

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
APPROVED REGULAR BOARD MEETING MINUTES OF August 13th, 2025**

A. ROLL CALL

Members present: Andy West, Taylor DeHaan, Dale Feigley, Jennifer Frederick, Cassie Blascyk, and Roscoe Smith

Members Absent: Michael Zurek, Supervisor Hamill, Chris Hamill, and Micheal Zeolla

Staff Absent: Melissa Dashevich, Executive Director

Mr. Smith called the meeting to order at 6:22 PM

B. APPROVE MINUTES OF THE REGULAR BOARD MEETING JULY 9TH, 2025

Tabled until the September 2025 meeting.

C. DIRECTOR'S REPORT

Mrs. Blascyk presented the board with a written report received from Mrs. Dashevich on August 13th. The report updated everyone on her completion of the numerous administrative tasks she had set out to do before she left on medical leave.

D. TREASURER'S REPORT

Ms. Frederick presented the financial report through July 31st, 2025 in detail. Our total revenue is \$485,283. Currently Taxes Receivable is at \$158,796. Total Program Services is on track for the year, and currently there is \$408,073.44 cash on hand. There is no long term debt.

MR. FEIGLEY MOVED TO ACCEPT the Treasurer's Report. **MS. DEHAAN SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Roscoe Smith - yes. (6 yes votes).

E. NEW BUSINESS

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1. 2026 Budget and Workplans – Plan committee meeting times

Mrs. Blascyk and Ms. Frederick went over the 2026 Budget and Work plans item by item with the board adding changes as discussed and suggested. Further discussion among the different committees will be necessary before they can be finalized.

F. OLD BUSINESS

1. Master Plan Update – Set September meeting date for next steps

It was agreed that the board would suggest discussing the Master Plan at the regular board meeting on October 8th.

G. BOARD MEMBER COMMENTS

Mr. Feigley suggested a haunted tunnel to include in the Haunted Highland event similar to the light tunnel that is used during the winter holidays. Most likely this change would be for the 2026 event.

H. COMMITTEE REPORTS

Design

1. Sign Grant award to Mica Healing

Mica Healing applied for the Sign Grant offered through the HDDA. The total grant amount requested is \$800.

MS. FREDERICK MOVED TO AWARD the sign grant to Mica Healing for a 50% match up to \$800. **MR. FEIGLEY SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Roscoe Smith - yes. (6 yes votes).

Economic Revitalization

1. Empty Building Tour - September 30th

On September 30th, 2025 the HDDA will be hosting a Empty Building Tour Open House for all the available commercial properties currently in the district with the goal of bringing in new business and reducing the amount of unutilized land in the area.

2. Highland Kindness Dinners on us - September 27th

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Mrs. Blascyk went over the details of the upcoming Highland Kindness project and asked for volunteers from the DDA to participate on September 27th. Taylor DeHaan, Dale Feigley, Andy West and Cassie Blascyk volunteered.

Organization

1. Code of Conduct Policy

Ms. Frederick presented the board with the updated Code of Conduct Policy.

MR. FEIGLEY MOVED TO TAKE OFF THE TABLE AND APPROVE the Code of Conduct as presented. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Roscoe Smith - yes. (6 yes votes).

Promotions

1. Concerts

The concerts have been very successful, the volunteers, Kathy, and Caden have done a great job. Genesis who sponsored the concerts have attended twice.

2. Fireworks Budget

A comparison between the Fireworks cost for Highland and White Lake was made available to the board. The possibility of adding additional funding from the DDA toward the total cost of the fireworks was suggested. The board determined that it is not in scope of the DDAs budget and responsibility to provide more fireworks.

3. Festival of Trees

Mrs. Blascyk informed the board that multiple electricians have concluded the difficulties with the tripped GFI in the light poles will continue unless drastic measures are taken to rework the electrical. This means that the Festival of Trees will either need to be moved or discontinued entirely. The snowflakes will remain and any lights attached to the poles themselves should be able to stay functional but the trees would continue to trip the GFI. Mrs. Blascyk asked the board to consider ideas on how to move forward.

4. Shed at Steeple Hall - Arriving August 19th

One of the extra sheds from the Township has become available for the HDDA to use for storage; it will be transported to Steeple Hall on August 19th.

I. MSOC

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Ms. Frederick went over the Main Street America Accreditation Assessment, highlighting the various opportunities suggested. The board brainstormed on a number of ways they could utilize stats, create annual reports to deliver to stakeholders and prospects, and diversify funding opportunities.

There is a grant program available through MSOC for new businesses. Mica Healing has expressed interest in applying.

J. DISTRICT DEVELOPMENT

There are multiple new businesses in Highland. Williams Insurance is located at 101 E Livingston. Chapala Mexican restaurant is open near DQ and Milford Highschool. Michigan Music Lessons at 1449 South Milford Rd near Comeback Inn, and an antique store located at 1300 Milford.

K. CALL TO THE PUBLIC

Nothing to report.

L. MEETING ADJOURN

The meeting was adjourned at 8:54 pm. - TD