

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the July 21, 2021 Virtual Regular Board Meeting
(held via Zoom)**

DRAFT - UNAPPROVED

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

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 of June 16, 2021

MRS. FREDERICK MOVED TO APPROVE the Virtual Regular Board Meeting minutes of June 16, 2021 as presented. MRS. HAMILL SUPPORTED THE MOTION and THE MOTION CARRIED with a unanimous voice vote (8 yes votes).

Director's Report

Mrs. Dashevich shared that her report of activities will be reflected throughout these minutes. A grant was received for lawn furniture in the amount of \$2,500, and Mr. Miller donated \$200 towards the gardens. Mrs. Dashevich will send a thank you note from the Board.

Treasurer's Report

Mrs. Hamill shared that there is \$342,151 in bank. Long term debt is at approximately \$141,000. Revenue is in excess of expenses by almost \$23,000. TIF to come as summer property taxes are paid and is expected to be true to budget. Expenses are true to budget; nothing abnormal to report.

NEW BUSINESS

- Consider partnering with Oakland County Small Business Network for a grant. Oakland County is looking for offsite office spaces to be available for their employers to promote county offerings to businesses (similar to the previously offered One Stop program). The grant could cover any rent and/or office furnishings needed. Perhaps a space in the Meck Building. There is not much extra space in the Station House. It should be a private office.

MRS. FREDERICK MOVED TO APPROVE the HDDA's participation with Oakland County's Small Business Network and further authorizes Mrs. Dashevich to sign on behalf of the board. SUPERVISOR HAMILL SUPPORTED THE MOTION and THE MOTION CARRIED with a unanimous voice vote (8 yes votes).

- In Our Town Training
Oakland County provides funds to Main Street communities in order to provide training for each communities' businesses. Mrs. Dashevich and Mrs. Blascyk are searching for resources to provide informational meetings for retail based businesses, such as online marketing, etc. Oakland County has recommended

someone; Mrs. Frederick suggested asking other local communities who they've used; Mr. Zurek has some contacts as well.

- 5-8 Businesses
Oakland County is interested in speaking with any of our local 'anchor-type' businesses who may be thinking of retiring, or may be struggling, or looking to sell, etc. Their goal is to provide the best possible scenario to keep these business types flourishing in our Main Streets by providing counseling, advice, networking, etc. Oakland County is asking for names of 5-8 businesses in our district that might meet this criteria and benefit from county assistance.

OLD BUSINESS

- Future HDDA board meetings on Zoom or in person?
It was decided to meet in person beginning with August meeting, with no restrictions.
- American Rescue Plan Letter of Support
Mrs. Dashevich has included a draft of a Letter of Support to be sent to Oakland County and Highland Township.

MRS. FREDERICK MOVED TO APPROVE sending the proposed Letter of Support and sending to Oakland County. SUPERVISOR HAMILL SUPPORTED THE MOTION adding possible additional clauses.

After much discussion, MRS. FREDERICK WITHDREW HER MOTION and SUPERVISOR HAMILL WITHDREW HIS SUPPORT of SAID MOTION.

SUPERVISOR HAMILL MOVED TO APPROVE sending a copy of the proposed Letter of Support to Highland Township Supervisor, Oakland County Commissioner and Oakland County Director of Economic Development as presented (filling in blanks with sewer and water). MRS. HAMILL SUPPORTED THE MOTION and THE MOTION CARRIED with a unanimous voice vote (8 yes votes).

- Archway Update
No new information for archway. The artist is not happy with structural engineer; he may be replacing them.
- Tech Visit Discussion
It was decided that the Tech Visit dollars will be used for wayfinding signage, such as research, placement, design and actual signage.

SUPERVISOR HAMILL MOVED TO APPROVE utilizing Tech Visit money for wayfinding signage and processes. MR. BARNES SUPPORTED THE MOTION and THE MOTION CARRIED with a unanimous voice vote (8 yes votes).

Mrs. Frederick offered contact information for signage construction to Mrs. Dashevich.

BOARD MEMBER COMMENTS

Mr. Smith shared lots of positive feedback regarding gardens. Several board members agreed. Adopt a Garden Signage is being installed.

Also, higher than anticipated concert attendance in spite of weather. Additional concert help is needed for signage and waste receptacle placement, announcements, etc. On the 27th, neither Mrs. Dashevich nor Mrs. Blascyk will be available in town. Mr. Zurek requested a

checklist of what needed to be done. Mrs. Dashevich will send this to board members for help.

COMMITTEE REPORTS

Promotion

Sidewalk sales will be held July 23rd and 24th. Signage, flyers, posters have been distributed, and announcements are on social media and newspaper.

Also, sidewalk chalk events will be happening during this weekend's Farmers' Market.

OAKLAND COUNTY / MSOC

- Business Connect Workshops. (Mrs. Dashevich has been attending.)
 - o One Stop Shop subjects
 - o Remaining Sessions-
 - July 22 - Lake Orion - 8am to 10:30am
 - July 28 - Farmington Hills - 8:00am to 10:30am

DISTRICT DEVELOPMENT / NEW BUSINESS

Burch Dental has been opened since 2019, but they are a dental lab, not a dentist office (near Furama).

Private drugstore not open yet (in DQ plaza).

COMMUNITY REPORTS

Mrs. Hamill was pleased to see the Highland Farmers' Market in Local Food Guide. Mrs. Dashevich has distributed this publication to Highland Township offices, Library, and Activity Center.

CALL TO THE PUBLIC

None.

Mr. Smith adjourned the meeting at 7:38 p.m.

Respectfully submitted,
Roscoe Smith

RS:kb