

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

**Members Present:** Matt Barnes; John Dowson; John Hirzel; Doreen Kosieracki; Beth Lewis; Mike Maher; Paul Mecklenborg; Gail Perrin; Triscia Pilchowski; Roscoe Smith

**Members Absent:** None

**Staff Present:** Melissa Dashevich

**Visitors Present:** Mary Jane Alcorn; Victoria Alcorn; Beth Corwin, Highland Township Planning and Development Director; Rick Hamill; Joseph Salvia

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

Mr. Roscoe Smith announced that Mr. Matt Barnes was appointed to the Township Board and Ms. Beth Lewis was reappointed by the Township Board.

**Approve Regular Board Minutes of November 17, 2010**

**MS. PILCHOWSKI MOVED to approve the Regular Board Meeting Minutes of November 17, 2010 as presented. SUPPORTED BY MS. PERRIN and the motion carried with a unanimous voice vote. (10 yes votes)**

**Melissa Dashevich reviewed the staff report with the Board and is attached.**

**OLD BUSINESS**

***Director***

Suggestions for an interview process were discussed. Ms. Kosieracki suggested that the Board members review the applications on their own and choose the top six applicants for interviewing. The interviews should probably take place in the evening and the Board members are to choose the top six applicants of their choice.

Melissa Dashevich will provide a final list of applicants for the Board members.

***NEW BUSINESS***

**MDOT Preservation Overlay project scheduled for Fall, 2011**

Ms. Corwin, Highland Township Planning and Development Director, announced that MDOT has a program, has the funds available and started a design to do a inch and half preservation overlay on M-59 from Tipsico Lake Road east to Pontiac Lake Road. As part of the project they will be correcting all the ADA ramp deficiencies which include missing sidewalks for both medians at Milford Road and M-59. This will be night work so not to create any large traffic problems. They will also upgrade lights. As they go along M-59 where there are no sidewalks in the medians, MDOT will be constructing them. This will begin in the Fall of 2011. Ms. Corwin suggested that HDDA keep this in mind while planning the Milford sidewalks, MDOT will connect to it.

Ms. Pilchowski stated that Russ Tierney, Township Board Trustee, who is on the Sidewalk Committee will be organizing a meeting soon.

***Election of Board Officers***

Doreen Kosieracki announced she will step down as Treasurer. Gail Perrin has stated that she would be willing to allow someone else the opportunity to serve as Vice Chair.

Mr. Hirzel nominated Mr. Roscoe Smith as Chair Person and Ms. Lewis supported.

Ms. Pilchowski nominated Mr. Hirzel as Treasurer and Ms. Lewis supported.

Ms. Lewis nominated Mr. Maher as Vice Chair Person. Mr. Maher stated that he has opened a second store but will do his best to serve. Supported by Ms. Perrin.

**Ms. Pilchowski moved to have Mr. Smith serve as Chair Person, Mr. Maher serve as Vice Chair Person and Mr. Hirzel to serve as Treasurer for the 2011 DDA year. Supported by Mr. Maher and the motion carried with a unanimous voice vote (10 yes votes)**

Mr. Smith stated there is the position of Secretary; however, the duties are very limited with having a recording secretary and clerical support.

Ms. Pilchowski stated she would be happy to serve as the ceremonial secretary.

***Fragments Sign Grant Payment***

**MR. MECKLENBORG MOVED to approve the Fragments sign grant request of fifteen hundred dollar (\$1,500.00). SUPPORTED BY MS. PERRIN and the motion carried with a roll call vote: Pilchowski – yes; Mecklenborg – yes; Perrin – yes; Barnes – abstained; Hirzel – yes; Lewis – yes; Maher – yes; Perrin – yes; and Smith – yes (9 yes – 1 abstained)**

**Design Committee**

Mr. Mecklenborg reported that in 2007 the Director, Ms. Bahm and in 2009 the Director, Mr. Colbeck had addressed the design of the East Livingston Frame Work Plan. Currently what is needed for the East Livingston Framework Plan is to begin the engineering part of this project. Engineering drawings are needed at this point for the East Livingston Framework Plan and will approximately cost Fifteen Thousand, Six Hundred Dollars (\$15,600.00). The Design committee would also like Land Design Studio to hold a Charette in February to update the businesses of what the plan is; this will cost approximately Eight Hundred Dollars (\$800.00). If the decision is made to continue with the project, further drawings are needed and that will cost approximately Nine Thousand Six Hundred (\$9,600.00). To have the bidding process handled for us will cost approximately an additional Forty Five Hundred Dollars (\$4500.00). Mr. Hamill stated the rationale is to have this project ready to roll, even though we do not have the funds yet. We want to be ready to go. This is only for the East Livingston Frame Work Plan and does not include the sidewalks on Milford Road.

Ms. Kosieracki stated it was her impression that the focus was sidewalks on Milford Road from Colasanti's going north to M-59. Mr. Hamill stated a design for the total streetscape project for East Livingston and North Milford Road from Colasanti's to M-59, is needed to even plan the Milford Road sidewalk portion. This is needed in order to obtain cost.

There was some concern expressed by a few board members about having drawings created for a project that we are not currently the priority. The feeling was to focus on the sidewalks.

Ms. Pilchowski referenced the suggestion of a Charette and stated she did not feel that a Charette is necessary; she felt the engineering process should be started.

It was also discussed there are no drawings for Milford Road.

Mr. Smith stated priority needs to be established. The remaining Board agreed.

The HDDA will invite Tad Krear to attend the next HDDA Board Meeting to attend a design development presentation for Milford Road from M-59 to Colasantis, to be paid at a hourly. The Board was in agreement they do not want to hold a Charette for the public.

**Economic Restructuring**

The next co-op ad will be focused on restaurants.

**Promotions and Organization**

No meeting took place; however, the tree lighting took place on December the 6, 2010. It was well attended.

**TREASURER'S REPORT**

Ms. Kosieracki reviewed expense reports and bills for the month.

**MS. PILCHOWSKI MOVED to accept the Treasurer's Report. SUPPORTED BY MS. LEWIS and the motion carried with a unanimous voice vote (10 yes votes).**

Mr. Hirzel referenced the HDDA's fund balance of half a million dollars. He also referenced the low rate of return. He noted that the Township handles the DDA finances free of charge and this is great. However, because the Township handles the DDA money, the Township's strict guidelines are shared by the DDA. Mr. Hirzel questioned that if the DDA were to handle its own accounting, would other investment opportunities be available. Mr. Hirzel will investigate this a little further.

***MSOC Updates – None***

***Upcoming Meetings/Events – MSOC - Main Event on March 4, 2011***

***Community Reports - None Offered***

***Call to the Public – None Offered***

At 8:30 p.m. Mr. Smith adjourned the meeting.