

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the August 19, 2020 Virtual Regular Board Meeting
(held via Zoom)**

APPROVED

Members Present: Supervisor Hamill, Chris Hamill, Cassie Blascyk, Roscoe Smith, Dale Feigley, Stephanie Legg, Mike Zurek, Jennifer Frederick, Matt Barnes

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

Guests Present: Brenda Oldham

Mr. Smith called the meeting to order at 6:15.

Approve minutes of July 15, 2020

MRS. FREDERICK MOVED TO APPROVE the Virtual Regular Board Meeting minutes of July 15, 2020 as amended. (Mrs. Dashevich will clarify the wording for the approval of the June 17 meeting minutes). MR. FEIGLEY SUPPORTED THE MOTION and THE MOTION CARRIED with a unanimous voice vote (9 yes votes).

Treasurer's Report

The Township provided the financials ending July 31, 2020. Mrs. Hamill was told that with Ms. LaVoie's medical leave, the numbers are not final and are subject to change. No TIF money was received, so expenses exceed revenue by \$12,621. Year to date however we are \$79,653 ahead of expense. There is \$299,744 in bank. Loan is \$178,925, so positive fund balance now. This number should continue to grow since our spending is down due to COVID-19. Mr. Smith reiterated that there are many things in the works (arch, business assistance grant, etc.) that money is intended to be used for.

NEW BUSINESS

Budget 2021

Township Accounting sent out Budget Worksheets to HDDA Board Members. These will need to be completed and returned to the Township by the end of October to be voted on and approved at their November budget meeting. Mrs. Dashevich encouraged all board members to think about any additional projects they would like to be included, as well as current committee projects and needs.

PRESENTATION BY BRENDA OLDHAM.

Introduced her Unity project, which encourages people and businesses to get to know one another and work together. (Involved so far at a committee level are: HWLBA, Keller Williams, HDDA, Spinal Column, Sally Brush, as well as Brenda's Insurance and financial business

Art Contest - a demonstration of walking in one's shoes. Hosted by HVCA, with submissions through 9/25. Then an art show of all entries.

Business Kits - \$25 kit including a button saying 'walk a mile in my shoes' to encourage talking about your business, and a decal for storefronts. This \$25 will go to Community Sharing (ideally for shoes for the needy).

She is looking for help with awareness to help make this project known, possibly.

Director's Report (from earlier in agenda)

Mrs. Dashevich shared that quite a few hours have been devoted to the new Unity project presented by Brenda Oldham. Mrs. Legg was concerned that this would take time and focus away from the Live Highland Shop Highland campaign. She would also like to have assistance with this campaign. Mrs. Dashevich has been spending a great deal of time spreading awareness to our local businesses of programs and grants available to assist them during these times of COVID-19.

OLD BUSINESS

Arch Update (out of order from Agenda)

The artist (Scott Berels) has sent an invoice and is expecting payment. He is working with an engineer for structural advice and consulting. Mrs. Dashevich suggests that we send Mr. Berels a payment of \$2,000 (from the Tech Visit funds) so he can resume the planning and design. Much discussion took place regarding the specific invoicing documents and this will be further investigated and handled by the committee since the motions were made and dollar amounts approved in prior meetings.

Business Assistance Grant (\$20,000) update

Application has been completed and presented to the Friends of Downtown Highland. The E/R Committee will review the applications that are received and will make their recommendations to the Friends of Downtown Highland.

COMMITTEE REPORTS

Design - Native Garden Discussion

The outdoor furniture will be delivered next week. Kris Kopacki will be paid to assemble, place and secure it. Discussion took place regarding the placement/locations. The final locations will be determined by the committee, and can be relocated if needed or desired.

Promotions/Organization

C ART project - HVCA is handling the details. Four entries received so far. This program should happen in September.

Economic Vitality (E/R Committee) Grants - Budge of \$20,000

This round of assistance grants, will be much the same as the one that was developed for the Patronicity grant. Mrs. Dashevich hopes to present at the next meeting
The budget amendment for this \$20,000 business assistance grant was approved unanimously by the Highland Township Board.

Native Garden update - Plants with fungus were removed at Farmers' Market corner. Mrs. Blascyk is not happy with the current native plant specialists that were hired to maintain the gardens. Since the growing season is coming to an end, this company and their continued services, if any, will be reevaluated. Additional bulbs have been ordered.

Fall Décor will cost around \$1,000. The scarecrow contest is included in that amount.

Farmers' Market update.

Market is going well; there are eight to nine vendors each week. Mr. Barnes added that there is a definite increase in walking traffic to his store on Saturdays from the market.

Volunteer t-shirts have been designed.

Green for Farmers' Market volunteers.

Yellow for native garden volunteers.

Aqua for any volunteer event.

There was discussion of the signing of some documents regarding the Patronicity campaign. It was felt that the program itself was agreed to by the HDDA, so no further action is required.

Mrs. Blascyk and Mrs. Legg are working on another grant from Oakland County for placemaking. They suggested putting historic signage by buildings showing before and after pictures. The grant is a matching one, with Oakland County paying \$1,000.

MRS. FREDERICK MOVED TO APPROVE the required matching \$1,000 for the Oakland County placemaking grant that Mrs. Blascyk and Mrs. Legg are developing. MRS. BLASCYK APPROVED and THE MOTION CARRIED with a roll call vote: R. Hamill-yes, C. Hamill-yes, D. Feigley-yes, S. Legg-yes, J. Frederick-yes, M. Barnes-yes, M. Zurek-yes, C. Blascyk-yes, R. Smith-yes.

Mrs. Dashevich mentioned that Home Again landlord and Colonial Plaza looking into façade grant. Since an historical building is involved though, it may have to follow additional guidelines, and may not happen until next year.

COMMUNITY REPORTS

None.

Mr. Smith adjourned the meeting at 8:20 p.m.

Respectfully submitted,
Roscoe Smith

RS:kb

APPROVED