

NOTICE

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

The Shelby Township DDA will meet hold its regular meeting on Tuesday, June 13, 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:

- May Meeting

Consultant:

Old Business:

- Fireworks update – Lynn Wilhelm

New Business

- Appointment of new DDA Member – Rick Stathakis update

Treasurer's Report:

Financial Report – Jeff Swartz

Committee Reports:

Economic Restructuring & Design

Jeff English

Organization

Pat Rabaut-Miller

Promotion

Kevin Karwowicz – update on Fireworks promotions with radio & TV

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
the Shelby Township Clerk's Office at 586-731-5102, TDD 586-726-2731



**Charter Township of Shelby
Downtown Development Authority**

**Meeting Minutes – May 9, 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 7:02 p.m.

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

Members Absent: Rick Stathakis

Guests Present: Glenn Wynn from Planning & Zoning, and Carmine Avantini from CIB Planning

Approval of Meeting Minutes: Jeff English made a motion to approve the meeting minutes from April 11, 2017, seconded by Jeff Swartz. Motion carried.

Consultant: Carmine Avantini mentioned that he had combined some of the things that were brought up by the DDA members and what he felt were needed in the DDA Work Plan to come up with the next steps to take in moving forward in preparation for future tax capture. A list of the proposed DDA Work Plan was handed out to the DDA board. He made a few changes to the plan, one involving the Master Plan update where key locations for redevelopment were identified. The Van Dyke corridor in the DDA was a key focus. A variety of factors will be considered when making recommendations for key priority sites throughout the district to assist the DDA board in evaluating project requests.

Carmine also talked about creating a project request evaluation/rating process to ensure that every request is treated fairly and equally. Additionally, all projects will be evaluated and prioritized to determine which ones should be tackled first. He will also develop a façade improvement program along with a list of what is eligible and what is not. Carmine felt that a bi-annual newsletter to start would be

helpful as a good communication tool, and eventually move to a quarterly newsletter as things progress. He also liked the idea of conducting small business workshops to help educate small businesses in various areas.

Also included in the hand-out was a chart with TIF Rebate Priority Guidelines that showed the priority level, type of project and length of tax rebate which was briefly discussed.

Glenn Wynn talked about the new developments along the Van Dyke corridor which include Tropical Smoothie, Art Van Pure Sleep, Jimmy John's, Credit Union One, Da Francesco's and a couple of new retail centers. There has been interest from several other businesses, as well, but nothing has been confirmed yet. Glenn said that he will keep the DDA posted on any new developments.

OLD BUSINESS:

Fireworks Update: Lynn Wilhelm said the fire and police departments are working on the parking situation. There will be a meeting with businesses on the west side of Van Dyke to talk about parking opportunities and fees. Pat Rabaut Miller suggested reaching out to volunteer groups, such as the Boy Scouts, to help out. Kevin Karwowicz asked about the possibility of contacting a radio station to synchronize the fireworks with music.

NEW BUSINESS:

Appointment of New DDA Member: Greg Gagnon said that some applications were received, but none were business owners. He added that Rick Stathakis has asked for recommendations.

Appointment of New DDA Treasurer: Jeff English nominated Jeff Swartz for Treasurer, seconded by Pat Rabaut Miller. Jeff Swartz accepted. Motion carried.

Appointment of New DDA Secretary: Pat Rabaut Miller nominated Lynn Wilhelm for Secretary, but Lynn declined. No new secretary appointed at this time.

TREASURER'S REPORT:

Financial Report: Greg Gagnon said that based on the financial report from Allan McDonald, it doesn't look like any property tax capture is coming in for 2017. Jeff Swartz said that the total capture less the Shelby capture shows what the DDA budget would be. Based on those numbers for **2018**, the DDA is looking at \$20,000; **2019**, \$45,000; **2020**, \$116,000; **2021**, \$218,000. The Shelby capture is the baseline. This will be discussed further at the next meeting.

COMMITTEE REPORTS:

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

Organization: Pat Rabaut Miller mentioned that she is working on updating the website and Facebook. She would like to add to the business directory on the website.

Promotion: Kevin Karwowicz suggested that the fireworks be mentioned at the next Board meeting and direct people to the DDA Facebook for updates. He also talked more about the radio station's involvement in the fireworks promotion.

COMMENTS: Greg Gagnon mentioned that he would like to get monthly updates on new developments in the DDA.

CORRESPONDENCE: Greg Gagnon said that he received the 2017 annual tax increment assessment roll which he passed over to Jeff Swartz, the newly appointed DDA Treasurer.

FUTURE AGENDA ITEMS:

- Property Tax Capture Report
- Appointment of New Secretary

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