

NOTICE

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

The Shelby Township DDA will meet hold its regular meeting on Tuesday, January 20, 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:
December 9, 2014

Consultant:
Greg Gagnon/Jeff English: Update on status of 24 Mile/VD Road Project
Fazal Kahn – Engineering Proposal – 24 Mile/VD Road
Jeff English: Update on Consultants Phase 2 Project

Old Business:
Paula Filar – Liquor License Update
Pat Rabaut Miller – Invoice Processing Process

New Business:

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



**Charter Township of Shelby
Downtown Development Authority**

**Meeting Minutes – December 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 7:07 p.m.

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

Guests Present: Glenn Wynn from Planning & Zoning, Joe Youngblood from PRM, and Fazal Kahn from Fazal Khan & Associates

Members Absent – Jeff Swartz

Pat Rabaut-Miller asked to move **New Business** up on the agenda before **Old Business**.

Approval of Meeting Minutes: Motion by Pat Rabaut-Miller to approve the meeting minutes from November 12, 2014, seconded by Jeff English. Motion carried.

Consultant:

Update on Consultant Activity: Jeff English gave an update of the meeting with the consultants. They discussed the urgency in coming up with a plan for the 24 Mile Road improvements. Jeff English and Fazal Khan explained concept plans for these improvements such as a median on 24 Mile with parallel parking on both sides of the road. There was discussion regarding room availability for the median, travel lanes and parallel parking. Bob Hoepfner from Macomb County Department of Roads should be contacted to review the concept plans.

Kevin Karwowicz asked about adding street lights to the road improvements. A pedestrian crossing would also have to be added at the intersection. There was speculation as to whether the County will accept these design options as they will not spend any money for any of these improvements.

Engineering Proposal: Fazal Khan mentioned that it would cost \$750,000 to make these improvements to 24 Mile. There would be an extra \$44,000 for engineering fees to Fazal Khan to prepare the engineering plans. Rick Stathakis said there might be other local funding that the Township could use to finance this project with the total cost being approximately \$800,000. We must first see if the County finds this design plan acceptable before spending money on engineering design services.

Motion by Jeff English to support the 24 Mile Road expansion plan, seconded by Pat Rabaut-Miller. Motion passed.

Review Proposal from LSL: Jeff English explained the LSL proposal for Phase 2 which included fees for each task. The eight tasks include:

1. 24 Mile Road Design Concepts
2. Evaluate current boundaries & assess tax capture/loss.
3. DDA Development & TIFA Plan Update
4. Public Involvement
5. Development of Southwest Quadrant Plan
6. Development of Southeast Quadrant Plan
7. Development Agreements/Incentives
8. Ongoing consultation as needed

The DDA reviewed all of these elements.

Motion by Jeff English to approve a budget not to exceed \$30,000 for completion of tasks #1, #2 and #3 by LSL, seconded by Gene D'Agostini. Motion carried.

NEW BUSINESS:

Parks & Rec:

Joe Youngblood, Manager Shelby Township Parks & Recreation Department came to our meeting to discuss the P&R 2015 events calendar and to determine if there were any events we could partner on that would further promote the DDA district. We focused on the Art Fair; however it was determined that with 24-Mile road construction further promotion of the Art Fair this year may not be good timing and we would wait until 2016 to partner on the Art Fair. In the meantime, Joe agreed that if there was an event that he felt would benefit the DDA, he would inform us. Conversely, the DDA and the Promotions Committee would bring to him any of our event opportunity ideas.

DDA Treasurer Process:

Over the past year, the process for paying the DDA bills has taken longer than we feel is appropriate. This came to light when Jeff English was trying to pay the bill for LSL Consultants recently hired by the DDA to update the DDA Corridor Plan. Pat Rabaut Miller worked with Jeff Swartz to document the current process for DDA Bill Paying working with the Township. We reviewed the current process and identified a few areas of improvement to reduce the length of the payment process. Pat was charged with going back to the Township Finance Department to re-engineer this process.

OLD BUSINESS:

Liquor License Update:

Paula Filar presented findings from Rob Huth's office which was that the Township DDA was eligible for licenses after meeting certain thresholds. Thresholds differ based on whether or not the development was new or a redevelopment. Once awarded applicants would pay \$20,000 for each license. The next step would be to go back to Rob Huth and ask him to clearly define the thresholds and other requirements we need to meet in order to obtain the licenses.

Old Business Cont.:

Corn Fest Discussion:

After much discussion about the Corn Fest, it was decided that due to the construction on 24 Mile which is proposed to begin at the 24/VanDyke corridor this summer, it would not be a good year to initiate the Corn Fest. The promotions committee will look further into a festival for 2016, work with Joe Youngblood from Parks and Rec and the Parks and Rec committee and come back to the DDA board with a joint proposal for a venue of this type.

TREASURER'S REPORT:

None

COMMITTEE REPORTS:

**Economic Restructuring & Design:
Promotion:
Organization:**

CORRESPONDENCE:

FUTURE AGENDA ITEMS:

**24 Mile Road Construction
Liquor License
Treasurer Process**

