

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
Record of the October 16, 2019 Regular Board Meeting**

**APPROVED**

**Members Present:** Supervisor Hamill, Chris Hamill, Cassie Blascyk, Roscoe Smith, Matt Barnes, Dale Feigley, Stephanie Legg, Mike Zurek

**Members Absent:** Sellon Patterson

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

**Visitors Present:** Gary Dovre, Attorney  
Kris Kopacki

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

**MR. FEIGLEY MOVED TO APPROVE the Regular Board Meeting minutes of the Regular Board Meeting minutes of September 18, 2019 as corrected (3<sup>rd</sup> paragraph from the bottom of page 2, last sentence should be changed to read ‘... Board was that an additional amount be budgeted for...’ . SUPERVISOR HAMILL SUPPORTED THE MOTION and THE MOTION CARRIED with a unanimous voice vote (8 yes votes).**

Mrs. Dashevich verbally presented her Director’s Report. Much of her time was spent on the Harvey Lake property. Festival of Trees applications have commenced. Scarecrow Contest has several entries, and will run through the first week of November. Mrs. Dashevich and Mrs. Hamill attended a meeting regarding TIF requirements. A new public act for DDAs was discussed wherein two public meetings will have to be held inviting who has money captured for the DDA use, and sharing information to the district about the DDA’s purpose. The DDA website needs to have certain information as well by June 2020.

**Treasurer’s Report**

Mrs. Hamill stated that there is \$257,251 cash in bank. There is an excess fund balance of \$131,298. Summaries showing YTD TIF collected of \$246,135, and budgeted amount was 150,000, so we’re about \$96,000 ahead on TIF. Second column shows annualization for comparison purposes. Areas under budget are Design, Economic Restructuring, and Rents & Utilities. There was discussion about where money is allocated when it is received in reimbursement, or prepaid, such as the travel scholarship from Oakland County and grant monies. We have \$81,000 in proceeds from property sales.

**NEW BUSINESS**

None.

**OLD BUSINESS**

685 Harvey Lake Road Property

**MRS. HAMILL MOVED to move the possible closed session regarding 685 Harvey Lake Road Agenda Item to the first item under Old Business. MRS. BLASCYK SUPPORTED THE MOTION and THE MOTION CARRIED with a unanimous voice vote (8 yes votes).**

**SUPERVISOR HAMILL MOVED to hold closed session regarding 685 Harvey Lake Road possible sale and fire training issues and discussion of the DDA attorney’s October 16,**

2019 confidential letter. MR. FEIGLEY SUPPORTED THE MOTION 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.

The HDDA Board moved into Closed Session at 6:49 P.M.

The HDDA Board returned from Closed Session at 7:53 P.M.

SUPERVISOR HAMILL MOVED TO APPROVE the Fire Training License Agreement presented by the DDA attorney and authorize the HDDA chairperson to sign it, with the addition of a paragraph that provides that the HDDA will be responsible for the costs of the burning up to \$20,000 with the fire department responsible for any amounts over and above that, subject to and conditioned on the HDDA attorney approving the asbestos removal proposal from TEK Environmental and Consulting Services, Inc. MR. FEIGLEY SUPPORTED and THE MOTION CARRIED with a roll call vote: Blascyk-yes, C. Hamill-yes; R. Hamill-yes; Legg-yes; Barnes-yes; Feigley-yes; Smith-yes; Zurek-yes

SUPERVISOR HAMILL MOVED TO APPROVE and authorize the HDDA Chairperson to accept an offer to purchase the property at 685 Harvey Lake Road, consistent with the Closed Session discussions and as approved by the HDDA attorney. MR. FEIGLEY SUPPORTED and THE MOTION CARRIED with a roll call vote: Feigley-yes; Barnes-yes; Legg-yes; R. Hamill-yes; C. Hamill-yes; Blascyk-yes; Zurek-yes; Smith-yes.

#### Arch Update

Ms. Legg shared the next steps in the Arch project.

Shop Drawings - \$1,500  
Topo Survey - \$1,800

The money we have leftover from tech visits is \$2,800. Tad will be paid \$500 leaving a balance of \$2,300. The cost for the shop drawings and topographic survey together total \$3,300, so an additional \$1,000 needs to be authorized to proceed. Per Mrs. Blascyk, the money is available in the Design budget.

SUPERVISOR HAMILL MOVED TO APPROVE up to \$2,000 to be allocated from the Design budget to accomplish the next steps of shop drawings and topographic survey for the Arch project. MR. BARNES SUPPORTED and the MOTION CARRIED with a roll call vote: Feigley-yes; Barnes-yes; Legg-yes; R. Hamill-yes; C. Hamill-yes; Blascyk-yes; Zurek-yes; Smith-yes.

Future costs will be: \$3,500 for construction drawings; \$1,000 for permits, and \$3,000 for structural engineering drawings.

Ms. Legg also shared some computer generated drawings showing scale adjustments to the arch design. Based on original scale and placement of structural sides, it was felt that the original design would be too large. The main concern is that Highland Station is easily read. Also, slight color variations are suggested.

#### COMMITTEE REPORTS

##### Design

Native Gardens clean up and seed gathering demonstration in front of Odds & Ins on Sunday, 10/20, from 12-3. Please come and help.

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### Promotions and Organization

Small Business Saturday preparation is underway and is being organized.

Preparations for Ladies Night, which is 12/5, are underway as well. The Community Bus was a big hit last year and will be used again.

Mrs. Blascyk asked if additional quotes had been received for the Xmas décor yet.

### MSOC/MDDA (Michigan Downtown Association)

This event is taking place in Holland, Michigan on November 7 and 8. Mrs. Dashevich will not be attending, but encouraged anyone else to consider it.

### DISTRICT DEVELOPMENT

Mrs. Blascyk has been talking with Freedom Works, who is interested in moving back into the downtown district. She has supplied them with information regarding potential properties.

### COMMUNITY REPORTS

Our first CommUnity Dinner will be held on Saturday, 10/19 at 5 p.m. Please consider joining this important event.

Mrs. Dashevich said that the Highland Garden Club wants to decorate the Four Corners with an 8' decorated Christmas tree on each corner. There was concern that sight lines would be an issue, and Supervisor Hamill reminded that there is no power available for lights at the Four Corners. It was suggested that they could either decorate all of the Ticket Station area, or buy 4 of the trees in the Festival of Trees.

Mrs. Dashevich shared that she was approximately \$100 short in estimating the Fall Décor expenses.

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

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RS:kb

UNAPPROVED