so as to maximize the efforts and cost effectiveness of the plan.

P. Slack questioned what the next steps would. Director Gruber outlined two parallel pathways noted in the Capital Improvements Plan including the design-build construction process to devise construction plan documents and the financial modeling (building the capital stack). P. Slack and S. Jordan inquired as to whether the CIP could be broken up into different phases. Director Gruber explained that the cost efficiency and impact of the project would be far greater if bundled together as proposed.

Director Gruber offered a review of plans and studies that had been completed as well as a grant application that was being completed with the Community Foundation for Southeast Michigan and the Ralph C. Wilson Junior Foundation Design and Access Fund to seek additional funds for supporting the design, construction and financing strategies noted in the CIP.

#### **NEW BUSINESS:**

**State of Downtown: 2020 Newsletter and Business Report:** Director Gruber shared a report with the Board of Directors that highlighted a positive year for Downtown Wyandotte businesses. The report offers a long list of accomplishments for the Downtown District, showcasing three key real estate development projects and the investments made by the DDA in each project. The report also included a commercial occupancy/vacancy rate calculation which was tallied at 79% occupancy, down 5% from November 2019, projected to bounce back up to 85% by December 2021 on account of the large projects in the pipeline.

**Wyandotte Farmer's Market 2021:** Director Gruber shared a brief report noting that the City Attorney, Mayor and City Council had all approved the Wyandotte Farmer's Market Event Hosting Contract for 2021. The Director cited strong success working alongside the Vintage Market Home in 2020 and offered a positive message of renewing the contract under similar terms but with an expanded footprint in hopes of attracting more vendors and a bolstering the event to create a larger and more vibrant community offering. L. Stevenson inquired about the clause specifying that the sponsorships be retained by the City of Wyandotte DDA operations and not just for the sole purpose of the Wyandotte Farmer's Market which Director Gruber would confirm.

**Viaduct Maintenance Contract 2021:** Director Gruber noted that while the Request for Proposals, Bid Packet and Contract had not yet been finalized, that the DDA would be seeking a contractor for regular maintenance of the Eureka Road Viaduct for the 2021 Spring, Summer and Fall on an annual basis with an option to renew up to three years.

**NEXT REGULAR MEETING:** 5:30 PM, January 12<sup>th</sup>, 2021

Regular Meeting

**ADJOURNMENT:** 6:20 PM

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

Respectfully Submitted,

Joe Gruber, DDA Director