

# NOTICE

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

The Shelby Township DDA will meet on Thursday, October 25, 2012 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:

Call To Order/Roll Call

Approve Agenda

Old Business

- Liquor License Update
- Update on Banners and Christmas Decorations

Consultants

- Update on Economic Development

New Business

- Discuss November and December Meetings

Committee Reports

Design  
Promotion  
Organization  
Economic Restructuring

Treasurer

- 2013 Budget

Public Comment

Approve September Meeting Minutes

Chair Person Comments

Correspondence

Future Agenda Items –

- 5 Year Plan

(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 – September 27, 2012 at 7:00 p.m.**

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

**Call to Order:** Mr. Swartz called the meeting to order at 7:07 p.m.

**Members Present:** Mr. Swartz, Mr. Stathakis, Mr. English, Ms. Rabaut Miller, Mr. D'Agostini

**Members Absent – Excused:** Mr. Fanelli, Mrs. Filar, Mr. Hellebuyck, Mrs. Kiel

**Also Present:** Mr. Matika, Mr. Cook, Ms. Cherry Jones

**Approval of Agenda:** Motion by Ms. Rabaut Miller to approve Agenda as presented. Motion was supported by Mr. English to approve Agenda. Motion carried.

**OLD BUSINESS: Liquor License Update:** Mr. Stathakis mentioned that the new Assessor is completing the application and will have it done in about a week to turn over to the Liquor Control Commission. There should be information by the next meeting as to how many licenses the Township will get and when we will get them. Mr. Stathakis said that the licenses are specific to the DDA and the number of licenses is directly related to the number of dollars we spend on the DDA district in the last 12 months. The money spent on the Van Dyke construction should be more than sufficient. There are some restrictions to the licenses and the application still needs to be submitted. Ms. Rabaut Miller asked if the plan is to promote to the DDA district that these licenses are available. Mr. Stathakis said these licenses will be a new opportunity for businesses to take advantage of a license, as well as an incentive. A process needs to be set up so businesses can apply. Mr. Swartz asked if it would be at our board level to attract people to pre-approve then go to the Township Board, but no one had an answer. Mr. Stathakis will find out.

**Banners and Christmas Decorations:** Mrs. Kiel was not present to give an update.

**CONSULTANTS:** No consultants were in attendance. Mr. Wynn was not present to give an update on Economic Development, but will attend the next meeting in October.

**NEW BUSINESS:** No new business to report.

## **COMMITTEE REPORTS:**

**Design** – Mr. English mentioned that the sewers are going in. Ms. Rabaut Miller said that Mrs. Kiel has set up a Shelby Township DDA Facebook page, and stated from a DDA prospective, that it's exciting to see the sewer project starting up. Someone on Facebook commented back that it would have been nice to have had advance notice. Although it has been in the works for three years and it was in the DDA bulletin, it was noted that not all residents receive the newsletter.

**Promotion** – Mr. Stathakis asked if Mrs. Kiel left any notes about the Christmas decorations and if deadlines will be met for ordering. Ms. Rabaut Miller said she thought the Ms. Kiel needed Board approval. Mr. Stathakis said he will assume that it is under control.

**Organization** – No update. Ms. Rabaut Miller is waiting for something exciting to write in the bulletin. Liquor license is a potential topic, as well as progress of the south of 22 Mile project, lights on the corner and new signage. She doesn't see much happening until early next year.

**Economic Restructuring** – Mr. Hellebuyck was not present to update. Mr. Swartz said he is not aware of any activity at this time.

### **Treasurer's Report**

Mr. Swartz stated that there is zero activity on the accounts, but expects to see more coming in. Nothing has changed since last month. Mr. Stathakis mentioned that the budget is done. Mr. Swartz has some new information that will adjust slightly from what was talked about at the last meeting. He will have it finalized by the October meeting so that it will be available for the November Board meeting. Ms. Rabaut Miller questioned that since we have some money, was it discussed at the last meeting how we were going to spend it or what the goals and objectives were for 2013? Mr. Swartz answered that we came up with a broad stroke of what dollar amounts we need to allocate and we will fine tune as we go along.

Ms. Rabaut Miller suggested a brainstorming session to figure out what we can do now with the little money we have to continue to move forward. What can we do in 2013 to make 2014 and 2015 better? A suggestion was made that we take some time during our slow months to prioritize projects we would like to see completed in the next few years.

Ms. Cherry Jones, a small business owner in Shelby Township, approached the committee seeking sponsorship from the Township. Mr. Stathakis suggested she speak to Mr. Viar.

**2013 Budget** – Mr. Swartz said that by the next meeting, he should have a good handle on the 2013 budget, especially with the tax roll adjustments.

Mr. Stathakis brought up that once we find out how many Liquor Licenses we have, we can develop a process for issuing them.

**Public Comment** – No comment.

**Approve August Meeting Minutes** – Motion by Mr. English to approve August minutes, supported by Mr. Stathakis. Motion carried.

**Chair Person Comments** – No comments.

**Correspondence** – No correspondence.

**Additional Comments:** No comments.

**Future Agenda Item:**

- 5 Year Plan
- Report on liquor licenses - Mr. Stathakis.
- Update on banners and Christmas lights – Mrs. Kiel.
- Update on economic development – Mr. Wynn.
- Discuss dates for November and December meetings.

Adjournment: Motion by Ms. Rabaut Miller, supported by Mr. English, to adjourn. Meeting adjourned at 7:50 p.m.

DDA:DRAFT Minutes September 2012