

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

**APPROVED**

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

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

**Members Absent:** Michael Zurek

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

PA57 Informational Meeting

Mrs. Dashevich presented the first of two required informational meetings.

Approve Minutes of Regular Board Meeting of October 19, 2022

**MS. FREDERICK MOVED TO APPROVE** the Regular Board Meeting minutes of October 19, 2022 as corrected. (Under Farmers' Market Update, last bullet point, add 'change times of market from 9-1 to 10-2 next year.')

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

Treasurer's Report

Revenue currently through October is \$238,000; \$41,564 was from non-budgeted stabilization. TIF is at \$182,000; about \$27,000 behind budget.

Total program services are at \$52,000; budgeted was \$74,700 with over \$22,000 left to spend. Administrative is at \$64,000 with original budget at \$96,000, leaving \$31,000 left to spend. Revenue exceeds expenses by \$120,000.

Balance sheet through October shows \$480,000 in bank, with \$81,000 balance left on loan.

Mrs. Frederick stated that \$300,000 from the general fund was invested in a one-year CD with an interest rate of 3.85 percent, which will earn \$11,550 in interest for the year.

Director's Report

Mrs. Dashevich has been working on the presentation for the PA57 Informational meeting. She attended the Unity Quilt presentation at the library.

Mrs. Dashevich also shared that she has been working on MSOC statistics for the next accreditation.

NEW BUSINESS

None.

OLD BUSINESS

- Township approved HDDA 2023 Budget.  
Mrs. Dashevich included a copy of the revised, approved budget with this month's packet.
  
- Wayfinding Update  
Mrs. Blascyk shared that the RFP was sent out by direct solicitation and using BidNet as well. There have been 4 responses to date. Tad Krear from Land Design learned of our project and raised some questions about the timing, adding that he

didn't feel enough of our downtown was developed and occupied enough to warrant true wayfinding at this time. Some discussion took place amongst board members about the \$20,000 expenditure that was previously discussed and whether that might be excessive, since we would probably like to decide for ourselves which places should be listed and that we had already spent a good deal of time and money to develop our brand/logo, which can be a major part of the design, and is what that project's intent was. It was thought that perhaps a reputable sign company would be able to accomplish the same tasks without spending so much money. It was decided that the RFPs are out anyway, and perhaps we will use the information that we receive from them to make further decisions on further money to be spent on this project.

#### BOARD MEMBER COMMENTS

The Spinal Column will no longer be in operation. Discussion took place regarding the importance of information in print, and actually being delivered to resident's doors/mailboxes. Mrs. Blascyk will look into printing a Highland DDA newsletter and distributing via mail.

Supervisor Hamill shared that we will have additional banner hardware available to put on new light posts outside the new township hall. This was eliminated from inside the township hall.

#### COMMITTEE REPORTS

##### **Design**

- Mural ribbon cutting was a successful event and the mural is being well received.
- T-Mobile Grant Application:  
Mrs. Blascyk and Ms. Frederick have continued to work on the non-matching \$50,000 grant for Gateway Park improvements.

##### **Economic Vitality**

- Ladies day out was very successful.
- Shop small Saturday is November 26<sup>th</sup>.

##### **Promotions**

- Festival of Trees applications are out.
- December 5, Monday; Tree lighting starts at 7
- Kris Kringle Market vendor applications.  
Vendors have been secured. Township employees have not yet vacated their temporary home, but all festivities will take place like last year with the addition of a few vendors.

##### **Organization**

- Mission and vision statements have been discussed and will be presenting soon.

#### TIF RENEWAL

- Mr. Feigley has been reviewing and dividing into sections for individual board members to be responsible for and review.

#### DISTRICT DEVELOPMENT / NEW BUSINESS

- To recap, Earth n Soul has announced they will be closing, but will remain open through the holidays. They have met with Oakland County many times for various opportunities, and the owner has inquired as to whether she can apply for the rent

assistance again. She was awarded this last year. As there have been no other applicants, it was agreed by the Board members that she could apply again.

COMMUNITY REPORTS

The Unity Quilt display and presentation at the library was very well attended and has been well received.

Arts and Greens (Bogie Lake Greenhouse) will be held this weekend, November 19-20.

CALL TO THE PUBLIC

None.

Mr. Smith adjourned the meeting at 8:15 p.m.

Respectfully submitted,  
Roscoe Smith

RS:kb

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APPROVED