

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the October 20, 2010 Meeting
APPROVED**

Members Present: Beth Lewis; Mike Maher; Paul Mecklenborg; Triscia Pilchowski; Gail Perrin; Roscoe Smith

Members Absent: Doreen Kosieracki

Staff Present: Melissa Dashevich

Visitors Present: Sue Ducharme, Jim Gorman; John Hirzel; Rick Hamill, Mary McDonell, Bob McDonell,

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

Approve Regular Board Minutes of September 15, 2010

GAIL PERRIN MOVED to approve the Regular Board Meeting Minutes of September 15, 2010 as presented. SUPPORTED BY MIKE MAHER and the motion carried with a unanimous voice vote. (6 yes votes)

Approve Regular Board Minutes of September 29, 2010

GAIL PERRIN MOVED to approve the Regular Board Meeting Minutes of September 29, 2010 as corrected. SUPPORTED BY BETH LEWIS and the motion carried with a unanimous voice vote. (6 yes votes)

Melissa Dashevich reviewed the staff report with the Board.

OLD BUSINESS

Director

As discussed at an earlier meeting, the ad has been placed in the following resources as follows: Planning and Zoning News, Michigan Downtown Association, The Michigan Planner, The National Main Street Center website and on the Highland DDA website.

Ms. Lewis suggested that the job ad be posted on website Indeed.com. Indeed pulls from all the other web sites such as monster and career builder.

The salary levels of Main Street Oakland County Communities' Directors were reviewed.

Maher stated that the revenue has decreased since the previous director was hired and felt the new director's salary should also be decreased. The previous Director's salary was discussed and it was felt it was high on the MSOC Director's pay scale summary. The original intent was to be in the middle of the pay scale but with the benefit package and FICA it turned out to be higher on the scale. The previous Director was a contracted employee and received a W-2.

Ms. Pilchowski suggested that Linda Vance, Township Accounting, be contacted before the new director is hired to find out what the obligations are.

In establishing a salary for the new director, it was noted that Highland is one of the most unique downtowns. Medical benefits were discussed. In the past the Directors were not offered benefits, however, the previous Director was offered a stipend.

PILCHOWSKI MOVED that the HDDA BOARD offer \$35,000 (Thirty five dollars) to \$45,000 (Forty-five thousands dollars) a year for the director's salary, with benefits, FICA and Social Security under no circumstances to exceed \$50,000 (Fifty thousand dollars). SUPPORTED BY PERRIN (6 yes votes)

Board Expansion

Pilchowski announced that she has received two letters of interest for the HDDA Board opening, one of which is from Mr. Hirzel. She has spoken to two other individuals who are interested and meet the criteria. It is her hopes to have 2 (two) or 3 (three) more board members possibly as many as 5 (five) or 6 (six) by the end of the year.

Mecklenborg submitted board member applications to Pilchowski for consideration. Those applications were from: John Hirzel, Jeff Heyn, Ben Diponio, Mike Jenson, and Rick Hamill.

The Board suggested several other individuals, such as Mr. Snook, Mr. Colasanti and Mr. Aretha. Pilchowski stated she had pursued those individuals as well.

Sidewalks

Pilchowski stated she has spoken to Russ Tierney, chair of the sidewalk committee, and Jennifer Frederick the facilitator regarding sidewalks. Pilchowski stated we have the school district tied to this effort and it may be possible to use monies from the federal government through the Safe Routes to School program, toward our sidewalks.

Rick Hamill, a member of the Design Committee, stated it was his understanding that there is a stipulation with the Safe Route to schools that if the sidewalks are put in under this program, the sidewalks will need to be maintained. He stated that by allocating the Milford Road and Livingston Road to the DDA, the DDA would not be responsible of having to maintain those sidewalks as they would under the Safe Route to Schools Act. Responsibility of maintaining the sidewalks was discussed. Mr. Hamill had suggested that it could be organized that the DDA would maintain in terms of repair etc, however not to maintenance such as snow removal. Hamill also stated that assessments or other funding sources could be researched to pay for the sidewalks.

Pilchowski suggested that Russ Tierney, chair of the Township Sidewalk Committee, be part of an upcoming HDDA Board meeting to discuss the sidewalks and the Safe Route to Schools.

Work Plans and the MSOC Evaluation

Please make sure all Committee work plans are completed and submitted as soon as possible for the Main Street Evaluation that is scheduled for November 4, 2010. Board members are encouraged to attend.

New Business

Finding Mona

MECKLENBORG MOVED to approve the expenditure of \$500 (Five-Hundred) for the HVCA Finding Mona Event that is being held in the Highland DDA district. Supported by MAHER and the motion carried with a unanimous voice vote (6 yes votes)

2011 Meeting Dates

The proposed 2011 Meeting dates were reviewed and approved.

PILCHOWSKI MOVED to approve the proposed Highland DDA 2011 Meeting dates, which is the third Wednesday of every month at 6:30pm. SUPPORTED by MAHER and the motion carried with a unanimous voice vote (6 yes votes)

MAHER MOVED that HDDA Board meetings will take place twice a month as needed for special events or additional discussions; with the stipulation the meetings are posted. **SUPPORTED BY PILCHOWSKI** and the motion carried with a unanimous voice vote (6 yes votes)

Committee Reports

Design Committee

Mecklenborg stated this committee will be working on the design for the sidewalks to present to the DDA Board.

Economic Restructuring

Smith stated that the current co-op ad that should have already hit the mailboxes was themed for pet care. The next co-op will be Uniquely Highland – Shop Local for Christmas. This committee is still in the beginning stages of a buy local campaign.

Promotions and Organization

The seasonal banners have been ordered and will be two sided with two different designs. This committee is working on putting the tree lighting together, which will take place on December 6, 2010 at 7:00pm in Veteran's Park.

Misc.

Smith stated a letter was received by Jude Halloran, Highland Library, asking the DDA to consider some suggested projects, such as the pedestrian friendly crossing of M-59. Maher asked if there could be a grant writer assigned to this crossing project. He also asked if there are such grant writers that would only be paid if the grant is received. Hamill commented that the sidewalk committee with Russ Tierney has discussed having connection of sidewalks from Ruggles Street across M-59 to the McDonalds area located on North Milford. There is a move to safely cross M-59, not as safe as a bridge but efforts are being made.

Development District Reviews – None

MSOC Updates – November 18, 2010 Work Shop

This is offered to all businesses within Highland, not only the DDA district businesses.

Upcoming Meetings/Events

Community Reports - None Offered

Call to the Public – None Offered

At 8:00pm SMITH adjourned the meeting.