

Downtown Development Authority
Meeting Minutes
5:30 PM, June 14th, 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 31st, 2022

Motion by L. Stevenson, Supported by S. Jordan, to accept and approve the Monthly Revenue and Expenditure Reports for the Periods Ending May 31st, 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 1st, 2022 through September 30th, 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 1st, 2022