

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
Record of the December 10, 2014 Regular Board Meeting  
APPROVED**

**Members Present:** Rick Hamill, Mike Maher, Matt Barnes, Roscoe Smith, Cassie Blascyk, John Hirzel, Dale Feigley

**Absent:** Doug Bourgeois

**Staff Present:** Melissa Dashevich, Director

**Mr. Smith called the meeting to order at 6:15 PM.**

**Approve Regular Board Meeting Minutes of October 15, 2014**

**MR. MAHER MOVED TO APPROVE** the regular board meeting minutes of October 15, 2014 as presented. **MR. HAMILL SUPPORTED** and **THE MOTION CARRIED** with a unanimous voice vote (7 yes votes).

**Approve Special Board Meeting Minutes of October 29, 2014**

**MR. MAHER MOVED TO APPROVE** the Special board meeting minutes of October 29, 2014 as presented. **MR. BARNES SUPPORTED** and **THE MOTION CARRIED** with a unanimous voice vote (7 yes votes).

**Director's Report**

Mrs. Dashevich reviewed her report and a copy is attached. Much discussion took place regarding the benefits of using social media for business promotion and that is something that Mrs. Dashevich is currently looking into.

Mrs. Dashevich also shared the poster developed for the 'new' Shop Hop (formerly known as Ladies' Night), and suggested we keep the 'brand' for next year.

Mrs. Dashevich also shared that the HDDA has received numerous positive comments on our 'Festival of Trees'.

**Treasurer's Report**

Per Mr. Hirzel, the financial statements he received from Mrs. Cooper cannot be used as a current true picture of financial standing; in fact, a payment made to Audia last month is not shown on the current financial statements he has.

Regarding the finalization of all of the streetscape issues, meetings, and findings, Mr. Hamill's documents were reviewed.

As Built on Original Design Work \$ 923,630

Contingency was used up and the Plan cost was \$ 965,601

Additional items listed in change orders are above and beyond this cost; some were contested by the engineers, but it was felt some were actually due to Audia. Mr. Hamill reviewed many of these issues.

These extra costs (over plan cost) totalled \$ 63,743.

Mrs. Blascyk excused herself from the meeting.

Per Mr. Hirzel, we have paid \$ 893,972; additional approved brings total paid to \$ 987,374; bringing the project total to \$ 1,157,261.29. The original amount allocated from budget was \$ 1,142,432.09, which means the total dollars spent were \$14,829 over contingency.

Further discussions took place regarding ongoing issues, and issues that will have to be looked at in the spring.

Mr. Hamill will request a check from the township for the \$93,401.63; however, the check won't be available until after approved at township board meeting.

**MR. FEIGLEY MOVED TO AUTHORIZE final payment for Highland's Streetscape project to Audia Construction for an amount not to exceed \$93,401.63. MR. HAMILL SUPPORTED and the motion carried with a roll call vote: Maher-yes; Hirzel-yes; Feigley-yes; Barnes-yes; Hamill-yes; Smith-yes.**

Mr. Smith wanted to recognize Nowak & Fraus for their dedication to our project. Mr. Feigley and Mr. Hamill agreed.

## **NEW BUSINESS**

### **Invoice from Kris Kopacki for cleaning and mulching of landscape islands to close Soil Erosion Permit from Water Resources Commissioner**

**MR. FEIGLEY MOVED TO APPROVE payment of invoice in the amount of \$997.50 to Kris Kopacki for weeding and mulching islands. MR. BARNES SUPPORTED and the motion carried with a with a roll call vote: Maher-yes; Hirzel-yes; Feigley-yes; Barnes-yes; Hamill-yes; Smith-yes.**

It was decided that this was to be taken from the capital improvements budget. Mr. Feigley also recommended that perhaps some of the smaller islands could be filled with grass for ease of maintenance and to reduce costs.

Per Mr. Hirzel changed above project numbers: total updated project cost is \$1,158,258.79; increasing the over budget amount to \$15,826.70, which is only 1.385% above project budget - very impressive for a project of this size.

### **Meeting Dates for 2015**

**MR. HAMILL MOVED TO APPROVE the new meeting dates for 2015 as presented. MR. MAHER SUPPORTED and the motion carried with a unanimous voice vote (6 yes votes).**

### **Parking Situation at Highland Feed and Supply**

Mr. Maher explained the unsafe parking situation that a wider sidewalk has caused.

**Mr. Smith adjourned the meeting at 7:45 p.m.**

Respectfully submitted,

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A. Roscoe Smith

ARS/kb

APPROVED