

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the May 17, 2023 Regular Board Meeting**

APPROVED

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

Members Absent: Dale Feigley

Staff Present: Melissa Dashevich, Executive Director

Mr. Smith called the meeting to order at 6:30pm

Approve Minutes of the Regular Board Meeting dated March 15, 2023

MS. FREDERICK MOVED TO APPROVE the Regular Board Meeting Minutes of March 15, 2023 as presented. MR. ZUREK SUPPORTED THE MOTION and the MOTION CARRIED with a unanimous voice vote (7 yes vote)

DIRECTOR'S REPORT

Mrs. Dashevich announced Mrs. Blascyk has accepted the job offer as Supervisor Hamill's assistant. In Result Mrs. Dashevich and Mrs. Blascyk wrapped up Mrs. Blascyk's open projects. Mrs. Dashevich's introduced Mrs Cathy Tiderington, new Recording Secretary and part time seasonal employee.

TREASURER'S REPORT

Mrs. Hamill reported, year to date TIF received is \$112,776. Interest generated is \$1,8772 and \$2,925 has been fundraised. There is a total of \$117,573 in cash flow. Total program expense is \$4,075 and Administration exp is 29,366. The overall revenue exceeds expense by \$83,737. We have not gotten into full spending for 2023. She also stated the Farmers' market starts June 17th. Ms. Hamill stated Additional Tif will be received this summer, answering Mr. Zurek's question.

MR. SMITH MOVED TO ACCEPT the Treasurer report. MR HAMILL SUPPORTED THE MOTION and the MOTION CARRIED with a unanimous voice vote (5 yes votes).

NEW BUSINESS

Budget Amendments

Due to the loss of our local newspaper, new strategies were created to keep the public informed. Those new strategies were, a bill board advertisement and Save the Date direct mailers to households in Highland. Although some funding could be recouped by taking the newspaper budgets from various retail/promotional events. A budget amendment is needed to streamline the transactions and address the shortcoming.

MS. FREDERICK MOVED TO APPROVE a Budget Amendment of \$8,353 from General Fund to increase the Advertising/Printing Line Item 900-000. SUPPORTED BY MRS BLASYCK and THE MOTION CARRIED with a roll call vote: C. Hamill-yes; Zurek-yes; Barnes-yes; Supervisor Hamill-yes; Blascyk-yes; Frederick-yes; Smith-yes.(7 yes votes).

Mrs. Blascyk requested a Budget Amendment for repair of the Ticket Station Building at the Ticket Station Gateway Park on M59 and Milford Roads. The bid received from Diedrich Painting is \$5,000, with the understanding the sponsorship sign will be relocated. The sign is not part of this quote. Supervisor Hamill stressed the sign has to be relocated. Mrs. Blascyk suggested the building be painted now and then the sign can be relocated.

MS FREDERICK MOVED TO APPROVE a Budget Amendment to TRANSFER \$5,000 from the General Fund to the Design Committee Line Item 880-003. SUPPORTED BY MRS. BLASYCK and THE MOTION CARRIED with a roll vote: Zurek-yes; Barnes-yes; Supervisor-yes; Blascyk-yes C. Hamill-yes; Frederick-yes and Smith-yes (7 yes votes)

Farmers' Market - Ms. Dashevich explained picnic tables were suggested at the Market by vendors, the Market Manger as well as patrons in 2022. The picnic tables will also encourage food trucks and for people to linger. The cost is \$2,500 for the picnic tables. Tables, if approved, will be placed at the Ticket Station Park. We are requesting Two tables and two umbrellas, one table being ADA complaint.

MS. FREDERICK MOVED TO APPROVE \$2,500 to be moved from General Fund to Farm Market Line Item 967-000. MR. HAMILL SUPPORTED AND THE MOTION CARRIED with a voice vote. Zurek-yes; C. Hamill; Barnes-yes; Supervisor Hamill-yes; Blascyk-yes; Frederick-yes; Smith-yes; (7 YES).

Mrs. Blascyk announced that the Founders Day Parade is Saturday, May 20th. Mrs. Blascyk will be building a parade float Friday night in her garage. Mrs. Dashevich will be selling coffee and donuts as a fundraiser for the Township Festival Committee. Mrs. Dashevich will be donating four dozen personally and Looney Bakery will match her donation of four dozen donuts. 8 dozen Looney Baker donuts total.

OLD BUSINESS

A way finding prototype sign was outside the door ensuring all Board members could view it. Mrs. Blascyk stated Phase #1 has been completed and the cost was \$2,500. Supervisor Hamill suggested the logo be increased 30% and the remaining Board agreed with the suggestion. She stated the Way finding committee held meetings in the Winter and Spring. The discussions resulted in 17 signs that will be placed throughout the entire Township. Those signs that are outside of the DDA District, will be presented to the Township Board on June 5th. The Township expense for those signs OUTSIDE the HDDA District are \$13,390. The signage located within the HDDA district is \$25,300. The total cost of the signs to be placed throughout will be \$39,200. Renderings of the signs were included in the Board Member's packets and

Mrs. Blascyk explained the color coding of the signs and placement. She asked the Board to review carefully noting anything that was not clear and pay particular attention to the direction of arrows etc. The Board members were pleased with the signage.

Mr. Smith suggested signage be placed by the Post Office and by Community Sharing building. Ms. Frederick liked the idea and the remaining board agreed. Supervisor Hamill suggested the cost be increased a bit to address unexpected expenses. Mrs. Blascyk suggested it be increased by \$2,500. The \$25,300 expense was increased to \$27,800.

SUPERVISOR HAMILL MOVED TO APPROVE recommendations of the Way Finding Sign Committee to allocate \$28,000 to construct and install 12 signs in the DDA District. **MRS. HAMILL SUPPORTED** the motion and the motion carried with a roll call vote: Barnes-yes; Supervisor Hamill-yes; Blasyck-yes; Zurek-yes; C. Hamill-yes; Frederick-yes and Smith yes (7 yes votes)

MS. FREDERICK MOVED TO APPROVE \$28,000 from General Fund for construction and installation of 9 of the 12 signs to the Design LINE ITEM 880-003. **MS. BLASCYK SUPPORTED AND CARRIED** with a voice vote. Supervisor Hamill-yes; Blasyck-yes; Zurek-yes; C. Hamill-yes; Frederick-yes, Barnes-yes and Smith yes (7 yes).

BOARD MEMBER COMMENTS

Mr. Hamill stated Ms. Blascyk, as his Assistant, will work as a liaison and will work on items critical to the DDA.

Mr. Zurek asked if there was any follow-up to how Mrs. Dashevich's position is structured, (DDA hiring agreement with the Township). Ms. Frederick stated Ms. Dashevich would have signed it as a right to hire. Mr. Smith stated a lawyer drew it up.

Ms. Frederick stated the DDA does not have their own tax number, but the Township does. Ms. Blascyk encourages in near future, changing the benefit package for the Director, similar to other townships. Ms. Frederick says it expires annually, so we will need to review/renew. Mr. Smith said to put on the agenda as an item in the future. Mr. Hamill seconded to put on agenda and make like other employees for the Township.

TIF REVIEW

It was confirmed by Oakland County that our TIF expires in 2029. Ms. Frederick stated we need to continue conversations on the Design Guidelines and Highland Township's Master Plan. What are the things we want to do? Ms. Frederick stated we're not increasing taxes and the dollars stay in Highland. She asked that Mrs. Dashevich clarify with our Oakland County Liaison Tim Colbeck, that when we reapply, what tax rate will be used for the new TIF? Is it the current 2001/2003 or will there be a new base rate?

COMMITTEE REPORTS

Design-

Ms. Blascyk stated in reference to the Adopt a Garden program, we lost sponsorship from Stratus Financial. Also, the corner located in front of Home Again needs to be adopted as well. She suggested we ask friends for help. Mr. Smith asked if Michigan State students can do it? Ms. Hamill said the Library said they have someone that may be able to help.

Asphalt Art Grant -

Mrs. Blascyk stated she is applying for a \$25,000 Art Grant by Bloomberg Philanthropy. She is proposing the existing crosswalks located in front of Highland Elementary and the four corners Livingston and St. Johns. This is an art element and also a safety element serving as a traffic calming technique. It would be nice to paint all existing crosswalks. Ms. Blascyk is working on permits and with the Road Commission.

Economic Vitality -

Business Round Table Update, Ms. Dashevich would have liked a bigger turnout but got good feedback. A Business request was to bring Quick Book classes, Ms. Dashevich attended a QuickBook class and will talk to the instructor.

Promotions -

Concerts secured by Mrs. Dashevich. Ms. Blascyk stated a popcorn/hotdog cart is secured as well.

Organization -

Board Retreat, Ms. Dashevich said it needs to be planned. Ms. Frederick suggested Red Poppy. Ms. Blascyk said the Transformation Strategy was sent out to the public. We got 200 responses. Taking the data from community and applying it.

Movie in the Park -

Ms. Blascyk put in a grant with Oakland County, hasn't heard back.

Banners Sponsorship -

Eight banners are being sponsored from the business round table. Four new sponsors and some are returning.

OAKLAND COUNTY/MSOC

June 30th Transformation Strategy webinar per Ms. Dashevich. She will send that out to you.

DISTRICT DEVELOPMENT/NEW BUSINESS

Ms. Blascyk reported there is a new business called Ellembee Gifts replacing D&J Tractor Supply. They sell merchandise with sayings, wholesale. D's Café is struggling per Mr. Zurek.

COMMUNITY REPORTS

Founders Day Parade this coming weekend.

Mrs. Dashevich met with Highland White Lake Business Association Director is looking to work in same space with Mrs. Dashevich.

CALL TO THE PUBLIC

Ms. Frederick read Mission Statement and request we change the wording to include, “and” surrounding DDA business district.

Adjourn - Mr. Smith motioned to adjourn at 7:52 pm.

APPROVED