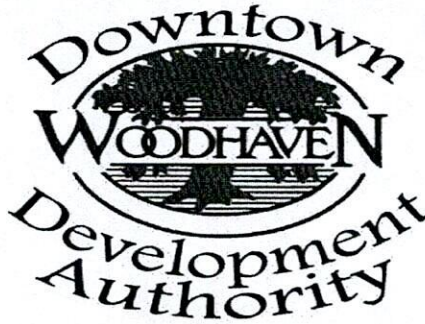


Shawn MacDonell, Chairperson
Linda Junod, Secretary
Patricia Odette, Mayor
Peter Christoff, Board Member
Carrie Cox, Board Member
Cody Gibson, Board Member
Al Petri, Board Member
Philip Batten, Board Member
Matthew Smith, Board Member
Stephen Pente, Board Member
Josh Smith, Board Member
Jeff Harris,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



Lisa M. Lothringer, Director
Downtown Development Authority
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 Regular Meeting

Tuesday, November 14, 2023, 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
_____ Al Petri	_____ Philip Batten	_____ Matthew Smith
_____ Stephen Pente	_____ Josh Smith	_____ Jeff Harris

2. Approval of the Agenda

3. Approval of the Minutes of the meeting held **September 5, 2023**

4. Directors Report

5. Unfinished Business: **None**

6. New Business:

- A. Consider and approve the purchase of two trail side bike repair stations, each with an air pump.
- B. Consider and approve sponsorship of fireworks display for Holiday Tree Lighting Event to be held in Civic Center Park on December 1, 2023.

7. Communications

8. Closed Session: **None**

9. Non-Agenda Items (including audience) Motion to Adjourn

CITY OF WOODHAVEN
COUNTY OF WAYNE, STATE OF MICHIGAN
DOWNTOWN DEVELOPMENT AUTHORITY MEETING OF SEPTEMBER 5, 2023

Regular Downtown Development Authority Meeting of September 5, 2023, held at Woodhaven City Hall, 21869 West Road, Woodhaven, Michigan. Shawn MacDonell, Chairperson, called the meeting to order at 8.00 a.m.

PRESENT: Joshua Smith, Resident, Matthew Smith, Sneaky's Sports Bar & Grill, Linda Junod, Resident, Jeff Harris, City Administrator, Carrie Cox, The Hair Culture Studio 3, Stephen Pente, Comerica Bank, Shawn MacDonell, Cody Gibson, Chick-Fil-A, Al Petri, Al Petri & Sons Bicycling & Fitness,

ABSENT: Philip Batten, Beyond Juicery & Eatery, Peter Christoff, Christoff's Family Restaurant, Mayor Patricia Odette, Philip Batten, Beyond Juicery & Eatery,

ALSO PRESENT: Kristie Keene, City Clerk

Moved by Joshua Smith, seconded by Junod, to approve the request to hire Lisa Lothringer for the open position of DDA Director/Economic Development Director and approve the Employment Agreement & Benefits Plan. MOTION CARRIED.

Moved by MacDonell, seconded by Cox, to approve the building materials and façade for the former Pizza Hut Building. MOTION CARRIED.

Shawn MacDonell, Chairperson

Ms. Kristie Keene, City Clerk

DDA Director's Report for November 14th DDA meeting

PA57 – I have completed the process to bring the DDA into compliance with the State of Michigan. All required documents have been added to the DDA's page within the city website. Additionally, the two required annual informational meetings have been scheduled and notices have been sent to the taxing jurisdictions as required by law. Lastly, the 2022-2023 Annual Report on Status of Tax Increment Financing Plan has been submitted to the State of Michigan Treasury office. My goal was to get this task completed in my first 90 days and I am pleased to report that it was completed in 66 days.

My next task is to put together a PowerPoint presentation highlighting the positive impact the DDA has made in Woodhaven. The PowerPoint will run on a loop for the first of our two, required, public informational meetings. That meeting will be held on Thursday, December 28th from 10:00 to 10:30 am in the council chambers and on Zoom. You will find a notice with all the information in your meeting packet.

Ribbon Cutting – We had a great turn out for the ribbon cutting at Café Sweets. Bridgett, the owner was delighted with the number of people who came out that day to support her.

Eve's Sushi and Hibachi has requested a reschedule date for her ribbon cutting. We are now looking at Wednesday, December 6th at 4:30. She is experiencing some staffing issues and wants to be sure to put her best foot forward for this grand opening.

Updating the Development Plan – Completed the proofreading of the document and have noted my suggested changes. It has been sent to Laura and Joe at CWA and will come back to you for your approval at a future meeting.

Social Media – scheduling Facebook posts to engage residents These will continue and will be balanced with the posts the Assistant to the Mayor and City Administrator does. We want to make sure we are hitting people's feeds in the sweet spot of not too much and not too little.

I have prepped posts to go out from now until the end of the year that highlight a different business to promote the wonderful restaurants, stores and service establishments we have in Woodhaven.

Holiday lights – DPS has been busy stringing up the holiday lights. We did have to replace a significant number of strands that were no longer operational. We will discuss the direction the DDA board would like to take for the 2024 holiday season. I would like to look at turning Civic Center Park into a walk-through Winter Wonderland that is more themed with snowflakes and snowmen so that it can be up from the night of the tree lighting through the month of January. Something magical for families to walk through in the evening.

Michigan Downtown Association – I attended the annual conference for the MDA November 1-3. I was able to complete several course sessions towards my Michigan Professional Downtown Manager certification. I value the opportunity to interact with my peers from all over the state of Michigan and learn from their experiences both good and bad.

DDA Board Training – Through the Michigan Downtown Association, we have access to training that I believe would be educational and beneficial for all DDA Board Members. The list of available training courses is included in your meeting packet.

The first webinar that I think would be extremely helpful for the board to watch is "Demystifying DDAs". It gives a great overview of the following:

What is a DDA?	What is a TIF?
Why were DDAs formed?	What is the difference between them?
Why is TIF still important?	Benefits of a DDA?
Enabling Legislation	Powers of a DDA
What can't DDAs do?	Key components of DDA Law Act 57 of 2018
Authority's relationship with municipality	Funding Options and Sources

This webinar is approximately 1 hour and 11 minutes in length so it will take a little planning to make sure you are able to view the entire thing.

Repair stations for Civic Center Park – will discuss during New Business item 1 on the agenda. You will note that the request is only for the purchase and installation of 2 bicycle repair stations with air pumps because, at this time, the vendor has discontinued producing the skateboard repair station. After the new year, staff will begin sourcing a new vendor for a skateboard repair station.

Banners –Continuing to catalog the light poles in the DDA district so an RFP can be put together for banners, hardware, and installation. Preliminary plan would be to have a "Welcome to Woodhaven" banner intermixed with seasonal banners. Seasonal banners would be swapped out 3 times per year:

1. Spring/Summer (sunshine and florals) – installed in March/April depending on snow conditions.
2. Fall (leaves) – installed late August/early September.
3. Winter (something with snowflakes) – installed just after Thanksgiving.

Would like to see this start with the Spring/Summer installation in March/April of 2024.

Sidewalks – Continuing to catalog the locations of "missing sidewalks connections" within the DDA boundaries. I will work with the City Administrator and DPS Director to see if we can collaborate on a sidewalk repair / replace project in 2024.

Respectfully submitted,

*Lisa M. Lothringer
Executive Director – Woodhaven DDA
And Economic Development Director*



Meeting Date: 11/14/2023

Agenda Item: New Business #1

REQUEST FOR ACTION: X New Business Unfinished Business Public Hearing

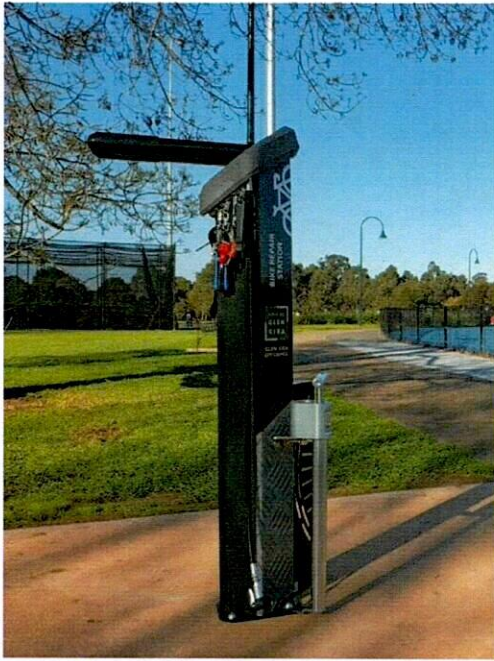
ITEM (Subject)	Consider approval for the purchase and installation of two bike repair stations with air pumps.
DEPARTMENT	DDA
PRESENTER	Director Lothringer
PHONE NUMBER	734-675-4959
INDIVIDUALS IN ATTENDANCE (Other than presenter)	

Agenda topic

ACTION REQUESTED: To approve the purchase and installation of 2 bike repair stations for placement within the DDA boundaries to be expensed from DDA budget line item 248-729-961-975 Community Projects.
BACKGROUND – (Supporting and reference data, include attachments if available) Photographs and Quote
BUDGET IMPLICATION: \$10,180.00 (see attached quote for breakdown)
NEXT STEP IN IMPLEMENTATION: Coordinate placement locations with DPS Director, Tim Neighbors, and then contact vendor to order and schedule installation.

Additional remarks: Anticipated placement to be: 1. Just north of City Hall, along the pathway and 2. Along the pathway at the southern end of Civic Center Park. Final placement locations will be verified by Director Lothringer to confirm that they are within the DDA boundaries.

*Please note that this action may be subject to Attorney/Client Privilege and not available under FOIA





Meeting Date: 11/14/2023

Agenda Item: New Business #2

REQUEST FOR ACTION: X New Business Unfinished Business Public Hearing

ITEM (Subject)	Consider and approve sponsorship of fireworks display for Holiday Tree Lighting Event to be held in Civic Center Park on Friday, December 1, 2023.
DEPARTMENT	DDA
PRESENTER	Director Lothringer
PHONE NUMBER	734-675-4959
INDIVIDUALS IN ATTENDANCE (Other than presenter)	

Agenda topic

To approve sponsorship of firework display for 2023 Holiday Tree Lighting event at Civic Center Park on Friday, December 1, 2023 to be expensed from DDA budget line item 248-729-961-670 Sponsored Community Entertainment.	
BACKGROUND – (Supporting and reference data, include attachments if available)	Quote attached
BUDGET IMPLICATION: \$3,600.00	
NEXT STEP IN IMPLEMENTATION: Notify City Administrator office so they can sign contract with vendor.	

Additional remarks: None.

*Please note that this action may be subject to Attorney/Client Privilege and not available under FOIA



Woodhaven

12/1/23

\$3,600 Proposal

Includes Insurance and Labor

Main

1	90 Shot	W Shape Dahlia
1	100 Shot	Brocade Crown
1	300 Shot	Half Color/Crackle
1	130 Shot	Falling Leaves
2	160 Shot	Five Point Green/Red/Blue Crossette

Finale

2	49 Shot	Fan Shape
1	186 Shot	Assorted Compound Cake
120	2.5"	Titanium Salutes w/Tail 12/1
120	3"	Color and Report Shells Chained 12/1