

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



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
June 13, 2023 AT 10:00AM

1. Call Meeting to Order
2. Roll Call
3. Approval of Consent Calendar
 - a. Approval of Agenda
 - b. Approval of DDA Meeting Minutes May 18th, 2023
 - c. Approval of Invoices
 - d. Financial Reports
4. Approval of Façade Grant for 22710 Allen rd.
5. Approval of 2023-2024 DDA Budget
6. Update on Projects
7. Adjournment

CITY OF WOODHAVEN
COUNTY OF WAYNE, STATE OF MICHIGAN
DOWNTOWN DEVELOPMENT AUTHORITY MEETING OF MAY 18, 2023

Regular Downtown Development Authority Meeting of May 18, 2023, held at Woodhaven City Hall, 21869 West Road, Woodhaven, Michigan. Shawn MacDonell, Chairperson, called the meeting to order at 10:05 a.m.

PRESENT: Linda Junod, Resident, Jeff Harris, City Administrator, Peter Christoff, Christoff's Family Restaurant, Mayor Patricia Odette, Stephen Pente, Comerica Bank, Cody Gibson, Chick-Fil-A

ABSENT: Joshua Smith, Resident, Carrie Cox, The Hair Culture Studio 3, Philip Batten, Beyond Juicery & Eatery, Shawn MacDonell, Al Petri, Al Petri & Sons Bicycling & Fitness, Matthew Smith, Sneaky's Sports Bar & Grill,

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

Moved by Mayor Patricia Odette, seconded by Pente, to approve the Consent Calendar

- A. Approval of DDA Agenda for May 18, 2023.
- B. Approval of DDA Meeting minutes March 14, 2023.
- C. Approval of Invoices \$6,205.37
- D. Financial Reports

MOTION CARRIED.

Moved by Mayor Patricia Odette, seconded by Harris, to approve the request to piggy paving repairs along the Allen Road Service Drive. The cost of this project is \$100,000. MOTION CARRIED.

Meeting adjourned at 10:15 a.m.

Linda Junod, Chairperson

Ms. Kristie Keene, Clerk

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 729 DDA OPERATING EXPENDITURE							
248-729-725.155	03/13/23	MADISON NATIONAL LIFE INS CO.,	POLICY #17927 LONG TERM DISABILITY	4/1/23	04/04/23	41.45	19819
248-729-725.155	03/01/23	MADISON NATIONAL LIFE INS CO.,	POLICY #17920 SHORT TERM DISABILITY	4/1/23	04/04/23	4.00	19819
248-729-725.155	03/20/23	PART D ADVISORS, INC	DEPENDENT ELIGIBILITY VERIFICATION	12226	04/04/23	53.67	19826
248-729-725.155	03/01/23	SECURIAN LIFE INSURANCE COMPAN	LIFE INSURANCE PREMIUMS POLICY # 70	3/1/23	04/04/23	17.75	19831
248-729-725.155	04/01/23	MADISON NATIONAL LIFE INS CO.,	POLICY #17920 SHORT TERM DISABILITY	5/1/23	05/02/23	4.40	19941
248-729-725.155	04/01/23	MADISON NATIONAL LIFE INS CO.,	POLICY #17927 LONG TERM DISABILITY	5/1/23	05/02/23	41.45	19941
248-729-725.155	04/01/23	SECURIAN LIFE INSURANCE COMPAN	LIFE INSURANCE PREMIUMS POLICY # 70	4/1/23	05/02/23	17.75	19959
248-729-727.000	03/14/23	AMAZON.COM	PENS / OFFICE SUPPLIES	111-0729966-2753	04/04/23	30.97	19788
248-729-727.000	03/29/23	GRIMCO INC	SIGN MATERIAL	30301817-01	04/18/23	61.47	19877
248-729-727.000	03/31/23	GRIMCO INC	SIGN MATERIAL	30321749-01	05/02/23	27.41	19934
248-729-727.000	04/17/23	GRIMCO INC	SIGN MATERIAL	30321749-02	05/02/23	10.07	19934
248-729-727.000	04/18/23	GRIMCO INC	SIGN MATERIAL	30321749-03	05/02/23	5.01	19934
248-729-775.306	04/18/23	LOWE'S	SCREWS AND ANCHORS	2825835 04-18-23	05/02/23	28.94	19911
248-729-802.000	04/18/23	AMERICAN OFFICE SOLUTIONS	USAGE PERIOD 3/18/23 - 4/17/23	IN335217	05/16/23	57.32	20032
248-729-802.000	03/27/23	AMERICAN OFFICE SOLUTIONS	USAGE PERIOD 2/18/23 - 3/17/23	IN334732	05/16/23	63.42	20032
248-729-802.000	02/20/23	AMERICAN OFFICE SOLUTIONS	USAGE PERIOD 1/18/23 - 2/17/23	IN334731	05/16/23	76.18	20032
248-729-802.000	03/30/23	ELECTRONIC TECH SOLUTIONS LLC	NEW COMPTUER SETUP, APP LINKS FOR F	1076	05/16/23	500.00	20046
248-729-803.000	12/31/22	YEO & YEO	FINAL 2022 AUDIT FEE	567793	05/16/23	5,000.00	20105
248-729-804.300	05/01/23	BS&A SOFTWARE	ANNUAL SERVICE - SUPPORT FOR TAX /	147495	05/02/23	1,118.00	19916
248-729-921.000	03/13/23	CONSTELLATION NEWENERGY - GAS	FEBRUARY BILLING - 1/24/23 - 2/22/2	3702532	04/04/23	35.82	19799
248-729-921.000	04/13/23	CONSTELLATION NEWENERGY - GAS	MARCH BILLING - 2/20/23 - 3/23/23	3725096	05/02/23	26.84	19922
248-729-961.975	02/20/23	CARROT PASS, LLC	APP FOR RAILROAD	1426	04/18/23	2,080.00	19849
248-729-961.975	02/13/23	CARROT PASS, LLC	APP PAYMENT 2	1426-2	04/18/23	2,080.00	19857
Total For Dept 729 DDA OPERATING EXPENDITURE						11,381.92	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY						11,381.92	

06/08/2023 05:36 PM
User: JEFF
DB: Woodhaven

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WOODHAVEN
EXP CHECK RUN DATES 04/01/2023 - 05/31/2023
JOURNALIZED
PAID

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund Totals:			Fund 248 DOWNTOWN DEVELOPMENT AUTHORI			11,381.92	
			Total For All Funds:			11,381.92	

GL Report
CITY OF WOODHAVEN

Balances as of 05/31/2023

GL Number	Description	Prev Bal	DR Activity	CR Activity	Balance
248-000-001.000	CHECKING	1,113,414.89	0.00	32,690.20	1,080,724.69
248-000-016.975	INVESTMENTS - DDA	1,118,145.52	0.00	0.00	1,118,145.52
248-000-017.210	US GOVERNMENT MONEY MKT	354,406.25	0.00	0.00	354,406.25
Total:		2,585,966.66	0.00	32,690.20	2,553,276.46

PATRICIA A. ODETTE, Mayor
JANET SIKES, Council Member
JC MOCZYDLOSKY, Council Member
DARREL PENIX, Council Member
PRESTON ABADIE, Council Member
DON BELCHER, Council Member
ROBERT TOTH, Council Member



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To: DDA Board Members
From: JP Cacciaglia
Date: June 9, 2023
Re: 22710 Allen Rd, Façade grant

Board Members I would ask for the approval of the façade grant of \$25,000 for 22710 Allen (former Payless shoe). The building was update to conform to DDA material standards and included the old non-conforming large pole sign being replaced with a conforming monument sign.

The owner spent more than \$133,000 on building materials, not including the sign complicate; they meet the requirements for the maximum matching grant of \$25,000.

WOODHAVEN, MICHIGAN

Dine • Shop • Enjoy

City of Woodhaven
Façade Grant Program Application Form

Please complete this form in it's entirety and submit it to the Woodhaven Downtown Development Authority
Note: If façade improvements begin before funding approval, you will not be eligible for the Grant(s)

1. Application Name, Address, Phone Number & Fax Number Woodhaven RE Holdings c/o Grand Management and Development 30201 Orchard Lake Rd, Farmington Hills, MI 48334	2. Applicant is the (check one): <input checked="" type="checkbox"/> Property Owner <input type="checkbox"/> Renter/Tenant (complete #3) <input type="checkbox"/> Other: _____
3. Property Owner Name, Address, Phone Number & Fax Number: If applicant is not the property owner, please have the owner complete the attached affidavit and return it with this application package: same	
4. Have you or anyone else who can claim ownership or other interest in this property been awarded a Matching Grant within the last six months? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES, if "yes" please explain	
5. Property Address where Project will Occur: 22710 Allen Rd, Woodhaven, MI 48183	
6. Parcel Code of Property where Project will Occur: 59042020006000	
7. Façade Improvement Grant Applicants: Please attach a detailed description of the improvements that are proposed. Attach supporting materials, such as drawings, which will assist in the review and understanding of your project. Applicants must also attach a detailed "line-item" budget and a project schedule. Make sure that all attachments are clearly labeled. <div style="display: flex; justify-content: space-between;"><div style="width: 40%;">a) Amount of Funding Requested: (This can be no more than the lesser of 50% of (b) below or \$25,000.)</div><div style="width: 55%; border: 1px solid black; text-align: center;">\$25,000</div></div> <div style="display: flex; justify-content: space-between;"><div style="width: 40%;">b) Total Cost of Improvements:</div><div style="width: 55%; border: 1px solid black; text-align: center;">\$90,000</div></div>	
<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> 8. Applicant/Owner Signature	9. Date: 6/5/2023

Please Attach the following items:

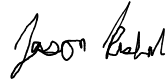
- 1). Copy of Registered Deed
- 2). Letter of Permission, if required (Sample Attached)
- 3). Narrative Project description, drawings and other items including a sample board of materials
- 4). Detailed Line-Item Budget from a licensed contractor or registered architect
- 5). Project Schedule
- 6). Affidavit for Building Façade Improvement (attached)

AFFIDAVIT FOR BUILDING FAÇADE IMPROVEMENT

We the undersigned hereby state there is no pending litigation against the City of Woodhaven by me, my company or any other instance in which I am directly involved.

If a grant is awarded, activities as proposed shall be completed as outlined within the Grant Approval.

WITNESS



Signature of Applicant
30201 Orchard Lake Rd
Farmington Hills, MI 48334

Address

6/5/2023

Date

WITNESS

Signature of Owner (if other than applicant)

Address

Date

~~2021 MAY 25 AM 9:44~~

2021 JUN 17 AM 11:35

Bernard J. Youngblood
Wayne County Register of Deeds

2021255519 L: 56812 P: 128
06/17/2021 11:35 AM WD Total Pages: 2



P.A. 327 OF 1968

AFFIDAVIT

**WARRANTY DEED
MCLA §565.151**

Woodhaven Shoes, LLC, an Ohio limited liability company, having an address at 5800 Monroe Street #A-4, Sylvania, Ohio 43560, conveys and warrants to Woodhaven RE Holdings, LLC, a Michigan limited liability company, having an address at 30201 Orchard Lake Road, Suite 110, Farmington Hills, MI 48335, the following described premises situated in Woodhaven, Wayne County, Michigan:

Lot 6, Steel Manor Industrial Subdivision of part of the Southeast ¼ of Section 15, Town 4 South, Range 10 East, City of Woodhaven, Wayne County, Michigan, according to the plat thereof, as recorded in Liber 90, Page 36 of Plats, Wayne County Records.

Commonly known as: 22710 Allen Road, Woodhaven, MI

Real Estate Transfer Tax Valuation Affidavit attached hereto.

Tax Parcel No. 59-042-02-0006-000

Prior Instrument Reference: Liber 44203, Page 276, Liber 44203, Page 277 and Liber 44579, Page 225

Subject to: zoning resolutions and ordinances; easements, agreements, and restrictions of record; and taxes and installments of assessments due and payable after delivery hereof.

This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan right to farm act.

Executed this 17th day of May, 2021.

Woodhaven Shoes, LLC

By: 
Robert D. Gersten, Member

This is to certify that there are no delinquent property taxes owed to our office on this property for five years prior to the date of this instrument. No representation is made as to the status of any taxes or fees owed to the other entities.

No. 11855 Wayne County Treasurer Not Examined
Date 06/07/2021 Wayne County Treasurer Clerk [Signature]

WD 2 JO S

MICHIGAN REAL ESTATE TRANSFER TAX
Wayne County Tax Stamp #593956
06/17/2021

Receipt# 21-230297 L: 56812 P: 128
State Tax: \$3750.00 County Tax: \$550.00



STATE OF Ohio)
) SS:
COUNTY OF Lucas)

The foregoing instrument was acknowledged before me this 17th day of May, 2021 by Robert D. Gersten, Member of Woodhaven Shoes, LLC, an Ohio limited liability company.

Karen S. Wainer
Notary Public

[SEAL]

**This Instrument Prepared by and
After Recording Return To:
Patricia G. Lyden, Esq.
Lyden, Chappell & Dewhirst, Ltd.
5565 Airport Highway, Suite 101
Toledo, Ohio 43615**



KAREN S. WAINER
NOTARY PUBLIC - OHIO
MY COMMISSION EXPIRES 06-04-2021

Nichiha Fiber Board and assorted materials	\$44,284
Metal flat stock fascia	\$24,000
Cement Board/Decorative cornice/ Aluminum Gravel Stop	\$44,935
Exterior Aluminum Gutter/Metal Flashing	\$20,244

BUDGET REPORT FOR CITY OF WOODHAVEN
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY

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Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET THRU	2022-23 ACTIVITY 06/30/23	2023-24 REQUESTED BUDGET
ESTIMATED REVENUES					
Dept 000 - DEPARTMENT					
248-000-401.000	CURRENT CITY TAX COLL	687,427	694,779	737,274	756,123
248-000-401.980	WC TAX - DDA	252,626	251,765	266,436	273,994
248-000-401.982	HCMA TAX - DDA	9,357	8,029	8,364	8,738
248-000-401.984	COMM COLLEGE - DDA	123,252	122,916	130,137	133,769
248-000-401.986	WC JAIL - DDA	35,623	35,580	37,817	38,721
248-000-401.988	WC PARKS - DDA	7,933	9,326	9,867	10,149
248-000-664.975	INTEREST ON INVESTMENT	2,535	1,500	18,912	10,000
Totals for dept 000 - DEPARTMENT		1,118,753	1,123,895	1,208,807	1,231,494
TOTAL ESTIMATED REVENUES		1,118,753	1,123,895	1,208,807	1,231,494
APPROPRIATIONS					
Dept 729 - DDA OPERATING EXPENDITURE					
248-729-701.105	APPOINTED OFFICIALS	67,644	67,631	55,754	68,980
248-729-701.120	FULL TIME PERSONNEL	81,036	75,000	68,757	75,000
248-729-701.125	PART TIME PERSONNEL	22,382	30,000	19,859	30,000
248-729-701.135	OVERTIME	10,026	10,000	6,067	10,000
248-729-701.150	FICA EXPENSE	13,547	14,013	11,291	14,116
248-729-701.153	HEALTH CARE SAVINGS PLAN	2,524	1,898	2,138	1,936
248-729-701.160	RETIREMENT	10,095	7,591	8,554	7,743
248-729-701.185	CELL PHONE REIMBURSEMENT		540		540
248-729-725.000	WORKERS' COMPENSATION	252	400	196	300
248-729-725.155	ACTIVE EMP HEALTH & LIFE INS	38,723	13,045	29,874	14,003
248-729-727.000	OFFICE SUPPLIES	534	2,000	1,119	2,000
248-729-729.000	BANK FEES	17		17	
248-729-732.000	GENERAL GOVERNMENT OVERHEAD	75,000	100,000		100,000
248-729-743.000	CLOTHING/UNIFORMS		100		100
248-729-775.306	MAINTENANCE OF GROUNDS	36,974	125,000	3,029	150,000
248-729-802.000	PROFESSIONAL SERVICES	608	35,000	1,449	35,000
248-729-803.000	ANNUAL AUDITING SERVICES	5,000	5,000	5,000	5,000
248-729-804.300	COMPUTER PROGRAM FEES	2,230	2,500	2,173	3,000
248-729-805.525	MEMBERSHIPS AND SUBSCRIPTION	464	750	855	1,000
248-729-852.975	TRAFFIC AND ROAD PROJECTS	11,804	50,000	6,766	250,000
248-729-860.000	TRAVEL AND CAR ALLOWANCE	3,189	4,000		5,000
248-729-862.000	VEHICLE MAINTENANCE	1,000	1,000		1,000
248-729-880.000	COMMUNITY PROMOTION			100	1,500
248-729-882.000	HOLIDAY EXPENSES	12,189	20,000	13,667	30,000
248-729-920.000	TELEPHONE	356	500	177	500
248-729-920.340	STREET LIGHTING	42,606	250,000	41,506	50,000
248-729-921.000	GAS/ELECTRIC EXPENSE	6,400	7,000	6,701	7,500
248-729-922.000	WATER EXPENSE	870	1,600	1,289	1,800
248-729-931.000	HVAC SERVICE & REPAIR		500		1,000
248-729-956.000	PROPERTY/LIABILITY INSURANCE	9,105	10,000	8,983	12,000
248-729-958.000	EDUCATION & TRAINING	975	1,500		2,500
248-729-961.670	SPONSORED COMMUNITY ENTERTAINMENT	29,250	30,000	21,450	30,000
248-729-961.975	COMMUNITY PROJECTS			4,160	5,000
248-729-964.100	TAX TRIBUNAL REFUNDS		25,000	5,585	25,000
248-729-977.000	PROJECT COST	219,861	50,000	213,891	75,000
248-729-977.500	FACADE GRANT PROGRAM		25,000		50,000
Totals for dept 729 - DDA OPERATING EXPENDITURE		704,661	966,568	540,407	1,066,518
TOTAL APPROPRIATIONS		704,661	966,568	540,407	1,066,518
NET OF REVENUES/APPROPRIATIONS - FUND 248		414,092	157,327	668,400	164,976
BEGINNING FUND BALANCE		1,195,217	1,609,308	1,609,308	2,277,708
ENDING FUND BALANCE		1,609,309	1,766,635	2,277,708	2,442,684