

NOTICE

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

The Shelby Township DDA will meet on Thursday, September 23, 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
- 4) Old Business
 - Lighting Update
 - SAD Project Plan
- 5) New Business
 - Economic Development
- 6) Committee Reports
 - Design
 - Promotion
 - Organization
 - Economic Restructuring
- 7) Treasurer's Report
 - 2011 Budget
- 8) Public Comment
- 9) Approve Meeting Minutes
- 10) Chair Person Comments
- 11) Correspondence
- 12) Future Agenda Items: Next Meeting Thursday, October 28, 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 – August 26, 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 7:05 p.m.

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

Members Present: Mr. Hellebuyck, Mrs. Filar, Mr. Fanelli, Ms. Rabaut Miller, Mr. Swartz, Mrs. Kiel and Mr. Stathakis

Members Absent (excused): Mr. Mancini and Mr. English

Also Present: Glenn Wynn (Township Planning Director), Tom Monchak (Assessing Dept.), Russ Matika, Mitch O'Connor (Spalding Dedecker), Toni Domatio, Craig Cowper, Fazal Khan (Township Engineer).

Approval of Agenda: Motion by Mr. Rabaut Miller supported by Mr. Fanelli to approve the agenda as presented. **Motion carried.**

Consultant(s) Report - Engineering Report – VD Sewer: Mr. O'Connor recapped the three options to service the area south of 21 Mile as discussed at the last meeting. He said they have talked to Utica about tapping into their 10" sewer and determined it is a viable option. If agreed upon, all three areas for this project would be gravity fed and within the DDA district. He said they are still waiting on capacity information from Utica and resolving the final alignment of the sewer with the MCRC. Mr. O'Connor said the estimate was at approximately \$200 per linear foot. Mr. O'Connor said the S.A.D. process allows for a +/- 10% overage. If the estimate exceeds 10%, the petition must be circulated again.

Mr. Khan said they can now have an informational meeting with the property owners. The members discussed various ways to advertise the informational meeting. The members developed a plan of action for the informational meeting; Mrs. Filar will type it and distribute it to the members.

Old Business – VD Widening Project – Business Owner Communication/

Glenn Wynn: Mr. Wynn talked with Jim Eppink and said the construction drawings for the landscaping improvements are complete. However, Mr. Wynn said the MCRC did not include sidewalks in the three lots between the Township entrances because they only replace previously existing sidewalks. He said the cost for installing sidewalks is estimated at \$5,000-\$8,000; it is not determined whether the MCRC will help absorb this cost. Mr. Hellebuyck suggested talking to the Sidewalk Committee for assistance. The members agreed this sidewalk is very important. Mr. Wynn will discuss this further with the Road Commission.

Old Business – Lighting Update: Mr. Fanelli and Mr. Wynn met with Detroit Edison and the manufacturer of the fixtures. Mr. Fanelli said they are waiting on cost estimates and a count of the number of fixtures. Mr. Wynn said if the DDA uses Edison, they will manage everything and replace fixtures. Mr. Wynn said he will continue to work on this in order to get estimates from Edison.

New Business: None

Committee Reports – Design: No report

Committee Reports – Promotion: Mrs. Kiel said the movie night had around 250 people, which was a decrease from last year. She talked about the reason she felt the attendance was down. There was discussion about promoting this night (along with other events) in cooperation with Parks and Recreation. Mrs. Filar suggested having a meeting between the two groups to talk about using each other's resources. Mr. Stathakis will talk to Mr. Youngblood to set up a meeting.

Committee Report – Organization: Ms. Rabaut Miller requested the members submit their volunteer hours so she can document them. After discussion, the members decided there was not a need for the documentation.

Committee Report – Economic Restructuring: No report

Treasurer's Report: Mr. Swartz listed the expenditures for the month of July as follows: Organization Committee - \$392; Design Committee - \$710.50; and Board Support - \$285.00. The total expenditures were \$1,387.50.

Mr. Swartz discussed some issues for the 2011 Budget. He said Assessing gave them their revenue number of \$209,500 for 2011. Mr. Monchak distributed information regarding the future tax roll number. Mr. Swartz said approximately \$160,526 will be their tax roll adjustment exposure. This is the maximum known impact at this time. Mr. Swartz said a budget needs to be established at the next meeting in order to make the Township's deadline.

Public Comment: Mrs. Kiel said the vacancy rate is getting worse. She asked if the Township has a method for recruiting businesses. Mr. Stathakis said a Township Economic Development Committee is being formed to recruit new business in the community. He discussed how he is working with the County and benchmarking other communities to determine the focus of the Shelby Township Committee. He will have information shortly. It was suggested that this newly formed committee work with the DDA's Economic Development Committee.

Approve Meeting Minutes: Mr. Fanelli asked that the minutes be corrected to reflect the correct spelling of his name.

Motion by Mrs. Kiel supported by Mrs. Rabaut Miller to approve the minutes from July 22, 2010 as amended with the name correction. **Motion carried.**

Chairperson Comments: Mr. Hellebuyck will not be at the next meeting.

Correspondence: None

Future Agenda Items: Next Meeting – Thursday, September 23, 2010: The members will discuss the following: Business Vacancies, 2011 Budget, lighting information, S.A.D. communications, Economic Development.

Adjournment: Mr. Hellebuyck adjourned the meeting by consent motion at 9:52 p.m.

Sewer Project Plan

Item	Assigned To	Deliverable Date	Comments
Define SAD Meeting Location	Rick S	9/1/2010	Rick to send notification of location to DDA Board Members
Provide Language that Defines "Value Statement"	Spalding	Completed	Spalding Sends Info to Fazal
Finalize Value Statement with Ted S	Fazal Kahn/Ted S - DPW	Completed	Fazal to send email to DDA Board with language
Property owners in SAD District Identified	Tom M.-Assessing	9/7/2010	Tom M sends info to Ted and Fazal
Create Press Release Draft	Rick S	9/8/2010	Send Draft to Board
Create Newsletter Draft	Pat RM	9/8/2010	Send Draft to Board
Final Communications Given to DDA	Pat RM/Rick S	9/13/2010	Board Reviews Final Press Release and Newsletter Copy
Final Project Cost Estimate	Spalding	9/13/2010	Spalding Sends Info to Fazal
Review Progress on Project Plan	Paula – All	9/23/2010 (Meeting)	Document Updates and Additions
Develop Sewer Meeting Agenda	Fazal	9/23/2010	
Newsletter Sent Out	Pat RM	9/25/2010	
Contact Property Owners to Give Invite to attend Meeting	Bill H	Between 9/27 and 10/15	
DPW Notification to Property Owners	Fazal/Ted S-DPW	9/24	DPW sends out with help from Fazal
Press Release Sent to Newspapers	Rick S	10/1/2010	
Announcement Made at Township Board Meeting	Paula F	9/21 and 10/4 2010	
Assessment Rolls Finalized	Tom M, Spalding, Fazal Ted	10/15/2010	
Proposed Meeting Date		10/20 or 10/21	

Sewer Project Plan

Report to DDA Board Results of Meeting and Next Steps	Fazal, DPW and Spalding	10/28/10	