

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the October 20, 2021 Regular Board Meeting**

APPROVED

Members Present: Supervisor Hamill, Chris Hamill, Roscoe Smith, Jennifer Frederick, Dale Feigley, Matt Barnes, Cassie Blascyk, Michael Zurek

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

Mr. Smith called the meeting to order at 6:30.

Approve Minutes of Regular Board Meeting of September 15, 2021

MS. FREDERICK MOVED TO APPROVE the Regular Board Meeting minutes of September 15, 2021 as amended (with the clarification added by Mrs. Dashevich under MSOC on page 3). **SUPERVISOR HAMILL SUPPORTED THE MOTION and THE MOTION CARRIED with a unanimous voice vote (8 yes votes).**

Director's Report

Most will be covered in this meeting, but a reminder that the Station House will be closed beginning October 31st for remediation of mold in basement. Mrs. Dashevich will be relocating offsite temporarily.

Treasurer's Report

Mrs. Hamill reviewed the financial statements included and there was discussion and clarifications about adjustments due to an error last year. YTD net cash flow is \$42,739 and includes principal and interest on debt. Amended budget said we would end year with about \$9,000 so we are ahead by about \$33,000, but it is just October; we have anticipated expenses of about \$22,000. Per balance sheet, there is about \$378,000 in bank through September and the long term loan is at about \$127,000. Mrs. Dashevich asked about the possibility of receiving the 'stabilization grant' again this year, of approximately \$35,000? Ms. Frederick is looking into it, but is expecting to receive it in the same amount as last year.

BUDGET DISCUSSION

- 2022 Proposed
The proposed budget will be approved at the Highland Township Meeting at their November 8 meeting. Ms. Frederick stated that it has been reviewed at the township level and there were no comments.

NEW BUSINESS

- Highland Station House Emergency Cleanup and Remediation
 - i. Scheduled to begin November 8th
 - ii. Building closed to public / staff working offsite

- iii. Next board meeting - November 17th - in person-where? Or Zoom? Supervisor Hamill felt the remediation would be completed by then; Ms. Frederick said there would be space somewhere at fire station that we could use if needed.
- iv. Look Storage - 10 x 20 unit leased month to month at \$199/month to continue as regular offsite storage for HDDA materials.

OLD BUSINESS

- Gateway Ticket Station Park Improvement
 - i. Tech Visit Memo - see Mrs. Dashevich's attached Tech Visit Summary memo.
MRS. HAMILL MOVED TO APPROVE the Tech Visit funds for 2022 in the amount of \$6,500 be applied to the Wayfinding Project. MRS. BLASCYK SUPPORTED THE MOTION and THE MOTION CARRIED with a roll call vote: M. Zurek-yes; J. Frederick-yes; M. Barnes-yes; R.Hamill-yes; C.Hamill-yes; D. Feigley-yes; C. Blascyk-yes; R.Smith-yes.
- Arch project -Art Sculpture (possibly 2?) framing our core district:
 - i. Wayfinding Memo - see Mrs. Dashevich's attached Wayfinding Project memo.
 - ii. Design will be based on / determined by the wayfinding signage design.

BOARD MEMBER COMMENTS

Ms. Frederick stated that she has put out an RFP for replacement of 10 windows in the Highland Station House. Mr. Smith was interested in being able to reuse the colored glass. Some discussion took place on how to save/reuse. It was suggested by Supervisor Hamill that Ms. Frederick request that windows removed simply be saved and it will be discussed how to reuse them later.

Mr. Feigley shared that he felt this has been the best year for the flowers and planting beds in the district.

COMMITTEE REPORTS

Design

- Fall Decorations - completed
- Christmas Decorations - Lease has been signed and sent to LeClerc.
- Grant Update - Historic Streetpost Signs
 Mrs. Blascyk has ordered signs and is working with Mr. Beach to produce a walking brochure. She said that Mr. Beach suggested a celebration introducing the program. Some discussion took place regarding installation methods and procedures.
- Holiday Light Tour - Mrs. Blascyk met with Mr. Colbeck from Oakland County; reached out to other communities, but no additional interest so far.
- Spring bulbs for gardens received. - Ms. Blascyk is looking for volunteers to help plant them in addition to the Adopt a Garden.

Economic Vitality

In process of setting up meeting to discuss 2022 plans and Unity Project.

Promotions

- i. Farmers' Market ended October 9th. Ms. Frederick commented on the success of the market this year.

- ii. Fall Scavenger Hunt - September 15th through November 19th. Contest forms for the \$50 gift certificate have been steadily coming in.

Organization

- i. Volunteer Fair is being planned for March of 2022.

OAKLAND COUNTY / MSOC

- Spirit of Main Street Micro Business Start-up Grant will be presented to Earth N Soul and the Lift - \$2,500 each. Mrs. Blascyk asked about a formal check presentation and Mrs. Dashevich stated that Genisys will be making a presentation at the November meeting.

Also, Highland DDA did receive MSOC accreditation for 2020 and Mrs. Dashevich said that a presentation will be taking place for that soon, possibly at November meeting. She will alert the Spinal Column when date/time determined.

DISTRICT DEVELOPMENT / NEW BUSINESS

Anticipating Leo's grand opening very soon.

Renovated home near Mr. Zurek has been rented as a residence.

Renovated home near Colasanti's has been sold, probably as a residence.

Medical building across from Pine Ridge is for sale.

Office building next to Ace Party store has begun repairs due to flooding. RAM has temporarily relocated.

COMMUNITY REPORTS

Mr. Smith mentioned an upcoming book signing at HVCA for Tom Lynch.

Our annual Christmas Tree Lighting will be held 12/6 at 7 p.m. and will have a new format where children will march through decorated sheds in Fire Hall and be given treats at end and will be able to wave to Santa from a safe distance. Spring Mills Choir will be participating and Huron Valley Chorus is interested as well. Mrs. Dashevich is looking into including them. Also waiting to hear from Highland Elementary Choir.

Mrs. Blascyk shared that 11/30 is Ladies Night Out and Small Business Saturday is 11/27.

Approval of HDDA 2022 meeting dates.

MR. ZUREK MOVED TO APPROVE the 2022 HDDA meeting dates. MRS. HAMILL SUPPORTED THE MOTION and THE MOTION CARRIED with a unanimous voice vote (8 yes votes).

Mrs. Blascyk asked Mrs. Dashevich about upcoming dates for Public Disclosure Meetings. As there are already a number of things happening at our November meeting, it was felt either a special meeting in November or in December would work for HDDA and also possibly at the 11/8 Township meeting.

Mr. Smith adjourned the meeting at 7:38 p.m.

Respectfully submitted,
Roscoe Smith
RS:kb

APPROVED