

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the May 29, 2013 Board Meeting
APPROVED**

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

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

Visitors: Jeff Huhta, Nowak & Fraus
7 visitors

Smith called the meeting to order at 6:15 PM

Board Meeting Minutes of May 29, 2013

MR. FEIGLEY MOVED TO APPROVE the Board Meeting Minutes of April 17, 2013 as presented. SUPPORTED BY MR. BARNES and the MOTION CARRIED with a unanimous voice vote (8 yes votes).

Director's Report

Mrs. Dashevich's report is attached and was reviewed. Some highlights were: an artist from HVCA, who participated in the first C-Art Program, has volunteered to chair the next C-Art Program. The Business Assistance Program (BAT) continues to be offered and utilized by a few downtown Highland businesses. A committee has begun researching sidewalk inlays and fundraising for that program; cost will be approximately \$400 each. New ideas include historical walks involving actors. Summer concert series are in place and \$1500 in sponsorships has been received to date. Trip report forthcoming. The 2014 Main Street Conference will be held in Detroit in May. Some new businesses include: The Deli Down the Street; Huron Valley Rustics; and Plum Door Tea, as well as progress on a new dental office on M-59.

Treasurer's Report

Waiting for financial reports; reviewed later in meeting.

New Business

1. Sounds Like Summer Concert Series

Mrs. Dashevich noted that all of the main acts have been secured and sponsorship money is coming in. The new magnets were distributed to all. Mrs. Dashevich shared that it was the intent to keep the monies that are given by sponsors toward the Concert Series in an account and rolled over for next year.

Old Business

1. Streetscape

Mr. Huhta shared that construction documents are 90% complete, and had copies to share.

Easement procurements for 26 parcels are being worked on by the DDA, and hopes the process will be completed by the end of June.

Permit review has gone through first round with a positive response. Final set of construction drawings must be submitted to the Road Commission and then will expect permits from them in-hand by the end of June.

Regarding project funding, it must be determined if phasing will be utilized or additional funding secured to start the bid process. Bids can then be sought through July, securing them by the end of that month. Then construction could begin in August, with completion of most of the project in 90 days.

Mr. Hamill stated that he initiated a conversation with Mr. Colasanti regarding bringing the sidewalk up to his property before the boardwalk area, which could potentially be a huge savings for the entire project. He would like to continue this line of discussions.

MRS. PERRIN MOVED to approve Mr. Hamill approach Mr. Colasanti regarding options for the sidewalk on his property. MR. MAHER SUPPORTED and THE MOTION CARRIED with a roll call vote: Hirzel-yes; Feigley-yes; Bourgeois-yes; Perrin-yes ,Maher-yes, Barnes-yes, Hamill-yes, Smith-yes.

Treasurer's Report

Mr. Hirzel stated that we need to have final conversations on what we can and cannot move forward with considering the cash we have on hand. Unless the DDA is anticipating another source of funding, the DDA needs to choose which areas will get sent for bid. Although some items can be separated and bid on as 'add-ons' or 'alternates' Mr. Huhta cautioned against putting the entire package out for bid if we do not have the funding; it wouldn't be fair to a contractor if they assumed they were getting a much larger project. It was decided that this topic would need further discussion to proceed. Get any further changes to Jeff Huhta ASAP so they can be included on the final construction drawings.

After receiving the latest financial information, Mr. Hirzel noted a negative revenue entry due to refunds on taxes, and payment of engineering bills reducing the DDA cash account to \$725,000. He suggested a one-year holdback for the operating budget, which leaves \$625,000 which, he stated, does not even allow for the completion of the Milford Road portion of the project according to the Nowak & Fraus estimates. He also suggested the DDA hold a budget meeting wherein the current budget can be reviewed, as well as to discuss if there is the possibility of any other funding for this project, which will refine the project scope before we determine when to send out for bids.

Mr. Smith will set up a Budget Committee meeting before the next board meeting, so final numbers will be available.

Mr. Hamill requested that all members review the Nowak & Fraus estimate sheets to determine if and what may be postponed or eliminated. Mr. Smith also asked all to review and prioritize what is to be done. Mr. Hamill also stated that in order to pursue bonding, we will have to have current numbers and presentation for board. Mr. Maher felt that the project has been reviewed and streamlined many times, and believes a bond will be the way to finally obtain our goals.

Mr. Hamill felt that in order to increase the DDA revenue, committees need to work on ways to generate funds other than TIF. The current DDA operating budget is almost \$100,000. Money could be shaved from the budget if other fundraising efforts could fund other events. Much discussion took place regarding fundraising ideas and philosophies.

COMMITTEE REPORTS

Design: Mr. Hamill and Mr. Feigley distributed right of way easement documents. It has proved to be a tedious task, since the language is intimidating, people are leery of what is being asked of them, and are asking for time to review; and each will require a notarized document. MR. Hamill is considering making the rounds again with Mr. Mecklenborg, as he is a notary public, and may speed up the process, by gathering approval sheets as they go.

Economic Restructuring: Discussions took place regarding BAT (as reviewed in Directors Report), where best advertising dollars are spent. The committee is planning a Business Center visit at Oakland County (in June) to help form a business recruitment package.

Organization: Volunteer Handbook (rough draft) circulated; and sidewalk inlays were discussed (as reviewed in Directors Report).

Promotions: More sponsorship money is coming in.

MAIN STREET OAKLAND COUNTY REPORT

This report, which is a quarterly report that shows the downtown area statistics, such as new businesses, percentages, etc. will be available next month.

Mr. Bourgeois asked about the possibility of road closures due to construction during HeyDays. He also pointed out the importance of utilizing the grant-funded sign that was awarded to the fire department recently. It could also be a source of revenue if used for advertising.

Mr. Smith adjourned the meeting at 7:30 pm.

A. Roscoe Smith
ARS/kb
