

CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the November 1, 2006 Work Session

Members Present: Susan Bennett; Sharon Greene; Paul Mecklenborg; Gail Perrin; Keith Rhodes (Chairperson)

Members Absent: Dave Blossey; Doreen Kosieracki; Scott Oppmann; Patricia Pilchowski (Township Supervisor); Roscoe Smith

Staff Present: None

Visitors Present: Paul Young

Chairperson Rhodes called the meeting to order at 5:40 p.m.

Approve Meeting Minutes of October 4, 2006

Minutes were not able to be approved due to a lack of a quorum.

Treasurer's Report

Mr. Blossey, the treasurer, was not present and a treasurer report was not presented.

Director's Report

Ms. Bahm was not present this evening for she was attending the National Trust for Historic Preservation Annual Conference. Ms. Bahm e-mailed her monthly report to the Board for review.

Mr. Rhodes referenced the Main Street of Oakland County (MSOC) visit noting and thanking the DDA members for attending. He stated that he found the visit to be beneficial and stated there has been progress made.

Ms. Bennett noted Oakland Business Review had an article regarding the HDDA and the sewers.

Mr. Rhodes referenced the Wrap-up Meeting of the MSOC. He referenced past discussions of the 2007 Budget allocations for an accountant. It was suggested to him by local CPW Christine Hammill to possibly go with a software program such as Quik Books and use the Township for public financial reporting. The money that was allocated for the accountant may be better used for a clerk/assistant for Ms. Bahm to relieve her of some clerical type duties. The Board members present felt this would be beneficial.

Mr. Rhodes noted the following suggestions that resulted from the Wrap-up of the MSOC visit.

- To have a formalized written agreement between Highland Township and the HDDA.

- To develop an orientation program for new Board members, new committee members and volunteers.
- The Annual Report could be made into a short presentation for the Highland Trustees, Planning Commission; other governmental bodies and to the public.
- To pursue National Registry District qualification for the Highland Station district. He noted this was not to be confused with the local preservation project.
- A formalized project review process, meaning any development within the HDDA should be reviewed by the DDA. The goal is to add input while not delaying the project.
- Development of a Master Plan Task Force.

OLD BUSINESS

Town Center Boulevard Update

Ms. Perrin questioned the status of the Library signage. Mr. Rhodes stated that to his knowledge it was on schedule and expected it to go in approximately Spring of 2007.

Ms. Perrin also stated there is a large pot hole in front of the library and asked when the pavement was expected to go in. Mr. Rhodes asked that she contact Township who could arrange for a repair to get through the winter.

Sewer Update

Mr. Mecklenborg stated the Sewer Project was approved to move forward by the Township Board on October 25, 2006. At this time engineering is the next step. He stated as long as the cost stays within the projections all is fine. However if costs should exceed the projections, the process will begin again. Mr. Mecklenborg also informed the Board that if all goes well the sewers are projected to be in place by Spring 2008. At the upcoming Highland Business Association Luncheon on November 16th, Ms. Corwin and Ms. Bahm will be speaking on the sewer project and the HDDA.

Board Member Suggestions for Organizational Improvement

Mr. Rhodes also reviewed the list that was compiled from the homework assignment from the October Board meeting. The assignment was to think about ways in which the HDDA Board might be more successful at encouraging full participation from its Board, committee members and to attract new members. Mr. Rhodes stated that he would like to discuss in more detail when Ms. Bahm and Supervisor Pilchowski are present. He noted that he particularly liked the suggestion of a Community Reception.

NEW BUSINESS

Committee Reports

Design

Mr. Mecklenborg stated this group is still meeting once a month and the next meeting and time will be confirmed with the Committee Members.

Economic Restructuring

No members were present to report.

Organization

It was noted that this group has not met lately.

Promotions

Ms. Greene reported that she has received very good feed back from MSOC on Horsin' Around in Highland, and they also noted the participation from other community groups in this event.

Ms. Greene also noted MSOC liked the idea of Veterans' Park being the location of future concerts. She also stated that the Highland Station House will be opened for art exhibits during next year's concert events.

Development District Reviews

None

Downtown Master Plan Task Force

To develop a Task Force to assist with the Master Plan and draft a process for RFQ's. This Task Force is to include 8-10 people that would include representation from each Committee, Planning Director, Highland Township Trustee, Highland Station Business Owner/Merchant, Highland Station Resident, Business Owner/Merchant from the HDDA district, outside Highland Station, Student from Milford High School and representation from the Highland Historical Society

UPCOMING MEETING EVENTS

None reported

COMMUNITY REPORTS

None

CALL TO THE PUBLIC

There is an article in the Milford Times regarding Highland Oaks Park.

ADJOURNMENT

The work session ended at 6:30 p.m.