

# ***NOTICE***

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

The Shelby Township DDA will meet on Thursday, October 24, 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

- Economic Development
- DDA Liquor License

New Business

- Establish 2014 Goals

Treasurer

- 2014 Budget

Committee Reports

Design  
Promotion  
Organization  
Economic Restructuring

Public Comment

Approve August, 2013 Meeting Minutes

Chair Person Comments

Correspondence

Future Agenda Items –

- 5 Year Plan
- Election of Officers November 21, 2013

**(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 – August 22 at 7:00 p.m.**

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

**Call to Order:** Ms. Rabaut-Miller called the meeting to order at 7:09 p.m.

**Members Present:** Mr. D'Agostini, Ms. Rabaut-Miller, Mr. English, Mr. Swartz, Mr. Stathakis, Mrs. Filar, Mr. Karowitz, Mr. Gagnon (arrived at 7:10 p.m.)

**Members Absent – Excused:** Mr. Hellebuyck

**Also Present:** Glenn Wynn, Russ Matika

**DDA Member Introductions:** With the addition of two new members, the members went around the room and briefly introduced themselves.

Ms. Pat Rabaut-Miller, a Shelby Township resident, is currently on the Organization committee which deals with interaction with Township employees and departments. She also works with Mr. Matika on web design.

Jeff Swartz, business and property owner within the DDA, is the acting treasurer for the DDA.

Rick Stathakis, a Shelby Township resident, is the Supervisor of the Township and a business owner/member and is required to be on the DDA board.

Jeff English is a condominium owner and Shelby Township resident.

Gene D'Agostini is a Shelby Township resident and involved in the development of residential and commercial/industrial property in the Township.

Greg Gagnon is a newly appointed member and has a business just outside the DDA on 25 Mile & Van Dyke. He is a long-time resident of the Township for over 30 years.

Kevin Karowicz was recently appointed to the DDA . He grew up in Shelby Township and moved back in June. He and his family invented a friendship bracelet which is now global, along with several other toys.

Mrs. Filar is on the Board of Trustees and a DDA member. She stated that the Supervisor and not less than eight or more than 12 members are determined by the Township board. Members shall be appointed by the Supervisor and subject to approval by the Township board, not less than a majority of the members shall be persons having an interest in property located in the

downtown district or officers, etc. of a legal entity. Not less than one of the members shall be a resident of the downtown district. The district runs from the border of Shelby/Utica to 25 Mile Road along Van Dyke.

**Approval of Meetings:** October 24 and November 21 for election of officers.

**OLD BUSINESS: Election of Officers:** This item has moved to "Future Agenda Items" for the November 21, 2013 meeting.

**Economic Development:** Mrs. Filar mentioned that we were trying to figure a way to promote commercial economic development within the DDA district and the opportunity to join with the Township on focusing more on commercial. The idea of hiring someone to help with the process was previously discussed. Tom Gustello is meeting with Mrs. Filar, Mr. Flynn, and Mr. Wynn to discuss commercial economic development and how to attract new businesses. Mr. D'Agostini mentioned a new project on 25 Mile that is being developed, and the impact it will have on the streetscape is a huge opportunity (over 100 acres). Mr. Wynn mentioned that since the sewer line installation, an expansion for the Mexican Village kitchen has been approved and the owners of the A & B Party Store are interested in expanding. Mr. Stathakis suggested that new businesses should be announced at the Board meetings and owners can be interviewed for our local cable tv station.

Mr. Karwowicz brought up the lack of sidewalks and the difficulty of walking to stores/retail businesses. The sidewalk committee is talking about putting in sidewalks between 24 & 25 Mile on Van Dyke. Mr. D'Agostini made a comparison to Columbus, Ohio, a college town, and Easton Place, which is off a freeway exit; they created a nucleus of shopping in a walking area – like a Partridge Creek, but more like a town. Mr. Wynn mentioned that type of development is driven by density. Mr. D'Agostini said that we would need about 500 acres. We need to increase density and figure out a plan. In October, goals for 2014, including economic development, need to be discussed. The budget can be amended for 2014.

#### **COMMITTEE REPORTS:**

**Design** – Nothing to report.

**Promotion** – A press release was sent out by Mrs. Rabaut-Miller on the sewer development with the possibility of a second press release going out soon. She would like to interview the manager from Mexican Village about the positive impact the project has had on the business, as well as other business owners in that area and the DPW.

**Organization** – Mr. Gagnon's profile has been added to the DDA website. Mr. Karwowicz's profile is being worked on. Mr. Stathakis would like them to be interviewed for a segment on our local cable TV station.

**Economic Restructuring** – Nothing to report.

**Treasurer's Report** – Mr. Swartz commented that he made some revisions to the budget and handed out a budget report to all the members. The Township spent \$31,000 less than budgeted for in 2012. In 2013, we projected to spend \$128,000 which was inclusive of a

\$35,000 tax roll adjustment. Revenue budgeted for 2013 was \$700, but we're only going to get \$500. Amendments needed to be made for all of the committees. Some adjustments can be made at the October meeting. The watering of the landscaping has gone through the Design committee, but needs to be discussed for 2014 – the 2-year agreement with the DPW will expire soon. Mr. Stathakis will look into this and have more information by the next meeting. For the record, Mr. Stathakis mentioned that due to the great work of Fazal Khan & Associates and the Committee, the sewer project was finished \$70,000 under budget.

Amendments to the 2013 budget were discussed. These amendments will be given to Kathleen Moore.

2014 Budget – We are at \$0 revenue; the only projected revenue will be the interest on the reserves (about \$500). The original \$35,000 budgeted for tax roll adjustment does not need to be budgeted for until we get above \$0. We have been able to spend less than budgeted which has given us a surplus. For the next meeting, Mrs. Filar would like to see a chart of the amount of capture, plus or minus, over the last few years. It was suggested that Mr. Swartz wait until the October meeting before talking with Kathleen Moore. Our goal needs to be determined first. Summarizing, we have over \$300,000 to work with if there is a project worth considering for 2014. In the meantime, the DDA budget should be pulled from the upcoming Budget meeting until after the October meeting. During the next meeting, street scaping also needs to be discussed.

**Public Comment** – No comment.

**Approve February Meeting Minutes** – Amend minutes from February meeting. Edit should be Mr. Swartz under **Design**, not Mr. English. Motion by Mr. English, supported by Mr. Swartz, to approve the minutes as amended. Motion carried.

**Chair Person Comments** – No comments.

**Correspondence** – No correspondence.

**Additional Comments** – No comments.

**Future Agenda Items:**

- Election at November 21, 2013 meeting
- Develop 2014 Budget
- Future meeting dates for 2014

Meeting adjourned at 9:01 pm.