

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
Record of the March 18, 2009 Meeting  
UNAPPROVED**

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

**Members Absent:** Doreen Kosieracki, Mike Maher

**Staff Present:** Tim Colbeck and Melissa Dashevich

**Visitors Present:** None

**Roscoe Smith called the meeting to order at 5:40 p.m.**

**Approve Regular Board Meeting Minutes of February 18, 2009**

**Motion was made by Gail Perrin to approve the minutes of February 18, 2009 as presented. Supported by Beth Lewis and the motion carried with a unanimous voice vote. (7-0)**

**Director's Report**

Tim Colbeck reviewed the February-March Director's Report with the Board.

**OLD BUSINESS**

**National Main Street Conference – Chicago**

Colbeck gave the board a report on the National Main Street Conference he attended in early March. He shared some of the highlights of the conference. Such as a presentation called "Road Diets for Fat Roads" and also a presentation on façade grant programs where façade easements are actually given to a group such as the DDA.

Jan Nastovski asked if the Historical Preservation classification process had been started for Highland Station and if this classification would be needed as a prerequisite for a facade easement program. Colbeck stated that the preliminary process for to create an historical district for the Highland Station District was started last year. It was found that the request needs to be narrowed; the subject needs to be revisited.

**NEW BUSINESS**

**Public Space – Highland Library**

Paul Mecklenborg discussed a 25 acre parcel of public property located near the library. He suggested that the DDA install a playscape on some of this property. It was pointed out that this property is not located in the DDA District. Colbeck mentioned that the Township Parks and Recreation Master Plan is currently being updated and may already address a use for this property. It was suggested that this can be discussed further once the Parks Master Plan is complete. It was also mentioned that both the Highland Equestrian Conservancy and the Highland Conservancy have expressed interest in acquiring some of this property.

## **Committee Reports**

### Design

Mecklenborg was on vacation and did not attend the last Design Committee meeting. Colbeck reported the committee discussed moving forward with the E. Livingston Framework Plan. He stated the HDDA received a proposal for work from Land Design Studio last year for this project and would like to re-examine. Colbeck stated there are different options that can be explored, depending on what the Board would like: 1) A new request for proposal process may need to take place or 2) Obtain a new proposal from Land Design Studio. The Board requested that Colbeck have Land Design Studio submit an amended proposal for the scope of work.

Colbeck also distributed and briefly discussed a downtown walkability audit for the board members to review. He asked for the board to apply the audit to the Highland Station District to review the walkability of our downtown. He also discussed the Design Committee's ongoing discussion regarding temporary "A" frame signage for downtown businesses. He stated that Sue Grissim who is a member of the Design Committee, has taken pictures of various "A" Frame signs to be used for examples of both good and bad signage.

### Economic Restructuring

Laura Trombetta reported they have discussed business registration within the DDA. This committee will work off of the Highland Downtown Business Contact spreadsheet and visit each business. This exercise will also assist in creating a business directory on the DDA website. Having an open house for businesses will also be discussed at a future Committee meeting.

### Organization

Lewis reported the contract for the Concerts in the Park summer concert series was reviewed. Sponsorship was also discussed and each committee member will hand deliver the sponsorship package to five (5) businesses.

### Promotions

Doreen Kosieracki was absent this evening. Melissa Dashevich reported that each committee member will solicit five (5) businesses for sponsorship as well.

Colbeck reported that the full schedule for the summer concerts has been committed to and contracts have been mailed to the entertainers. Once contracts are received, promotions for the concerts will begin.

The Horsin' Around request for proposal is also being reviewed and a meeting will take place with Kosieracki to finalize very soon.

Colbeck stated that he is working with an electrician to establish dedicated electrical outlets for the Veteran's Park. The electrician's quote was approximately \$2000 depending on the where the connecting pole is located. The Detroit Edison (DTE) side of the project is still in progress. In order to have a separate electricity bill, DTE would like to have a dedicated address for the park. Currently the park is on the same address as the HDDA Minutes – Regular Meeting March 18, 2009

township offices. Smith expressed concern of adding an electrical pole in the park. Colbeck stated it could cost an additional \$5,000 to install an underground electrical connection to the park. At this time the Board expressed their commitment for Colbeck to move forward with the installation.

### **Main Street Oakland County**

The annual year-end evaluation is scheduled take place on April 7, 2009. Colbeck asked that the Board members review the proposed agenda and provide their availability to him by Monday for the various sessions. The evaluation agenda calls for participation from 11:00-12:00 for area merchants. Colbeck requested that the Board help him by suggesting possible interested business owners to attend.

### **Treasurer's Report**

Colbeck reported that Kosieracki had emailed that she would not be able to attend this evenings board meeting, but that she had reviewed the financial statements and had no concerns to raise at this time.

**Triscia Pilchowski moved to accept the treasurer's report as presented, if any Board member has any questions or concerns that they contact Kosieracki. Trombetta supported and the motion carried with a unanimous voice vote (8- 0)**

### **Community Reports**

**Call to the Public - None**

**ADJOURNMENT - At 7:10 Smith adjourned the meeting.**