

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
Record of the August 17, 2022 Regular Board Meeting**

**APPROVED**

**Members Present:** Supervisor Hamill, Chris Hamill, Matt Barnes, Roscoe Smith, Jennifer Frederick, Cassie Blascyk, Dale Feigley (arrived at 6:45)

**Members Absent:** Michael Zurek

**Staff Present:** Melissa Dashevich, Executive Director

Mr. Smith called the meeting to order at 6:23 p.m.

Approve Minutes of Regular Board Meeting of July 20, 2022

**MS. FREDERICK MOVED TO APPROVE** the Regular Board Meeting minutes of July 20, 2022 as presented. **MRS. HAMILL SUPPORTED THE MOTION** and **THE MOTION CARRIED** with a unanimous voice vote (8 yes votes).

Director's Report

Mrs. Dashevich has reviewed Work Plans with committees and will be starting budget work very soon. Please submit any additions or changes ASAP. Also, she has been preparing a job description in hopes of getting some assistance with her office work on a consulting basis.

Treasurer's Report

Mrs. Hamill shared that we currently have \$408,000 in bank with anticipation of receiving another \$74,000 for property taxes. Long term debt to township is now under \$92,000. Revenue over expenses is around \$32,000 to date.

NEW BUSINESS

- Rental agreement of 315 N. Milford Road  
What charity do we choose to donate the rental cost of \$750?

**SUPERVISOR HAMILL MOVED** to select Community Sharing as the charity to receive \$750, which is chosen on HTJ, LLC behalf, from rent paid to them by HDDA for the 2022 Highland Farmers' Market at 315 N. Milford Road. **MR. BARNES SUPPORTED THE MOTION** and **THE MOTION CARRIED** with a roll call vote: Frederick-yes; Barnes-yes; R. Hamill-yes; C. Hamill-yes; Blascyk-yes; Smith-yes.

OLD BUSINESS

- Mural Bid Update  
We have received one bid to date for the mural on the side of Odds & Ins. The \$4,000 bid submitted by a female artist from White Lake will cover 10,000 sf base primer, two revisions to concept drawing, and final painting. Discussion took place as to whether it should be applied directly to the building or to a substrate that is attached to building. Mrs. Dashevich stated that Sioux from HVCA should be consulted about this; she has extensive experience in public murals.
- Wayfinding Update  
Mrs. Blascyk updated and created an RFP for a consultant to assist with the beginning phases of this project. The next step will be for the RFP to be sent out.
- Façade & Sign Grant Updates

No one has applied for these yet. Mrs. Blascyk will put an article in the paper.

#### BOARD MEMBER COMMENTS

None.

#### COMMITTEE REPORTS

##### **Design**

- Wayfinding  
Discussed above.

Many positive comments about the gardens and streetscape.

##### **Economic Vitality**

Mrs. Blascyk shared her idea to provide 12 businesses in our district with a 1 minute video for their/our use. These will be produced by Amy Koenig for \$100 each.

**MS. FREDERICK MOVED to approve \$1,200 from the advertising line item to be paid for (12) Business Videos, produced by Amy Koenig, one per month, at \$100 ea. MR. FEIGLEY SUPPORTED THE MOTION and THE MOTION CARRIED with a roll call vote: Blascyk-yes; Feigley-yes; Frederick-yes; Barnes-yes; R. Hamill-yes; C. Hamill-yes; Smith-yes.**

##### **Promotions**

- Movie night, August 31<sup>st</sup>  
This is made possible by Oakland County Parks and Recreation. The movie will be Sing 2 and the HDDA will have a few snacks vendors there.

##### **Organization**

- Volunteer Open House - do every other year. Get volunteer information into new resident packets.
- By-Laws - how many members required for board?
- Mission and Vision Statements - Ms. Frederick suggested a few amendment suggestions, but will come up with printed suggestion sheets for updates to the next meeting.

##### **TIF RENEWAL**

- Begin reviewing. Some discussion took place about the current TIF; Mrs. Dashevich distributed copies for each board member to review and mark up with their own suggestions and bring to next meeting.

#### OAKLAND COUNTY / MSOC

- Report on the Meta Platform and Tourism. Mrs. Dashevich shared that John Bry is working on putting together some sort of advertising opportunity as a group through fb/Meta. Details to follow as she is informed.
- Volunteer Workshop - August 29, 2022

#### DISTRICT DEVELOPMENT / NEW BUSINESS

Prime BBQ is moving into previous Schwartz Deli.

#### COMMUNITY REPORTS

None.

#### CALL TO THE PUBLIC

None

Mr. Smith adjourned the meeting at 8:00 p.m.

Respectfully submitted,  
Roscoe Smith  
RS:kb

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APPROVED