

DENISE TRAEGER, Chairperson
SHAWN MACDONELL, Vice Chairperson
LINDA JUNOD, Secretary
PATRICIA ODETTE, Mayor
PETER CHRISTOFF, Board Member
CARRIE COX, Board Member
AL PETRI, Board Member
MATTHEW SMITH, Board Member
JOSH SMITH, Board Member
ROBERT TOTH, Board Member



J.P. CACCIAGLIA, DDA Director
DOWNTOWN DEVELOPMENT AUTHORITY
CITY OF WOODHAVEN
21869 West Road
Woodhaven, MI 48183
Phone: (734) 675-4959
Fax: (734) 675-4927
www.woodhavenmi.org

CITY OF WOODHAVEN
DOWNTOWN DEVELOPMENT AUTHORITY
May 18th, 2021 AT 8:00AM

1. Call Meeting to Order
2. Roll Call
3. Approval of Consent Calendar
 - a. Approval of Agenda
 - b. Approval of DDA Meeting Minutes Feb 11th, 2020
 - c. Approval of Invoices \$70,644
 - d. Financial Reports
4. Discussion of Downtown Development Plan Extension
5. Approval of Hard Rock Concrete for improvements to Meijer Drive.
6. Approval DTE Street Lights for Civic Center Park
7. Adjournment

CITY OF WOODHAVEN
COUNTY OF WAYNE, STATE OF MICHIGAN
DOWNTOWN DEVELOPMENT AUTHORITY MEETING OF FEBRUARY 11, 2020

Regular Downtown Development Authority Meeting of February 11, 2020, held at Woodhaven City Hall, 21869 West Road, Woodhaven, Michigan. The meeting was called to order at 8:00 a.m. by Denise Traeder, Chairperson

PRESENT: Denise Traeder, Resident, Rob Toth, Police Chief, Joshua Smith, Resident, Peter Christoff, Christoff's Family Restaurant, Carrie Cox, The Hair Culture Studio 3, Al Petri, Al Petri & Sons Bicycling & Fitness

ABSENT: Mayor Patricia Odette, Shawn MacDonell, Resident, Matthew Smith, Sneaky's Sports Bar & Grill, Linda Junod, Resident, (all excused)

ALSO PRESENT: Kristie Keene, City Clerk, J. P. Cacciaglia, DDA & Economic Development Director, Jeff Harris, City Administrator

Moved by Petri, seconded by Traeder, to approve the Consent Calendar

- A. Approval of DDA Agenda for February 11, 2020.
- B. Approval of DDA Meeting minutes for December 10, 2019.
- C. Approval of DDA Meeting minutes for January 13, 2020.
- D. Approval of DDA Expenditures for the Month of December 2019 and January 2020.
- E. Approval of DDA Financial Reports for the Month of January 2020.

MOTION CARRIED.

Moved by Joshua Smith, seconded by Traeder, to approve the Debt Repayment agreement between the City of Woodhaven Downtown Development Authority and the City of Woodhaven.

Meeting adjourned at 8:17 a.m.

Ms. Denise Traeder, Chairperson

Ms. Kristie Keene, City Clerk

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
07/07/2020	FSBAP	14336	AMERICAN OFFICE SOLUTIONS	PROFESSIONAL SERVICES	802.000	729	53.44
07/07/2020	FSBAP	14346	CONSTELLATION NEWENERGY - GAS LLC	GAS/ELECTRIC EXPENSE	921.000	729	13.21
07/07/2020	FSBAP	14356	GRIMCO INC	OFFICE SUPPLIES	727.000	729	18.36
07/07/2020	FSBAP	14383	R J & J ENTERPRISES	PROJECT COST	977.000	729	8,844.76
07/07/2020	FSBAP	14393	THE HARTFORD	ACTIVE EMP HEALTH & LIFE INSURANCE	725.155	729	62.75
07/07/2020	FSBAP	14394	THE HARTFORD	ACTIVE EMP HEALTH & LIFE INSURANCE	725.155	729	4.88
07/21/2020	FSBAP	14408	AMERICAN EXPRESS	OFFICE SUPPLIES	727.000	729	9.48
				MAINTENANCE OF GROUNDS	775.306	729	426.50
				MAINTENANCE OF GROUNDS	775.306	729	536.50
				MAINTENANCE OF GROUNDS	775.306	729	69.32
				MAINTENANCE OF GROUNDS	775.306	729	114.78
				CHECK FSBAP 14408 TOTAL FOR FUND 248:			<u>1,156.58</u>
07/21/2020	FSBAP	14417	C-MAR PRODUCTS, INC.	MAINTENANCE OF GROUNDS	775.306	729	600.00
07/23/2020	FSBAP	14470	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	725.000	729	352.59
08/04/2020	FSBAP	14475	AMERICAN OFFICE SOLUTIONS	PROFESSIONAL SERVICES	802.000	729	42.77
08/04/2020	FSBAP	14484	CONSTELLATION NEWENERGY - GAS LLC	GAS/ELECTRIC EXPENSE	921.000	729	7.78
08/04/2020	FSBAP	14494	GRIMCO INC	OFFICE SUPPLIES	727.000	729	27.18
08/04/2020	FSBAP	14569	THE HARTFORD	ACTIVE EMP HEALTH & LIFE INSURANCE	725.155	729	4.88
08/04/2020	FSBAP	14570	THE HARTFORD	ACTIVE EMP HEALTH & LIFE INSURANCE	725.155	729	62.75
08/18/2020	FSBAP	14583	AMERICAN EXPRESS	OFFICE SUPPLIES	727.000	729	13.32
				OFFICE SUPPLIES	727.000	729	7.19
				MAINTENANCE OF GROUNDS	775.306	729	143.00
				CHECK FSBAP 14583 TOTAL FOR FUND 248:			<u>163.51</u>
08/18/2020	FSBAP	14608	GREENVIEW LAWN CARE	MAINTENANCE OF GROUNDS	775.306	729	2,629.00
08/18/2020	FSBAP	14609	GRIMCO INC	OFFICE SUPPLIES	727.000	729	18.90
08/18/2020	FSBAP	14619	MICHAEL BAKER INTL, INC.	TRAFFIC SERVICE	776.380	729	4,600.00
08/18/2020	FSBAP	14641	AMERICAN EXPRESS	OFFICE SUPPLIES	727.000	729	2.99
09/01/2020	FSBAP	14668	AMERICAN OFFICE SOLUTIONS	PROFESSIONAL SERVICES	802.000	729	52.53
09/01/2020	FSBAP	14680	CONSTELLATION NEWENERGY - GAS LLC	GAS/ELECTRIC EXPENSE	921.000	729	7.35
09/02/2020	FSBAP	14731	THE HARTFORD	ACTIVE EMP HEALTH & LIFE INSURANCE	725.155	729	4.88

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
09/02/2020	FSBAP	14732	THE HARTFORD	ACTIVE EMP HEALTH & LIFE INSURANCE	725.155	729	62.75
10/06/2020	FSBAP	14796	AMERICAN OFFICE SOLUTIONS	PROFESSIONAL SERVICES	802.000	729	48.90
10/06/2020	FSBAP	14811	CONSTELLATION NEWENERGY - GAS LLC	GAS/ELECTRIC EXPENSE	921.000	729	10.15
10/06/2020	FSBAP	14852	PLANTE MORAN, PLLC	ANNUAL AUDITING SERVICES	803.000	729	4,625.00
10/06/2020	FSBAP	14874	THE HARTFORD	ACTIVE EMP HEALTH & LIFE INSURANCE	725.155	729	62.75
10/06/2020	FSBAP	14875	THE HARTFORD	ACTIVE EMP HEALTH & LIFE INSURANCE	725.155	729	4.88
10/20/2020	FSBAP	14892	AMERICAN EXPRESS	OFFICE SUPPLIES	727.000	729	2.56
				OFFICE SUPPLIES	727.000	729	5.87
				OFFICE SUPPLIES	727.000	729	9.30
				CHECK FSBAP 14892 TOTAL FOR FUND 248:			<u>17.73</u>
10/20/2020	FSBAP	14930	PLANTE MORAN, PLLC	ANNUAL AUDITING SERVICES	803.000	729	375.00
11/03/2020	FSBAP	14963	CONSTELLATION NEWENERGY - GAS LLC	GAS/ELECTRIC EXPENSE	921.000	729	9.69
11/06/2020	FSBAP	15006	AL'S ASPHALT & PAVING	PARK PATHWAY IMPROVEMENTS	977.200	729	15,000.00
11/06/2020	FSBAP	15071	THE HARTFORD	ACTIVE EMP HEALTH & LIFE INSURANCE	725.155	729	62.75
11/06/2020	FSBAP	15072	THE HARTFORD	ACTIVE EMP HEALTH & LIFE INSURANCE	725.155	729	4.88
11/12/2020	FSBAP	15140	MICHIGAN MUNICIPAL LEAGUE	PROPERTY/LIABILITY INSURANCE	956.000	729	9,991.45
11/17/2020	FSBAP	15088	AMERICAN OFFICE SOLUTIONS	PROFESSIONAL SERVICES	802.000	729	41.29
11/17/2020	FSBAP	15125	PART D ADVISORS, INC	PROFESSIONAL SERVICES	802.000	729	22.50
12/01/2020	FSBAP	15146	AMERICAN OFFICE SOLUTIONS	PROFESSIONAL SERVICES	802.000	729	57.08
12/01/2020	FSBAP	15155	CONSTELLATION NEWENERGY - GAS LLC	GAS/ELECTRIC EXPENSE	921.000	729	11.63
12/08/2020	FSBAP	15189	THE HARTFORD	ACTIVE EMP HEALTH & LIFE INSURANCE	725.155	729	4.88
12/08/2020	FSBAP	15190	THE HARTFORD	ACTIVE EMP HEALTH & LIFE INSURANCE	725.155	729	62.75
12/15/2020	FSBAP	15195	AMERICAN EXPRESS	OFFICE SUPPLIES	727.000	729	278.00
				HOLIDAY EXPENSES	882.000	729	272.28
				CHECK FSBAP 15195 TOTAL FOR FUND 248:			<u>550.28</u>
12/15/2020	FSBAP	15200	BS&A SOFTWARE	COMPUTER PROGRAM FEES	804.300	729	841.75
12/15/2020	FSBAP	15221	HENNESSEY ENGINEERS, INC.	TRAFFIC AND ROAD PROJECTS	852.975	729	87.00
12/15/2020	FSBAP	15228	MICHAEL BAKER INTL, INC.	TRAFFIC AND ROAD PROJECTS	852.975	729	3,450.00
01/05/2021	FSBAP	15260	AMERICAN OFFICE SOLUTIONS	PROFESSIONAL SERVICES	802.000	729	40.71

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
01/05/2021	FSBAP	15297	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	725.000	729	53.21
01/05/2021	FSBAP	15328	THE HARTFORD	ACTIVE EMP HEALTH & LIFE INSURANCE	725.155	729	4.88
01/05/2021	FSBAP	15329	THE HARTFORD	ACTIVE EMP HEALTH & LIFE INSURANCE	725.155	729	62.75
01/19/2021	FSBAP	15336	AMERICAN EXPRESS	OFFICE SUPPLIES	727.000	729	54.99
				MAINTENANCE OF GROUNDS	775.306	729	125.00
				MAINTENANCE OF GROUNDS	775.306	729	95.00
				MAINTENANCE OF GROUNDS	775.306	729	125.00
				CHECK FSBAP 15336 TOTAL FOR FUND 248:			<u>399.99</u>
01/19/2021	FSBAP	15343	BRONNER'S	HOLIDAY EXPENSES	882.000	729	2,239.00
01/19/2021	FSBAP	15349	CONSTELLATION NEWENERGY - GAS LLC	GAS/ELECTRIC EXPENSE	921.000	729	13.52
02/02/2021	FSBAP	15390	CONSTELLATION NEWENERGY - GAS LLC	GAS/ELECTRIC EXPENSE	921.000	729	23.52
02/02/2021	FSBAP	15439	AMERICAN OFFICE SOLUTIONS	PROFESSIONAL SERVICES	802.000	729	37.19
02/09/2021	FSBAP	15466	THE HARTFORD	ACTIVE EMP HEALTH & LIFE INSURANCE	725.155	729	4.88
02/09/2021	FSBAP	15467	THE HARTFORD	ACTIVE EMP HEALTH & LIFE INSURANCE	725.155	729	62.75
02/16/2021	FSBAP	15472	AMERICAN EXPRESS	OFFICE SUPPLIES	727.000	729	5.29
				OFFICE SUPPLIES	727.000	729	335.00
				CHECK FSBAP 15472 TOTAL FOR FUND 248:			<u>340.29</u>
03/02/2021	FSBAP	15541	AMERICAN EXPRESS	MAINTENANCE OF GROUNDS	775.306	729	5.00
03/02/2021	FSBAP	15544	CONSTELLATION NEWENERGY - GAS LLC	GAS/ELECTRIC EXPENSE	921.000	729	22.64
03/02/2021	FSBAP	15599	THE HARTFORD	ACTIVE EMP HEALTH & LIFE INSURANCE	725.155	729	62.75
03/02/2021	FSBAP	15600	THE HARTFORD	ACTIVE EMP HEALTH & LIFE INSURANCE	725.155	729	4.88
03/15/2021	FSBAP	15653	DURAEDGE PRODUCTS	MAINTENANCE OF GROUNDS	775.306	729	12,442.00
03/16/2021	FSBAP	15609	BASIC	ACTIVE EMP HEALTH & LIFE INSURANCE	725.155	729	36.10
03/16/2021	FSBAP	15625	GRIMCO INC	OFFICE SUPPLIES	727.000	729	77.42
				OFFICE SUPPLIES	727.000	729	26.60
				CHECK FSBAP 15625 TOTAL FOR FUND 248:			<u>104.02</u>
04/06/2021	FSBAP	15673	AMERICAN EXPRESS	OFFICE SUPPLIES	727.000	729	3.20
04/06/2021	FSBAP	15690	CONSTELLATION NEWENERGY - GAS LLC	GAS/ELECTRIC EXPENSE	921.000	729	28.88
04/06/2021	FSBAP	15738	THE HARTFORD	ACTIVE EMP HEALTH & LIFE INSURANCE	725.155	729	62.75

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
04/06/2021	FSBAP	15739	THE HARTFORD	ACTIVE EMP HEALTH & LIFE INSURANCE	725.155	729	4.88
04/20/2021	FSBAP	15758	AMERICAN OFFICE SOLUTIONS	PROFESSIONAL SERVICES	802.000	729	87.37
				PROFESSIONAL SERVICES	802.000	729	51.55
				CHECK FSBAP 15758 TOTAL FOR FUND 248:			<u>138.92</u>
04/20/2021	FSBAP	15761	BS&A SOFTWARE	COMPUTER PROGRAM FEES	804.300	729	329.50
				Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY			70,664.39

GL Report
CITY OF WOODHAVEN

Balances as of 05/31/2021

GL Number	Description	Prev Bal	DR Activity	CR Activity	Balance
248-000-001.000	CHECKING	1,179,741.10	335.00	51,346.44	1,128,729.66
248-000-016.975	INVESTMENTS - DDA	42,400.38	0.00	0.00	42,400.38
248-000-017.210	US GOVERNMENT MONEY MKT	348,443.10	0.00	0.00	348,443.10
	Total:	1,570,584.58	335.00	51,346.44	1,519,573.14

GL Report
CITY OF WOODHAVEN

Balances as of 06/30/2020

GL Number	Description	Prev Bal	DR Activity	CR Activity	Balance
248-000-001.000	CHECKING	428,794.24	83.27	45,886.39	382,991.12
248-000-016.975	INVESTMENTS - DDA	42,231.51	33.92	0.00	42,265.43
248-000-017.210	US GOVERNMENT MONEY MKT	348,421.27	2.10	0.00	348,423.37
	Total:	819,447.02	119.29	45,886.39	773,679.92

DENISE TRAEGER, Chairperson
SHAWN MACDONELL, Vice Chairperson
LINDA JUNOD, Secretary
PATRICIA ODETTE, Mayor
CARRIE COX, Board Member
AL PETRI III, Board Member
MATTHEW SMITH, Board Member
JOSH SMITH, Board Member
ROBERT TOTH, Board Member



J.P. CACCIAGLIA, DDA Director
DOWNTOWN DEVELOPMENT AUTHORITY
CITY OF WOODHAVEN
21869 West Road
Woodhaven, MI 48183
Phone: (734) 675-4959
Fax: (734) 675-4927
www.woodhavenmi.org

To: DDA Board
From: JP Cacciaglia
Date: May 13, 2021
Re: Meijer Drive Improvements

Board members, with the project at Meijer Drive and West Rd working toward a fall completion for the first buildings to be completed I am asking you to extend the City of Woodhaven paving contract to have Hard Rock Concrete complete the road widening and reconstruction portion of Meijer Drive. This work will also include signal work at the intersection adding turning arrows as well as modernization.

After talking to Hennessy Engineers the cost to complete this work is \$275,000 including a 10% Contingency with the quantity costs in the existing City contract. The reconstruction of above mentioned road will be with 9" concrete, new sidewalks, approach to White Castle, replacement of 2 catch basins, traffic control and striping.

DENISE TRAEGER, Chairperson
SHAWN MACDONELL, Vice Chairperson
LINDA JUNOD, Secretary
PATRICIA ODETTE, Mayor
CARRIE COX, Board Member
AL PETRI III, Board Member
MATTHEW SMITH, Board Member
JOSH SMITH, Board Member
ROBERT TOTH, Board Member



J.P. CACCIAGLIA, DDA Director
DOWNTOWN DEVELOPMENT AUTHORITY
CITY OF WOODHAVEN
21869 West Road
Woodhaven, MI 48183
Phone: (734) 675-4959
Fax: (734) 675-4927
www.woodhavenmi.org

To: DDA Board
From: JP Cacciaglia
Date: May 13, 2021
Re: Lighting Civic Center Park South Drive.

Board members, with the new addition of the South side parking lot I am asking to have DTE install street and parking lot lighting for the driveway into the park, parking lot areas, skate park, dog park entrance and volleyball courts. The total cost of this work is \$52,670.