

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the December 19, 2018 Regular Board Meeting**

APPROVED

Members Present: Dale Feigley, Mike Zurek, Matt Barnes, Cassie Blascyk, Trevor VonBuskirk, Roscoe Smith

Members Absent: Supervisor Hamill, Chris Hamill, Sellon Patterson

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

Visitors Present: Gary Dovre, attorney
Mark Hamlin, Co-Trustee Iverson's Lumber Company
John Foster, Co-Trustee Iverson's Lumber Company
Sara Gidley, Iversons' Attorney
Kris Kopacki
6 MHS Students

Mr. Smith called the meeting to order at 6:25 p.m.

****CLOSED SESSION TO DISCUSS REAL ESTATE PURCHASES****

MR. FEIGLEY MADE A MOTION to move into Closed Session with the Highland Township Downtown Development Authority AND attorney Gary Dovre to discuss his December 19, 2018 confidential correspondence regarding the disposition of tax-foreclosed properties. MR. ZUREK SUPPORTED and THE MOTION CARRIED with a roll call vote: VonBuskirk-yes; Barnes-yes; Blascyk-yes; Feigley-yes; Zurek-yes; Smith-yes.

**** CLOSED SESSION** started 6:27 p.m. ended 6:49 p.m.**

OLD BUSINESS

Consider approval of purchase agreement for Tax Parcel No. 11-30-200-022 (M59 Property).

MR. FEIGLEY MOVED TO ADOPT THE RESOLUTION TO CONVEY PROPERTY presented by Attorney Gary Dovre which sets forth the terms to sell the property known as Tax Parcel No. 11-30-200-022 to Iverson's M59, LLC. MR. BARNES SUPPORTED and the MOTION CARRIED with a roll call vote: **Feigley-yes; Zurek-yes; VonBuskirk-yes; Barnes-yes; Blascyk-yes; Smith-yes.**

Consider approval of purchase agreement for Tax Parcel No. 11-11-429-024 (Duck Lake Lot).

MR. BARNES MOVED TO ADOPT THE RESOLUTION TO CONVEY PROPERTY presented by Attorney Gary Dovre which sets forth the terms to sell the property known as Tax Parcel No. 11-11-429-024 to the personal representative of Estate of Marjorie E. Harris. MR. FEIGLEY SUPPORTED and the MOTION CARRIED with a roll call vote: **VonBuskirk-yes; Barnes-yes; Blascyk-yes; Feigley-yes; Zurek-yes; Smith-yes.**

Mr. Dovre requested a five minute recess at 6:57.

Board Member Trevor VonBuskirk left the meeting before it resumed at 7:08.

Strategic Planning Retreat to be scheduled for an upcoming date.

Mrs. Dashevich will be putting this on an upcoming agenda. Adding Strategic Planning to the end of our DDA meetings has not worked out, so a date (or dates) need to be selected to have Strategic Planning.

Approve Regular Board Meeting Minutes of November 14, 2018.

MR. FEIGLEY MOVED TO APPROVE the Regular Board Meeting minutes of November 14, 2018, as corrected. Add Sellon Patterson to 'Members Absent' and remove Melissa Dashevich from 'Staff Present'. MR. ZUREK SUPPORTED THE MOTION and THE MOTION CARRIED with a unanimous voice vote (5 yes votes).

Mrs. Dashevich summarized her Director's Report. She will email her written report in the coming week that includes more detailed information. Two events that took place, Ladies Night Out and the Tree Lighting, were very successful. Discussion will need to take place regarding storage and possible replacement of our Christmas decorations, or if we should get prices for a service to take care of it. Mrs. Blascyk received positive feedback regarding Ladies Night from the 12 participating vendors. The shuttle was helpful, but will need some tweaking for next year. The Festival of Trees is underway, with only four unsold as of right now. Mr. Barnes felt that the trees need to be bigger next year for better impact.

Treasurer's Report

No Treasurer's Report since Treasurer will not be present; financial reports were attached for review.

NEW BUSINESS

~ Budget Amendment to transfer funds for the foreclosed property purchases.

MR. ZUREK MOVED TO APPROVE a Budget Amendment to move \$33,720.00 from the General Fund Account into Property Purchases, Account #495-290-000-901-000. MR. FEIGLEY SUPPORTED and THE MOTION CARRIED with a roll call vote: Feigley-yes; Zurek-yes; Barnes-yes; Blascyk-yes; Smith-yes.

~ MSOC Evaluation will take place on January 16th.

Mrs. Dashevich stated that she was informed that the format will be a little different this year; however she doesn't have further details. It will be the same requirements but possibly stricter adherence.

~ Spirit on Main Street Grant with MSOC/Genisys was applied for and granted.

Mrs. Blascyk met with Tim Colbeck, brainstormed ideas, and came up with a Rent Assistance Program utilizing the Economic Vitality Committee. It is a matching grant; the HDDA will pledge \$2,500 and the grant provides an additional \$2,500 to provide assistance to some businesses that may be struggling to stay afloat. Further details and promotional ideas will be determined.

COMMITTEE REPORTS

~ Mrs. Dashevich wanted to point out that the Shop Small, Ladies Night Out are all a result of the Business Retail Team, part of the Economic Vitality Committee.

~ She also stated that the Design Committee needs to become more active.

~ Also a decision needs to be made regarding the HDDA adopted use of the new logo.

CALL TO THE PUBLIC

There was discussion with the high school students on how to get them more involved in the HDDA workings.

Mr. Smith adjourned the meeting at 7:50 p.m.

Respectfully submitted,

Roscoe Smith

RS:kb

APPROVED