

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
Record of the July 20, 2016 Regular Board Meeting**

**APPROVED**

**Members Present:** Roscoe Smith, Mike Maher, Matt Barnes, Supervisor Hamill, Cassie Blascyk, Dale Feigley, Mike Zurek, John Hirzel (arrived at 6:50)

**Staff Present:** Melissa Dashevich, Director

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

**Approve Regular Board Meeting Minutes of June 15, 2016**

**MR. MAHER MOVED TO APPROVE the Regular Board Meeting minutes of June 15, 2016 as presented. MR. BARNES SUPPORTED and THE MOTION CARRIED with a unanimous voice vote (6 yes votes-Mr. Feigley stepped out briefly and was not present for vote).**

**Director's Report**

Mrs. Dashevich verbally reviewed her report, and a print copy will be attached at a later date.

**Treasurer's Report (will happen later in meeting)**

Mr. Hirzel had a business emergency to attend to, and is not present at this time.

**NEW BUSINESS**

**Streetscape Banners**

The lower 'arm' for the banners has not been installed, as height requirements have not been determined. Much discussion took place regarding types of signs, purpose (event, everyday), sponsorships, etc.

**Treasurer's Report**

Forecasted revenue a bit behind because of property tax billing cycles; we are at 36% of revenue with over half the year gone. Mr. Hirzel predicts that we will meet or exceed our DDA TIF budget; that will help with our desired \$100,000 cushion, since we are at about \$89,000 with cash. On the expense side, we are way below, showing only 25% of projected spending with over half the year gone. All in all, in good shape.

**OLD BUSINESS**

**Charrette (Building the Vision for Highland Station)**

Mrs. Dashevich and Supervisor Hamill shared handouts for the Charrette. The purpose of this event is to celebrate the completion of the sidewalks and plantings, as well as look forward to and share future plans and visions for the continuing streetscape and more in downtown Highland. There will be a tent in the parking lot of the Meck Building to showcase the information (banners, boards, etc.), speakers, and a reception with fruit and veggie trays, dips, wine & cheese.

MR. FEIGLEY MOVED TO APPROVE the use of \$2,000 from the C-Art line item (#495-290-975-105) and \$1,000 from the Design Budget to fund not to exceed \$3,000 in expenses for the Design Charrette event in August. MR. BARNES SUPPORTED and THE MOTION CARRIED with a roll call vote: Blascyk-yes; Zurek-yes; Hirzel-yes; Hamill-yes; Barnes-yes; Maher-yes; Feigley-yes; Smith-yes (8 yes votes).

#### **Landscape Update**

Mrs. Dashevich shared that no additional plantings have occurred due to high temperatures; also, that weeding will have to take place near Napa; she will speak with Heidi regarding the use of Community Service individuals. The watering budget is being spent quickly due to the temperatures as well, any overages will be addressed if they occur.

#### **Website budget**

Mrs. Dashevich and Mrs. Blascyk have been researching sites and will be discussing content, etc. OldTowne Lansing is a favorite.

#### **DDA Planning and Goals Meeting**

Mrs. Dashevich shared this will be addressed after the public events; date to be determined.

#### **MSOC**

Quarterly reports are due and will be submitted. No legislative news.

#### **COMMUNITY REPORTS**

Harmony Pizza has closed.

The Basket Sampler has moved to the Center Street Station Building, upper floor.

#### **CALL TO THE PUBLIC**

Mr. Feigley asked if any news on the school property. Per Supervisor Hamill, no information to share yet.

Volunteer efforts were discussed regarding the Charrette.

Mrs. Blascyk invited the Board to an Open House at her home on August 20.

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

Respectfully submitted,

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A. Roscoe Smith  
ARS/kb