

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the November 16, 2016 Regular Board Meeting**

APPROVED

Members Present: Supervisor Hamill, John Hirzel, Mike Zurek, Dale Feigley, Mike Maher, Cassie Blascyk, Roscoe Smith

Members Absent: Matt Barnes

Staff Present: Missy Dashevich, Executive Director

Visitors Present: Kris Kopacki
Two High School Students

Mr. Smith called the meeting to order at 6:35PM.

Approve Regular Board Meeting Minutes of October 19, 2016

MR. MAHER MOVED TO APPROVE the Regular Board Meeting minutes of October 19, 2016 as corrected (Broadview Tree Farm has offered to donate trees for our Festival of Trees). MR. ZUREK SUPPORTED and THE MOTION CARRIED with a unanimous voice vote (7 yes votes).

Director's Report

Mrs. Dashevich shared a verbal overview of her last two reports; they are attached for your review.

Treasurer's Report

Mr. Hirzel stated his frustration with the last-minute reporting from the township. He notices errors and feels he cannot comment timely on the financials. He is trying to piece together some reporting information, but it does not look accurate on the income side. However, he notes that our reserves are where we wanted them, so we are not in jeopardy. Some additional discussion occurred, but he wants to meet with Mrs. Cooper to clarify.

NEW BUSINESS

No new business was discussed this evening.

OLD BUSINESS

Banner Poles on Light Posts

The banner poles have been installed; extensions and banners need to be installed, but require a larger ladder. Roscoe wanted the minutes to reflect that the cost of shortening the banners will be taken from the Promotions budget.

Charrette Follow Up

Mrs. Dashevich stated that the January Board Meeting of the DDA will be a Strategic Planning Meeting facilitated by MSOC .

Website Redo Update

Mrs. Dashevich shared that some discussion took place between committee members and it was decided that another month would be needed to make adjustments and further polish our website. Mr. Zurek added to the discussion and all agreed additional time is needed.

Mr. Hirzel excused himself from the meeting at 6:55 pm.

COMMITTEE REPORTS

Tree Lighting is December 5. Additional volunteer help is needed for electrical power and for crossing guard. Mr. Feigley agreed to be the crossing guard. Mr. Zurek suggested having free pizza available. Discussion took place and it was decided to offer pizza at the Highland Station.

MR. MAHER MOVED TO APPROVE that \$225 be set aside for DDA to sponsor pizza for the Christmas Tree Lighting and from which account will be informed by email from Mrs. Dashevich. MR. ZUREK SUPPORTED and the MOTION CARRIED with a roll call vote: Blascyk-yes; Zurek-yes; Hamill-yes; Maher-yes; Feigley-yes; Smith-yes. (6 yes votes)

HIGHLAND CALENDAR

Mrs. Dashevich mentioned that the enclosed comprehensive community calendar (Highland for the Holidays) will be added to the back of the Christmas Tree Lighting flyer that will be going home with students. Please review this calendar and verify any dates that you know of and suggest any more that should be added.

MSOC OAKLAND COUNTY - Yearly Evaluation

Mrs. Dashevich stated that MSOC would like to do a half-day evaluation during the week of 12/12-12/16 or 12/19-12/22. She will provide more information when received.

COMMUNITY REPORTS

Mr. Kopacki asked whether 'Gateway Park' will be decorated this year.

SUPERVISOR HAMILL MOVED TO APPROVE that the DDA will pay Mr. Kopacki an amount not to exceed \$250 for installation, decoration, and removal of five real Christmas trees at Gateway Park. MR. MAHER SUPPORTED and the MOTION CARRIED with a unanimous roll call vote: Blascyk-yes; Zurek-yes; Hamill-yes; Maher-yes; Feigley-yes; Smith-yes. (6 yes votes)

DISTRICT DEVELOPMENT / NEW BUSINESSES

Highland Feed has made continual progress. Shelving will be arriving next week; they plan to be open for business in the new location by the end of November. A Grand Opening Celebration will be on December 17.

CALL TO THE PUBLIC

Supervisor Hamill shared a Resolution by the Huron Valley School System to begin formal discussions with Highland Township to determine the best use for the former Highland Middle School property. This in the spirit of, and with the hopes of, beginning a healing process from their damaged reputation within our community. Congratulations to Supervisor Hamill for his perseverance!

Mr. Smith adjourned the meeting at 7:30 p.m.

Respectfully submitted,

A. Roscoe Smith
ARS/kb

APPROVED