

NOTICE

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

The Shelby Township DDA will meet hold its regular meeting on Tuesday, July 14 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:
June 9, 2015

Consultant:

Old Business:

Update 24 Mile Road Expansion Cost– Jeff English
Update 24 Mile Road Easement -Jeff English
DDA Expansion Report Update

New Business:

Expired DDA Board Member terms
DDA and EDAC Project Consolidation

Treasurer's Report:

Financial Report
Gene D'Agostini

Committee Reports:

Economic Restructuring & Design

Jeff English

Organization

Pat Rabaut-Miller – Negotiation of Office Space

Promotion

Kevin Karwowicz

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 – June 9, 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, Bill Hellebuyck, Kevin Karwowicz, Pat Rabaut-Miller, Jeff Swartz

Members Absent: Rick Stathakis

Guests Present: Glenn Wynn from Planning & Zoning & Ursula Mayo

Approval of Meeting Minutes: Motion by Pat Rabaut-Miller to approve the meeting minutes from May 12, 2015, seconded by Jeff English. Motion carried.

Consultant Update: Jeff English talked about the written report from Shannon Filarecki regarding the 24 Mile DDA plan. The final plans were submitted to Macomb County Road Commission for final approval and permitting. They met with Mr. Mancini from Ric-Man; he was provided with a set of plans to bring back to the project manager to develop a cost estimate for the western portion of the project. Once we get the cost estimate and permit, it is suggested that we schedule a work session to discuss the project and costs before putting on the Board agenda. The next available Board meeting is July 21 and request for placement must be submitted by noon on July 10, but it may be possible to extend that deadline. The next DDA meeting is July 14 and it would be best to schedule a work session prior to that meeting, possibly the week of July 6. The only unresolved issue is the required right-of-way dedication by the Shelby Downtown Development Group. Fazal Khan may assist with this issue.

OLD BUSINESS: Discussion Regarding DDA Expansion Plan: Glenn Wynn met with Carmine Avantini to discuss expansion of the DDA boundary and resetting the tax base. The taxing jurisdictions would have to agree to this before this can happen, with the County being the key. Carmine will draft a letter along with a PowerPoint presentation. The presentation will include a historical background of the DDA, what happened in 2008, what we envision for the future, and why we need this extra money. The Township Board would have final approval.

The project on the southwest quadrant of 24 Mile & Van Dyke is on hold and is probably two years away from any work being started.

NEW BUSINESS: EDAC Meeting: Paula Filar brought up the roles of the DDA and EDAC (Economic Development Advisory Committee) and how they intertwine. Most of the concentration has been on Van Dyke, however the EDAC has focused on the Prime Properties, both industrial and commercial. EDAC has begun to market some of the large commercial

properties and will be participating in the ICSC (International Council of Shopping Centers) in July to promote Shelby Township. Glenn Wynn talked about the prime properties and how they are currently being marketing on our website. The future openings of Kroger and T.J. Maxx at 26 Mile & Van Dyke should help bring in other businesses. Paula Filar said that she would like to further discuss the interaction of the DDA and EDAC at the next meeting.

There was discussion regarding the possibility of the DDA supplying golf balls with the Shelby Township DDA logo for the ICSC golf outing and conference. Pat Rabaut-Miller suggested small water bottles with our logo. There is \$5000 allocated towards promotion and no money has been used to date this year.

Motion by Pat Rabaut-Miller to contribute up to \$500 for the golf ball promotion for the ICSC Conference, seconded by Jeff English. Motion carried.

Kevin Karwowicz will contact Phil Ruggeri to work out the details in getting the golf balls. He will then email everyone with pricing and turnaround time.

DDA License Update: Paula Filar received an email from Matt Schmidt who forwarded an email from Sarah Weber of the Michigan Liquor Control Commission. She said that everything the DDA submitted looked good, except the map, which will have to be viewed any time an application is submitted and approved through December 31, 2015. Matt will send new maps with the boundaries and street names. Paula Filar felt that there should be a written process for submitting the applications.

TREASURER'S REPORT:

Financial Report: Gene D'Agostini said that with the help of Allen McDonald and Jeff English, they simplified the budget performance report. It tells what the year-to-date allocations are and what the balance is in the account. There are also account summaries. The approved amount for LSL was \$32,500 and the remaining balance is \$25,622. There will be a running summary until the account gets closed out. Other items are the Shelby Design Center Phase II and the engineering drawings which are part of the Economic Restructuring & Design budget. Gene D'Agostini felt that Economic Restructuring and Design should be separate for accounting purposes only.

COMMITTEE REPORTS:

Economic Restructuring & Design: Jeff English had nothing to add.

Organization: Pat Rabaut-Miller mentioned that the DDA website needs to be updated. In regards to the office space, Pat doesn't feel that she needs that space from an organizational standpoint. Her thoughts were that if they don't need the space now, would it be wise to give it up and regain that space at a later date if storage is needed for promotional events. The concern is whether or not the space would be available at a future date. Kevin Karwowicz said that it might to better to put this money towards other promotional events.

Motion by Jeff English to contact the Township and inform them that the office space and equipment is no longer needed by the DDA, seconded by Pat Rabaut-Miller. Motion carried.

Pat will contact them, but we will need some time to clear out the space. Paula suggested that an email also be sent to Rick Stathakis, Allen McDonald and Gene D'Agostini. This would be effective July 1, 2015. Jeff English offered to store the documents. The DDA still needs to be reimbursed for the computer. This request for reimbursement should be included in the email.

Promotion: Kevin Karwowicz suggested a DDA sponsored event such as a Police versus Fire Department softball game at Mae Stecker Park and invite owners of businesses in the DDA district to come and meet the police/fire fighters and their families. Pat Rabaut-Miller asked Kevin to write down a plan and present it at a DDA meeting.

The DDA has been offered a free booth at the Shelby Township Art Fair on August 8 and 9. Committee members need to sign up to volunteer to man the booth during this event. There was a brief discussion on whether or not to have a giveaway, or possibly a hand-washing station.

COMMENTS: None.

CORRESPONDENCE: Nothing.

FUTURE AGENDA ITEMS:

- Interaction between the DDA and EDAC

Motion by Jeff English to adjourn the meeting, seconded by Gene D'Agostini. Motion carried.

Meeting adjourned at 8:36 p.m.