

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
RECORD OF THE AUGUST 21, 2024 REGULAR BOARD MEETING**

APPROVED

Members present: Andy West, Taylor De Haan, Dale Feigley, Matt Barnes, Micheal Zeolla, Supervisor Hamill, Chris Hamill, Jennifer Frederick, Cassie Blascyk, Michael Zurek and Roscoe Smith

Members Absent: None

Staff Present: Melissa Dashevich, Executive Director

Guests: Steve Sutton and William Brown

Mr. Smith called the meeting to order at 6:21 PM

HIGHLAND STATION BOARDWALK MATERIALS DISCUSSION

Steve Sutton presented the impacts of using wood or concrete construction for the boardwalk, both in cost and in maintenance and longevity. Other options were considered but ultimately deemed to not be feasible. The estimate for wood construction came to \$430,000 while the estimate for concrete construction would be more expensive at \$530,000. Long term maintenance for a wooden boardwalk would be much more significant however and concrete construction is known to be more long lasting with fewer maintenance costs.

**MR. FEIGLEY MOVED TO APPROVE** the use of concrete for the construction of the Highland Station Boardwalk, with financing of up to \$300,000 to be repaid at a later date. **MR. WEST SUPPORTED THE MOTION** and the **MOTION CARRIED** with a roll call vote: Andy West -yes; Taylor DeHaan - yes; Dale Feigley - yes; Michael Zurek- yes; Supervisor Hamill - yes; Chris Hamill - yes; Jennifer Frederick - yes; Matt Barnes - yes; Cassie Blascyk - yes; Michael Zeolla – abstain; Roscoe Smith - yes. (10 yes votes, 1 abstain).

APPROVE MINUTES OF REGULAR BOARD MEETING OF JULY 17., 2024

**MS. FREDERICK MOVED TO APPROVE** the regular HDDA board meeting minutes of July 17<sup>th</sup>, 2024 as presented. **MR. ZEOLLA SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Matt Barnes - yes; Cassie Blasyck- yes; Micheal Zeolla - yes; Micheal Zurek – yes; Supervisor Hamill - yes; Chris Hamill - yes; Jennifer Frederick - yes; Roscoe Smith - yes. (11 yes votes).

DIRECTOR'S REPORT

Mrs. Dashevich thanked everyone for their support, and for everyone's involvement in the work plan and budgeting process.

MSOC has proposed to combine the funds from the tech visit and the education in your town program, which may result in additional funds in the future.

## TREASURER'S REPORT

Mrs. Hamill presented her financial report in detail stating we are 50% through the year and underspent. Our total revenue to this point is \$201,737 with total expenses of \$115,687 to date. Revenue exceeds expenses by \$86,050 and we have \$577,504 cash on hand, which includes 2 CDs. Our long-term loan as of July 31<sup>st</sup> had a remaining balance of \$3,700 which was paid off as of August 18th.

**MR. FEIGLEY MOVED TO APPROVE** the treasurer's report. **SUPERVISOR HAMILL SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Matt Barnes - yes; Cassie Blasyck- yes; Micheal Zeolla - yes; Micheal Zurek – yes; Supervisor Hamill - yes; Chris Hamill - yes; Jennifer Frederick - yes; Roscoe Smith - yes. (10 yes votes).

## NEW BUSINESS

### *The Huron Valley AMVETS*

William Brown addressed the board as the public relations officer for the Huron Valley AMVETS. The Huron Valley AMVETS would like to offer volunteers from various education and backgrounds to the highland community to help with various HDDA projects. The board expressed their gratitude for the help. Micheal Zoella excused himself.

### *Budget Amendment*

Ms. Dashevich presented a budget amendment that would record additional revenues and increase expenditure for promotions and part-time seasonal help with a net effect of zero.

**MS. FREDERICK MOVED TO APPROVE** the budget amendment as presented. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Matt Barnes - yes; Cassie Blasyck- yes; Micheal Zurek – yes; Supervisor Hamill - yes; Chris Hamill - yes; Jennifer Frederick - yes; Roscoe Smith - yes. (10 yes votes).

### *CD Discussion and Authorization*

Mrs. Fredrick stated that the current CDs are set to expire on October 21<sup>st</sup> and 24<sup>th</sup> of this year. Due to upcoming spending the HDDA must determine if they will renew the CDs and if so for how long. Mrs. Fredrick believes the best course of action is to renew the CDs for 6 months.

**SUPERVISOR HAMILL MOVED** to authorize, Ms. Frederick as treasurer for the township, to move forward with the renewal of the two CDs for up to 6 months. **MR. FEIGLEY SUPPORTED** the **MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Matt Barnes - yes; Cassie Blasyck- yes; Micheal Zurek – yes; Supervisor Hamill - yes; Chris Hamill - yes; Jennifer Frederick - yes; Roscoe Smith - yes. (10 yes votes).

### *HDDA Office needs new office Furniture*

Ms. Dashevich expressed a need for 2-3 new desks and chairs for the HDDA office for volunteers as well as her own work as Director. She plans to put together a proposal for a future meeting.

#### *2025 Meeting Dates Discussion*

Ms. Dashevich suggests moving the HDDA regular board meetings from the 3<sup>rd</sup> Wednesday of each month to the second to avoid potential conflict with the Highland Zoning Board of Appeals meeting on the same day.

**SUPERVISOR HAMILL MOVED** to move the 2025 HDDA regular board meeting dates to the second Wednesday of the month at 6:15pm. **MRS. BLASCYK SUPPORTED** and **THE MOTION CARRIED** with a unanimous voice vote: Andy West -yes; Taylor DeHaan - yes; Dale Feigley - yes; Michael Zurek- yes; Supervisor Hamill - yes; Chris Hamill - yes; Jennifer Frederick - yes; Matt Barnes - yes; Cassie Blascyk - yes; Roscoe Smith - yes. (10 yes votes).

#### *Proposed 2025 Budget*

Ms. Dashevich presented the proposed 2025 budget. Expected revenue for 2025 is \$416,000 and expected expenses of \$280,000.

**SUPERVISOR HAMILL MOVED** to accept the 2025 budget as presented with changes. **MRS. BLASCYK SUPPORTED** and **THE MOTION CARRIED** with a roll call vote: Andy West -yes; Taylor DeHaan - yes; Dale Feigley - yes; Michael Zurek- yes; Supervisor Hamill - yes; Chris Hamill - yes; Jennifer Frederick - yes; Matt Barnes - yes; Cassie Blascyk - yes; Roscoe Smith - yes. (10 yes votes).

#### OLD BUSINESS

##### *Proposed Final 2025 Highland DDA Work Plans*

Due to the newest version of the 2025 work plans not being available to everyone this discussion was tabled until the next meeting.

##### *Education in your Town (MSOC Benefit)*

Ms. Dashevich proposed that the funds from the 2024 MSOC tech visit money be used to fund the engineering costs for the Highland Station Boardwalk.

**MRS. FREDERICK MOVED** to approve the 2024 MSOC tech visit funds to be used for the engineering expense of the boardwalk project. **MRS. BLASCYK SUPPORTED** and **THE MOTION CARRIED** with a roll call vote: Andy West -yes; Taylor DeHaan - yes; Dale Feigley - yes; Michael Zurek- yes; Supervisor Hamill - yes; Chris Hamill - yes; Jennifer Frederick - yes; Matt Barnes - yes; Cassie Blascyk - yes; Roscoe Smith - yes. (10 yes votes).

##### *OC Shop Main Street Platform*

Ms. Dashevich would like to select someone to manage the OC shop Main Street program. She has several people in mind that could be good candidates but needs more time to determine who would be best suited for the position. They would oversee helping local businesses

navigate the program as well as manage the HDDA online store for shopping local merchandise.

## COMMITTEE REPORTS

### *Design*

During the painting of the mural located at 250 West Livingston Road, it was discovered the AC mechanical equipment would need to be relocated. Due to the age of the AC equipment, replacement was the only option that resulted in a total cost of \$14,336. West Oakland Transportation Authority has agreed to pay \$5,000 towards the new equipment and the Township has determined the remainder of \$9,336 is the responsibility of the Highland DDA. Because the Highland DDA's mural project led to the need of relocation of equipment. It was noted that the HDDA budgeted a total \$40,000 for a mural project, of which more than \$20,000 remains. Mrs. Blascyk proposed that the \$9,336 to move the equipment be taken out of the remaining budget for the mural.

Mr. Zeolla rejoined the meeting during this discussion.

MS. FREDERICK MOVED to waive the purchasing policy and have the Highland DDA cover the expense of \$9,336 to move the AC mechanicals to install the mural and apply this to the Capital Improvement Projects Budget Line Item. **SUPERVISOR HAMILL SUPPORTED** and **THE MOTION CARRIED** with a roll call vote: Andy West -yes; Taylor DeHaan - yes; Dale Feigley - yes; Michael Zurek- yes; Micheal Zeolla - abstain; Supervisor Hamill - yes; Chris Hamill - yes; Jennifer Frederick - yes; Matt Barnes - yes; Cassie Blascyk - yes; Roscoe Smith - yes. (10 yes votes, 1 abstain).

### *Fall Decorating*

The Garden Club has agreed to help with fall decorating on Friday the 13<sup>th</sup> of September. And additional flower bulbs will be planted in October

### *Promotions*

The concert series resulted in a total cost of \$9,206; however, the sponsorship by Genesis Credit Union offset some of the cost and the bottom line was \$8,206. Although weather impacted the turn out, the overall concert series was a success and well attended andd received.

## MSOC

MSOC will present HDDA Accreditation at the September 9, 2024, Highland Township Board Meeting. Ms. Dashevich would like to invite any board members who are interested to attend.

## DISTRICT DEVELOPMENT

Mina Boddy has opened a new business in the same Plaza and Milford Music that rents workspaces out to other businesses that need a meeting place or temporary office space.

The space on the southeastern corner of Livingston and Milford Rd. is still searching for a new tenant.

## CALL TO THE PUBLIC

Nothing to report.

ADJOURN

Meeting Adjourned at 8:41 pm. TD

APPROVED