

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the June 17, 2009 Meeting
UNAPPROVED**

Members Present: Sharon Greene; Doreen Kosieracki; 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: 2 Tad Krear - Land Design Studio
Jake Lloyd - Land Design Studio

Roscoe Smith called the meeting to order at 5:30 p.m.

Highland Gateway Presentation –

Tad Krear gave the Board a presentation on the final report produced for the Highland Gateway Study. He reviewed the plan to create a concert venue on the property and restore the home and barn on the property. The Board reviewed the plans and discussed the physical property analysis and potential uses. Krear recommendations included the acquisition of additional property adjacent to the space to support the parking requirements.

During this the discussion of the proposed plan, the idea of using traffic calming techniques on Milford Road and adding a pedestrian link from the gateway project to Colasanti's were discussed. Triscia Pilchowski stated she had recently received a call from the Road Commission regarding the DDA's desire to reduce the speed limit on Milford Rd. Pilchowski stated she will have the Road Commission contact Tim Colbeck to discuss.

Approve Meeting Minutes of May 20, 2009

Beth Lewis noted that she was incorrectly identified in the May minutes as Beth Corwin and requested that be changed. It was moved and approved that the minutes be accepted contingent on that one correction.

Director's Report

A formal Directors Report was not provided at the meeting due to Colbeck's recent absence to be with his wife for the birth of their child and first week home. Colbeck stated he would provide a report via email open his return to work in the following week. Pilchowski requested that the report include more specific information on how the Director's hours are spent, especially in regards to business and community outreach efforts. Laura Trombetta agreed and asked that the businesses visited be noted, who he spoke with and the feedback if any. She stated there should be goal that Director visit at least 5 (five) businesses a week. Trombetta stated once the Director has visited the businesses, the volunteers can follow up with them. There was also some discussion regarding who should be responsible for the recruitment of new committee and board members. It was requested that a new format be created for the Directors Report for future meetings.

OLD BUSINESS

Establish meeting date to discuss E. Livingston Frame Work Plan Meeting with Tad Krear.

Krear stated he would to schedule a working meeting with the Board to discuss what the DDA would like to see on E. Livingston Rd. and how to proceed in the planning process. Land Design Studio will then take that input to come up with a plan that meets the DDA's requirements for issues such as parking options, pavement styles, lights and furnishing. It was discussed that at least an hour would be needed for this.

It was suggested that this meeting could take place on the same evening as a Board Meeting. It was recommended that this working session be added to our July Board Meeting agenda. Colbeck requested that the July meeting be moved from its usual Wednesday night to the Tuesday before because of the scheduled Sounds Like Summer concert on Wednesday July 15th. The Board agreed with the suggestion and our July meeting will be held will be on Tuesday, July 14th at 5:30 p.m.

Paul Mecklenborg inquired about the status of discussions with Oakland County to test a small sewer and water pilot project. Colbeck stated it appears that Brandon Township is the preferred locations by the Water Resource Commission for the initial test, however this is not set in stone. Pilchowski suggested that Colbeck write a letter to Brian McCollugh who is the Water Resource Commissioner expressing the need and desire for Highland Township to be considered for any future projects. Colbeck stated that he will prepare the letter for the Board to review and submit it ASAP.

Establish meeting date for Board and Representatives of the State Historic Preservation Office.

At the last meeting it was suggested that a meeting be scheduled for the State Historic Preservation Office (SHPO) to present the long-term benefits of establishing a Historic District for Highland Station. Colbeck stated that he has put out an initial request to the SHPO for availability but has not heard back from then yet. Ros Smith requested that Colbeck find out how long a commitment would be needed by the Board for this presentation at which point a date and time can be determined.

Electrical Outlet Installation for Veteran's Park

Colbeck gave a brief status report on this project. The electrician has installed the outlets, but we are now waiting for DTE to connect the park to the nearest transformer.

Design Assistance Opportunity in Highland Station

Colbeck stated the Design Committee has discussed hiring an architect to perform some basic renderings of targeted businesses they would like to encourage to participate in the façade enhancement program. Colbeck stated that there is more than sufficient funds earmarked in the 2009 under professional services to cover these expenses.

Colbeck also reminded the Board that currently the façade program is restricted to only businesses located in the Highland Station District. He suggested that the Board might want to expand the boundary of the program to encourage additional businesses to apply.

Smith asked the Board Members to give thought and be ready to discuss at our next meeting. Smith stated there have been some questions whether painting a building would qualify under the Façade Program.

Acquisition of Available Properties in Highland Station

Smith requested that the Board start prioritizing our projects such as the Gateway Project, East Livingston Framework Plan, etc. He stated that it is very important that we allocate our funds wisely in the current economic state.

NEW BUSINESS

Sparks in the Park Donation

Colbeck requested that the Board approve a donation to support Sparks in the Park for 2009. It was noted that we have supported the event financially last year and it would be a good investment to do so again this year. Colbeck stated that the DDA has been supported by the HBA in a number of ways and this is an opportunity to reciprocate. Smith stated that even though the event does not take place in the DDA District, it directly benefits a number of the businesses in the district. Smith asked if there were any objections by the Board to support the event financially, none was stated.

Motion:

Pilchowski moved to donate One Thousand Dollars (\$1,000.00) to the HBA for Sparks in the Park. Supported by Trombetta and the motion carried with a unanimous voice vote (9 yes votes).

Misc. Discussion

Pilchowski gave an update regarding the Townships current budget. She stated due to a loss of revenue, the Township has had to make some very hard personnel decisions. Pilchowski also stated that the Board of Trustees recently held a special meeting regarding the budget issues and during the meeting there was some discussion of the HDDA budget. It has been suggested that there needs to be more done with the DDA's to demonstrate its need in the community. Both Pilchowski and Smith requested that the Board review the existing HDDA TIF plan and look at how we can reprioritize the plans now that the sewer plan has been shelved indefinitely. Pilchowski also suggested that the DDA Board hold meetings at different business establishments within the DDA to communicate our vision and see what we can do for the community.

COMMITTEE REPORTS

Design

This committee's activities have already been discussed earlier in this meeting. Gail Perrin presented a proposed landscape design for the Library sign at a cost of \$2400.00. How this cost will be divvied up between the entities were discussed. Smith asked for a formal proposal. Pilchowski suggested that the Beautification Committee be contacted for possible support. Smith suggested \$1,000.00 to be contributed by the DDA.

PERRIN moved that One-Thousand Two-Hundred Dollars (\$1200.00) be contributed to the landscaping for the library sign. Supported by MECKLENBORG and the motion carried with a unanimous voice vote (9 yes votes)

Economic Restructuring

This committee has not met this month.

Organization

A Call to the Public Meeting will take place on August 27th. This is in an effort to let the public know what the DDA is doing and also to recruit volunteers.

Promotions

The concert series will begin on July 8th at 6:30 p.m. There are 11 vendors who will participate in the Hometown Goods Show.

The Horsin' Around subcommittee has selected Mark Loeb/Integrity Shows as the event manager for the Fall festival. The festival subcommittee has already met with Loeb a few times and begun the planning process. Loeb has worked on a number of festivals in Oakland County communities such as Pontiac, Royal Oak, and Ferndale including Arts, Beats, and Eats.

Treasurer's Report

Perrin moved to accept the treasurer's report as presented. Beth Lewis seconded and the motion carried with a unanimous vote (9-0).

Call to the Public – There were no one from the public in attendance

ADJOURNMENT - At 7:15 Smith adjourned the meeting.