

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the March 16, 2011 Meeting
APPROVED**

Members Present: Matt Barnes; John Dowson; Dale Feigley; John Hirzel; Beth Lewis; Paul Mecklenborg; Gail Perrin; Triscia Pilchowski; Roscoe Smith

Members Absent: Mike Maher

Staff Present: Melissa Dashevich

Visitors Present: Beth Corwin; Bailey Frederick; Jenny Frederick; Sue Grissom; Rick Hamill; Tad Krear and Jake Lloyd.

Mr. Roscoe Smith called the meeting to order at 6:30 p.m.

Presentation from Mr. Tad Krear, Land Design Studios

Mr. Roscoe Smith distributed to the Board members Land Design Studio's proposal that was provided in February for the Milford Road Sidewalks/Streetscape Improvement. The reason for this meeting is to review the sidewalk evaluations and recommendations by Land Design Studio. This proposal is for design studies and graphics to obtain preliminary estimates of the costs for this project.

Tad Krear and Jake Lloyd presented their proposal. The discussion this evening pertained to the proposed sidewalks along Milford Road from the projected crossing at the M-59 Milford Road (MDOT Preservation Overlay Grant) to Colasanti's.

Some points discussed this evening were:

- This is the preliminary engineering work to get to a grant level submittal.
- This proposal covers the grades and location of the sidewalks: storm water issues will not be addressed.
- Sidewalks on both sides of Milford Road
- Proposed trees to be removed and replaced
- Easements north of Colasanti's
- Retaining walls north of Colasanti's
- Water issues in front of Colasanti's
- Past survey work from HRC for the sewer project can be utilized but additional survey work may need to be done.
- Potential parallel parking
- Width of sidewalks needs to be determined.
 - Ms. Grissom suggested that the sidewalk widths can vary. Wider in front of the businesses and more narrow in front of the residential properties.
- Reimbursable costs are for copies, etc., and a budget of \$800.00 (Eight hundred dollars) to \$1,000.00 (One thousand dollars) will be sufficient.
- It needs to be determined who or what committee will approach property owners regarding easements etc.
 - There may be saw tooth easements.
- A public information meeting needs to take place.
- Bid process can be addressed when we get to that point; it can be done in-house or by Land Design.
- Ms. Corwin suggested the HDDA Board determine how much they would like to spend on this project.
- Bonding was discussed.

- DDA to host, a public information meeting for sidewalks tentatively scheduled for April 27th, 2011.
- Final meeting with Land Design Studios regarding sidewalks is tentatively scheduled for Thursday, May 12th, at 7:00pm at the Highland Station House in the Community Room.

MECKLENBORG MOVED to hire Land Design Studios to provide the services as referenced on the proposal dated February 16, 2011. SECONDED BY FEIGLEY.

Discussion on the Motion:

Ms. Pilchowski questioned if a committee should be formed to address the property owners before Land Design Studio starts their work. The Board wished to have Land Design begin work immediately. The Committee should also be formed over the next few weeks.

Mr. Feigley confirmed that what will be provided by Land Design Studios will be costs for different options; in a menu type format, ideas provided and costs associated with it. For example a greenscape with sidewalks for location "A" will cost this much, trees will cost this much etc., Mr. Krear agreed.

Mr. Barnes and Ms. Lewis confirmed that the next step after this piece of the project is to have engineering drawings prepared in order get details out to bid and obtain hard numbers. The previous Livingston Framework Plan fees for the engineering drawings were approximately \$16,000.00 (Sixteen thousand dollars) Milford Road may be more because of the length of the project; however, this project does not have all the aesthetic features that the Livingston Framework Plan had.

Ms. Pilchowski confirmed that the total proposal for this step, including reimbursables will be approximately \$10,500.00 (Ten Thousand Five Hundred). Mr. Krear agreed.

Vote:

The motion carried with a roll call vote: Dowson – yes; Lewis – yes; Hirzel – yes; Feigley – yes; Barnes – yes; Mecklenborg – yes; Perrin – yes; Pilchowski – no and Smith yes (8 –yes and 1 no)

Approve Regular Board Minutes of February 16, 2011

PILCHOWSKI MOVED to approve the Regular Board Meeting Minutes of February 16, 2011 as presented. SUPPORTED BY LEWIS and the motion carried with a roll call vote. (9 yes votes.)

OLD BUSINESS

Director Discussion: This will be discussed during the Executive Session this evening.

MS101 Classes: MS101 Classes will take place on March 30th and March 31st at the Farmington Civic Center. Information provided in packets.

NEW BUSINESS

HDDA Board Meeting Start Time:

PILCHOWSKI MOVED that the HDDA Board meeting start time will be 6:15 pm. SUPPORTED BY HIRZEL and the motion carried with a unanimous voice vote (9 yes votes)

Huron Valley Community Showcase:

HVCA has offered to share a table with the HDDA. Ms. Dashevich will attend this showcase representing the HDDA. She will arrange for an ongoing power point projected on a flat screen and will create an informational brochure. The HVCA asked that the DDA contribute \$75.00 for the face painter. The face painter will be a draw for families to the booth. The Board was in agreement.

Business Assistance Training (BAT):

BAT is A panel of consultants that are offered by Oakland County to assist our business owners' needs free of charge. Ms. Dashevich has attended informational meetings and a report is attached to these minutes. She would like to arrange to have BAT offered to Highland very soon.

Milford Road and Livingston Road Four Corners Maintenance:

It was discussed Chris Kopecki watered the flower beds last year. We are looking for someone to dead head, weed and water as well as remove debris from the flower beds. Rick Hamill will contact Chris Kopecki to see if he is interested in the flower bed maintenance. If so, Mr. Hamill will ask Mr. Kopecki if he will provide a proposal for cost.

Horsin' Around Festival:

HBA has approached the HDDA about the Horsin' Around Festival. HBA will hold their Pet-A-Palooza event on Sunday, September 11, 2011. The question at hand is if the HDDA would be interested in bringing back the Horsin' Around Festival in a different format. The discussion this evening was that the square dance and beer tent take place the evening of September 10th with the Horsin' Around name affiliated. Mike Maher held a square dance last year which was very successful, and the DDA will ask if he would be interested in overseeing the square dance event again for 2011.

Discussion pertaining to what involvement would the HBA like to see. Ms. Dashevich stated that HBA is looking for help with the expenses.

Ms. Lewis was in support of this and felt we should contribute monetarily.

The consensus of the Board was that they would like to make a commitment to the HBA to combine efforts for the Horsin' Around/Pet-A-Palooza event to take place in September, 2011. The Board would like Tami Flowers of the HBA to attend the next Board Meeting with an explanation of the event and what the HBA is looking for.

TREASURER'S REPORT

At the previous meeting a question was raised regarding the Deferred Revenue and why it was being considered a liability. Ms. Judy Kiley, Township Treasurer was contacted and she replied that the Deferred Revenue refers to money that is due to the DDA through tax payments. The Deferred amount is the uncollected amount for 2010 tax year. It shows as a liability until it is settled with the County and final payment is received in April. E-mail from Ms. Kiley is attached to these minutes.

The financial reports show that the DDA has \$558,000 on hand. This money is invested in two accounts. Mr. Hirzel is researching investment opportunities that will meet the township guidelines. He also is researching the subject of bonding.

Committee Reports:

Economic Restructuring – Mr. Smith reported this committee is in the midst of initiating a Shop Local Campaign.

Organization Meeting – Gave report earlier in the meeting.

Promotions - This committee is in the process of recruiting entertainers for the 2011 Concert Series. The sound system provider may be eliminated. The concerts will begin at 6:30pm with the opening band. The Main act will be 7:00 pm. Ms. Pilchowski asked that Board Members volunteer to assist at the concerts. There are six total.

District

Caveman Consignment located in the old Gracon Studio location near “D’s” Café.

Community Reports - None Offered

Upcoming Meetings/Events - None Offered

Call to the Public – None Offered

8:00 p.m. Mr. Smith adjourned to the Executive Session.