

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the February 19, 2014 Regular Board Meeting
APPROVED**

Members Present: Roscoe Smith, Mike Maher, John Hirzel, Dale Feigley, Rick Hamill, Gail Perrin, Cassie Blaszyk, Doug Bourgeois

Members Absent: Matt Barnes

Staff Present: Melissa Dashevich, Director
Karen Beardsley, Recording Secretary

Visitors: Anne Sebaldt
Trevor Moore

Mr. Roscoe Smith called the meeting to order at 6:20 PM.

Board Meeting Minutes of January 15, 2014

MR. FEIGLEY MOVED TO APPROVE the regular board meeting minutes of January 15, 2014. MR. HAMILL SUPPORTED and the MOTION CARRIED with a unanimous voice vote (8 yes votes).

Special Board Meeting Minutes of February 6, 2014

MRS. PERRIN MOVED TO APPROVE the special board meeting minutes of February 6, 2014. MR. HAMILL SUPPORTED and the MOTION CARRIED with a unanimous voice vote (8 yes votes).

Director's Report

Mrs. Dashevich's report is attached and was reviewed.

Treasurer's Report

Per Mr. Hirzel, Mrs. Cooper confirmed that the balance is currently approximately \$707,000, but that we should be expecting some significant revenues from taxes in the coming months. He also shared that more investigation was done into the tax tribunal pending cases with Oakland County, and in a worst case scenario (if all cases pending were won), a total of \$9,000 would need to be paid back.

NEW BUSINESS

National Main Street Conference - 5/18-5/20 – Mariott at RenCen

Mrs. Dashevich said that she has shared links with the board members for schedules, classes and fees, etc. HDDA will receive one free ticket to this event, and an additional 50% off another ticket if eight hours are dedicated to volunteering at the event. She does plan to fill some of those volunteer hours. Also, a booth will be provided to HDDA to promote our town. This will require additional hours to work the booth on Monday from 10:00 AM until 6:30 PM and on Tuesday from 9:00 AM until 2:00 PM.

Community Sign Proposal

Mr. Bourgeois shared a Community Sign proposal that he has been working on as an extension of the Safer Grant that was awarded to the fire department in a prior year. After meetings with a core group, it was determined that an electronic sign would best serve the Highland community located on M-59 and Town Center Drive. To install the sign at this location is estimated to cost between \$21,000 and \$30,000 (more accurate estimates as bids are received); the Safer Grant portion is \$6,900, leaving a balance of between \$14,000 and \$23,000. Mr. Bourgeois' proposal includes a breakdown of costs if up to 12 groups contributed; each then being able to utilize the sign for 1/12 of each year. Also, there will need to be a maintenance fund established, as well as a person to program the sign and track the usage. Some ordinance variances will be required as well.

MR. HAMILL MOVED that the HDDA consider being a shareholder/partner in the community sign with an amount to be determined and voted on at a later date. MRS. PERRIN SUPPORTED and the MOTION CARRIED with a unanimous voice vote (8 yes votes).

OLD BUSINESS

Highland Adult Activity Center Sponsorship Request – Tabled from January 15, 2014

Mr. Hamill still felt that this request from the HDDA was not something that benefitted the downtown area as a whole; therefore he felt she should approach the Highland Adult Activity Center Board. Mr. Smith agreed that we have many other events that we need to focus our support on. Many agreed.

MRS. PERRIN MOVED that the HDDA deny the HAAC request for funding for their movie night. MR. FEIGLEY SUPPORTED and the MOTION CARRIED with a unanimous voice vote (8 yes votes).

Update on Forming a non-profit status

Mr. Hirzel updated the HDDA board on the status of forming a non-profit for the purpose of getting a 501c3 status. He shared that since there is a different governing body, the HDDA as a board is not involved in the operation of this. A new board, named "Friends of Downtown Highland, Inc." has been formed with the following directors: Missy Dashevich, Rick Hamill, Mike Maher, Karen Beardsley, Cassie Blaszyk, with Missy Dashevich as Secretary, Mike Maher as President, and Karen Beardsley as Treasurer. All papers have been filed with the state as such, although being approved for the tax exempt status can take as long as 6 months; however, we can begin acting in that capacity right away.

MR. FEIGLEY MOVED that the expenditures approved for the forming of the 501c3 in the name of "Friends of Highland DDA" be approved for the new name of "Friends of Downtown Highland, Inc." instead. MR. HAMILL SUPPORTED and the MOTION CARRIED with a unanimous voice vote (8 yes votes).

Sidewalk/Streetscape Update

In the absence of Nowak & Fraus, Mr. Hamill shared that Oakland County, after reviewing the construction documents found some sight line violations from St. John Street which will result in the loss of a couple of parking spaces on Livingston Road, and another violation at McPherson and Milford Road. The drawings are being revised.

Mr. Hamill also shared that the Genson Plumbing Building has been sold, and will become an indoor pet-sitting facility. The purchasers are excited to be part of our downtown revitalization.

Colasanti's is the one last roadblock that we are awaiting an approval from before we can move forward with the streetscape bid process.

Mr. Feigley confirmed that a special board meeting would be called to approve the project going to bid, should all the corrections and approvals be obtained before our next meeting.

COMMITTEE REPORTS

Organization & Promotions

Mrs. Dashevich shared that the HDDA is participating in an event at the HAAC this weekend and may need a volunteer to help at the HDDA booth. Mrs. Perrin said she would be able to help a couple of hours if Mrs. Dashevich needed; she will let Mrs. Perrin know by Friday.

Mr. Smith mentioned we were in the paper twice this week.

MR. SMITH ADJOURNED the meeting at 7:37 p.m.

Respectfully submitted,

A. Roscoe Smith

ARS/kb