

NOTICE

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

The Shelby Township DDA will meet on Thursday, August 26, 2010 at 7:00 PM in the Employee Lounge at the Shelby Township Municipal Building at 52700 Van Dyke, Shelby Township, MI 48316.

The meeting agenda includes the following:

- 1) Call To Order/Roll Call
- 2) Approve Agenda
- 3) Consultant(s) Report
 - Engineering Report – VD Sewer
- 4) Old Business
 - VD Widening Project - Business Owner Communication/Glenn Wynn
 - Lighting Update
- 5) New Business
- 6) Committee Reports
 - Design
 - Promotion
 - Organization
 - Economic Restructuring
- 7) Treasurer's Report
- 8) Public Comment
- 9) Approve Meeting Minutes
- 10) Chair Person Comments
- 11) Correspondence
- 12) Future Agenda Items: Next Meeting Thursday, September 23, 2010
- 13) Adjournment

(586) 731-5100 Charter Township of Shelby (586) 726-2731 TDD
Individuals with disabilities requiring auxiliary aids or service at the meeting should contact the Shelby Township Clerk's Office at 586-731-5102, TDD 586-726-2731



**Charter Township of Shelby
Downtown Development Authority**

Meeting Minutes – July 22, 2010 at 7:00 p.m.

**Shelby Township Municipal Building
52700 Van Dyke – Shelby Township MI 48316
(Employee Lounge – Lower Level)**

Call to Order: Mr. Hellebuyck called the meeting to order at 7:06 p.m.

Roll Call: Mrs. Rabaut Miller proceeded with roll call.

Members Present:

- Mr. English
- Mrs. Filar - excused
- Mr. Finelli - excused
- Mrs. Kiel - excused
- Mr. Hellebuyck
- Mr. Mancini
- Mrs. Rabaut Miller
- Mr. Stathakis
- Mr. Swartz

Also Present:

Glenn Wynn (Township Planning Director), Jim Eppink (J. Eppink and Partners - landscape architect), Russ Matika, Mitch O'Connell (Spalding Dedecker), Crystal Sapp (Spalding Dedecker), Dub Hearon (Beautification Committee), Toni Gasperoni, Craig Cowper, Fazal Khan (Township Engineer), Del Rau (Rauhorn Electric), and Mike Bay.

Approval of Agenda:

Motion by Mr. English supported by Mr. Mancini to approve the agenda as presented. **Motion carried.**

Engineering Report – Spalding Dedecker Presentation:

Mr. O’Connell described three options for the sewer project on Van Dyke from 22 Mile south to the Utica border. The first option was a gravity-sewer, which will not require pump stations. The second option was using a gravity sewer from 22 Mile to 21 Mile, but using a pump station south of 21 Mile forcing the flow back to 22 Mile. It was agreed that the gravity sewer is the best option, but there are approximately 50 homes (to Whispering Woods park), which is outside of the DDA, that would be involved. Mr. Khan said the DDA can pay for the sewer outside of the DDA district as long as the purpose serves the DDA. Mr. O’Connell discussed the third option, which included using a low-pressure sewer, but noted that there would be additional costs to each property owner that tapped into this part of the sewer, plus the maintenance cost. The DDA members discussed the unknown option of using a gravity fed system to flow into the Utica sewer, using a separate meter to charge the Shelby residents. Mr. Khan said he expects to receive input, from Utica, on this option next week.

Mr. Hellebuyck said one option will have to be chosen in order to do a preliminary study. Mr. O’Connell said their purpose for this meeting was to update the members about the options; they will return with more a refined estimate and provide an answer regarding the Utica option.

The members discussed the pros and cons of the low-pressure system for the Township and those particular property owners. They are considering having separate public meetings since there may be two separate systems being used in two different areas.

MOTION by Mr. Mancini supported by Mr. Stathakis to insert “Presentation on Lighting” as item 3A on the agenda. **Motion carried.**

Presentation on Lighting:

Mr. Mancini updated the members about the lighting issues on Van Dyke between 23 and 24 Mile Roads. He said there is no contract for lighting or light poles at this time. He explained that the lighting project does not necessarily have to go through Detroit Edison.

Mr. Del Rau, from Rauhorn Electric, gave an example of how Edison includes maintenance costs within their energy costs. He recommended LED lights, which save energy, have a 20 year anticipated life and based on data are maintenance free. Mr. Rau said typically higher density of lighting is put at intersections and

that taller poles will be needed due to the width of Van Dyke. As an option, he suggested the underground prep work (controllers, conduit system, foundations) can be done between 23 and 24 Mile and the installation of wires and light fixtures can be done at a later date. The members talked about just focusing the lighting efforts on the "Mile Road" intersections. Mr. Wynn will lead the effort with members of the Board to review Van Dyke btwn. 23 & 24 Mile Rds. and prepare a recommendation back to the board during our next meeting. This team will also investigate the cost of running conduit now for future lighting effort when the DDA has funds available.

Planning Commission Liaison – Glenn Wynn/J.Eppink Design Update:

Mr. Eppink (J. Eppink and Partners - landscape architect) distributed landscaping designs to the members. He said their goal is to decide on a design, finalize the budget, and after approval from MCRC, go out to bid. They discussed the design ideas for the four (4) properties which are between the north and south entrances of the Township property on Van Dyke. Mr. Eppink said there are possibilities for irrigation because of the location of the Township property because Mr. Hearon (from the Shelby Twp Beautification Committee) cautioned against expecting property owners to maintain the landscaping.

Motion by Mr. Mancini supported by Mr. English to authorize J. Eppink and Partners to move forward toward the final design, send it out for bids, and include irrigation in the design. The bid specifications will include a 2 year guarantee with 2 years of maintenance. **Motion carried.**

Treasurers Report:

Mr. Swartz said the expenses for the month of May were \$297.00, of which \$250.00 was for training and the remainder was for the minutes. Mr. Swartz said the expenses for June were as follows: Organizational Committee - \$46.95; Committee Support - \$201.00; and minutes - \$37.62.

Mr. Swartz discussed a bill he received that was related to the S.A.D. Since this will be refunded when the bonding goes through, he suggested placing all S.A.D. bills in a separate account. The members agreed.

Mr. Swartz said he still does not have an update on the tax roll adjustments.

Old Business: None

New Business: None

Committee Report – Promotions: No report

Committee Report – Organization:

Mrs. Rabaut Miller said the newsletter was sent out in July to all businesses in the DDA (owners and tenants), department heads and trustees. Extra copies are in the Clerk's department.

Committee Report – Design Committee - Updates VD Widening Project:

1. Signage

- Mr. Mancini said sign purchases are on hold per State Barricades and Pamar is willing to work with the DDA to upgrade the signs. The Van Dyke widening effort has budgeted for 134 square feet of signage. A [project] Change Order will be required if we make a change to the signage. Mr. Wynn said they need to find out how many signs are needed (e.g. will the change be for only the street signs or the directional signs, or both?), where they are needed, and the cost differential for replacing them with design upgrades.
- Mr. Wynn showed options that are available for street signs. The members will review these.
- Mr. Wynn said there are about 30 mailboxes in this area. He gave the members three (3) designs to review.

1. **Business Owner Communication:** This will become a responsibility for Mr. Wynn and the Planning Department.

Mr. Wynn will work with the Design Committee to come up with a recommendation to the board.

Committee Reports – Economic Restructuring: None

Public Comment: A member of the audience asked the DDA return the reimbursements to the businesses and residents, instead of taking it, since the DDA is supposed to be investing in the community.

Approve Meeting Minutes – June 24, 2010:

Motion by Mr. Mancini supported by Mrs. Rabaut Miller to approve the minutes from June 24, 2010 as presented. **Motion carried.**

Chairperson Comments: None

Correspondence: None

Future Agenda Items: Next Meeting – Thursday, August 26, 2010:

Mr. Hellebuyck said “Lighting Update” should be added to the agenda.

Adjournment:

Motion by Mrs. Rabaut Miller supported by Mr. English to adjourn the meeting. **Motion carried.**