

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

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

Members Absent: Doug Bourgeois

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

Visitors Present: 7

Mr. Smith called the meeting to order at 6:20 PM.

Board Meeting Minutes of October 16, 2013

MRS. PERRIN MOVED TO APPROVE the minutes of the regular Board Meeting of October 16, 2013 as presented. MR. FEIGLEY SUPPORTED and the MOTION CARRIED with a unanimous voice vote (7 yes votes).

Director's Report

Mrs. Dashevich's report is attached and was reviewed.

Mr. Feigley volunteered to fill the crossing guard position during the tree lighting; Mr. Maher will emcee the tree lighting event; and Mrs. Chynoweth and her niece will host the children's area at Highland Station House. Carol Peters from LaFontaine will see that Santa and Mrs. Claus arrive; if Tonda wants to drive, please let her know. Mrs. Dashevich will ask that no parking be allowed at Highland Station House.

Treasurer's Report

Mr. Hirzel stated that on the revenue side, we are at about 80%. On the expense side, an unexpected \$28,693 was paid out, (not budgeted) due to additional tax captured refunds, bringing the amount of payouts by us for these successfully contested properties to almost \$45,000. Our expenses this year so far are \$138,000, of which 32% was unplanned refunds. Mr. Hamill explained that these amounts can go back a number of years. Mr. Hirzel will check with Mrs. Cooper and see if there is a way we might project any more of these coming our way.

Old Business

1. Purchase of 1240 N. Milford Road from Highland Township Budget Amendment

Mr. Hirzel stated it was determined that, while the DDA approved the purchase amount for the real estate on Milford Road last month, a motion is needed to transfer fund balance money.

MR. HIRZEL MOVED TO transfer fund balance money for the purchase of the tax property on Milford Road in the amount of \$8,236.27 plus legal and transfer fees of \$1,203.50 for a total fund balance transfer amount of \$9,439.77. MR. FEIGLEY SUPPORTED and the MOTION CARRIED with roll call vote: Maher-yes; Feigley-yes; Perrin-yes; Barnes-yes; Hirzel-yes; Hamill-yes; Smith-yes.

Mr. Hirzel also shared that business personal property tax may affect TIF soon, as well as additional restrictions. Mrs. Dashevich reminded that MSOC will be hosting a meeting on these topics here at Highland Station on December 12 at 9 AM. All board members are urged to attend for at least the first hour.

MR. HAMILL MOVED TO offer the listing for the sale of 1240 N. Milford Road, Parcel #11-22-176-006, to Paul Mecklenborg. MR. FEIGLEY SUPPORTED and the MOTION CARRIED with a roll call vote: Maher-yes; Feigley-yes; Perrin-yes; Barnes-yes; Hirzel-yes; Hamill-yes; Smith-yes.

Mr. Hamill stated that Mr. Mecklenborg will perform a market analysis on the property to determine the listing price.

2. Jeff Huhta from Nowak & Fraus Engineers - streetscape project update

Mr. Huhta stated they are within days of final documents. He explained the cost estimate with add alternates separated for bid purposes. They feel it is bare bones minimum to accomplish what we want. Their next step is to submit to the Road Commission for permitting; making sure all easements are in place. They are still planning for a mid-January optimal bidding window. They feel three phases would be the best choice, for traffic maintenance, costs, and accountability. Phase One would be east side of Milford Road heading north to Livingston Road, turning the corner and continuing on the south side of Livingston Road. Phase Two would be the north side of Livingston Road, heading west to Milford Road, turning the corner and continuing north to M-59. Phase Three would be the west side of Milford Road in its entirety. Anything smaller would involve more costs. However, if phasing is left up to the contractor during bid, it may positively impact pricing. Mr. Huhta anticipates the entire project will take approximately 120 days to complete; roughly 30 days for each phase, and 30 days for final clean-up, punch lists, etc. Mr. Feigley confirmed that two-way traffic would be maintained on Milford Road throughout the duration of the project; Mr. Huhta added that rush hours would be considered as well. Mr. Hirzel asked about payment terms; Mr. Huhta felt that 5 months of payments at 20% each would be a good estimate. Mr. Smith asked about a timeline for securing funding. It is felt that this is a very general project without too much detracting.

New Business

1. Main Street Oakland County Annual Evaluation will be on December 11, 2013; it is a half-day schedule. Mrs. Dashevich will send schedules to all board members for availability.

Community Reports

- a. Community Ventures Business Outreach – December 6, 2013, 8:30 AM to 10:30 AM
Automation Alley – Troy
 - b. Planners’ Conference – December 6, 2013, 11:30 AM to 1:30 AM
Iroquois Club – West Bloomfield
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Mr. Hamill offered to pay for all HDDA Board Members to attend the Highland Township Christmas Party.

Mr. Hamill stated that holding \$300,000 in escrow to bond for \$400,000 would raise the question of: why would we pay interest to borrow that kind of money if we have it sitting in the bank? His recommendation is to go to the Township Board with a new proposal: \$400,000 bond; the DDA will put \$200,000 in escrow (instead of the original \$300,000); anticipate \$100,000 from sale of house, and go forward aggressively with fundraising. That will put us at \$900,000, he will then recommend that the Township Board contribute money towards the project as well, as an assurance that we don't end up short, and will be able to finish the long-awaited project in its entirety.

The DDA needs to move forward with bonding for the project no matter what the contingencies are, since bonding a project is the way to lock in our TIF.

Committee Reports

Marketing - much discussion took place on the marketing piece for streetscape fundraising.

Additional discussion regarding TIF funding and recent legislation occurred as well.

At 8:10 p.m., Mr. Smith adjourned the meeting.

Respectfully submitted,

A. Roscoe Smith

ARS/kb
