

NOTICE

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

The Shelby Township DDA will meet on Thursday, December 16, 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
 - Streetscape property owners agreement
 - DDA liquor license 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 1-27-11
- 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





December 6, 2010

Mr. Anthony Fanelli
50466 Heatherwood Lane
Shelby Township, MI 48317

Dear Mr. Fanelli:

Thank you for your request to Detroit Edison's Community Lighting group to provide street lighting service to your community. We are pleased to provide this budgetary estimate of the cost of the project. The price remains in effect for six months.

Once your community reviews this budgetary estimate and decides to move forward, we ask that you sign and return this letter as indication of your desire to proceed with the project. We will then return a detailed design, and a standard contract agreement for your signature. Construction will be scheduled once the standard agreement is signed and returned, along with payment in full.

Budgetary Estimate

You requested pricing for Phase One starting at 24 Mile Road on Van Dyke ending at the entrance of the municipal offices driveway. The total budgetary job estimate is \$113,638.50. You receive a three year annual revenue credit [CIAC] totaling \$10,574.93. So, the out of pocket cost to Shelby Township is \$103,063.56. Included on each post are two break-away banner arms and a GFI receptacle for electrical power.

We thank you for your business, and look forward to developing and completing this project with you. If you have any questions, please feel free to contact me at: 313-402-0773.

Yours Truly,

Tim Miller

Account Manager
Community Lighting

I agree to proceed to a formal proposal, based on this budgetary information.

Signed _____
Print name _____
Title _____
Date _____







**Charter Township of Shelby
Downtown Development Authority**

Meeting Minutes – November 18, 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. Rabaut Miller proceeded with roll call.

Members Present: Mr. Hellebuyck, Mr. Fanelli, Mrs. Rabaut Miller, Mr. Swartz, Mrs. Kiel, Mr. Stathakis, and Jeff English (arrived at 7:10 p.m.)

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

Also Present: Glenn Wynn (Township Planning Director), Russ Matika, and Tony Starrak (J. Eppink and Partners - landscape architect)

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

Consultant(s) Report – Review Van Dyke Streetscape Bid: Mr. Starrak said today was the bid opening for the Streetscape project between the Township entrances. He distributed and explained a comparative chart showing the three lowest bidders. Mr. Starrak said the bids were higher than anticipated because of the demo work and asphalt work they thought the MCRC would handle. Mrs. Rabaut Miller confirmed they had budgeted \$40,000 for this project. The members reviewed the details of the plan. Mr. Wynn said the property owners have been contacted and they were all pleased with the plan; he said easement agreements are still pending.

The members then discussed the details of the three lowest bids. Mrs. Kiel expressed concern about the DDA paying for this project and the property owners not investing in it. Mr. Hellebuyck reminded the member that this area was chosen by the DDA because of the challenges involved and it utilized Township property. Some members

felt the DDA should maintain their “model” for 2-3 years; others felt one year was sufficient with an option to extend it. Mr. Starrak will look into the 120 days that the bid price is locked into since this project will not be worked on until the spring. The members continued to discuss the different companies and their bid specifications.

Motion by Rabaut Miller supported by Jeff English to select Superior Scape Inc. as the vendor with the following three criteria: Glenn Wynn, Rob Huth, and Rick Stathakis will create an agreement for the property owners that will include information and dates on landscaping and water maintenance of those properties for one year; a contingency that the agreement must be signed by the property owners or this will null and void the agreement with Superior Scape Inc.; a contingency that Superior Scape Inc. will hold the price of \$47,872.25 until next spring when the project will start; and a contingency that the bid will have no overages. **Motion carried. Kiel voted no. Hellebuyck abstained.**

Old Business – Review S.A.D. Project Plan: Hellebuyck said the Letter of Notice, the Question and Answer letter, and the map are all complete. Mr. Fanelli will talk with Mr. Schoenherr and have him help with identifying and contacting petitioners. Mrs. Rabaut Miller will compile information regarding the property owners, and send it to Mr. Fanelli, Mr. Schoenherr, and the rest of the members.

New Business: None

Committee Reports – Design: Mr. Fanelli showed and discussed an idea for signs where the graphics, logo and resources have already been used for the campus of Shelby. The members were in agreement that Mr. Fanelli could continue with this idea with Mr. Wynn. The members discussed possibly differentiating the signs in the DDA district versus the rest in the Township.

Committee Reports – Promotion: No report.

Committee Reports – Organization: Mrs. Rabaut Miller said the website servers have been completely moved to Russ Matika. She talked about the member’s new email addresses.

Committee Reports – Economic Restructuring: No report.

Treasurer's Report: Mr. Swartz listed the expenditures for the month of October as follows: Organization Committee - \$1,200.00; Minutes - \$56.43; and S.A.D. - \$945.00. The total expenditures were \$2,201.43. The budget adjustments were reflected in the report. He said they are far under budget; therefore, the rollover should be large. The report was accepted and filed.

Public Comment: Mrs. Kiel talked about the DDA's ability to obtain liquor licenses for the Township, if there are none available. These licenses would be available to DDA properties. Mr. Stathakis will ask Rob Huth to forward additional information to the DDA members, particularly the issue regarding the distribution of the revenue.

Approve Meeting Minutes: Motion by Mr. Fanelli supported by Mr. English to approve the meeting minutes from October 28, 2010 as submitted. **Motion carried.**

Chairperson Comments: None

Correspondence: None

Future Agenda Items – Next Meeting 12-16-10: Mr. Stathakis said he asked Mr. Hellebuyck to accept another appointment to the DDA, therefore, based on board approval, he will remain.

Mrs. Rabaut Miller said the next newsletter will be ready in March instead of January.

Adjournment: Motion by Mr. Fanelli supported by Mr. English to adjourn the meeting. **Motion carried.** (No adjournment time recorded.)

pm