

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
Record of the October 17, 2018 Regular Board Meeting**

**APPROVED**

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

**Members Absent:** Trevor VonBuskirk

**Staff Present:** Melissa Dashevich, Executive Director

**Visitors Present:** Gary Dovre, Township Attorney  
Agent Representing Adjacent Property Owner  
Tad Krear, Land Design Studio  
Scott Berels, Sculpture Design and Fabrication

Mr. Smith called the meeting to order at 6:19 p.m.

**Approve Regular Board Meeting Minutes of September 19, 2018.**

**FEIGLEY MOVED TO APPROVE** the Regular Board Meeting minutes of September 19, 2018, as presented. **ZUREK SUPPORTED THE MOTION** and **THE MOTION CARRIED** with a unanimous voice vote (7 yes votes).

**PRESENTATION**

**Tech visit – The Arch Kick Off Discussion with Tad Krear, Land Design Studio.**

Tad has not arrived yet; meeting will move on to next agenda item and he will present later in the evening.

**CLOSED SESSION TO DISCUSS REAL ESTATE PURCHASES**

Supervisor Hamill introduced Gary Dovre who is one of the attorneys for Highland Township.

**SUPERVISOR HAMILL MADE A MOTION** to move into Closed Session with the Highland Township Downtown Development Authority attorney regarding his October 10, 2018 confidential correspondence regarding tax-foreclosed properties. **MR. BARNES SUPPORTED** and **THE MOTION CARRIED** with a roll call vote: Blascyk-yes; R. Hamill-yes; C. Hamill-yes; Barnes-yes; Feigley-yes; Zurek-yes; Smith-yes.

**\*\* CLOSED SESSION\*\* started 6:21 ended 7:44pm**

**PRESENTATION**

**Tech visit – The Arch Kick Off Discussion with Tad Krear, Land Design Studio.**

Supervisor Hamill introduced the agent representing the property owners adjacent to gateway Park. They may have an interest in participating in the arch project.

Tad Krear of Land Design Studio introduced himself. He has a history with Highland Township, master plans, design of sidewalks, etc. over the past eight years. He was approached by Oakland County Main Street regarding our Tech Visit. He has an original drawing of the Gateway Arch that Mr. Barnes included as a possible future phase for Highland's streetscape. Mr. Krear has collaborated with Scott Berels who has sculpture design, fabrication and public installation experience. Together they will be able to provide assistance with approaching the Road Commission for such complicated issues as permitting, equipment stagings, traffic closings, required to install etc.

Mr. Krear anticipates a 3-Step process:

- 1) feasibility and cost estimates for design and fabrication finalization
- 2) construction documents during which time fundraising could commence
- 3) construction implementation

To kickoff the first step, feasibility, Mr. Berels suggested looking at locations to determine best placement taking into consideration soils, wetlands, catch basins, underground piping/plumbing, etc.; possible integration of banner use and placement, road closure and traffic rerouting while work commences, etc. Discussion took place for best location and it was agreed that near Crapo Street would be the best location to begin to look at. Next would be to discuss materials and costs. Corten steel, aluminum and stainless steel were discussed, as well as stonework. Utility investigation and review would be another area to discuss. Then a preliminary plan drawing in context would be presented in a meeting with the Road Commission by Land Design, Mr. Berels and HDDA representative. Once there is a go-ahead from the Road Commission, civil and construction drawings would be next as well as a conceptual drawing of the arch with preliminary costs for fab and install. Other costs would be determined as well, such as permits, footings, road closure reroutes, etc. This is estimated to take approximately 60-70 man hours, over the course of about three months. Discussion took place regarding marketing ideas and fundraising possibilities.

Mr. Krear will contact Supervisor Hamill, who will notify other interested members of the next meeting, which will be a reconnaissance type meeting to determine placement, place stakes, etc. He will then schedule a meeting with the Road Commission.

#### **Director's Report**

A copy of Mrs. Dashevich Director's Report is attached for review.

#### **Treasurer's Report**

According to Mrs. Hamill, the HDDA is in good financial shape. The TIF income was \$39,985 due to summer tax bills being paid. Her report from Mrs. Cooper, Township Treasurer was that TIF revenue for next year should be around \$154,000 for next year, an increase due to increased property values, new properties being improved and new sales updates.

2019 budget expenditures were discussed, changing some to appropriate anticipated change in income. Promotions was changed to \$7,000 – spent 6900 will be moving 900 into promotions for swag Economic Restructuring was changed to \$7,300 – committee to come up with plans for it for classes for businesses etc.

Facade grant added \$15,000 to Design

Organizational is at \$2,000; C-ART project at \$2,000; and DDA Sponsorships is \$4,000.

Mrs. Dashevich noted that \$2,230 has been spent in sponsorships to date for Founder's Festival and the Fall Festival.

Mrs. Blascyk requested that additional money be allocated for advertising and promoting HDDA sponsored events. That was a main concern from district businesses. It was decided to move \$2,000 from Economic Restructuring to Promotions, making the new budget amounts \$5,300 and \$9,000 respectively.

**MR. FEIGLEY MOVED TO APPROVE the 2019 HDDA budget as discussed. SUPERVISOR HAMILL SUPPORTED and the MOTION CARRIED with a roll call vote: Blascyk-yes; R. Hamill-yes; C. Hamill-yes; Barnes-yes; Feigley-yes; Zurek-yes; Smith-yes.**

Mrs. Dashevich reviewed the following budget amendments:

- Move \$900 from C-ART project to Promotions to cover Highland branding swag.
- Mispastings: \$400 branding expense as well as \$450 for décor removal went to Events; \$850 should be moved out of Events to Promotions.
- Horsing Around line item keeps reappearing. \$973 should be moved from there (Founder's Day expenses) and put into Highland Events.

**MR. FEIGLEY MOVED TO APPROVE the 2019 HDDA budget amendments as discussed. SUPERVISOR HAMILL SUPPORTED and the MOTION CARRIED with a roll call vote: Blascyk-yes; R. Hamill-yes; C. Hamill-yes; Barnes-yes; Feigley-yes; Zurek-yes; Smith-yes. (7 yes votes)**

## **OLD BUSINESS**

~ Gardens Update

Mr. Drew Lathin of Creating Landscapes, LLC, walked the native garden areas and will present a new plan for gardens, removing plants species that are too tall, reducing the variety and providing more clusters of color. His report should be available by the next HDDA meeting.

~ Festival report: Rainy weather, still some turnout with indoor vendors at Adult Activity Center and the Chili Cook-Off, but outdoor games and bouncers were cancelled. Since we always seem to experience bad weather in the later fall, there is the opportunity to perhaps use the school (gym-bouncers/cafeteria-food/hallways-vendors). We would have to pay custodial, and doesn't have the same 'fall festival' feel, but something to consider.

## **COMMITTEE REPORTS**

Promotions is organizing and promoting Shop Small and Ladies Night events upcoming, working on marketing to other communities.

## **DISTRICT DEVELOPMENT**

New Fitness business opened near 59 West; Tanning business in the CVS plaza is closing.

Paint store (Benjamin Moore) opening in DQ plaza in front of high school.

Hot dog stand at Milford Road and Livingston; he posts days and hours on Highland Matters.

Mrs. Dashevich mentioned that the next meeting should be moved up a week because of Thanksgiving. However, the date of the week before is 11/14 and there is a Highland Township meeting that night.

After some discussion it was decided to hold a Special meeting with Closed Session to discuss real estate at 5:00 p.m. on Wednesday, 11/14. Check with Supervisor Hamill for language to be used on posted signs of the new meeting time. They need to be posted 24 hours before.

Mr. Smith reminded Board members that the documentation distributed for tonight's 'Closed Session' meeting is highly confidential and can either be left with Mrs. Dashevich to be shredded or taken home, but shredded after use.

Mrs. Blascyk reminded everyone that the Festival of Trees is coming up very soon. Please pass the word about tree sponsorship.

**CALL TO THE PUBLIC**

**None.**

Mr. Smith adjourned the meeting at 8:30 p.m.

Respectfully submitted,

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Roscoe Smith

RS:kb

APPROVED