

DOWNTOWN DEVELOPMENT AUTHORITY

March 20, 2008

Present – Chair Feigley, Vice-chair Dierkes, Boardmembers, Heyn, Kilpatrick, Lamb, Motley, Nichols, Rivera

Excused – Board members Lamb, Niebauer, Tyler, Weinbaum

Absent – Board member Armstrong, Nader

Also present – DDA Director Barnette, Janet Kinzinger Central Park summer concert program

Approval of Minutes:

Dierkes moved, Motley seconded, to approve the minutes of the meeting of February 21, 2008 as presented. Motion **Carried**.

Treasurer's Report:

Capital Outlay of \$70,000 is a \$50,000 deposit on the TRW site and have signed up that site. The other \$20,000 is legal fees.

Nichols moved, Motley seconded, to accept the Treasurer's Report as presented. Motion **Carried**.

Call to the Public: No one today

Unfinished Business:

1. Downtown Visioning/Joint Master Plan
Expecting three remaining sketches from Dave Peterhans, who is working with Grissim|Metz|Andrieze
2. The Michigan Downtown Association/Conference will be Friday, June 1st. Will do two presentations, one on downtown revitalization in Milford, the other on downtown construction. Discussed a dry run of these topics at the Mayor's Exchange Day with the City of Tecumseh. Guests of the Conference will be in the night before; that Board will be staying in Brighton. Mr. Shufflebarger will be the host.
3. TRW Update
Have a signed purchase agreement with TRW.
Tom Wackerman, ASTI, is going forward on the Phase II investigation as part of the due diligence with regard to the purchase agreement; necessary to determine what the proper use of the southern portion of the property is. Also allows us to make a secondary conclusion on the use of the property, whether we want to get out of it. Will have this information within twenty days of that. Cost is \$22,000 fixed expense; we have \$7,000 in the Brownfield account. He has done \$33,000 worth of work, \$30,000 of that covered by an Oakland County grant he got for us. We are lucky to have found him.
Prior to an RFP going out, we can talk to anyone interested in the project.
TRW has to have the property cleaned up before we close on the property.
4. Milford Trail.
Letters have been sent out to confirm names and spelling are correct for all of the donors. The project should start the end of May, first of June. The celebration will be May 31 with the YMCA.
5. Wayfinding.
Nothing today.
6. Marketing.
Nothing today.

New Business:

1. Parks & Rec. Summer Concert Series _Janet Kinzinger

Last year we gave \$2,000 which was used towards the stage rental from Oakland County Parks and Rec. Ms Kinzinger is asking the DDA for \$3,000 for this year because the costs are up. There are nine concerts again, beginning June 5.

Funding has been raised to continue music in Center Street Park after Milford Memories. There will be three smaller group concerts. Those concerts will be 6:30 to 8:30 p.m. That music will be piped onto Main Street.

Will also consider piping the music from Central Park concerts onto Main Street.

This will be discussed in our budget discussions later in the agenda.

2. Dierkes moved, Motley supported, adding Budget Discussion to our agenda. Motion **Carried**.

Budget Discussion:

Capital Outlay \$780,000 includes the \$750,000 for the TRW site and \$30,000 for the next phase of Wayfinding.

We are projecting a flat increase on TIF, considering the loss of personal property tax of Farmer Jacks. Oakland County projections are 1.7 % increase,

Salary and Wages does include \$8,000 or \$9,000 for a part time person; as does Contract Services.

Business Recruitment and Retention went up \$20,000; will have a conceptual list of items which could be included in that. That line item should be Downtown Promotions and Events.

The Concert Series will be paid \$1,000 in June, \$2,000 in July. All out of business Recruitment and Retention. Heyn moved, Rivera supported, \$3,000 for the Summer Concert Series. Motion **Carried**.

Ms. Kinzinger discussed the goose-control problem in Central Park, and all parks in the DDA district.

Capital Projects, \$780,540 includes TRW site and the next phase of Wayfinding.

Principal and Interest on Bond Payments anticipates the new bond to be issued for the TRW site. Refund Refuse Tax is the difference between what the village pays, and what the actual refuse cost is. This changes each year, and we pay that difference.

Community Relations is what we gave the Milford Historical Society for Home Tour.

Nichols moved, Motley supported to approve the budget with the amendment of an increase of \$20,000 to the Capital Projects fund, the increase being taken from the Fund Balance. Motion **Carried**. Ms. Barnette would like board members present at the Council Budget Sessions.

The Executive Committee will review the list of items in Business Recruitment and Retention.

3. Fire Station Location.

Mr. Feigley was contacted to approve the site on G.M. Road, across from Marlene Street, farther west than next of the Feigley property.

Another suggestion is to allow a tear-down of existing facility and move a little farther east.

Another is to replace Janowski Park ball fields, building a fire station there on Peters Road, and rebuild ball fields at the site on G.M. Road. This is the other side of the tracks and the other side of the river, giving access to the other side of town. Keep the current site, and have the new third site.

Director's Report:

Oakland County wants to use Milford as a model for the ecco-tourism program. Larry Filardo has been providing graphics for her for the MDA conference presentation. Ms. Barnette said he is interested in helping Milford with grant apps.

Upcoming Events:

Mar. 30 is the Chamber of Commerce Expo

April 12 is Main Street Cleanup at 7:30 a.m. Fire Dept will hose down the street.

April 24 is Ladies Night Out

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May 31 is the celebration for Milford Trail

Board member Comments

Ms. Tyler said John Grissim will help with the cleanup of the area around Milford Trail.

Discussed whether she can be considered present when she is on a conference call at our meetings. Ms. Kinzinger said that may be only for private, not government meetings.

Ms. Dierkes said "Cheers" for the TRW project.

Mr. Nichols said welcome to Spring.

Mr. Motley said John Parks has been appointed to the Park and Recreation Board.

Ms. Rivera said she will be stepping down from the board when her term is up. She will be missed terribly!!

Adjourn: Ms. Dierkes moved, Kilpatrick supported to adjourn the meeting at 9:10 a.m. Motion **Carried.**

Respectfully submitted,

Phyllis Motley, Recording Secretary