

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
Record of the June 19, 2013 Regular Board Meeting  
APPROVED**

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

**Members Absent:** Beth Lewis

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

**Visitors Present:** Mr. Dittmar & Mrs. Cooper, Highland Township Board Members  
Kris Kopecki

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

**Board Meeting Minutes of May 29, 2013**

**MRS. PERRIN MOVED TO APPROVE the minutes of May 29, 2013. MR. FEIGLEY SUPPORTED 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 included:

- the Michigan Downtown Association Conference in Rochester on June 7, and to visit downtown Rochester's recently completed streetscape
- there is a new chair for the C-ART program and pieces are in the works and will be installed soon.
- Sidewalk inlay fundraising concepts are being discussed; perhaps a silent auction.
- Summer Concert Series have approximately \$2,500 in sponsorship dollars so far.

**Treasurer's Report**

Mr. Hirzel pointed out that the last figures reviewed in April showed \$724,000 in the bank. For May, there were no TIF dollars received, a couple of tax reversals (which is money that must be returned), and well as engineering bills that were paid; leaving our account down to \$703,000. He also clarified that we have received 43% of our annual income so far. Mrs. Cooper has been working closely with Mr. Hirzel and providing him with much additional information for projections and various budgeting scenarios.

(Mr. Bourgeois left the meeting at approximately 6:45 due to a fire run.)

**New business**

**1. Four corners flower beds**

The new sidewalks will eliminate some of the existing plantings at Four Corners; but it was determined that it will be cheaper to buy new plantings than to pull them out and store them. But until then, Kris Kopecki will water at \$55 per hour (up \$10 per hour from last year). He will also provide labor for weeding at \$25 per hour.

**MRS. PERRIN MOVED TO APPROVE Mr. Kopecki's proposal for the Four Corners area to water and weed as needed, at \$55 per hour and \$25 per hour respectively, with a not to exceed amount of \$2,200. MR. MAHER SUPPORTED and THE MOTION CARRIED with a roll call vote: Hamill-yes; Perrin-yes; Hirzel-yes; Barnes-yes; Feigley-yes; Maher-yes; Roscoe-yes**

### Old Business

#### 1. Highland Middle School

Attempts to save the gym have now been officially abandoned. Mr. Hamill shared his update, which was sent to the Spinal Column and The Milford Times, as a letter from our township Supervisor, to the community. Mr. Dittmar will share additional comments on his facebook page, for any who are interested.

There are still additional plans in the works for future community potential for the vacated property, but nothing has been officially decided yet.

Mr. Hamill also shared that the vacant gas station on the corner of M59 & Milford Road will be torn down in the near future, and due to some prior responsibilities from the current property owner, there is a potential for them to be required to bring water across M59 to this location. The sidewalks can continue as planned; water lines could be put underneath by boring.

#### 2. Sidewalks

Mr. Hamill shared a copy of Rochester's PowerPoint presentation for their new streetscape. Theirs was motivated by water main replacements, but included road surfacing, plantings, sidewalk/streetscape, and historic preservation. Some interesting points to take away:

- A logo was designed, 'naming' the project.
- Communication was key!!!
- "Relentlessly Positive"
- Celebration of historical finds, and history in general
- The City Manager and the DDA Director worked very closely and diligently for the entire project.

Regarding the Budget Meeting that was recently held, Mr. Hirzel stated that the main question is whether to finance or not. Since the last attempt to ask permission from the township board for financing, project costs are \$150,000 more and TIF income is reducing.

To recap: We have approximately \$700,000 in bank, and we need to leave a reserve of approximately \$100,000, which leaves \$600,000 to work with. If we get permission to get a bond for \$400,000, we will come close to the \$1,200,000 projected project cost. With many variables still in place, such as interest rates, negotiating amortization, actual project costs, we anticipate that by removing the proposed line items from the engineer's estimate, we will be able to substantially complete the project as anticipated.

After working backwards to see what we have to do to afford as much of the project as possible, it was determined that if we can trim the DDA budget to between \$65,000 and \$75,000. Based on Mrs. Cooper's projections, that will allow for a bond payment of \$35,000. Those two numbers come close to what our revenue will be per year.

The DDA needs to get on the township board's agenda ASAP to ask Highland Township for permission to bond and the DDA Board must agree to reduce the budget as needed. The project must be let out to bid as soon as possible; then we can trim what is actually needed to trim at that point.

Potential areas to trim or postpone are:

Any plantings; they would not take place until late fall anyway	\$219,195
(These items should be auctioned or fundraised; never financed or purchased)	

Since Colasanti's has agreed to relocation of sidewalk, the following can be eliminated:

Colasanti's existing boardwalk removal	\$5,000
New boardwalk	\$112,500
Decorative concrete retaining wall	\$22,000

It was suggested that, for the HDDA budget, we could begin with what we actually spent this year and see what we might be able to cut out and still have a functioning DDA. Mr. Maher suggested that the money we gave for Sparks in the Park might be eliminated, since they should begin to become self-funding, as well as HeyDays. Mr. Hirzel said that agreeing to trim the budget to the bare minimum is a worst case scenario. Any improvements over the worst case and we can increase our budget; also, this does not take into account any money that may be fundraised. Mr. Hamill believed that the C-ART program should become self-funded as well, and that \$6,000 can be eliminated from the design budget. Mr. Hirzel stated that discussing line items are fine, but the DDA must agree, as a whole, to drop the DDA budget down to make the sidewalk project happen.

(Mr. Bourgeois returned from the fire run.)

**MR. MAHER MOVED that the HDDA be willing to operate on a reduced budget as necessary in order to maintain a reserve fund balance of \$100,000 and manage the debt load of the payments on a \$400,000 bond, so that we may combine that with our \$600,000 and begin the sidewalk and streetscape project for downtown Highland. MR. FEIGLEY SUPPORTED and the MOTION CARRIED with a roll call vote: Hamill-yes; Perrin-yes; Hirzel-yes; Barnes-yes; Bourgeois-yes; Feigley-yes; Maher-yes; Roscoe-yes**

Mr. Smith was adamant, however, that he is unwilling to have the DDA only exist to pay Mrs. Dashevich and install sidewalks. Mr. Maher added that we all have faith that the streetscape project will improve the downtown district; which in turn will attract more business and people. Mr. Hamill added that he felt adding the infrastructure was a key piece of the growth of downtown Highland. He believes there will be much community interest in plantings and sponsors. Mrs. Dashevich added, and it was agreed, that the HDDA should consider larger, corporate sponsors such as General Motors.

It was agreed that a presentation be made to the Highland Township Board at their July 10 meeting, with engineering estimates, which Mr. Hamill feels are high. The Board can discuss, and if actual bid numbers come in, they can be sent to the Board for inclusion and consideration. The bond amount will be \$400,000. Mrs. Dashevich restated the timeline provided by Nowak & Fraus.

**MR. FEIGLEY MOVED to authorize that the project be let out to bid as soon as the final bid specifications are received. MR. MAHER SUPPORTED and the MOTION CARRIED with a roll call vote: Hamill-yes; Perrin-yes; Hirzel-yes; Barnes-yes; Bourgeois-yes; Feigley-yes; Maher-yes; Roscoe-yes**

**MR. HAMILL MOVED to amend the agenda by tabling the balance of the items to the next meeting. MR. BARNES SUPPORTED and the MOTION CARRIED with a unanimous voice vote (8 yes votes).**

Mr. Hamill and Mr. Hirzel thanked Mrs. Cooper for all of her efforts in assembling the numbers needed for all of the scenarios and projections.

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**At 8:12 p.m., Mr. Smith adjourned the meeting.**

Respectfully submitted,

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A. Roscoe Smith

ARS/kb

APPROVED