

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the February 17, 2010 Meeting
APPROVED**

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

Members Absent: Beth Lewis; Mike Maher

Staff Present: Tim Colbeck
Melissa Dashevich

Visitors Present: Tad Krear and Jake Lloyd of Land Design Studios
2 (A high school student and parent)

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

E. Livingston Framework Plan Update – Immediate Opportunities

- Tadd Krear and Jake Lloyd of Land Design Studio presented different options for banners and possible locations.
- The banners will be attached to utility poles and permission from DTE will need to be obtained. Ms. Pilchowski will contact DTE for permission.
- Different graphics/themes were discussed including horse/equestrian and rail. A majority of the board members were in favor of initially having a railroad theme representing the history of Highland Station.
- Smith asked Krear and Lloyd to present two or three samples of banners to the board at the next meeting.
- The goal is to have the banners in place by spring.

Landscape

- The landscape options for the four corners of Livingston and Milford Roads were presented to the board by Land Design Studio. The proposals are attached.
- One of the options included a fence on the Heyn property. Pilchowski asked that the plantings be done first and a fence can be added later. Smith asked that fencing from the late 1800's to early 1900's eras be researched.
- Krear also stated that Rick Hamill, a local landscape architect, has offered his time to help oversee the project without charge. The board was appreciative and agreed to this.
- Krear asked the board if they would like Land Design Studios to proceed with the landscape designs presented this evening. The board agreed with very positive responses. There were no objections expressed.
- Smith asked that Mr. John Welsch's property be investigated for landscaping.

Approve Regular Board Meeting Minutes of January 20, 2010 and the Special Board Meeting of February 1, 2010.

Motion was made by PILCHOWSKI to approve the Regular Board Meeting Minutes of January 20, 2010 and the Special Board Meeting Minutes of February 1, 2010. Supported by KOSIERACKI and the motion carried with a unanimous voice vote. (6 - 0)

Director's Report

- Colbeck reviewed the January-February 2010 Director's Report and his Community Outreach Report.

OLD BUSINESS

DDA Board Terms, New Members and Officers

- Colbeck stated the DDA board membership is currently not in compliance with the existing Township Ordinance or the State enabling legislation.
- The DDA Board does not have the required membership having an interest in property within the district.
- There was an amendment that took affect in 2006 that redefined the interest in property that does make this requirement easier to meet.
- The attorney has suggested that language be added to our Township Ordinance. Colbeck asked that it be presented to the Township Board of Trustees for approval as an amendment to the Ordinance.

The Board Terms

- Rosco Smith reported that On February 3, 2010, Ms. Sharon Greene submitted her letter of resignation from the Board. Colbeck stated Jan Nastovski submitted her resignation affective February 3rd as well.
- Smith had said that Ms. Greene was asked to finish out the month of March. Ms. Greene offered to stay longer. Rosco will meet with Greene shortly.
- Laura Trombetta's term was up and she did not choose to renew. Greene and Nastovski have resigned and someone is needed to complete their terms.

PILCHOWSKI moved to regretfully accept Nastovski's resignation from the Highland Downtown Development Authority Board effective February 3, 2010. This was Supported by KOSIERACKI and the motion carried with an unanimous voice vote (6 – 0).

Waste Water Plan Update

- More research is needed so that the board can make a decision regarding costs and uses.
- The Township engineers, Hubbell, Roth and Clark (HRC) have submitted a proposal of \$5,000 to do the needed engineering work assisting the board members in their decision.
- It was discussed that the HRC and Ms. Beth Corwin, Township Planning and Development Director felt the waste water system proposed was not justifiable for DDA funding because this system has proved to not be workable in other situations.
- A similar system is working on Harsen's island
- Extensive discussion took regarding the continuation of the Waste Water Proposal.

KOSIERACKI moved to drop the pursuit of the waste water treatment plant because after finding out more details, we are not able to finance it at this time. PERRIN supported and the motion carried with a unanimous voice vote:

Pilchowski – yes; Kosieracki – yes; Perrin – yes; Greene – yes; Mecklenborg – yes and Smith – yes (6-0)

321 S. Milford Road

- Colbeck researched the long term expenditures that the DDA would incur if they purchase this property.
- Township will have a net loss of \$440.24 of property tax revenue a year, as currently assessed.
- The DDA will have a net loss of \$163.00 of property tax revenue a year as currently assessed.
- The actual tax on this property is \$2,100 and the bulk of that goes to the County.

Horsin' Around Event Planner

- On Thursday, February 18th at 5:30, a meeting is scheduled with Mark Loeb of Integrity Shows, last year's Event Planner, to discuss the Horsin' Around Contract. Tim Colbeck, Doreen Kosieracki, Triscia Pilchowski, Rosco Smith and Mark Loeb from Integrity will attend.
- An attorney has reviewed the contract and it is his opinion that a valid contract exists for 2010.
- Kosieracki who is the Promotions Chair, did have some concerns with Integrity Shows which prompted a frank and cordial exchange of views.
- An addendum would be presented including the items that have been proposed on the current Request for Proposal.
- Mr. Colbeck also felt obligated to advise the board that it may be a violation of board ethics for Kosieracki to bid on this contract. He felt it to be a conflict of interest since Kosieracki is currently a Board member of this organization regardless if she is willing to resign.

NEW BUSINESS

Purchasing Policy

- A Purchasing Policy based on other Main Street communities' and Highland Township's was reviewed and is attached to these minutes.
- Smith asked the board to review over the next month and stated this will be voted on at the next meeting.

Façade & Signage Grant

- The Design Committee has recommended some changes to the Façade Grant language and is attached to these minutes.

Regional Marketing Opportunity

- Smith and Colbeck met with Mr. Larry Fallardeau, Oakland County, to restart the opportunity to combine efforts with Milford for regional tourism items.
- Ann Barnette of the Milford DDA has been contacted by Colbeck who is waiting for a response.

Historic Light Fixture

- The Mobil Station on M-59 near Milford Music is in need of a new secondary light fixture to replace a damaged one.

KOSIERACKI moved to allow the sale of a HDDA secondary light fixture to Mobile Gas Station at cost. Supported by PERRIN and the motion carried with a unanimous voice vote (6-0)

Committee Reports

Design

- Mecklenborg stated this committee's projects were discussed earlier in the evening.

Economic Restructuring

- Smith reported that the committee met and assignments were given. This committee is in the process of promoting marketing material for the district, including resources such as a Business Directory and available real estate.

Organization

- There is nothing to report this evening.

Promotions

- Kosieracki stated this committee's projects were discussed earlier in the evening.

Treasurer's Report

- There were no Financial Reports available this evening but will be provided in the very near future.

Main Street Oakland County Updates

- 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

Community Report

- Pilchowski reported Lisa Kelly, a resident, is very concerned about the School District's proposal to close Brooks and eventually Highland Middle School in 2011. Ms. Kelly would like the different entities to get together promoting Highland Middle School in a positive matter.

Call to the Public

- None

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