

# NOTICE

## **DOWNTOWN DEVELOPMENT AUTHORITY (DDA)**

The Shelby Township DDA will meet hold its regular meeting on Tuesday, July 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:**

- June Meeting

**Consultant:**

- Carmine Avantini, CIB Planning – introduction by Glenn Wynn, Planning director

**Old Business:**

- Post-Fireworks update – Lynn Wilhelm

**New Business**

- Sam Palazzolo, Palazzolo Brothers – new owner of Village of Shelby III, invited as guest to discuss development possibilities and tax increments financing options
- Appointment of new DDA Member – Approved for Frank Mancini

**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
- Frequency of DDA Board Meeting

(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 – June 13, 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 7:10 p.m.

**Members Present:** Jeff English, Greg Gagnon, Lynn Wilhelm, Bill Hellebuyck, Pat Rabaut Miller, Rick Stathakis, Jeff Swartz

Greg Gagnon announced that Kevin Karwowicz is no longer a member of the DDA.

**Members Absent:** None

**Guests Present:** None

**Approval of Meeting Minutes:** Jeff Swartz made a motion to approve the meeting minutes from May 9, 2017, seconded by Pat Rabaut Miller. Motion carried.

**Consultant:** Nothing to report.

**OLD BUSINESS:**

**Fireworks Update:** Lynn Wilhelm said there a lot of activities planned at the Packard plant prior to the fireworks display. The event will be advertised in various spots. Deputy Chief Mark Coil has everything under control in regards to police and fire. There will be over 400 parking spots, but no shuttle service. Every business will handle its own parking. Vince & Joe's will have food trucks at Ford field, but area restaurants should benefit as well. Every business along the DDA was sent a letter about this event.

## **NEW BUSINESS:**

**Appointment of New DDA Member:** Rick Stathakis mentioned that Frank Mancini is a good prospect and would be a great addition to the DDA. He is an architect and owns several buildings along Van Dyke. There are currently two openings on the DDA board that need to be filled.

## **TREASURER'S REPORT:**

**Financial Report:** Jeff Swartz said that the only money spent was for the meeting minutes. There will be additional bills including \$912 for the consultant. Jeff English inquired about the bill for the fireworks and when it will be due. Every invoice needs two signatures before it gets submitted to Allan McDonald in Finance for the bill run.

## **COMMITTEE REPORTS:**

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

**Organization:** Pat Rabaut Miller talked about doing another newsletter that includes information about the firework event, new DDA board members, new and existing businesses in the DDA, and any programs that are being offered. She will work with Carmine Avantini and come up with an outline of what to include on Facebook and newsletter.

Rick Stathakis brought up the possibility of just meeting every other month unless needed more often. The DDA could start by meeting July then every month. This issue can be discussed at the next meeting.

**Promotion:** Greg Gagnon and Pat Rabaut Miller will take over Promotions for now. Greg said he thanked Kevin Karwowicz for his two years on the DDA Board.

**COMMENTS:** Greg mentioned that more businesses have opened or are planning on opening in the area in the near future.

The possibility of Restaurant Week in Shelby Township was briefly discussed.

**CORRESPONDENCE:** None

**FUTURE AGENDA ITEMS:**

- Appointment of New DDA Member
- Appointment of New DDA Secretary
- DDA Meetings Schedule
- Christmas Promotion

**Motion by Jeff English to adjourn the meeting, seconded by Rick Stathakis.  
Motion carried. Meeting adjourned.**