

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the May 16, 2012 Regular Board Meeting
UNAPPROVED**

Members Present: Triscia Pilchowski, Beth Lewis, Gail Perrin, John Dowson, John Hirzel, Mike Maher, Matt Barnes, Dale Feigley, Roscoe Smith

Members Absent: Doug Bourgeois

Staff Present: Melissa Dashevich, Director
Karen Beardsley, Recording Secretary

Visitors Present:	Rick Hamill	Tad Krear
	Mary Pat Chynoweth	Jeff Huhta
	Mary McDonell	Sue Sare, HWLBA
	Donna Gundle-Krieg	Wendy Loncar, HWLBA
	Catherine Kristian	Brian Rhodes

Mr. Roscoe Smith called the meeting to order at 6:15 PM.

Board Meeting Minutes of April 18, 2012

MR. FEIGLEY MOVED TO APPROVE the Board Meeting Minutes of April 18, 2012 as presented. SUPPORTED BY MS. PILCHOWSKI and the MOTION CARRIED with a unanimous voice vote (9 yes votes).

Director's Report

Ms. Dashevich reviewed her Director's report and a copy is attached to these minutes. Ms. Dashevich also added that she had finished developing the Volunteer Page on the HDDA website.

Treasurer's Report

Collections of TIF of \$12,443, which is 56% of planned; expenses are only at 19% of budget. Balance is \$717,621.

MS. PILCHOWSKI MOVED TO APPROVE the Treasurer's Report for the file. SUPPORTED BY MR. FEIGLEY and the MOTION CARRIED with a unanimous voice vote (9 yes votes).

NEW BUSINESS

1. Mr. Smith mentioned the Perseverance and Commitment Award from MSOC, made by Pewabic pottery.
2. Another award that Highland received was the 2011 National Accreditation from MSOC, and was presented with a Certificate of Recognition by L. Brooks Patterson at a Press Conference in Holly. Ms. Pilchowski noted that the biggest change from last year is having Ms. Dashevich as Executive Director of the HDDA, with all of her enthusiasm and drive, as well as a board that is very involved. Ms. Dashevich mentioned a press release that she is preparing which includes impressive statistics from Highland DDA, such as 14 new businesses, 45 new jobs, \$4800 in advertising for businesses.

3. **HWLBA - Sparks in the Park.** Sue Sare, from the HWLBA introduced herself & Wendy Loncar. They appreciated \$2000 sponsorship last year. Cost in the past to put on Sparks is \$30,000. Their office is in quite a transition. They have only \$10,000 committed to this and unfortunately, the Texas Hold 'em tournaments are no longer available as a fundraiser. In order to put Sparks on this year, they need an additional \$15,000 minimum. They are looking for another place for the Texas Hold 'em, but it would not happen soon enough. Would appreciate sponsorship this year of at least the same amount, more if we can. Mr. Smith thanked them for their presentation and said we would get back with them.

OLD BUSINESS

4. **Sidewalk Design Changes and MDOT Grant with Tad Krear and Jeff Huhta (moved up on agenda per Mr. Smith)**

Jeff Huhta introduced himself and handed out drafts of the MDOT Grant application. He noted that we are applying under two categories: Non-motorized transportation, which he feels is key because of the trail component – important to tie into; and Landscape and Scenic Beautification. Mr. Huhta reviewed the application page by page, adding that if anyone has comments, etc. get them to Ms. Dashevich and he will work with her to include everything appropriate. He mentioned it would be good to add the recent awards the HDDA has received. He explained that there are two parts participatory and non-participatory, and for the purpose of this grant, the participatory part would be M59 south to E. Livingston, then turn left, because of the eventual connection to the trails. Also he explained that since federal monies are attached to this grant, there was a 10 foot wide requirement. That would be out of character for this project, and since we're applying for non-motorized, we're asking that it be split, that is 5 feet on each side of the road. He explained that they have applied before with this type of split, so there is a precedent. The next pages identify recreation areas in relation to the downtown area, and connecting communities. There are some site plan drawings, for reference purposes, to show our commitment to the project. Next there will be a process in place for securing the right-of-ways necessary, and securing permits for right-of-ways, historically registered buildings permits, wetlands permits, etc. The next section speaks of community involvement and public hearings that have been and will be held to alleviate community concerns.

Mr. Huhta presented the cost estimate sheets, with the first two sheets being items considered participatory; and the 3rd sheet non-participating. He noted that on the original drawings, for the purposes of grant application, everything south of Livingston Road on Milford Road is considered non-participatory. The HDDA match cost, at 50%, is \$361,000; we are proposing to obtain the grant for \$361,000.

Mr. Hirzel asked Mr. Huhta what his feelings were for the amount we would actually receive. Mr. Huhta felt it would be about \$250,000, with administrative costs of about \$50,000. He added that contractors must prequalify for this type of job; they have requirements to follow, as well as software standards, etc.; he felt that getting one contractor to perform both the grant (participatory section), assuming we get it, as well as the rest of our planned project would be in our best interests, and the most cost effective, given coordination and cohesiveness of the entire project. Mr. Hamill pointed out that not all construction companies will want to bid on this type of job because of the prequalifications as well as the standards involved.

Mr. Huhta also added that there can be a negotiation process in grant applications. If we are going for more than they want to give, they may increase the amount, but increase the amount of our

match to 60/40. This indicates a willingness to commit. Mr. Smith asked if there were any definite dates yet for connection to the existing trails. Mr. Huhta indicated the project went out to bid, but no dates have been set yet.

The next section of the application will contain letters of support. He included examples; they can be changed as needed. One should be from the HDDA; another should be a resolution from the township. His firm will solicit the letters of support from Oakland County and SEMCOG.

As far as a timeline, this application has to be finalized and submitted, then hopefully approved; construction documents should take approximately three months, then coordination of all permits, financing, and permits, as well as advertising and public hearings. This would be too late in the year to begin, but he feels letting it out for bid in January would return good pricing. He estimates a 90-day project, possibly May through August of next year. He concluded with a brief explanation of what happens next as far as updating our plans to get them ready to turn over to civil engineers for construction documents, adding that it was his feeling that we would probably get the grant, but just not sure of the grant amount. Mr. Feigley asked if it would make sense to get all engineered drawings done at once; Mr. Huhta agreed, saying that would show just how committed we are to the total project. Also, the contingency line item that was in our original estimates would be an amount almost equal to the administrative fees for the grant.

Additional discussions took place with Mr. Krear and Mr. Huhta citing benefits of 'expandable' projects, such as base bids including items such as conduit and wiring, but an alternate bid package including the actual light posts, etc. It is a fluid process, and changes can be worked out along the way.

MR. FEIGLEY MOVED that we request Nowak & Fraus to prepare a proposal for engineering drawings on this project. Mr. Krear clarified that will include Livingston Road revisions, Colasanti's analysis and portion, conceptual phase and construction documents, and that we go through the final changes resulting from the Design Committee's walk through. MR. BARNES SUPPORTED and THE MOTION CARRIED with a roll call vote: Smith-yes, Pilchowski-yes, Lewis-yes, Perrin-yes, Dowson-yes, Hirzel-yes, Maher-yes, Barnes-yes, Feigley-yes.

The changes were discussed and noted with Mr. Krear and Mr. Huhta. Mr. Smith thanked them for their presentation.

(BACK TO BEGINNING OF OLD BUSINESS)

- 1. Highland Community Parade May 19, 2012** The parade is this Saturday; HDDA will be walking with HVCA alongside an 18 foot decorated trailer. They will be passing out bags including concert magnets, HVCA window clings, business cards and candy. Acoustic duo playing, appearance by their dog Lucy. Line up at spot #9 at 9:00 AM at Church of the Nazarene. Anyone wishing to help decorate the float or assemble bags, or walk and pass out bags, please send an email to Ms. Dashevich and come to Highland House Friday night
- 2. Art Initiative Update.** This is moving forward; Mr. Smith has talked to sculptor Nick Sikma; in process of assembling artists to paint. Ms. Pilchowski asked if the paintings could be sponsored. The owner of the closed Carpet Classics expressed an interest in hanging artwork in her empty building. Also it should be determined whether we would sell or raffle the finished paintings.

3. **Hot Dog Vendor Update.** (from Ms. Dashevich's report) We are looking into finding a private property owner for placement of Big Nick's hot dogs; and assisting in arranging a special use permit for them to set up through the summer and fall. Also talking about the purchase of portable tables and chairs to set up near him for patrons to use.

Mr. Smith returned to the discussion of sponsorship for Sparks in the Park. Ms. Dashevich stated that we have \$3,000 budgeted for sponsorship of any township events; we gave Sparks in the Park \$2,000 last year, and used the balance for others. Mr. Smith noted that this event brings in a significant amount of business to the restaurants, stores, etc. in the south end of Highland. **MR. FEIGLEY MOTIONED that we increase our sponsorship to Sparks in the Park to \$2,500 this year; MS. PERRIN SUPPORTED and THE MOTION CARRIED with a roll call vote: Smith-yes, Pilchowski-yes, Lewis-yes, Perrin-yes, Dowson-yes, Hirzel-yes, Maher-yes, Barnes-yes, Feigley-yes.**

Mr. Hamill added that everyone in attendance might consider donating individually as well; Mrs. Pilchowski agreed.

COMMITTEE REPORTS

Organization & Promo

Ms. Dashevich noted that the HDDA is partnering with Milford Music to provide opening acts for the concert series in exchange for putting their name and logo on our advertisements.

DEVELOPMENT DISTRICT REVIEW

Mr. Smith stated that the recently closed Saddlery will be opening again soon under new management. Another new business is operating where Beading Friendly was previously located, it is a medical supply company.

Mrs. Pilchowski asked to address the HDDA board regarding an issue that arose at a recent Township Board meeting. The township board approved language for a new police millage. A board member then asked if the millage could be excused from the HDDA capture amount. Mrs. Pilchowski spoke to Oakland County and found that approaching it formally could jeopardize the TIF agreement, but an attorney at Oakland County offered that it might be accomplished by the HDDA board approving a pass-through of funds. Mrs. Pilchowski added that the amounts for 2013 and 2014 would be approximately \$8,500 each; and she would recuse herself from the HDDA discussions regarding this. Mr. Feigley and Mrs. Perrin were concerned that other entities might request the same; and felt the issue required more investigation. Mr. Dowson made a motion to table this discussion until the next HDDA meeting. Mr. Feigley supported and the motion carried with a unanimous voice vote (9 yes votes).

At 8:20 p.m., Mr. Smith adjourned the meeting.

Respectfully submitted,

A. Roscoe Smith
ARS/kb