

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
Record of the July 19, 2023 Regular Board Meeting**

**APPROVED**

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

**Members Absent:** Michael Zurek

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

**Guest Present:** Mr. Pete Eichinger of Creative Resources

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

Approve Minutes of the Regular Board Meeting dated June 21, 2023

**MS. BLASCYK MOVED TO APPROVE the Regular Board Meeting Minutes of June 21, 2023 as CORRECTED. MR HAMILL SUPPORTED THE MOTION and the MOTION CARRIED with a unanimous voice vote (7 yes votes)**

DIRECTOR'S REPORT

Mrs. Dashevich stated due to a large Agenda this evening, she would like to skip the verbal report as everything that she has been doing is reflected in the agenda.

TREASURER'S REPORT

Mrs. Hamill referred to the Township financial reports and reviewed with he Board. She noted that the DDA has \$507,274 in the Bank and our Township, Long Term Loan is now \$55,645. The revenue over expense is \$50,466. We have only spent 19.57% of our budget.

**MS. FREDERICK MOVED TO ACCEPT the Treasurer report as presented. MR. FEIGLEY SUPPORTED THE MOTION and the MOTION CARRIED with a voice vote: Frederick-yes; Smith-yes; R.Hamill-yes; Blascyk-yes; C. Hamill-yes; Feigley-yes; Barnes-yes (7 yes votes).**

NEW BUSINESS

*Three Board Members Terms have Expired*

Mr. Barnes, Mrs. Blasyck and Mr. Feigley terms' have expired. Brief discussion took place.

**MS. FREDERICK MOVED TO REAPPOINT Mr. Barnes, Mrs. Blasyck and Mr. Feigley for an additional four year term ending 2027 to the Highland DDA Board. MRS. HAMILL SUPPORTED THE MOTION and the MOTION CARRIED with a roll call vote: Blasyck-yes; R. Hamill-yes; Smith-yes; Feigley-yes; Barnes -yes; Frederick-yes and C. Hamill-yes (7 yes votes)**

### *Wayfinding Project Changes-*

*Mr. Eichinger of Creative Resources, project consultant, reported that our sign proposal was submitted to both Oakland County Road Commission and MDOT. The Road Commission electronically approved all 12 signs along Milford Road. However, MDOT suggested changes for the 6 signs along M59 from Hickory Ridge to Duck Lake Road. The required changes included a reduction of panels from 5 per sign to 3, a color change for one area, font increase from 4.5" to 6", upper and lower case font to replace all caps, directional arrow placement changes and sequence of entity panel placement must match the actual sequence physically. The most substantial change was the size of the signs along M59 requiring a double breakaway post due to that size change. The requirement increases the square footage from 9 sq. ft. to 16 sq. ft. with a new backer panel size of 48 inch wide by 48 inch high. The bottom of the sign to grade is required to be 7 ft. that requires the posts to increase 10 ft. To 11 ft. All of the aforementioned changes will increase the costs of 6 signs. Two being in the district of the DDA and the remaining four are located outside of the district and will need to be presented to the Township for extra funding.*

It was discussed the 2 DDA district signs will be located at Chill at the Mill and near John street. Mrs. Frederick requested further changes and the Board agreed to the following: the "Highland Stn/Shops" panel be changed to "Highland Station" and remove the slash, "Art Cntr/Steeple Hall" be changed to "Art Center" no slashes.

**MS. FREDERICK MOVED TO APPROVE the sign changes per MDOT requirements on 2 signs and to approve the budget amendment of \$3,000 from General Fund to the Design Committee 880-003 per MDOT requirements. SUPPORTED BY MRS. BLASYCK AND THE MOTION CARRIED with a roll call vote: Barnes-yes; Feigley-yes; Frederick-yes; Blasyck-yes; R. Hamill - yes; C. Hamill-yes; Smith-yes. (7 Yes votes)**

Mrs. Blascyk stated that Mr. Eichinger has been asked to quote a new sponsorship sign at Gateway Ticket Station Park. He has provided that quote and we will address it at the next Meeting.

### *Annual TIF Report Submitted*

Mrs Dashevich reported the required annual Tif report for 2022 has been submitted by the Highland Township Treasurer's office by June 30, 2023, as required by the 2018 PA57. Mrs. Dashevich submitted that report, as provided to the required Oakland County departments and individuals.

It was noted that \$95,663 was captured from Oakland County in 2022. Highland would not have captured this if a Downtown Development Authority TIF was not formed. We captured 253,767 total TIF in 2022

### *Flag Star Grant Opportunity*

A matching Flag Star grant for placemaking projects has been submitted for \$2500. The grant fell due between Board Meetings so it was submitted after a discussion that took place at a Design Committee meeting in hopes the Board will approve in lieu of the Lights on

Livingston Project that did not prove to be feasible. There are two parts to this placemaking project matching grant being proposed.

Mrs. Blascyk reported the first proposal consists of temporary solar light installations in the East Livingston gardens that will obtain the same goal as the original Lights on Livingston Project. She also reminded the Board that placemaking projects are temporary a lot of the times. The second part of this project/grant is that during the month of October skeletons will be placed around the district. There will be Ten public displays divided amongst 5 businesses and 5 community buildings.

**Ms. Frederick moved to approve \$6,000 towards the skeletons and lights toward the Placemaking promotion and to move \$6,000 from General Fund to the Promotions Committee SUPPORTED BY BLASCYK. The motion carried with roll call vote: Smith-yes; Blascyk-yes; R. Hamill; C. Hamill; Barnes-yes; Frederick-yes; and Feigley -yes (7 yes votes)**

#### *Festivals*

Mr. Hamill stated Ms. Heidi Bey has resigned from the Township Festival Committee after many years of being the driving force of this committee. This leaves a great void and we very much appreciate the service she did bring to the Township. In result the Festivals are in need of a home and he shared his opinion that the Highland DDA, and its non profit leg Friends of Downtown Highland would be an ideal fit. With that being said Rick stressed that does not mean the DDA should fund the festival. Mrs. Dashevich noted that the DDA's have to be careful of not being seen as the event planners, however, she felt the DDA has a good balance of Economic, Design and Organization projects presently and this addition of the Township Festivals will come with their existing volunteers. Mr. Hamill confirmed the fireworks expense for the Township festival will still be funded by Highland Township.

**MRS. FREDERICK moved to add the Community Festivals consisting of Founders Day and Red White and Blues, be added to the Highland DDA Work Plans as organizers of the festival. SUPPORTED BY MRS. HAMILL and the motion carried with a roll call vote: Barnes - yes; Feigley-yes; Frederick-yes; Blascyk-yes; Supervisor Hamill -yes; C. Hamill-yes and Smith-yes (7 yes votes)**

#### OLD BUSINESS

##### *Oakland County Market Place E-Commerce Update*

Mrs. Dashevich reported that Highland Downtown met the goal of 3 businesses with 10 products on the platform by today, July 19th. She will be contacting the other businesses to see what assistance is needed to get them registered and running. New goal date for grand opening for all of Oakland County Main Street Market Place is now in August.

##### *Gateway Ticket Station Park Lamp Post Paint Proposals*

The Gateway Ticket Station Park street lamps are in need of painting. Mrs. Blascyk contacted Diedrich Painting and obtained a quote and the Board reviewed it.

**MS. FREDERICK TO APPROVE \$3,000 from the General Fund to the Design Committee Line Item 880-003 to paint the six lamp poles at the Gateway Park. MRS. BLASCYK SUPPORTED and motion carried with a roll call vote: Blascyk-yes; Feigley-YES; Frederick-yes; Barnes-yes; C. Hamill -yes; Supervisor Hamill-yes and Smith-yes (7 yes votes)**

*Train Viaduct Mural Request for Additional Funding*

Mrs. Dashevich and Mrs Blascyk reported another \$1,000 of insurance coverage for the artist to meet the CSX requirements is required. We cannot move forward with the application to CSX until the insurance is secured. It was discussed possibly we should increase the amount to keep the project moving.

**MS FREDERICK MOVED** to approve a \$3,000 increase to the Design Line Item 880-003 from General Fund to cover the cost of the insurance required by CSX. **SUPERVISOR HAMILL SUPPORTED** the motion and the motion carried with a roll call vote: Smith-yes; Blasyk-yes; Supervisor Hamill-yes; Feigley - no; Feigley- yes; Barnes - yes; C. Hamill-yes. (6 yes votes and 1 no vote)

*Landscape Quotes from Brien's service Gateway Ticket Station Park*

Quotes were obtained from our current landscape source due to the lack of volunteers. Brien's Services provided four separate quotes on the Gateway Ticket Station Park. Maintenance in four different areas totaling approximately \$12,000. The Board discussed at length.

**MR. SMITH MOVED** to award the contract to Brien's Services as proposed to Brien's Services. **MR. HAMILL SUPPORTED.**

**Discussion:** It was suggested by Supervisor Hamill that Township maintenance staff, assisted by DDA volunteers, address the work as listed on Proposal #2023-1185-RU and Proposal #2023-1184-TRIM saving \$2,106.00.

The Remaining Proposals discussed:

**PROPOSAL #2023-1186-MULCH 2 inches deep. \$3,655.0**

**PROPOSAL #2023-1183-LSM**

**Initial weeding and two months of maintenance - \$4,222.00 Total**

**A total of \$8,000.**

**Mr. SMITH AMENDED HIS MOTION** to award the contract to Brien's Services for the Proposal to mulch, for initial clean up and 2 months of maintenance for the Ticket Station Gateway Park in the amount of \$8,000. A budget amend of \$8,000 from General Fund to Maintenance Streetscape Line Item 935.000. **SUPERVISOR HAMILL SUPPORTED** the MOTION and the MOTION carried with a roll call vote:

BOARD MEMBER COMMENTS

None

COMMITTEE REPORTS

Design-

Discussed above

## Economic Vitality

Downtown Brochure is complete and ready for print

## Promotions -

First concert of July was cancelled due to rain and will take place August 29, 2023

## Organizations

### *Vision Statement*

There were some questions and it was suggested we discuss this at a future meeting.

## OAKLAND COUNTY/MSOC

### *Transformation Strategy Webinar*

This webinar took place on June 30, 2023 and was recorded for future reference. In the Board members packets that were emailed included the link and attached reference material. Mrs. Dashevich asked the Board to go to the link if they had missed the webinar and reference the material.

## DISTRICT DEVELOPMENT/NEW BUSINESS

Jeni's Ugly Pies unexpectedly closed for personal reasons.

## COMMUNITY REPORTS

None

## CALL TO THE PUBLIC

None

Adjourn - Mr. Smith motioned to adjourn at 8:40pm

APPROVED