

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the January 21, 2014 Regular Board Meeting
APPROVED**

Members Present: Roscoe Smith, Matt Barnes, Jim Stevenson, Rick Hamill, Dale Feigley, John Hirzel, Mike Maher (arrived at 6:25)

Absent: Doug Bourgeois, Cassie Blascyk

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

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

Approve Regular Board Meeting Minutes of December 10, 2014

MR. FEIGLEY MOVED TO APPROVE the regular board meeting minutes of December 10, 2014 as corrected (beginning and ending times added: 6:15 and 7:45 respectively). SUPERVISOR HAMILL SUPPORTED and THE MOTION CARRIED with a unanimous voice vote (6 yes votes).

Director's Report

Mrs. Dashevich reviewed her report and a copy is attached. This year, the Founder's Festival will include the Ice Cream Social and Square Dance Fundraiser. Mr. Smith wanted to note that Mr. Stevenson's email address was spelled wrong on the attached Board Directory. A new one will be distributed.

Mr. Maher arrived at 6:25.

Treasurer's Report

Per Mr. Hirzel, the financial statements he received from Mrs. Cooper are incorrect. Some items to change will be: on Balance Sheet, under liabilities, Deferred Revenue should be decreasing by amount of payments, and on the Income Statement, the Interest Expense is put in capital improvements in error. The township auditors need to redirect them on the classification. Also, an explanation on Deferred Revenue is needed.

A year-end report: TIF revenue actual was \$105,271; we budgeted \$109,000, so \$4,000 off in collections.

Revenue from DDA events shows \$35; we budgeted \$7,000.

The income from the house \$61,000 was a huge savings for the DDA, even though we were only off a small portion in the regular budget.

Mr. Feigley noted that the HDDA financials are unreliable much of the time.

Mr. Hirzel noted that the 2015 budget shows TIF revenue of \$107,000; he feels it will be higher.

Supervisor Hamill spoke of the relationship with ITC and their sponsorship/donation potential. Mr. Maher spoke of the possibility of Highland Pickle sales to other areas. Mrs. Dashevich and others spoke to the success of the Festival of Trees. Mr. Maher stated that the large tree used for the tree lighting

should have a dedicated nearby power source, and Supervisor Hamill mentioned that more trees could be placed in veterans park and train station park as well.

NEW BUSINESS

Election of 2015 Officers

MR. FEIGLEY MOVED TO NOMINATE ALL OFFICERS FOR ANOTHER TERM. MR. BARNES SUPPORTED and the motion carried with a unanimous voice vote (7 yes votes).

HDDA Meeting and Event Dates

Mrs. Dashevich updated the 'calendar' with Event Dates and it was emailed to Board Members.

OLD BUSINESS

Mrs. Dashevich asked about the finalization of the sidewalk payments. Supervisor Hamill explained that it was not able to be finalized due to the invoice being generated in January, but the check was dated in the prior year. Also, there was a discrepancy in who should be completing the final paperwork, Audia Construction or Nowak & Fraus.

COMMITTEE REPORTS

Mrs. Dashevich spoke of Mrs. Blascyk's intentions to pursue a grant that would benefit the HDDA as a project for one of her classes. Most times, however, grants require a matching amount, so the HDDA will need to think about approving an amount that might be used as matching. Also, Mrs. Dashevich is concerned about the use of matching funds from HDDA or Friends of DT Highland; and also if fundraising efforts, such as the Ice Cream Social, should be going through the Friends of DT Highland.

Mrs. Dashevich also mentioned that the Promotions Committee is meeting tomorrow to determine if there will be 4 or 6 Summer Concerts. Supervisor Hamill felt we should look at a total number to see how much is needed. He also stated that ITC, as well as Vector and some other utilities, will be looking to donate to local communities because they are anticipating needing some 'special considerations' with some of their upcoming projects.

MSOC

Mrs. Dashevich stated that we did receive accreditation; however, it was also noted that some parts need improvement, such as preservation ethic. She will distribute when she receives the written report, and it will have to be addressed.

The National Main Street Conference will be held in Atlanta on March 30 through April 2, and Mrs. Dashevich plans to attend.

COMMUNITY REPORTS

Mr. Smith mentioned the grant for digitizing the Milford Times; he brought postcards for all to vote. Voting can be done by tweeting #digmilford or by postcards, which count as 10 votes each.

Mr. Feigley mentioned the grand opening/dedication of The Amp project in downtown Milford on May 28, featuring entertainment by 50 amp fuse.

Supervisor Hamill showed pictures of the completed Community Sign, which will be delivered soon.
Mr. Smith adjourned the meeting at 7:35 p.m.

Respectfully submitted,

A. Roscoe Smith

ARS/kb

APPROVED