

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the May 20, 2009 Meeting
APPROVED**

Members Present: Sharon Greene; Doreen Kosieracki; Beth Lewis; Mike Maher; Paul Mecklenborg; Gail Perrin; Triscia Pilchowski; Roscoe Smith;

Members Absent: Jan Nastovski; Laura Trombetta;

Staff Present: Tim Colbeck and Melissa Dashevich

Visitors Present: 6 High School Students

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

Approve Regular Board Meeting Minutes of April 15, 2009

Motion was made by Ms. Perrin to approve the minutes of April 15, 2009 as corrected. Supported by Ms. Kosieracki and the motion carried with a unanimous voice vote. (8-0)

Director's Report

Mr. Colbeck reviewed the April/May 2009 Director's Report with the Board.

OLD BUSINESS

Veteran's Park Electrical Outlet Update

Colbeck stated electricians should be working very soon. He reviewed the options presented to him regarding installation of electricity. To run a line from behind the police station to the fire station was the most economical. There will only be 10 ft of underground line.

Highland Community Parade

The parade was May 16, 2009. It was a nice turn out by the public. Beth Lewis; Doreen Kosieracki; Jan Nastovski, Laura Trombetta and Colbeck walked with a banner distributing magnet schedules of or Summer Concert Series.

Highland Station Gateway Project

Mr. Tad Krear of Land Design Studios will give a presentation at the next Board meeting.

Ms. Beth Lewis left the meeting at 6:15 p.m.

NEW BUSINESS

Mr. Smith asked the Board members to focus on what needs to be accomplished without having the sewers. All ideas have merit and all should be presented.

Colbeck asked the Board Members to review the TIFF plan; this specifies the goals for the next couple of years. He also stated that TIFF's should be updated.

Acquisition of Available Properties in Highland Station

Smith stated the DDA has the legal authority to acquire properties, develop and improve with TIFF generated money. Ms. Greene presented an idea of purchasing a home near the station house that is for sale. Some discussion took place if it could be utilized. Mr. Smith asked the Board Members to think about what properties would benefit the DDA, as they become available.

Ms. Pilchowski asked the students to get in touch with the DDA and share ideas on how to attract young people.

Design Assistance Opportunities in Highland Station

Colbeck and the Design Commission have had discussions regarding design assistance opportunities for a local business who has not expressed interest in improving their façade. There was discussion that an architect be hired by the DDA to propose a design idea for this business and possibly spark an interest.

Historic Designation for Highland Station District

Colbeck stated this is something that has been discussed often at the Design Committee meetings. It needs to be discussed by the Board because it is not part of the plan and there is a fair amount of expense associated with it. Perrin suggested that a meeting take place just to address this subject. Colbeck explained the different levels and benefits of historic designation. He also asked the Board Members to submit their availability and he will arrange a meeting with SHIPPO

E. Livingston Framework Plan

Work has begun with Land Design Studio and the four corners of Milford and Livingston Road will be first project.

Pettibone Creek Questers Historical Marker Ceremony

A ceremony will take place at the Library on June 9th at 7:00 p.m. to unveil the historical marker. Colbeck will be speaking on behalf of the DDA. He invited the Board to attend.

Milford High School Fall Intern Opportunity

Ms. Lutz of Milford High School has contacted Colbeck to utilize interns in the fall for a grade. He feels there are opportunities to utilize one intern. The Board was in agreement.

Design

This has been discussed above. Colbeck asked if the Board may want to consider amending the Façade Program restriction. Currently, monies can only be spent in the Highland Station; the building needs to be 50 year or older. He asked if this should be opened up to include all of the DDA for example.

Economic Restructuring

In Laura Tromobetta's absence, Colbeck spoke on her behalf. They have obtained a business list from the fire department that is updated yearly. This committee also plans to assemble promotion material for the DDA district. This will also include opportunities such as design assistance, subjects of interest, important numbers etc.

Organization

Beth Lewis had left early. Colbeck reported that discussion has taken place regarding a Speaker's Bureau.

Colbeck also presented a Board Members handbook. For those members who do not have a handbook, one will be provided.

Promotions

Greene asked if the Volunteer Gala will take place this year. Colbeck stated Promotions and Organization have discussed that it may be better to combine this with a recruitment/welcome night. Discussion took place as to when this should take place.

Doreen Kosieracki reported that she, Tim and Promotions Committee member Marilyn Urban, have interviewed event planners for Horsin' Around. A decision will be made by the next Board meeting. Kosieracki asked the Board to volunteer for increments of four hours for the Horsin Around Event on September 26, 2009. Nothing will be asked of a member that is too strenuous.

Main Street Oakland County – “Rediscover Your Local Downtown”

This is the Rediscover Your Local Downtown month. Our \$500 is going toward the radio spots with WDFN, WDTW, WJLB, WKQI, WMXD and WNIC.

Year-End Report

A hard copy of this report will be arriving in a few weeks.

Tech Visit Follow Up Meeting – Wednesday, May 27th, 5:30

Mr. Terry Detloff will be leading the meeting. There will be another follow up around June.

Treasurer's Report

Pilchowski moved to approve the Treasurer's Report. Seconded by Maher and the motion carried with a roll call vote: Pilchowski – yes; Mecklenborg – yes; Greene – yes; Maher – yes; Perrin – yes; and Smith – yes (7 yes votes)

Call to the Public – Oakland County post cards marketing the Oakland County outdoor concerts were distributed to the Board. They were asked to distribute at locations they frequent.

Pilchowski stated that someone had mentioned to her that Highland will be going over to Frontier phone service. This is something that will not happen right away; possibly in about 12 months.

ADJOURNMENT - At 7:10 Smith adjourned the meeting.