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**DOWNTOWN DEVELOPMENT AUTHORITY**

**Meeting Minutes**

**Tuesday, August 19th, 2014**

**Council Chambers, 3200 Biddle Avenue, Suite 300, Wyandotte, MI 48192**

**MEMBERS PRESENT:** John Jarjosa, Gerry Lucas, Greg Gilbert, Patt Slack and Norm Walker.

**MEMBERS EXCUSED:** Leo Stevenson, Mayor Peterson, Peter Rose, Patrick VanDeHey

**OTHER PRESENT:** Nicolas Abrahamson, Joe Voszatka

**PUBLIC COMMENT:** No public comment.

**APPROVAL OF MINUTES AND AGENDA:**

**Motion by G. Gilbert supported by G. Lucas to approve of the minutes from the July DDA Meeting and to change item number 'd' from 'Outdoor cafés' to 'Grants'. All in favor, motion carried.**

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

- a. Beautification Commission Minutes

**Motion by G. Gilbert supported by G. Lucas to receive the Beautification Commission Minutes and place on file. All in favor, motion carried.**

**MONTHLY REVENUE/EXPENDITURE REPORT:**

**Motion by P. Slack, supported by N. Walker to approve of the monthly revenue and expenditure report. Roll Call, all in favor, motion carried.**

**ONGOING PROJECTS AND BUSINESS:**

- a. WBA Update: N. Rankine presented changes to the WBA 2015 Fiscal Year contract which were proposed to the DDA by the WBA board. The board members noted that the changes were minor. N. Rankine will forward the contract to City Council for approval. P. Slack spoke about the successes and challenges of the Annual Wine Crawl which was held this past Friday by the WBA.

**Motion by N. Walker, supported by G. Lucas to approve the proposed changes to the WBA contract and forward the contract to City Council for approval for the 2015 Fiscal Year. All in favor. Motion carried.**

- b. Oak Street Parking Lot: N. Rankine spoke about the layout that the Engineering and Building Department had proposed for the lot. She indicated that the Engineering Department would bid the project for pricing in September, but that it is not known if the project would be complete this October. Once the bids come back they will make a determination if they should move forward with the project for October or wait until the early spring to complete the project before the market opens. She also indicated that they would bid the project so that the DDA would receive separate pricing for the additional items requested: Brick dumpster enclosure, brick piers, decorative fencing and landscaping. The DDA will then be able to make a determination about how much they want to invest in the reconstruction of the lot.
- c. Farmers Market: N. Rankine spoke about the Farmers Market. The market has averaged about 1,000 visitors each Thursday. Events and programming for the upcoming market days include: Zucchini races, canning demonstrations, baking contest and live music.
- d. N. Rankine suggested that the New Grant Guidelines be revised to include the newly adopted DDA Strategic Plan's 'Schedule of Desired Businesses' list. These businesses will be given preference over other types of businesses when considering grant funding.

**Motion by G. Lucas supported by P. Slack to add the Schedule of Desired Businesses to the DDA's New Business Grant Application nothing that These businesses will be given preference over other types of businesses when considering grant funding . All in favor, motion carried.**

- e. Hotel Feasibility Study: N. Rankine indicated that Core Development has finished the site assessment report and is working on gathering data for the feasibility study. She indicated that Core was still in the process of conducting interviews. N. Rankine will inform the board of a date that the report will be completed soon.

## **NEW BUSINESS**

- a. Request for the DDA to transfer the Tax Increment Capture to WBRDA for Brownfield Redevelopment Plan for property located at 3247-49 Biddle Avenue (former Austin's Hyde Park): Joe Voszatka and Nick Abrahamson spoke about the mixed-use medical office building. They submitted the Brownfield Redevelopment Plan to the DDA for review. They are requesting that the DDA approve the proposed Estimate of Tax Increment Captured not to exceed \$300,000.00. This Interlocal Agreement was previously approved by the DDA at the March 11<sup>th</sup> meeting.

The board spoke about the request. N. Rankine indicated that she spoke with City Administrator about the request and he had clarified that the DDA was not obligated to approve the entire capture. N. Rankine proposed that an 80% of the tax increment revenues be considered. The board discussed this proposal with Mr. Abrahamson. He outlined the challenges of the particular building and the many unknown expenses that they had incurred over the past few years getting the project off the ground. The board discussed. Mr. Voszatka indicated that although the board was approving, the plan required final approval from City Council.

**Motion by P. Slack, supported by G. Gilbert to approve the request from Dr. Anne Abrahamson:**

**RESOLVED BY THE WYANDOTTE DOWNTOWN DEVELOPMENT AUTHORITY (DDA) that the DDA acknowledges receipt of the communication submitted on behalf of Dr. Anne Abrahamson and GLPMR, LLC (Great Lakes Physical Medicine & Rehabilitation, P.C.), the property owner and developer, dated August 4, 2014, regarding authorization to transfer funds between the Wyandotte Downtown Development Authority (DDA) and the Wyandotte Brownfield Redevelopment Authority (WBRDA) for Brownfield Redevelopment Plan No. 20 at 3247/49 Biddle Avenue.**

**BE IT FURTHER RESOLVED that the “Table of Eligible Activities” included in said communication requests reimbursement to the Developer of a total amount of Eligible Activities not to exceed \$500,000, with approximately 59% of the Eligible Activity costs (or approximately \$293,000) to be funded with tax increment capture that would otherwise be captured by the DDA, and approximately 41% of the Eligible Activity costs (or approximately \$206,000) to be funded with tax increment capture that would otherwise be allocated to the State of Michigan for school funding.**

**BE IT FURTHER RESOLVED that the “Estimate of Tax Increment Captured” included in said communication identifies additional amounts of tax increment capture of approximately \$46,000 to the WBRDA for Administrative and Operating Expenses, and approximately \$37,000 to the State of Michigan Brownfield Redevelopment Fund.**

**BE IT FURTHER RESOLVED that the DDA authorizes the transfer of tax increment revenues that would otherwise be captured by the DDA to the WBRDA to reimburse Eligible Activities and other expenses and allocations identified in the communication dated August 4, 2014, with the total amount to be reimbursed to the Developer with tax increment capture that would otherwise be captured by the DDA not to exceed \$300,000, all in accordance with the Interlocal Agreement between the DDA and WBRDA, which was approved by the DDA on March 11, 2014, and the WBRDA on March 18, 2014, and subject to further approval of the Brownfield Redevelopment Plan by the WBRDA, Wyandotte Mayor and City Council, and the Michigan Strategic Fund (MSF) and/or Michigan Economic Development Corporation (MEDC).**

**Roll Call, N. Walker voted “no”, all others voted “yes”, motion carried.**

- b. DCA Contract & Lease: P. Slack spoke about the DDA grant to the Downriver Council for the Arts. The DCA is housed at the James R. DeSana Center for Arts & Culture at 81 Chestnut. The 2015 Fiscal year is the last year of a 5-year grant that the DCA had received from the DDA. N. Rankine and P. Slack met with Tammy Trudelle regarding a presentation that she will make about the DCA to the DDA board at the October meeting.
- c. DDA Boater Survey: The DDA Boater Survey is being printed and will be mailed to boaters in the area. The results of the survey are expected to be back to the consultant by October 1<sup>st</sup>. The results will be presented to both the DDA and the Marina Committee once they are received.
- d. Sears Building Final Expenses: N. Rankine presented the board with a final list of the expenses related to the purchase of the Sears Building (3061/3061 Biddle Avenue). The board discussed.

**Motion by N. Walker, supported by G. Gilbert to transfer \$8,303.23 from Fund Balance to Miscellaneous Account 499-200-926-790 to pay the expenses associated with utilities for the city-owned property located at 3016/61 Biddle Avenue (former Sears Building). Roll Call, all in favor, motion carried.**

**NEXT REGULAR MEETING:**

September 9th, 2014

**ADJOURNMENT**

**Motion by G. Lucas, supported by N. Walker to adjourn the meeting, all in favor, motion carried.**