

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the September 15, 2010 Meeting
APPROVED**

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

Members Absent: Triscia Pilchowski

Staff Present: Melissa Dashevich

Visitors Present: 4 High School Students

Mr. Roscoe Smith called the meeting to order at 6:35 p.m.

Approve Regular Board Minutes of August 18, 2010

MIKE MAHER MOVED to approve the Regular Board Meeting Minutes of August 18, 2010 as presented. SUPPORTED BY GAIL PERRIN and the motion carried with a unanimous voice vote. (6 yes votes)

Melissa Dashevich reviewed the staff report with the Board.

OLD BUSINESS

Sidewalks

Mecklenborg stated the Design Committee is currently working with contractors. The Committee will present a plan to the HDDA Board when ready.

Director

Discussion took place regarding the Main Street Oakland County Program and if Highland should remain in the Program. The board was in favor of staying in the program because of the resources it provides.

MECKLENBORG MOVED to remain in the Main Street Oakland County Program. SUPPORTED BY PERRIN and the motion carried with an unanimous voice vote (6 yes votes)

Smith distributed a handout taken from "*The Main Street Board Member's Hand Book*" regarding the roles and responsibility of an Executive Director. As well as the steps the board should take when selecting a director. The Director's Job Description and an analysis was also distributed. Advertising for the last director took place in the Michigan Downtown Association, The Michigan Planner, The National Main Street Center website and Planning and Zoning News.

Mr. Maher stated there are many empty store fronts and the upcoming director needs to have strong marketing skills.

MECKLENBORG MOVED to place the employment ad for the Executive Director position. SUPPORTED BY PERRIN and the motion carried with an unanimous voice vote. (6 yes votes)

Director Compensation

The Director's salary was discussed. Mr. Smith stated he will contact Mr. Bob Donahue, Principal Planner to obtain the salaries of the other MSOC Director's.

Ms. Kosieracki questioned the withholding taxes for the director. Should the director be given a 1099 and be responsible or should the Township pay the taxes on the directors behalf.

Mr. Smith stated he would contact Ms. Linda Vance of Finance to discuss the subject of withholding taxes for the director position.

Administrative Assistant

An Executive Session took place on August 18, 2010 where the Board voted for additional funds for the Administrative Assistant. Mr. Smith distributed the minutes from that executive session to be reviewed by the Board. This will take place retroactively and will be on the next pay check.

MAHER MOVED to approve the Executive Session minutes of August 18, 2010, SUPPORTED BY MECKLENBORG and the motion carried with a roll call vote: Perrin – yes; Mecklenborg – yes; Smith – yes; Lewis – yes; Maher – yes; Perrin – yes (6 yes votes)

Board Expansion

Smith distributed a handout taken “*The Main Street Board Member’s Hand Book*” regarding roles and responsibilities of a board member. Also provided was the Job Description of a Board Member. A Board nomination form was also provided to each board member.

Mr. Maher stated he would like to be part of Committee that will be reviewing and hiring a director.

Maintenance of the Four Corners

Perrin and Kosieracki expressed concern with the plantings at the four corners. They felt the plantings look like weeds and lack design. There is no wow factor. It was discussed that the flowers could be changed out. However, the existing plantings are resistant to road salt and heat. There was a design followed. Possibly annuals could be mixed in for the next season.

At the 8/18/2010 meeting there was a motion made to hire someone to weed and clean the flower gardens at Livingston and Milford Road. Mr. Hamill is in the process of contacting an individual who may be interested. In the meantime, Mr. Hamill has been maintaining the flower gardens. Mr. Maher suggested that Hamill be paid the dollar amount that was agreed upon at the last meeting.

New Business

Beautification request of \$100 for fall/flower decoration

Ms. Perrin stated that Beautification approached her asking if they could receive \$100 for the fall/flower decoration at the four corners, Milford Road and M-59 at the ticket station park.

MAHER moved to approve the \$100 to Beautification for the fall/flower decorations long as they are in keeping with what has been done in years past. Supported by MECKLENBORG and the motion carried with a roll call vote: Kosieracki – yes; Lewis – yes; Perrin – yes; Smith – yes; Mecklenborg – yes and Maher – yes (6 yes votes)

Budgets – Due to Township October 1, 2010

Work Plans for Committees will need to be prepared so the numbers can be reflected in the HDDA Budget. Mr. Smith stated there is a 13% income reduction, which will be approximately \$40,000 less the DDA.

Mecklenborg asked if the sidewalk expenditure will come out of the Design budget. It was discussed it would be reflected in the Community Projects line item.

Committee Reports

Design Committee

Discussed above

Economic Restructuring

Another co-op ad will hit the mailboxes on October 11, 2010. This ad will possibly be focused on pets or medical. There will be a restaurant theme in the near future.

Promotions and Organization

Lewis reported the Organization Committee has not met. Kosieracki reported that banners have been discussed and distributed pictures. The banners are a winter theme so that they can remain to Spring. There are two different banners that have been chosen and will alternate throughout the district. These banners will be similar to price to what we already have.

Kosieracki also reported that that a desire had been expressed to have another tree lit. She proposes the snowflake lights which will cover a larger area. The Board was very complimentary to this idea. Kosieracki will research the pricing for the snowflakes.

Mecklenborg inquired about having lights installed at the four corners. It was discussed lighting of the holiday wreaths on the utility poles did not stay lit in the past. It was felt this was a Detroit Edison problem and not the wreaths themselves.

It was discussed that a storage unit may need to be investigated.

PERRIN MOVED to authorize that the selected banners will be ordered, based on the same pricing of the banners previously ordered. SUPPORTED BY MECKLENBORG and the motion carried with a roll call vote: Perrin – yes; Mecklenborg – yes; Lewis – yes; Smith – yes; Maher – yes and Kosieracki – yes (6 yes votes).

MSOC

The MSOC Evaluation will take place either the 19th, 20th or 21st of October.

Development District Reviews

Salvation Arm is inquiring about 560 W. Highland. Expected occupancy is late Spring and Summer of 2011.

Upcoming Meetings/Events

September 29, 2010 Heritage Conference at the Detroit Zoo.

TREASURER'S REPORT

Kosieracki reviewed the Financial Reports and no concerns were expressed. We were slightly over on office expenses and Community Projects. It was discussed that Community Project could possibly be the four corners and the banners.

Mr. John Hirzil of Stratus Financial inquired about the MBIA investment. Ms. Kiley, Township Treasurer was contacted. She replied this is the Municipal Bond Investors Assurance Corporation and the rate is .139 percent. The investment policy is that we have to adhere to and limited in certain limited opportunities. It was discussed the DDA is not a non-profit.

The Treasurer Report was accepted for File.

Discussion - A letter was sent to the Township Supervisor asking that HDDA Board Members be recommended to the Township Board. HDDA is on the September 22, 2010 Township Board Agenda.

It was discussed the Supervisor appoints the DDA board members.

Ms. Kosieracki stated that is when the ordinances/tif and such were written there was no HDDA Board. She felt this could be changed. She stated she would call Mr. Donahue and inquire.

Mr. Mecklenborg stated that the Planning Commission is appointed as well.

Community Reports - None Offered

Call to the Public – None Offered

At 8:00pm SMITH adjourned the meeting.