

NOTICE

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

The Shelby Township DDA will meet hold its regular meeting on Tuesday, October 13, 2015 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:
August 11, 2015

Consultant:

Old Business:

Phase 2 Progress Budget
LSL Planning Update – Given BY TBD

New Business:

Preparation of 2016 Budget

Treasurer's Report:

Financial Report - Gene D'Agostini

Committee Reports:

Economic Restructuring & Design

Jeff English

Organization

Pat Rabaut-Miller

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 – August 11, 2015
Shelby Township Municipal Building
52700 Van Dyke – Shelby Township, MI 48316
(Lobby Conference Room)**

Call to Order: Pat Rabaut-Miller called the meeting to order at 7:03 p.m.

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

Members Absent: Greg Gagnon, Rick Stathakis

Guests Present: Glenn Wynn from Planning & Zoning

Approval of Meeting Minutes: Motion by Jeff English to approve the meeting minutes from July 14, 2015, seconded by Gene D'Agostini. Motion carried.

OLD BUSINESS:

Update 24 Mile Road Expansion Cost: Jeff English passed out drawings of the west side of 24 Mile and discussed the \$369,000 construction costs from Ric-Man which includes adding curb & gutter, storm sewer, and tapers. These costs are higher than anticipated and are unlikely to be approved by the Board at the next meeting. The DDA needs to hold a special meeting to further discuss this issue before the September 1st Board meeting. Gene D'Agostini asked if we are getting credit for the work that Ric-Man didn't have to do since we are substituting and there is no scope of work with unit prices. The original cost estimate was \$750,000. There needs to be an explanation of the project costs and a comparison between the old requirements and the new requirements. Jeff English will contact Shannon Filarecki from Fazal Khan to set up a short meeting to discuss the costs, and the possibility of negotiating these figures. Pat Rabaut-Miller came up with a list of tasks which include the following: Shannon Filarecki creates a list of answers to five questions and meets with Jeff English and Gene D'Agostini, the DDA Board meets to discuss these answers, Shannon re-negotiates with Ric-Man, if needed, Shannon reports back to the DDA Board, and the DDA Board makes a recommendation to the Township Board. A special DDA meeting will take place on August 17th at 7:00 p.m.

Update 24 Mile Road Easement: Jeff English stated that this has been taken care of; the Quit Claim Deed has been signed and recorded at the County.

DDA Expansion Report Update: Glenn Wynn and Carmine Avantini from LSL met with Steve Cassin to discuss the County's view on the boundary expansion. Steve Cassin indicated that there is no history of the County denying this type of request, but make sure to copy him on any letter sent to the County. LSL is ready to complete the DDA plan document which includes the expanded boundaries and tax capture tables. They would be ready to come to the October meeting to present the plan and hold a public hearing in November. The adoption would

hopefully take place by the end of the year. LSL needs to prepare a public hearing checklist because of the notice requirements.

Follow-Up EDAC/DDA Project Coordination: There was discussion about ways to improve coordination between the two committees since there are multiple groups involved in economic development. Glenn Wynn stated that we need to clarify the roles and combine efforts. Start by identifying who is involved and what their respective roles are to determine appropriate coordination tasks. He talked about the roles of the DDA and referenced the statute. There are a lot of opportunities to coordinate. The EDAC supports the DDA through promotion of economic development, but there needs to be better coordination.

NEW BUSINESS: Jeff English talked about the grand opening of the new restaurant, Vast Kitchen & Bar, on the southwest corner of 24 Mile & Van Dyke.

TREASURER'S REPORT:

Financial Report: Gene D'Agostini passed out the budget and said that in the last month the DDA spent \$17,575.33. He discussed the breakdown and allocation of the payments. These included payments to LSL and Fazal Khan. The budget needs to be adjusted.

Motion by Jeff English to approve the amount of \$2,310 to be added to the engineering budget of \$28,000 bringing the total to \$30,310, seconded by Gene D'Agostini. Motion carried.

Jeff English will inform Allan McDonald of this budget change via email.

Kevin Karwowicz needs to be reimbursed for the golf balls that were used for a promotion at the ICSC conference.

COMMITTEE REPORTS:

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

Organization: Pat Rabaut-Miller updated the bios on the website, but still needs to make some changes.

Promotion: Kevin Karwowicz has been meeting with people in the community and mentioned a website called www.districtdetroit.com that would be worth looking at.

COMMENTS: None.

CORRESPONDENCE: None.

FUTURE AGENDA ITEMS:

- Special Meeting
- 24 Mile Expansion

Motion by Jeff English to adjourn the meeting, seconded by Bill Hellebuyck. Motion carried.

Meeting adjourned at 8:43 p.m.

DRAFT