

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
Record of the October 21, 2020 Virtual Regular Board Meeting  
(held via Zoom)**

**APPROVED**

**Members Present:** Chris Hamill, Cassie Blascyk, Roscoe Smith (arrived at 6:43), Dale Feigley, Stephanie Legg, Mike Zurek, Jennifer Frederick, Matt Barnes

**Members Absent:** Supervisor Hamill

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

Mr. Zurek called the meeting to order at 6:24.

Approve minutes of September 16, 2020

**MR. FEIGLEY MOVED TO APPROVE the Virtual Regular Board Meeting minutes of September 16, 2020 as amended. MR. BARNES SUPPORTED THE MOTION and THE MOTION CARRIED with a unanimous voice vote (7 yes votes). (Mr. Smith is having technical issues logging into the meeting.)**

Director's Report

Mrs. Dashevich reviewed her Director's Report.

- Attended six Unity meetings.
- C-Art program.
- HWLBA event.

Treasurer's Report

Mrs. Hamill shared that TIF is \$205,894. Revenue over expense is \$124,000. Spending is down in design, promotions, and no consultants for special projects. Debt is at \$173,000 approx. Cash in bank is \$338,000. Fund balance is around \$167,000. FYI: July 1<sup>st</sup> of 2024 is current payoff date of streetscape loan, 2-1/2 percent interest over 10 years.

Highland Township Tree Lighting

Highland Township Tree Lighting will not take place this year due to Covid. Some alternatives are being discussed.

The decorating will still take place. The lease quote for the building and Veterans Park was \$4,288.00. This year we would like to decorate the Gateway Ticket Station Park.

Board member reviewed and chose options of the ala carte quote provided by LeClerc Lighting.

Dale and Chris historically do the ticket station with icicle lights and it is paid for by the township, as well as 4 or 5 trees in park; it was decided to keep this portion of the holiday décor.

**MRS. LEGG MOVED TO APPROVE \$1,410 FOR THE FOLLOWING CHRISTMAS DÉCOR IN THE TRAIN STATION PARK ON M-59 AND MILFORD RD: 3' LIGHTED SNOWFLAKES WITH PINE GARLAND ON 4 POLES FOR A TOTAL OF \$660 AND A LIGHTED GROUND MOUNTED TRAIN FOR \$750. FUNDS TO BE TAKEN FROM PROMOTIONS. MRS. BLASCYK SUPPORTED THE MOTION and THE MOTION CARRIED with a roll call vote: C. Hamill-yes, D. Feigley-yes, S. Legg-yes, J. Frederick-yes, M. Barnes-yes, M. Zurek-yes, C. Blascyk-yes, R. Smith-yes.**

### Festival of Trees

Last year we charged \$85 per tree. No sponsors set up yet. Mrs. Dashevich asked if the Board would consider contributing to this program.

**MRS. FREDERICK MOVED TO APPROVE UP TO \$3,000 FOR SPONSORSHIP OF THE HIGHLAND STATION FESTIVAL OF TREES AFTER PURSUING SPONSORSHIPS AND DONATIONS. MR. ZUREK SUPPORTED THE MOTION and THE MOTION CARRIED with a roll call vote: C. Hamill-yes, D. Feigley-yes, S. Legg-yes, J. Frederick-yes, M. Barnes-yes, M. Zurek-yes, C. Blascyk-yes, R. Smith-yes.**

### PNC GRANT

We have received a grant through Oakland County from PNC in the amount of \$2,600. Mrs. Dashevich mentioned that discussions took place within committees that it be added to the Patronicity Grant to be distributed to businesses.

**MRS. FREDERICK MOVED TO APPROVE ADDING THE \$2,600 PNC GRANT RECEIVED THROUGH OAKLAND COUNTY TO THE CURRENT PATRONICITY FUNDS FOR DISTRIBUTION TO LOCAL BUSINESSES. MRS. BLASCYK SUPPORTED THE MOTION and THE MOTION CARRIED with a roll call vote: C. Hamill-yes, D. Feigley-yes, S. Legg-yes, J. Frederick-yes, M. Zurek-yes, C. Blascyk-yes, R. Smith-yes. (Mr. Barnes abstained from voting due to his business applying for the grants.)**

### Board Meeting Dates for 2021

Mrs. Dashevich presented the HDDA Board Meeting dates for 2021.

**MRS. HAMILL MOVED TO APPROVE THE HDDA BOARD MEETING DATES FOR 2021 AS PRESENTED. MR. ZUREK SUPPORTED THE MOTION and THE MOTION CARRIED with a unanimous voice vote (8 yes votes).**

### Unity Project Update

All board members should have received a telephone invitation from the Unity Project regarding the kickoff event tomorrow night, Thursday, October 22nd at the Comeback Inn porch and parking lot. The HDDA is the largest sponsor and will be presenting the project with a large size check. Mrs. Dashevich stated that there should be HDDA representation there. Due to time constraints, the DDA has paid for the printing of the Unity Bucks as well; they feature the Live Highland Shop Highland logo. The Unity Bucks portion will be kicked off at the event, but the Unity Bucks will not be valid until at least 11/1. Participating businesses will be listed on the HDDA website. There was concern about the amount of each Unity Buck and the limits on usage. It was decided to roll out the program as is and learn as we go along.

### C-ART Project

Art is ready to be installed around Highland in the next week and may stay up until Spring.

### Native Gardens

Native gardens have been cleaned out and demo will take place in select areas in November by our current provider.

### Fall Décor

All decorations are in place.

### Arch Project

Nothing new to report.

### Farmers Market

The season is over for the year. Mrs. Blascyk felt it was a great success, due in large part to additional marketing and typical growth. Hopefully, next year will grow even more and Covid will be a thing of the past.

Mrs. Legg shared that she will be resigning from the Board since she will be moving out of the area. She has contributed much in her position and will be missed. She does plan to volunteer as much as possible and will try to dedicate some additional time to the Arch project that she was heavily involved in.

November state-wide, 2-day, virtual conference coming up. Please see Mrs. Dashevich for additional information if you are interested.

Mr. Zurek and Mr. Barnes left the meeting at 8:03.

Mrs. Blascyk asked about the new construction taking place just south of Press & Scoop. Mrs. Frederick and Mr. Smith confirmed that there will be an addition to the strip mall just north of Watkins Blvd., as well as new septic to accommodate a Leo's Restaurant and a Tropical Smoothie.

**Mr. Smith adjourned the meeting at 8:08 p.m.**

Respectfully submitted,  
Roscoe Smith

RS:kb

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APPROVED