

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the December 17, 2008 Meeting**

Members Present: Susan Bennett; Sharon Greene; Beth Lewis; Paul Mecklenborg; Jan Nastovski; Gail Perrin; Triscia Pilchowski (Supervisor); Roscoe Smith; Laura Trombetta

Members Absent: Doreen Kosieracki

Staff Present: Tim Colbeck and Melissa Dashevich

Visitors Present: None

Tim Colbeck called the meeting to order at 5:40 p.m.

Approve Regular Board Meeting Minutes of November 19, 2008

Motion was made by TRISCIA PILCHOWSKI to approve the minutes of November 19, 2008 as corrected. Supported by ROSCOE SMITH and the motion carried with a unanimous voice vote. (9-0)

Treasurer's Report

The Board voted to table the review of the December Treasurer's Report until the January meeting because of the absence of the Board Treasurer.

Director's Report

Colbeck reviewed the November-December Director's Report with the Board. He also reported that he has received a feasibility study proposal from Land Design to discuss the possible Gateway Project. Colbeck also gave a status report on the new website launch. He reported that the new website should be live by the end of 2008.

OLD BUSINESS

Sewer Update

Pilchowski discussed several different options that Township is reviewing for the proposed sewer system. Per the request of some of the area stakeholders, the Township is investigating the use of a low-pressure sewer system. She stated that a public hearing is scheduled to take place on January 26th where the Township will provide its plan for the public to review.

NEW BUSINESS

Lease Agreement

Colbeck stated that he executed the 2009 lease agreement for the HDDA Office Space. The lease amount has remained the same as 2008.

Board Member Slate Officer Nominations

Sharon Greene and Gail Perrin's current board terms have expired and they both have submitted letters of intent to remain on the Board.

Pilchowski reported that she has invited three individuals to join the HDDA Board.

The current Board Chairperson, Susan Bennett's term is also set to expire this month. She has decided to not renew her Board position for 2009. The Board expressed great appreciation to Bennett for her services to the Highland Downtown Development Authority during the difficult time when the DDA did not have a director.

Highland Station Gateway Property/Land Design Proposal

The Highland Station Master Plan addresses the DDA developing a Gateway Park. The Board has recently become aware of a parcel of land that may be available for this use. The Board has expressed an interest in the DDA researching the proposed property. Per the Board's request, Land Design Studio has submitted a proposal for an analysis of development opportunities. This proposal is for a feasibility of the identified property.

Pilchowski stated that while having a gateway park may be part of the Master Plan it is not part of the approved TIF plan filed with the county. She suggested that the DDA contact Bob Donohue from MSOC to see if the TIF plan can be amended to include property acquisition.

Colbeck emphasized that this proposal is only to determine what can be done with the proposed property if it becomes available. This feasibility study would be beneficial to the DDA district for anybody to use to encourage the redevelopment of the proposed property.

The study proposal submitted by Land Design was submitted to not exceed \$4,500 without the DDA's authorization. The Board requested that Colbeck submit the proposal to our attorney to review prior to executing. Pilchowski also suggested we have the Township's insurance provider review it prior to signing off. The Board also requested that Colbeck inquire with Land Design about lowering the price of the scope of work. Per the Township purchasing policies, sealed bids are only required on purchases of \$5,000 or more.

A motion was made by PAUL MECKLENBORG to approve the Land Design Studio proposal, contingent upon Mr. Donohue's opinion, attorney review, insurance review, and confirmation with the property owner that there is interest to sell. Supported by GAIL PERRIN. The motion carried with a roll call vote (8 –Yes and 1 – No).

Design

Colbeck discussed the façade grant request from R. J. Miller for work on his office building. The Design Committee suggested that he use more traditional materials for his façade rather than the proposed vinyl siding. The applicant had already begun his renovations at the time that he applied for a grant and has chosen to move forward as proposed. Since the applicant is not using the types of building materials outlined in the façade guidelines, the Design Committee decided to decline his application. It was suggested by some of the Board members that the DDA examine what can be done ensure property owners use the Highland Station Design Guidelines when renovating a property in the district.

Promotions/Organization

Missy Dashevich reported on the annual tree lighting event. She stated there was a great turnout with over 100 children visiting Santa. In addition we served over 300 cookies and 250 cups of hot chocolate.

Main Street Oakland County

Colbeck reminded the group of the upcoming Technical Visit scheduled by the MSOC for January 15th 2009. He also discussed the upcoming National Main Streets Conference scheduled for March 1-4. He shared the registration information with the Board for any interested parties who wish to attend the conference with him.

Development District Reviews

Colbeck stated that Floor Studio formerly Carpet Classics has received the first grant through the Façade Improvement Program. He stated that Milford Times has written an article to highlight the program and will appear in the paper shortly.

Community Reports and Call to the Public – None

ADJOURNMENT

The meeting was adjourned at 7:45 p.m.