

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the September 20, 2017 Regular Board Meeting**

APPROVED

Members Present: Mike Maher, Matt Barnes, Chris Hamill, Cassie Blascyk, Roscoe Smith, Mike Zurek (arrived at 6:33)

Members Absent: Supervisor Hamill, Dale Feigley, Trevor VonBuskirk

Staff Present: Melissa Dashevich, Executive Director

Staff Absent: Karen Beardsley, Recording Secretary

Visitors Present: Kris Kopacki

Mr. Smith called the meeting to order at 6:18 PM.

Approve Regular Board Meeting Minutes of August 16, 2017.

Mr. Smith would like to clarify that he would like some annuals added to the plantings for color and interest, not put in place of the native plantings. Mrs. Hamill MOVED TO APPROVE the Regular Board Meeting minutes of August 16, 2017, with above clarification. Mr. Barnes SUPPORTED the MOTION and THE MOTION CARRIED with a unanimous voice vote (5 yes votes).

Director's Report

Mrs. Dashevich quickly reviewed her Director's Report for the past two months. The concert series was a success with even a small profit cleared on the banners. There is a potential for much more banner income next year. Sponsorship notices will go out in a timely manner for all to consider. Additional banners and advertising opportunities may be available on Livingston Road in the future. The website should be ready in a month or so. The branding project is moving forward with a survey being sent for Highland residents to share their visions. Highland was invited to a place-making workshop through Main Street.

Treasurer's Report

Mrs. Hamill shared that cash in bank is at \$18,000; investments are at \$69,000, tax receivable (which is TIF expected) is at \$43,000. Liabilities include \$290,000 for sidewalk project (this amount is principal only, interest not included). Chris received Treasurer files from John Hirzel, and continues to review them. Mrs. Dashevich explained that the notes referencing incorrect posting just indicates that some movement will occur in order to correct classification of expenses. Mrs. Hamill stressed the importance of remaining transparent, and that the community needs to know how dollars are being spent.

NEW BUSINESS

Proposed 2018 Meeting Dates

Mr. Zurek pointed out an error on the title saying 2016 that should be changed to 2018. Mr. Maher MOVED TO APPROVE the Proposed 2018 HDDA Regular Board Meeting Dates for 2018 as corrected, with

11/14/18 being selected as the meeting date for November. Mrs. Blascyk SUPPORTED the MOTION and THE MOTION CARRIED with a unanimous voice vote (6 yes votes).

OLD BUSINESS

2018 Budget/Work Plan discussion

Mrs. Dashevich stressed the importance of finalizing the budget by the end of October to submit to Township Board for their approval. Adding back the façade improvements is important; Mrs. Blascyk shared that Mr. Bry with MSOC has requested grants for place-making and façade, but that more information will be available in October.

Native Landscaping Update

The plants that were done blooming have been thinned, and fall décor is being considered for the beds. After much discussion, it was decided to keep the purchase under \$500, so as not to violate any rules. Mr. Maher MOVED TO APPROVE a \$500 expenditure for the purchase of 2 bins of pumpkins, 20 mums, 8 bales of straw and as many cornstalks as can be purchased up to \$500. Mrs. Blascyk SUPPORTED the MOTION and THE MOTION CARRIED with a roll call vote: Blascyk-yes; Zurek-yes; Maher-yes; Barnes-yes; Hamill-yes; Smith-yes. Mr. Maher will pick up all decorations and have them at his building. Mrs. Blascyk stated that volunteers will be gathering on Sunday to install. Mr. Smith requested that we find out if the \$500 limit without township approval is one that can be changed.

Additional Fall Festival Support

Mrs. Dashevich shared HVCA's need for additional support for the festival as well as proposed the HDDA supply the flyers to all schools for kids to take home in their backpacks. Mrs. Hamill MOVED TO APPROVE any additional festival expenditures including backpack flyers for school distribution not to exceed \$500. Mr. Maher SUPPORTED the MOTION and THE MOTION CARRIED with a roll call vote: Blascyk-yes; Zurek-yes; Maher-yes; Barnes-yes; Hamill-yes; Smith-yes.

The HDDA team for the Fall Festival Games will be Missy D., Michael Z., Cassie and Tom Blascyk

MSOC

FYI - MSOC Advisory board will meet in Highland on October 25th. They have also requested a tour. It was suggested that Mr. Beach be contacted as well. They will meet at 9 a.m. for meetings; Mrs. Dashevich will arrange for refreshments, using the Education line item. Mr. Maher suggested they meet in main art gallery, if that is acceptable to them (somewhat public space). If it is decided they will meet there, he will set up tables.

DISTRICT DEVELOPMENT / NEW BUSINESS

Mrs. Dashevich noted a new business in Highland: Transitions and Change Counseling Services in the strip mall near Furama.

COMMUNITY REPORTS

Highland Activity Center Health Fair - September 28th

Highland Fall Fest - 10/7, including Highland Fire Department pancake breakfast

CALL TO THE PUBLIC

None.

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

Respectfully submitted,

Roscoe Smith

RS:kb

APPROVED