

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the July 14, 2009 Meeting
APPROVED**

Members Present: Sharon Greene; Beth Lewis; Paul Mecklenborg; Gail Perrin; Triscia Pilchowski; Roscoe Smith; Laura Trombetta;

Members Absent: Doreen Kosieracki; Mike Maher; Jan Nastovski

Staff Present: Tim Colbeck and Melissa Dashevich

Visitors Present: 2 Tad Krear - Land Design Studio
Jake Lloyd - Land Design Studio

Roscoe Smith called the meeting to order at 5:35 p.m.

East Livingston Framework Plan – Working Session

Tadd Krear and Jake Lloyd of Land Design Studio presented their work to date for the E. Livingston Framework Plan. The work covers a number of items including parking geometrics, pavement styles, lights and furnishing for East Livingston. The plan incorporated low impact designs for storm water management and the overall feel of the streetscape to be casual and natural. Ros Smith asked Krear how the perforated pavement styles and rain gardens faired with maintenance and how it held up in the winter. Krear replied where rain gardens have been used, they appear to hold up well. Also it appears the perforated pavement held up as well as the traditional pavement styles where it has been used. Lloyd presented a number of pictures of a small Indiana town with architecture and street schematics that are very similar to Highland Station. This community may be an example of what Highland Station could look like.

Krear asked the board members present this evening for their opinions of the proposed plan. None of the board members present expressed any concerns or objections. Krear and Lloyd plan to personally visit the property owners' located on E. Livingston to discuss the ideas being presented this evening. Once this has taken place a hard copy of the plan will be provided to the DDA.

Approve Meeting Minutes of June 17, 2009

Perrin moved to approve the minutes of June 17, 2009 as corrected. Supported by Pilchowski and the motion carried with a unanimous voice vote (7 yes votes)

Director's Report

Tim Colbeck presented his director's report. At the June 17, 2009 meeting, the Board requested a more detailed director's report and this current report was more detailed. Colbeck asked the Board to advise if the level of detail was adequate.

Laura Trombetta asked Colbeck if he had visited DDA businesses as requested. Colbeck stated he has visited businesses and it is reflected in the report. Trombetta asked that the businesses and contacts be listed in the monthly report.

OLD BUSINESS

Sounds Like of Summer Concert Series

Gemini, July 8th was the first concert of the season and had a fantastic turn out. There was discussion on how customer traffic could be increased for the Home Town Goods Show that is located in the parking lot of the Highland Station House. It was discussed that the vendors could be located along the front of Highland Station House. Colbeck stated that the vendors have not expressed unhappiness with the vendor set-up. Smith asked that the vendor be moved closer together.

Landscape Plan for Library/Township Boulevard Sign

At the June 17, 2009 Board Meeting, Perrin presented a landscape design for the Library sign at a cost of \$2400.00. At that meeting, Perrin asked the DDA to contribute to the cost of the sign. The Board discussed how this expense should be divvied up between entities and a motion was made and seconded that One-Thousand Two-Hundred Dollars (\$1200.00) would be contributed by the DDA. Perrin stated that the library can only contribute Two-Hundred (\$200.00). Perrin stated the project has been scaled down so the landscape plan would only cost One-Thousand Three-Hundred (\$1300.00). She asked that the DDA would still contribute the \$1200.00 with the understanding that whatever she is able to obtain from the Township and Library would be deducted from the DDA's donation of \$1200.00. It was discussed the plantings are perennials. Smith asked the Board if they would like to change the contribution to another amount. No motions were made to change the contribution and Smith stated the contribution will remain at (One-Thousand Two-Hundred Dollars) \$1200.00.

NEW BUSINESS

Community Outreach Meeting August 27th

The Organization Committee is planning a Community Outreach Meeting. The intent of this meeting is to inform the public and DDA businesses what the DDA does and what can be done for them. This is also an attempt to recruit volunteers.

2010 Work Plans

Colbeck asked that the Committees begin working on their Work Plans. Pilchowski stated the DDA budget, which may not be the final numbers, would need to be presented to the Township Board in September.

New Business Report – Fragments, 233 Milford Road

This is a new business coming into the DDA. This business will consist of antiques, home goods and gallery. The garage will be torn down but the house will be renovated. This business will be going before the Planning Commission very soon.

COMMITTEE REPORTS

Design

Paul Mecklenborg stated this Committee was unable to meet on their regular scheduled date and plan to meet next week.

Economic Restructuring

Trombetta reported this committee would like to meet with the new business, Fragments, to offer them assistance as a new business coming into Highland.

Organization

Beth Lewis was not present but this committee is working on the Community Outreach Meeting discussed earlier in these minutes.

Promotions:

Colbeck reported that this committee is working on the up-coming Horsin Around Festival with the Event Planner, Mark Loeb. Also Missy Dashevich reported that she, Doreen Kosieracki and Trombetta distributed concert invitations concerts to every household surrounding the Highland Station area, per Pilchowski's suggestion.

Main Street Oakland County Updates

Colbeck would like to have Bob Donahue of MSOC attend the next Board meeting to give a presentation on the benefits of having a DDA, TIF, and membership in the MSOC. This information can be used as points of discussion with the public regarding the DDA. Pilchowski asked that the Township Board be invited to attend this meeting. Mecklenborg requested that information be prepared showing how the DDA money has been spent since inception.

Upcoming MSOC Workshops

Colbeck presented a schedule of workshops offered by MSOC. It was discussed if Board members choose to attend it should be at the expense of the HDDA.

Treasurer's Report

Colbeck reviewed the Treasurer's Report with the Board. Pilchowski offered to assist Colbeck with **TIF projections** for committee budget planning.

The Treasurer's Report was reviewed and discussion. There were not concerns expressed.

Call to the Public –

Sharon Green announced the upcoming Pink Derby. This is a horse back riding event to raise funds for mammograms for Huron Valley women.

Smith stated that at the last MSOC evaluation it was brought to the Board's attention that a performance evaluation has not been done for the Executive Director. Smith distributed an evaluation form to the Board and requested that they complete by the next Board meeting.

Regarding the 2009 MSOC Evaluation, Pilchowski noted that we received a perfect score of a "10" in 2008, however this year we did not. She wished to emphasize that this should not be a reflection of the current Director. She stated that each year, there are different people doing the evaluation and different emphasis put on different things, which seems to be arbitrary. Colbeck reminded the Board that each year more is expected of an organization.

ADJOURNMENT – At 7:10pm Smith adjourned the meeting.