

NOTICE

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

The Shelby Township DDA will meet hold its regular meeting on Tuesday, October 14, 2014 at 7:00 pm. in the Lobby Conference Room at the Shelby Township Municipal Building at 52700 Van Dyke, Shelby Township. The agenda for the meeting includes the following:

Call Meeting To Order: Chairman

Roll Call: Secretary

Approve Minutes:
September 9, 2014

Consultants:

Old Business:

Liquor License Update

New Business/Treasurer:

2015 Budget
Financial Review
Update on invoice approval process

Committee Reports:

Design
Promotion
Organization
Economic Restructuring

Chair Person Comments:

Public Comment:

Correspondence:

Future Agenda Items:

5 Year Plan
Tax Capture Analysis

(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 9, 2014
Shelby Township Municipal Building
52700 Van Dyke – Shelby Township, MI 48316
(Lobby Conference Room)**

Call to Order: Chairman Greg Gagnon called the meeting to order at 7:00 pm

Members Present: Paula Filar, Greg Gagnon, Kevin Karwowicz, Eugene D'Agostini, Jeff Swartz, Rick Stathakis

Members Absent – Excused: Bill Hellebuyck , Jeff English, Pat Rabaut-Miller

Review Proposal by LSL Planning:

Since Jeff English was not able to attend the meeting, he prepared a summary of the Vision Session held by LSL with the land owners in the 24 Mile/Van Dyke area. Greg Gagnon agreed to provide a copy of the summary to anyone who wanted a copy. LSL will provide their complete review with recommendations to the committee at the October 14th meeting.

Liquor License Update:

Paula Filar contacted Township Assessor Matt Schmidt and requested he verify the passage of language that would allow Townships to apply for liquor licenses in DDA districts. She was informed that legislation has not passed as yet. The DDA Board agreed to develop a plan to pursue this legislation during our January meeting.

Banners:

Kevin K led a discussion regarding Banners for Light Poles. It was decided that we should proceed with a Fall Banner. \$1,000 was approved to spend. Kevin was given authority to select the banner and work with Joe Youngblood to execute.

Chairperson Discussion regarding Committee Chairs:

Chairman Greg Gagnon reviewed the chairs of the current committees. Bill Hellebuyck was listed as the Economic Development Committee Chair. In a previous meeting, Jeff English was asked if he would be willing to serve as the Design Committee Chair. After discussion, it was concluded that the Economic Development Committee and the Design Committee should merge into one. It was discussed that economic restructure and design were both part of the deliverables requested by LSL. Rick Stathakis offered to speak to Bill Hellebuyck regarding the elimination of the Design Committee and appoint Jeff English as the Chair for the newly developed Economic Restructuring and Design Committee. Committees and Chairs are as follows:

Promotion: Kevin Karwowicz

Organization: Pat Rabaut Miller with Craig Cowper serving on her committee

Economic Restructuring and Design: Jeff English

Committee Chairs were encouraged to seek members outside of the immediate group to serve as members of their committees.

Financial Report:

Jeff Schwartz gave a report on the financial condition of the DDA account. There will be no additional capture of taxes during 2015 and most likely for the next several years. Our tax capture has a basis of \$88,303,057. We are currently at \$75,674,180 equating to a shortfall of \$12,812,489 . Our tax base for the area needs to increase by the 12,812,489 prior to receiving any new revenue for the DDA. Fund Balance for end of year 2013 was **\$301,077,75**.

It was decided that Jeff Schwartz will work with Allan McDonald, Finance Director, to develop an excel spreadsheet method of keeping track of line item expenses and approved project amounts. In addition, a new process will be established for approving DDA expenses which includes a sign-off by the DDA Treasurer prior to payment of funds. Jeff will bring all budget information to the next meeting and budgets will be set for 2015 at that time.

DRAFT