

NOTICE

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

The Shelby Township DDA will meet on Thursday, November 18, 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
 - Review SAD Project Plan
- 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 12-16-2010
- 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



SAD PROJECT PRIORITIES PLAN

Item	Assigned To	Deliverable Dates	Comments
1. Send letter of notice to SAD property owners with Q & A Summary	DPW & Twp. Clerk	November 12, 2010	
2. Prepare new petition	DPW	November 12, 2010	
3. Indentify petitioners	DDA	December 3, 2010	
4. Finalize Utica outlet availability and agreement	Engineer, DPW & Attorney	December 3, 2010	
5. Petitioner meeting	DPW/DDA	Early January 2011	
6. Obtain signatures	Petitioners	Early January 2011	
7. Turn over petitions to Assessing for validation.	Assessing	March 31, 2011	

**Charter Township of Shelby
Downtown Development Authority**

Meeting Minutes – October 28, 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 7:03 p.m.

Roll Call: Ms. Kiel proceeded with roll call.

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

Members Absent (excused): Mr. Mancini and Mrs. Filar

Also Present: Ted Schoenherr (DPW Director), Glenn Wynn (Township Planning Director), Russ Matika, Fazal Khan (Fazal Khan & Associates), and Mr. Suhail Lewis

Approval of Agenda: Motion by Mr. Fanelli supported by Mr. English to approve the agenda. **Motion carried.**

Consultant(s) Report: No report

Old Business – Recap S.A.D. Meeting: Mr. Hellebuyck said of the 89 properties in the S.A.D., there were 13 people at the meeting, which represented 14 properties or 15.7% of the properties. Of those 13 people, 10 people “voted” for the sewer project, two “voted” against, and one “voted” undecided. Mr. Hellebuyck discussed the information from Paul Gramer and his previous attempt at the sewer project. Mr. Hellebuyck said, by looking at all the information, they are currently at an approval for the project at 39.7%. The property owners that previously signed will have to be contacted again for an updated signature. The members discussed having property owners assist them with circulating the petition. Mr. Schoenherr and Mr. Hellebuyck volunteered to coordinate the petitioners.

Old Business – Update S.A.D. Project Plan with Next Steps: Mr. Wynn outlined the necessary S.A.D. steps: #1 Mr. Schoenherr will verify if a letter is needed to be sent to the property owners announcing the petition; #1A send out letter to district if needed; #2 prepare the petition; #3 coordinate the petitioners; #4 Q & A to the district; #5 finalize outlet to Utica; #6 assemble the petitions; #7 deliver petitions to Assessing Department.

Mr. Schoenherr suggested having the Q&A information included with the notice from the Clerk's Department. Mr. Hellebuyck suggested a meeting with the petitioners to coordinate the circulation process. The members set the date of March 31, 2011 as the date to have all of the petitions signed. A copy of the petition will be sent to the members.

New Business – Economic Development: Mr. Wynn said the Township Board was looking to see if the range of services that the Township offers can be expanded to facilitate economic development. He described, in detail, four areas of opportunity where the Township can have a role in that process: coordination, business retention and attraction, financial incentives, and site availability.

Committee Report – Design: Mr. Wynn said Jim Eppink has been working with the MCRC and the engineer to coordinate the landscape project. The bid documents and construction drawings are completed. Mr. Wynn said the bid packets should be distributed next week and will be returned near the end of the month. He said the sidewalks should be poured in 2-3 weeks.

Committee Report – Promotion: Mrs. Kiel is meeting with service organizations about ideas they have for next year.

Committee Report – Organization: Mrs. Rabaut Miller said 54 businesses were added to the DDA online directory. She added that the DDA website management is being transferred to Russ Matika. She will be targeting January for the next newsletter so she asked for topics or ideas to be forwarded to her. There was discussion about having a method to eliminate vacant businesses from the directory.

Committee – Economic Restructuring: No report

Treasurer's Report: Mr. Swartz said the total expenses for the month of September were \$720.89. Mr. Swartz said the expenses for September were as follows: Organizational Committee - \$328; Board Support - \$173.50; Department Services - \$75.24; and S.A.D. – \$152.15.

Mr. Swartz distributed information from the budget session. He detailed the adjustments that need to be made for the 2010 Budget and the 2011 Budget.

The Treasurer's Report was accepted and filed.

Public Comment: None

Approve Meeting Minutes: Motion by Mrs. Kiel supported by Mr. Fanelli to approve the meeting minutes from September 23, 2010. **Motion carried.**

Chairperson Comments: Mr. Hellebuyck thanked Mrs. Filar and Mrs. Rabaut Miller for keeping the S.A.D. meeting organized and on-task and all else who were involved in the meeting.

Correspondence: None

Future Agenda Items – Discuss Date of Next Meeting: The members moved the November meeting date to November 18, 2010. The members moved the December meeting date to December 16, 2010.

Adjournment: The meeting was adjourned at 8:45 p.m. by consent motion.

pm