

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
Record of the September 21, 2022 Regular Board Meeting**

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

**Members Absent:** Jennifer Frederick

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

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

Approve Minutes of Regular Board Meeting of August 17, 2022

**MRS. HAMILL MOVED TO APPROVE the Regular Board Meeting minutes of August 17, 2022 as presented. MR. FEIGLEY SUPPORTED THE MOTION and THE MOTION CARRIED with a unanimous voice vote (8 yes votes).**

Director's Report

- Mrs. Dashevich wanted to clarify that her interpretation of the project that John Bry was working on regarding a partnership with Meta/FB was actually a partnership through Visit Detroit Tourism Board for travelers that might visit Oakland County's (and other Detroit) websites. More information will be available in the coming weeks.
- She has also spent a significant amount of time preparing the budget for 2023.
- Many details finalized for mural project.
- 

Treasurer's Report

Mrs. Hamill shared that we are at about 67% of our year. We are at 60% of projected revenue, majority of that is TIF, which is \$117,500 of total. We will be getting more TIF in before end of year. Revenue over expenses are in excess of \$4,000. Will allow for an additional \$44,000 in spending to keep in budget. Mrs. Blascyk asked about watering; Mrs. Dashevich pointed out that amount comes from design. Debt to township is at \$88,000; cash in bank is \$415,000.

NEW BUSINESS

- Main Street America 2021 Accreditation.  
Presentation will be at the October 3 Township Board Meeting.  
Some changes have been made by Main Street America.  
We will be evaluated on January 18, 2023 for 2022.
- Banners for South Side of District  
Mrs. Blascyk discussed the placement of new brackets on poles for banners that will identify Highland further south on Milford Road. There are 16 in total that have been identified and will be ordered in the next week. \$5,000 was budgeted but costs are coming in around \$3,500.
- Budget - First Discussion  
Mrs. Dashevich presented her handout with the beginnings of her budget revisions for 2023. Some discussion points:  
Grant revenues become available throughout the year and are not guaranteed.  
Promotions increased for things like additional holiday décor.  
(possibly Town Center Drive) and concerts next year. Mrs. Blascyk to determine how many poles have power.

Change DDA Maintenance Four Corners to DDA Maintenance Streetscape.  
Mr. Zurek suggested focusing on line items that have carry over amounts.  
Suggested keeping the \$5,000 in Masterplan for possible consultant on TIF.  
HDDA Budget can be approved at our next meeting and submitted to Township  
for approval at their 10/24 meeting.  
Handed out Work Plans for Design and Economic Restructuring for board  
member review.

### OLD BUSINESS

- Rental agreement of 315 N. Milford Road Update  
Mrs. Dashevich wanted to clarify how to donate the funds of the rental of the Farmers' Market property to properly reflect it is in the donor's name. Mr. Feigley suggested and it was agreed that a memo on the check should suffice.
- Mural Update  
Due to rain, the prep of the mural wall by Deidrich painting has been delayed. Zach Curtis ARTwork was selected and paperwork was secured with the owners of the building. He will be painting a vintage 'postcard' with the word Highland and many representative drawings incorporated. Amy Koenig will be doing a video of him working. Perhaps a covered final product with a grand opening/unveiling.
- Wayfinding Update  
Progress is being made; will be sent out for bid next month.

### BOARD MEMBER COMMENTS

Mr. Smith shared that 2022 is the 10 year anniversary of the Ticket Station and there are many areas that need repair and maintenance before it deteriorates further. Mrs. Blascyk stated she had a bid from September from Diedrich Painting for \$3,079 for completing needed work to the park; Mr. Zurek suggested the bid be updated and hopefully get the work completed yet this fall.

**MRS. HAMILL MOVED TO APPROVE the allocation of not to exceed \$5,000 for repair and painting to update/maintain the Ticket Office on the southwest corner of M59 and Milford Road. SUPERVISOR HAMILL SUPPORTED THE MOTION and THE MOTION CARRIED with a roll call vote. Feigley-yes; Blascyk-yes; R. Hamill-yes; C. Hamill-yes; Barnes-yes; Zurek-yes; Smith-yes.**

It was determined and agreed that a budget amendment be made for this work from the general account at the time the new bid is received and approved and work is scheduled.

### COMMITTEE REPORTS

#### **Economic Vitality**

- **No applications for business assistance grant**
- **Ladies day out activities launched for November 15, earlier this year.**
- **Shop small Saturday in November**

#### **Promotions**

- **Movie night, August 31**
  - o Well received, beautiful night; all free (from a grant from Oakland County); popcorn vendor was successful. Hoping it will be offered again.

- Concert Committee to begin meeting in October for 2023; possible Elvis impersonator? Some discussion took place over genre, opening with local school jazz, bringing popular acts back.
- Holiday Tree Lighting plans have begun and all lighting has been ordered. Highland Township staff will be moved out and into their new location, but we are able to decorate and have Santa there as well. Perhaps using different sheds for craft station, treat bags, Santa's workshop (with Santa).
- All fall decorations have been ordered and will be placed including the Garden Club's project at the Four Corners.

#### **Organization**

- Mission and vision statements are underway.

#### **TIF RENEWAL**

- Mr. Feigley suggested a more efficient process might be to break down the original document into sections and assign portions to individuals for review.

#### **OAKLAND COUNTY / MSOC**

- New evaluation from Main Street America.
- Meta Discussion - Not META but actually visit Detroit Tourism Bureau
- Volunteer Workshop Recap - well attended and represented by Highland.

#### **DISTRICT DEVELOPMENT / NEW BUSINESS**

None.

#### **COMMUNITY REPORTS**

HVCA has an upcoming gallery opening for quilters.

#### **CALL TO THE PUBLIC**

None

Mr. Smith adjourned the meeting at 7:46 p.m.

Respectfully submitted,  
Roscoe Smith

RS:kb

---