

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the January 17, 2024 Regular Board Meeting**

APPROVED

Members Present: Matt Barnes, Cassie Blascyk, Supervisor Hamill, Chris Hamill, Roscoe Smith, Michael Zurek, Jennifer Frederick

Members Absent: Dale Feigley

Staff Present: Melissa Dashevich, Executive Director

Guests: Michael Zeolla, Resident and interest in joining the DDA.

Mr. Smith called the meeting to order at 6:16 pm

Approve minutes of the Regular Board Meeting dated December 13, 2023

MRS. HAMILL MOVED TO APPROVE the Regular Board Meeting Minutes of December 13, 2023 as corrected. MR. ZUREK SUPPORTED THE MOTION and the MOTION CARRIED with a unanimous voice vote; R. Hamill-yes; R.-Smith-yes; C. Blascyk-yes; M.Zurek-Yes; J. Frederick; M. Barnes-yes; Chris Hamill yes (7 yes votes)

DIRECTOR'S REPORT

Gave a verbal report and reminded everyone the Accreditation is February 13, 2024.

TREASURER'S REPORT

Mrs. Hamill referenced her report noting the total revenue received in 2023 was \$302,669. The revenue over expense for 2023 is a positive of \$121,384. The principal payments were \$33,650 and that leaves our net cash flow of \$87,734. This net cash flow will be added to our Fund Balance for 2023. She continued that we are \$80,441 ahead of budget. Our expenses were 215,031. For 2023 We ended the year with cash \$522,493 and our debt sets at \$33,595. There are 12 more payments left.

NEW BUSINESS

Election of Officers

MS. FREDERICK MOVED to nominate Mr. Roscoe Smith stay Chairperson; Mr. Michael Zurek stay Vice Chairperson and Mrs. Christina Hamill stay Treasurer for the year 2024. MRS BLASCYK SUPPORTED and the motion carried with a unanimous voice vote: R. Hamill-yes; R.-Smith-yes; C. Blascyk-yes; M.Zurek-Yes; J. Frederick; M. Barnes-yes; Chris Hamill yes (7 yes votes)

Discuss Budget Amendment for Director's pay

A budget amendment needs to be made for the Director's pay as numbers were transposed on the approved 2024 Budget.

MS. FREDERICK MOVED to amend the 2024 Approved Budget for Director's Line Item 494 729 702-001 from \$46,298 to \$46,928. This was a 3% raise. MRS. BLASCYK SUPPORTED and the motion carried with a roll call vote: M. Zurek-yes; M. Barnes-yes; C. Blasyk-yes; R-Hamill; C. Hamill; J. Frederick; D. Feigley (8 yes votes).

Highland White Lake Business Association Sponsorship Discussion

MS. FREDERICK MOVED to approve the 2024 membership dues and Gold Sponsorship of \$500 for the Highland White Lake Business Association. **MR. ZUREK SUPPORTED** the motion and **THE MOTION CARRIED** with a roll call vote: J. Frederick-yes; R. Hamill-yes; C. Blasyck-yes; C. Hamill-yes; M. Barnes-yes; M. Zurek-yes; Smith-yes (7 yes votes).

Seasonal Employee Discussion/Payroll Tax

Ms. Globerson is our Festivals Coordinator and Farmers' Market Manager. In 2023 she was a vendor when she managed the Farmers' Market. To streamline the pay process for 2024 she was made a seasonal employee. The Township Clerk wanted the Highland DDA Board to be aware of the ramifications of payroll tax, workman's Compensation expenses and possibly unemployment if we were to end her employment. The extra expenses will be applied to all monies to her. The Board discussed the expenses involved.

MRS. FREDERICK MOVED to approve Mrs. Cathy Tiderington and Ms. Jamie Globerson for the annual Increases for Seasonal Employees that match the township's as employees. **SUPPORTED BY MRS. HAMILL** and the **MOTION CARRIED** with a roll call vote: M. Barnes-yes; C. Blasyck-yes; R. Hamill - yes; C. Hamill-yes; Smith - yes; Michael - yes and Frederick - yes (7 yes votes)

Main Street Conference Birmingham Alabama

Main Street Now 2024 Conference will be in Birmingham, Alabama May 6 thru 8. If you wanted to attend please let us know.

Evaluation is February 13th

Please be aware of the upcoming evaluation, it is an all day event. Tentative Agenda was discussed and a Board Meeting will take place at 10am during the evaluation.

OLD BUSINESS

Joint Meeting of HDDA, Highland Township, Planning Commission and ZBA on Wednesday

Please mark your calendar for the upcoming meeting.
January 24th at 6:30pm

Oakland County Times Renewal Discussion

Mrs. Dashevich reminded the Board the digital publication expires on 04/01/24; Ms. Crystal Proxmire will attend a future meeting to discuss renewal. Stats will be requested,

BOARD MEMBER COMMENTS

Mr. Zurek stated he has asked Ms. Taylor DeHaan to consider applying for the Highland DDA Board. She lives and works in the district at Sniffer Station. The DeHaan family owns Sniffer Station.

MR. HAMILL MOVED TO recommend approval of Michael Zeolla and Taylor DeHaan upon completion of application to the Highland DDA Board. This will be presented to the Highland Township Board on February 2, 2024. **MRS. HAMILL SUPPORTED** the motion and the **MOTION CARRIED** with a voice vote: M. Barnes-yes; C. Blasyck-yes; R. Hamill - yes; C. Hamill-yes; Smith - yes; Michael - yes and Frederick - yes (7 yes votes)

COMMITTEE REPORTS

Update on Colasanti's Boardwalk and sidewalk extension

Mrs. Blascyk stated she spoke to the engineers and Phase #1 is being wrapped up. The original 2010 print of Boardwalk was referenced and can still be used. Currently there will be only one change from the original design and this will be the initial designed cable railing will be replaced with a panel/grid design. Much like the Kensington Boardwalk. The concrete installation connecting the very south end to the condo association sidewalk is still included. Originally this project was budgeted at \$165,000. A guesstimated amount by the engineer for this project today is \$350,000 to \$400,000.

Mr. Hamill stated Colasanti's will be approached to discuss sharing this expense. Regardless Colasanti's will be responsible for demolition of the current structure. An Easement will need to be obtained. It was proposed that the DDA take another loan from the Township as this will be a great value to the downtown and the Township as a whole. The Board discussed at length the benefits and it was noted an art feature should be incorporate an art feature.

The concern of liability was brought up and who would be responsible in case of pedestrian accident. Mrs. Frederick referenced Easements of Safe Routes of School project and stated the township would not be responsible for those easements and stated it most likely would follow suite in this situation in terms of insurance. Mr. Hamill stated, it should be investigated.

Mrs. Blascyk read the phases of the project and the amount approved in 2023. We are currently moving into Phase #2 and will be the Final Engineering that will included final engineering plans. She reviewed the costs. Again all ready approved.

MR. ZUREK MOVED TO move the Colasanti's Boardwalk project forward by speaking to the owners of Colasanti's regarding the project and his amenability to potentially establish an easement and committing to demolition and any additional substantiation towards the project and costs not to exceed \$400,000 on this project. MRS. HAMILL SUPPORTED the MOTION

Discussion:

Cassie stated it is possible this could be a project this summer. No more funding is needed to get the projects to the Engineering Construction Plans sometime in March

So it was also discussed that if by chance, the HDDA TIF was not continued, this project is owned by the Township.

THE MOTION CARRIES with a roll call vote: C. Hamill-yes; R. Hamill; M. Barnes-yes; C. Blascyk-yes; Smith - yes; Michael - yes and Frederick - yes (7 yes votes)

Economic Vitality

Face to Face Meetings with every meeting will begin when it gets warmer and it is encouraged that Board Members participate in this too.

Business Round Table is coming up on February 28th.

Organization

Microfiber cloths have been ordered and delivered.

Harmony Patterson our Marketing person that was hired has created the Sponsorship Booklet. The board reacted favorably.

Promotions

Noting to add at this time

DISTRICT DEVELOPMENT

Marathon Corner just sold to a developer that wants to put in a gas station/drive through.

Old Paint Works just sold property and Dunkin' Donuts and Jimmy John's was proposed. It has failed the perk test and now working with Oakland County Health Department to create an engineered septic system.

D's Cafe has closed.

Comeback Inn now has new owners in fact the entire complex has a new owner.

Township had a meeting with the owner, of the Lumber Yard, Isaac Hannah and his attorney. This could be an opportunity for a septic for the core, Highland Station. Depends on the school and Mr. Hannah.

The Credit Union has a million dollar project in the works as well.

CALL TO THE PUBLIC

ADJOURN

Meeting was adjourned at 8:27pm

Approved