

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the September 18, 2019 Regular Board Meeting**

APPROVED

Members Present: Supervisor Hamill, Chris Hamill, Cassie Blascyk, Roscoe Smith, Matt Barnes (left at 7:45), Dale Feigley, Stephanie Legg, M. Zurek (arrived at 6:45)

Members Absent: Sellon Patterson

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

Visitors Present: Kris Kopacki

Mr. Smith called the meeting to order at 6:20 p.m.

MRS. BLASCYK MOVED TO APPROVE the Regular Board Meeting minutes of July 17, 2019 as presented (they were approved at last month's meeting, but without a quorum), as well as the Regular Board Meeting minutes of August 21, 2019 as presented. MR. BARNES SUPPORTED THE MOTION and THE MOTION CARRIED with a unanimous voice vote (7 yes votes).

Mrs. Dashevich verbally presented her Director's Report.

Mrs. Hamill received financials too late to prepare her usual analysis. According to August financials, there is \$225,000 in bank. The loan balance is at \$213,000. YTD we are \$224,000 ahead of budget (profit); \$81,000 of that being the sale of property. We are ahead of budget for TIF by about \$48,000; using \$187,000 for budgeting for 2020. Expenses are behind budget as well.

NEW BUSINESS

- Sarina Siljander and Trevor VonBuskirk have submitted their resignations due to their work obligations. It is effective upon submission.
- Consider approval of purchase of fall flowers and décor for streetscape.
MR. FEIGLEY MOVED TO APPROVE up to \$800 for fall flowers and décor, to be moved from the C-art account. SUPERVISOR HAMILL SUPPORTED and THE MOTION CARRIED with a roll call vote: C. Blascyk-yes, R. Hamill-yes, C. Hamill-yes, S. Legg-yes, D. Feigley-yes, M. Barnes-yes, R. Smith-yes
- Consider approval of prize money for Scarecrow Contest in the amount of \$200.
MR. FEIGLEY MOVED TO APPROVE up to \$200 for Scarecrow Contest prize money, to be moved from the C-art account as well. MRS. HAMILL SUPPORTED and THE MOTION CARRIED with a roll call vote: C. Blascyk-yes, R. Hamill-yes, C. Hamill-yes, S. Legg-yes, D. Feigley-yes, M. Barnes-yes, R. Smith-yes
- Consider approval of holiday decoration rental service. Mrs. Dashevich will try to get another quote or two providing similar services, for comparison, although the service they provide is quite unique.
SUPERVISOR HAMILL MOVED TO APPROVE leasing Xmas lighting and décor as listed in LeClerc Display Company quote for an amount not to exceed \$3,200. MR. BARNES SUPPORTED and THE MOTION CARRIED with a roll call vote: C. Blascyk-yes, M. Zurek-

yes, R. Hamill-yes, C.Hamill-yes, S. Legg-yes, D. Feigley-yes, M. Barnes-yes, R. Smith-yes

- Volunteer Appreciation Event.
 - o To be held on November 6th at the Highland Station House, ideas welcome. Upcoming meeting to discuss more.

OLD BUSINESS

- Arch Update
The latest arch renderings were discussed. Additional detail will be provided for approval at next meeting.
- Helen Collar Barn Update
Supervisor Hamill will attempt to find in-kind donations to keep the roof from caving in. It is his opinion that this should not become a HDDA project.
- MSOC Summer visit postponed to October.
Mrs. Dashevich feels this is a very valuable service that MSOC provides and is looking forward to their visit.
- Discussion and consider approval of the 2020 Highland DDA Budget.
Mrs. Dashevich distributed 2020 work plans for everyone's use, and reviewed the intent and goals for the year, which ties in with the upcoming year and budget.

Mrs. Dashevich informed the Board that her computer is beginning to fail, and might not last into the next year. It was decided that the money was in the budget somewhere, and could be reallocated for the purchase of a new computer. Supervisor Hamill will take care of this as he is researching for new Ipads for the township.

Mr. Barnes excused himself from the meeting at 7:45.

Mrs. Dashevich and Mrs. Blascyk then excused themselves from the meeting temporarily while discussions took place regarding the budget, employee benefits and work load. In researching other Main Street Oakland County Executive Directors' benefits, only Mrs. Dashevich and one other Executive Director did not have medical benefits. It was agreed to approve a \$6,000 medical stipend for Mrs. Dashevich. Also, the workload has increased to the point that additional assistance is needed. The consensus of the Board was that an additional amount be budgeted for "Special Project Assistant" line item and be used for that purpose.

MRS. LEGG MOVED TO APPROVE the 2020 Budget as presented. MR. FEIGLEY SUPPORTED and THE MOTION CARRIED with a roll call vote: C. Blascyk-yes, R. Hamill-yes, C.Hamill-yes, M. Zurek-yes, S. Legg-yes, D. Feigley-yes, R. Smith-yes.

- 685 Harvey Lake Road property update and discussion.
Discussion took place regarding the Highland Township using this property as a training exercise. Mr. Kopacki expressed concern that existing overgrowth would inhibit the Fire Department's exercise. Supervisor Hamill stated that the Fire Department would be responsible for cutting their own path to the house. Mrs. Dashevich inquired about whether asbestos would be an issue; Supervisor Hamill felt that, due to the age of the house, asbestos would not be an issue.

MRS. HAMILL MOVED TO AUTHORIZE Fire Department Training Exercise Use and burning of the dwelling located at 685 Harvey Lake Road, and require those exercises

and removal of house by December 1, 2019. MRS. LEGG SUPPORTED and THE MOTION CARRIED with a unanimous voice vote (7 Yes votes).

SUPERVISOR HAMILL MOVED TO AUTHORIZE the DDA attorney to prepare a purchase agreement for the property at 685 Harvey Lake Road for an interested party consistent with the terms and conditions discussed for DDA consideration. MR. ZUREK SUPPORTED and THE MOTION CARRIED with a with a roll call vote: C. Blascyk-yes, R. Hamill-yes, C. Hamill-yes, M. Zurek-yes, S. Legg-yes, D. Feigley-yes, R. Smith-yes.

BOARD MEMBER COMMENTS

None.

COMMITTEE REPORTS

(Discussed during Budget topics.)

COMMUNITY REPORTS

Quilt Raffle benefitting Chill at the Mill. 1 ticket for \$5, 5 tickets for \$20.

Mr. Smith adjourned the meeting at 8:52 p.m.

Respectfully submitted,
Roscoe Smith

RS:kb