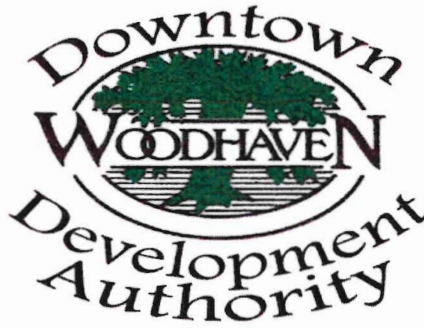


Shawn MacDonell, Chairperson
Linda Junod, Secretary
Patricia Odette, Mayor
Peter Christoff, Board Member
Carrie Cox, Board Member
Cody Gibson, Board Member
Stephen Pente, Board Member
Josh Smith, Board Member
Jeff Harris, Board Member



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, June 18, 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
_____ Stephen Pente _____ Josh Smith _____ Jeff Harris

2. Approval of the Agenda

3. Approval of the Minutes of the meeting held on May 21, 2024

4. Directors Report

5. Unfinished Business: None

6. New Business:

- A. Consider funding for a new pavilion in Civic Center Park to be placed at the north end of the park, near the inclusive play structure.

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 MAY 21, 2024

Regular Downtown Development Authority Meeting of May 21, 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: Joshua Smith, Resident, Shawn MacDonell, Resident, Linda Junod, Resident, Stephen Pente, Comerica Bank, Mayor Patricia Odette,

ABSENT: Peter Christoff, Christoff's Family Restaurant, Jeff Harris, City Administrator, Carrie Cox, The Hair Culture Studio 3, Cody Gibson, Chick-Fil-A

ALSO PRESENT: Kristie Keene, Clerk, Lisa Lothringer, DDA & Economic Development Director

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

Moved by Smith, seconded by Junod, to approve the Meeting Minutes of April 16, 2024. MOTION CARRIED.

Director's Report

Grant submission – Currently in the process of completing a grant application to SEMCOG for approximately \$50,000 in Planning Assistance. It is my hope that through this planning assistance, we will gain valuable knowledge to create an access management plan for the area leading up to and including the intersection of Allen Road and West Road. With their assistance, we will be better equipped with ways to reduce traffic congestion, improve traffic flow, and in time make this area within our central business district more walkable and bike able.

Development Plan and CIP update – I received feedback from only a couple of DDA Board members. Under new business, we will go through the proposed updated Development Plan and CIP plan. Additionally, I would like to ask for 3 volunteers to be a part of a committee to prioritize the proposed projects and develop timelines so that the workload is coordinated with the budget.

Budget Preparation for 2024-2025 – Met with the Finance Director, Jeff D., and have included the proposed budget in your packet. Under new business, there is a request for the DDA Board to send a recommendation for approval to the City Council.

Bike repair stations in Civic Center Park - Our two bike repair stations have been installed and we have already received positive feedback from the community. You will find one on the south side of the driveway entrance to the park, across from the pavilion. The other is located near Hall and West across from the bench where the walking path begins.

GFCI install on 29 lampposts in Civic Center Park – Anticipate that once the ground is not so wet, DTE will begin installing the GFCI's on the lampposts in the park.

Wi-Fi and charging stations in Civic Center Park – At this time obtaining charging stations appears to be the simpler task on this project. Having a difficult time getting a call back from Wi-Fi providers so I

am going to switch gears and talk with my peers in other communities to see who they are using for their downtown Wi-Fi.

Planning Commission Meeting report out: May meeting – site plan approval was granted for the Buckeye Terminal Fire Water Tank and Water Pump Building. This project is for the installation of a fire protection system consisting of a 601,000 -gallon fire water storage tank and pump building. Additional landscape screening and down shielded lighting will also be added to the site.

A public hearing to review the proposed updates to the Master Plan will be held at the next Planning Commission meeting at 6:00 p.m. on Tuesday, June 11, 2024. Notices will be published in accordance with the law.

Meetings & training attended –City Council, Planning Commission, Brownfield Consortium at DCC, etc.

On my radar and/or in the planning stages:

1. Wayfinding signage: New city hall sign was installed on 4/16/24 – we will continue to tap in on what the DPS has already started so that we have a cohesive looking project from start to finish.
2. Banner Project: Will begin seeking quotes to include design and production of custom banners, hardware, installation, swap outs and maintenance.
3. Developer Resource Guide: Working with the Building Department to develop this guide.
4. Branding: Will begin to develop a style guide for the DDA and the City.
5. With my employment being split 75% DDA and 25% Economic Development for the City, you will notice in my reports that some projects overlap.

Unfinished Business: None

New Business

Moved by MacDonell, seconded by Junod, to approve the Woodhaven Parks and Recreation Department to re-certify the Henry Ford Park Ball Diamonds, at a cost not to exceed \$47,244.00, this will come from account number 248-729-775.306. This is a budgeted item from the 2024-2025 DDA proposed budget. MOTION CARRIED.

Moved by Vice-Chairperson Junod, seconded by Smith, to send a recommendation to the Mayor and Council for approval of the 2024-2025 budget as presented and amend the 2023-2024 to include an immediate merit bonus of \$5,000 to be paid to Director Lothringer for bringing the DDA into compliance to be paid from line item 248-729-701-105. MOTION CARRIED.

Communications

Mayor Patricia Odette would like to see more activities scheduled in the Parks, such as Movies in the Park, Bands, Food Trucks, and Farmers Market etc.

Closed Session: None

Non-Agenda Items: None

MacDonell adjourned the Woodhaven Downtown Development Authority Meeting of May 21, 2024 at 8:30 am.

Shawn MacDonell, Chairperson

Ms. Kristie Keene, Clerk

DRAFT

DDA/Economic Development Director's Report for June 18, 2024

Departmental Collaborations:

Parks & Rec – at the request of the Mayor, I met with Director Schmittou to help strategize, plan and promote several events that Parks & Rec will be holding in the coming months. A couple of those are: Summer Kick-off, Movie & Camping in the park, Farmer's Market and a Taste of Woodhaven.

Police – working with the Police Chief to find ways to improve the flow and safety on West Road and the West & Allen intersection. Consulted with a peer at the Oakland County Road Commission to develop a plan of action that the Police Chief will use to discuss our traffic issues with the Wayne County Traffic Engineer. Efforts may include options to add "no left turn" and "no turn on red" signs to strategically calm the traffic patterns and flow interruptions.

Sam Jam – Reached out to the manager at Kohl's to discuss Sam Jam overflow parking and shuttle service. Meeting with her on Friday, June 14. Looking to rebuild that relationship between Kohl's and the city. She has given her approval for the use of the parking lot, and I am awaiting the liability insurance paperwork from Joe at FunFest.

Wayne County – I met with Dillon Rush, Business Development Manager with the Wayne County Department of Economic Development. He wanted to learn about the city of Woodhaven and rather than just tell him about our community, I gave him a tour. We spent about 45 minutes driving throughout the city so he could see what businesses we have, where our traffic choke points are and land available for development.

SEMCOG Grant submission – Completed and submitted the grant application to SEMCOG for up to \$50,000 in Planning Assistance.

Development Plan and CIP – I would like to have the committee meet after the 4th of July. At that time, we will begin the process to prioritize the proposed projects and develop timelines so that the workload can be coordinated with the budget. Hopefully we will know by then if we are a SEMCOG Planning Assistance recipient or not.

2024-2025 Proposed Budget – The proposed budget will go before the Mayor and City Council for approval at their meeting the evening of June 18.

Planning Commission Meeting report out: There was only one item on the June agenda - the public hearing to review the proposed updates to the Master Plan. The next step in the process is for the Planning Commission to send a recommendation for adoption to the Mayor and Council, which they are scheduled to do at their July meeting.

Ford Lane Property – Points of contact have been made with several developers including retail, restaurants and residential in an effort to move forward with the development of the parcels.

Meetings & trainings:

1. **DCC Brownfield Consortium** – taken part in several meetings facilitated by the DCC Brownfield Consortium for a potential project involving adjacent land parcels in Flat Rock and Woodhaven. Currently the Woodhaven parcel is owned by the Michigan Land Bank Authority.
2. **City Council meetings**
3. **Attending a workshop at SEMCOG on 6/20 – From Conflict to Conversation**

Projects:

1. Wayfinding signage
2. Banners
3. Developer Resource Guide
4. Branding
5. Wi-Fi and charging stations in Civic Center Park

Respectfully submitted,

Lisa M. Lothringer

DDA and Economic Development Director



Meeting Date: 06/18/2024

Agenda Item: New Business #1

REQUEST FOR ACTION: X New Business Unfinished Business Public Hearing

ITEM (Subject)	Consider funding for a new pavilion in Civic Center Park to be placed at the north end of the park, near the inclusive play structure.
DEPARTMENT	DDA
PRESENTER	Lisa Lothringer – DDA/Economic Development Director
PHONE NUMBER	734-675-4926
INDIVIDUALS IN ATTENDANCE (Other than presenter)	

Agenda topic

ACTION REQUESTED: To approve the purchase of a 30' x 34' pavilion and ancillary services necessary for installation at a cost, not to exceed \$147,778.00, to be allocated under line item 248-729-775-306 in the 2023-2024 budget and send a purchase recommendation to the Mayor and Council.

BACKGROUND – It is my understanding that discussions on the addition of a pavilion near the inclusive playground began well over a year ago. In speaking with the city finance director, the funding for this anticipated project was placed into a reserved/designated fund account. At this time, the project is ready to move forward.

Parks & Recreation Director Schmittou has obtained a quote for the pavilion and ancillary services related to installation through Sourcewell, which is a cooperative purchasing company that prepares RFP's and awards for State and Local Governments. The pavilion manufacturer awarded the contract is Poligon, out of Holland, Michigan. Poligon uses Penchura, a local preapproved vendor through the State of Michigan, as the point of contact to handle the installation.

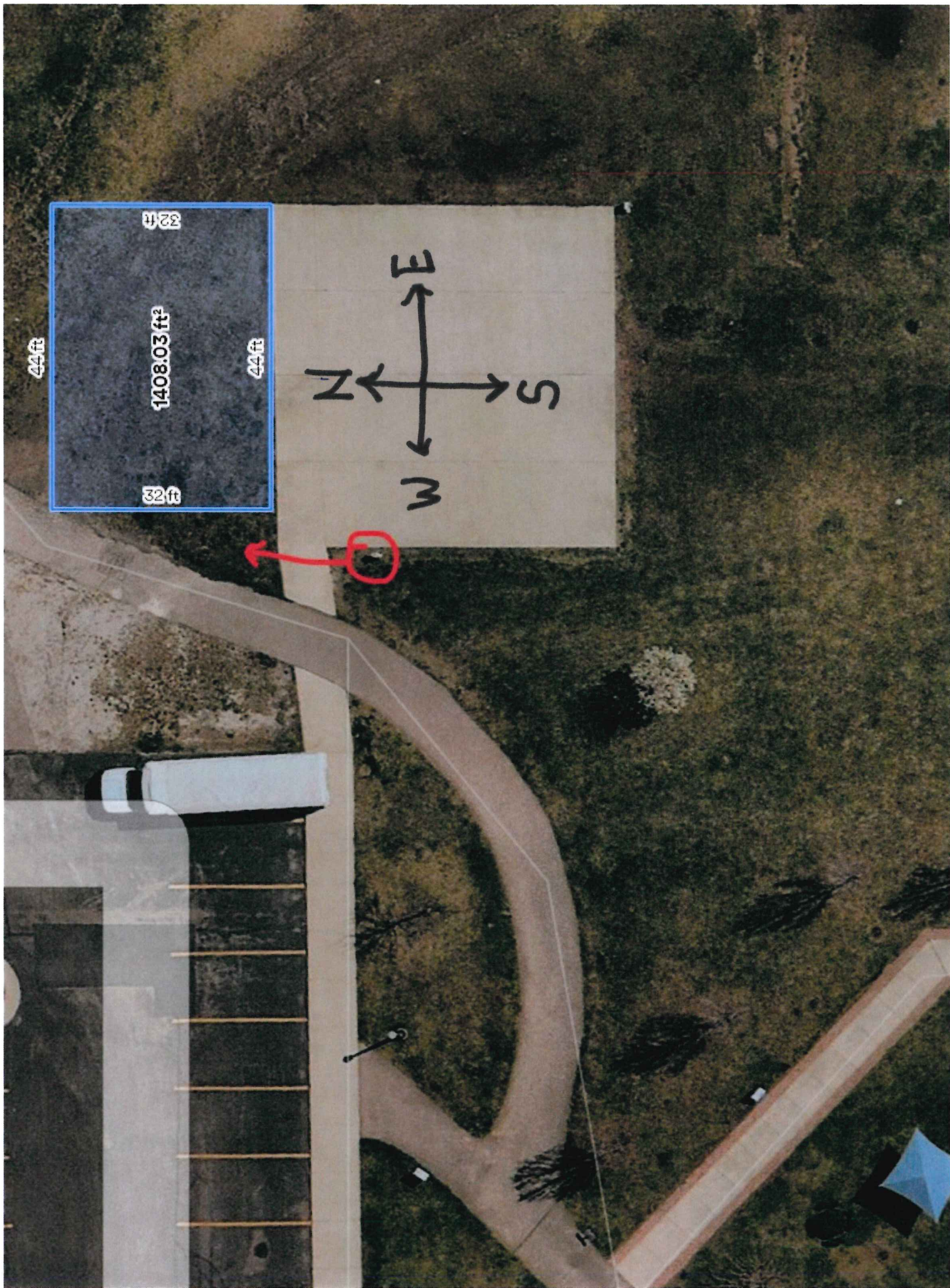
DPS will plan for moving any electrical wiring so that the new pavilion will have accessible electrical plugs for rentals and city events.

Responsibility for day-to-day activities, rentals and maintenance associated with this pavilion will become the responsibility of the Parks & Recreation Department upon completion.

BUDGET IMPLICATION: Max amount not to exceed \$147,778.00

NEXT STEP IN IMPLEMENTATION: Approval recommendation to Mayor & Council

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





Make all P.O.s, Contracts, and Checks to:
Penchura, L.L.C.
889 S. Old US 23
Brighton, MI 48114

Proposal

Date	Project #
6/11/2024	24-975

Bill To
Woodhaven Parks & Recreation 23101 Hall Rd - Community Center Woodhaven, MI 48183 United States

Ship To
Please Advise

Customer Contact	Customer Phone	Customer Fax	Terms	P.O. No.	Rep
Ed Odette	734-675-4926		Net 30		JRS

Item	Description	Qty	Weight	Price	Total
Poligon	Poligon REK 30x34 with Multirib Roof	1		72,675.00	72,675.00T
Engineering	Misc. Engineering Services, CDs, Preconstruction Documents	1		1,500.00	1,500.00
Freight	Freight	1		2,500.00	2,500.00
Excavate	Excavate 34x38, Haul and Dispose of Spoils	1,292		2.75	3,553.00
Installation	Professional Certified Installation	1		33,750.00	33,750.00
Concrete	Concrete Pad 34x38	1,292		25.00	32,300.00T
Restoration	Restoration	1		1,500.00	1,500.00T
	Does Not Include Prevailing Wages				
	50% Deposit to Order				

Proposal good for 30 days.
 Ship Via: common carrier
 Delivery contact name and number: _____

Customer signature below constitutes a purchase order.

Subtotal \$147,778.00

Sales Tax (0.0%) \$0.00

Total \$147,778.00

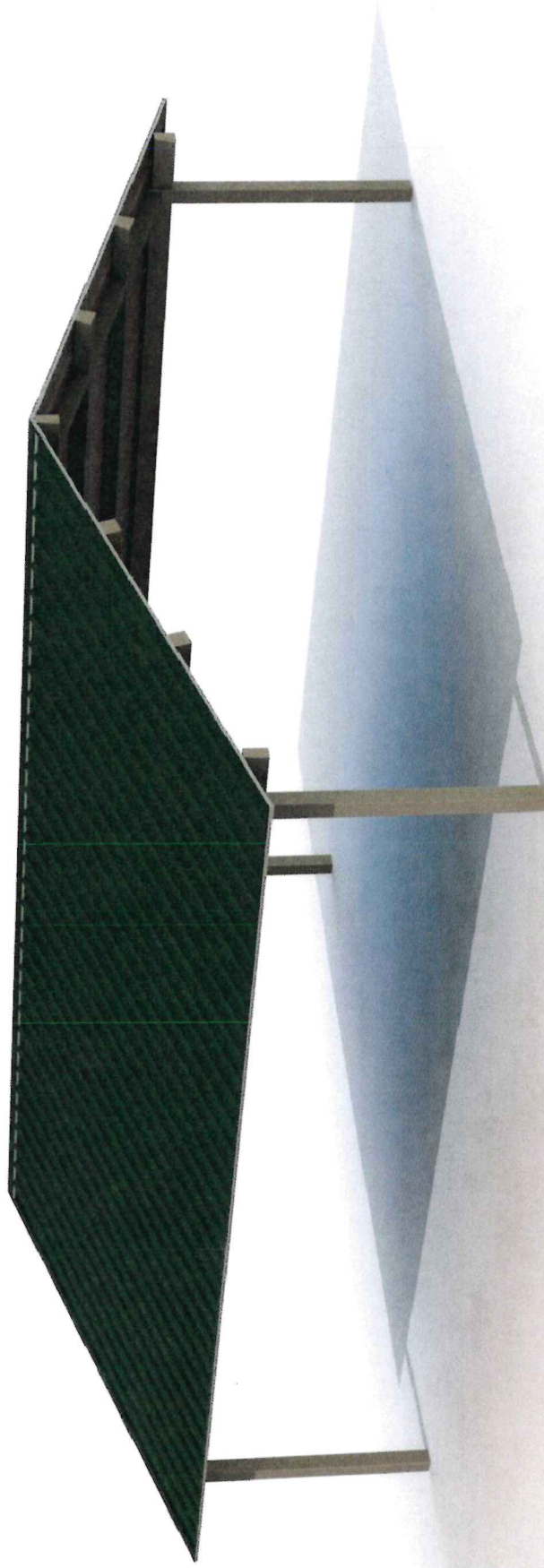
Credit Card fee of 3% on all purchases over \$2,000.00

AMX fee of 5% on all purchases over \$2,000.00

889 S. Old US 23, Brighton, MI 48114

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