

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the November 18, 2009 Meeting
APPROVED**

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

Members Absent: Mike Maher; Paul Mecklenborg; Triscia Pilchowski

Staff Present: Tim Colbeck

Visitors Present: 8 High School Students

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

Approve Regular Board Meeting Minutes of October 21, 2009

Motion was made by Greene to approve the minutes of October 21, 2009 as presented. Supported by Lewis and the motion carried with a unanimous voice vote. (7-0)

Director's Report

Colbeck reviewed the October/November 2009 Director's Report and the Community Outreach Report; this is a report outlining all of the local businesses he had visited October/November 2009 and the nature of the visit.

OLD BUSINESS

2010 Work Plans

Colbeck stated the Economic Restructuring Committee met with Mr. Detloff and the Committee narrowed their work plan to two projects for 2010. Design, Promotions and Organization Committees need to meet with Mr. Detloff in December. Colbeck reminded the Board of the importance of completing the 2010 Work Plans on time. Incomplete work plans was the primary reason the HDDA was not certified as a National Main Street Community in 2009.

East Livingston Road Follow-up

Tad Krear, Land Design Studios will give a presentation/update on the E. Livingston Framework Plan during the December Board meeting. The Board was in agreement with adding Mr. Krear to the December Agenda.

DDA Light Posts

Mr. Shew presented a proposal to the DDA to purchase back four (4) DDA light posts that he did not utilize in his development. His proposal is the cost he paid minus 10% depreciation as noted below:

Mr. Shew's Cost Was:

Four – (4) 14' 0" Lamp Post with light fixture (complete system) at \$1,600.00 each.

The Proposal:

Total cost \$6,400.00 less 10% discount (\$640.00) bringing total due to \$5,760.00
Mr. Shew also offered to store the light fixtures for the DDA.

Motion:

Perrin motioned to purchase back the DDA light posts from Mr. Larry Shew, President of Shew Construction Co., Inc. at the discounted cost of \$5,760.00 (Five Thousand Seven Hundred and Sixty Dollars). Shew Construction will also store the light posts for the DDA. This motion was supported by Greene.

Discussion on the Motion:

Perrin asked if the light fixtures should be stored in one location. It was discussed that the DDA does not have space to store them. An inventory is needed to determine how many light fixtures there are. As it stands now, there are some fixtures stored at Keith Rhodes' company plant and Mr. Dailey's family will be contacted to determine how many light posts are located at that facility.

Vote:

The motion carried with a roll call vote: Nastovski – yes; Lewis – yes; Trombetta – yes; Greene – yes; Perrin – yes; Kosieracki –yes and Smith – yes (7-0)

NEW BUSINESS

DDA Board Terms and Prospective New Members

Colbeck stated that there are two board members whose terms are up at the end of December. He reminded the Board that additional members would be welcomed because there can be up to 12 members on the DDA Board. He asked the current board members for their suggestions on new members.

2009 Tree Lighting

Kosieracki reported that the Tree Lighting will take place outside in Veteran's Park on December 7, 2009. She stated that the event will come in slightly under budget, although more lights will be added to the Park. She has contacted another company who will hang the lights less expensively and the DDA will store the lights and decorations rather than be maintained by a second party, as it is currently. In the park the tree that is decorated annually will be done so again as well as a large Oak closest to the pine. The Oak will be decorated with commercial grade lights, which will be left on the tree throughout the year. The other lights will be taken down along with the Highland Station House decorations and stored. To remove the lights from the Oak would cost an additional \$600 a year. Kosieracki felt the lights can remain and be used for at least three years before the need to replace any broken or burned out bulbs. This will save the HDDA about \$1500. Kosieracki stated that cookies and hot chocolate will be served at the Tree Lighting. Song books/programs and light pens will be distributed. Spring Mills Elementary is participating. Highland Elementary has not returned calls as of yet.

Nastovski reported that Santa will arrive by Horse and Carriage and hopefully this will become a new tradition for Highland. The cost of the carriage rental is \$375.00.

The Board was in agreement with what was proposed this evening.

Kosieracki asked for volunteers for the Tree Lighting. Nastovski, Perrin and Trombetta volunteered to be present at the Tree Lighting at 6:00 p.m.

Doreen also reviewed the Horsin' Around final financial report. It was discussed that the vendors would like to have stayed open longer. However, next year the event will be a two-day event.

International Council of Shopping Centers (ICSC) Membership.

Colbeck gave a brief report on the benefits of joining this organization. They can provide valuable assets to support commercial real estate in the DDA. He stressed despite the organization's name, they are not an organization to support shopping centers. There is a monthly publication and educational component. Most of the DDA's in Oakland County are members and it is a networking opportunity. The membership fee is \$200 a year.

Motion

Kosieracki moved to register for the membership for the International Council of Shopping Centers for \$200 (two-hundred dollars). Supported by Trombetta and the motion carried with a roll call vote: Perrin – yes; Greene – yes; Kosieracki – yes; Trombetta – yes; Lewis – yes; Nastovski – yes and Smith – yes (7 – 0)

Committee Reports

Design

This month's meeting was cancelled.

Economic Restructuring

Trombetta reported that Jerry Detloff had visited to discuss work plans.

Organization

Lewis reported that she is working on the Tree Lighting with Promotions.

Promotions

Kosieracki reported the Committee is working on the upcoming Tree Lighting and it was discussed earlier in this meeting. It has been suggested that the DDA assist Judy Kiley, the Township Treasurer, in decorating the Depot/Gateway Park at M-59 and Milford Road. This park is within the district.

Motion

Greene moved to donate up to \$200 (Two Hundred Dollars) for the holiday lighting at the Depot/Gateway Park. Supported by Lewis and the motion carried with a roll call vote: Greene – yes; Kosieracki – yes; Trombetta – yes; Lewis – yes; Nastovski – yes; Perrin – yes and Smith – yes (7 – 0)

Treasurer's Report

The Treasurer's Report was reviewed by Kosieracki, the Treasurer, and discussed with the Board. There were no concerns and it was accepted for file.

Main Street Oakland County Updates

Colbeck reported that the Main Street Annual Evaluation is scheduled for January 29, 2010. He asked that Board Members make themselves available for this day if at all possible.

CHAIRMAN'S BUSINESS

Milford/Gateway Project

Smith reported that he followed up with the property owner at S. Milford Road/Gateway project. The property owner is interested in discussing different land purchase scenarios but would like to keep the home. Colbeck stated that he will contact Bob Donahue to update the TIF to include purchase of property.

Director Evaluation

Smith stated that the Director evaluations need to be completed before the end of the year. The Board Members will review their calendars and submit available dates to Missy Dashevich and Smith so that a meeting can be scheduled.

Committee Minutes

Smith asked that the Committee Chairs submit minutes to him from every meeting. The minutes may be in bullet point form including action items and motions.

MISCELLANEOUS DISCUSSION

The DDA office is in need of upgrading its phone system and to install a phone line to the office that Dashevich uses. Also a new printer is needed. The Board was in agreement with purchasing these items before the end of the year.

Nastovski stated she is working with Ms. Lisa Burkhart, Zoning Administrator, on getting the Main Street Oakland County signage installed. The Board needs to suggest locations for placement of the signs. Different locations were discussed including borders of Highland Township and the borders of the DDA district. There are four (4) signs. Smith asked that the Board think of the locations to place the signage and report back.

Community Reports

Greene reported that Friends of Highland Recreation Area held their annual meeting last night. She encouraged HDDA representation in the future. This organization is very important to our downtown because this will be the trailhead leading to our downtown, then to Milford and connecting us to White Lake.

Highland Equestrian Conservancy's annual meeting will be held on November 30, 2009 and Dan Stencil will be speaking about updates to the Master Plan for the County Park System and the Trails.

Greene also attends the Oakland Trails Advisory Council and today Sergeant Larry Baretta spoke about safety while on the trails.

Colbeck also thanked Ms. Greene for the article she wrote for the Oakland Press. It was a great article about Highland's Historic downtown Highland Station and Main Street Oakland County.

Call to the Public – None

ADJOURNMENT - At 6:45 pm Smith adjourned the meeting.

APPROVED