

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
APPROVED REGULAR BOARD MEETING MINUTES OF AUGUST 12TH, 2026**

A. ROLL CALL

Members present: Dale Feigley, Andy West, Taylor DeHaan, Jennifer Frederick, Cassie Blascyk, Supervisor Hamill, Chris Hamill, Daniel Walker, and Roscoe Smith

Members Absent: Christina Welsh

Staff Present: Melissa Dashevich, Executive Director

Caden Bare, Coordinator, Marketing

Guests: Ashley Bare

Mr. Smith called the meeting to order at 6:14 PM

B. APPROVE MINUTES OF REGULAR BOARD MEETING OF July 8th, 2026

SUPERVISOR HAMILL MOVED TO APPROVE the regular HDDA board meeting minutes of July 8th, 2026 as amended. **MR. WEST SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Daniel Walker - yes; Chris Hamill - yes; Supervisor Hamill - yes; Roscoe Smith - yes. (8 yes votes).

C. APPROVE MINUTES OF WORKING SESSION BOARD MEETING OF June 25th, 2026

MR. WEST MOVED TO APPROVE the working session HDDA board meeting minutes of June 25th, 2026 as amended. **MR. WALKER SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Daniel Walker - yes; Chris Hamill - yes; Supervisor Hamill - yes; Roscoe Smith - yes. (8 yes votes).

D. DIRECTOR'S REPORT

Mrs. Dashevich provided her report in advance. She also updated the board with a draft of the MetroMode article for their review.

Caden Bare provided the board with an update on his work with BOOMS Tracker and Shop OC Mainstreet. Participation has increased significantly on Shop OC Mainstreet

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and Caden has increased the amount of parcels filled out over the past 2 months since gaining access to BOOMS Tracker from less than 1% to over 13%.

E. TREASURER'S REPORT

Mrs. Hamill presented her financial report through July 31st, 2026 in detail. We have a total revenue of \$241,377. HDDA has spent just under \$136,055.98 on programs. Currently revenue exceeds expenses by just over \$105,000. HDDA is currently on target with their budget for 2026. Current cash on hand is \$640,785, \$200,000 of which is in CDs.

F. NEW BUSINESS

1. Gateway Sign

Mrs. Blascyk presented the board with an estimate for the sign as shown in the provided mock up. The sign will be two sided with lighting and composed of stone and wood with 2 high density urethane panels.

SUPERVISOR HAMILL MOVED TO APPROVE awarding the Highland Station Gateway Sign design and construction contract, in accordance with the purchasing policy allowing for the exception of three quotes based on the preferred vender rule, to Performance Creative Resources Inc. in the amount of \$33,240.00, with funding from budget line 494-729-971.000 – DDA: Capital Improvement Projects, and authorize the Board Chairperson to sign and execute the agreement on behalf of the Highland Downtown Development Authority. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Daniel Walker - yes; Chris Hamill - yes; Supervisor Hamill - yes; Roscoe Smith - yes. (8 yes votes).

Taylor DeHaan arrived at this time.

2. Grant Cathy Titerington additional hours and Budget Amendment

Mrs. Dashevich informed the board that Cathy Titerington has had to take on additional hours beyond the estimated amount budgeted.

MS. FREDERICK MOVED TO GRANT Cathy Tiderington 494-729-705.002, part time assistant ,140 additional hours for the remainder of the year and reallocate unspent funds of \$2,000 from Special Project Consultant Line Item 494-729-808.000 and \$1040 from C Art Project 494-729-967.007. **MR. WEST SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Daniel Walker - yes; Chris Hamill - yes; Supervisor Hamill - yes; Roscoe Smith - yes. (9 yes votes).

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G. OLD BUSINESS

1. *SEMCOG Grant Packet for the Board's review and consideration*

Mrs. Blascyk presented the board with the pass through agreement; it has been reviewed and approved by the HDDA's attorney. Mrs. Blascyk is seeking approval from the board to award the project to Nowak and Fraus, the HDDAs preferred vendor.

MS. FREDERICK MOVED TO AWARD the contract for the Milford Road Safety Pathway Extension Pre-Engineering and Preliminary Engineering Services to Nowak & Fraus in the amount of \$34,554.00, \$28,282.45 of which is to be reimbursed through the SEMCOG planning assistance grant. Payment will be authorized through Budget Line 494-729-801.000 – DDA: Professional Services, based on our purchasing policy allowing us to approve preferred providers without additional quotes. The eligible project costs reimbursed through the SEMCOG Planning Assistance Grant, which required a pass through agreement signature, and approve the necessary budget amendment to account for the grant-funded project expenses, and further authorize the DDA Chairperson or executive director to execute the Nowak & Fraus contract and the SEMCOG grant/pass-through agreement on behalf of the Authority. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Daniel Walker - yes; Chris Hamill - yes; Supervisor Hamill - yes; Roscoe Smith - yes. (9 yes votes).

2. *Momentum Grant Discussion*

Mrs. Dashevich moved this item to be a part of the work plans discussion.

3. *Budget & Workplans*

Ms. Frederick presented the new workplans and budget to the board going over any changes made since the previous year. Setting an additional budget of \$1000 to cover a minimum revenue for food trucks at events in case of bad customer turn out was suggested and added to the budget. A potential use of the momentum grant is stated in the work plans and budget as an outdoor art gallery but is subject to change.

MR. HAMILL MOVED TO APPROVE the budget and work plans as amended, **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Daniel Walker - yes; Chris Hamill - yes; Supervisor Hamill - yes; Roscoe Smith - yes. (9 yes votes).

H. BOARD MEMBER COMMENTS

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Mrs. Blascyk reported that the fire department mileage renewal will be up for vote again with changes in November.

Mr. West stated he is hiring for his company, TMI engineering, for drone assembly.

Ms. Frederick asked that the next 3 HDDA events be listed on the board meeting agendas each month or that the list of events be provided in the packet.

I. COMMITTEE REPORTS

Design

1. Wayfinding Sign Repair Update

Mrs. Blascyk informed the board that the repairs have been completed and the sign near Vandry Self Storage has been replaced.

Mrs. Blascyk is also in the process of getting quotes for the fall decorations. She also provided the board with copies of the finalized new banners for the south end of Milford Road.

Economic Revitalization

Mrs. Dashevich is currently working on the 2026 downtown days event. More information will be provided soon.

Organization

Nothing to report.

Promotions

2. Concert Series Recap

Mrs. Dashevich reported that the concert series was very successful with a lot of positive feedback from the community and great turnout.

The improvements made to the organization side have helped but more volunteers are still needed.

The Summer Sidewalk Sales was not as successful as expected due to the Canadian wild fire smoke but participants did everything they could to keep energy up and feedback about the event was still positive despite low turn out.

J. MSOC

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Nothing more to report.

K. DISTRICT DEVELOPMENT

Clover Leaf Racing is moving to be by the Secretary of State office.

The Davina Design Co. new signs are up and look great.

Sheetz has begun construction, and they expect to be open January 2027.

L. CALL TO THE PUBLIC

Nothing to report.

M. MEETING ADJOURN

The meeting was adjourned at 8:14 pm. - TD

APPROVED