

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

APPROVED

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

Absent: Jim Stevenson

Staff Present: Melissa Dashevich, Director

Mr. Smith called the meeting to order at 6:15 PM.

Approve Regular Board Meeting Minutes of March 16, 2016

MR. ZUREK MOVED TO TABLE the Regular Board Meeting minutes of March 16, 2016. MR. BARNES SUPPORTED and THE MOTION CARRIED with a unanimous voice vote (8 yes votes).

Director's Report

Mrs. Dashevich reviewed her report, and is attached for board member review. Much discussion took place regarding the upcoming Founders Festival, Red White & Blues Festival, and Heritage Festival. Mrs. Dashevich distributed the Founders Festival summary of events, as well as a request from Heidi Bey for support from the DDA in the amount of \$300 to sponsor the face painting activities in the Kids Fun Zone. At the time of the meeting, Mrs. Dashevich was not certain whether the \$300 for face painting included all three events. She has sent an email for clarification.

Treasurer's Report

Mr. Hirzel shared that our revenue is up slightly to \$113,000, above our budgeted revenue at this point, with 35% of revenues collected with only 25% of the year elapsed. Increases in revenue was in part due to larger TIF related to increased property values. He has some issues to discuss with the township with regards to the audits and tax receivables; his numbers for these are estimated at this point. On the expense side, only at 12% of budgeted expenses for the year. All in all, the DDA is in very good shape. On this note, Supervisor Hamill spoke of the importance of remaining frugal in case some opportunities were to arise. He felt there may be some possibilities with township owned properties that were acquired during tax foreclosures or other circumstances. He spoke of the possibilities that the DDA could do with them to generate revenue, as opposed to them just sitting vacant on township rolls.

NEW BUSINESS

Budget Amendment

Following Mrs. Blascyk's request last year to earmark money for a matching grant she applied for, \$4,000 of funds were put into an account to be used for landscaping. This account also received fundraised monies of \$1,735.59. The grant was not awarded to the DDA and also, the landscaping was not able to come to fruition last year for various reasons. Therefore, a budget amendment is needed to return the \$5,735.59 to the general account so that it can be reallocated for the project that will be happening this year. These landscaping funds will cover mulch and plantings for all of the 23 planting areas dedicated.

MR. FEIGLEY MOVED TO AMEND THE BUDGET to return to the budget the original \$4,000 earmarked for grant matching of the landscape project, as well as \$1,735.59 fundraised; and to reallocate in the amount of \$5,735.59 to the current year landscaping budget. SUPERVISOR HAMILL SUPPORTED and THE MOTION CARRIED with a roll call vote: Barnes-yes; Hirzel-yes; Zurek-yes; Hamill-yes; Blascyk-yes; Maher-yes; Feigley-yes; Smith-yes (8 yes votes).

Red, White & Blues Festival

The Highland Historic Preservation Society has asked that the Friends of Downtown Highland secure the license for the beer tent for this festival, and has asked that the HDDA run it. Much discussion took place regarding all of Highland's events and what we are trying to accomplish with them. It was decided that a beer tent was not necessarily the best idea at the Red, White & Blues Festival; perhaps a better time/festival would be the fall Heritage Festival.

OLD BUSINESS

Design Charrette

Per Mrs. Dashevich, the date for the Design Charrette with Oakland County has been suggested to be in August, due to projected low attendance in July associated with vacations. Supervisor Hamill was disappointed in this change, and was concerned with notifying the public through the Highland Edition of the Spinal Column. It was originally mentioned to be in July, and he felt that keeping it in July would be consistent with prior conversations. Either way, a final date must be set so that communicating it through the Spinal Column (which is monthly) can be assured. Supervisor Hamill felt that making it more of a community event would be beneficial; closing Livingston Road, setting up tents, offering refreshments, music, etc.

TIF Update

Mrs. Dashevich shared that TIF Legislation is on Draft #8. Eileen Kowall is a supporter, but it is past her reach now. She met with Mr. Runestad who said to be sure to read upcoming drafts and highlight the points that are most important to us; then forward to him. He will offer support.

Website

Mrs. Dashevich has been talking with AccuNet and volunteers regarding the website. They are still in discussion phase. Mrs. Blascyk felt that AccuNet was perhaps not the best company, and she suggested others be brought in to discuss as well.

COMMITTEE REPORTS

The Economic Restructuring Committee will be presenting a series on Business Accounting; more information to follow.

Main Street Oakland County will be giving some special awards the night of their Main Event; hoping Highland is strongly represented. Ice Cream Social Square dance Event and Sniffer Station have been nominated.

Mrs. Dashevich spoke about some National Main Street Conference issues; she has questions that are highlighted on her handout.

COMMUNITY REPORTS

Mrs. Dashevich received some information from schools regarding sponsorship in events, fundraising, etc. Information is included in your packet for further review.

CALL TO THE PUBLIC

None.

Mr. Smith adjourned the meeting at 7:58 p.m.

Respectfully submitted,

A. Roscoe Smith

ARS/kb

APPROVED