

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the February 20, 2013 Board Meeting
APPROVED**

Members Present: Gail Perrin, John Hirzel, Rick Hamill, Mike Maher, Roscoe Smith

Absent: Beth Lewis, Doug Bourgeois, Matt Barnes, Dale Feigley

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

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

Board Meeting Minutes of January 16, 2013

MRS. PERRIN MOVED TO APPROVE the Board Meeting Minutes of January 16, 2013 as presented. SUPPORTED BY MR. MAHER and the MOTION CARRIED with a unanimous voice vote (5 yes votes).

Director's Report

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

Treasurer's Report

Mr. Hirzel stated that he did not have current financials to report on again this month. He admitted that the constant lateness of the financials has not been an issue before now, but he is becoming concerned since the sidewalk and streetscape projects will begin and he will definitely need timely financials to track, analyze, and report on. He asked if Ms. Dashevich would accompany him to the township bookkeeper's office to discuss this; Mr. Hamill suggested they meet at his office, and all can address together. Ms. Dashevich pointed out that per December 31, 2012 preliminary financial report, \$32,932.08 remains in the capital improvement fund, and has not carried forward. This issue can be addressed at the meeting as well.

NEW BUSINESS

**1. Next Highland Business Roundtable
March 5, 2013, 6:30 PM @ Highland Adult Activity Center**

Mr. Hamill stated response cards that were circulated at the first Business Roundtable were successful in determining what issues were foremost in the Highland Business community. Forty-six people are willing to participate in the next step to facilitate new ideas, marketing, etc.

OLD BUSINESS

1. Sidewalk/Streetscape Plan

a. Drain Clean Out. The engineers determined that, after seeking quotes for the clean out of drains which was previously approved by the HDDA in the amount of \$3,500, the cost will be much higher, since they would have to close lanes, pay for flagmen, etc. Instead, the engineers performed a limited scope, with the final cost being under \$1,000; and they were able to gather

the data needed to understand the underground piping system for design purposes. The system will be fully cleaned during a construction phase, when it will be most cost efficient. Drain section scoped was at Ruggles, near Napa Auto Parts per Mr. Hamill.

Mr. Maher asked if the intent was still to do the entire project at one time, including Livingston Road east to the railroad tracks. Mr. Hamill said his intent is to complete it all at once, and explained the scope of the project briefly to visiting students. Mr. Hamill also added that he is working on a project to get city water up Milford Road, over towards the feed store and back to the fire department. The Marathon gas station on the corner would be responsible for a portion of the cost, and the fire department has money in their budget to bring water in as well, since their wells are very old and not capable of filling their trucks quickly. Hopefully, this can be done at the same time as our project, with the majority paid for by other entities. Mr. Hamill's goal is to see all of the streetscape/sidewalk projects completed without a bond, so we can get full use of money without paying bond costs. Mr. Hamill also mentioned the Beautification Committee assembling a cost estimate to be able to include the median on M59 from Milford Road to the train trestle as part of the original streetscape/sidewalk project, perhaps including sprinklers.

2. Highland Middle School Update

Mr. Hamill's efforts to enter into negotiations with the HVS to save the gymnasium portion of the middle school have been progressing. The school board is developing a template that will help determine a roadmap; the intent is for the school to save the gym portion of the building and the community will fundraise for boiler, a/c, water and other costs to have it stand alone as a community building. Demolition is scheduled for March 1. Mr. Hamill shared that because of costs, the original entrance will be demolished as well, but the limestone entrance pieces, limestone cap portions, as well as some bricks, will be saved to reconstruct a memorial 'entrance' to the community area.

Mr. Hamill also shared that the stone house across from the school was offered as a gift to the township. His thought was to have it moved next to the saved gymnasium, adding a basement underneath to hold mechanicals for gym building, and also use house for classrooms, meetings, etc.

Mr. Howe mentioned that photographers will be on hand at the middle school on March 1, at 4:00 to take final pictures of staff and alumni before the building is demolished.

3. MSOC Evaluation

Main Street Oakland County's ten-point evaluation will take place on February 26, 2013. A tentative agenda was passed out, and Ms. Dashevich stated that they would like to meet with the DDA Board. Mr. Feigley and Mr. Maher will be out of town, and Mr. Smith is unavailable. Please let Ms. Dashevich know if and when you will be available on that day.

COMMITTEE REPORTS

Economic Restructuring - will visit the Business Center at Oakland County to build a recruiting package with their assistance. No date has been set yet; please let Ms. Dashevich know if you would like to attend. This month's co-op ad features restaurants and has many valuable coupons. Mr. Smith stated

that this program is a great value for Highland businesses as the DDA purchases the entire ad and offers smaller portions to local businesses at a reduced, very affordable rate.

Organization and Promotions - is working on recruiting volunteers beginning with an advertisement in the Highland White Lake Business Directory, which is used by Highland residents year-round. Also working on business sponsored individual concerts.

Main Event

Presented by Oakland County, the 2013 Main Event will be held at the Royal Oak Music Theater on March 8 from 6 until 10:30 pm. This year's theme is Saturday Night Live, with 70's formal wear encouraged (black tie optional). Tickets are \$30 per person and Highland has been nominated for an award for the C. ART program.

Ms. Dashevich informed the board that the MSOC stats are now being requested monthly instead of quarterly.

Mr. Howe thanked the DDA for their sponsorship (food) at the first Highland Business Roundtable.

Mr. Smith adjourned the meeting at 7:15 pm.

A. Roscoe Smith
ARS/kb