

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the October 15, 2014 Regular Board Meeting
APPROVED**

Members Present: Rick Hamill, Mike Maher, Roscoe Smith, Cassie Blascyk, John Hirzel, Dale Feigley

Absent: Doug Bourgeois, Matt Barnes

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

Mr. Smith called the meeting to order at 6:27 PM.

The order of the agenda was changed to allow for copies to be made of last month's minutes to approve.

Treasurer's Report

Per Mr. Hirzel, the discrepancies in construction costs are still not settled , so our final numbers are not known as of yet. The large amount showing under investments (\$308,241.04) is actually the loan from the township that they will be drawing from each month for repayment. With the loan plus the cash on hand, we have approximately \$350,000 that is available for repayment. Until we have a report from the engineers, we don't have numbers to discuss. Mr. Feigley stated that the engineering costs could possibly be more as well. Supervisor Hamill stated that Nowak & Fraus was very fastidious about documenting changes, discrepancies, etc.

There was discussion regarding the use of Highland Station by the HWLBA and other civic organizations, and whether or not the HDDA will be continuing to pay rent at Highland Station.

Director's Report

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

Mr. Smith spoke of the success of the Sidewalk Chalk Event.

Approve Regular Board Meeting Minutes of September 17, 2014

MR. FEIGLEY MOVED TO APPROVE the regular board meeting minutes of September 17, 2014 as corrected. MR. MAHER SUPPORTED and THE MOTION CARRIED with a unanimous voice vote (6 yes votes).

NEW BUSINESS

Tree Lighting & Holiday Decorations

Banners on Light Poles - to install the old banners (on telephone poles) would be \$400; Mrs. Dashevich spoke of the costs of decorating Highland Station House as well as the costs of the Tree Lighting Ceremony. If we eliminated the cost for installation of the old banners-\$400 (since we don't have the money for new banners for the new light poles), we would stay well within budget: Rocket Audio \$200; Decor of Highland Station and tree: \$700; refreshments for event: \$120

Mrs. Blascyk spoke about a 'festival of trees', which would showcase our new walkable downtown. Businesses/individuals would sponsor and decorate a designated tree in the downtown area to be voted upon for bragging rights. It would be nice to have all 22 light poles sponsored, but at least 10 would be good. The DDA would purchase a \$20 artificial tree and provide lights. Volunteers would help set up and 'stake' the trees near each pole and they would be assigned to sponsors. Mr. Hamill is willing to go before the township with a request for a monetary donation towards holiday decorations.

Michigan Downtown Association Conference (A Taste of Downtown 101, 201, and 301)

Mrs. Dashevich asked for approval to attend this conference. It is recommended by MSOC that all DDA Directors attend. The registration fee is \$150 and the hotel is \$129 plus tax for a one night stay.

MR. MAHER MOVED TO APPROVE that the DDA authorize \$350 to cover expenses for Mrs. Dashevich to attend the Michigan Downtown Association Conference on October 23 & 24, 2014 in Holland, Michigan. MR. HIRZEL SUPPORTED and the MOTION CARRIED with a roll call vote: Maher-yes; Feigley-yes; Hamill-yes; Hirzel-yes; Blascyk-yes; Smith-yes.

OLD BUSINESS

Sidewalk Cost Update

Supervisor Hamill brought in some bills from Marge Aretha (owner of the Odds & Ins building) for flood damage that she incurred during the construction phase outside her building. An area was excavated next to her building resulting in a large hole that filled with water, and eventually leaked into the store, causing flooding and damage. Supervisor Hamill helped several times by moving product, etc., but she is asking the DDA to reimburse her for the \$952 bill that she paid. Discussions took place as to a solution to the problem and who would be responsible. Supervisor Hamill said that he helped her by mounding soil to keep the water running away, but that a more permanent solution would have to be done in the spring.

MR. FEIGLEY MOVED TO APPROVE that the DDA authorize a one-time payment of \$952.01 (see invoice) for flood damage/cleanup to Marge Aretha's property/Odds & Ins building. MR. HAMILL SUPPORTED and the MOTION CARRIED with a roll call vote: Maher-yes; Feigley-yes; Hamill-yes; Hirzel-yes; Blascyk-yes; Smith-yes.

MSOC

Promotion Workshop

Mrs. Dashevich mentioned that MSOC is hosting a Promotion Workshop on October 28 at the Lafayette Grande.

Mr. Smith adjourned the meeting at 7:45 p.m.

Respectfully submitted,

A. Roscoe Smith

ARS/kb

APPROVED