

DOWNTOWN DEVELOPMENT AUTHORITY
May 15, 2008

Present – Chair Feigley, Vice-chair Dierkes, Board members Heyn, Kilpatrick, Lamb, Motley, Nichols, Niebauer, Rivera, Tyler, Weinbaum
Absent – Board members Armstrong, Nader
Also present – DDA Director Barnette, Village Manager Shufflebarger

Approval of Minutes:

Nichols moved, Rivera seconded, to approve the minutes of the meeting of April 17, 2008 as presented.
Motion **Carried**.

Treasurer's Report:

Business Recruitment & Retention includes \$800 for final payment for ~~SEO~~ and \$500 for MBA Winter Carnival event. Education & Training was conference fee for the National Town Meeting and \$3000 was legal fee for TRW. TRW legal for this year is about \$29,000.
Motley moved, Rivera seconded, to accept the treasurer's report of April 17, 2008 as presented. Motion **Carried**.

Deleted: SCL

Call to the Public: Nothing today

Unfinished Business:

1. Downtown Visioning/Joint Master Plan.
This is the final phase of the \$25,000 project. Wade Trim is incorporating the final sketches into the joint Master Plan for the Village and Township. This will go to Planning Commission before it is approved.
2. Michigan Downtown Association/June Conference.
The date is June 6. Contracts include lunch at 5 Lakes Grill; St. George's Café for coffee and refreshments in the morning; Sweet Retreats for a basket of chocolates with Meet Me in Milford tissue in it. ASTI, Unilock and Grissim Metz are co-sponsors of the event and will have their displays there. The conference will be at Presbyterian Church with about a half hour presentation. Mr. Shufflebarger will be the host. The downtown map will be finished. The MBA does know about the Conference.
Total cost is about \$900.
If any board members are attending the luncheon please RSVP to Ms. Barnette.
3. TRW Update
A purchase agreement is signed. Additional work has been done on the south parcel, and more PCBB's were found. TRW has given us their plan of attack on PCB's.
We do have 75 days to get out of the deal, as does TRW, because of more PCB's in a very small area.
4. Gas Station.
The time frame has been extended for litigation. Frank's attorney says Frank will sign the agreement.
5. Milford Trail.
May 31 is the ground breaking in conjunction with the YMCA six year birthday party.
We will be walking part of the pathway.
The township will be bidding for their part of the trail.
There will be signs where the mountain bike trail intersects the walking trail.
6. Wayfinding.
The signs that are up look good. Will start working on the second phase of Wayfinding.

7. Marketing.

Public Relations RFP. Council approved our budget; up from \$30,000 to \$65,250. That includes \$36,000 for a public relations firm; we are collecting RFP's from other communities. Ms. Barnette will write our RFP.

Carly Dierkes has been working on the downtown overlay map. It will include events calendar, points of interest, bike paths and a regional map with Milford at the center. Will have 5,000 copies printed.

Website update shows how people come to our site, how long they spend and what pages they visit.

New Business:

1. Yellow Bike Program

Committee is Ms. Kilpatrick, Mr. Feigley, Mr. Nichols, Mr. Hermann, Ms. Cotter and Ms. Tyler. Assignments have been passed out.

2. Liberty Street underpass. Mr. Heyn.

Parking Authority members include Bill Hermann, Rich Harrison, Gary Shelton, Keith Hughes, Dean Rottermond and Mr. Heyn.

The Parking Authority would help any way they can.

MDOT funds are usually a 25% to 75% match.

Advanced Concrete Products makes a form which can be dropped in, whether burrowed or cut out. The railroad would be involved.

Would want an 8' or 10' wide one-way road, wide enough for pedestrians and a bike path.

3. Beautification Comm.: Village Entrance Signs

Nothing today.

Director's Report:

Coe's Cleaners is out of business after all these years.

Upcoming Events:

May 16 is the Huron Valley Support a Cause. There will be auctions.

May 17 is the Shop the Town part of the charity event, with a portion of sales to favorite charity.

May 26 is the Rotary Wine Tasting at Baker's.

May 26 at 11 a.m. is the Memorial Day Parade.

Board Member Comments:

Mr. Shufflebarger said the bridge project is under construction. Delay is because of the very old bridge foundation in the river. Extra expense is covered 95% by the state.

Highland Township has joined Oakland County Automation Alley. Membership is \$250. The goal is to get additional business for existing businesses.

Ms. Lamb said plants will go in Thursday, Friday and Saturday. Hanging plants will go up Monday.

The spring bulbs were very lovely.

Thanks you's will go to Milford Trail donors, as well as mention in the paper.

Adjourn:

Nichols moved, Motley supported, to adjourn the meeting at 9 a.m. Motion **Carried**.

Respectfully submitted,

Phyllis Motley, Recording Secretary