

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the October 19, 2022 Regular Board Meeting**

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

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

Visitors Present: John Pallister, Farmers' Market Manager

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

Agenda amended to move the Farmers' Market Year End Update to the first order of business.

Farmers' Market Year End Update

Mr. Pallister presented statistics from the 2022 markets.

- The issue of food truck vendors was discussed. It was agreed that maybe a budget amendment would be made in the future to select food truck(s) for (5) markets with a guarantee/payment from the market of \$200 per event, for a total of \$1,000.
- Perhaps add a few more tables.
- Suggestion to change times of the market next year from 9-1 to 10-2.

Approve Minutes of Regular Board Meeting of September 21, 2022

MR. FEIGLEY MOVED TO APPROVE the Regular Board Meeting minutes of September 21, 2022 as corrected. (Under Board Member Comments, the first paragraph should state "... had a bid from September from Diedrich Painting....") MR. BARNES SUPPORTED THE MOTION and THE MOTION CARRIED with a unanimous voice vote (8 yes votes).

Treasurer's Report

Mrs. Hamill shared that budget shows currently \$24,000 under actual budget in revenues, with another quarter to go. We are going into the next year with \$94,000 revenue over expenses at $\frac{3}{4}$ of the year. Discussion took place regarding putting excess cash from general fund into an interest earning CD.

SUPERVISOR HAMILL MOVED TO keep \$120,000 cash in the general fund and invest the balance (at 9/30/22) in a 1 year CD allowing Highland Township treasurer to determine who has the highest rate of return. MR. ZUREK SUPPORTED THE MOTION and THE MOTION CARRIED with a roll call vote. Feigley-yes; Frederick-yes; Blascyk-yes; R. Hamill-yes; C. Hamill-yes; Barnes-yes; Zurek-yes; Smith-yes.

Director's Report

Mrs. Dashevich will send a written Director's Report to all Board members for this month. Mrs. Dashevich also shared that she is preparing the presentations for the two informational meetings that are required (one at HDDA board meeting and one at Township board meeting) and will select those dates soon.

NEW BUSINESS

- Milford Road and M59 gas station property-Blight Discussion.
Mrs. Blascyk feels that some efforts should be made to try to effect some change by way of cleanup, an art project, some sort of improvement as it is a gateway to Highland. Supervisor Hamill shared that it is privately owned and a letter/request could be mailed asking for ideas or ways we might be able to work together to make it look better. Mrs. Blascyk will draft a letter.

OLD BUSINESS

- Mural Update
Mural artist, Zach Curtis, has been working on mural
- Wayfinding Update
Mrs. Blascyk shared that the committee met, the RFP is almost complete and will be reviewed by attorney. Phase I (Design and cost estimates) will go out for bid on November 1. Tech Visit money (\$5,000) will go towards this.
- Mission and Vision Statement
The new accreditation standards rely heavily on adhering to our Mission and Vision Statements. Ms. Frederick shared some suggestions, and the committee will continue to work on this.
- Gateway Park Painting Bid
\$3,147 new bid from Diedrich (\$100 increase from prior bid). Mrs. Blascyk recommends that it be approved and work will happen in the Spring.
MR. FEIGLEY MOVED TO APPROVE the bid award for the Gateway Park painting project to Diedrich Painting based upon his price of \$3,147. A not to exceed amount of \$5,000 was previously approved for this project and will remain in an effort to complete repairs and painting of the donor signage as well. MRS. BLASCYK 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; Frederick-yes.

MR. SMITH MOVED to amend the Agenda to include Budget Discussion. SUPERVISOR HAMILL SUPPORTED THE MOTION and THE MOTION CARRIED with a unanimous voice vote (8 yes votes).

- Budget Discussion
Numerous budget items were discussed, updated and reviewed.

MR. FEIGLEY MOVED TO APPROVE the budget as adjusted during this meeting. MR. ZUREK 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; Frederick-yes.

An updated budget is attached, and will be sent to Township for approval.

BOARD MEMBER COMMENTS

Mr. Smith shared that Michigan Legacy Credit Union has reworked their proposal for their Highland location, and has compromised with a 'Modern Farmhouse' décor. They do have some issues with signage and will have to go before the Zoning Board for variances for their visibility issues.

COMMITTEE REPORTS

Design

- Mural is underway.
- Mrs. Blascyk and Ms. Frederick are working on a non-matching, \$50,000 grant for Gateway Park improvements, landscaping, sculpture, etc.
- Christmas lights ordered.
- Banners for south side and hardware have been ordered and will install upon arrival.
- Bulb planting at median and Gateway Park will happen Sunday at 1PM. Garden Club will be volunteering as well as Girl Scouts.

Economic Vitality

- Ladies day out is set for November 15, earlier this year. WOTA will provide transportation.
- Shop small Saturday in November

Promotions

- Festival of Trees application will go out. Szott sponsored with \$1,500. Trees will come from Menards again this year.
- December 5, Monday; Tree lighting starts at 7, applications for Kris Kringle Market (from 5-9) are out.

Organization

- Mission and vision statements are underway.

TIF RENEWAL

- Being reviewed.

OAKLAND COUNTY / MSOC

- New accreditation standards meeting with Main Street Oakland County Managers meet on October 27.

DISTRICT DEVELOPMENT / NEW BUSINESS

- Earth n Soul has announced they will be closing, but will remain open through the holidays. Mrs. Dashevich has convinced them to meet with Eric Phillips from Oakland County to come up with ideas.
- The event supplier on Milford Road that has not opened yet may be working with the Planning Commission for a special land use.
- The CBD business located in the Highland Plaza has outgrown his space and is moving to a larger location.

COMMUNITY REPORTS

HVCA has the Unity Quilt on display. The library will be holding a presentation/dedication luncheon on November 14.

Unity Dollars will be put aside for this year.

CALL TO THE PUBLIC

None.

Mr. Smith adjourned the meeting at 8:55 p.m.

Respectfully submitted,
Roscoe Smith

RS:kb

APPROVED