

NOTICE

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

The Shelby Township DDA will meet hold its regular meeting on Tuesday, May 9, 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:

- April Meeting

Consultant:

- Glynn Wynn, Shelby Planning Director – in attendance
- Carmine Avantini, CIB Planning
 - DDA Work Plan review
 - TIF Rebate Priority Guidelines review

Old Business:

- Fireworks update – Lynn Wilhelm

New Business

- Appointment of new DDA Member – Rick Stathakis update

Treasurer's Report:

Financial Report – Property Tax Capture Report request to Allan McDonald, Finance Director

Committee Reports:

Economic Restructuring & Design

Jeff English

Organization

Pat Rabaut-Miller

Promotion

Kevin Karwowicz – update on VIP Section Sponsorships

Comments: Greg Gagnon – updates on incoming projects and businesses to DDA District

Future Agenda Items:

- Appointment of new Secretary
- Appointment of new Treasurer

(586) 731-5100 **Charter Township of Shelby** (586) 726-2731 TDD
Individuals with disabilities requiring auxiliary aids or service at the meeting should contact
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**Charter Township of Shelby
Downtown Development Authority**

**Meeting Minutes – April 11, 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 7:08 p.m.

Members Present: Jeff English, Greg Gagnon, Bill Hellebuyck, Kevin Karwowicz, Rick Stathakis, Jeff Swartz, Lynn Wilhelm

Members Absent: Pat Rabaut Miller

Guests Present: None

Approval of Meeting Minutes: Jeff English made a motion to approve the meeting minutes from March 14, 2017, seconded by Lynn Wilhelm. Motion carried.

Consultant: The professional service agreement with Carmine Avantini that was discussed and approved at the last meeting was signed by Greg Gagnon and he will get a copy from Glenn Wynn. Glenn and Carmine will come to the next DDA meeting to present the ideas.

OLD BUSINESS:

Fireworks Update: Lynn Wilhelm had a proposal from three fireworks companies. A \$20,000 budget was approved at the last meeting, but these proposals are over this budget. Wolverine Fireworks were the best out of the three. They also do the Rochester fireworks. The cost is approximately \$35,000. Lynn asked for additional funding for the fireworks. Jeff Swartz felt that we might have enough in the budget to approve additional funding but doesn't have the numbers from Allan McDonald in the Finance Department. Rick Stathakis said that since this is the first time in many years that Shelby Township has hosted the fireworks, we want it to

be spectacular. The police department will handle the costs for security. Parking venues are still being considered. Kevin Karwowicz talked about a VIP section that would generate some money.

Motion by Lynn Wilhelm to amend the fireworks budget from \$20,000 to \$35,000, seconded by Jeff English. Motion carried.

DDA Bylaws Review: Greg Gagnon read the ordinance which states that the DDA must consist of nine members, a chief executive officer and eight members appointed by the chief executive officer. These members must be approved by the Township Board. Five people should have a business in the DDA and not less than one member must be a resident in the DDA.

NEW BUSINESS:

Appointment of New DDA Member: Put on hold until next meeting.

Appointment of New Secretary: Put on hold until next meeting.

Appointment of New Treasurer: Put on hold until next meeting.

TREASURER'S REPORT:

Financial Report: Greg Gagnon asked Allan McDonald to update the tax capture estimate. Allan forwarded some figures which were distributed to the members. The proposed budget for 2017 is **\$93,322**. The proposed change is **\$78,129**. The budget surplus is **\$110,000**, but the accumulated savings is **\$203,561**. This report only shows expenses, not revenue gain. Rick Stathakis will make sure everyone gets the full report by the next meeting.

COMMITTEE REPORTS:

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

Organization: Pat Rabaut Miller was not present to report.

Promotion: Kevin Karwowicz has been posting information on Facebook. He is working on promoting the fireworks and getting additional funding.

COMMENTS: There was further discussion about the fireworks and the parking situation for this event. There still needs to be a motion to approve the contractor for the fireworks even though the budget was amended.

Motion by Jeff English to approve the proposal by Wolverine for the fireworks for \$35,000, seconded by Lynn Wilhelm. Motion carried.

CORRESPONDENCE: None.

FUTURE AGENDA ITEMS:

- Appointment of New DDA Member
- Appointment of New Secretary
- Appointment of New Treasurer

Meeting adjourned at 7:50 p.m.