

# NOTICE

## **DOWNTOWN DEVELOPMENT AUTHORITY (DDA)**

The Shelby Township DDA will meet on Thursday, October 28, 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) Consultants Report
- 4) Old Business
  - Recap SAD Meeting
  
  - Update SAD Project Plan with Next Steps
- 5) New Business
  - Economic Development – Rick Stathakis and Glenn Wynn
- 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
  - Discuss Date of Next Meeting
- 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



## Sewer Project Plan

Item	Assigned To	Deliverable Date	Comments
Contact Property Owners to Give Invite to attend Meeting	Bill H	Between 9/27 and 10/15	Completed
DPW Notification to Property Owners by Letter	Fazal/Ted S-DPW	9/27 or 9/28	Fazal/Stacy to Communicate to Ted <b>Completed</b>
Website Updated	Russ	10/1/2010	DPW sends out with help from Fazal <b>Completed</b>
Ask Paul Gramer to use his name as petitioner	Pat	10/1/2010	<b>Completed</b>
Announcement Made at Township Board Meeting	Paula F	10/4/2010 and 10/19/2010	<b>Completed</b>
Facebook Page Updated	Barb	Week of 10/11	<b>Completed</b>
Develop Detailed Agenda	Fazal, Bill, Ted, Mitch	10/8/2010	<b>Completed</b>
Newsletter Sent Out	Pat RM	10/9/2010	<b>Completed</b>
Press Release Sent to Newspapers	Rick S	10/11/2010	<b>Completed</b>
Invite Tom Monchak to Meeting	Paula	9/27/2010	<b>Completed</b>
Assessment Rolls Finalized	Tom M, Spalding, Fazal Ted	10/15/2010	To be finalized further along in the process
Develop Registration Log for Meeting	Pat	By 10/20/2010	<b>Completed</b>
Meeting Date		10/20 6:00 PM in Board Room	<b>Completed</b>
All Paul Gramer if he is willing to have his name noted as Petitioner and invite Paul to Meeting	Paul		
Report to DDA Board Results of Meeting and Next Steps	Fazal, DPW and Spalding	10/28/10	

## Sewer Project Plan

Determine Next Steps of SAD Process	DDA Committee Members	10/28/10	
Define SAD Meeting Location	Rick S	Completed	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	Completed	Tom M sends info to Ted and Fazal 89 Properties Found
Create Press Release Draft	Rick S	Completed	Send Draft to Board
Create Newsletter Draft	Pat RM	Completed	Send Draft to Board
Final Communications Given to DDA	Pat RM/Rick S	Completed	Board Reviews Final Press Release and Newsletter Copy
Final Project Cost Estimate	Spalding	Completed	Spalding Sends Info to Fazal
Review Progress on Project Plan	Paula – All	Completed	Document Updates and Additions
Develop Sewer Meeting Agenda Outline	DDA Team	Completed	Details to be developed by Presentation Team

**Charter Township of Shelby  
Downtown Development Authority**

**Meeting Minutes – September 23, 2010 at 7:00 p.m.**

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

**Call to Order:** Mrs. Kiel called the meeting to order at 7:00 p.m.

**Roll Call:** Ms. Kiel proceeded with roll call.

**Members Present:** Mrs. Filar, Mr. Fanelli, Mrs. Rabaut Miller, Mr. Mancini, Mr. Swartz, Mrs. Kiel and Mr. Stathakis

**Members Absent (excused):** Mr. Hellebuyck and Mr. English

**Also Present:** Glenn Wynn (Township Planning Director), Russ Matika, Mitch O'Connor (Spalding Dedecker), Stacey Cerget (Fazal Khan & Associates)

**Approval of Agenda:** The agenda was approved by the members.

**Consultant(s) Report:** No report given.

**Old Business – Lighting Update:** Mr. Fanelli said they are waiting on information from DTE and the other contractor. Mr. Wynn said the research being done now will benefit the DDA down the road also. Mr. Fanelli will follow up on this lighting issue.

**Old Business – S.A.D. Project Plan:** The members reviewed the project information included in their packet and the project “checklist” developed at the August meeting. Mr. Stathakis arranged the meeting location – Township Board Room on October 20<sup>th</sup> at 6:00 p.m. Mrs. Rabaut Miller said there are 89 properties in this district.

The following outline was decided: the DPW letter from Ted Schoenherr will be received by October 1<sup>st</sup>; the newsletter will be sent the week of October 11<sup>th</sup>; Facebook and DDA website will be updated the week of October 11<sup>th</sup>; and the press release will be sent 7-10 days before the October 20<sup>th</sup> meeting. Announcements for the S.A.D. meeting will be made at the Township meetings on October 5<sup>th</sup> and 19<sup>th</sup>.

Mrs. Rabaut Miller discussed the newsletter and its contents. The members then drafted an agenda for the October 20<sup>th</sup> meeting:

Mrs. Rabaut Miller volunteered to help with the registration table at the meeting to have property owners “sign in” so they have a better understanding of representation when it is time for the vote showing interest in the project.

Mr. Hellebuyck (chair the meeting) – welcoming comments, purpose of meeting, introduce DDA members and speakers;

Ted Schoenherr – explain S.A.D. process and petition process

Mitch O’Connor – explain the mechanics and service district of the S.A.D.

Mr. Hellebuyck – facilitate questions and answers; take sample (non-binding) vote; thank audience

Tom Monchak will be asked to attend the meeting for possible questions. Mrs. Filar will have Fazal Khan coordinate a meeting between these individuals.

**New Business – Economic Development:** Mr. Stathakis would like to reserve any comments on the Township’s Economic Development Plan until the Board has reviewed and voted on it. He will comment on this item at the next meeting.

**Committee Reports – Design:** Mr. Wynn said Bob Hoffner from the MCRC will complete the sidewalks in front of the three businesses mentioned at the last meeting. He is hoping to have the results from Jim Eppink for the landscape bidding process at the next meeting.

**Committee Reports – Promotion:** Mrs. Kiel has called PRM about possible help that the DDA can provide. Mr. Stathakis said Mr. Youngblood is waiting for the DDA’s list of promotional projects so they can provide help. Mrs. Kiel will continue to work on this communication.

**Committee Reports – Organization:** Mrs. Rabaut Miller said Russ Matika is in the process of taking over the website from Birchler Arroyo. She said email addresses have been set up for the members and explained how this will function. There was discussion regarding ordering stationary for the DDA. Mrs. Filar asked for an electronic version of the stationary and suggested ordering more envelopes than paper.

**Committee Reports – Economic Restructuring:** No report.

**Treasurer’s Report:** Mr. Swartz listed the expenditures for the month of August as follows: Organization Committee - \$1,205.29; Minutes - \$122.26; and S.A.D. - \$12,938.50. The total expenditures were \$14,266.05. The report was received and filed.

Mr. Swartz reviewed the proposed amendments for the 2010 Budget. He said at the end of the year, they will expense out the tax roll adjustment (\$154,000). The DDA is about \$250,000 ahead of projected expenses. He said the surplus for 2011 will be very beneficial, about \$170,000, which is cumulative since 2008.

**Motion** by Mrs. Rabaut Miller supported by Mr. Mancini to amend 2010 revenue and expenses as follows: account #401-000 increased by \$56.18; account #630-904 decreased by \$2,000; account #675-494 decreased by \$2,000; account #801-003 decreased by \$40,000; and account #972-494 increased by \$40,000. **Motion carried.**

**Treasurer’s Report – 2011 Budget:** Each member made comments on the budget for their particular committee and their plans/projects for 2011. Mr. Swartz emphasized the conservative nature of the budget. The members want to be as proactive as possible but noted that the budget can be adjusted during the year if there were items (i.e. memberships, grant writing workshops) where the benefits are obvious. Mr. Swartz reviewed each line item and noted where there were increases or decreases from the previous year (see attached).

**Motion** by Mr. Mancini supported by Mr. Stathakis to approve the 2011 Budget as presented by Jeff Swartz, the DDA Treasurer, which shows a balanced budget. **Motion carried.**

**Public Comment:** Ms. Cerget said she found out the information received from the Assessing Department for the S.A.D. is not complete. The department will still need until October 15<sup>th</sup> to complete the information.

**Approve Meeting Minutes:** **Motion** by Mr. Fanelli supported by Mrs. Rabaut Miller to approve the meeting minutes from August 26, 2010 as submitted. **Motion carried.**

**Chairperson Comments:** Mrs. Kiel said the Packard Foundation is having a ceremony on Saturday, October 9<sup>th</sup>, to dedicate their transportation heritage markers.

DDA Minutes – September 23, 2010

Mr. Swartz said the DDA budget time is October 21<sup>st</sup> at 4:45 p.m. He said anyone can attend but specifically requested the heads of the committees attend to answer questions. Mrs. Rabaut Miller said she will be out of town.

Mrs. Kiel said Gramer Funeral Home is having an open house celebrating their 50<sup>th</sup> year on September 28<sup>th</sup>.

**Correspondence:** None

**Future Agenda Items: Next Meeting – Thursday, October 28, 2010**

Mrs. Filar mentioned the Economic Development Plan update.

**Adjournment:** The meeting adjourned at 9:20 p.m. by consent motion.

Attachment

DRAFT