

**Downtown Development Authority**  
**Meeting Minutes**  
5:30 PM, Tuesday, November 12<sup>th</sup>, 2019  
Council Chambers, 3200 Biddle Avenue, Suite 300  
Wyandotte, Michigan 48192

**MEMBERS PRESENT:** Scott Jordan, Bryan Kozinski, Anne Majlinger, Patt Slack, Leo Stevenson,

**MEMBERS EXCUSED:** Mayor Peterson, Rick DeSana, John Jarjosa, Norm Walker

**OTHERS PRESENT:** Joe Gruber, DDA Director

**PUBLIC COMMENT**

**APPROVAL OF MINUTES & AGENDA:**

Minutes from October 2019

**Motion by L. Stevenson, supported by S. Jordan to approve the minutes from the October regular meeting. All in favor, motion carried.**

**INFORMATION TO RECEIVE & PLACE ON FILE:**

**MONTHLY REVENUE/EXPENDITURE REPORT**

**Monthly Revenue and Expenditure Report:** October 30<sup>th</sup>, 2019  
**DDA Capital Fund Report:** 2018-2019

**Motion by L. Stevenson, supported by B. Kozinski to accept and approve the Monthly Revenue and Expenditure Report and the Capital Fund Report. Roll Call. All in Favor, motion carried.**

**ONGOING PROJECTS & BUSINESS:**

**October 2019 Event Recap:** Director Gruber reported that the Love Wyandotte's Boo on Biddle trick-or-treating Halloween event was very well received and well attended by the community. Mr. Gruber also reported that the DDA and local businesses partnered to host Bountifully Biddle which was put together later than normal events, which resulted in a smaller impact, but still had very good participation.

**Wyandotte Beer Company:** Director Gruber reported that the Wyandotte Beer Co. who received a \$5,000 Downtown Grant would be hosting their ribbon cutting and grand opening on Saturday, November 16<sup>th</sup> following the Annual Christmas Parade.

**LTBs II Construction:** Director Gruber reported that construction on this building resumed in October, but was likely to slow down for the winter months, and that this would be an ongoing construction project for the foreseeable future with no prospective opening date scheduled.

**Maple Street Construction:** Director Gruber reported that the Maple Street construction has been completed on-time while there are still several other construction projects throughout Downtown including Superior street and several alleyways.

**Vacant Property Inventory List:** Director Gruber shared a report regarding a survey of over 220 active business units in Downtown Wyandotte sporting an 85% occupancy rate throughout Downtown

Wyandotte commercial spaces, an increase of 3% since May 2019. This increase is due to new businesses and new occupants of Downtown Properties. There are an additional 10 projects in predevelopment or the development pipeline, with a projected 89% commercial occupancy in 2121. Chairwoman Slack inquired about the status of the vacant 1<sup>st</sup> floor, former Chase Bank in the Wyandotte City Hall building, stating it was a prime piece of property and that it should be marketed to attract desirable businesses into the City-owned space. Mr. Stevenson suggested the DDA revisit the Downtown Strategic Plan for reference of desirable business list. Director Gruber cited that the Plan was updated in 2017, but that the business list was original to 2014. L. Stevenson reiterated that the business list is still relevant and active. Director Gruber and Chairwoman Slack will be re-organizing the DDA's Futuring Committee.

**Viaduct Landscaping and Maintenance Program:** Director Gruber reported that the City of Wyandotte published a bid and request for proposals for the maintenance of the Eureka Road Viaduct and after two months that no bids or proposals were collected. Now, the DDA will be engaging directly with landscaping companies to solicit proposals. L. Stevenson recommended that Director Gruber connect with Wyandotte Hospital and BASF to inquire as to whom they contract with for property maintenance and landscaping.

**Updated 3<sup>rd</sup> Friday Event Schedule:** Director Gruber shared a City Council resolution that was passed to accept an updated calendar of events with slight adjustments to the events planned in Downtown for 2020 and 2021.

#### **NEW BUSINESS:**

**McKenna and Associates: Bicycle Planning Contract Proposal:** Director Gruber outlined a contract proposal submitted by McKenna for a study and rapid design process of bicycle and pedestrian facilities, streetscape and road improvements in Downtown Wyandotte. Paul Lippens, Consultant and Project Manager with McKenna was present to answer questions and provide insight into the planning process and the contract proposal. Mr. Lippens highlighted several other relevant projects that would be referenced and he offered a timeline. Chairwoman Slack shared some of her experience in grant writing workshops hosted by SEMCOG, as well as her perspective on bicycle culture in Wyandotte and Downriver. L. Stevenson requested that Director Gruber focus on alleyway connections and secondary routes. L. Stevenson also requested that Director Gruber send preliminary report and scope of the study area to the DDA Board, welcoming preliminary feedback no later than that Friday, November 15<sup>th</sup>.

**Motion by L. Stevenson, supported by B. Kozinski to appropriate \$5,800.00 from the DDA Fund Balance into the DDA Operations Expense Account #499-200-926-114, to approve and recommend the proposal for signing by Mayor and City Council and FURTHERMORE, to submit DDA preliminary input and incorporate DDA Board Members feedback into contract proposal no later than Friday 11/15/2019. Roll Call. All in Favor, motion carried.**

**DDA Promotions Committee: Rockin' NYE 2019 Sponsorship Request:** Director Gruber reported that the Rockin' the Shores, LLC. is requesting \$10,000 from the DDA to sponsor and support the Rockin' NYE Ball Drop Event on December 31, 2019. A. Majlinger shared the recommendation of the DDA Promotions Committee to retain the Sponsorship at \$7,000 as budgeted and as previously granted. L. Stevenson inquired about the total amount of monies paid by the DDA to 360 Event Productions, and affiliated event planners like WOW 360, to which Director Gruber responded \$30,000. B. Kozinski offered his personal opinion that this is one of the biggest and best

events that Downtown Wyandotte hosts, and that he cannot remember more busy and exciting times during New Years Eve in Downtown Wyandotte. P. Slack explained that the increased sponsorship request was not budgeted for this year, and that the DDA Promotions Committee recommends that the committed \$7,000 is a good base to contribute. The Board discussed the pros and cons, positives and negatives of the event, and the merits of the event as it pertains to the DDA sponsorship. Board Members agree that the NYE event is largely positive for bars and restaurants who are busy, and remain busier and stay open much longer and later than in previous years. S. Jordan requested that, because the DDA supports the Downtown Businesses, and because the sponsorship is coming from the DDA, the sponsorship should request that the event planners work alongside and support the local businesses to prevent headaches and difficulties often caused by this event. L. Stevenson suggested a compromise of \$8,500 which should include a plan outlined by the event planners to incorporate and incentivize retailers and merchant's involvement (who are typically not involved or included in the NYE Event), to minimize or mitigate traffic and parking concerns caused by road closures, and to maximize benefits for the local businesses. Chairwoman Slack continued to recount that outside 3<sup>rd</sup> party event planners are desirable for the DDA because of the financial and operational benefits that come with outsourcing events, their costs and liabilities, but that the City and DDA do not simply want to hire party planners, but rather event and promotion managers who are self-sufficient and self-funded. B. Kozinski stated that he did not think a small increase in the sponsorship was fair to help the event grow and get bigger. L. Stevenson further recommended that discussions with the event planners should begin immediately following the 2019 NYE Event. Director Gruber shared challenges that the event planners face when hosting this particular event on this particular holiday i.e. sponsorships, event costs, infrastructure and set-up logistics are all costly and can be challenging. L. Stevenson highlighted that the DDA has never provided a report of feedback, concerns or recommendations regarding the event to 360 Events or Rockin' NYE event planners in a formal capacity. The Board concluded that everyone wants the NYE Ball Drop event in Wyandotte and that the DDA wants to support this event without continuously increasing the dollar figures.

**Motion by P. Slack, supported by L. Stevenson to award \$8,500.00 to the Rockin' NYE Ball Drop event on December 31<sup>st</sup>, 2019 and FURTHERMORE, to request that the event planners work closely to address concerns of parking, traffic and merchant involvement. Roll Call. All in Favor, motion carried.**

**Small Business Saturday:** Director Gruber outlined the event details for Small Business Saturday on November 30<sup>th</sup> including the deals, specials and programs.

**Tree Lighting and Christmas Parade:** Director Gruber outlined the event details for the Christmas Tree Lighting, 3<sup>rd</sup> Friday Cookie Walk and the Christmas Parade on November 15<sup>th</sup> and 16<sup>th</sup>.

**NEXT REGULAR MEETING:** December 10<sup>th</sup>, 2019

**ADJOURNMENT:** 6:35 PM

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

Respectfully Submitted,

Joe Gruber, DDA Director