

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
Record of the February 17, 2021 Virtual Regular Board Meeting  
(held via Zoom)**

**APPROVED**

**Members Present:** Supervisor Hamill, Chris Hamill, Cassie Blascyk, Roscoe Smith, Mike Zurek, Jennifer Frederick (arrived at 6:35) , Matt Barnes

**Members Absent:** Dale Feigley

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

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

Roll Call

All members listed as present (above) are located in Highland Township.

Approve minutes of Virtual Regular Board Meeting Minutes of January 20, 2021

**MRS. HAMILL MOVED TO APPROVE the Virtual Regular Board Meeting minutes of January 20, 2021 as corrected (correct date to January 20, 2021). MR. BARNES SUPPORTED THE MOTION and THE MOTION CARRIED with a unanimous voice vote (6 yes votes).**

Director's Report

- Reviewing ongoing grants.
- Reviewed 2<sup>nd</sup> phase of Restaurant Relief.
- Arch updates, will review later in meeting.

Treasurer's Report

Mrs. Hamill shared one month statements including TIF of \$16,645; \$75 from fundraising and \$67 from interest for a total of \$16,787 in revenue and a total spent of \$84,061. This period included a three week payroll; revenue over expenses of \$8,326. There is \$345,854 in bank; long term debt to the township is down to \$154,982. Anticipated revenue over expenses for 2021 of \$81,202; we appear on track for that. We entered into fiscal 2021 with \$180,000 in fund balance. Most was from property purchases; we generated \$8,326 in first month. Assuming TIF comes in as before we will be in good shape. (TIF is 6% of budget.)

NEW BUSINESS

Announcement that TIF agreement will be coming to an end 2024/2025.

Mrs. Dashevich shared a letter received by Tami Flowers, Clerk, Highland Township. Automatic opt-out of TIF will be standard, but a 6-month review of an 'OPT IN' contract will be necessary if interested in continuing. This will be discussed and a new business plan needs to be assembled, but the applicant must provide financial projections that demonstrate a positive return on investment as well as improvement of employment and taxable value of the district. Also 100% of the TIF is to be used for redevelopment efforts. Some of our past successes: sidewalks, streetscape, lighting, events. Mrs. Dashevich said that Tim Colbeck will be meeting with us, either in person or virtually, to discuss details. Supervisor Hamill feels that if we decide to go forward, we should begin work as soon as possible. The Board agreed this was something we will pursue and will be added to the Agenda of future meetings.

OLD BUSINESS

Archway Update (Surveying & Engineering Progress)

Nowak and Fraus is waiting for structural information from Def Fab. Scott Berols says he feels it will need to be redesigned to improve the structural integrity, so we will meet after this step to approve new design.

Construction documents will be next; per Supervisor Hamill, the electrical design component requires them figuring out how to tie into existing service nearby. After that is done, then the project could go to bid.

#### Patronicity Report Backs Expected

Mrs. Dashevich is designing a form to send to all the recipients of the Patronicity Grant so that she may gather all the information that is needed to report back.

#### HDDA Business Assistance Grant Kicked-Off February 8<sup>th</sup>

This Grant is being promoted on the HDDA website, on HDDA Face Book page, on the Township constant contact, and on the Next Door app. Per Mrs. Blascyk; 14 businesses have applied so far.

#### Unity Dollars Reimbursement Forms still coming in from businesses.

#### Weatherization Program - Phase II Update

Mrs. Dashevich stated that she and Supervisor Hamill are still working out the details, but per Supervisor Hamill the township has been approved for \$36,739. The DDA is a partner in this project, but the transactions will take place between the businesses and the township. Tents, heaters, electrical cords will be provided. So far Comeback Inn, Dukes, D's, Schwartz Deli and Skybox will be participating in this program. Other restaurants who did not fit in with the restrictions of this program will receive some assistance on the systems they have put in place to help during COVID. The township will purchase 20 X 20 commercial tents with sides and windows, tables and chairs, power cords and generators for the restaurants to lease from the township at a cost of \$1 which will transfer the liability from the township. When they are no longer needed by the restaurants, all of the equipment will come back to the township for community use. Possibly a shipping container could be purchased for storage of these items when they are returned.

#### Farmers' Market Conference (Virtual)

Mrs. Dashevich, Mrs. Blascyk and Alex (market manager) plan to attend this at \$75/each. **SUPERVISOR HAMILL MOVED TO APPROVE the amount of \$225, to be applied to line item #820-000 Dues/Education and Travel for three to attend the virtual Farmers' Market Conference. MR. ZUREK SUPPORTED THE MOTION and THE MOTION CARRIED with a roll call vote: Supervisor Hamill-yes; C. Hamill-yes; C. Blascyk-yes; R. Smith-yes; J. Frederick-yes; M. Barnes-yes; M. Zurek-yes.**

#### BOARD MEMBER COMMENTS

Supervisor Hamill wanted to commend Oakland County for their efforts in thinking outside the box trying to help our businesses. Mrs. Dashevich added that the county is also offering patron tracking (which is required) through a new software app.

#### COMMITTEE REPORTS

##### Design

Mrs. Blascyk is new chair. She hosted a virtual meeting to meet new volunteers and talk about projects. She would like to have a meeting to discuss spring planting and getting beds ready.

Farmers' Market - Mrs. Blascyk finalized all dates and wrapped up schedule. Application will launch next week when revised and there are two new volunteers this year. Music will be

provided for each market. Library will participate with reading times and library card applications.

#### Promotion

Mrs. Dashevich will contact last year's docket for Sounds Like Summer to determine interests of staying on board for 2021.

#### Economic Vitality

Mrs. Frederick and Mrs. Hamill are co-chairs. Since Mrs. Hamill is busy with tax season, Mrs. Frederick met with Mrs. Dashevich and Mrs. Blascyk to discuss upcoming projects and commitments. Grant was launched from this committee.

#### OAKLAND COUNTY / MSOC

- Stats submitted
- Main Street Now Conference (virtual)  
So far, three are able to attend. Registration is \$99 per person, with two of them being paid by MSOC.

**SUPERVISOR HAMILL MOVED TO APPROVE** an amount not to exceed \$1,000, for board members who want to attend the Main Street Now virtual conference, to be applied to line item #820-000 Dues/Education and Travel. **MRS. BLASCYK SUPPORTED THE MOTION and THE MOTION CARRIED** with a roll call vote: Supervisor Hamill-yes; C. Hamill-yes; C. Blascyk-yes; R. Smith-yes; J. Frederick-yes; M. Barnes-yes; M. Zurek-yes.

- Mrs. Dashevich reminded all board members that the Michigan Downtown Conference is coming up, and to let her know if you would like to attend.

#### DISTRICT DEVELOPMENT / NEW BUSINESS

Tropical Smoothie is open in the plaza by Milford High School.  
Leo's Coney Island has run into a snag regarding water and fire suppression system. Supervisor Hamill is working with them towards a solution.

#### COMMUNITY REPORTS

Unity Committee is looking for art projects relating to 'Shoes' for display in March.

**Mr. Smith adjourned the meeting at 7:26 p.m.**

Respectfully submitted,  
Roscoe Smith

RS:kb

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