

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the July 19, 2017 Regular Board Meeting**

APPROVED

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

Members Absent: Dale Feigley

Staff Present: Missy Dashevich, Executive Director
Karen Beardsley, Recording Secretary

Visitors Present: Christine Hamill
Kris Kopacki

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

Approve Regular Board Meeting Minutes of June 21, 2017

SUPERVISOR HAMILL MOVED TO APPROVE the Regular Board Meeting minutes of June 21, 2017 as corrected (change 'and' to 'are' at end of first paragraph of Treasurer's Report, add Trevor VonBuskirk as Board member.) **MR. MAHER SUPPORTED** and **THE MOTION CARRIED** with a unanimous voice vote (8 yes votes).

Director's Report

Mrs. Dashevich shared a verbal review of her report; it is attached for review.

Treasurer's Report

The Treasurer's Report was included with the Board Packet for review.

NEW BUSINESS

Open Treasurer's Position on the HDDA Board

Christina Hamill was present and offered to serve as Treasurer of the DDA, as long as everyone felt there would be no conflict. Her offer was gratefully accepted by the Board. **MR. MAHER MOVED TO APPROVE** the appointment of Christina Hamill as Secretary/Treasurer of the Highland Downtown Development Authority. **MR. BARNES SUPPORTED** and **THE MOTION CARRIED** with a unanimous voice vote (8 yes votes).

It was also felt that it would be beneficial for Christina Hamill to serve as a Board Member on the HDDA. **MR. MAHER MADE A MOTION FOR** Supervisor Hamill recommend to the Highland Township Board, the appointment of Christina Hamill as a Highland Downtown Development Authority Board Member. **MR. VON BUSKIRK SUPPORTED** and **THE MOTION CARRIED** with a unanimous voice vote (8 yes votes).

HVCA Request to sponsor the Highland Fall Festival

HVCA has approached the DDA to be a sponsor for the Fall Festival. They are in need of additional funding for portable restroom facilities. It was decided that Mrs. Dashevich will approach some local companies to see if we can get special pricing for the festival, and then perhaps agree to donate that much money in sponsorship.

OLD BUSINESS

Professional Photographer Agreement Discussion

Some discussion took place regarding the usage and licensing of the photos, as well as final billing/actual expenses, recovery of files, etc. These were all points that Mrs. Dashevich discovered in the contract that needed clarification. The revised wording was introduced and accepted.

MR. MAHER MOVED TO AMEND the original motion proposed at the June 21ST Board meeting to include additional pages (with circled numbers 1, 2 & 3) that were included in the Board packet for the July 19TH HDDA meeting. (For additional clarification, the additional pages are Mr. Lavere's updated proposal dated 7/13/17). **MR. BARNES SUPPORTED** and **THE MOTION CARRIED** with a roll call vote: Barnes-yes; Maher-yes; VonBuskirk-yes; Blascyk-yes; Zurek-yes; Hamill-yes; Smith-abstained (was not present for the original motion).

Branding Project

Mrs. Dashevich spoke of a cost-sharing program offered by Mainstreet Oakland County. We will have a Tech Visit here to discuss 'branding'. MSOC has also offered to contribute \$5,000 towards an expert who will help us with this project. Supervisor Hamill said that initial conversations with the township have determined that the dollar amount contributed by Oakland County will be matched by Highland Township. This is a unique project, being that it is the first one bringing many entities together (Highland Township, Library, DDA, HWLBA, etc.) for a common goal - the branding of our Township. Additional discussions took place on this subject, with Supervisor Hamill speaking of the bigger picture of what branding is, and the benefits being provided to us by Mainstreet Oakland County.

COMMITTEE REPORTS

Sounds Like Summer Concert Series have been going well, and the banner program has been well-received.

MSOC

Mrs. Dashevich shared that MSOC is now working with liaisons. Each community will now has a contact person, to get questions answered more quickly, etc.

DISTRICT DEVELOPMENT / NEW BUSINESS

North Valley Internal Medicine - doctor's office from Milford relocated to Highland, on Milford Road in same plaza as Dairy Queen.

Kiwi Physical Therapy moved into the same plaza.

Mrs. Blascyk asked about the possibility of gathering information such as New Businesses to the area, and volunteer hours spent, and adding that as a feature on the website.

COMMUNITY REPORTS

DIA Inside/Out Program kick-off to happen July 25th, prior to the Tuesday concert in the park. There will be participation of local businesses with outdoor games, etc. Mrs. Dashevich will forward promotional materials to Mrs. Blascyk for inclusion on the website, and for various social media purposes, as soon as she receives them from the DIA.

CALL TO THE PUBLIC

The HDDA received a letter from Paul Mecklenborg regarding the 'overgrown' look of the new natural landscaping, as well as safety issues with field of vision. It was agreed that the native landscaping took off and is larger than expected. Mr. Maher will speak with the Lloyd's to communicate concerns. Supervisor Hamill will speak to Mr. Mecklenborg.

Mr. Smith adjourned the meeting at 7:35 p.m.

Respectfully submitted,

Roscoe Smith
RS:kb