

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
Record of the June 16, 2010 Meeting  
APPROVED**

**Members Present:** Doreen Kosieracki (arrived about 6:00); Beth Lewis; Mike Maher; Paul Mecklenborg; Gail Perrin; Triscia Pilchowski; Roscoe Smith

**Members Absent:** None

**Staff Present:** Melissa Dashevich

**Visitors Present:** Tiffany George  
Rick Hamill  
Kris Kopacki

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

**Approve Regular Board Minutes of May 19, 2010**

**Motion made by Mike Maher to approve the Regular Board Meeting Minutes of May 19, 2010 as corrected. Supported by Gail Perrin and the motion carried with a unanimous voice vote (6 yes votes).**

**OLD BUSINESS**

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

Four Corners Project

The permitting process for the concrete work with Oakland County has delayed the project but the permit should be received within the next few days. This project should begin within two weeks.

Smith, Dashevich and Jennifer Frederick the Township Planner, met with the contractor this afternoon. The original quote from Golden's Landscaping has changed as follows:

- It was discovered that 6 inch curbing is needed on the southwest corner (Highlander House) to prevent the plantings from being washed away.
- In the original quotation request, three of the sidewalk squares were to be replaced, it was discovered there are actually four that need to be replaced.
- The Board asked that watering pellets be added to the quote, this was included in the other quotations received.
- The Board asked that two boulders be added to the northeast corner (Mecklenborg's corner) to prevent larger trucks from running over the flower beds. There was a recent incident that prompted this request.

The amended quotation is \$15,679.50. This is an additional \$2,020 to the original quotation of \$13,659.50. This increase reflects the curbing, the extra sidewalk square and the watering pellets to help sustain water for plants.

**MOTION made by PILCHOWSKI for an addendum to the Golden's Landscaping contract of \$2,020 (Two-Thousand Twenty Dollars) in result of the preconstruction meeting that took place today, where it was established that there was a need to**

**include concrete sidewalk replacement and curb replacement as well as the boulders. Supported by PERRIN and the motion carried with a roll call vote:**

**Mecklenborg – yes, Pilchowski – yes, Smith-yes, Perrin - yes, Lewis – yes and Maher – yes (6 yes votes).**

#### **Township Planning Department overseeing Four Corners Project**

It was discussed a project manager is needed for the Four Corners Project. Pilchowski and Smith have discussed hiring Ms. Jennifer Frederick, Township Planner to oversee this Four Corners Project as an independent contractor. She will not be treated as an employee of the Township and paid by the DDA. She is very qualified to do the job and has the knowledge of the Township. The intent was to keep the process going and Pilchowski had sent an email with this suggestion a few weeks ago. If an Engineering firm is hired it will be very costly. Hourly rates were discussed for Ms. Frederick. The Board did not comment on this suggestion.

Mr. Rick Hamill, a resident, and a landscape architect, stated a project manager is needed to oversee the project. He thought hiring Frederick would be a good idea and still no comment offered by the Board. Hamill offered to oversee the project, free of charge and stated he is insured. He suggested that a project manager be considered into any future projects.

**MOTION was made by Perrin to graciously accept Mr. Rick Hamill's offer to be the Project Manager for the Four Corners Project. A signed agreement is to be obtained and proof of insurance provided. Supported by Pilchowski and the motion carried with a roll call vote: Lewis – yes; Maher –yes; Kosieracki – yes; Mecklenborg – yes; Pilchowski – yes; Smith – yes and Perrin – yes (7 yes votes)**

#### **Banners**

Seven of the utility poles that the banners are to be installed belong to DTE. Permission has been granted by Verizon to install banners on their poles. DTE has been contacted by Pilchowski asking for permission to install banners on seven of their poles. This may require two visits by the installer.

Two companies have quoted to install banners:

C. J. Lighting quoted \$1012 (One Thousand Twelve Dollars) with no extra charge for 2<sup>nd</sup> visit they are from Milford.

Above and Beyond quoted \$600 (Six Hundred Dollars) who will charge \$100 (One Hundred Dollars) more to come out twice. They are located in Livonia.

**MOTION made by Maher to accept Above and Beyond for \$600 (Six Hundred) to install the Banners with the possibility it could be \$700 (Seven Hundred) if two visits are required. Supported by Perrin and the motion carried with a roll call vote: Mecklenborg – yes; Smith – yes; Lewis – yes; Maher – yes; Kosieracki – yes; Perrin – yes and Pilchowski – yes (7 yes votes)**

#### **Summer Concert Series**

All entertainers and sound system have been secured.

There is the possibility that the street may be closed for our Home Town Goods Show and concerts. The Board was in favor of closing the road to draw more attention. Steps will be taken to obtain proper permitting to close the road by Dashevich.

Concert check list was created by Dashevich and was distributed to the Board.

There will be no opening act and it was discussed that no intermission will take place.

### **Ace Party Store Payment**

A memo has been submitted to Township dated 6/2/10 requesting that a check be cut for Ace Party Store. An invoice from S.R.B. Company was needed order to kick off this check and it has been received.

It is assumed the check will be in the next check run.

### **NEW BUSINESS**

#### **Director Replacement**

Smith stated that before the DDA searches for a new Director, he would like to have the Board meet and discuss the TIF, goals/objects and the desired projects. The intent is to hire a Director to correspond to those specific needs.

#### **Township Board Meeting – June 23, 2010 at 7:30pm**

Pilchowski asked that Board Members attend this meeting to have an open conversation with the Township Board. The intent is to have communication between the Boards and to discuss the future, what it is the DDA wants to accomplish.

The Board desired to have a pre-meeting on Friday, June 18<sup>th</sup> at 7:00pm at the Highland Station House to prepare for the Township Board Meeting.

Ms. George expressed concern that it is not known what the DDA has done or that it exists. She also expressed concern with communications she has had with the Township Offices.

The Board discussed that they would like to present to the Board, what has been accomplished by the DDA since inception. It is not known exactly what the DDA has accomplished and it needs to be publicized not only with the Township Board but with the community.

#### **Sparks in the Park**

It was discussed this public event was having difficulty getting sponsorships and raising money. This is an event that the DDA hosted in the past but it was handed over to the Highland Business Association. This event brings many patrons to the DDA businesses; it is a big night for them. It has been said this is the most profitable night for area restaurants.

**MOTION made by KOSIERACKI to contribute \$1500 to Sparks in the Park. The day of the event proves to be very profitable for area DDA businesses. Supported**

by PERRIN and the motion carried with a roll call vote: Mecklenborg – yes; Smith – yes; Lewis – yes; Maher – yes; Kosieracki – yes; Perrin – yes and Pilchowski – yes (7 yes votes)

### **Sidewalks – Milford Road**

Mecklenborg felt sidewalks will benefit the DDA and the area businesses greatly. The existing sidewalks need to be repaired and areas extended where there are none. He also felt there was some sidewalk engineering done during the sewer engineering process that should be investigated.

Ms. George also felt the sidewalk would be an important project for the community.

Pilchowski suggested that the Road Commission attend one of the DDA Board meetings.

### **Committee Reports**

#### **Design Committee**

Mecklenborg stated that this Committee has focused on sidewalks. It is also investigating grant writers.

#### **Economic Restructuring**

This committee has not met this month.

#### **Promotions and Organization**

Doreen has decided to chair the Promotions Committee once again. The next meeting will be July 12, 2010.

### **TREASURER'S REPORT**

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

### **Miscellaneous Discussion**

- It was discussed that a meeting needs to take place specifically to discuss the goals and desires of the DDA Board.
- The discussion for a Grant Writer took place.
- The group discussed that sidewalks are desired.
  - There is an existing sidewalk committee involving different entities.
    - Schools, Township Board, Planning Commission, Planning Staff and the DDA.
    - Dashevich will start attending the sidewalk committee
    - Mecklenborg stated he thought a plan already exists for sidewalks.
      - Pilchowski will look into this.
- Doreen suggested that two DDA Board meetings take place a month

### **Community Reports - None Offered**

**Call to the Public** - Fuse Box in the Highland Station House will be relocated.

Mr. Smith adjourned the meeting at 7:15pm.