

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the October 16, 2013 Regular Board Meeting
APPROVED**

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

Members Absent: Rick Hamill, Doug Bourgeois

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

Visitors Present: 3

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

Board Meeting Minutes of Septemer 18, 2013

MR. MAHER MOVED TO APPROVE the minutes of the regular Board Meeting of September 18, 2013 as presented. MR. FEIGLEY SUPPORTED and the MOTION CARRIED with a unanimous voice vote (6 yes votes).

Director's Report

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

Treasurer's Report

September numbers are provided; we are 75% through this year. Of our 2013 projections, we have collected 80% of income and are at 75% of expenses. Most expenses are done for this year.

Some setbacks:

Due to payback of taxes because of appeals, there is an additional \$28,000 due
Per Judy Cooper, expectations of 2014 revenue are even lower.

However, our fund balance is beginning to climb; we are now at \$727,000.

New Business

1. **Highland Elementary – HDDA Advertising Opportunity**

\$100 contribution to Fun Run

- Our logo on all Student and Teacher T-Shirts for Event
- Use of their sign for HeyDays and Tree Lighting

Mrs. Dashevich stated that Highland Elementary helped us out at the last minute with HeyDays advertising, and she has decided to take this from the advertising budget, but needs a motion.

MR. MAHER MOVED TO APPROVE the \$100 contribution to the Fun Run in exchange for

various advertising opportunities. MR. BARNES SUPPORTED and the MOTION CARRIED with a roll call vote: Feigley-yes; Perrin-yes; Barnes-yes; Hirzel-yes; Maher-yes; Smith-yes.

2. Four Corners Fall Maintenance

Mr. Smith sought the advice of Tad Krear regarding the landscaping at Four Corners. It was recommended that it be left as is, with decisions being made in the Spring. It was agreed to leave as is.

3. 2014 Proposed HDDA Board Meeting Dates

Mrs. Dashevich presented the HDDA Board Meeting Dates for 2014. **MRS. PERRIN MOVED TO APPROVE the 2014 HDDA Board Meeting dates for 2014 as presented. MR. MAHER SUPPORTED and the MOTION CARRIED with a unanimous voice vote (6 yes votes).**

Old Business

1. Mike Willihnganz – motion for payment of \$100 for electric hook-up.

Mr. Smith stated that this item was approved at the last meeting, but a motion was not made. **MR. FEIGLEY MOVED TO APPROVE the \$100 payment to Mr. Willihnganz for electric work at Highland Station. MR. BARNES SUPPORTED and the MOTION CARRIED with a roll call vote: Feigley-yes; Perrin-yes; Barnes-yes; Hirzel-yes; Maher-yes; Smith-yes.**

2. Purchase of 1240 N. Milford from Highland Township for \$9,439.77

Mr. Smith stated that a motion was needed for this expenditure, now that we have a final amount. Mr. Feigley proposed that the listing agent be approached about donating a percentage of his commission on this transaction. This is a total amount that includes all tax liabilities, and will not incur any while held by the HDDA. **MR. FEIGLEY MOVED TO APPROVE the \$9,439.77 payment to Highland Township for the property located at 1240 N. Milford Road for resale. MR. BARNES SUPPORTED and the MOTION CARRIED with a roll call vote: Feigley-yes; Perrin-yes; Barnes-yes; Hirzel-yes; Maher-yes; Smith-yes.**

3. 2014 Budget Discussion and Approval

Mrs. Dashevich stated that the township requested the final budget from the HDDA tomorrow. Mr. Hirzel spoke on behalf of the Budget Committee, saying the proposed budget is 'bare bones'. Projected 2014 TIF revenue is \$115,750; in prior years, an additional 5% is deducted (\$5788 in 2014) for safeguard. Anticipated sponsorships will increase to \$6,000, an additional \$1000 is expected from pickle sales, leaving 2014 revenue budgeted at \$117,462, which is a 17.3% reduction from 2013.

Mr. Feigley asked about the historical basis for the \$6,000 in anticipated sponsorships. Mrs. Dashevich stated that the Promotions Committee brought in \$2800 in 2013 and the committee felt that the DDA as a whole needs to solicit harder.

Regarding budgeted expenses, just about each one has been reduced; some have remained the same. It was decided to remove the specific amount put aside for HeyDays, and include that in with DDA Sponsored Events. Debt service (bond repayment) is a new item. Mr. Hirzel suggests approving the budget as is, with the intent to amend, as needed, to ensure bond repayment. There was discussion about the \$5,000 budgeted for design, which is for façade and signage match, and Mrs. Dashevich asked Mr. Hirzel about 'seed' money for the ornament program. He agreed that it was not an 'operating' expense, but an investment that is expected to earn a return.

MR. FEIGLEY MOVED TO APPROVE the 2014 Proposed Budget as presented and to submit to Highland Township Board. MR. MAHER SUPPORTED and the MOTION CARRIED with a roll call vote: Feigley-yes; Perrin-yes; Barnes-yes; Hirzel-yes; Maher-yes; Smith-yes.

Committee Reports

Promotions Committee – Mrs. Dashevich shared that the Township Board Members requested that Concerts in the Park be changed to a different nights, since it is the same as their board meetings. It was decided to change the Concerts to Tuesday nights for 2014 on a trial basis.

Mrs. Dashevich also mentioned that the DDA will be joining the HVCA in a fundraising effort for next fall. Details to follow.

Also, Deb Maher has suggested a spring Ice Cream Social held in conjunction with a square dance. Mr. Maher shared an historical reference to the event; when the burned down livery stables were rebuilt, a celebration was had with pie and ice cream. Mrs. Dashevich shared that May was Historical Preservation Month, and would tie in nicely.

Design Committee meets Monday.

Call to the Public

Mr. Kopecki offered his services for debris removal, etc. at the newly acquired Milford Road house.

At 7:15 p.m., Mr. Smith adjourned the meeting.

Respectfully submitted,

A. Roscoe Smith

ARS/kb
