

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

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

Members Absent: Triscia Pilchowski

Staff Present: Tim Colbeck and Melissa Dashevich

Visitors Present: Bob Donahue, Principal Planner, Downtown Redevelopment
Main Street Oakland County Coordinator
John Hirzel, CFP, Financial Advisor

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

Approve Meeting Minutes of July 14, 2009

Laura Trombetta moved to approve the minutes of July 14, 2009 as corrected. Supported by Doreen Kosieracki and the motion carried with a unanimous voice vote (9 yes votes)

Director's Report

Tim Colbeck presented his Director's report, which included his monthly update showing his breakdowns of hours by category and also a Community Outreach report showing who he has met with. Prior minutes were referenced and it was also discussed that the Director should visit five (5) businesses a week.

OLD BUSINESS

Sounds Like of Summer Concert Series

Kosieracki stated the Summer Concerts had a great turn out. She also stated that the sound was very good. Paul Mecklenborg stated that he received favorable comments on the sound quality. This year the DDA hired an outside company to provide and setup the sound system before each concerts.

Trombetta stated the vendors seemed to do well, especially during the last two concerts.

Smith stated he has received positive feedback on the shows and stated that the talent was excellent and that the variety appealed to different audiences.

Oakland County Water Resource Commission Follow-Up

Colbeck stated that he and Smith met with Water Resource Commissioner (WRC), John McCulloch and Jim Ridgeway a consultant of Environmental Consulting Technologies to discuss the ongoing project to find test markets for alternative waste treatment systems. Colbeck gave the board a memo outlining the meeting. He stated that the WRC is proposing a new waste water treatment technology that has been used in Israel and Europe. It is a modular system that can be as large or as small as needed.

It was also discussed that the WRC has formed a non-profit organization called H2 Possibilities. This organization will be looking for areas to validate this technology and find test sites, to work towards EPA and DEQ approval for the new technology, to provide assistance for local development of the technologies and to raise venture capital and other resources.

It was also discussed that this project may open possibilities for a business incubator and to bring possible manufacturing to the Highland area as well.

The DDA Board expressed interested in learning more about this technology and to become a possible pilot site. They were interested in having Mr. Ridgeway give a presentation.

It was discussed whether TIF funds can be used for developing a waster water management system. The TIF plan may need to be amended.

Sharon Green moved to invite Jim Ridgeway of Environmental Consulting Technologies to give a presentation to the Highland DDA Board regarding Alternative Waste Water Treatments. Supported by Mike Maher and the motion carried with a unanimous voice vote (9 yes votes).

Bob Donahue/MSOC Donahue Presentation

Bob Donahue discussed volunteer recruitment, the roles of DDA members and the importance of the work plans, which is derived from the ideas of the people.

The possibility of amending the TIF was discussed. Currently our TIF plan is written so that funds cannot be spent on sewer projects. However Donahue stated that we could amend our TIF plan and that it is likely that we would now be allowed to use funds for sewer/waste treatment projects. Donahue requested that we give him a copy of the TIF plan for him to review.

Planning Commission Report

Colbeck submitted a report to highlight the DDA's review of site plans located within the DDA district. There were two businesses that the DDA had input on in the last month. One was the proposed new business called Fragments to be located at 233 S. Milford Rd. The other review was for Twist and Shake Ice-Cream. Colbeck submitted letters of support to the Planning Commission for each of these reviews. They are adding a drive through. It was noted by Smith that normally a site plan review takes two meetings to complete. Thanks to Colbeck's and the Design Committees thorough preparation, the site plans were approved during their first meetings.

Meeting with Trustee Russ Tierney

Trustee Tierney and Colbeck recently met and discussed the long term infrastructure goals of the district. It is Trustee Tierney's priority to have sidewalks, particularly the crosswalk at M-59 and Milford Roads.

The Township Planning Department has done basic research for a crosswalk and it was determined just to do the striping, handicap accessibility ramps, audio count down requirements etc, could cost up to \$250,000.00.

Colbeck stated there is a mandate by the State to upgrade crosswalks and it is MDOT's responsibility. However, this could take a number of years depending on the priority. Colbeck suggested that between the Township and the DDA that MDOT be contacted to make this a priority, which could keep the DDA's or Township's costs to a minimum.

Colbeck stated that Trustee Tierney requested a list of what the DDA considers the top priorities. Colbeck provided the board with a copy of the list of the DDA's top priorities he gave to Trustee Tierney.

Library Letter

A letter written by Dawn Mecklenborg, on behalf of the Library Board, was received asking that the DDA show how it has supported the library in the last few years. The library also stated the crosswalk at M-59 and Milford Rd. is a high priority.

It was discussed that the DDA has provided considerable financial support for the library in the past by investing in the paving of the civic center lot, the DDA also provided lighting for the library, and helped pay for the sign, lighting and landscaping at the civic center entrance.

Beautification Request

The Beautification Committee has requested that the DDA pay for the repair of the large crack on the concrete sidewalk at the ticket station park on M-59 and Milford Road.

It was noted that this was one of the first DDA projects and Beatification has been involved with the maintenance for the last several years. Smith stated he feels that is the DDA's responsibility pay for the repairs since it was the DDA who initiated the project.

The estimate to repair this large crack is \$1,420. The Board members will visit the site and discuss repair at the next meeting.

Livingston Framework Plan Update

Colbeck distributed the Framework Plan booklets and stated that Jake Lloyd and Tad Krear of Land Design Studios have spoken to the landowners and stakeholders and there is considerable buy-in. Colbeck also stated it is important to remember that this is not finalized yet. The Framework Plan should be considered a concept plan that is continually changing. Smith stated he would like to devote the October Board meeting to the East Livingston Framework Plan, to allow the Board to discuss this plan and to approve the concept if that is the desire. Trombetta asked Board member Mike Maher, a property owner in the East Livingston Framework plan, how he felt about the plan. Maher spoke very favorably of the plan.

Colbeck stated there are some subcontracts that need to be discussed. Colbeck approved a contract for a traffic study for the East Livingston area that will cost between \$500 and \$750. There is also an engineering contract for approximately \$10,000 that needs to be

aproveo. This cost is inline with the budget. It was decided that this should wait until after the October meeting.

NEW BUSINESS

Community Outreach Meeting August 26th

This is a Town Hall meeting that takes place at 6:30pm on August 26th. Jerry Detloff and Bob Donahue will give a short presentation on the benefits of being a Main Street community. Colbeck will also give a presentation highlighting what the DDA is currently working on and what we have done in the past. It will also give the public opportunity to voice what they would like to see.

2010 Work Plans & Budget

Colbeck stated that he would like to meet with the chairs of each committee to discuss the 2010 work plans and budgets. He reminded the board that we need to submit a budget to the Township by the middle of September.

Oaktoberfest

Colbeck reported that Oakland County is planning a regional festival to service Huron Valley area. This will take place on October 23rd in Milford. The Highland DDA and Highland Recreation are planning to partner on this project by sponsoring a pumpkin painting for area for children. The DDA will provide the paint, the painting supplies and the pumpkins. Highland Recreation will provide the volunteers.

COMMITTEE REPORTS

Design

Mecklenborg stated this Committee has reviewed the site plans for the new business Fragments and the existing business Twist and Shake to add a drive through. It was also discussed that Ace Party Store is still interested in the façade grant. Peterson Insurance has also requested an application for a new sign. The design committee is recommending denial of the proposed sign because it does not meet the Highland Station design guidelines.

Economic Restructuring

Trombetta suggested she would like to hold the next Economic Restructuring meet at Fragments.

Organization

Beth Lewis reported this committee has been involved with the upcoming Town Hall Meeting.

Promotions:

Kosieracki reviewed the schedule of events for Horsin Around. She also stated that the Horsin' Around committee has handed out over 60 sponsorship requesters and has requested that the Board to help out. Szott Dodge donated \$750 and Doreen will continue to reach out to area businesses. Kosieracki stated after reviewing the total costs of last year's festival and comparing it this year's proposed budget there is a considerable shortfall. The current budget was set at \$10,250. She recommended that board increase

this year's budget by \$9,750. She projected that a considerable amount of this increase will be recouped by sponsorship, vendor fees, and income generated by the various activities. Our current income projection for the festival is estimated to be \$9,250. Colbeck referenced that the 2009 Budget has \$57,300 allotted for DDA events. This line item would reflect the festival, concerts, tree lighting and Town Hall meeting. To date \$9,972.96 has been expended leaving \$47,327.04

Greene asked if the event planner is seeking sponsorships for the event. Kosieracki replied that the event planner will not be seeking sponsorships, that is the responsibility of the DDA.

Greene and Trombetta questioned the increased event planner fee when the event planner is not seeking sponsorships. Kosieracki stated out of the proposals received, this event planner was the least. None of the proposals received included sponsorships. Greene expressed her concern that the event planner contract was only approved by the Horsin Around subcommittee and not by the HDDA board.

It was requested that additional funds from the Events budget line item be approved to cover expenses for the festival. The Horsin' Around budget would now total \$19,000. It was stated wherever expenses can be cut, it will be done.

Mecklenborg moved that the Horsin' Around budget be increased by \$9,750. Supported by Trombetta and the motion carried with a voice vote (8 yes and Green – abstained)

Treasurer's Report

The financial report was reviewed and discussed by the Board.

Kosieracki moved to accept the treasurer's report as presented.

Supported by Lewis and the motion carried with a unanimous voice vote (9 yes votes)

Smith asked that the Director evaluations be turned in.

Call to the Public –

The Oakland County Heritage Conference is scheduled for Thursday, September 10, 2009.

ADJOURNMENT: At 7:10 Smith adjourned the meeting.