

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the January 20, 2010 Meeting
APPROVED**

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

Members Absent: Beth Lewis; Mike Maher; Jan Nastovski

Staff Present: Tim Colbeck
Melissa Dashevich

Visitors Present: Tad Krear and Jake Lloyd of Land Design Studios
Jeff Huhta and Steve Sutton of Nowak & Fraus Engineers

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

E. Livingston Framework Plan and Storm Water Management Project

Tadd Krear and Jake Lloyd of Land Design Studio gave an update on the E. Livingston Framework Plan and our DEQ Grant application. The grants should be announced by late March or early April 2010.

Jeff Huhta and Steve Sutton of Nowak & Fraus reviewed the engineering work to date on E. Livingston and gave the Board the engineer's opinion of probable costs for the project. Mr. Huhta reminded the board that this is only an initial cost projection that was likely on the higher side of estimates. As the project moves forward and the design work is approved it is likely there will be ways to reduce estimated cost.

Paul Mecklenborg asked if it would be possible to connect to the water lines that are located at M-59 and Milford Rd. and the condo development near Colasanti. Mr. Huhta replied this could be an option. Colbeck stated this could be investigated as part of our alternative wastewater project.

Mecklenborg stated that it would be essential for the DDA to purchase some area property to support both our storm water management and wastewater management projects.

Ros Smith asked if the engineering proposed could be expanded to possibly include Milford Road. Mr. Huhta stated the expandability of this system is north of Livingston Road to St. John and the adjacent neighborhood. There is not a large lateral sewer going up to Milford Road, it could be expanded but it is assumed that any development that would take place on Milford Road would have the adequate right-of-way and elevation relief to have its own outlet. Mr. Huhta stated it is assumed that anything west of Milford Road will be picked up on the Milford Road system.

Doreen Kosieracki asked if the estimate on the streetscapes included irrigation. Krear stated that the current plans do not call for irrigation and would need to have water only supplied initially, all of the proposed plantings will be drought tolerant.

Triscia Pilchowski inquired about the maintenance involved with this project because of the more contemporary green concepts, such as the pervious materials. Krear stated that a maintenance company has been contacted for a quote and the costs for summer/winter maintenance, including snow removal, will be approximately \$15,000 a year. Pilchowski also asked that a maintenance schedule be given to the DDA to help ensure things are taken care of the way they should be.

Smith stated that the County maintains the road on E. Livingston. It was discussed the Township would need to investigate securing an agreement with the County stating the HDDA would maintain this section of Livingston for cleaning and snow removal.

Smith asked if an electrical conduit would be installed at the time of construction so that holiday music and lighting can be added during special events. Krear replied electrical outlets would typically be added to the light fixtures. Smith stated he has read about places that have meters to charge electric cars. He suggested that a conduit be installed to accommodate this need if it should arise.

Approve Regular Board Meeting Minutes of December 16, 2009

Motion was made by PILCHOWSKI to approve the minutes of December 16, 2009 as corrected. Supported by GREENE and the motion carried with a unanimous voice vote. (6 - 0)

Director's Report

Tim Colbeck reviewed the December 2009/January 2010 Director's Report and his Community Outreach Report.

OLD BUSINESS

East Livingston Rd. Framework Plan Update – Immediate Opportunities

It was discussed that the DDA would like to do a visible project that would be part of a larger project but could be implemented this Spring. The desire is to do something at the four corners of Milford and Livingston Roads. Smith asked Krear what can be done to make an impact at those corners showing the public that something is happening. The goal is to have it look nice, to have quality, to give a sense of pride and to have a “wow” factor. Flowers, wild flowers, landscaping, sculptures, banners etc were all discussed. One possibility Krear suggested was a metal vertical planter, approximately 15 ft. that could be placed at the four corners. A proposed budget for this was discussed. It was suggested that the project should not exceed \$20,000 (Twenty Thousand) divided among the four corners. This would include design fees but does not include the maintenance expenses. Pilchowski asked Krear what he thought his design fees would be on this type of project, he replied approximately 15%.

There was discussion regarding the DDA's purchasing policy and what dollar amount a contract can be without having to go through a bid process. Colbeck stated there has been discussion of creating a specific purchasing policy for the DDA in the past. He will draft a proposed policy to be reviewed at the February 17, 2010 meeting.

MECKLENBORG moved to authorize Land Design Studio to design a planned landscape/improvement for the four corners of Milford Road and Livingston Road with the cost of the plan not to exceed \$20,000 (Twenty Thousand Dollars), which includes the design fee, divided among the four corners of Milford and Livingston Road. Supported by PERRIN and the motion carried with a roll call vote: Kosieracki – yes; Greene – yes; Smith – yes; Mecklenborg – yes; Perrin – yes and Pilchowski – yes (6 – 0)

Krear will return at the February Board meeting with some different concepts for the Board to review.

Waste Water Plan Update

A meeting to discuss the proposed plan has been scheduled for 1:30 on Tuesday, January 26, 2010 at the Township Offices. The meeting will include representatives from the Township, Water Resource Commission, and the HDDA. Colbeck stated all board members are invited to attend. This meeting is to discuss what the next steps are to move this project forward.

DDA Board Terms, New Members and Officers

It was announced that Laura Trombetta has resigned her position on the Board but will remain on the Economic Restructuring Committee. It was discussed that Board members can be added at any time and the term would be truncated. Board officers were also discussed and it was decided that the current slate of officers would remain for another year.

Highland 175th Anniversary

Colbeck reported this year is Highland Township's 175th anniversary. We may want to tie this fact into our events and promotions. Pilchowski reported that on April 6th after the regular Board Meeting, will be a celebration for the 175th anniversary. All are invited.

Special Events Coordinator

Kosieracki stated that there has been a proposal for to her to become the Event Coordinator for the Horsin' Around in Highland festival. This would require her to step down from the Highland DDA Board and the Promotions Committee Chair. This also would require that the current event planner's contract to be terminated. Kosieracki stated she would not be doing the same work she has done in the past in addition to what the current event planner does. There is an expectation that the promotions committee and Board would have to step up their efforts in regards to volunteering and fundraising. Pilchowski stated that a formal request for proposal (RFP) would need to be done for this to happen. The RFP should define what we expect the event planner to do and outline proper steps taken. Kosieracki stated she proposes to submit an RFP listing our expectations for the event planner. Kosieracki stated that she is concerned that timing could become an issue if this is not handled quickly. A Special Board Meeting to review the RFP was scheduled for February 1, 2010 at 6:00pm. The proposal will be due March 1st and reviewed at the regularly schedule Promotions meeting. Another Special Board Meeting can be held on March 8, 2010 at 6:00pm to pick the proposed event planner.

NEW BUSINESS

Committee Reports

Design

Mecklenborg reported the committee has begun working on the goals set in the 2010 Work Plans.

Economic Restructuring

Smith reported this committee is also planning for the upcoming year based on the 2010 Work Plan.

Organization

Colbeck reported this committee currently has no active members and a strategy needs to be created to fill it.

Promotions

These discussions took place earlier in the meeting.

Treasurer's Report

Kosieracki reviewed the Treasurer's report for the month. She also noted that the year as whole expenses were within budget, even below. The rent and utilities was the only expenditure that went over budget, and that was not by that much.

PILHCHOWSKI moved to accept the Treasurer's report as presented. Supported by GREENE and the motion carried with a unanimous voice vote (6-0)

Main Street Oakland County Updates

Colbeck reminded the Board that the Main Street Annual Evaluation is scheduled for January 28th, 2010. The Agenda was reviewed.

Main Street Oakland County Kick-Off 10th Anniversary Celebration at 9:30am on February 18, 2010 at the Crofoot Ballroom in Pontiac, Michigan

Main Street 101 – Franklin Community Church as follows:

February 24th - 9:00 to Noon is Organization and 1:00 to 4:00 is Promotions

February 25th - 9:00 to Noon is Economic Restructuring and 1:00 to 4:00 is Design

Main Street Community Signs

Colbeck gave a brief update on placement of the Main Street Oakland County (MSOC) signs. The preferred locations were changed by the Board and will be forwarded to Lisa Burkhart at the Township for input.

GREENE moved to place the Main Street Oakland County Community Signs as follows:

- **Colasanti's**
- **Station Depot Park on Milford and M-59**

- **The vicinity of Jenson Plumbing on East Livingston Road**
- **The vicinity of the Highland Station House**

**Supported by KOSIERACKI and the motion carried with a unanimous voice vote
(6 - 0)**

Community Report

Huron Valley Council of the Arts Dimensional Edge
Hank Fleischer and Willie Hahn
Gala Opening – February 5, 2010
7:00 pm – 9:00 pm

Call to the Public

Mecklenborg stated the purchase of the available property on Milford Road is essential for the DDA. Greene agreed. It was discussed this item should be on the Agenda for February 2010.

ADJOURNMENT - At 7:55 pm Smith adjourned the meeting.