

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
Record of the October 17, 2012 Board Meeting  
APPROVED**

**Members Present:** Roscoe Smith, Triscia Pilchowski, Beth Lewis, John Hirzel, Mike Maher, Dale Feigley

**Absent:** Gail Perrin, Matt Barnes, Doug Bourgeois

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

**Visitors Present:** Rick Hamill, Design Committee

**Mr. Smith called the meeting to order at 6:25 PM.**

**Board Meeting Minutes of September 19, 2012**

**MR. FEIGLEY MOVED TO APPROVE the Board Meeting Minutes of September 19, 2012 as presented. SUPPORTED BY MS. LEWIS and the MOTION CARRIED with a unanimous voice vote (5 yes votes).**

**Director's Report**

Ms. Dashevich's reviewed her Director's Report and a copy is attached to these minutes.

Regarding the holiday decorations, they are in disrepair and Ms. Dashevich is having them looked at for an estimate to repair or need to replace. Mr. Maher stated that Costco has 48-inch wreaths for \$230, so consider replacement if repairs are costly. Mrs. Pilchowski felt that it needs to be a budgetary item with repair/replace on a regular basis; or professional services as well. Perhaps some fundraising with children might be appropriate.

**Treasurer's Report**

Mr. Hirzel reported additional TIF for August, September and October of \$153,599, bringing current cash balance to approximately \$735,000. Original projections were forecast at \$174,000, which brings us to 88.5% of anticipated (approximately \$20,000 down); more taxes will be paid by the end of the year as well. Also, Mrs. Kiley presented an update to the projections, which improved by about \$8,000. About \$15,000 has been spent on engineering so far. It was suggested to rename the line item from "Sidewalk/streetscape project" to "Capital improvements", and also to provide Mrs. Kiley with a copy of last month's minutes which included the motion for the budget that shows the renamed line items.

**NEW BUSINESS**

**1. 2013 BUDGET**

The 2013 budget was discussed. It is virtually the same as last year, with a couple of minor changes. The CART program was added; however, Ms. Dashevich adjusted her salary amount to absorb the \$2,000 CART amount. Ms. Dashevich also split office supplies into DDA supplies and meeting supplies. The Sidewalk/streetscape project should be renamed "Capital improvements" as discussed above, and

Mrs. Pilchowski suggested it be included within the line items above instead of being separated at the bottom of the page.

**MR. FEIGLEY MOVED TO APPROVE the Proposed 2013 Budget as presented with changes above. SUPPORTED BY MR. MAHER and the MOTION CARRIED with a roll call vote: Feigley-yes; Maher-yes; Hirzel-yes; Lewis-yes; Pilchowski-yes; Smith-yes.**

The subject of sponsorships was discussed; Mr. Hirzel felt more could be done. Mrs. Pilchowski felt one person could be in charge of securing corporate sponsorships, even by mail or email, beginning with the engineering firms working on our projects. Mr. Maher asked the Board to consider offering commissions to secure sponsorships, and stated that his daughter Shannon may be a consideration for this type of position.

## **OLD BUSINESS**

### **1. Highland DDA Board Meeting to Discuss Engineering Adjustments to the Sidewalk Design**

Discussion took place regarding the next HDDA Board Meetings. It was decided to hold a Regular Board Meeting on November 14<sup>th</sup> at 6:15, along with a Special Board Meeting to discuss final design of sidewalks. Mrs. Pilchowski suggested sending out confirmation to HDDA Board Members asking for confirmation of attendance, since the issues will be presented to the public next.

Wednesday, December 5, 2012 at 7:00 will be the public meeting to present the sidewalk design. Ms. Dashevich will inquire about the banquet room at 59West, with pizza, pop and water as refreshments.

### **2. BAT follow-up / next step**

This was discussed in Ms. Dashevich's Director's Report.

### **3. Clock Tower follow-up**

Mr. Hamill and Mr. Feigley removed the clock mechanism and it was sent out for repair. A new motor is expected to cost about \$400. As no motion is needed for amounts included in budget under \$1500, Mr. Smith will approve the approximate \$400 repair bill. Mr. Hamill asked Mr. Smith to request the repair company 'index' the clock (show where 12:00 is), and upon the return of the repaired mechanism, Mr. Hamill and Mr. Feigley will reassemble.

### **4. CART program**

Mr. Smith shared that he has received good reports regarding the CART Program, and it was decided to put the additional informational signage at each art piece promoting the HDDA (instead of under the MSOC road signs). Mrs. Pilchowski suggested perhaps coordinating with schools or library and promoting it as a 'game' to identify each art piece within the district and report its location.

Mr. Feigley shared an idea of promoting 'sidewalk art' – showcasing panels of the new sidewalks in various areas as sponsorships, ideas for groups, i.e. handprints for graduating classes, baseball teams, etc.

## **COMMITTEE REPORTS**

### **Design Committee**

Mr. Hamill stated that two meetings have taken place with the 'sidewalk design committee' thus far. The first meeting in October focused on streetlight selections and renderings, and manufacturer requests. The second meeting focused on boardwalk, crosswalk and archway piece discussions.

Some points from the meetings:

- Cannot have crosswalks at a non-stop area
- North end archway would possibly cause sight line problems
- Archways in general could be very costly
- Possible additional curbing (and costs)
- Common mailbox locations
- Parking issues on Livingston; angle parking considerations; possible extended paving involved
- Meck easement allowance

The next meeting will be to discuss landscaping, retaining walls. Mr. Hamill will speak to Mr. Snook again regarding the design and safety issues for the boardwalk in front of Colasanti's. Mrs. Pilchowski suggested approaching road commissioners on an individual basis as political representatives of our projects. Mr. Hamill stated that both Mr. Huhta and Mr. Krear are very well connected with Oakland County officials since they have extensive work experience together.

## **MAIN STREET OAKLAND COUNTY**

Ms. Dashevich distributed copies of the Main Street Oakland County 'Nomination Packet' stating categories of awards as well as criteria required for nominations. Please share any suggestions for nominations with her.

## **COMMUNITY REPORTS**

Mrs. Pilchowski shared news of Richfield Management's bankruptcy and that another company will be in line to purchase and pick-up current contracts with no other changes but to the name.

Ms. Dashevich, on behalf of the HDDA, presented a card and gift to Mrs. Pilchowski in recognition of and in appreciation for her years of service.

**At 7:40 p.m., Mr. Smith adjourned the meeting.**

Respectfully submitted,

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A. Roscoe Smith

ARS/kb