

## DOWNTOWN DEVELOPMENT AUTHORITY

September 18, 2008

Present – Chair Feigley, Vice-Chair Dierkes, Board members Armstrong, Kilpatrick, Nader, Niebauer, Tyler

Excused – Board member Heyn, Lamb, Nichols, Weinbaum

Also present – DDA Director Barnette, Architect Grissim, and Village Manager Shufflebarger

### Approval of Minutes:

Tyler moved, Niebauer seconded, to approve the minutes of the meeting of August 21, 2008 as presented. Motion **Carried**.

### Treasurer's Report:

Contract Services, \$1,623.95 includes Brien's Lawn Service, Garden Club service, Phyllis

Community Relations includes \$750 for Home Tour contribution

Business Recruitment/Retention \$859.11, includes \$200 for artwork for Sidewalk Sales, \$417 for artwork for Summer Concert Service, \$69 for sound, \$97 for PR RFP ad, \$50 for updates of the note cards and business cards

Education/Training \$201 for overnight stay and gas for the MDA Conference in Frankfort

Capitol Outlay \$1,206.99 for ASTI and Madden Houser for TRW site and gas station site

Mr. Armstrong is working on an outdoor metal water proof box for the sound system which has been housed at Arms Bros. He will get quotes for.

Armstrong moved, Tyler seconded, to accept the treasurer's report as presented. Motion **Carried**.

### Call to the Public:

Mr. Eric Horsley, The Clothing Cove. Thank you for visiting.

### Unfinished Business:

#### 1. Milford Trail

Council approved the contract for our contractor to be on site October 2. Will do portion of the base now, completing the paving in the spring.

Milford Township will do their trail in 3 parts, also to be completed in the spring. Some of it will be boardwalk across the wetlands.

The committee includes Armstrong, Feigley, and Tyler

#### 2. Wayfinding.

Looking at the list of locations for the larger signs. Will start at 96 and work into Milford.

Kensington would be one of the signs included. Committee includes Mr. Feigley, Mr. Niebauer, Mr. Weinbaum, Mr. Hein, Ms. Lamb and Ms. Rivera.

Discussed terms, length of terms, expiration of terms, etc. Will straighten this out.

#### 3. Village Entrance Signs.

Ms. Barnette is contacting the Beautification Commission to discuss our suggestions for the entrance signs.

#### 4. Public Relations RFP

Had five proposals to our RFP. The budget had been included in the request. Ms. Tyler, Ms. Dierkes, Joelle Beether and Mr. Niebauer interviewed all five. They agreed on the firm of Franco Public Relations Group. They had the best proposal and interview. They were excited about Milford and what is going on here. They had the best ideas.

They will work on the Christmas Open House and the Holiday shopping season. Ms. Barnette will be working on the Christmas Open House with Ron Barnette and Denise Sanborn. Ms. Dierkes said they will not wait for Christmas but will start with the Halloween events.

Tyler moved, Kilpatrick seconded, to approve a contract with Franco Public Relations Group for \$36,000 for the October '08 through September '09 year, agreeing to authorize the Executive Director to sign on behalf of the Board. Motion **Carried**

Will get an article out to the local news announcing this contract.

The contract can be written so either side has a thirty day out of the agreement.

Mr. Armstrong reiterated his concern that because we are a small organization we get left on the short side of their services. Committee was satisfied we will get our share of their attention. Ms. Barnette has done a reference check which comes back very positively.

Ms. Barnette wants to establish a brainstorming session with some of the restaurants and retail downtown.

5. Liberty Street Underpass.

Opening bids for the feasibility study. Will meet with the Parking Authority who will be the selection committee for the feasibility study for the engineering on this project. Ms. Barnette has met with several engineering firms, and has spoken with several more. Wade Trim will help with the review.

6. Township Fire Station.

The site plan has been changed so they only need 5 feet of the park. Must still be approved by Planning Commission, which should not be a problem.

This will be a tear-down and rebuild; the existing building is on the right hand side.

New Business:

1. Milford Auto Landscape Improvements.

Brien Worrell will do the landscaping free; and a sign has been approved. Milford Auto will not pay for water and to use his water requires tearing up concrete. He will not pay for a meter to be put on the candy store.

Discussed a drip irrigation system. Discussed xeriscape and plants that don't need water. Or using a rain barrel.

Mr. Feigley will talk to Jeff Hutton to see if this can be resolved.

2. Doggie Bags.

Mr. Feigley has information to be reviewed. Ms. Tyler said these could also be used on the walking trail.

3. Joint Marketing/Highland Township/Oakland County

Met with Highland Township's DDA to discuss joint marketing efforts, to do with eco-tourism, Highland State Recreation area and downtown Milford. Goal is to bring more people into our areas to enjoy the outdoor areas. Oakland Counties Business Roundtable is to attract people on a world-wide scale. We want to keep the lines of communication open with the County.

Executive Session

Armstrong moved, Niebauer seconded, to interrupt our meeting agenda to go in to Executive Session to discuss real estate purchase. Roll call vote: Ayes: Chair Feigley, Vice-Chair Dierkes, Board members Armstrong, Kilpatrick, Nader, Niebauer, Tyler. Motion **Carried**.

Board consensus is to move forward with the discussion of the real estate purchase.

New Business cont'd.

4. New Liquor Licenses, Milford Restaurant Association

Several years ago Milford Village Council discussed not allowing new liquor licenses unless a meeting room was included at the sight. Any moratorium could be for a specific period of time, not for an indefinite period of time.

Liquor licenses can be transferred and purchased within the county, there are DDA licenses available, and new licenses can be applied for within the state.

Restaurants can draw not just from the village, the township but from a larger area as well.

Board Member Comments:

Mr. Shufflebarger said the bridge will be open soon. Discussed who will drive the first vehicle across.

Ms. Tyler said Heiner Hertling's new book with pirate drawings is ready. Discussed a book signing. A video will be out soon.

This week-end is the Home Tour and Car Show. The VFAA has Art & All That Jazz is Saturday evening at the Senior Center, as part of the event.

Adjourn:

Ms. Barnette adjourned the meeting at 9:40 a.m.

Respectfully submitted,  
Phyllis Motley, Recording Secretary