

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the January 16, 2019 Regular Board Meeting**

APPROVED

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

Members Absent: Mike Zurek, Trevor VonBuskirk, Sellon Patterson

Staff Present: Melissa Dashevich, Executive Director

Visitors Present: Two MHS Students
Sarina Siljander

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

PRESENTATION - Main Street Oakland County Evaluation Report

MSOC reviewed their evaluation report, and included suggestions on how to improve the categories scored under '10'.

<u>Broad based community support</u>	9.25
Get statistics from annual reports and successes out in front of the Township Board and public. Advocacy for local Main Street program, not just HDDA but MSOC as well.	
<u>Vision and Mission statements</u>	9.00
Better promotion when it is finished.	
<u>Comprehensive Work Plan</u>	10.00
<u>Historic Preservation Work Ethic</u>	8.00
Requires more work – understand this is being addressed.	
<u>Active Board and Committees</u>	9.00
Need more Board Members stepping up to head Committees and projects.	
<u>Adequate Operating Budget</u>	8.00
Long-Term Sustainability lacking; diversifying funding sources; actual agreement between community and HDDA (technicality since we are the only township)	
<u>Paid Professional Executive Director</u>	9.00
Active Staff involved. Director receiving salary but not benefits.	
<u>Program of Ongoing Training for Staff and Volunteers</u>	8.00
National Conference needs attendance by volunteers. Also, at least one MSOC training should be attended by board members. That could happen on site for HDDA.	
<u>Reporting of Key Statistics</u>	10.00
<u>Main Street America Membership</u>	10.00

ACCREDITED AT 90.25!!

Additional positive points:

Visual physical improvements helped with community morale.

Proactive actions to address concerns (flowers, etc.).

Business Retail team and Community Roundtable – implementing suggestions from previous evaluation!

Strong relationship with township.

Additional Suggestions to work on:

Communication – Begin all conversations with who we are and what we do.

Community engagement – keep it going.

Board commitment letter – possible in addition an oath of office (templates available)

DDA advocate and support streamlining of Township processes.

Areas of Urgency: Advocacy for sewer

 Master Plan Review/Update (chance to focus on Historic Preservation)

Supervisor Hamill asked to add an item to the agenda. Property taxes need to be paid on the Harvey Lake property that has not yet been sold.

Approve Regular Board Meeting Minutes of December 19, 2018.

MR. FEIGLEY MOVED TO APPROVE the Regular Board Meeting minutes of December 19, 2018, as presented. MRS BLASCYK SUPPORTED THE MOTION and THE MOTION CARRIED with a unanimous voice vote (6 yes votes).

Mrs. Dashevich attached a copy of last month's Director's Report, adding that this month she had attended a coffee meeting with the HWLBA at DBG, but has mostly been preparing for our MSOC.

Treasurer's Report

Mrs. Hamill has resummarized info from Township. Balance Sheet front page shows \$124,777 in the bank as of the end of year. Long term debt is \$238,914. The recent property sales are shown on profit and loss statement as well as the related fund balance transfer (which should say thru December, not September). Reviewed annualization; generated \$184,509 in income; TIF income showed \$30,000 over budget. Interest up over what budget shows; \$1,482 interest versus \$50 shown on budget. In all, revenue variance shows increase of about \$9,700 (most having to do with property purchases). Debt service is \$38,752. Summarized income expense by month to show the affects of TIF. Supervisor Hamill feels additional detail will help with transparency.

Mr. Smith added agenda item under New Business: Harvey Lake Property Taxes

NEW BUSINESS

Harvey Lake Property Taxes

Supervisor Hamill requested that HDDA approve a payment of \$1,848.65 to cover property taxes due on the Harvey Lake property that has not been sold yet.

MR. FEIGLEY MOVED TO APPROVE a payment of \$1,848.65 for taxes due on the Harvey Lake property that has not yet been sold. MR. BARNES SUPPORTED and the MOTION CARRIED with a roll call vote: Feigley-yes, Barnes-yes, R. Hamill-yes; C. Hamill-yes; Blascyk-yes; Smith-yes.

Mrs. Hamill recommended that it post to the Property Purchase account 495-290-000-901-000. Supervisor Hamill recommended making a budget amendment to take the funds from the Miscellaneous Account.

MR. FEIGLEY MOVED TO APPROVE a budget amendment of \$1,848.65 to fund the tax payment by transferring out of Miscellaneous Income Account (495-000-000-694-200) to the Property Purchases

Account 495-290-000-901-000. MRS. HAMILL SUPPORTED and the MOTION CARRIED with a roll call vote: Feigley-yes, Barnes-yes, R. Hamill-yes; C. Hamill-yes; Blascyk-yes; Smith-yes.

Final Website Payment

MR. FEIGLEY MOVED TO APPROVE a budget amendment of \$500 to pay the bill for the new website by transferring out of Advertising and put into the Website account. SUPERVISOR HAMILL SUPPORTED and THE MOTION CARRIED with a roll call vote: Blascyk-yes; R. Hamill-yes; C. Hamill-yes; Feigley-yes, Barnes-yes, Smith-yes.

NEW BUSINESS

Election of New Officers

SUPERVISOR HAMILL MOVED TO TABLE election of new officers to the next board meeting. MR. BARNES SUPPORTED and the MOTION CARRIED with a unanimous voice vote (6 yes votes).

Main Street Now Conference March 25-27, 2019 in Seattle, Washington

Per the MSOC Evaluation, additional Board Member and/or Volunteer participation is suggested for events. Mrs. Dashevich will confirm about additional tuitions/scholarships available and if others want to attend.

OLD BUSINESS

Set Strategic Planning Date.

Find facilitator for March 20th Strategic Planning meeting, which will be held at 4:30 (before the HDDA Board Meeting).

Gateway Arch Update.

Supervisor Hamill received an email stating approval by Oakland County. The next step will be to engage designer (Tad Krear) and have him move forward on next steps (materials, design ideas and feasibility). Mrs. Blascyk reiterated the need to establish committee for this project? Supervisor Hamill, Matt Barnes, Dale Feigley and Tad Krear have expressed their commitment.

COMMITTEE REPORTS

ER committee met and has been working on grants, etc.

PROMOTIONS – concert projects, picking talents.

ORGANIZATION – Mrs. Hamill suggested the Board Commitment Letter be addressed. Also, to bring MSOC out for Board Training. Mrs. Dashevich suggested inviting HVCA to benefit from training as well.

CALL TO THE PUBLIC

None.

Supervisor Hamill asked Sarina Siljander to be a board member. She agreed and will send letter of interest to Mrs. Dashevich.

Mr. Feigley asked that Board Member Comments be added as a standard part of the HDDA Agenda.

Mr. Smith adjourned the meeting at 7:45.

Respectfully submitted,

Roscoe Smith

RS:kb

APPROVED