

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the September 19, 2018 Regular Board Meeting**

APPROVED

Members Present: Dale Feigley, Mike Zurek, Chris Hamill, Matt Barnes, Cassie Blascyk, Roscoe Smith

Members Absent: Supervisor Hamill, Trevor VonBuskirk

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

Visitors Present: (3) High School Students

Mr. Smith called the meeting to order at 6:22 p.m.

Approve Regular Board Meeting Minutes of August 15, 2018.

Mr. Zurek MOVED TO APPROVE the Regular Board Meeting minutes of August 15, 2018, as corrected:

- Regarding the wording on Chill at the Mill issue, Mr. Smith suggested clarification to the reference of the amphitheater being a fulfillment to our TIF contract. It was agreed that the wording should be changed to say that completion of the amphitheater would fulfill one of the goals of the TIF plan.
- Regarding the Treasurer's Report, Mrs. Hamill suggested the wording be added: Mrs. Hamill reviewed the Treasurer's Report and based on year to date figures should anticipate a favorable 2018 outlook. No budget shortfall is anticipated for 2018.
- Regarding number of votes: The number of yes votes approving the July minutes should be changed to 5.

Mr. Feigley SUPPORTED THE MOTION and THE MOTION CARRIED with a unanimous voice vote (6 yes votes).

Director's Report

Mrs. Dashevich reviewed her Director's Report and a copy is attached for review. Mrs. Blascyk asked that the façade grant issue be acted upon as soon as possible. Mrs. Dashevich stated that the Design Committee needs to be re-established, meet and review and update the wording to the grant. Mr. Feigley asked that a copy of the existing façade grant application be sent to him for review and he will draft some updated language to be reviewed by the Design Committee (Dale Feigley, Matt Barnes, Supervisor Hamill). Mrs. Blascyk will put out a call to the public for Design Committee members.

Treasurer's Report

No financial statements have been received from the Township; the Treasurer's Dept. has a couple people absent due to medical issues. Mrs. Dashevich noted some rearrangements/reallocations be made to the line items on the budget. Some items that are showing 'over budget' are not actually over. It is due to misallocations that she and Mrs. Hamill will get together and review and correct.

NEW BUSINESS

Highland Fall Festival

Mrs. Dashevich is working with Huron Valley Schools Recreation for assistance with determining what games are to be played. The cost will be \$450 payable to a HVS employee.

Mrs. Dashevich stated that she may have to hire Kris Kopacki for some assistance with fabrication of game pieces, etc. The HDDA will be paying \$400 for the DJ, as well as \$250 for backpack flyers to be sent next week. These flyers go only to elementary schools. Mr. Zurek asked the high school students that were present at the meeting if they knew of the festival; they did not. They felt that a mention of events on their school Twitter accounts would be the most appropriate and wide-reaching. Mrs. Blascyk will contact school administrators for appropriate contact information.

Fall Streetscape decorations

Mr. Feigley MOVED TO APPROVE up to \$600 for Fall Streetscape Decorations to be applied to Line Item 495-290-000-947, Four Corners Maintenance. Mr. Zurek SUPPORTED THE MOTION and THE MOTION CARRIED with a roll call vote: Blascyk-yes; C. Hamill-yes; Barnes-yes; Feigley-yes; Zurek-yes; Smith-yes.

In keeping with the Fall Decorating theme, Mr. Barnes suggested that the HDDA host a Scarecrow Decorating Contest for houses and businesses in the district. Mrs. Blascyk and Mrs. Beardsley will organize, develop and promote this event, with 1st, 2nd and 3rd place prizes being awarded. It was decided that the prizes be cash. Flyer and details will be available soon.

Mrs. Blascyk MOVED TO APPROVE \$500 for the Scarecrow Decorating Contest, to be used for prize money and advertising. Mr. Barnes SUPPORTED THE MOTION and THE MOTION CARRIED with a roll call vote: Feigley-yes; Zurek-yes; Hamill-yes; Barnes-yes; Blascyk-yes; Smith-yes.

OLD BUSINESS

~ Two Flagstar Grants submitted by the HDDA:

We were awarded the one for Interpretive signage. The cost of the project will be \$2,036; the grant is 50/50, in the amount of \$1,018.

~ Tech Visit – The Arch – Phase #1

Consider approval of the MSOC Tech Visit for Phase #1, Highland Station Arch and the related costs HDDA would be responsible for totaling approximately \$1,800.

Mr. Feigley MOVED TO APPROVE \$1,800 for the Phase #1, Feasibility Cost Estimate, for the Train Gateway Arch as our Tech Visit. Mrs. Hamill SUPPORTED THE MOTION and the MOTION CARRIED with a roll call vote: Blascyk-yes; C. Hamill-yes; Barnes-yes; Feigley-yes; Zurek-yes; Smith-yes.

~ Gardens Update

Consider approval of the Creating Sustainable Landscaping, LLC's proposal not to exceed \$2,160.

Mr. Smith MOVED TO APPROVE \$2,600 for Creating Sustainable Landscapes for thinning, weeding and general clean-up of the Native Landscape gardens, plus informal redesign for next year, to be taken from the Four Corners Maintenance. Mr. Zurek SUPPORTED THE MOTION and the MOTION CARRIED with a roll call vote: Blascyk-yes; C. Hamill-yes; Barnes-yes; Feigley-yes; Zurek-yes; Smith-yes.

~ Real Estate Purchase:

Accept and acknowledge delivery of the Quit Claim Deeds from Township for three tax-foreclosed properties.

Mr. Feigley MOVED TO ACCEPT AND ACKNOWLEDGE DELIVERY of Quit Claim Deeds from the Township for three tax-foreclosed properties located in Highland Township, parcel numbers as follows: 11-30-200-022, 11-22-426-019, and 11-11-429-024. Mrs. Hamill SUPPORTED THE MOTION and THE MOTION CARRIED with a roll call vote: with a roll call vote: Blascyk-yes; C. Hamill-yes; Barnes-yes; Feigley-yes; Zurek-yes; Smith-yes.

DISTRICT DEVELOPMENT / NEW BUSINESS

~ New Business (Applicant Thomas Hall) located at 1205 and 1207 Enterprise Drive. No other information available yet.

~ Benjamin Moore Paints on Milford Road next to the Dairy Queen.

COMMUNITY REPORTS

None.

CALL TO THE PUBLIC

None.

Mr. Smith adjourned the meeting at 7:46 p.m.

Respectfully submitted,

Roscoe Smith

RS:kb