

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
APPROVED SPECIAL BOARD MEETING MINUTES OF January 29th, 2025**

**A. ROLL CALL**

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

Members Absent: Taylor DeHaan, and Michael Zurek

Staff Present: Melissa Dashevich, Executive Director

Guests: Jill Bahm of Giffels Webster and Tad Krear of Land Design Studio

Mr. Smith called the meeting to order at 1:03 PM

**B. APPROVE MINUTES OF REGULAR BOARD MEETING OF JANUARY 8<sup>th</sup>, 2024**

**MRS. HAMILL MOVED TO APPROVE** the regular HDDA board meeting minutes of January 8<sup>th</sup>, 2024 as presented. **MS. FREDERICK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Michael Zeolla - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Roscoe Smith - yes. (8 yes votes).

**C. OLD BUSINESS**

*1. Boardwalk Discussion*

Mrs. Blascyk reported that the helical peer test was a success and that the results aligned well with the quoted amount of linear feet. She also reported that the new engineering that is required for the safety of everyone who would use the boardwalk has been estimated to cost \$8,500.

In addition to that Mrs. Blascyk requested a budget amendment for the 2025 budget line item "Capital Improvement Projects" for \$375,000. She also proposed that the HDDA request the township provide \$250,000 in funding toward the boardwalk in partnership with the HDDA.

**SUPERVISOR HAMILL MOVED TO APPROVE** the budget amendments as presented, \$375,000 appropriated fund balance from the HDDA and a capital improvement transfer to the HDDA from the township of \$250,000 for a total of \$625,000, in order to move forward with the Highland Station Boardwalk Project with Artisan Contractors

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construction as the contractor. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Michael Zeolla - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Roscoe Smith - yes. (8 yes votes).

**MS. FREDERICK MOVED TO APPROVE** the engineering fees of \$8,500 for the boardwalk project. **MR. FEIGLEY SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Michael Zeolla - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Roscoe Smith - yes. (8 yes votes).

**MS. FREDERICK MOVED TO PROPOSE** a partnership between Highland Township and the HDDA to request \$250,000 in funding to complete the Highland Station Boardwalk Project. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Michael Zeolla - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Roscoe Smith - yes. (8 yes votes).

**D. NEW BUSINESS**

*1. Masterplan Discussion*

Jill Bahm and Tad Krear discussed with the board the various changes throughout the district that have been implemented since the previous master plan was constructed, as well as the current status of the projects outlined in the previous master plan. Jill outlined what the next steps are to begin work on the new Master Plan for Highland Station District, one of the first of which will be publishing a project website that will be a useful tool for gaining public input through surveys, open forum discussion and interactive maps. They also spoke with the board about ways to hear from the public throughout the next year at key points of the project.

**E. BOARD MEMBER COMMENTS**

The joint board meeting is February 6th at 6:30 PM.

**F. MSOC**

The MSOC evaluation is February 12th, 2025.

**G. DISTRICT DEVELOPMENT**

Nothing to report

**H. CALL TO THE PUBLIC**

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Nothing to report.

I. MEETING ADJOURN

The meeting was Adjourned at 2:45 pm. - TD

APPROVED