

CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the November 18, 2020 Virtual Regular Board Meeting
(held via Zoom)

APPROVED

Members Present: Supervisor Hamill, Chris Hamill, Cassie Blascyk, Roscoe Smith, Dale Feigley, Mike Zurek (arrived at 7:25), Jennifer Frederick, Matt Barnes

Members Absent:

Staff Present: Melissa Dashevich, Executive Director

Mr. Smith called the meeting to order at 6:27.

Approve minutes of October 21, 2020

MRS. HAMILL MOVED TO APPROVE the Virtual Regular Board Meeting minutes of October 21, 2020 as presented. MRS. FREDERICK 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.

- Kicked off Unity program. Unity dollars are in \$10 increments, available to purchase at the township offices, and (5) can be purchased at one time. Only (2) can be redeemed per purchase.

Treasurer's Report

Mrs. Hamill shared that \$365,178 in bank, ahead of budget by \$112,000. Received local Community Stabilization Grant last month of \$35,068. Mrs. Dashevich said Mrs. Cooper explained it was due to Midwest Glass and property taxes. TIF of \$6,600 was money that came in from summer taxes. Expenditures for month were \$11,000. Revenue over expense is \$154,727 YTD. Long term note to township is at \$165,000, amortizing at about \$40,000 per year.

NEW BUSINESS

As part of the original Patronicity crowdfunding efforts, ITC donated \$10,000 and each main street program will receive \$500 each. There are no limitations on how this money can be used.

SUPERVISOR HAMILL MOVED to apply the \$500 received from the ITC Grant to the second round of grants to be distributed from the Highland DDA Business Assistance Grant program. MRS. FREDERICK SUPPORTED and THE MOTION CARRIED with a roll call vote: M. Barnes-yes, C. Blascyk-yes, R. Hamill-yes, C. Hamill-yes, D. Feigley-yes, J. Frederick-yes, R. Smith-yes.

Upcoming Information Meetings to meet PA57

Mrs. Dashevich has to do two presentation meetings, inviting all contributors to the TIF. These will be held in a virtual format. The first will be during the Township Board meeting during the week of December 7th and the second will be during the HDDA December Board Meeting.

OLD BUSINESS

Native Gardens

Per Mrs. Blascyk has planted over 800 bulbs at the 4 corners. Regarding the demolition of the McPherson Street gardens, the company that was supposed to do the work said their quote was misinterpreted and would be double the price. Therefore the project was not completed and will have to be addressed in the spring. Perhaps it could be replaced with lawn and furniture.

Holiday Lighting for Veteran's Park, Highland Station House and Gateway Park (ticket station)

This has been contracted and will be in place for November 28th. There was a miscommunication in the original quote which provided for four poles to be decorated; there should be six poles decorated for an additional charge of \$330. Additionally, Mrs. Dashevich would like to add \$130 for additional décor at the station building as the upper railing was not included originally.

MRS. FREDERICK MOVED to approve an additional \$330 for decorating two more poles at Gateway Park, as well as an additional \$160 to finish railings at the station building. SUPERVISOR HAMILL SUPPORTED and THE MOTION CARRIED with a roll call vote: M. Barnes-yes, C. Blascyk-yes, R. Hamill-yes, C. Hamill-yes, D. Feigley-yes, J. Frederick-yes, R. Smith-yes.

Highland Station House Entities have joined forces in decorating and have entered the Twinkle Tour hosted by the HVCC. The HWLBA will be decorating the historic entrance to the church/station house and this can be used as a photo point in Highland. There will also be another in front of the tree at the fire station, as well as by the train in the Gateway Park. HVCA will be adding a 'Grinch' photo op as well. Mrs. Blascyk presented an additional idea for a photo point. This would be a lighted tunnel. She received a quote of between \$700 and \$1,200 to fabricate and install. This will be approximately 8' tall and made up of 10-12 hoops. This idea was well received and the preferred location was the walkway from the sidewalk to the veteran's memorial. Mrs. Blascyk also proposed signage showing where photo points are and would include logos of participating sponsors.

SUPERVISOR HAMILL MOVED to approve up to \$1,200 for the purchase and installation of a lighted tunnel as discussed, with Mrs. Blascyk making final decisions as to color and supervising the installation. The money will be taken from the Special Project Consultant account. MRS. BLASCYK SUPPORTED and THE MOTION CARRIED with a roll call vote: M. Barnes-yes, C. Blascyk-yes, R. Hamill-yes, C. Hamill-yes, D. Feigley-yes, J. Frederick-yes, M. Zurek-yes, R. Smith-yes.

Festival of Trees

The DDA will purchase the trees from Menards again this year, however, live trees are not available there yet. There will be a slight delay in getting the trees installed this year. Mrs. Blascyk shared that 32 trees have been spoken for and there are a couple more available.

Arch Update

A bill is due right now for \$4,880. This amount has already been approved; Mrs. Dashevich is informing the board of what is due now.

BOARD MEMBER COMMENTS

None.

COMMITTEE REPORTS

Design

- Decorating Contest in the Highland DDA District - Scarecrow Contest did not have any entries so the money designated as prize money will be applied to a 'Holiday Decorating Contest'.
- Used LED lights were offered to HVCA to decorate for the holidays.

Economic Vitality

- Shop Small Saturday is put on hold for our community.
- Ladies Night In will be held on Tuesday, December 8 via Facebook Live, with Mrs. Blascyk and Amy from the HWLBA visiting local businesses to introduce owners and staff and allow them to promote their products and specials. Stores will be open, some with extended hours, but all felt this was a safer way to promote the event.

Mr. Smith adjourned the meeting at 7:34 p.m.

Respectfully submitted,
Roscoe Smith

RS:kb

APPROVED