

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
Record of the September 21, 2016 Regular Board Meeting**

**APPROVED**

**Members Present:** Roscoe Smith, Mike Maher, Cassie Blascyk, Dale Feigley

**Members Absent:** Mike Zurek, John Hirzel, Supervisor Hamill

**Staff Present:** Melissa Dashevich, Director

**Mr. Smith called the meeting to order at 6:25 PM.**

**Approve Regular Board Meeting Minutes of August 17, 2016**

**MR. MAHER MOVED TO APPROVE the Regular Board Meeting minutes of August 17, 2016 as presented. MR. FEIGLEY SUPPORTED and THE MOTION CARRIED with a unanimous voice vote (6 yes votes)**

**Director's Report**

Mrs. Dashevich reviewed her report, a copy of which is attached.

**Treasurer's Report**

Mr. Hirzel was not able to attend but Mrs. Dashevich shared his disappointment with the TIF income, but noted that tax bills were just recently mailed, and a good portion of payments have not yet been received.

**NEW BUSINESS**

**Banner Poles and Light posts**

Mr. Feigley shared some statistics of what we own and what we will need. The rods that will hold the banners are 24". The snowflake banners are 26" wide. The railroad banners are 30" wide. Both are 5' long. On the new light posts, in order to be a safe height, they can only be 4' long. The snowflake banners can be modified to 24" wide, since there is enough of a border that can be trimmed away without affecting the snowflake design. The railroad banners cannot be modified without sacrificing some of the design. As an alternative, he and Mr. Kopacki got an estimate by United Fab (behind Highland Feed) for an extension of about 6" that could be inserted at the end of the rods to accommodate the additional width of the current banners. They would, however, still need to be shortened to 4'. This extension would be threaded and would simply screw in to the end of the rods, moving the finial to the end of the extension. They will provide a sample; and the estimate is \$600 for 42 of them (\$14 each). Mr. Feigley knows of a seamstress that can modify the existing banners' length. Mr. Kopacki reminded the board that the bottom rod still needs to be installed as well. Supervisor Hamill suggested making jig to determine placement of the lower rod. Mr. Smith suggested we find out the maximum square feet of banner allowed due to wind force loads, and their affect on the light posts.

**MR. MAHER MOVED TO APPROVE payment of \$600.00 to United Fab to fabricate extensions for poles, (pending favorable wind load reports according to banner sizes). This is to be taken from the Capital**

**Improvements budget line item. MR. FEIGLEY SUPPORTED and the MOTION CARRIED with a roll call vote: Blascyk-yes; Barnes-yes; Feigley-yes; Maher-yes; Smith-yes (5 yes votes).**

### **Budget 2017**

The 2017 Budget was reviewed; not many changes from last year. Additional discussion took place regarding landscape signage, etc.

**MR. FEIGLEY MOVED TO APPROVE the 2017 Proposed HDDA Budget as. MR. MAHER SUPPORTED and the MOTION CARRIED with a roll call vote: Blascyk-yes; Barnes-yes; Feigley-yes; Maher-yes; Smith-yes (5 yes votes).**

### **Request for Sponsorship HVCA - \$250**

Mrs. Dashevich shared that the Heritage Festival was cancelled as of last month; however, the HVCA wants to reschedule their rained-out festival (that was supposed to take place in Commerce in July) for October in downtown Highland. The festival has artists, entertainment, food trucks. They are seeking a sponsorship from the HDDA in the amount of \$250.

**MR. MAHER MOVED TO APPROVE payment of \$250.00 to HVCA for sponsorship for their festival 'redo' in Highland. MR. FEIGLEY SUPPORTED and the MOTION CARRIED with a roll call vote: Blascyk-yes; Barnes-yes; Feigley-yes; Maher-yes; Smith-yes (5 yes votes).**

### **OLD BUSINESS**

Mr. Maher commented on how beautiful the native landscaping plants are growing and how fitting they are for our community.

### **Charrette - Next Steps Update**

Mrs. Dashevich stated that a survey was distributed for feedback regarding the charrette. She has not gotten a great response yet; reminded the board to get their feedback in, and more information will be available after responses.

### **Website Redo Update**

Mrs. Blascyk spoke about the need to 're-brand' the downtown area logo. Samples logos were distributed and discussed. It was decided that Downtown Highland Station conveys the feel and the historical significance that is desired. Hiring a professional photographer was discussed, as well as what iconic areas in Highland should be photographed and featured.

### **PENDING ITEMS**

#### **HDDA Planning and Goals Meeting**

Per Mrs. Dashevich, this may not happen until after the first of the year, but it is part of the tech visit. More information to follow.

### **COMMITTEE REPORTS**

Mrs. Dashevich shared that requests are beginning to come in regarding the Festival of Trees. Mrs. Blascyk said that another source will have to be found for the trees, since J.W. Field is no longer going to sell Christmas trees.

**MSOC OAKLAND COUNTY**

**Heritage Conference - Mt. Holly - September 23**

Mrs. Dashevich said that she heard the Highland DDA will be receiving a tech visit from Oakland County each year.

**DISTRICT DEVELOPMENT / NEW BUSINESSES**

Highland Feed construction is moving right along! Mr. Maher shared they will be ready to move into their new building at the end of October or beginning of November.

**CALL TO THE PUBLIC**

Mr. Smith shared that some movement is happening within the Highland Condominium Complex with Brenda Oldham changing floors, and The Basket Weaver moving in.

**Mr. Smith adjourned the meeting at 8:01 p.m.**

Respectfully submitted,

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A. Roscoe Smith  
ARS/kb