

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
APPROVED REGULAR BOARD MEETING MINUTES OF DECEMBER 18TH 2024**

**A. ROLL CALL**

Members present: Andy West, Taylor DeHaan, Dale Feigley, Jennifer Frederick, Cassie Blascyk, Supervisor Hamill, Chris Hamill, Michael Zeolla and Roscoe Smith

Members Absent: Micheal Zurek

Staff Present: Melissa Dashevich, Executive Director

Mr. Smith called the meeting to order at 6:15 PM

**B. APPROVE MINUTES OF REGULAR BOARD MEETING OF NOVEMBER 20<sup>th</sup>, 2024**

**MS. FREDERICK MOVED TO APPROVE** the regular HDDA board meeting minutes of November 20<sup>th</sup>, 2024 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; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zeolla - yes; Roscoe Smith - yes. (9 yes votes).

**C. DIRECTOR'S REPORT**

Mrs. Dashevich thanked everyone for their positive feedback and support in her review. She also informed those at the meeting who did not already know that Channel 4 news had done a short segment on The Festival of Trees in downtown Highland. She commented that it was very well done. In addition to that, the Tree Lighting event was a great success with a lot of positive feedback.

Mrs. Dashevich also attended a number of meetings, including a meeting with Janet Bloom from Lake Orion regarding a virtual training for the community on the the Shop Oakland County Mainstreet platform.

Mrs. Dashevich also informed the board of a number of Mainstreet Oakland County and Mainstreet America events coming up in the first half of 2025.

**D. TREASURER'S REPORT**

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Mrs. Hamill presented her financial report in detail stating we are 92% through the year and underspent. Our total revenue to this point is \$377,938. Revenue exceeds expenses by \$150,030.01 and we have \$637,719.79 cash on hand. There is no long term debt.

**MS. FREDERICK MOVED TO ACCEPT** the Treasurer's Report. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zeolla - yes; Roscoe Smith - yes. (9 yes votes).

**E. NEW BUSINESS**

*1. Review Past MSA Evaluation*

Mrs. Dashevich presented the previous year's evaluation to the board in order to better inform them of the process and the types of questions asked.

*2. Review Current MSA Evaluation*

Due to the complexity and time consuming nature of the evaluation process the board decided that this particular topic would be better addressed by a subcommittee.

**F. OLD BUSINESS**

*1. Approve Updated Bylaws and Purchasing Policy in result of attorney review*

Ms. Frederick presented the updated Bylaws with the most recent updates for approval, including those suggested by the attorney. Minor changes to formatting were suggested.

**MS. FREDERICK MOVED TO APPROVE** the HDDA Bylaws as amended pending attorney approval . **MR. FEIGLEY SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zeolla - yes; Roscoe Smith - yes. (9 yes votes).

Ms. Frederick presented the updated Purchasing Agreement with the most recent updates for approval, including those suggested by the attorney. Minor changes to spelling and sentence structure were suggested. Questions regarding the wording of some of the new sections added by the attorney were raised.

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Michael Zeolla excused himself at this time for another meeting.

**MS. FREDERICK MOVED TO TABLE** the HDDA Purchasing Policy to the January HDDA board meeting pending attorney review. **MR. FEIGLEY SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Roscoe Smith - yes. (8 yes votes).

*2. Review and approval of Conflict of Interest/ Code of conduct*

**MS. FREDERICK MOVED TO POSTPONE** the approval of the HDDA Conflict of Interest Policy until the January meeting. **MR. FEIGLEY SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Roscoe Smith - yes. (8 yes votes).

G. BOARD MEMBER COMMENTS

Mrs. Dashevich updated the board on the progress of the new office set up. She expects to receive word this week regarding the furniture.

H. COMMITTEE REPORTS

Design

*1. Boardwalk Update*

The HDDA Design Committee reviewed the bids for the Highland Station Boardwalk which were received December 3rd, 2024. The Design Committee would like to recommend that the bid be awarded to Artisan Contracting, the lowest bidder, for \$580,830.00, contingent on a soil boring test and helical pier installation to assess the project's feasibility.

**MS. FREDERICK MOVED TO AWARD** the bid to Artisan Contracting, the lowest bidder, for \$580,830.00, contingent on a soil boring test and helical pier installation to assess the project's feasibility. **MR. FEIGLEY SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Roscoe Smith - yes. (8 yes votes).

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*Economic Revitalization*

Mrs. Dashevich and Janet Bloom of Lake Orion are planning a virtual training for the Mainstreet communities on the Shop Oakland County Mainstreet ECommerce platform. Board members are welcome to attend to better familiarize themselves with the platform. There are hopes to hold the training in the Spring.

*Organization*

Mrs. Dashevich informed the board that there is a board member training on January 8th that any board member is welcome to attend; however it will take place at the same time as the scheduled January HDDA board meeting.

*Promotions*

Nothing further to report.

I. MSOC

The MSOC evaluation is February 12th, 2025 and may affect what time the board meeting takes place that same day.

J. DISTRICT DEVELOPMENT

Currently the previous location of Home Again does not have a tenant.

K. CALL TO THE PUBLIC

Nothing to report.

L. MEETING ADJOURN

The meeting was Adjourned at 8:09 pm.

Respectfully submitted, Roscoe Smith

RS:td

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APPROVED