

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the January 16, 2013 Regular Board Meeting
APPROVED**

Members Present: Beth Lewis, Gail Perrin, Matt Barnes, John Hirzel, Rick Hamill, Dale Feigley, Mike Maher, Roscoe Smith

Absent: Doug Bourgeois

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

Mr. Smith called the meeting to order at 6:20 PM

Board Meeting Minutes of December 19, 2012

MR. MAHER MOVED TO APPROVE the Board Meeting Minutes of December 19, 2012 as presented. SUPPORTED BY MR. FEIGLEY and the MOTION CARRIED with a unanimous voice vote (8 yes votes).

Director's Report

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

Treasurer's Report

Per Mr. Hirzel, on the revenue side, we have received 99.72% of forecasted revenue and haven't spent what we were committed to yet, partly because all of engineering bills are not in yet. Only \$33,000 has been invoiced and paid. Our cash balance is down a little (\$705,000); that is due to engineering expenses. **MR. MAHER MOTIONED TO APPROVE the Treasurer's Report based on the preliminary reports as presented. MR. HAMILL SUPPORTED and the MOTION CARRIED with a unanimous voice vote (8 yes votes).**

NEW BUSINESS

1. Highland Business Roundtable – January 29, 2013, 6:00 PM @ 59West

Mr. Hamill stated the reason for this roundtable was a tremendous amount of interest in the business environment in Highland. This will give business owners an opportunity to contribute and be involved in discussions to improve the communications and business climate with Highland Township. He is encouraging everyone to bring any complaints they may have, but also suggested solutions. The Roundtable will be comprised of himself, business owners, Mrs. Corwin of the Planning Department and representatives from the Planning Commission. The intent is to review township ordinances and procedures and after community input, the Roundtable will make recommendations to the Planning Commission for possible changes to the ordinance. The goal is to keep Highland Township model image in mind as a common goal for all businesses. Mr. Hamill shared that he has spoken with 15 other Oakland County supervisors, and this is not something that has been tried before. He has gotten several emails regarding interest in the Roundtable format. Mr. Hamill then asked if the DDA would consider sponsoring this event. He plans to convey the value of the DDA and will explain the function. **MR. FEIGLEY MOVED TO APPROVE the DDA to sponsor the Highland Business Roundtable in the amount of \$500, taken from the HDDA Design Committee Budget. MR. BARNES SUPPORTED and the MOTION**

CARRIED with a roll call vote: Maher-yes, Feigley-yes, Hamill-yes, Hirzel-yes, Barnes-yes, Perrin-yes, Lewis-yes, Smith-yes.

2. Highland HeyDays Update

This was covered in Ms. Dashevich's Director's Report. The next meeting will be on February 7 at 7PM at the Comeback Inn.

OLD BUSINESS

1. Sidewalk/Streetscape Plan

a. Drain Clean Out. The engineers are seeking quotes for the clean out, which must be done in order to proceed with our sidewalk plans, and was previously approved by the HDDA in the amount of \$3500.

Lynn Hansford, a member of the Highland Conservancy, introduced herself and asked questions of the connectivity of the sidewalks to the parks areas. Discussions ensued.

b. Close out the enhancement grant application. This was agreed upon at the last meeting, based on recommendations from Nowak & Fraus and Mr. Hamill. **MR. FEIGLEY MOVED to close out the application for the enhancement grant. MR. MAHER SUPPORTED and the MOTION CARRIED with a unanimous voice vote (8 yes votes).**

2. Highland Middle School Update

Mr. Hamill updated the HDDA board on this matter. A school board vote took place allowing Highland Township until February 1, 2013 to propose an offer to collaborate with the school board to keep the gymnasium and school façade from the Middle School, with the condition that Highland (whether it be Township, DDA, or other) will offer to share in costs of getting the standalone gym running, as well as share in costs of operation to make it a zero cost to the school board. It will be managed by HVS Parks and Recreation Dept. (Mr. Jeff Muck). Mr. Hamill added that he was approached by the Huron Valley Youth Baseball and Softball League (HVYBSL). They were excited about the prospect and offered help, in the way of 1700 kids and parents for volunteering services (including skilled trades). Mr. Hamill also spoke of looking into using solar panels on the roof of the gym to defray the costs of electricity for the gym as well as possibly the elementary school. He is also continually researching and investigating opportunities for additional septic/sewer for the downtown area. He further stated that Oakland County would need studies showing proposed uses or even a downtown model in order to further consider septic use.

COMMITTEE REPORTS

Design Committee discussed sidewalk plan, closing out the grant, upcoming Roundtable, and workplans.

Economic Restructuring discussed the success of the BAT, researched advertising opportunities, and a possible field trip to the business Center in Oakland County in order to offer a demographics booklet to new businesses, as well as looking into the costs involved with market research.

Mr. Howe suggested using the Highland Township e-club for free advertising.

Organization and Promotions is working on recruiting volunteers, and looking into placing an ad in HWLBA directory, a reference guide that is mailed to every residence in Highland and White Lake.

MSOC

C ART will be submitted for an award.

Quarterly report has been submitted (copy provided).

The MSOC Evaluation this year is a full evaluation that will take place on February 26, 2013.

CALL TO THE PUBLIC

Mr. Smith stated he would like to bring the HDDA board to full strength not to have an even number of board members. Mr. Hamill stated Linda Vance has expressed interest as well Mr. Joe Mikulic, who once owned the Valley Deli in Milford.

Mr. Smith adjourned the meeting at 7:40 pm.

A. Roscoe Smith
ARS/kb

APPROVED