

# NOTICE

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

The Shelby Township DDA will meet hold its regular meeting on Tuesday, March 10 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:**  
February 10, 2015

**Consultant:**

**Old Business:**  
Update 24 Mile/VD Road  
Update Feb. 20<sup>th</sup> meeting and Next Steps  
Update DDA Liquor License

**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 – February 10, 2015  
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 7:03 p.m.

**Members Present:** Eugene D’Agostini, Jeff English, Paula Filar, Greg Gagnon, Kevin Karwowicz, Pat Rabaut-Miller, Rick Stathakis, Jeff Swartz

**Members Absent** – Bill Hellebuyck

**Guests Present:** Glenn Wynn from Planning & Zoning, Clarence Cook, Anthony Apone from Planning Commission

**Approval of Meeting Minutes:** Motion by \_\_\_\_\_ to approve the meeting minutes from January 20, 2015, seconded by \_\_\_\_\_. Motion carried.

**OLD BUSINESS:**

**Pre-Development Meeting:** Greg Gagnon mentioned that there has been positive focus on the DDA and what is being done. Social media has been used to create a positive image and these types of tools should continue to be used to build public awareness and support.

**Meetings:** Jeff English said that at the last meeting, we wanted to approve #5 and the engineering fee to Fazal Khan for \$28,000. Gene D’Agostini had concerns about making this payment if nothing could happen with the design plan. The survey has been done. Shannon from Fazal Khan sent an update that the project is progressing nicely. The next step is to meet with the Macomb County Road Commission to ensure the design concerns are taken care of before the actual design begins. Steve Mancini said that if Shannon can get the drawings in the allotted timeframe, he will make things happen.

Glenn Wynn mentioned that he had met with Mike Torres and Dr. Cho to get an idea of Dr. Cho’s vision which included a full service medical campus that dealt with emergency care and a mini-type hospital. The concepts are interesting, but there seems to be a gap between what is happening economically and the implementation of this plan. He talked about LSL’s plan for the DDA and how it relates to the normal review process. LSL is updating the Shelby Center Design plan, the 24 Mile concept designs, evaluating the DDA boundaries, the DDA and TIFF plan update and the southwest quadrant plan. At the Planning Commission level, LSL helps with amendments to the C6 zoning district, as well as site plan reviews. There seems to be a disconnection between the concept plan and the site plan. Mike Torres and Dr. Cho need to hire their own architect and engineer then meet with Planning & Zoning.

The next phase with LSL, Step #5 (Southwest Quadrant), needs to be approved. The meeting on the 20<sup>th</sup> involves discussion on land use and location options, and alternative land use arrangements with or without John's Lumber. The budget is not to exceed \$4500.

Motion by Pat Rabaut-Miller to approve \$4500 for additional work by LSL to work on the development of the southwest quadrant plan which is #5 on the phase 2 work plan, seconded by . Motion carried.

There was discussion about the budget prior to approval of the Motion. The budget will be amended mid-year.

**Invoice Processing Process:** Pat Rabaut-Miller met with Allan McDonald, the Finance Director, to discuss finances of the DDA Board. The DDA has a tax-exempt ID. Allan asked the DDA to back up the planning process from a budget prospective.

Every month, the Treasurer will provide two difference financial reports, a monthly and a year-to-date. Regarding bills, the DDA Board will approve the selected vendor and amount during the meetings and the vendor will send the bill directly to the Board member for approval. The DDA member will ensure that the work has been completed and review the bill. The DDA approves and forwards the bill to the Treasurer and the Treasurer will compare and approve via email. Once approved, it will be forwarded to the Finance Director. The Finance Department will then submit the approved payment into the next bill run. If approved, payment will be made within two weeks.

#### **NEW BUSINESS:**

##### **Election of Officers:**

Jeff English nominated Greg Gagnon for Chairperson, seconded by Gene D'Agostini. Greg Gagnon accepted. Approved.

Greg Gagnon nominated Paula Filar for Secretary, seconded by Rick Stathakis. Paula Filar accepted. Approved.

Paula Filar nominated Gene D'Agostini for Treasurer, seconded by Pat Rabaut-Miller. Gene D'Agostini accepted. Approved.

**TREASURER'S REPORT:** Nothing to report.

#### **COMMITTEE REPORTS:**

**Economic Restructuring & Design:** Nothing to report.

**Promotion:** Kevin Karwowicz had asked people in the community why they moved to Shelby Township. Most people said safety; police and fire are important. Second, they like the sidewalks and parks. The third reason was the schools.

The baseball fields at Mae Stecker Park are the busiest in Macomb County. How do we captivate that audience and get them to support the businesses in the 24 Mile & Van Dyke area? Pat Rabaut-Miller felt that we should compare ourselves to Troy, not Rochester or New Baltimore, who has a corridor on Big Beaver where they have improved their restaurant row. The DDA has hired LSL to work on the vision that was presented to them. The addition of another baseball field is not part of that vision.

**Organization:** Nothing to report.

**COMMENTS:** There was a brief discussion about bringing in a volunteer to work with Kevin Karwowicz on promotions. A press release will be sent out on the new members that were elected.

**CORRESPONDENCE:** None.

**FUTURE AGENDA ITEMS:**

Motion by Jeff English to adjourn the meeting, seconded by Paula Filar. Motion carried.

Meeting adjourned at 8:50 p.m.