

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the April 15, 2009 Meeting
APPROVED**

Members Present: Sharon Greene; Doreen Kosieracki (arrived at 6:00pm); Beth Lewis; Paul Mecklenborg; Jan Nastovski; Gail Perrin; Triscia Pilchowski; Roscoe Smith; Laura Trombetta

Members Absent: Mike Maher

Staff Present: Tim Colbeck and Melissa Dashevich

Visitors Present: None

Roscoe Smith called the meeting to order at 5:36 p.m.

Approve Regular Board Meeting Minutes of March 18, 2009

Motion was made by Triscia Pilchowski to approve the minutes of March 18, 2009 as presented. Supported by Gail Perrin 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 2009 National Trust Main Street Conference in Chicago.

MSOC Year-End Evaluation

Smith and Colbeck reviewed the year-end evaluation with the Board. Smith also reviewed a list of the DDA's accomplishments since it came into existence. He commended the Board members on all of their hard work to date.

Highland Station Gateway Project

Colbeck reviewed the LDS analysis for the possible project with the Board. The report gave suggestions on how the land can be designed for a gateway park for the Highland Station District. Colbeck stated he would take the final report to the printer so that copies can be made for each board member.

NEW BUSINESS

Veteran's Park Electrical Outlet Installation

Colbeck reviewed several options on how to proceed with the installation of an electrical outlet for the park with the Board. The Board requested that Colbeck investigate a couple of options for DTE to run power to the park. They asked him to find out if it is possible to run an above ground connection from behind the sheriff's office to the rear of the park where a pole would not be too obtrusive or to run underground wiring across Livingston

Rd. to the outlet. Colbeck stated that he had a basic quote from the electrician that states to go underground the project would cost approximately \$5,000 more. The Board agreed that the DDA should proceed with the work and discussed that \$9,000 should be a sufficient budget for the project.

MOTION:

Pilchowski moved to approve Colbeck moving forward on the Veteran's Park electrical outlet installation project with the understanding that he will pursue the most inexpensive path to meet the Township's criteria and the DDA's goals. He will have the ability to go up to \$9,000 (nine thousand) in expenditures on this project if need be and he will keep the Board apprised as he moves forward. Supported by Laura Trombetta and the motion carried with a roll call vote: Perrin – yes; Greene – yes; Lewis – yes; Trombetta – yes; Nastovski – yes; Kosieracki – yes; Mecklenborg – yes; Smith – yes and Pilchowski – yes (9 – 0)

Highland Community Parade

The Highland Community Parade is May 16, 2009. Colbeck stated he recently met with Pat Hamlin and John Pratt to discuss how the DDA can be a part of the parade. It was suggested that we create concert schedule magnets to pass out at the parade. Colbeck asked the Board for volunteers to represent the HDDA at the parade and stated he will look into purchasing both a banner and the magnets.

Committee Reports

Design

Paul Mecklenborg gave a report on the last committee meeting. He stated they have reviewed Land Design Studio's (LDS) proposal for the East Livingston Road Framework Plan and have approved the scope of work. He also stated that the committee has been working on clarifying some questions regarding the use of temporary/A-frame signs in the Highland Station Design Guidelines. Sue Grissim has taken pictures of good and bad examples of A-frame signage and found a possible vendor of the signs to help with the guidelines. He stated there has been discussion on approaching the Napa Store to use our façade program to improve the look of their facility. Colleen Emerick has taken pictures of several Napa Stores in Oakland County to use as samples of what can be done. Mecklenborg said he would approach the owner of the Napa store and discuss some ideas with him. Mecklenborg also stated the committee has discussed doing something to improve the look of the four corners of Milford & Livingston. It was suggested that this be part of the proposed Livingston Road Framework Plan with the expectation of these improvements to be implemented this year.

Colbeck reported on recent discussions with Tad of LDS/Oakland County and Jim Ridgeway a consultant for Oakland County on the possibility of Highland being a test area for a small sewer system project through the County. The consultant informed Colbeck that the County is currently looking at a number of experimental sewer systems that could service a very small area. He suggested that the HDDA contact the Oakland County Drain Commission to make sure that they are thinking of Highland as a possible site. Colbeck will follow this possible project and keep the Board up to date on any developments as they occur.

Economic Restructuring

The Economic Restructuring Committee meeting for April was cancelled. No report was given.

Organization

There was no Organization and Promotions meeting held in April. However, Beth Lewis reported that she gained a lot of information from the MSOC Evaluation pertaining to this committee's goals and is planning to move forward with a number of items.

Promotions

Colbeck gave a status report on the Summer Concert Series. The concerts are currently about \$1,250 (One Thousand Two Hundred and Fifty Dollars) over budget. He stated that we have not yet raised any sponsorship dollars for the concerts. He again requested the assistance of the Board in fundraising activities. Pilchowski stated she would contact ITC for a sponsorship since they have supported the concerts in the past. She also suggested someone contact DTE to solicit a sponsorship. There was some discussion regarding the concerts budget, in particular the line item for the DDA to provide a sound system for the performers. It was stated in the past that the acts were expected to bring their own systems to the shows. Colbeck stated that a number of the performers stated it would cost more if they had to bring their own systems and that there is often reluctance to share systems with the opening acts. He also stated that he feels that by the DDA providing a professional system it would increase the quality of the event. The Board agreed to move forward with providing the sound system for this year's concerts and reevaluating after. Ms. Green, however, was concerned with the extra expense involved for the sound system. She stated she was opposed to having a sound system.

Main Street Oakland County

Colbeck reported that May is National Historic Preservation Month. As part of this MSOC and its partner communities have created a "Rediscover your local Downtowns" campaign. He shared with the Board a poster that has been created to encourage people to shop, dine, and play in our Downtown. He also stated that the MSOC would be running radio adds to promote this all May. He stated that each community has been invoiced for \$500 to help support.

Treasurer's Report

Kosieracki moved to accept the treasurer's report as presented. Trombetta supported and the motion carried with a unanimous voice vote (9- 0)

Call to the Public - None

ADJOURNMENT - At 7:10 Smith adjourned the meeting.