

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the February 1, 2010 Special Meeting
APPROVED**

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

Members Absent: Beth Lewis; Mike Maher

Staff Present: Tim Colbeck
Melissa Dashevich

Visitors Present: Marilyn Urban – HDDA Promotions Committee Member

Rosco Smith called the meeting to order at 6:05 p.m.

The subject of this meeting was to review the Event Coordinator Request for Proposal (RFP). The proposed RFP was reviewed and minor changes made.

Discussion Points

- It was discussed the 2009 Event Planner, Integrity Shows has been mailed a Certified letter stating termination of services. However, confirmation has not been received nor has Integrity Shows contacted Tim Colbeck. Colbeck will follow up on this matter and the RFPs will not be sent out until contact is made with Integrity Shows. This Event Planner is invited to submit a proposal if he desires. All decisions made this evening are contingent upon getting in contact with Integrity Shows.
- DDA will be responsible for maintaining the Horsin' Around Website.
- The Design of the poster has been the Coordinator's responsibility in the past and will continue to be so. However, we do have most of the logos, posters etc on the Executive Director's computer.
- Security provided by DDA; this is contracted by the Sheriff's department.
- The Promotions Committee will interview and select the Event Planner. A recommendation will be made by the Promotions Committee to the Highland DDA for final approval.
- The DDA will be financially responsible for: tables, tents and chairs used for the activities that the DDA sponsors, for the activities such as bouncers, blow-up bull etc, security and advertising. It was discussed that this needs to be brought up again during the contract stage.

- By March 1, 2009 all of the proposals will be received by 5:00pm and the Promotions Committee will meet at approximately 6:00pm to review and decide which candidates should be contacted for interviews.

MOTION:

Perrin moved to accept the Event Coordinator Request for Proposal as amended. Supported by Greene and the motion carried with a roll call vote: Nastovski – yes; Perrin – yes; Mecklenborg – yes; Pilchowski – yes; Smith – yes; Kosieracki – abstained and Greene – yes (6 - 0) (1 – abstained) (2 members absent)

ADJOURNMENT

Smith adjourned the meeting at 6:25pm Smith adjourned the meeting.