

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the October 21, 2009 Meeting
APPROVED**

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

Members Absent: Mike Maher

Staff Present: Tim Colbeck

Visitors Present: 0

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

Approve Regular Board Meeting Minutes of September 16, 2009

Motion was made by Triscia Pilchowski to approve the minutes of September 16, 2009 as corrected. Supported by Beth Lewis and the motion carried with a unanimous voice vote. (9-0)

Director's Report

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

OLD BUSINESS

Horsin Around in Highland

Doreen Kosieracki reported a wrap-up meeting had taken place with the Event Planner, Integrity Shows. At that meeting it was discussed the possibility of a two-day event for 2010. The Event Planner felt there would not be a great increase in cost to expand the festival other than to cover worker compensation for the second day. Kosieracki reviewed the income and expense statements with the Board, a final income/expense statement should be available at the November Board meeting. It was also discussed that four of the rented tables came up missing after the event. It was discussed that they may have been mistakenly taken or they were stolen either Friday or Saturday during the late evening hours. It was suggested that a police report be filed.

Kosieracki stated that overall she was pleased with the Event Planner's work that was done that day. As usual there were a few things that need to be addressed but it is likely that the Event Planner will be contacted again for next year.

2010 Budget

Colbeck presented the adjustments to the Budget.

Pilchowski stated the Board was satisfied with what the DDA presented.

Motion made by Laura Trombetta to approve the proposed 2010 Budget.

Supported by Gail Perrin and the motion carried with a roll call vote: Lewis – yes; Perrin – yes; Kosieracki – yes; Nastovski – yes; Greene – yes; Trombetta – yes; Mecklenborg – yes; Pilchowski – yes; and Smith – yes; (9 – 0)

WRC – Waste Water Management Project

Colbeck stated that the service district the Board proposed has been submitted to Oakland County and a Civil Engineer has already been assigned. It was discussed Environmental Consulting and Technologies has been contracted and has inquired what the current uses are and what uses are desired.

321 S. Milford Rd/Gateway Study

Smith reported that he is in the midst of contacting the property owner regarding availability.

On behalf of storm water run-off, it has been found that there is a natural water flow from Livingston Road through this property to a natural retention area. There is also enough high ground that it could accommodate the waste water system. Sharon Greene suggested that if the owner is not interested in selling the entire piece, possibly there would be an interest in selling part of it.

The Board's intent was discussed. Paul Mecklenborg suggested that a letter of intent be submitted to the engineers by October 28, 2009; the date the grant application is due.

MOTION:

Mecklenborg moved that a letter of commitment be submitted to express the HDDA's support not only to pursue the grant but to take the necessary steps in the event that we obtain the grant, to acquire property or whatever means to accomplish the project. Supported by Greene and the motion carried with a roll call vote: Nastovski – yes; Perrin – yes; Lewis – yes; Smith –yes; Mecklenborg – yes; Trombetta – yes; Greene – yes and Kosieracki – yes; Pilchowski - yes (9 – 0)

NEW BUSINESS

2010 Work Plans

Gerry Detloff, the Main Street Oakland County Consultant will be attending each of the Committee meetings dedicating the meeting to work plans. This is in attempt to have the work plan ready for approval by the December Board meeting.

E. Livingston Framework Plan – DEQ Grant Opportunity

A letter of support was received from the Oakland County Road Commission. The actual grant will be submitted on October 28, 2009 by Oakland County. Awards will not be announced until March 2010.

Committee Reports

Design

Ace Party Store Façade Renovation – Mecklenborg reported a drawing has been prepared but they are not quite ready to submit for the application. Ace is concerned with opening up the Site Plan again. Pilchowski suggested that a meeting be arranged with a Building Official, the DDA and the property owner to walk Ace Party Store through the process. Pilchowski stated she would try to sit in on the meeting if desired.

Economic Restructuring

Trombetta stated a meeting did not take place this month.

Organization

Lewis reported this Committee has worked along with the Promotions Committee on Horsin Around.

Promotions

Kosieracki reported that arrangements for the Tree Lighting event are underway. It will take place on December 7, 2009. This year there will be a caroling in the park rather than in the fire station. Santa will be visiting and hot chocolate and cookies will be served.

Smith stated that at a previous meeting it was asked if tax money could be spent for a volunteer appreciation dinner or the likes. He asked Pilchowski to address this question. Pilchowski stated money spent on food for meeting participants that is running long, is acceptable. However, tax money spent for food for a function involving a specific group of participants is not allowable. For example a planned function with an invitation list is not allowable. During the discussion, the question was raised if a function/event was opened to the public, would it be acceptable to spend tax money. Pilchowski stated she will locate the language pertaining to this matter and provide it to the HDDA Board.

Main Street Oakland County Updates

Main Event – Friday October 23, 2009

This is an annual event. This year it will take place at Glen Oaks in Farmington Hills. If interested, please contact Colbeck.

Oakland County Video

This video is being prepared for 2010. This will be placed on the Oakland County Planning and Economic Website to promote Highland as a place to “Work, Play and Live”. It will also be used at hotels to promote day trips etc. Highland will be highlighted as one of the Fall Quarter Communities.

There is also the desire to do a half hour segment on Highland for a locally produced TV show on WTVS/Channel 56. Colbeck stated he is willing to do it; but felt it would be nice if a Board member were to do it.

2010 Oakland County Prosper Magazine

At the last meeting the ad was approved for the *Oakland County Prosper Magazine*. Colbeck presented a layout of the ad to the Board. Along with this ad there will be a video component for a certain length of time. This will be used by businesses and their employees who are looking to relocate.

Smith and Trombetta stated the Township Accounting Department was very complimentary to the way Colbeck is handling bills etc.

Treasurer's Report

At the September 16, 2009 Board Meeting the Treasurer's approval was tabled because the expense report did not reconcile. Kosieracki stated once she received the corrected reports last month they balanced. Both September and August expense reports were reviewed by the Board.

Pilchowski moved to accept both the August and September financial statements. Supported by Mecklenborg and the motion carried with a unanimous voice vote (9 yes votes).

Smith stated a citizen had approached him and suggested that the DDA purchase the Daley building for storage and as a rental. This is located in the district off of Milford Road north of M-59. Smith asked the Board to think about this.

Smith also informed the Board that Mr. Larry Shew has four DDA light fixtures he would like to sell back to the DDA. It was discussed that Keith Rhodes, former DDA Chairperson, is storing the inventory of the DDA light fixtures. Mr. Shew has volunteered to continue to store the light fixtures for the DDA, if purchased. This will be discussed at a later meeting.

With the passing of Mr. Daley, whose company holds the design of the light fixtures, Colbeck would like to discuss purchasing the design, of the light fixtures. This is of course, if the DDA wishes to keep this design. Pilchowski also stated there are currently some community members pursuing a possible grant to upgrade the Township's lighting to LED lighting.

Smith stated that Colbeck's contract has expired and there are two evaluations still missing. If those evaluations are not received within the next few days, Smith will proceed without them. A special meeting will need to be held to discuss the evaluation. Smith proposed that Colbeck's contract be extended for three months. This will take it to the end of December 2009.

Trombetta moved to extend Colbeck's Contract as Executive Director the end December 2009. Supported by Mecklenborg and the motion carried with a roll call vote: Mecklenborg – yes; Greene – yes; Kosieracki – yes; Perrin – yes; Nastovski – yes; Trombetta - yes; Lewis – yes; Pilchowski – yes; Smith – yes (9 -0).

Nastovski stated she would like the Main Street Signs installed. Smith asked the Promotions Committee to discuss this at their next meeting. The group discussed placement of the signs.

Kosieracki stated in the attempt to better utilize the time of Colbeck and Missy Dashevich, they may not be required to be involved at all Committee meetings.

This of course is every chairperson's decision and if Colbeck and Dashevich would like to attend the meetings they are certainly welcome. Colbeck stated it is in his contract that he attend Committee meetings. It was discussed that it in the new contract it should be reflected the attendance of the Director is only required when the Committee Chairperson feels necessary. The entire Board was in agreement with this.

Community Reports – None

Call to the Public – None

ADJOURNMENT - Smith adjourned the meeting at 7:00.