

NOTICE

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

The Shelby Township DDA will meet on Thursday, September 22, 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
- 4) Old Business
 - Mr. Hellebuyck – SAD letter to Assessing and Board
- 5) New Business
 - Review Glen Wynn’s Draft Board Presentation on DDA’s Design and Sign Projects
 - Discuss how to incorporate information on SAD with this presentation
 - Mr. Fanelli and Mr. Wynn share ideas on DDA funding for business landscape projects
- 6) Committee Reports
 - Design
 - Promotion
 - Organization
 - Economic Restructuring
- 7) Treasurer
 - Treasurers Report
 - Discuss Cost Allocation
- 8) Public Comment
- 9) Approve Meeting Minutes
- 10) Chair Person Comments
- 11) Correspondence
- 12) Future Agenda Items – Next Meeting October 27, 2011
- 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 – July 28, 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 7:07 p.m.

Roll Call: Mrs. Filar proceeded with roll call.

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

Members Absent (excused): Mr. Mancini

Also Present: Glenn Wynn (Township Planning Director), Mitch O'Connor (Chippewa Consulting) – 7:25 p.m., Russ Matika - 7:35 p.m.

Approval of Agenda: Mr. Swartz asked for Treasurer's Report to be placed as 4b. Mr. Fanelli asked to have Update on S.A.D. Progress moved to 5a.

Motion by Mrs. Rabaut Miller supported by Mrs. Kiel to approve the agenda as amended. **Motion carried.**

Consultants Report: None

Old Business – Review Signage Sample Progress: Mr. Fanelli showed the latest sign sample to the members. Mr. Wynn will send a letter to the Department of Road informing them that the DDA accepts this design and will ask about the implementation process.

Motion by Mrs. Rabaut Miller supported by Mr. English to accept the Department of Road's sample design, as the new DDA sign, as they start to design Van Dyke Avenue within the district. **Motion carried.**

Old Business – Update Landscape Project: Mr. Wynn said this project is complete. He said the last of the maintenance agreements need to be sent out. He also said the paving for the Being Salon is going to be completed very soon. Mr. Wynn will prepare a slide show about this project to present at the next DDA meeting before it is shown to the Township Board. Mr. Swartz said the final billing has been received for the project, which totaled around \$38,000. Mr. Fanelli said Superior Scape is a Shelby Township business and complimented them on this project.

Old Business – Update on S.A.D. Progress: Mr. O'Connor said the petitions were gathered and given to Sterling Title where further information was requested for about 10 properties. He contacted those 10 properties and got signatures for 8 of those 10. He said they are at 50.57% without Comerica (52% with Comerica); Comerica signature verification is being worked on. Mr. Fanelli said the Assessing Department will prepare a letter to the Township Board. Mrs. Filar suggested the DDA send a letter to the Board also. Mr. O'Connor explained the remainder of the S.A.D. process to the members. Mrs. Filar suggested mentioning the S.A.D. to the Board at the same meeting as the Streetscape discussion. Mr. Fanelli said Chippewa Consulting is a Shelby Township business and did a great service for the DDA.

Treasurer's Report: Mr. Swartz said the only activity for June was the following expenses: Design Committee - \$37,000 and the annual fee for General Fund Shared – approximately \$200.00/month. There was a brief discussion regarding the formula and variables used to calculate the General Fund Shared. Mr. Swartz will discuss this issue with Kathleen Moore and report back to the DDA members next month.

Mr. Swartz gave a summary of the budget and said the revenue is at \$62,700 (for 2012 revenue). He will have the tax roll adjustment amount next week. He said the projected surplus will be \$180,000 which does not include the tax roll adjustment funds. Mr. Swartz said the DDA will go before the Board for budget talks on one of three dates: September 27th, 28th, or 29th. Mr. Swartz then discussed how the personal property tax is a concern for the funding of the DDA. He suggested using the amount of \$180,000 to begin the budget for 2012.

New Business – Brainstorm Ideas for 2012 Projects and Spending for 2012 Budget: Mr. Wynn discussed companies that perform the task of information gathering on properties in the Township and the applications of such information throughout the different departments. The members talked about the coordinating efforts between Shelby and the county. The members then talked at length about how to promote this information and who would use it. Mr. Wynn will present additional information regarding this issue at the next meeting.

Mrs. Filar said she would like to be able to financially assist property owners with improving their landscaping. Mr. Hellebuyck said the DDA discussed helping to pay for the landscaping *design* for owners. Mr. Wynn suggested talking to the properties where the designs for landscaping have already been done by Jim Eppink. Mr. Fanelli stressed the importance of uniformity with the landscaping; the members agreed. Mr. Wynn said he and Mr. Fanelli will investigate this issue further and report back to the members.

Mr. Swartz will inform Mr. Hellebuyck about the amount of the tax roll adjustment and he will email the members that figure. Mr. Hellebuyck said the DDA is still focused on “brick and mortar” projects.

New Business – Review New Business Information Packet: Mrs. Rabaut Miller discussed the booklet that would be presented to new businesses and the topics it covers. She was thinking about 100 copies to start and using coasters and/or reusable bags for giveaways. She asked the members to look at the booklet and provide feedback. Mrs. Kiel suggested promoting the Parks and Recreation events.

Mrs. Rabaut Miller then discussed the business cards with the new logo. Mrs. Kiel asked for the email address to be included on them. The cards will be emailed to each member for their review.

The members agreed the reusable bags would be a nice giveaway.

Committee Reports – Design: No report

Committee Reports – Promotion: Mrs. Kiel reminded the members they discussed setting up a meeting with various businesses. Signage, landscaping projects and an introduction to the members would be the focus of the meeting. She will look at September 12th or 13th for availability.

Committee Reports – Organization: No report

Committee Reports – Economic Restructuring: No report

Public Comment: None

Approve Meeting Minutes: Motion by Mr. English supported by Mr. Fanelli to approve the meeting minutes with the following corrections: the Next Meeting should read July 28, 2011 and Mr. Swartz’s name needs to be corrected on the last page.

Motion carried.

Correspondence: None

Chair Person Comments: Mrs. Rabaut Miller asked who will be replacing Steve Mancini. Mr. Stathakis will be interviewing people next week. He said the criteria for membership are that the majority of the members have to have an interest in the DDA and there must be at least one person living in the district (there are currently two). He said any interested persons can turn their application into the Clerk's office.

Future Agenda Items – Next Meeting August 25, 2011

Adjournment: Mr. Hellebuyck adjourned the meeting by consent motion. It is 9:40 p.m.

pm

DRAFT