

Shawn MacDonell, Chairperson  
Linda Junod, Secretary  
Patricia Odette, Mayor  
Peter Christoff, Board Member  
Carrie Cox, Board Member  
Cody Gibson, Board Member  
Al Petri, Board Member  
Philip Batten, Board Member  
Matthew Smith, Board Member  
Stephen Pente, Board Member  
Josh Smith, Board Member  
Jeff Harris, Board Member



Lisa M. Lothringer, Director  
Downtown Development Authority  
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City of Woodhaven - Downtown Development Authority  
Regular Meeting  
Tuesday, April 16, 2024, at 8 a.m. in the Council Chamber at City Hall

1. Call to order and roll call:

\_\_\_\_\_ Chairperson MacDonell      \_\_\_\_\_ Secretary Junod      \_\_\_\_\_ Mayor Odette

Board members:

_____ Peter Christoff	_____ Carrie Cox	_____ Cody Gibson
_____ Philip Batten	_____ Matthew Smith	_____ Stephen Pente
_____ Josh Smith	_____ Jeff Harris	

2. Approval of the Agenda

3. Approval of the Minutes of the meeting held:

A. March 19, 2024

4. Directors Report

5. Unfinished Business: None

6. New Business: None

7. Communications: None

8. Closed Session: None

9. Non-Agenda Items (including audience)

10. Motion to Adjourn

CITY OF WOODHAVEN  
COUNTY OF WAYNE, STATE OF MICHIGAN  
DOWNTOWN DEVELOPMENT AUTHORITY MEETING OF MARCH 19, 2024

Regular Downtown Development Authority Meeting of March 19, 2024, held at Woodhaven City Hall, 21869 West Road, Woodhaven, Michigan. Shawn MacDonell, Chairperson, called the meeting to order at 8:00 a.m.

**PRESENT:** Stephen Pente, Comerica Bank, Shawn MacDonell, Resident, Mayor Patricia Odette, Jeff Harris, City Administrator, Matthew Smith, Sneaky's Sports Bar & Grill, Carrie Cox, The Hair Culture Studio 3, Cody Gibson, Chick-Fil-A, Linda Junod, Resident

**ABSENT:** Philip Batten, Beyond Juicery & Eatery, Joshua Smith, Resident, Peter Christoff, Christoff's Family Restaurant

**ALSO PRESENT:** Angie Shurkus, Deputy Clerk, Lisa Lothringer, DDA & Economic Development Director

Moved by Junod, seconded by Mathew Smith, to approve the Agenda. MOTION CARRIED.

Moved by Pente, seconded by Junod, to approve the Meeting Minutes of February 13 2024. MOTION CARRIED.

### **Director's Report**

#### **Civic Center Park –**

1. I have signed the agreement with DTE Community Lighting for GFCI's to be added to 29 of the lampposts that light the pathway in the park. Work will be completed as soon as the weather permits.
2. Received proposals on 2024 holiday lights along the pathway in the park. You will find a full report in this packet along with two separate action request times under new business.
3. Did not receive a response from the previous banner arm supplier so I will begin seeking a few new vendor options and bring them forth at a future meeting.
4. Contractor who will be installing the Bike repair stations has met with Tim Neighbors, DPS Director, to confirm optimum locations. One will be near the red roofed pavilion in the park and the other will be alongside the bench near the corner of West Road and Hall Road in front of city hall. Project will wrap up as soon as weather permits.
5. Free Wi-Fi access and charging stations in Civic Center Park – working with SEMCOG on the BEAD (Broadband Equity Access Deployment) project.

**Amenities inventory** – Still in the process of conducting an inventory of the amenities (light poles, banner arms, benches, bike racks, trash receptacles, etc.) located within the DDA boundaries.

**Planning Commission Meeting report out:** February meeting – site plan approval was granted for the Dairy Queen Grill & Chill that will be located across from Chick-fil-A and Culver's which will be in the Northeast corner of the Meijer Parking lot.

The March PC meeting did not have any agenda items directly impacting anything within the DDA.

**Meetings & trainings attended** - City Council, Planning Commission, Brownfield Consortium at DCC and several webinars for educational process.



Met with a local developer who has expressed interest in potentially developing the Ford Land Property.

Met with Joe P. from Carlisle Wortman Associates to discuss getting us back on track to finish the updating of the DDA Development Plan that was started during the pandemic. We will need to have a work session/committee meeting to go over potential projects so we can have CWA provide us with cost estimates, so we are then able to prioritize them.

**On my radar:**

1. Wayfinding signage
2. Banners for Civic Center Park and the Central Business District
3. Development of forms and resource guides to be placed on the city website
4. Branding campaign for the DDA and the community as a whole

**Unfinished Business:** None

**New Business:**

Director Lothringer's 2024 goal is to create a **WOODHAVEN WINTER WONDERLAND** in Civic Center Park that will draw residents and visitors to the park and result in increased engagement with the surrounding businesses. We anticipate that we will illuminate the display every evening through mid-February to encourage families to get outside for an evening stroll. The extended timeline will also provide several opportunities for local non-profit and service organizations to operate hot-cocoa stands and so on.

Moved by Cox, seconded by Matthew Smith, to allow Director Lothringer to enter into an agreement with Wonderland, Inc. for the lease of 26 lighted pieces along with the cost of shipping, set up, tear down, annual refurbishment and off-site storage in an amount not to exceed \$10,000 to be expensed from line item 248-729-882-000. MOTION CARRIED.

Moved by Junod, seconded by MacDonell, to allow Director Lothringer to enter into an agreement with Wonderland, Inc. for the purchase of 11 lighted pieces, to include 6 photo-op, 4 extra-large snowflake arches and a 6'x22' custom lighted sign "WOODHAVE WINTER WONDERLAND" at a cost not to exceed \$16,500 to be expensed from line item 248-729-882-000. MOTION CARRIED.

**Communications:** None

**Closed Session:** None

**Non-Agenda Items:** None

MacDonell adjourned the Woodhaven Downtown Development Authority Meeting of March 19, 2024 at 8:11 am.

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Shawn MacDonell, Chairperson

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Ms. Angie Shurkus, Deputy Clerk

## **DDA Director's Report for April 16, 2024**

**GFCI install on 29 lampposts in Civic Center Park** – DTE has received the signed agreement for placing the GFCI's on the 29 of the lampposts in the park. Work is anticipated to be completed as soon as the weather permits. I have emailed our Community Lighting rep for an updated timeline.

**Contract has been signed for the Woodhaven Winter Wonderland in Civic Center Park** – The vendor will begin making our custom pieces over the next few months. Installation will be planned for some time in November, weather dependent. They will be plugged in for testing and then unplugged until just before the Annual Tree Lighting event; unless we would like them to go on right after Thanksgiving.

**Bike repair stations in Civic Center Park** - Our bike repair stations will be installed as soon as the concrete is laid by the contractor and has a chance to set up. Hoping that this will all be taken care of in the next 30-45 days.

**Wi-Fi and charging stations in Civic Center Park** - Spoke with the grants specialist at SEMCOG who is working on the BEAD (Broadband Equity Access Deployment) program. SEMCOG anticipates the parameters of the program will be relayed to them late spring or early summer.

In the meantime, I reached out to Comcast and our inquiry has been referred to their Enterprise Team due to the scope and scale of the project. I should be hearing from them this next week and will report again as information becomes available.

I have been looking at options for the charging stations. They can be done as a pedestal, bollard, wall mount or integrated into a picnic table or a bench. I have asked Tim Neighbors, DPS Department Head, for his feedback on the various options since his team will be responsible for the maintenance of the grounds surrounding the installed devices or furniture.

**Planning Commission Meeting report out:** March meeting – site plan approval for the Buckeye Terminal Fire Water Tank and Water Pump Building was postponed to the April meeting. The applicant needs to submit their detailed landscaping plan, interior floor plan for the pump house and a few other items before the Planning Commission will approve their site plan.

The proposed, updated Master Plan for the city has been placed on the city website for the public to see and read. There will be a public hearing at a future meeting of the city council where the public will have the opportunity to speak.

**Development Plan and CIP update** – You will receive a physical copy of the proposed, updated Development Plan and CIP plan at the April meeting. Please review the documents, complete the questionnaire, and return it to me by Friday, May 10. If you need me to pick it up, please let me know.

**Budget Preparation for 2024-2025** – Currently working on budget projections for the 2024-25 fiscal year.

**Meetings & training attended** – Wayne County Economic Development Briefing, Downriver DDA Forum, City Council, Planning Commission, Brownfield Consortium at DCC, etc.

**PA57 Compliance** – The second of the two required Public Informational meetings was held on Tuesday, March 26. We did not have any public attendees in person or on Zoom. The PowerPoint presentation has been uploaded to the DDA's page of the city website as required. If you would like to have a printed copy, please let me know.

**On my radar:**

1. Wayfinding signage – will be working with DPS to build on what they have started.
2. Banners for Civic Center Park and the Central Business District
3. Development of forms and resource guides to be placed on the city website
4. Branding campaign for the DDA and the community as a whole

*Respectfully submitted,*

*Lisa M. Lothringer*

*Executive Director – Woodhaven DDA and Economic Development Director*