

NOTICE

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

The Shelby Township DDA will meet on Thursday, February 28, 2013 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
- Light Post Decorations

Consultants

- Update on Economic Development

Committee Reports

Design
Promotion
Organization
Economic Restructuring

Treasurer

Treasurer Report

Public Comment

Approve November Meeting Minutes

Chair Person Comments

Correspondence

Future Agenda Items –

- 5 Year Plan
- Economic Development Strategy

(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 – November 29, 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. Hellebuyck called the meeting to order at 7:10 p.m.

Members Present: Mr. Hellebuyck, Mr. Stathakis, Mr. English, Ms. Rabaut Miller, Mrs. Filar

Members Absent – Excused: Mr. Fanelli, Mrs. Kiel, Mr. D'Agostini, Mr. Swartz

Approval of Agenda: Motion by Ms. Rabaut Miller to approve Agenda as amended with date change. Motion was supported by Mrs. Filar to approve Agenda. Motion carried.

OLD BUSINESS: Liquor License Update: Mr. Hellebuyck reported he received information from the Township Assessor that we are eligible for liquor licenses. The situation is that when the statute was written and approved, it specifically stated these licenses are for cities, making no mention of townships. A bill is in the works to change the wording to municipalities. Matt Schmidt will be monitoring this and advise us when a change had been made. The money that we have invested will not be affected. Mrs. Filar suggested that we send a note to the Clerk's office to contact us if anyone comes to petition for a license within the DDA. She suggested that we should apply for the licenses since we have a limited amount of licenses. Mr. Stathakis said that he will tell Matt Schmidt to submit the application ASAP. It was suggested that a letter be sent to the Senator from the DDA and the Board. Mrs. Filar will draft a letter from the DDA and Mr. Stathakis will draft a letter on behalf of the Board.

Banners and Christmas Decorations: Mrs. Kiel was not present to give an update. It was suggested that since Mrs. Kiel provided all of her research, it would be more beneficial for the Promotions Committee to narrow down the information and provide a recommendation to the Board and a couple choices for banners/decorations of for light posts with costs to choose from.

CONSULTANTS: No consultants were in attendance. Mr. Wynn was not present to give an update on Economic Development, but will attend the next meeting. Mrs. Filar thought Mr. Wynn would give some options of what is in the marketplace.

NEW BUSINESS: No December meeting is planned.

COMMITTEE REPORTS:

Design – No design committee member present.

Promotion – No member present to give report.

Organization – No update. Ms. Rabaut Miller mentioned contacting The Source, Macomb Daily, etc. to write an article about the various projects along the Van Dyke corridor. She will write a draft press release and work with Mr. Fanelli for details. Mr. Stathakis would like to review the draft before anything is submitted. Hopefully, something can be ready the first or second week of January.

Economic Restructuring – Nothing to report.

Treasurer's Report – Mr. Swartz was not present.

2013 Budget – Mr. Hellebuyck said that Mr. Swartz met with Mrs. Kathleen Moore today to discuss the year-end 2013 proposed budget. Mr. Stathakis mentioned that Mrs. Moore stated that since she was unable to obtain a budget before today, she prepared an abbreviated budget for inclusion in next week's budget motion. The DDA will be in the Township budget. Mrs. Moore suggested that the DDA request amendments to the 2013 budget in January 2013. The primary change for the DDA's budget will receive no tax revenue because of a negative capture. It was recommended that Mr. Swartz meet with Mrs. Moore to make sure she has the correct information to do the amendments in January. Although there is no income, there is a surplus of \$276,418. From that amount, \$126,000 was budgeted in case there was something to do. Mr. Stathakis said that we are forecasting a \$400,000 deficit for this year.

Public Comment – No comment.

Approve September Meeting Minutes – Motion by Mr. English, supported by Ms. Rabaut Miller. Motion carried.

Chair Person Comments – No comments.

Correspondence – No correspondence.

Additional Comments - No comments.

Future Agenda Item:

- 5 Year Plan
- Newsletter

Change DDA Meetings to Bi-Monthly in 2013 - Motion by Ms. Rabaut Miller, supported by Mr. Hellebuyck, to meet bi-monthly beginning February 2013 and revisit this issue during the last meeting of 2013. Motion carried.

Adjournment by consent. Meeting adjourned at 7:40 pm.