

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the August 20, 2014 Regular Board Meeting
APPROVED**

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

Absent: Matt Barnes, Mike Maher

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

Mr. Roscoe Smith called the meeting to order at 5:40 PM.

(Mr. Smith requested to move the order of the agenda until additional board members arrive.)

Director's Report

Mrs. Dashevich reviewed her report and a copy is attached.

Treasurer's Report

Per Mr. Hirzel, we have turned in bills in the amount of approximately \$330,000, and we have a balance of approximately \$295,000; we will need to begin to draw from township funds. Mr. Hirzel is anticipating a construction meeting to take place soon to answer questions and finalize dollar amounts for some items that became issues, actual man hours versus not to exceed, etc., and in general, a punch list so we can have some final numbers. Supervisor Hamill stated that there are various areas that need to be discussed where 'trades' happened and substitutions took place, and dollar amounts need to be assigned to these.

Mr. Smith asked about the gang mailboxes; Supervisor Hamill stated that the regular mailboxes will have to be reinstalled until it can be determined if we have enough money for the gang mailboxes on McPherson Street.

Mr. Hirzel also stated that Mrs. Cooper asked to have our budget ready by September 22, which Mr. Hirzel noted only one more DDA meeting before then. Supervisor Hamill suggested key people meet in his office and review items line by line to be ready for next meeting. Mr. Smith also noted that Mrs. Cooper said it was not necessary to do a budget amendment for items that are just being moved around from one line to another.

Supervisor Hamill stated that Mrs. Cooper shared a possibility of the DDA receiving \$6,000 back from the personal property tax rebates that we lost during the past year.

OLD BUSINESS

Sidewalk Project Update

Mr. Feigley confirmed that the mulch needed for the beds is not included in the initial bid amount. Mrs. Dashevich and Mrs. Blascyk shared that the discussion took place in their organization/promotion

meeting about fundraising for mulch or asking for donations of 'end of season' mulch. Discussions took place regarding the type styles and colors of mulch available.

Supervisor Hamill shared many situations in which concessions or changes were made on site; and he wants to make sure that all of these agreements come through on paper. Mr. Hirzel agreed, stating that while the contractor states we are approximately \$15,000 into our contingency, he wants to be sure all line items are reviewed. Supervisor Hamill stated the importance of having the engineers at a joint meeting as well.

Board Meeting Minutes of July 16, 2014

MRS. PERRIN MOVED TO APPROVE the regular board meeting minutes of July 16, 2014 as presented. MR. BOURGEOIS SUPPORTED and the MOTION CARRIED with a unanimous voice vote (7 yes votes).

Mr. Feigley excused himself from the meeting.

MSOC

2013 Accreditation

Highland DDA received another perfect '10' score on the 2013 Accreditation. Supervisor Hamill and Mrs. Dashevich attended. Mrs. Dashevich also noted that Highland DDA received a Special Recognition for five years' worth of perfect 10 scores on consecutive accreditations.

COMMITTEE REPORTS

Economic Restructuring – working towards getting someone out to teach social media.

Organization & Promotions – Mrs. Dashevich stated they are focusing on fundraising, and they need more volunteers. Mrs. Blascyk shared final details that are all set for the MARRS fundraiser, September 20 at 7PM at the American Legion Hall in Milford. It will be a 4 hour event with pizza and drinks; they are working on getting the food donated. Tickets are \$25 in advance; \$30 at door. She stated the need for volunteers to work that night as well as sell tickets for the event.

Mrs. Dashevich shared that the DDA needs a new printer; after some research, she determined that extra money is available (due to an error in posting) in the 'office supplies' line item. After some discussion, it was determined, and per discussions with Judy Cooper, that the dollar amounts can be moved around between line items, as long as it doesn't affect the bottom line.

Mr. Smith adjourned the meeting at 6:30 p.m.

Respectfully submitted,

A. Roscoe Smith

ARS/kb