

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
Record of the February 16, 2022 Regular Board Meeting**

**APPROVED**

**Members Present:** Supervisor Hamill, Chris Hamill, Michael Zurek, Matt Barnes, Roscoe Smith, Jennifer Frederick, Cassie Blascyk

**Members Absent:** Dale Feigley

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

Mr. Smith called the meeting to order at 6:19 p.m.

Approve Minutes of Regular Board Meeting of January 19, 2022

**SUPERVISOR HAMILL MOVED TO APPROVE** the Regular Board Meeting minutes of January 19, 2022 as corrected:

1. Remove the last sentence in the 2<sup>nd</sup> paragraph of Treasurer's report: "As an aside, Highland Station has zoning overlay jurisdiction over the downtown district."
2. Under Old Business, Oakland County Business Navigator, change the 4<sup>th</sup> bullet point to read: "His job will be to work with local businesses to educate and help develop their plans, not just in DDA district, but in Highland Township."

**MR. ZUREK SUPPORTED THE MOTION and THE MOTION CARRIED** with a unanimous voice vote (7 yes votes).

Director's Report

We were accredited by Main Street Oakland County. They will prepare a report outlining recommendations and suggestions that we should receive by the 2<sup>nd</sup> week of March. Activities are in planning stages, and meetings are taking place. Founders Day Festival is May 21, 2022. Fireworks will be June 25, 2022. Unity Quilt Project is still ongoing, with a related activity happening at the library. Concert Series planning has been begun.

Treasurer's Report

Mrs. Hamill shared that we have approximately \$416,000 in the bank; for the first month of 2022, revenue has exceeded expenses by almost \$19,000. Used Tech Visit (money from Oakland County) to pay for tree maintenance at park; received reimbursement for payment made.

NEW BUSINESS

Light pole insurance for repairs

- Possibly cap to cover exposed wires?

Supervisor Hamill advised that the pole was damaged and has been removed and repaired and is awaiting reinstallation. The existing wires have been capped off and are not a danger to anyone.

Main Street America Conference, May 16 through 18, Richmond, Virginia. 3 are planning to attend; airline ticket vouchers (from COVID cancellation) are valid and have been applied.

MDA Lansing and Capitol Visit - March 2<sup>nd</sup> and 3<sup>rd</sup>.

Mrs. Dashevich will be attending virtually for the second portion. She encouraged participation by Board Members and distributed the Misc. Classes/Workshop Schedule.

OLD BUSINESS

Follow-up on the HDDA motion to support the Township investigation and possible purchase of an available piece of property.

- Supervisor Hamill received approval to approach homeowners to discuss and has had one meeting thus far.

Oakland County Business Navigator program update

- will be meeting with Supervisor Hamill and Mrs. Dashevich; specific starting date not determined yet.

Update on moving Farmers' Market locations.

- Owner of property is very agreeable to the use of his property, but requires proof of insurance for any liability. He also asked that any rent money that was set aside for this be donated to a charity of the HDDA's choice. HDDA will be responsible for preparing the area with gravel, etc. This new area will hopefully attract more vendors as it is larger and can accommodate more parking.

Brain Storm - Building a stronger volunteer base.

- This is an area that could use more leadership. A prior Board Member, Beth Lewis, may be available for some volunteer time and tasks. Ms. Frederick offered to help on the Organization Committee with volunteer recruitment and Mrs. Hamill offered as well. The Volunteer Fair is being promoted in various ways; possible magnets for handout?

#### BOARD MEMBER COMMENTS

Discussion took place regarding Mission Statement and Vision - most likely determined by Organization Committee with input from Mr. Smith.

#### COMMITTEE REPORTS

##### Design

Reviewing projects on workplans such as wayfinding, adopt a garden, façade and signage, banners, etc.

##### Economic Vitality

Discussed spring Ladies Night Out, sidewalk sales in summer; dates to be announced soon. Other topics discussed: making face to face contact with all businesses; Genisys business rental assistance grant starting up again; offering classes to businesses; board member roles and responsibilities; postcards for volunteers with checkboxes.

##### Promotions

Summer Concert Series booking beginning:

Itchycoo Park, 2<sup>nd</sup> week

Bernadette, country artist

Inflight, perhaps

Discussion of season dates. Supervisor Hamill proposed beginning series one week later, 7/12 through 8/16.

Discussion took place regarding reliable food available at concerts. HDDA has agreed to purchase food and make it available if necessary to be able to offer food consistently at these concerts.

##### MAIN STREET OAKLAND COUNTY

Evaluation recommendations coming out soon.

Upcoming Summit.

##### DISTRICT DEVELOPMENT / NEW BUSINESS

Jason G. Upholstery - near Tuffy - commercial and residential.

#### COMMUNITY REPORTS

Event at HVCA, Snap Circuits upcoming.

CALL TO THE PUBLIC

None.

Mr. Smith adjourned the meeting at 7:36 p.m.

Respectfully submitted,  
Roscoe Smith

RS:kb

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UNAPPROVED