

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the April 14, 2010 Meeting
APPROVED**

Members Present: Doreen Kosieracki; Mike Maher; Paul Mecklenborg; Gail Perrin; Triscia Pilchowski; Roscoe Smith

Members Absent: Beth Lewis

Staff Present: Tim Colbeck

Visitors Present: Rick Hamill

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

Approve Regular Board Minutes of February 17, 2010

Motion made by MAHER to approve the Regular Board Meeting Minutes of February 17, 2010 as presented. Supported by PILCHOWSKI and the motion carried with a unanimous voice vote. (6 yes votes)

Approve Regular Board Minutes of March 17, 2010

Motion made by PILCHOWSKI to approve the Regular Board Meeting Minutes of March 17, 2010 as corrected. Supported by MAHER and the motion carried with a unanimous voice votes. (6 yes votes)

Director's Report

- Colbeck reviewed the March/April 2010 Director's Report and his Community Outreach report.
- Sparks in the Park will take place on Saturday, June 26, 2010.

OLD BUSINESS

E. Livingston Rd. Framework Plan Update

- Storm Water Grant
 - The State has postponed the announcement as to who will be awarded the grant until possibly the end of April.
- Four Corners
 - Request for Proposal package was presented to the Board.
 - A list of contractors was provided by Land Design Studio.
 - HBA and the HVCC will be contacted for RFP recipient suggestions.
 - Road Commission has been contacted and has given verbal permission.
 - Sealed bids are due on Friday, April 30th and will be opened at 2:00pm on April 30th.
 - Colbeck asked that available Board members be present to review the bids at 2:00pm on April 30th.
 - Smith and Perrin will be available and Pilchowski will attempt to attend.
- Banners
 - Colbeck shared color swatches for the approved banner with the board.
 - Colbeck advised the board we are still waiting for a quote to manufacture the banners.

- Verizon has given permission to hang banners on poles. Waiting for approval from DTE.
- The historical date on the banners needs to be 1872 to reflect when the village was platted. The date currently noted is when the railroad went through.
- Summer Concert Series
 - Entertainers were reviewed and costs presented.
 - The average is \$600 but will still fall within the budget parameters.
 - Performers for all concerts have been secured and awaiting signed contracts to be returned.
 - Pilchowski has obtained the \$1,000 sponsorship from ITC for the concerts.
- Board Recruitment
 - Pilchowski has received six letters of interest and currently reviewing them.
 - Present this evening was Mr. Rick Hamill who wishes to join the DDA Board. He and his wife own a business within the district.
- TIF Plan Update
 - Colbeck reviewed the TIF Plan with the Board members.
 - Discussion took place that the TIF Plan priorities need to be reviewed and evaluated. It may need to be amended.
 - Board member discussion was as follows:
 - Sidewalk project other than the current Safe Route to School project.
 - Sidewalk from Livingston to Colasanti's was suggested.
 - Crosswalk across M-59.
 - Where will money come from?
- Façade Grant – 233 S. Milford Rd./Fragments
 - Fragments Façade Applications has been reviewed and approved.
 - Board approval is needed to issue the Façade Grant check for \$5,000 to Fragments.

PERRIN moved to approve that a Façade Grant check be issued to Fragments in the amount of \$5,000. Supported by MECKLENBORG and the motion carried with a roll call vote: Kosieracki – yes; Pilchowski – yes; Perrin – yes; Maher – yes; Mecklenborg – yes and Smith – yes (6 yes votes).

- Ace Party Store's Façade Grant application is in process and work has begun.
- There is possibly another Signage Grant and another Façade Grant that will be applied for this year.
- Rebuilding Together-Oakland County
 - Perrin had mentioned this non-profit organization that offers home assistance to low income and the elderly.
 - There may be some homes in the area that qualify.
 - It was suggested that this organization be noted on the DDA Website.

Committee Reports

Design

Mecklenborg reported that a meeting did not take place this month.

Economic Restructuring

- Colbeck presented Hometown Magazine to the Board, where the DDA district was advertised.
 - There will be a series of themed ads run. All businesses will be referenced free of charge by listing business name. Additional business card ads at the bottom of the page will be sold at \$65 a piece.
- Colbeck discussed a national movement called the 3/50 Project. This is a grass-roots movement to encourage people to support local stores by agreeing to spend at least \$50 at three local stores a month.
 - In a local store, it was discussed that \$68 of a \$100 stays in the local community.
 - In a chain \$43 of a \$100 stays in the local community.
 - Colbeck stated the DDA has joined the program as a friend of the 3/50 Project.
 - There is no cost to participate.
 - Maher suggested that a postcard mailing be prepared promoting the 3/50 Project.

Pilchowski stated that the Board would like to encourage Colbeck to continue to advertise and participate in the 3/50 Project as well promote it during his business outreach.

MAHER moved to create a postcard mailing promoting the 3/50 Project within the DDA district. Supported by MECKLENBORG and the motion carried with a roll call vote: Perrin – yes; Pilchowski – yes; Maher – yes; Mecklenborg- yes; Kosieracki-yes; Smith- yes (6 yes votes)

Promotions/Organization – No meeting took place this month.

MSOC –Nothing to report.

Treasurer's Report

Kosieracki had to leave early however; she asked the Board to review the four corners project expenses. It was discussed that this project should be within budget. The watering of the plants, however, will be a maintenance issue and not included in the project budget expenses.

It was discussed the Treasurer's report will be tabled until May 19, 2010.

Community Report

Perrin requested that the DDA donate \$400 to support extending the current tax mileage for the library. It was discussed that TIF funds cannot be used for political donations.

Genson's Plumbing will have a ribbon cutting tomorrow, Thursday, April 15, 2010 at 4:30pm.

MISC. DISCUSSION

Mecklenborg asked if any engineering took place for sidewalks when the research was done by the Township for the initial sewer proposal. Pilchowski will consult with Beth Corwin, Planning and Development Director.

It was discussed that the Township Sidewalk Committee in partnership with the Huron Valley School District is researching a Safe Routes to School grant to support construction of new sidewalks in Highland Station.

Regular Board Meeting adjourned.

Smith announced Executive Session to immediately follow.

APPROVED