

CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the June 16, 2021 Virtual Regular Board Meeting
(held via Zoom)

DRAFT - APPROVED

Members Present: Chris Hamill, Roscoe Smith, Michael Zurek, Jennifer Frederick, Dale Feigley

Members Absent: Supervisor Hamill, Matt Barnes, Cassie Blascyk

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

Mr. Smith called the meeting to order at 6:20.

PRESENTATION - Tim Colbeck regarding TIF renewal
Mr. Colbeck has not signed on yet, so we will continue with the agenda until he arrives.

Approve minutes of Virtual Regular Board Meeting Minutes of April 21, 2021
MRS. FREDERICK MOVED TO APPROVE the Virtual Regular Board Meeting minutes of April 21, 2021 as presented. MRS. HAMILL SUPPORTED THE MOTION and THE MOTION CARRIED with a unanimous voice vote (5 yes votes).

Roll Call

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

Director's Report

Mrs. Dashevich virtually attended a Destination Bootcamp, a tech visit for Oxford. A couple of invited businesses attended as well.

Virtually attended a refresher for managers for Main Street Oakland County.

Virtually attended the annual prayer breakfast for Highland.

American Rescue Plan rollout and Michigan Downtown Association best practices.

Couple of webinars to share with local businesses.

Unity Project updates - 2 meetings and CRT meetings,

Festival meetings for virtual Founder's day.

Also, under state mandate, zoom meetings are permitted until 12/31/21. It was decided, since not all board members are present, to meet via zoom for July and decide at the July meeting how to proceed.

Mrs. Dashevich shared the Sounds Like Summer concert lineup and policies regarding licensing.

Treasurer's Report

Mrs. Hamill shared that there is \$342,151 in bank currently with long term debt at \$141,000 and will be paid off in 2024. Does not advise early payoff due to low interest. Profit and loss ahead of budget ytd -

Approx. \$74,000 in revenue; \$51,000 in expenses; \$22,754 net, ytd through May.

NEW BUSINESS

- Tech Visit - was hoping to get some direction from Mr. Colbeck on this. Can we save this/roll it over?
 - o Use for Archway or something else? Archway artist is relocating his shop and has a newborn at home. Waiting for pricing with redesign.
 - o Wayfinding? Mrs. Hamill asked if there was a digital component.

- Metromode - a digital magazine that advertises communities and what they offer.
- American Rescue Plan - Federal funding of 1.9 trillion for downtown management organizations such as us, but as of yet, Oakland County is not including DDA's in this. Chambers are, but are membership based. This funding can be used for wages, front liners, sewers, water, broadband, economic development and must be used within three years. Mrs. Dashevich, at MSOC urging, is planning to send letters to the county and township requesting that the DDA be considered in this distribution. Will seek more information and guidance from Mr. Colbeck on this issue as well.

OLD BUSINESS

- Unity Dollars update - still trickling in.

(Mr. Colbeck signed in to the Zoom meeting at 7:10)

Mrs. Dashevich asked Mr. Colbeck for some insight on ARP. He shared that many do not know why the DDAs were passed over; they have been lobbying for these dollars. He said that the county has asked the downtown managers to send letters stating all the projects they have been working on and completing without the federal dollars that were given to the chambers and asking for some downtown dollars. When asked if it was a commissioners' decision or executives' decision, Mr. Colbeck felt they have both been working together.

Mrs. Dashevich also asked Mr. Colbeck if the Tech Visit dollars could be used for something other than the archway if that's what we specified at the time of request. Mr. Colbeck said that it's wise to request asap, but there is a place to list your primary use and then a secondary use.

PRESENTATION from Tim Colbeck regarding TIF RENEWAL

Some points from Mr. Colbeck's presentation:

Submit application soon stating intent to extend (even though not expired until 2024) including duration desired.

If planning to extend district boundaries, WAIT until extension of TIF is APPROVED.

Review initial plan and evaluate what's going forward, adding any new projects, paying attention to any new zoning and including estimated costs and timelines expected.

Include TIF procedures and details, including maximum.

These are not obligations, but intents.

Review township Master Plan to ensure consistency, possibly getting public input.

Prepare a draft and get township and other boards' review.

Submission of plan extension and TIF participants notification, etc., as well as details of all of this, are outlined in Mr. Colbeck's presentation.

(Mr. Colbeck has provided a link to his entire presentation, which includes many links within of examples, descriptions, etc. Please see Mrs. Dashevich for link.)

BOARD MEMBER COMMENTS

Mr. Feigley shared that he has sold house behind Fragments, and has given the new residents lots of information on the area and amenities.

COMMITTEE REPORTS

Design

- Garden Team Update. Mrs. Dashevich shared that all of the gardens have been adopted except one. Mulch has been delivered to each garden. Mr. Kopacki has been watering. Flowers have been extended to annuals per public request, so this project will be over budget. Signs have been ordered for garden adoptions.

- Farmers' Market will begin this weekend (6/19). All vendor spaces have been filled. Music is provided. Additional safety gear was purchased for Livingston Road crossing. It is anticipated that all spots will be full for the year. Library will be participating on select dates, providing activities. Food trucks are being sought.
- Flagstar Historical Sign Update. Mrs. Blasc;yk continues to work with Supervisor Hamill and Lisa at the township offices on sign placement. She will have a more detailed report next month.

Economic Vitality

Mrs. Dashevich continues to work on reports for Oakland County regarding Patronicity grant distributions.

Promotion

Sidewalk sales will be held July 23rd and 24th. Concerts were covered in Directors Report.

Organization

Volunteer Fair planned for fall. HVCA will help facilitate.

OAKLAND COUNTY / MSOC

Mrs. Dashevich is on a task force committee for American Rescue Plan to persuade county to grant funds to DDAs.

DISTRICT DEVELOPMENT / NEW BUSINESS

Leo's restaurant will be opening soon.

Mustard Seeds Boutique next to Earth and Soul.

Carnival at Save-A-Lot parking lot beginning this weekend.

Private drugstore to be opening soon.

Dentist office in Furama plaza is coming soon.

Vintage Apron Exhibit begins at the HVCA this weekend.

New fire station to open August 1st; then township offices will move into old fire hall temporarily while construction commences on their existing offices.

CALL TO THE PUBLIC

None.

Mr. Smith adjourned the meeting at 8:05 p.m.

Respectfully submitted,
Roscoe Smith

RS:kb
