

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
Record of the December 13, 2023, Regular Board Meeting**

**APPROVED**

Members Present: Supervisor Hamill, Cassie Blascyk, Roscoe Smith, Dale Feigley, Jennifer Frederick, Michael Zurek

Members Absent: Matt Barnes and Chris Hamill

Staff Present: Melissa Dashevich

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

**INFORMATIONAL MEETING TOOK PLACE**

Approve minutes of the Regular Board Meeting dated November 15, 2023

**MR. FEIGLEY MOVED TO APPROVE the Regular Board Meeting Minutes of November 15, 2023 as corrected. MRS. BLASCYK SUPPORTED THE MOTION and the MOTION CARRIED with a unanimous voice vote; R. Hamill-yes; R. Smith-yes; C. Blascyk-yes; D. Feigley-yes; M. Zurek-yes; J. Frederick (6 yes votes).**

**DIRECTOR'S REPORT**

Mrs. Dashevich reported on MSOC Manager's Meeting

**TREASURER'S REPORT**

Ms. Frederick gave the Treasurer's Report based on October 31, 2023 Financial Reports. She reported there is \$578,632 cash. We have received 80 percent of our projected revenues and have spent 44 percent of our projected expenses. With that being said, she noted that \$20,000 was paid in expenses that are not reflected in the October reports. It was noted interest earnings has increased greatly in 2023.

Extending the CD was discussed and Ms. Frederick stated we have a CD that will bring us through to October 2024. It is possible a CD that is due in April, may be considered for reinvestment in another CD.

**SUPERVISOR HAMILL MOVED TO ACCEPT the Treasurer's Report. MR. ZUREK SUPPORTED THE MOTION and the MOTION CARRIED with a unanimous vote: R. Smith-yes; C. Blascyk-yes; D. Feigley-yes; M. Zurek-yes; J. Frederick-yes; R. Hamill-yes (6 yes votes)**

**NEW BUSINESS**

*Loan Payoff Discussion*

There are 12 payments left on the streetscape loan and the Board wished to not payoff loan early.

*Streetscape Electrical Discussion*

Supervisor Hamill stated the GFIs were replaced and lights are set not to turn off at day break. This is in hopes to not trip the GFIs in wet weather while snow flakes are in place.

*HDDA 2024 Wages*

**MS. FREDERICK MOVED TO APPROVE** Ms. Jamie Globerson, as a seasonal employee, as Committee Festivals Coordinator, to be paid \$20 an hour not to exceed 29 Hours a week starting January 1, 2024. **MRS. BLASCYK SUPPORTED**

Discussion: Ms. Frederick clarified seasonal means, PTO and paid holidays will not be offered.

**THE MOTION CARRIED with a unanimous voice vote: R. Hamill-yes; R. Smith-yes; C. Blascyk-yes; D. Feigley-yes; M. Zurek-yes; J. Frederick (6 yes votes).**

#### *Board Reappointments*

**MR. FEIGLY MOVED TO REAPPOINTMENT** Roscoe Smith and Christina Hamill to the Board of the Highland Downtown Development Authority for a term of 4 years ending December 31, 2027. **SUPPORTED BY MS. FREDERICK** and the motion carried with a unanimous voice vote: R. Smith- yes; C. Blascyk-yes; D. Feigley-yes; M. Zurek-yes; J. Frederick; R. Hamill (6 yes votes).

#### *Vision Statement Language Review*

Ms. Frederick read aloud the suggestion language from the Organization Committee for the Vision Statement as follows:

*What we see for the future: Our vision for the Highland Station district is to return Highland Station to its place as the center of our community and a destination within the region. One where attractive historical homes, vibrant small businesses, and healthy lifestyle amenities appeal to people of all ages.*

**MR. ZUREK MOVED TO ADOPT** the revised Vision Statement moving forward. **MRS. BLASCYK SUPPORTED** and the motion carried with a unanimous voice vote: C. Blascyk-yes; D. Feigley-yes; M. Zurek-yes; J. Frederick; R. Hamill; R. Smith (6 yes votes).

#### *Joint Meeting with Highland Township, Planning Commission, ZBA and HDDA*

A Joint Meeting will take place on Wednesday, January 24th at 6:30pm at the Township Auditorium.

#### **OLD BUSINESS**

*Odds and Ins submitted second grant application for 2023. It was noted this will benefit the downtown. Mrs. Blascyk stated the Design Committee needs to review the application and the materials used.*

**MS. FREDERICK MOVED TO APPROVE** Odds and Ins for a second facade grant application for 2023 pending approval of the Design Committee review. **SUPPORTED BY MR. ZUREK** and the motion carried with a unanimous voice vote: D. Feigley-yes; M. Zurek-yes; J. Frederick; R. Hamill; R. Smith, C. Blascyk (6 yes votes).

#### **COMMITTEE REPORTS**

##### *Design Committee*

Mrs. Blascyk stated that it was brought to Township's attention there are two spots near Dukes on the Way Finding sign available and it was requested that a directional panel for the Athletics Complex be added. Mrs. Blascyk contacted the Way Finding consultant and he made the suggestion that the Township Office panel near the Hungry Howie's complex be replaced with the Athletics Complex panel as it is closer to the complex itself. The Township panel can be placed on the sign near Dukes.

MR. FEIGLEY MOVED TO APPROVE the construction of two additional sign panels for the athletics complex to the bases best suited and described above. SUPPORTED BY MR. HAMILL and the MOTION CARRIED with a roll call vote: C. Blascyk-yes; J. Frederick-yes; M. Zurek yes; D. Feigley; R. Hamill-yes and R. Smith - yes (6 yes votes.)

#### *Colasanti's Boardwalk/Sidewalk Extension*

Nowak and Fraus was consulted earlier in the week regarding Engineering work for this project. It was projected Phase #1 would be completed by 12/29/23 and it was just completed. The next step is plotting the proposed layout and requests a Design Review meeting by mid January 2024 with the DDA Board. Current sidewalk walkability was discussed and Mr. Smith proposes to connect the sidewalks on the south side of the Colasanti's drive to the existing Prestwick sidewalk. Mrs. Blascyk stated she will inform the consultants.

#### *Economic Vitality:*

Committee projects and meetings will continue in 2024. One of the goals is to have face to face contact with all the businesses. This will be tied in with the Festivals committee, lead by Jamie Globerson, with the Sponsorship package initiative.

Mrs. Dashevich will be consulting with Ann Giese regarding Quick Books classes for our businesses.

#### *Organization:*

Swag bags have been ordered and it was suggested that microfiber cleaning pads with the Odds and Ins Mural on it be purchased. Mr. Smith suggested postcards with the Odds and In's mural be made as well.

#### *Promotions:*

Mr. Smith asked that we review the Tree Lighting Event. The board members noted the road closures were very good and made such a difference; the event was an amazing evening. It was suggested more lights should be added to the Steeple Hall and a number of lighted 6ft trees should be added to Veterans Park and it was suggested lights and sirens should be present for the arrival of Santa. Mr. Feigley suggested the trees be sponsored in Veterans Park, possibly 10 trees be placed. Mrs. Blascyk suggested glow in the dark teeter totters that could be placed for the Tree Lighting and other events. The horse and wagons were very well received. Vendors within Steeple Hall were thrilled. It was suggested a fire extinguishers should be near the fire pits. It was also noted there was confusion with the public if it was a Highland Township or Highland DDA event.

**CALL TO THE PUBLIC - None**

**ADJOURN**

**SUPERVISOR HAMILL.MADE A MOTION TO ADJOURN and MR. ZUREK SECONDED THE MOTION and THE MOTION CARRIED with a unanimous voice vote: J. Frederick-yes; M. Zurek yes; D. Feigley; R. Hamill-yes and R. Smith - yes; C. Blascyk-yes (6 yes votes.)**

**Meeting Adjourned at 8:11 PM.**

**HDDA Minutes - Board Meeting Unapproved of December 13, 2023.**

**mkd/RS**