

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
Record of the June 17, 2020 Regular Board Meeting**

**APPROVED**

**Members Present:** Chris Hamill, Cassie Blascyk, Roscoe Smith, Dale Feigley (arrived at 6:50), Stephanie Legg, Matt Barnes, Mike Zurek, Jennifer Frederick (arrived at 6:35)

**Members Absent:** Supervisor Hamill

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

Mr. Smith called the meeting to order at 6:23 p.m.

Approve minutes of May 20, 2020

**MRS. HAMILL MOVED TO APPROVE** the Special Board Meeting minutes of May 20, 2020 as presented. **MR. ZUREK SUPPORTED THE MOTION** and **THE MOTION CARRIED** with a unanimous voice vote (7 yes votes).

Director's Report

Mrs. Dashevich reviewed her Director's Report. A copy was sent for Board Members' review.

Mr. Smith shared the insert to the Spinal Column that the DDA provided listing all local businesses.

Treasurer's Report

Mrs. Hamill reviewed the financials on hand. As of April, the DDA has \$126,412 total income to date, expenses are still below budget. Total administrative costs \$83,800 budgeted; to date \$22,678. Ahead revenue over expenses of \$99,542. Cash is at \$326,410. Debt to township down to \$182,317.

**NEW BUSINESS**

Native Landscaping Update

Company for Maintenance discussion

There have not been enough volunteers to maintain the native gardens. Mrs. Blascyk has been devoting many long hours, but is not able to keep up. Mrs. Legg has solicited quotes from several companies; no Highland companies were interested or have responded. Natural Community Services (NCS) in West Bloomfield has provided a very thorough quote and they are the most qualified for native gardens. Their quote is \$4,950 per year, including materials. Some discussion took place on other areas such as the train station and other areas in the township that need attention, and who is responsible for each (garden club, township, HDDA). Mrs. Legg shared that added that NCS proposes an additional \$2,000 to add to the gardens as needed. Mrs. Blascyk preferred to wait until they have had a chance to tend to the native gardens first, and then see what they propose.

**MRS. LEGG MOVED TO APPROVE \$5,000** of the current design budget to pay NCS for the maintenance of the native gardens for 2020. **MRS. BLASCYK APPROVED** and **THE MOTION CARRIED** with a roll call vote: D. Feigley-yes, M. Barnes-yes, S. Legg-yes, J. Frederick-yes, C. Hamill-yes, M. Zurek-yes, C. Blascyk-yes, R. Smith-yes.

**OLD BUSINESS**

### Farmers' Market Banners ordered

Mrs. Dashevich shared a sample banner; order should arrive by the 26<sup>th</sup>. All should come to visit the Farmers' Market, every Saturday from 9 until 1 through October 10 (no market on July 4<sup>th</sup> or Labor Day weekend). The price of the banners was much lower as they are using a different process for making them. Mrs. Dashevich pointed out that there was no mention in the minutes of where the money was to come from for banners and installation. The recording will be reviewed again to see if that detail was missed.

### Concert Discussion

Concerts will go on as planned. Mrs. Frederick suggested signage to encourage social distancing. Mrs. Dashevich said that three groups have said they will perform; hoping for 6. 7/7 through 8/11, Tuesdays at 7pm. Sponsorships will be offered. Mrs. Blascyk will contact Amy Koenig to see if she will livestream the concerts.

### Arch Work Order to Nowak and Fraus in progress

Documents for Nowak and Fraus and Def Fab Design are to be reviewed by Supervisor Hamill and the quotes will be signed by Mr. Smith. When signed, Mrs. Dashevich will submit to the township list of bills for payment approval.

### Patronicity and Fundraising Updates

This program will be ending in less than two weeks. Last month, it was agreed that the DDA would add the amount needed to reach \$4,000 (to receive matching funds from Oakland County). There is \$1,600 pledged so far.

**MRS. BLASCYK MOVED TO APPROVE up to \$2,400 to add to the Patronicity Campaign in order to receive the \$4,000 matching funds from Oakland County; to be taken from the \$20,000 that was set aside to help our businesses. MR. FEIGLEY SUPPORTED and THE MOTION CARRIED with a roll call vote: D. Feigley-yes, M. Barnes-yes, S. Legg-yes, J. Frederick-yes, C. Hamill-yes, M. Zurek-yes, C. Blascyk-yes, R. Smith-yes.**

Some discussion took place regarding our attorney and the law as it relates to the DDA, TIF, business plans, and giving money to our businesses.

Per Mrs. Legg, the T-shirt (and sweatshirt and tote bag) fundraiser campaign has sold 49 items and has made \$261 so far. Please share the info and promote this program. It is ongoing. Car decals will be added to the merchandise line as well. They will be adding door clings for businesses and lawn signs soon.

### **BOARD MEMBER COMMENTS**

Storage units are being built next to McDonalds.

Remodelling happening to house on Milford & Livingston.

Large building next to Rashid is to be a banquet supply company.

Press & Scoop is the new name for Twist & Shake; new owners and remodeling taking place.

Opening Day is 7/4.

Overflow parking for Feldman behind gas station on M59 and Hickory Ridge.

Discussion took place on how to get the DDA involved early on in a project to perhaps have some influence on design direction. Mrs. Frederick suggested Mrs. Dashevich contact Steve Tino (building official), asking to have an informal partnership and getting notified when building permits are issued. Mrs. Blascyk and Mrs. Legg will try to contact Mr. Heyn to let him know of desired aesthetics in the downtown Highland area.

### **COMMITTEE REPORTS**

Design - Mrs. Legg said that some new furniture has been ordered and will be placed soon.

Promotions - discussed above.

Economic Vitality -discussed above.

MSOC

Toolkit distribution - In the midst of distribution.

DISTRICT DEVELOPMENT / NEW BUSINESS

Closed: Hot Skins and Silver Bone.

New: Pharmacy going in and another nail salon; Highland Orthodontics changed names; new business behind Dr. Lepley, possibly professional service.

COMMUNITY REPORTS

Red, White and Blues (fireworks) postponed to September 5<sup>th</sup>.

**Mr. Smith adjourned the meeting at 8:00 p.m.**

Respectfully submitted,

Roscoe Smith

RS:kb

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APPROVED