

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the February 21, 2024 Regular Board Meeting**

APPROVED

Members Present: Matt Barnes, Cassie Blascyk, Taylor DeHaan; Jennifer Frederick; Supervisor Hamill, Chris Hamill, Roscoe Smith; Michael Zurek; Michael Zeolla and Dale Feigley arrived at 7:00pm.

Members Absent

Staff Present: Melissa Dashevich, Executive Director

Guests: Andy West, Business Owner interested in joining the DDA.

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

Minutes will be addressed after New Business.

DIRECTOR'S REPORT

Mrs. Dashevich spent hours on the evaluation that we just had done. The evaluation was revamped this year and was electronic. We rocked th MSA/MSOC Evaluation thanks to all the team work.

TREASURER'S REPORT

Mrs. Hamill gave the treasurer's report as of January 31, 2024

MS. FREDERICK MOVED to accept the Treasurer's report as presented. **MR. BARNES SUPPORTED** and the motion carried with a unanimous voice vote: **R. Hamill-yes; T. DeHaan; R.-Smith-yes; C. Blascyk-yes; M.Zurek-Yes; J. Frederick; M. Barnes-yes; Chris Hamill yes; M. Zeolla (9 yes votes)**

NEW BUSINESS

Mr. Feigley arrived at 7:00pm

Approve minutes of the Regular Board Meeting dated January 17, 2024

MR. ZUREK MOVED TO APPROVE the Regular Board Meeting Minutes of January 17, 2024 as presented. **MR. ZEOLLA SUPPORTED THE MOTION** and the **MOTION CARRIED** with a unanimous voice vote; **R. Hamill-yes; T. DeHaan; R.-Smith-yes; C. Blascyk-yes; M.Zurek-Yes; J. Frederick; M. Barnes-yes; Chris Hamill yes; M. Zeolla and D. Feigley (10 yes votes)**

Appoint Mr. Andy West, Vandrey Self Storage

MS. FREDERICK MOVED to have Supervisor Hamill present Mr. Andy West, owner of Vandrey Self Storage located in the DDA District, to be appointed to the Highland Township Board. **MR. FEIGLEY supported** and the motion carried with a unanimous voice vote: **R. Hamill-yes; T. DeHaan; R.-Smith-yes; C. Blascyk-yes; M.Zurek-Yes; J. Frederick; M. Barnes-yes; Chris Hamill yes; M. Zeolla and D. Feigley (10 yes votes)**

Oakland County Times January 2024 Successes

This is a digital newspaper. Mrs. Blascyk spoke to the stats there were provided to the Board. It was mentioned that Highland was not called out individually but the near by communities were represented. There was concern expressed by numerous Board members that Highland

was not listed individually.. Mrs. Blascyk also reported the cost is \$1500 for a year subscription and the articles are well written and shared. Questions were presented regarding the paper and asked if Ms. Proxmire could be invited to the next Board Meeting. Cassie stated she would invite her. It was discussed that different modes of outreach is needed. Outreach to other communities is also needed, especially neighboring Oakland County communities. We as a DDA need to be more diligent in advertising to our community.

OLD BUSINESS

Main Street Conference Birmingham Alabama

The Main Street Conference will take place in Birmingham Alabama from May 6th through May 8th. Some Tour workshops and Classes begin on the 5th.

MSA/MSOC Accreditation -We were accredited. A report will be provided by MSOC within the next month.

BOARD MEMBER COMMENTS

Mr. Smith stated it has always been a goal to connect Highland Station to the Highland Recreation Area. He continued he was made aware of a website called "All Trails" and discovered there are existing trails from the dam on Harvey Lake and East Livingston Roads heading towards the Mountain Bike Trail on Livingston west of Duck Lake. There is even an existing tunnel under Duck Lake Road so the trail can go further east and connect with other trails leading to other locations including Milford.

COMMITTEE REPORTS

Design

Update on Colasanti's Boardwalk and sidewalk extension

Mrs. Blascyk reported that the easement request for the Boardwalk has been presented to the owner of Colasanti's who has given to their attorneys for review. The owner of Colasanti's will not be able to contribute to the boardwalk as he has a one million dollar improvement plan of the property. However, the property owner will be responsible for demolition of the Boardwalk. Other finance options were discussed by the Board including crowd funding.

Mrs. Blascyk reported on the Inside Out Program that is coming to Highland and stated the Supervisor will have to sign the agreements for placement of the nine locations because the nine location are township owned. One of the locations is the Gateway Park. That art piece will have to be relocated because of the expected development.

Economic Vitality

Business Round Table is February 28th at 6:30pm at Steeple Hall

Organization

Volunteer Fair is March 13th 6pm to 8pm

Policy and Bylaws

Ms. Frederick reviewed Bylaws with the Board. Ms. Frederick researched the DDA Act as well as researched what should be put in Bylaws. This is how the DDA is run; what rules have to be followed They have grown from 2.5 pages to 4 pages. Ms. Frederick reviewed the Bylaws, including her added recommendations. She also asked the Board questions of how the language should read in some instances. The agreement for Executive Director needs to

reviewed and updated. The Purchasing Policy cash limits have been increased to reflect current economy.

Mrs. Frederick also distributed last year's MSOC assessment for review.

Board Manual Binders or Tablets should be discussed at next Board Meeting.

Promotions

Concert recruitment has begun. Ms. DeHaan noted that Classic Rock now is music from the 90's.

Farmers' Market/Sounds Like Summer Concert Series

Mr. Hamill reported due to the fact that the owner of the lumber yard and the surrounding properties is being developed, the small piece owned by Township at Gateway Park will be part of that development. This small piece of Township property is where the Gateway Ticket Station sits and will be traded. The trade is that the property owner will relocate or will rebuild the ticket station at Veterans Park and be used as a pavilion for our concerts. The Farmers' Market will be relocated to the front of Township Hall. The paver stone patio will become the new stage for our entertainment. The Township restrooms and electricity will be utilized for the Farmers' Market.

DISTRICT DEVELOPMENT

Possible new ownership change and development of Ace Party Store

CALL TO THE PUBLIC

None

ADJOURN

Meeting was adjourned at 8:17 pm