

NOTICE

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

The Shelby Township DDA will meet hold its regular meeting on Tuesday, December 9, 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:
November 12, 2014

Consultant:
Jeff English – Update on Consultant Activity
Fazal Kahn – Engineering Proposal – 24 Mile/VD Road
Jeff English – Review Proposal from LSL

Old Business:
Paula Filar – Liquor License Update
Greg/Kevin – Corn Fest Discussion

New Business:
Pat Rabaut Miller – Joe Youngblood Parks & Rec.
Pat Rabaut Miller – DDA Treasurer Process

Treasurer's Report:
Financial Report

Committee Reports:
Design
Promotion
Organization
Economic Restructuring

Comments:

Correspondence:

Future Agenda Items:

(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



Shelby Township DDA Financial Processes

Shelby Township Partners with the DDA Treasurer include

The following Shelby Township employees are incorporated into one/all of these DDA Treasurer's processes:

- Brad Bates, Township Deputy Supervisor
- Alan McDonald, Finance Department Manager
- Glenn Wynn, Planning Department Manager

Bill Approval:

The following is the process that will be used to pay any Shelby Township DDA bills. All expenditures MUST be approved by the DDA prior to using this process.

1. DDA Board approves the selected vendor and the amount during a DDA Board meeting
2. The vendor is instructed to send the bill directly to the DDA Board member (e.g. Design Committee Chair) for approval
 - IF the vendor mistakenly sends the bill to the Township, the Deputy Supervisor will send the bill to the DDA Treasurer to redirect the bill
 - The DDA Treasurer will send the bill to the correct DDA Board member
3. The DDA Board member will:
 - Ensure the work was completed
 - Review the bill to ensure the bill matches the amount approved
4. DDA Board member forwards the bill and approval to the DDA Treasurer
5. DDA Treasurer will compare the amount of the billing to the amount approved along with the correct DDA 'accounting line item' to place the payment.
 - If incorrect, return the bill to the Committee Chair with any needed clarification or adjustments
 - If correct, forward the bill on to the Deputy Supervisor for payment
6. Shelby Township Deputy Supervisor will submit the approved payment in the next Township "Bill Run"
7. Shelby Township Board of Trustees review the request
 - Notify the Deputy Supervisor of approval
 - Notify the Deputy Supervisor of dis-approval, with clarification
8. Deputy Supervisor review input from Township's Board
 - If approved, place the payment request into the Bill Run Bucket for payment
 - If not approved notify DDA Treasurer or rejection along with clarification / cause information for mitigation
9. Once in the Accounting system for payment, the bill will be paid systematically within approximately three (3) weeks.

Shelby Township DDA Financial Processes

Payment example (2014 year):

- *Approved bill submitted to Brad before Friday, December 5*
- *Board approves the payment during their next meeting on December 11*
- *Deputy Supervisor schedules the payment in the Accounting system for payment*
- *Bill paid sometime the week of December 15*

Monthly Treasurer Report:

Each month the DDA Treasurer will provide the Board with two financial reports including a monthly and a Year To Date report.

1. Treasurer contacts Finance Department manager requesting two (2) reports: Year To Date expenditures and previous month expenditures
2. Finance Manager emails these reports to the Treasurer for review. *If there are any questions, the Treasurer will discuss with the Finance Department manager.*
3. Treasurer summarizes the data and prepares reports for the Board meeting
4. Treasurer presents and reviews the reports to the DDA Board members
5. DDA Board agrees to 'receive and file' the Treasurer report
 - If the Board doesn't agree, the Treasurer will lead the discussion to resolve any issues, answer any questions, etc.
 - At times, there may be a need to the Board could determine that they 'received and reviewed the Treasurers report with questions.
 - Treasurer will work with the Township Finance department to resolve any outstanding issues and then bring this information back to the DDA for final approval.

Shelby Township DDA Financial Processes

Annual Budget Planning:

Month	Task
May	DDA Treasurer receives 'model' (information) from Assessors Office regarding the anticipated revenues for the upcoming year based on historical DDA value information.
May	Design committee receives information with the Planning Department with any anticipated building changes that have been approved or are in the queue. This 'modeling' assumes the opening on schedule.
May / June	Planning Department, partnering with the Design Committee takes this information to the Assessors to determine the anticipated value or TIF / Tax Increment Funding and ultimately the potential taxation for the new businesses in the DDA
July	DDA Board reviews the expected TIF based on historic values as well as the anticipated TIF based on input from the Planning Department
August	DDA Chairs present anticipate budget request for their committee for the next year during the August DDA meeting
September	<ul style="list-style-type: none"> • DDA Board reviews, discusses & approves final next budget request based on HISTORIC VALUE TIF. • At this same time, the Board can create a 'projected / potential budget based on anticipated future projects based on Planning Department input. This information will be held internally.
September	DDA Treasurer presents the approved DDA Board budget to the Finance Manager to incorporate into the Township's budget.
October	Township Board approvals the DDA budget request along with the other Departments budgets
October	Finance Manager notifies the DDA Treasurer that the budget has been approved. IF the budget is not approved the Finance Manage will provide clarification / explanation to the Board for review.
November	Township board approves the budget and notifies the DDA

Shelby Parks, Recreation & Maintenance Department

2015 Calendar of Events

NOTE: All dates and times are subject to change or cancellation without notice!

Please call 586-731-0300 for details and updated information

JANUARY

Saturday, January 24

- Mom 2 Mom Sale at the Shelby Community Center

Friday, January 30

- Princess Fantasy Fun Night at Shelby Community Center

Saturday, January 31

- Winter Fest & Cookout at the Burgess-Shadbush Nature Center

FEBRUARY

Thursday, February 12

- Daddy-Daughter Dance at Cherry Creek Banquet Center

Saturday, February 14

- Winter Hike & Family Cookout at the Shadbush Nature Center

MARCH

Sunday, March 8

- Exotic Animal Day at the Burgess-Shadbush Nature Center

Saturday, March 14

- Maple Syrup Day at the Burgess-Shadbush Nature Center

Wednesday, March 18

- Mother & Son Dance at Cherry Creek Banquet Center

Saturday, March 28

- Easter Bunny Lunch at Shelby Community Center
- Easter Egg Scramble at River Bends Park

Sunday, March 29

- "Egg" citing Easter Event at Burgess-Shadbush Nature Center

MAY

Saturday, May 9

- Heron & Spring Festival at Holland Ponds

Saturday & Sunday, May 16 & 17

- Pioneer Life Memories at the Burgess-Shadbush Nature Center

JUNE

Saturday, June 6

- River Day at the Burgess-Shadbush Nature Center

JULY

Wednesday, July 8

- Free Concert on the Municipal Grounds - Band: TBA

Saturday, July 11

- 20th Annual Kid's Olympics at Whispering Woods Kiwanis Park

Wednesday, July 15

- Free Concert on the Municipal Grounds - Band: TBA

Saturday, July 18

- Moth Night at Burgess-Shadbush Nature Center

Wednesday, July 22

- 16th Annual Kid's Day at River Bends Park

Saturday, July 25

- 8th Annual Flea Market at River Bends Park

Wednesday, July 29

- Free Concert on the Municipal Grounds - Band: TBA

AUGUST

Saturday, August 1

- 10th Annual Kid to Kid Sale at the Shelby Community Center

Saturday & Sunday, August 8 & 9

- 32nd Annual Shelby Township Art Fair on the Municipal Grounds

Saturday, August 15

- Butterfly and Bug Day at the Burgess-Shadbush Nature Center

Saturday, August 29

- 29th Annual Kid's Fishing Derby at Heritage Garden Lake

SEPTEMBER

Saturday, September 12

- Sportsman's Skills Day at the Burgess-Shadbush Nature Center

OCTOBER

Friday, October 2

- The Night the Animals Talked - Burgess-Shadbush Nature Center

Saturday, October 17

- River Bends Park Halloween Spooktacular
- Spidermania at the Burgess-Shadbush Nature Center

Friday & Saturday, October 23 & 24

- Haunted Nature Center at Burgess-Shadbush Nature Center

DECEMBER

Thursday, December 3

- Annual Christmas Aglow Tree Lighting on the Municipal Grounds

Saturday, December 5

- Breakfast with Santa at the Shelby Community Center

Saturday & Sunday, December 5 & 6

- Pioneer Christmas at the Burgess-Shadbush Nature Center

Thursday, December 10

- Dinner & Dancing with Santa at Cherry Creek Banquet Center

Sunday, December 13

- Santa visits Burgess-Shadbush Nature Center

**Charter Township of Shelby
Downtown Development Authority**

**Meeting Minutes – November 12, 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 7:10 p.m.

Members Present: Eugene D'Agostini, Jeff English, Paula Filar, Bill Hellebuyck, Greg Gagnon, Pat Rabaut-Miller, Jeff Swartz, Rick Stathakis

Guests Present: Glenn Wynn from Planning & Zoning, and Carmine Avantini, Bradley Strader, and Doug Smith from LSL Planning

Members Absent – Excused: Kevin Karwowicz

Approval of Meeting Minutes: Motion by Jeff English to approve the meeting minutes from October 14, 2014, seconded by Pat Rabaut-Miller. Motion carried.

Paula Filar was asked whether she had talked to Rob Huth about the liquor licenses and she stated that she had sent an email to him asking for a price to do a full review.

Consultants: Bill Strader wanted to focus on the findings of their report and remind everyone of the process. They looked at the past plans, assessed things, met with the DDA and came up with a vision after talking to property owners and businesses as a group, and then had individual conversations with some of them about their plans and ideas. The presentation includes a concept plan and a report on the market. They opted for a flexible plan instead of a rigid plan. The key is to determine how to get this plan started.

Carmine Avantini stated that he and Doug Smith conducted interviews with developers and real estate agents. Based on feedback, there was cautious optimism and enthusiastic optimism. There needs to be private sector involvement in order to be successful. Although there is strong interest in the Town Center, it was commented that there is a lack of a realistic cohesive vision for the Center. Financing is a big issue for developers and the Township may want to consider offering financial incentives. Tenants are willing to pay a premium to assure they are located within viable properties with other solid tenants.

Doug Smith mentioned that the trend seems to be towards single tenant retail buildings. People flock to big box stores while smaller retailers are looking to anchor themselves to other developments where they can get ongoing support. Thus, downtown areas are starting to flourish.

Pat Rabaut-Miller asked what constitutes a marginal traffic count. Brad Strader said that traffic volumes on Van Dyke peak during morning and evening rush hour, but need to be more consistent throughout the day. Rick Stathakis brought up that 24 Mile is currently a huge

opportunity for any changes. The Van Dyke corridor may be more attractive to smaller retailers since large retailers look for locations with larger traffic volumes.

Brad Strader said that the plan recommendation would be to focus on restaurants and entertainment with some service and specialty retail as opposed to major retail. Higher density housing is key to attract 20-30 year olds who want a more urban type setting, and independent seniors. About 30% of this group is looking for small lot single family or attached units. He also stated that we need to take a leadership role and act more like a city than a township. Partner with developers to get a common storm water plan, common parking, road and pedestrian connections, and programming (art fair, farmers market, etc.). There was discussion about possible medians, islands and five-lane roads, as well as senior housing.

Carmine Avantini stressed that there needs to be consistent, coordinated effort across the board during the development process. Patience, persistence and evolutionary process are extremely important.

Pat Rabaut-Miller thought they should invite the PRM director (Joe Youngblood) to a meeting to discuss functions at the parks and make some improvements such as concession stands, and bring the farmers market to the municipal grounds. She also suggested that the Trustees look to re-baseline the DDA income.

Paula Filar asked if the DDA can extend to 26 Mile. Bill Hellebuyck said that he believes you would have to go back to the County and get permission from the other taxing authorities.

Carmine Avantini said that the DDA plan needs to be updated. We may want to consider expanding the boundaries and see where there is development potential. He went on to explain a different financial method and felt that instead of looking at how much money is in the coffers, look at how much the new development will bring in new tax increment and how do we get that new development to occur. Negotiate with each developer to come up with a development agreement. For each development, you negotiate money back to help the developer at no risk to the Township.

Rick Stathakis brought up some key initiatives such as the 24 Mile road project, resetting the DDA boundaries, and negotiating with developers, and asked about the process. The DDA plan and meeting with the road commission are the top two priorities. The Township attorney should be involved, as well as a representative of the Township and DDA, and possibly the County Commissioner. Jeff Swartz asked what the Board consensus is regarding these priorities.

Paula Filar explained how the EDAC spoke of hiring a person to work on economic development and the importance of customer service prompting the possibility of adding two people to the Building Department. This was brought to the Board at the last meeting and the Board was very receptive.

Gene D'Agostini inquired as to how you light the fire to get this process started. He feels that the most pivotal thing to this downtown is Van Dyke from 24 to 25 Mile because from a traffic pattern standpoint, people will likely drive south. The Mancini development at 25 Mile & Van Dyke is pivotal to that intersection and will be great for the DDA once it gets going. However,

how do you get viable commercial enterprise to want to be at this intersection? We need to create a place where people want to go to. This is all an evolutionary process.

The public needs to be educated. There's a natural resistance to things that are new and different. They need to see images of what other communities are doing.

The next steps by the consultants include updating the DDA and tax increment financing, as well as meeting with the County Road Commission about the road design. They also want to meet again with the property owners and developers, and hold a public workshop to inform the public of what is going on. They suggested having some type of agreement if the Township requires additional services from them on an "as needed" basis, such as negotiating with developers, discussion about financial issues or market information. Some fees are fixed, but hourly fees may be necessary for additional services. Phase II will include the pricing structure and will be discussed at a later date.

Paula Filar asked about the timeframe, but the approaching holidays make it difficult to schedule meetings and get certain things done. The consultants still want to meet with the taxing jurisdictions before meeting with the developers.

Jeff Swartz requested that copies of the invoices from LSL be sent or emailed to him so that he can follow up.

COMMITTEE REPORTS:

Economic Restructuring & Design: Sprinkler update by Jeff English; the meter was never installed. Jeff English stated that he and Glenn Wynn will meet to discuss fall clean-up, and he will follow-up again in the spring with the bill going into the right name and the meter getting installed.

Promotion: Kevin Karwowicz not here to discuss, but Greg Gagnon mentioned that with the Mt. Clemens DDA, they did a small business Saturday after Thanksgiving. The DDA helps these businesses by promoting on Face book and organizing a special day for them. Put together bags with the DDA logo and fill with various items.

Organization: Pat Rabaut-Miller received an email from Cliff Clore and invited him to be on her committee. She would like to invite the director of Parks & Rec (Joe Youngblood) to an upcoming meeting so that he can suggest ways to bring more traffic to Heritage Gardens and Mae Stecker Park. Paula Filar mentioned that there is a Parks & Rec Committee and maybe we can work together.

TREASURY REPORT: The only current item is for meeting minutes - \$50.99. The December report will have the invoice from LSL.

CHAIRPERSON COMMENTS: The website still needs to be updated with the DDA meeting dates and times.

CornFest Update: There was a brief discussion about the CornFest. Form letters have been updated for sponsorship of the event. Kevin Karwowicz will need to meet with the Committee to discuss the budget for mailings. Coordinate with Parks & Recreation for the event.

PUBLIC COMMENT: None

CORRESPONDENCE: None

FUTURE AGENDA ITEMS:

- Invoice Approval Process – December Meeting
- CornFest

Motion by Bill Hellebuyck to adjourn the meeting, seconded by Paula Filar. Motion carried.

Meeting adjourned at 9:10 p.m.

DRAFT