

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
Record of the May 19, 2010 Meeting  
APPROVED**

**Members Present:** Doreen Kosieracki; Beth Lewis; Mike Maher; Paul Mecklenborg;  
Roscoe Smith

**Members Absent:** Gail Perrin and Triscia Pilchowski

**Staff Present:** Tim Colbeck

**Visitors Present:** Rick Hamill  
Kris Kopacki

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

**Approve Regular Board Minutes of April 14, 2010**

**Motion made by Mike Maher to approve the Regular Board Meeting Minutes of April 14, 2010 as presented. Supported by Beth Lewis and the motion carried with a unanimous voice vote. (5 yes votes)**

**Approve Special Board Minutes of May 10, 2010**

**Motion made by Mike Maher to approve the Special Board Meeting Minutes of May 10, 2010 as presented. Supported by Paul Mecklenborg and the motion carried with a unanimous voice votes. (5 yes votes)**

**Director's Report**

- Tim Colbeck reviewed the April/May 2010 Director's Report and his Community Outreach report. He also provided a list of the Businesses in the DDA district that he has met with. This is a list of approximately 140 businesses. There were a few businesses he was unable to visit because he was unable to find them open.

**OLD BUSINESS**

**E. Livingston Rd. Framework Plan Update**

**Four Corners Project**

- Two landscape companies were recommended at a Special Board Meeting that took place on May 10, 2010.
  - Those two companies were J. W. Christmas of Milford and Golden's Landscaping of Highland.
  - The quotes and references were provided to the Board this evening for review. Complimentary references have been received for both.
  - After careful consideration, Golden's Landscaping was selected. Their quote was slightly lower but watering of the plants was substantially lower.
  - The Board would like Golden's Landscaping to include a quote for water pellets to be mixed into the soil.
- It was discussed the property owners of the four corners are happy with what has been proposed.

- Historical Committee submitted a letter to the DDA asking that a historical marker giving the story of Highland Station be incorporated with this project. The location proposed is the park on Milford and Livingston Roads.
  - If located in public road right-of-way, Road Commission will need to be contacted.
  - If located on private property, Township only will need to be contacted.
  - A sign may need to be on a break-away pole.

**DOREEN KOSIERACKI moved to accept the bid from Golden's Landscaping for \$12,699.50 (Twelve Thousand Six Hundred Ninety-Nine Dollars and Fifty cents) with an additional watering charge of \$960 (Nine Hundred Sixty Dollars) based on the terms of the proposal that was submitted. This is also to include a bid for water pellets to be mixed into soil not to exceed \$400 (Four Hundred Dollars) Supported by MAHER and the motion carried with a roll call vote: Mecklenborg – yes; Maher – yes; Lewis – yes; Kosieracki – yes and Smith – yes (5 yes votes)**

#### Banners

- There was one quote obtained for \$3,994.10 (Three Thousand Nine Hundred Ninety-Four Dollars and Ten Cents) from Downtown Graphics Network Inc.
  - No bidding obtained because this is for a specific project.
  - This includes 22 banners and also the brackets needed for installation. (2 of the 22 banners are extra)
- It was discussed our name is printed as Highland Downtown Development Assoc. on the quote and should be changed to Highland Downtown Development Authority.
  - Currently Colbeck is in the process of obtaining quotes for installation.
  - Have already received a quote for \$600 to install.
  - Board suggested various companies for Colbeck to contact obtaining bid for the installation.

**MAHER moved to accept the quotation of \$3,994.10 (Three Thousand Nine Hundred and Ninety-Four Dollars and Ten Cents) from Downtown Graphics Network Inc. for the banners and to consider installation quotes up to \$600 (Six Hundred Dollars) for the installation of the banners. Supported by Mecklenborg and the motion carried with a roll call vote: Maher – yes; Lewis – yes; Kosieracki – yes; Mecklenborg – yes and Smith – yes (5 yes votes)**

#### Summer Concert Series

- All acts have committed.
- Have obtained three quotes for the sound system as follows:
  - \$1,800 (One Thousand Eight Hundred Dollars)
  - \$2,100 (Two Thousand One Hundred Dollars)
  - \$3,300 (Three Thousand Three Hundred Dollars)
- The lowest bid was the company that was used last year.
  - Smith and Colbeck will award the sound system to Rock It Audio for \$1,800 being that the Promotions Committee has not met.
- Working on obtaining vendors for the vendor show that takes place during the concerts.
- Sponsorship's received
  - ITC \$1,000 obtained by Triscia Pilchowski
  - Huron Valley Chamber of Commerce donated \$500

## **Board Recruitment**

- This is handled by the Supervisor and the Township Board
- If interested a letter should be sent to the Supervisor's office.

## **2010 Main Street Conference**

Colbeck submitted a memo to the Board members outlining his trip to Oklahoma City for the MSOC Conference. He provided information on subjects that he felt would benefit the DDA in particular. This included a Power Point presentation regarding solicitation of funds in terms of grants etc. This does not address sponsorships.

## **NEW BUSINESS**

### **Highland Station Historical marker**

The Historical Society would like to partner with the DDA on the Highland Station Historical Marker. Historical Society will shepard it through and provide language for the sign. It was also discussed this has been part of the original plan.

**MAHER moved to partner with the Highland Historical Society for a Highland Station Historical Marker. Details to follow. Supported by KOSIERACKI and the motion carried with a roll call vote: Mecklenborg – yes; Maher – yes; Lewis – yes; Kosieracki – yes; and Smith – yes (5 yes votes)**

### **Façade Grant 211 E. Livingston Rd/Stratus Financial**

- This is the Johnson Block Building
- At the last Design Committee meeting this application was reviewed and approved contingent upon the DDA receiving requested information.
- This is the second façade grant and one more is expected.
- It was discussed the language was changed a few years ago so that a business can apply for both a façade and sign grant.

### **Highland Station Sidewalk Priorities – Grant Opportunities**

Colbeck made the Board aware of a Transportation Enhancement Fund - MDOT/ISTEA (Intermodal Surface Transportation Efficiency Acts) Which is a federal fund overseen by the state of Michigan Transportation. They will pay for streetscape enhancement but something more than sidewalks. A review of some of the particulars was discussed.

- Different than safe route to schools.
- It was discussed there is a sidewalk committee consisting of Township, Planners, Planning Commission, Schools and the DDA is meeting on a regular basis establishing a sidewalk route.
- Mecklenborg expressed concern with the disrepair of the sidewalks in the area. He would like to see the foot traffic improved.
  - Special Assessment to the taxpayers?
  - Township has authority regarding sidewalk disrepair.
  - Colbeck stated the Township has concerns with the DDA entirely funding a sidewalk project.
- Colbeck was informed that the DEQ grant will be awarded by mid June. (This is the storm water and not the sewer.)

## **Grant Writer**

- Mecklenborg and Kosieracki would like to see a Grant Writer hired for the DDA.
- Design Committee as well has expressed interest.
- There are those that are only paid if the grant is obtained.
- Colbeck suggested that projects are established first. Mecklenborg felt the Grant Writer be hired first.

## **Committee Reports**

### **Design Committee**

Mecklenborg stated the Committee has expressed concern with the private residences that are in disrepair.

### **Economic Restructuring**

- Moving forward with the co-op advertising
- Also looking into the Shop Local and 3/50 Project. Maher had asked that a mailing take place educating about 3/50 Project.
  - It was discussed a mailer will be sent out to area businesses to see who is interested in participating and organize such a campaign.
  - Maher liked this.

### **Promotions and Organization**

These committees have not met.

## **TREASURER'S REPORT**

Kosieracki reviewed the Treasurer's report and expressed no concern. Treasurer's report was accepted.

Smith announced that the DDA income capture will be down approximately \$40,000 (Forty Thousand Dollars) next year.

## **EXECUTIVE DIRECTOR'S CONTRACT**

Colbeck has accepted an offer with another community and will be finishing out this month. Mr. Smith stated an action plan will be created.

## **Community Reports - None Offered**

## **Call to the Public - None Offered**

## **MISC. DISCUSSION**

Regular Board Meeting adjourned at 6:40pm.

Smith announced Executive Session to immediately follow.