

**Downtown Development Authority  
Regular Meeting Minutes**

5:30 PM, February 14<sup>th</sup>, 2023

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, Patt Slack, Ron Thomas

**MEMBERS EXCUSED:** John Jarjosa, Scott Jordan,

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

**PUBLIC COMMENT:**

**APPROVAL OF MINUTES & AGENDA:**

Minutes from January 10<sup>th</sup>, 2023 Meeting and Agenda for February 14<sup>th</sup>, 2023 Meeting.

**Motion by A. Majlinger, Supported by R. Thomas, to approve the Minutes from January 10th, 2023 Meeting and Agenda for February 14th, 2023 Meeting. All in favor, Motion carried.**

**MONTHLY REVENUE/EXPENDITURE REPORT:**

**Monthly Revenue and Expenditure Report:** Period Ending January 31<sup>st</sup>, 2023

**Motion by P. Slack, Supported by A. Majlinger, to accept and approve the Monthly Revenue and Expenditure Reports for the Period Ending June. 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 recap of the Bid Opening for Infrastructure Design Services that was held on Monday, December 5<sup>th</sup>, 2022. The city received three proposals were being reviewed by the City Engineering Department and vary quite drastically in terms of cost, scope of work proposed and experience of bidders. The City and DDA committees reviewed design proposals and interviewed the firms who submitted bids to clarify cost, scope of work and ensure bids accurately reflect the intended project outcomes. Director Gruber shared an overview of the revised bid proposals and shared the City Engineering Departments recommendation and the DDA Design Committee's recommendation to hire Spalding DeDecker for professional design and engineering services, whose project total was \$700,000. Mayor DeSana noted that the City's

procurement standards do not require professional services contracts to be professionally bid and that the City is not required to select the lowest bidder. Director Gruber noted that the Building and Engineering Department would be working closely with the design and engineering firm and so their recommendation was very important. Mayor DeSana also complimented Wyandotte's Municipal Services and Electrical Department for their invaluable insight into the project. Chairwoman Slack also asked Director Gruber to explain the funding mechanism for the design and engineering services. Director Gruber explained that the DDA would attempt to reimburse itself for any eligible expenses through future bond revenue as allowed by the State law in an effort to preserve and grow the DDA's unrestricted fund balance.

Director Gruber provided an update that the City Council recently approved an intergovernmental agreement with Wayne County, and that Director Gruber and Mayor DeSana would be presenting to the Wayne County Commission in early March to receive an allocation of \$3,950,000 worth of American Rescue Plan Act funding for the City of Wyandotte DDA for the Downtown Infrastructure Project. On that same day, Director Gruber and Mr. Thomas would be presenting to the Michigan Strategic Fund Board in request of support and approval of State Tax Capture for the Brownfield Tax Increment Financing Plan for the 3131 Biddle, former City Hall redevelopment. Director Gruber provided an overview that the City and DDA are a party to that plan for infrastructure improvements along the East alleyways.

**Motion by R. Thomas, Supported by A. Majlinger to concur with the recommendations of the DDA Design Committee and the Building & Engineering Department to hire Spalding DeDecker for professional design and engineering services for the Downtown infrastructure project, and to further recommend to the City Council for final approval of the contract, subject to billing terms acceptable to the DDA's revenue bond capacities. Roll call, All in Favor, Motion Carries.**

## NEW PROJECTS & BUSINESS

**2023 Downtown Events Updates:** Director Gruber provided a brief update on Downtown Events starting with the Lovin' the Dotte' retail shopping event for which the DDA Director was able to provide in-kind support of marketing, advertising, print support, downtown dollars and publicity for the businesses participating.

Director Gruber provided an overview of the upcoming Bunny Hop to be held on April 1<sup>st</sup> from 12pm – 3pm to be modeled after the Cookie Walk and Lovin' the Dotte'.

A. Majlinger shared an update that Cecilia Melody's will be holding a memorial event and celebration of life for the late Marilyn Rodak on Saturday, February 25<sup>th</sup>. There will also be a service for the late Gib Rose of Chelsea Menswear to be held at the Vault on 1<sup>st</sup> Street on Sunday, February 19<sup>th</sup>.

The last event highlighted was Restaurant Week to be held at the end of April throughout Downtown Wyandotte.

**NEXT REGULAR MEETING:** 5:30 PM, Tuesday, March 14<sup>th</sup>, 2023

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

**ADJOURNMENT:** 5:58 PM

Respectfully Submitted,

Joe Gruber, DDA Director