

NOTICE

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

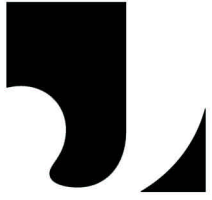
The Shelby Township DDA will meet on Thursday, March 24, 2011 at 7:00 PM in the Employee Lounge at the Shelby Township Municipal Building at 52700 Van Dyke, Shelby Township, MI 48316.

The meeting agenda includes the following:

- 1) Call To Order/Roll Call
- 2) Approve Agenda
- 3) Consultants Report
 - Sewer update Chippewa Consulting
- 4) Old Business
 - Review Signage sample
 - DDA liquor license update
- 5) New Business
 - Review Contract from Jim Eppink on Streetscape Project Oversight
- 6) Committee Reports
 - Design
 - Promotion
 - Organization
 - Economic Restructuring
- 7) Treasurer
 - Treasurer's Report
- 8) Public Comment
- 9) Approve Meeting Minutes
- 10) Chair Person Comments
- 11) Correspondence
- 12) Future Agenda Items – Next Meeting 4-22-11
- 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





**J EPPINK
PARTNERS INC**

Traditional Town Planning
Landscape Architecture

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Clarkston, MI 48346
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March 1, 2011

Mr. Glenn Wynn
Shelby Township DDA
52700 Van Dyke Avenue
Shelby Township, Michigan 48316

**RE: Van Dyke Ave
Streetscape Improvement
Client Representation Services Agreement**

Dear Mr. Wynn:

J Eppink Partners, Inc. has completed the scope of work outlined within the 2010 agreement with the Shelby Township DDA; (1) design the streetscape improvement project, (2) complete bid documents, and (3) assist the DDA with bidding and contractor selection.

The bid documents developed by our office provide detailed information for construction and the work should dovetail with the recently completed RCMC road project. Typically with construction projects such as this our office acts as a 'point person' and often provides additional Client Representation services throughout the project to help ensure that the project is built according to the intended design and specifications. While the contractor will act as project manager, JEP is able to act as an advocate on behalf of the DDA by the observing the work, materials and workmanship on a regular basis, answering questions from the contractor, negotiating modifications, assisting with project coordination and completing a punch list at the end of the construction phase.

Each project requires different amounts of attention because each project varies based on complexity and unforeseen circumstances. JEP therefore will perform Client Representation services on behalf of the DDA at an hourly basis at a rate of \$125 per hour. JEP will not exceed Ten (10) hours of services without first notifying the Chairman of the DDA that it has conducted ten hours of client representation services and then, if so authorized by the DDA, JEP will complete additional hourly services if required and directed to do so by the DDA.

Remuneration: JEP will complete Client Representation services related to the Van Dyke Streetscape Improvement Project at an hourly rate of \$125 not to exceed a total of ten (10) hours. JEP will perform additional hourly services if necessary only after being authorized to do so by the Chairman of the Shelby Township DDA.

I appreciate the continued opportunity to work together with the DDA. After reviewing the benefits of our Client Representative services, please sign below to authorize J Eppink Partners to continue working on your behalf throughout the project.

Sincerely,
J EPPINK PARTNERS, INC



Jim Eppink, RLA, ASLA
President

Acceptance of Terms:

Signature

Date

Print Name

**Charter Township of Shelby
Downtown Development Authority**

Meeting Minutes – February 24, 2011 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. Filar proceeded with roll call.

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

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

Also Present: Glenn Wynn (Township Planning Director), Jennifer Ray, Mitch O'Connor, and Russ Matika

Approval of Agenda: Motion by Mrs. Kiel supported by Mr. Swartz to approve the agenda. **Motion carried.**

Consultant(s) Report – Sewer Update Chippewa Consulting: Mr. O'Connor said two property owners (Gary Hellebuyck and Suhail Lewis) agreed to help circulate the sewer petition. He used a map to show the members the progress he has made. As of this meeting, the percent of "yes" signatures is at 42.666%. Mr. O'Connor said even if they reach the 51% needed, all property owners will be contacted.

Mr. Swartz asked about access to the Utica sewer main. Mr. Hellebuyck said Ted Schoenherr received a bill from Utica's engineers about the access, which was still unclear. Mr. Khan is pursuing this issue. There is a verbal agreement to allow access but there is nothing in writing yet. Engineers are continuing to research whether a section of Utica's trunk line will need to be replaced.

Mr. O'Connor will have more information to report at the next meeting.

Old Business – Review Contract for Streetscape and Maintenance Agreement:

Mr. Wynn explained the maintenance agreements that were added to the contracts for the property owners. Mr. Swartz asked the total price of the contract; Mr. Wynn said it is \$47,872.25. Mr. Wynn felt it was important to have someone oversee this project and has asked Jim Eppink, from J. Eppink and Partners, to submit a proposal to do such. This should be presented at the next meeting.

Mr. Wynn read a cover letter from the DDA that will go to the property owners involved with the Streetscape project.

Old Business – Review RFP for Signage: Mr. Wynn and Mr. Fanelli met with the Macomb County Dept of Road to understand the specifications (state and/or federal guidelines) to help them prepare a bid for the signs with the logo. Mr. Wynn showed a design that the MCDR offered to make for the DDA. A sample design of the sign should be available at the next meeting.

Old Business – Samples of Commercial Inventory Database: Using records information provided by the Assessing Department, Mr. Wynn is currently editing out records that the DDA would not find useful. He explained the different ways the information could eventually be queried. He will be visually checking the properties for vacancies. Mr. Hellebuyck said eventually they would like to see new tenants “registering” with the Township.

Old Business – DDA Liquor License Update: Mrs. Filar said in order for a liquor license to be given, the applicant must first be turned down by the Township. She said the Township currently has one license but is expecting 12 more therefore she questioned the need for the DDA to pursue this. The members decided to revisit this issue when the Township’s licenses are reduced to three (3).

New Business – Election of Officers:

Motion by Mr. Stathakis supported by Mrs. Filar to nominate Bill Hellebuyck to be Chair Person. **Motion carried. Mr. Hellebuyck accepted.**

Motion by Mrs. Kiel supported by Mr. Swartz to nominate Paula Filar to be Secretary. **Motion carried. Mrs. Filar accepted.**

Motion by Mrs. Rabaut Miller supported by Mrs. Kiel to nominate Jeff Swartz to be Treasurer. **Motion carried. Mr. Swartz accepted.**

Motion by Mrs. Rabaut Miller supported by Mr. English to nominate Barbara Kiel to be Vice Chairperson. **Motion carried. Mrs. Kiel accepted.**

Committee Reports – Design: Mr. Hellebuyck said the agreement for lighting has been signed. He also said the county was approached about the lighting between 24 and 25 Mile on Van Dyke and about \$200,000 may be put toward lighting when the road is widened. Mr. Stathakis said easements for this area are currently being pursued and the project is set to begin in the summer.

Committee Reports – Promotions: Mrs. Kiel has been in contact with Parks and Recreation regarding the movie nights and they decided PRM will set up a second movie night. She said Packard is interested in hosting additional movie nights also. She then discussed a draft invitation to a DDA/business meeting to have businesses meet each other and discuss projects that are occurring in the DDA area. Mrs. Rabaut Miller suggested having the meeting in May when the sewer, lighting, and landscaping projects are definite. The members discussed the timing of promoting these projects through a newsletter, business meetings and announcements through the Township meetings.

Mrs. Kiel said Empire Lounge would like the DDA to sponsor a Grand Opening event in April. This sponsorship would be in name only. There was discussion regarding ideas on how to feature new businesses that open in the DDA.

Committee Reports – Organization: Mrs. Rabaut Miller discussed topics for the next newsletter. She will continue to work on the policy for billing procedures. She also talked about updating the website. Mr. Stathakis said the Township is currently talking about having a more unified look. It was decided the DDA's website will be updated immediately and any possible incorporation with the Township's website can be done when necessary.

Committee Reports – Economic Restructuring: No report

Treasurer's Report: Mr. Swartz reviewed the 2010 summary with the members. He said there was a 2010 surplus of approximately \$139,000 and in 2009 the surplus was \$146,000 which makes a total of \$285,000. This amount does not include the funds (\$98,000) put in "escrow" for tax purposes. The members decided that *all* bills, including the minutes invoice, should be coming through Mr. Swartz before payment is made.

Treasurer’s Report – Report on Project Costing Database: Mr. Swartz said he set up a line item for each separate project to handle each bill as it arrives. His report will show the budgeted amount and the allocated amount. He explained how the budget will have to be amended when the Design committee spends over their budgeted amount.

The members accepted and filed the Treasurer’s Report.

Public Comments: Ms. Ray asked to interview a few members of the DDA after the meeting for an article she is writing for her Journalism class.

Approve Meeting Minutes: Motion by Mrs. Kiel supported by Mr. Hellebuyck to approve the minutes from the January 27, 2011 meeting. **Motion carried.**

Chair Person Comments: None

Correspondence: None

Future Agenda Items – Next Meeting – March 24, 2011: Sewer Update, Landscape oversight Contract, Street sign sample.

Adjournment: Mr. Hellebuyck adjourned the meeting by consent motion. It is 9:24 p.m.

pm