

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the September 16, 2009 Meeting
UNAPPROVED**

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

Members Absent: 0

Staff Present: Tim Colbeck and Melissa Dashevich

Visitors Present: Ray Polidori, Township Trustee; Marie Hewitt, Highland Beautification Committee, Garrett Steele, Horizon Appraisal & Consulting; Tad Krear, Land Design Studio

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

Approve Regular Board Meeting Minutes of August 19, 2009

Motion was made by Gail Perrin to approve the minutes of August 19, 2009 as corrected. Supported by Triscia Pilchowski and the motion carried with a unanimous voice vote. (10-0)

Director's Report

Tim Colbeck reviewed the August/May 2009 Director's Report. Colbeck also reviewed his Community Outreach Report; this is a report outlining who he had visited August thru September and the nature of the visit.

OLD BUSINESS

Oakland County Water Resource Commission Follow-Up

The Water Resource Commission (WRC) has asked the DDA to create a proposed use district for the new wastewater treatment system and what the ideal types of commercial uses would be. This scenario is needed to do the pre-engineering work.

Smith stated that a decision had not been made by the Board to proceed.

Perrin stated that at the previous Oakland County WRC Meeting, the Planning and Development Director, Beth Corwin had expressed concern regarding the presentation. Perrin stated that she would like to know what those concerns were. Pilchowski stated she felt Corwin just wanted some clarification and detail of the proposed new wastewater technology. Colbeck reminded the Board that this activity does not obligate the DDA to do move forward with the project, it just allows the WRC to present a proposal of what will be necessary to allow the DDA to do further research. Pilchowski stated she did not see a problem with this; however, discussion needs to take place before proceeding with the project.

The feeling of the Board was that the County will be doing the engineering without payment from the DDA.

Smith asked each Board member individually, if they were interested in proceeding with this preliminary research by the WRC.

Doreen Kosieracki and Perrin both stated their interest in proceeding with this preliminary work to see what can be done.

Mike Maher felt this area would be a great candidate for a pilot program and with the sewer project being put on hold for what could years. This is a great opportunity and it would be great if the engineering would be done for free.

Jan Nastovski was in agreement with proceeding with the preliminary phase.

Laura Trombetta suggested this is a win-win situation.

Beth Lewis was also in agreement with proceeding with the preliminary phase.

Pilochowski was in agreement with proceeding with the preliminary phase.

Paul Mecklenborg was in agreement with proceeding with the preliminary phase.

Sharon Greene was in agreement with a pilot program.

Smith summarized that it was the will of the Board to proceed with the preliminary research phase. He asked Colbeck to notify the County that the HDDA is very interested in this opportunity. He asked to find out what is required of the DDA by the County and what the County is offering to the HDDA.

It was decided to submit two areas of interest for the preliminary engineering research phase. Proposal #2 below is what is desired, however, at the very least would like Proposal #1. The proposals are as follows:

The Basic - Proposal #1 - All the property that fronts on E. Livingston Road between Milford Rd. and the rail line.

The Larger Area – Proposal #2 – E. Livingston plus a block in each direction from Milford and Livingston. This would be frontage on Milford Road from Crapo and McPherson, including Carpet Classics.

Pilchowski suggested that when the proposals are submitted, a cover letter be included stating the proposals are being presented with the understanding that this is being done with no cost to the DDA. She also suggested that Corwin be involved so that her concerns may also be addressed in the letter.

Beautification

Ms. Marie Hewitt and Mr. Ray Polidori were present this evening. They are members of the Beautification Committee.

Beautification has requested approximately \$1,400.00 to repair the concrete at the ticket station park at the corner of M-59 and Milford Road. The Board has had the opportunity to visit this site. Smith stated that the crack has gotten larger.

Maher stated the concrete needs to be repaired. He suggested that the company who performs the work should have a percentage of the money withheld in retainer for a year or two for future repairs.

Because winter is approaching, Smith requested that the Board make a decision on funding the repairs this evening.

Polidori suggested that Ben Diponio be contacted for his recommendation for the repair.

Pilchowski suggested that the Township building inspector visit the location with all fees waived.

Perrin moved to proceed with the ticket station park concrete repair, after discussion with Mr. Diponio, with a warranty for 2 years and a 10% retainer of the cost held for maintenance during the 2-year warranty period. This motion is with the condition that Mr. Diponio be contacted and the proper building permits and inspections are done. Supported by Lewis and the motion carried with an unanimous voice vote (10-0)

Polidori thanked the HDDA.

NEW BUSINESS

Horsin Around in Highland

An update was given on the festival. There are approximately 19 craft vendors and 5 food vendors. Sponsorship money is currently at \$2,640.00 with still more being solicited. It was stated that Szott Dodge committed \$750.00 and will be the main sponsor. Kosieracki reviewed the Schedule of Events with the Board members. She also stated that setup will take place Friday evening and asked for volunteers to assist and circulated a volunteer list.

2010 Work Plans & Budget

Budgets will be reviewed by the Township Board on Wednesday, September 21, 2009. This budget needs to be completed by Friday the 18th. Colbeck distributed the draft budget to the Board that was a result of a budget meeting that had taken place with the Committee Chairs, Colbeck and Smith. Colbeck will check with the township to see what the projected income will be for next year. He stated he realized there could be a sizable hit in revenues, however, he did put in a 2% increase based on information that was shared with him by the Township Treasurer earlier this year.

Pilchowski stated that Oakland County Equalization visited the Township and they are projecting that there will be a 12% revenue loss in taxable income. Smith asked Pilchowski if the budget should be lowered by 12%.

It was discussed that the Fire Department and the Police Department are receiving cuts.

Smith stated that he did not feel comfortable with submitting a budget increase. The Board discussed that the budget should be reduced. Also salaries should not be increased at this point.

Colbeck stated that he will meet with Judy Kiley to get updated income projections and adjust the budget accordingly.

Polidori asked if the work plans could be submitted for the committees so that if the Board questions it, the information will be on hand. Colbeck stated that the DDA will likely not have completed their 2010 work plans by that time.

Pilchowski thanked the HDDA for the early submission of the budget.

E. Livingston Framework Plan – DEQ Grant Opportunity

Smith, Colbeck and Tad Krear recently met to discuss a DEQ Grant Opportunity to implement Low Impact Development (LID) standards into the E. Livingston project. It appears likely the storm water management work on E. Livingston may qualify for this grant. A preliminary application has been submitted. The requested amount is \$375,000 and it appears likely that we will receive the full requested amount. There is an expectation that an additional 25% of the budget will have to be provided by the HDDA. The pre-application currently reflects the HDDA meeting 33% of the budget in case of likely cost increases, however.

Krear gave the Board an explanation of the grant process. He stated that this grant must be tied to a water shed management plan and that Pettibone Creek is part of the DEQ's planning for this grant.

The letter of intent is due next week and the grant application will be due by October 28th. Krear stated that he estimates this project will cost about \$500,000. Budget numbers will need to be estimated for the grant application to indicate how the grant money will be allocated. In order to further understand this plan, design development needs to take place. This would involve additional services from Land Design and an engineering firm. Krear estimated about \$16,000 to \$18,000 would cover these expenses.

It is estimated the HDDA match required for the DEQ grant will be \$125,000. The HDDA need to commit to this match and decide where this money will come from.

Smith asked if it is possible to coordinate the streetscape and this water project at the same time. Krear stated yes, that would be possible.

Timing was discussed if this grant awarded. Fall 2010 – Spring 2011 is the estimated construction period.

Colbeck stated at the last meeting there was a \$10,000 engineering proposal that needed Board approval. At that time the Board asked that this expenditure be delayed until this discussion took place. Colbeck asked the Board to consider the \$10,000 engineering cost to continue the work on this grant process. Krear stated the Board should consider approving approximately \$18,000 to complete the preliminary work needed for the project at this time. It was discussed this amount of money will also include the cost of the application.

It was suggested that a committee should be formed for this project quickly.

Perrin moved to approve the plan presented this evening. This includes the \$10,000 engineering cost. Supported by Mecklenborg and the motion carried with a unanimous voice vote (10 – 0)

Committee Reports

Because the Committees have met to discuss budgets, the design meeting was postponed and the Promotion and Organization have been involved with Horsin Around. It was not necessary to review the committees this evening.

Colbeck discussed with the Board the 2010 *Oakland County Prosper Magazine* advertisement. The HDDA has run a community ad the last two years in the magazine. Last year we paid \$1,200 for the ad. Colbeck stated that for an increase to \$1,500 this year the editor will produce our ad layout as well add our page to the County website where it will be the featured ad for 1 month in 2010.

Greene moved to approve the \$1,500 level for the *Prosper Magazine*. Supported by Maher and the motion carried with a unanimous voice vote (10 – 0)

Treasurer's Report

The income and expense report was not reconciled, Kosieracki requested the Board to table approval until a reconciled report was received.

Kosieracki moved to table the Treasurer's Report. Supported by Lewis and the motion carried with a unanimous voice vote (10-0)

Community Reports – Perrin presented the Highland Library Cook Book. Greene stated that the Highland Equestrian Conservancy had a presentation of their land and a ribbon cutting on Monday September 14, 2009. This property is 80 ft. wide and half mile road and will hopefully, eventually connect to our downtown Highland Station.

Call to the Public – The Highland Beautification will be decorating six locations for Horsin Around.

ADJOURNMENT - At 7:10 Smith adjourned the meeting.