

NOTICE

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

The Shelby Township DDA will meet hold its regular meeting on Tuesday, December 8, 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:
October 13, 2015

Consultant:
Update DDA District Plan - Carmine Avantini

Old Business:

New Business:
Retail Inventory Summary – Glenn Wynn, Jordon Greenman

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 – October 13, 2015
Shelby Township Municipal Building
52700 Van Dyke – Shelby Township, MI 48316
(Lobby Conference Room)**

Call to Order: Greg Gagnon called the meeting to order at 7:01 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

Approval of Meeting Minutes: Motion by Jeff English to approve the meeting minutes from August 11, 2015, seconded by Pat Rabaut-Miller. Motion carried.

OLD BUSINESS:

LSL Planning Update: Glenn Wynn mentioned that he and Carmine Avantini met with Matt Schmidt to go over the DDA plans. He distributed a draft plan for everyone to review. At the next DDA meeting on November 10, Carmine will present the formal plan. The Township Board would then adopt a resolution of intent to update the plan during the December 1, 2015 meeting and schedule a public hearing. The public hearing would take place January 19, 2016 with two notices in the newspaper prior to the hearing, as well as a notice being mailed to all taxpayers of record in the district. A certified letter must also be sent to all taxing jurisdictions. The statute says that the Board must wait 60 days before adopting the plan.

The DDA will give feedback to Glenn Wynn by October 30, 2015.

Glenn Wynn also invited the DDA members to attend the Master Plan Open House on October 28 to offer some input.

NEW BUSINESS:

Preparation of 2016 Budget: The 2016 budget still needs to be developed; the 2015 budget needs to be amended. The committee chairs need to prepare a recommendation for their committees. Meeting fees budget will remain at \$500; there are no amendments. Organization can be amended to \$0, but keep \$6,000 for next year. Economic Restructuring & Design – keep \$21,000 for LSL. \$35,000 was budgeted last year and so far the budget is over by \$8,000; \$43,000 has been spent and there is still another \$10,000 that is budgeted for the LSL proposal. Amend to \$55,000 for this year and budget \$35,000 for 2016. The Promotions Committee has spent \$638.40; amend to \$1,000 and budget \$5,000 for 2016. Since the DDA no longer needs office space, amend to \$0.

Motion by Paula Filar to amend the 2015 budget as follows:

Meeting Fees, All Categories - No Amendments

Organization Committee DDA - Amend to \$0

Economic Restructuring & Design - Amend to \$55,000. If possible, remove 801.003

Design Committee and add to Economic Restructuring & Design 801.002

Promotion Committee DDA - Amend to \$1,000

Office Space/Equipment Rental - Amend to \$0

Other Expenses - Amend to \$0

Administrative Expense General Fund - No Amendment

Seconded by Jeff English. Motion carried.

Motion by Paula Filar to adopt the 2016 budget as follows:

Meeting Fees, All Categories - \$500

Organization Committee DDA - \$6,000

Economic Restructuring & Design - \$35,000

Promotion Committee DDA - \$5,000

Office Space/Equipment Rental - \$0

Other Expenses - \$485

Administrative Expense General Fund - To be determined by Allan MacDonald.

Seconded by Jeff English. Motion carried.

TREASURER'S REPORT:

Financial Report: Gene D'Agostini stated that there is currently \$221,000 in Reserves. 24,116.26 of the total 35,000 of phase 2 has been billed to date.

COMMITTEE REPORTS:

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

Organization: Pat Rabaut-Miller talked about the DDA Board membership rules. She said that State law stipulates that there can be no less than 9 members, but no more than 13 members. The majority should be property owners within the boundaries and are appointed by the Supervisor. Paula Filar stated that there are specific qualifications which she will get and send to all the members.

Promotion: Kevin Karwowicz mentioned that he will plan on sending Christmas cards to the new businesses to introduce the DDA members. He added that he should have a budget for the CornFest by the next meeting.

COMMENTS: Greg Gagnon thanked Pat Rabaut-Miller for doing such a great job on Facebook. He felt that we should expand on Facebook and spotlight on a couple of businesses every week in the DDA district. It was suggested that Kevin Karwowicz conduct brief interviews while visiting these businesses and post something on Facebook to promote the businesses. Another suggestion was that all the DDA members visit various businesses and post a brief statement about the business on Facebook.

Greg signed up the DDA for Small Business Saturday on November 29 and signed up 10 new proposed businesses to promote them. Kevin will help with this project.

CORRESPONDENCE: None.

FUTURE AGENDA ITEMS:

- Email feedback to Glenn Wynn regarding the development and tax increment financing plan.

Motion by Jeff English to adjourn the meeting, seconded by Pat Rabaut-Miller. Motion carried.

Meeting adjourned at 8:10 p.m.

DRAFT