

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
Record of the March 28, 2012 Special Board Meeting  
APPROVED**

**Members Present:** Triscia Pilchowski, John Hirzel, Dale Feigley, Roscoe Smith, John Dowson, Gail Perrin, Matt Barnes, Doug Bourgeois

**Members Absent:** Mike Maher, Beth Lewis

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

**Visitors Present:** Rick Hamill, HDDA Design Committee  
Jim Gorman  
Mary Pat Chynoweth

**Held at the Office of Christina R. Hamill, CPA**

**Mr. Roscoe Smith called the meeting to order at 5:15 PM.**

Mr. Smith said Mr. Hamill had prepared a presentation for the Board. Mr. Hamill introduced a chronology of the HDDA total project, showing timeframes and processes; showing what has been accomplished. He stressed the importance of moving forward as aggressively as possible. He feels that the preliminary design needs to be finalized as quickly as possible, which includes details, types of finishes, features, etc. He suggested informing Tad as soon as possible of our intent to move forward. If we finish up all details and get to them, the project can potentially go to bid by May 15, 2012. He also felt that Tad's firm should manage the bidding process; tracking the progress, acting as liaison, and generally would be more familiar with company backgrounds, track records, etc. than our committee would be. While we don't want to rush bidders and give them a chance to visit and get a feel for Highland, we need to keep to the tight timeline. When bids come back, we will have final costs and can begin selecting what we want done. He also felt it was important to hold back on some of the project (about \$200,000) to use in going after some grants. He continued review of the timeline stating that by the July 18, 2012 HDDA meeting we could select contractors and begin work by August 15, 2012. It was also his suggestion to pursue grants at the same time, as well as other sources for funding, such as the auction for landscaping, etc.

There was much discussion of what changes needed to be made before Tad could make final drawings. Mr. Hirzel stated that the more changes we can give him that we know about now, the more cost effective that will be. Mr. Hamill also mentioned some larger components and changes that have already been discussed and should be made before it goes for final drawings. Mr. Hamill also wanted to mention that the sheets he has distributed, on 'Paradise Designs' Estimate Sheets, are just all of the original costs he input into his own design program, so that he would be able to 'rearrange' the numbers for different scenarios.

Mr. Hamill also wanted to clarify that the bids will be for the full project with broken down components as shown. There are things he will look for, line items such as 'mobility', that can be tricky in terms of how it is presented as line items. Things such as blocking off roads won't be popular decisions, either. It should all be coordinated.

Mr. Hirzel wanted to mention again that we have been told we are in a good position to get some grant money, so maybe we shouldn't rush into the entire project; also there will be a new township board in the near future that may or may not make a difference.

Ms. Dashevich shared that she spoke with Mr. Ron Campbell, designer, as suggested at the last meeting and he is ready and willing to start to work with us right away on our 'gateways' or entrance facades as discussed. Mr. Hamill stated that features such as those would need to be designed and then go to engineering for structural tolerances, etc., and that could begin right away.

Ms. Pilchowski suggested that we clarify any numbers from Tad again, that keeping tabs on the costs of the project is of the utmost importance, and she also mentioned Russ Tierney's interest in the project and its costs, and his desire to be kept 'in the loop'.

Mr. Smith stated that the next item we want to decide is if we will go for the grant, which Mr. Hamill felt was a big reason why we need the construction drawings.

Regarding the grants, Mr. Hirzel recapped meetings with Sidock, where he understood that their fee was on a contingency basis. But the conversations were turning towards bigger grants and further into the future, so he suggested they just be contacted for clarification. Mr. Hamill also offered that Richard from Sidock asked the HDDA not to move forward with any work before determining extent of grants. Mr. Hirzel offered to call and ask if requesting engineering drawings was considered moving forward.

Ms. Dashevich pointed out that an old copy estimated design engineering fees at \$30,000, but that did not include east Livingston, and other work. Mr. Hamill and Mr. Hirzel agreed that the most recent total design engineering fees estimate would be about \$54,000 now because the drawings do include east Livingston Road. Mr. Hamill clarified that amount would be to get us to construction drawings.

Mr. Smith asked if a motion should be made to have Tad out here and authorize design changes up to a certain amount. Ms. Pilchowski felt that a motion was not needed to invite Tad to come out here to discuss final changes. Mr. Hamill felt that the numbers we have are close enough to make a motion to proceed to construction drawings.

There was much discussion about what design drawings actually included and the costs for any changes, even definitions of what final design phase was. There was confusion whether any costs had to be approved in order for Tad to move forward. Mr. Hamill felt we had all the information we needed; Ms. Pilchowski wanted to have Tad out to confirm the numbers before we approve final drawings. Mr. Smith wants to do what is necessary to move forward.

**MR. DOWSON MOTIONED to have Tad come out and give us a final presentation about their costs.  
MS. PERRIN SUPPORTED THE MOTION.**

Much discussion followed about what that meeting would actually be about. Ms. Pilchowski clarified from her perspective the motion is for Tad to come here at his earliest opportunity for us to present final design changes. We can then have him quote final cost (probably just some adjustments) and give us a timeline. We can be ready to approve it on the spot. She also suggested that Ms. Dashevich contact Tad as soon as possible and ask if he could direct us to someone we might be able to deal with in his absence, so that we may get started right away.

When the discussions turned toward what changes would be incorporated into these drawings, Mr. Hamill reminded everyone of the Design Committee and its purpose and for everyone interested to join them at their next meeting in April to finalize all of the design changes to give to Tad.

**MR. SMITH CALLED FOR A VOTE ON THE MOTION made by Mr. Dowson and seconded by Ms. Perrin, and THE MOTION CARRIED with a unanimous voice vote (8 yes votes).**

Mr. Smith again asked for discussion regarding the maximum \$1500 expenditure to pursue the MDOT Highway Department grant.

Discussions took place of two different engineering firms that could possibly pursue the grant, and a discrepancy existed about fees. Ms. Pilchowski stated that from past experience, it would be smart to get the person most familiar with MDOT and state and road commission standards and practices.

**MR. BOURGEOIS MADE A MOTION to approve Ms. Dashevich to pursue the engineering companies and obtain the cost of preparing grants, particularly the MDOT Grant. Mr. Bourgeois offered his assistance. MR. HIRZEL SUPPORTED THE MOTION and THE MOTION CARRIED with a unanimous voice vote (8 yes votes).**

Mr. Hamill stated that the Design Committee will meet on April 9, 2012.

**At 8:15 p.m., Mr. Smith adjourned the meeting.**

Respectfully submitted,

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A. Roscoe Smith

ARS/kb