

# NOTICE

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

The Shelby Township DDA will meet on Thursday, August 22, 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

- Election of Officers
- Economic Development

Consultants

New Business

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 – February 28, 2013 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. English, Mr. Swartz, Mr. Stathakis, Mrs. Filar, Mrs. Kiel

**Members Absent – Excused:** Mr. D’Agostini, Ms. Rabaut-Miller, Mr. Fanelli

**Also Present:** Mr. Cook, Mr. Matika, Mr. Wynn

**Approval of Agenda:** Motion by Mrs. Filar to approve Agenda as amended. Motion was supported by Mr. English to approve Agenda. Motion carried.

**OLD BUSINESS: Liquor License Update:** Mr. Stathakis stated that letters were sent to Senators Jack Brandenburg and Tony Rocca on behalf of the Board of Trustees requesting support of passing House Bill 5877 which would change “city” to “municipality” for issuing liquor licenses. Mr. Hellebuyck will send letters on behalf of the DDA.

Mrs. Filar informed everyone that she set up the new DDA phone line with a message stating that this line does not accept voice messages, but to contact the Supervisor’s Office.

**Light Post Decorations:** Ms. Kiel brought copies of a memo she had sent out on August 27, 2012 regarding the banners. She received prices on different types of banners and included a recommendation page. Ms. Kiel mentioned that only three banners were originally being considered: Christmas/Winter, and Spring/Summer. Ms. Kiel suggested going with the Autumn banner, but mentioned that there are also several choices for Christmas/Winter, and Spring/Summer. Mr. Stathakis stated that he would like to confer with Joe Youngblood regarding these choices and get his input. Mrs. Filar would like something more meaningful to the Township than just a seasonal banner.

**CONSULTANTS: Update on Economic Development:** Mr. Wynn talked about expanding our role in economic development and how to coordinate with the DDA. Four areas were identified in a previous memo: 1) **Business retention and attraction** where we try to recruit businesses for promotional activities. Mr. Wynn worked with Mr. Stathakis, Mr. Flynn and Mrs. Filar on the booklet produced by the County. Mr. Wynn brought up the hand-out that was developed for KUKA, and geared for industrial. A new format would encompass commercial, or the DDA corridor. Changes need to be made for DDA, as well as decisions on how to use these hand-outs. 2) **Financing and economic incentives**, such as a tax abatement which is routinely processed with the County. 3) **Site availability** – CoStar Real Estate data base

would provide useful information as to what is available in the Township when someone makes an inquiry. We are working on a pilot project, starting with the Cherry Creek Corporate Park, to gather information and put it on our website. 4) **Permitting** in order to expedite site plans for businesses without compromising development standards.

Mrs. Filar would like to pursue hiring a consultant. She is going to contact a commercial developer, Tom Guastello, to see if he can offer guidance in finding an economic developer. Mrs. Filar asked about an Economic Restructuring Committee and stated the importance since it is one of our top 10 priorities. The website needs to be updated to include all the resources available for potential businesses.

**NEW BUSINESS:** Mrs. Filar talked to the Utica Community Foundation about the Career Focus Luncheon at Palazzo Grande. She asked that if any members are interested in participating to complete the application, and also find out if Ms. Rabaut-Miller can get email addresses of businesses that are registered on the website and send the information to them.

**Election of Officers:** Mr. Stathakis felt that the election of officers should be held off until the restructuring is complete. Motion by Ms. Kiel, supported by Mr. English, to extend the term of the officers until the April meeting. Motion carried.

#### **COMMITTEE REPORTS:**

**Design** – Mr. Fanelli was not present, but Mr. Hellebuyck said that he had talked to Ted Schoenherr about funds from the sewer project. The funds have been approved. There was \$30,358, but the water department was reimbursed for the Utica study which was an additional \$4,000 and should be part of our reimbursement from the SAD bringing the total to approximately \$35,000. Mr. English will discuss the journal entry with Kathleen Moore. The official amount for reimbursement should be \$30,358.72 plus \$4,600.12. An invoice needs to be submitted requesting this money.

**Promotion** – Nothing to report.

**Organization** – Nothing to report.

**Economic Restructuring** – Nothing to report.

**Treasurer's Report** – Mr. Swartz reported that we are waiting on interest income and Michigan Tax Tribunal information. We had hoped for \$62,000 in 2012, but only received \$28,000. To summarize, based on a year ago where we thought we would be running at a deficit of \$147,000, we are actually running at a surplus of \$16,000. Going into 2012, we had a surplus of over \$261,000, but we should be under \$278,000 as a surplus going into 2013. Mr. Swartz explained that a default budget was put in for 2012 since he did not submit the numbers in time for the budget to be adopted. The defaulted items are the approximate interest and the administrative general expense which seems extremely high at \$4,500. Basically, the budget for 2013 is a default budget at this time. In April, the restructuring process can be discussed and another budget can be put together once the adjustments are made. Mr. Hellebuyck mentioned that in December 2012, we budgeted \$35,000 for the tax roll, however it was not expensed.

**Public Comment** – No comment. However, Mrs. Filar mentioned that she would not be here for the April 25<sup>th</sup> meeting.

**Approve November Meeting Minutes** – Motion by Mr. English, supported by Mr. Stathakis, to approve the minutes as submitted. Motion carried.

**Chair Person Comments** – No comments.

**Correspondence** – No correspondence.

**Additional Comments** – Mrs. Kiel mentioned that her term will be up the end of March. Mr. Stathakis said that he will review the applications and make a decision.

**Future Agenda Item:**

- Election

Motion by Mr. Swartz, supported by Mrs. Kiel, to adjourn the meeting. Motion carried. Meeting adjourned at 8:35 pm.

DDA:DRAFT Minutes February 2013