

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the December 19, 2012 Regular Board Meeting
APPROVED**

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

Absent: Beth Lewis, Matt Barnes

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

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

Board Meeting Minutes of November 14, 2012

MR. MAHER MOVED TO APPROVE the Board Meeting Minutes of November 14, 2012 as corrected (remove the word 'SPECIAL' from header pages). SUPPORTED BY MR. HAMILL and the MOTION CARRIED with a unanimous voice vote (7 yes votes).

Special Board Meeting Minutes of November 28, 2012

MR. MAHER MOVED TO APPROVE the Special Board Meeting Minutes of November 28, 2012 as corrected (add the time of adjournment, 8:00 PM). SUPPORTED BY MRS. PERRIN and the MOTION CARRIED with a unanimous voice vote (7 yes votes).

Director's Report

Ms. Dashevich's reviewed her Director's Report and a copy is attached to these minutes. Brochures for the 'sidewalk art' were distributed. Additional details need to be discussed such as materials, levels of sponsorship, sponsors, etc. Each individual sidewalk designs would be approved by the HDDA Design Committee.

Treasurer's Report

Mr. Hirzel has only partial reports, but determines we are at about \$709,000 right now. If another \$19,000 in revenue is received in December, we meet budget for revenue. Regarding the the amended portion, only some of the engineering costs have been paid to date.

NEW BUSINESS

1. Election of Officers

MR. FEIGLEY NOMINATED Roscoe Smith for HDDA Chairperson. MR. MAHER SUPPORTED and the MOTION CARRIED with a unanimous voice vote (7 yes votes).

MR. MAHER NOMINATED John Hirzel for HDDA Treasurer. MR. BOURGEOIS SUPPORTED and the MOTION CARRIED with a unanimous voice vote (7 yes votes).

MR. FEIGLEY NOMINATED Mike Maher for HDDA Vice Chairperson. MR. HAMILL SUPPORTED and the MOTION CARRIED with a unanimous voice vote (7 yes votes).

MR. FEIGLEY NOMINATED Mike Maher for HDDA Secretary. MR. HAMILL SUPPORTED and the MOTION CARRIED with a unanimous voice vote (7 yes votes).

2. Drain Clean Out Expense

Discussions took place regarding the possible causes and methods of clean out. Mr. Hamill explained 'power-rodding' method of clean out. It was thought that the county should be, and is, responsible for this cost, and has been approached, but to no avail. Much confusion still exists over who is responsible, whether it be Oakland County or Drain Commission or Water Resource; Mr. Hamill will again approach them as township supervisor to discuss responsibility of the project.

MRS. PERRIN MOVED that we go forward with the drain clean-out per the memo from Nowak & Fraus dated 12/13/12 and approve the expenditure for \$3,500, with the provision that we can opt out if we get support from Oakland County or another appropriate board. MR. MAHER SUPPORTED and the MOTION CARRIED with a roll call vote: Maher-yes; Feigley-yes; Bourgeois-yes; Hamill-yes; Perrin-yes; Hirzel-yes; Smith-yes.

OLD BUSINESS

1. Rick Hamill – Highland Middle School Update

Mr. Hamill reported that he attended the last school board meeting, spoke about working together and being partners in the community, then provided them with a packet that was not public. This packet included pictures from Mr. Smith of the archway façade with park ideas, as well as aerial shots of school property with the gym on its own. On Monday, Mr. Hamill met with Sean Carlson, Donna Welch, and Jim Baker, new superintendent, where keeping gym and façade were discussed, but it would be our responsibility to get all electrical, septic, heating/cooling installed. Mr. Hamill estimated this to be about \$135,000; the school board came up with a similar number. They are also willing to keep the conversation open about possible new septic in separate piece of property; Oakland County has yet to be approached with this idea. Mr. Hamill feels this is a win/win situation: Highland gets total use of property, HVS maintains baseball fields, will probably put in soccer fields, will pay all liability insurance and will use the parks and recreation division to run proposed 'community center', including maintenance and clean-up. Mr. Hamill also shared an email response to a Highland resident from Mr. Carlson stating that HVS was considering keeping the HMS gym, and he felt that was a very positive step, bringing us closer to a deal.

Mr. Hamill also suggested that everyone think about ways to get the community involved in fundraising for all the various parts of a project such as this. Community activities, sponsorships, fundraising, etc. are all ways for people to get involved, especially those that were upset about closing the school. He is willing to donate landscape design services, keeping Tad in the loop with this project as well. This is also an opportunity to get skilled trades/professionals involved to donate services in exchange for a recognition plaque or the like. This is their way to get involved, since everyone will be able to use it and benefit. Another component to think about is parking; Mr. Hamill felt that a gravel lot would suffice in the beginning. Although the property would still be school owned, the more community use it has encumbering it, the less likely they would be to use it for something else; the end result being that we would have use/access to the property for septic. Mr. Hamill also offered that he has been looking at numerous properties all along Milford Road, and also near 59 West that could eventually be used for, or part of, septic/sewer for Highland.

2. Update on Grant

Per Mr. Hamill, regarding the grant, there really hasn't been any movement, but if we were to accept it, according to the Davis-Bacon Act, it would probably cost the \$250,000 just in expenses just to continue.

NEW BUSINESS

In January, Mr. Hamill would like to get all Highland business owners together to present the streetscape project again; and to show that we are not ignoring people and businesses outside of the Highland Downtown District.

Mr. Smith stated he was very pleased with the progress being made and is impressed with each group and their component/contribution to this progress.

Mr. Hamill wanted to confirm that everyone was in agreement with the 'gang' mailbox plan moving forward, as well as the light fixtures. **MR. MAHER MOVED to approve the design of the new light fixtures as proposed. DOUG BOURGEOIS SUPPORTED and the motion carried with a unanimous voice vote (7 yes votes).**

Main Street Oakland County Award nominations are due in January. We don't have any projects this year; next year will be very different; could the CART program possibly be used? Although it was successful, the program nor its winners were used to promote the program since there was an oversight in getting it properly licensed this year. Mr. Hamill stated many possibilities for next year, including large amounts of Christmas decoration, lights, even potted, decorated, sponsored trees in front of businesses, and/or cash prizes for the best displays. Also, the HDDA might consider 'adopting' a family for the holidays, as well as advertising in the Goodfellows newspaper, all good ideas to get involved in the community and promote the HDDA. All of these things should be planned well in advance.

Mr. Hamill also suggested that the HDDA consider hiring additional help for Ms. Dashevich, especially once the streetscape project gets underway. He suggested Karen Provo, from the township assessing office, since she only works 28 hours per week, and would like additional hours. She is very efficient and is under-utilized.

Mr. Smith would like to consider nominations for an additional HDDA board member so as not to have an even number of board members. Suggestions were made to use prior politicians, since they have interest in serving the community. Mr. Hamill felt that the HDDA should make the suggestions and he will take them to the township board for approval.

MRS. PERRIN MOVED to adjourn the meeting and MR. MAHER SUPPORTED. THE MOTION CARRIED with a unanimous voice vote (7 voice votes).

Mr. Smith adjourned the meeting at 8:05 pm.

A. Roscoe Smith
ARS/kb