

NOTICE

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

The Shelby Township DDA will meet hold its regular meeting on Tuesday, April 11, 2017 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 (acting)

Approve Minutes:

- March Meeting

Consultant:

- Professional Service Agreement – signed handout

Old Business:

- Fireworks update – Lynn Wilhelm
- DDA Bylaws review

New Business

- Appointment of new DDA Member – Rick Stathakis update
- Appointment of new Secretary
- Appointment of new Treasurer

Treasurer's Report:

Financial Report – DDA Budget Information from Allan McDonald – Rick or Lynn
Property Tax Capture Report request to Allan McDonald, Finance Director

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



Revenue Budget Performance Report
494
Through Date: 11/03/16

Account Number	2014 Actual	2015 Actual	2016 Original	2016 Y-T-D	2016 Projected	2016 Projected Change	2016 Percent Change	2017 Proposed	2017 Proposed Change	2017 Percent Change
<u>Fund: 494 - Downtown Development Fund</u>										
685 000 - Interest Income	337.73	334.42	338.00	-	300.00	(38.00)	(11.24)	300.00	-	-
Fund Total: Downtown Development Fund	337.73	334.42	338.00	-	300.00	(38.00)	(11.24)	300.00	-	-

Expense Budget Performance Report
904
 Through Date: 11/03/16

Account Number	2014 Actual	2015 Actual	2016 Original	2016 Y-T-D	2016 Projected	2016 Projected Change	2016 Percent Change	2017 Proposed	2017 Proposed Change	2017 Percent Change
Fund: 494 - Downtown Development Fund										
Department: 904 - Downtown Dev Authority										
718.000 - Meeting Fees	327.05	455.53	500.00	207.41	200.00	(300.00)	(60.00)	300.00	100.00	50.00
727.000 - Office Supplies	-	-	-	75.00	100.00	100.00	-	200.00	100.00	100.00
801.001 - Organization Committee DDA	-	-	6,000.00	-	100.00	(5,900.00)	(98.33)	3,000.00	2,900.00	2,900.00
801.002 - Economic Restructuring/Design Committee	31,465.25	44,936.51	35,000.00	10,645.45	14,000.00	(21,000.00)	(60.00)	35,000.00	21,000.00	150.00
801.003 - Design Committee	634.89	-	-	-	-	-	-	-	-	-
801.004 - Fagade Grant Program	-	-	-	-	-	-	-	50,000.00	50,000.00	-
801.100 - Promotion Committee DDA	-	638.40	5,000.00	-	100.00	(4,900.00)	(98.00)	2,500.00	2,400.00	2,400.00
950.494 - Office space / equipment rent	2,016.20	252.00	485.00	19.84	100.00	-	-	500.00	400.00	-
955.000 - Other Expenses	-	-	1,593.00	1,593.00	1,593.00	(385.00)	(79.38)	1,822.00	229.00	400.00
963.101 - General Fund Administrative Fee	563.00	1,007.00	1,593.00	1,593.00	1,593.00	-	-	-	-	14.38
Department Total: Downtown Dev Authority	35,006.39	47,289.44	48,578.00	12,540.70	16,193.00	(32,385.00)	(66.67)	93,322.00	77,129.00	476.31

**Charter Township of Shelby
Downtown Development Authority**

**Meeting Minutes – March 14, 2017
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 7:03 p.m.

Members Present: Jeff English, Greg Gagnon, Kevin Karwowicz, Pat Rabaut Miller, Lynn Wilhelm

Members Absent: Bill Hellebuyck, Rick Stathakis, Jeff Swartz

Guests Present: Glenn Wynn from Planning & Zoning & Carmen Avantini from CIB Planning

Approval of Meeting Minutes: Jeff English made a motion to approve the meeting minutes from January 10, 2017, seconded by Lynn Wilhelm. Motion carried.

Consultant: Glenn Wynn reiterated that the DDA district was reset for values and the DDA district has been expanded. He wanted Carmen Avantini to come to this meeting to talk about how he could offer his guidance in the next phase of the planning process. Carmen Avantini mentioned that one of the key features in the update of the project was the ability to take tax increment of capturing in the future as a way of leveraging new developments. He felt it would be a good idea to have the DDA develop a set of criteria by which they can judge each project as it comes it, as well as the time frame that they are willing to contribute back the tax increment finance. Glenn referenced a couple of examples where businesses had asked for financial help.

Carmen stated that he can develop a rating system and some criteria to bring back to the DDA for review. The recommendation would then have to be brought to the Township Board for approval. The next step would be to prioritize the

projects and determine which ones should be tackled first. Pat Rabaut Miller added that the newsletter is a good communication tool to ensure that every business in the DDA is made aware of what is going on, such as any new projects in the area. She also suggested that the DDA may want to prioritize based on areas/sections.

Motion by Pat Rabaut Miller to hire CIB Planning to create a proposal for professional services agreement for ongoing consultant fees not to exceed \$20,000 for the purpose of prioritizing the work tasks in the DDA, seconded by Jeff English. Motion carried.

This agreement will be for one year effective today through March 14, 2018.

OLD BUSINESS:

Fireworks Update: Lynn Wilhelm got approval to move forward with the Fourth of July fireworks. It will be held at the Packard grounds property with a cost of approximately \$20-25,000 for the fireworks. Currently, there is a RFP in place for the fireworks. There was discussion of possible DDA sponsorship for this event. The Township will cover the cost of security. Pat Rabaut Miller suggested reaching out to area businesses to help with the sponsorship. Discussion included sponsorship through the use of a trolley that would transport people to the event from designated parking areas.

Motion by Pat Rabaut Miller for the DDA to sponsor the fireworks at the Packard Proving Grounds for up to \$20,000 with the opportunity to review the bids prior to spending the money, seconded by Jeff English. Motion carried.

Pat would like the DDA to be the sole sponsor of the fireworks, but have area businesses sponsor other aspects of the event.

Packard Grounds Update: Already discussed as part of the Fourth of July fireworks.

Utilizing Heritage Park/Pond: Heritage Park could be a good tailgating spot for the Fourth of July event.

NEW BUSINESS:

Appointment of New Secretary: Greg Gagnon mentioned that Rick Stathakis was planning on talking to a couple of new prospects for the DDA who may be willing to fill this appointment. No appointment at this time.

Appointment of New Treasurer: Still needs to be determined. Jeff English felt that Jeff Swartz should be considered for the Treasurer again since he did a great job in the past.

Pat believes that according to the DDA bylaws, the DDA must consist of three Shelby Township residents and five business owners in the Township, as well as the Township Supervisor.

TREASURER'S REPORT:

Financial Report: No financial report. Greg asked Allan MacDonald to look into resetting our estimates.

COMMITTEE REPORTS:

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

Organization: Pat Rabaut Miller talked about the DDA Facebook site which has 636 people who "like" us. She suggested that everyone contact their friends who live in the area and ask them to "like" the DDA on Facebook to increase that number. She recommended that everyone post something about the Township, as well, or send it to her and she will post it on Facebook.

Promotion: Kevin Karwowicz had nothing more to add at this time since he will promote for sponsorship of the fireworks.

COMMENTS: Greg Gagnon felt that the members need to make a better effort to attend these meeting and be more productive during the meetings.

CORRESPONDENCE: None.

FUTURE AGENDA ITEMS:

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