

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the November 17, 2021 Regular Board Meeting**

APPROVED

Members Present: Supervisor Hamill, Chris Hamill, Roscoe Smith, Jennifer Frederick, Dale Feigley, Cassie Blascyk

Members Absent: Michael Zurek, Matt Barnes

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

Visitors Present: Tim Colbeck, MSOC
Jeanie Mitchell, Earth-N-Soul
Christina Welsh, The LIFT

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

NATIONAL MAIN STREET ACCREDITATION PRESENTED TO HIGHLAND DDA
Tim Colbeck presented 2020 National Main Street Accreditation.

GENISYS CHECK PRESENTATION

Tim Colbeck presented Spirit on Main \$2,500 grant to each of the following individuals for their businesses:

Jeanie Mitchell, Earth-N-Soul
Christina Welsh, The LIFT

Mr. Feigley asked Mr. Colbeck about upcoming TIF renewal documents, and some discussion took place. Mr. Feigley asked for a 'working copy' of the existing TIF document so that he can begin reviewing.

Ms. Mitchell and Ms. Welch left the meeting.

Amend Approved Minutes of Regular Board Meeting of September 15, 2021

SUPERVISOR HAMILL MOVED TO APPROVE the correction of the Approval of Regular Board Meeting minutes of September 15, 2021 to read: **SUPERVISOR HAMILL** made the motion and the motion was supported by **MR. FEIGLEY**. **MR. FEIGLEY SUPPORTED THE MOTION** and **THE MOTION CARRIED** with a unanimous voice vote (6 yes votes).

Approve Minutes of Regular Board Meeting of October 20, 2021

SUPERVISOR HAMILL MOVED TO APPROVE the Regular Board Meeting minutes of October 20, 2021 as presented. **MR. FEIGLEY SUPPORTED THE MOTION** and **THE MOTION CARRIED** with a unanimous voice vote (6 yes votes).

Director's Report

Mrs. Dashevich shared updates of moving contents of Station House basement to offsite storage, spraying containers as they were transferred. Remediation was still happening at the Station House. Website was updated. Communicating with decorators regarding holiday lights.

Treasurer's Report

Mrs. Hamill, using her annualized reporting strategy states we are at 83% (10 over 12 months). Revenue is \$170,422, not including \$20,000 that we appropriated from the fund balance to cover the grants given out under economic restructuring during Covid. Revenue over expenses is \$57,947. Cash flow does take principal into account and so it is approximately \$25,000 ahead.

Mrs. Dashevich had informed the treasurer that \$41,000 stabilization is expected again from Oakland County. Cash in bank is \$363,400 in bank as cash. She suspects we will end with \$12,000 - \$20,000 in this year's revenue over expense, not including the \$41,000. We are in good shape.

BUDGET DISCUSSION

- 2022 Proposed

Highland Township approved the Highland Township 2022 Budget of which HDDA budget is part of.

Ms. Frederick suggested that the HDDA meeting minutes be included in Highland Township's Consent Agenda items. The township would need to have the minutes by the Tuesday before the 6th of each month to include them in the packet.

NEW BUSINESS

None.

OLD BUSINESS

- Holiday Lighting Update
Needs to be done by 11/27 to be included on Twinkle Tour.
Mrs. Blascyk shared that she had requested a quote for additional pole lightings (similar to snowflakes in park last year) that she felt would enhance our downtown. Discussion took place regarding the timing and designs, and it was felt it would be an improvement to our downtown lighting displays. We would need to pay this year as the Township has already paid for the installations this year; but the cost next year could be covered by the Township.

MRS. BLASCYK MOVED TO APPROVE the expenditure of not to exceed \$3,500.00 for LeClerc Display Co. to install up to 21 Rising Star LED lights with garland wrap for this season's holiday display at a cost of \$165.00 per pole. SUPERVISOR HAMILL SUPPORTED THE MOTION and THE MOTION CARRIED with a roll call vote: R. Hamill-yes; C. Hamill-yes; R. Smith-yes; J. Frederick-yes; D. Feigley-yes; C. Blascyk-yes.

- Tree Lighting 12/13
Decorating has been discussed. Event was published in Spinal Column. Refreshments/goody bags taken care of. Warming fire discussed. Santa will be there, but behind a fence for no contact. Huron Valley Chorus will be doing strolling caroling.
- Ladies' Night Out 11/30
Marketing materials will be given to participating businesses. Transportation with WOTA has been volunteered again this year. Bags assembled for early participants. Vendors at Art Gallery as well. Lighting should all be in place by then.

- Informational Meeting Update
Mrs. Dashevich will schedule these two meetings for 12/6 (virtually, with Township meeting) and 12/15 (in person, HDDA meeting).

BOARD MEMBER COMMENTS

Mrs. Hamill thanked the Adopt A Garden volunteers as well as the Garden Club volunteers, per Mrs. Cooper, for their help with the planting of the bulbs.

COMMITTEE REPORTS

Design

Mrs. Blascyk requested bids from Brien's Services for the flower bed maintenance again this year, as well as for taking care of the median garden maintenance.

Economic Vitality

Mrs. Dashevich said there was an upcoming meeting to discuss 2022 plans and Unity Project. Unity Project from prior year is nearing completion with most funds reimbursed, with the exception of the Comeback Inn.

Promotions

Scavenger Hunt has ended; Mrs. Blascyk will select winner and award prize with announcements.

Organization

Volunteer Fair is being planned for March 23, 2022.

DISTRICT DEVELOPMENT / NEW BUSINESS

Mrs. Dashevich shared that Brush Salon will be moving to Highland across from Schwartz Deli.

Hair by LeClair has closed.

A tattoo parlor is looking at the home/building across from Wee Friends. Supervisor Hamill said that the use is currently not permitted in the district, but the new owner is very impatient about the process in general.

COMMUNITY REPORTS

Mrs. Dashevich mentioned that Arts & Greens, sponsored by HVCA, takes place at Bogie Lake Greenhouse beginning 11/19.

Mr. Feigley asked about the status of the property on the northwest corner of M-59 and Milford Roads (Paint World). Supervisor Hamill shared that it was deemed contaminated and there was no interest currently.

CALL TO THE PUBLIC

None.

Mr. Smith adjourned the meeting at 8:02 p.m.

Respectfully submitted,
Roscoe Smith

RS:kb

UNAPPROVED