

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the December 16, 2020 Virtual Regular Board Meeting
(held via Zoom)**

APPROVED

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

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

There were no guests present for the Informational Presentation portion.

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

INFORMATIONAL PRESENTATION TO MEET PA-57 TIF REQUIREMENTS.

Mrs. Dashevich presented.

Approve minutes of November 17, 2020

MR. ZUREK MOVED TO APPROVE the Virtual Regular Board Meeting minutes of November 17, 2020 as presented. **MRS. HAMILL SUPPORTED THE MOTION and THE MOTION CARRIED with a unanimous voice vote (8 yes votes).**

Director's Report

- Helped prepare for special events such as photo spots, Ladies' Night In; shared info of Santa video.
- Modified a copy of Lake Orion's Patronicity document for HDDA to use for recipients of the grant; businesses have been notified and checks will be awarded 12/28/2020. Mrs. Hamill raised the question of whether we should be providing W-9's to the grant recipients. Mrs. Dashevich said that no mention was made by Oakland County of this detail but it merits further discussion and compliance.
- Mrs. Dashevich asked the board to consider moving the Business Assistance Grant money into 2021 since it won't be completed in 2020.

SUPERVISOR HAMILL MOVED to approve a Budget Amendment to move the \$20,000 earmarked for the HDDA Business Grant from 2020 ER Committee line item to the 2021 ER Committee line item. MRS. HAMILL SUPPORTED and THE MOTION CARRIED with a roll call vote: C. Blascyk-yes, M. Barnes-yes, R. Hamill-yes, C. Hamill-yes, M. Zurek-yes, D. Feigley-yes, J. Frederick-yes, R. Smith-yes.

Treasurer's Report

Mrs. Hamill shared that she had no October or November figures provided from the township yet. At 9/30/2020, revenue over expense of \$124,237. Cash in bank is ahead of budget by \$338,000. Long term debt is \$172,706.

NEW BUSINESS

Updated Board Member List. Mrs. Dashevich will correct Highland Township Treasurer to be Mrs. Frederick. Mrs. Blascyk asked it to be noted that she is a chairperson for (3) of the HDDA committees and is requesting that other board members consider stepping up. Mrs. Hamill and Supervisor Hamill will help with Economic Restructuring.

OLD BUSINESS

These items (Patronicity and HDDA Business Assistance Grant) were covered under the Director's Report above.

BOARD MEMBER COMMENTS

None.

COMMITTEE REPORTS

Promotion

- Christmas light display is going very well; hoping we can add to it next year
- Ladies Night In - made the best of a different situation. Lots of engagement.
- Festival of Trees was successful. Szott sponsored the program and parked some cars/signs intermittently along Milford Road. Many social media posts about their generosity and they hopefully will sponsor again. Some donations were received with money to go into Live Highland Shop Highland (with the exception of the 'Gaines' check - perhaps a memorial brick at Chill at the Mill)
- Decorating contest has three entries so far.

OAKLAND COUNTY / MSOC

- No evaluation for 2021.
- More grants being made available from the Cares Act to Sit-Down Restaurants. No further applications will be necessary as previously submitted applications for Business Stabilization grants and other following rounds will be utilized.
- Weatherization Program (tents, heaters, etc.) for Sit-Down Restaurants being rolled out. This program is being fast tracked in order to meet end of year deadlines. Variations to ordinances and fire codes, etc. will need to be investigated and perhaps interim agreements decided. Oakland County will procure and the DDAs will organize and distribute. Supervisor Hamill and Mrs. Dashevich will be attending a meeting tomorrow and will gather more information.

DISTRICT DEVELOPMENT / NEW BUSINESS

- The wine shop was turned down due to septic issues - not for product waste, but for consumer use. Some possible alternates:
 - o house on Milford road recently redone, but for sale only
 - o paint store on 59 and Milford is available now; however septic has been contaminated.
 - o Large historic house in front of storage facility at Milford & Wardlow
 - o Any space available at Lift?

Mr. Smith adjourned the meeting at 7:39 p.m.

Respectfully submitted,
Roscoe Smith

RS:kb