



THE DOWNTOWN DEVELOPMENT AUTHORITY
OF HIGHLAND TOWNSHIP
BYLAWS

ADOPTED December 18, 2024

ARTICLE 1 – Name and Address

Section 1. The formal name of this organization is the Highland Downtown Development Authority (HDDA). The registered office and principal place of business of the HDDA is 205 W. Livingston, Highland, MI 48357. The HDDA is managed by the HDDA executive director.

ARTICLE 2 – Boundaries

Section 1. The Highland Downtown Development District totals nearly 700 acres, including the historic “Highland Station” core, centered on Milford Road and Livingston Road, as well as office and commercial properties up and down Milford Road and along M-59 in the immediate vicinity.

Section 2. The “Development Area” consists of the historic “Highland Station” core and the proposed Civic Center Complex including the library, consisting of approximately nine blocks, totaling about 114 parcels and 83 acres.

ARTICLE 3 – Purpose

Section 1. The HDDA is created and operates pursuant to Public Act 57 of 2018 (RECODIFIED TAX INCREMENT FINANCING ACT) and the HDDA Tax Increment Financing Plan of 2004. The HDDA is managed by the Executive Director hired by the Highland Township Board of Trustees. The purpose of the HDDA is to promote economic growth and historic preservation in Highland Station and surrounding business districts pursuant to the list of powers in Public Act 57 of 2018 MCL 125.4207.

ARTICLE 4 – THE HDDA BOARD

Section 1. The HDDA Board shall consist of the Supervisor of Highland Township, or their designee of a Trustee of the Highland Township Board. There shall be a minimum of 8 members and not more than 12 members, as determined by the Highland Township Board of Trustees.

Section 2. A majority of the members must have an interest in property located in the downtown district. There shall be 1 member that is a resident of the downtown district. Each member will be appointed to a four (4) year term or the remainder of the unexpired term of the member they are replacing. New HDDA Board members will be recommended to the Supervisor by the HDDA Board, and the Supervisor will present appointments to the Highland Township Board of Trustees for approval.

Section 3. Members of the HDDA shall serve without compensation but shall be reimbursed for approved expenses.

Section 4. All new members of the HDDA Board shall participate in an orientation program familiarizing them with the goals and objectives and their responsibilities within the first year of their term.

Section 5. Election of Officers; Chairperson, Vice Chair, Treasurer, Secretary will take place during the regularly scheduled meeting in January for the following year.

Chairperson – Shall manage and oversee the position of the HDDA executive director per the approved Management Agreement. Facilitates the HDDA Board meetings. Reviews and approves invoices with the HDDA executive director, per the purchasing policy.

Vice Chair – Performs Chairperson's duties when Chairperson is not available.

Treasurer – Shall review and report to the HDDA Board on the financial records of the HDDA.

Secretary – Attend meetings of the HDDA and keep a record of its proceedings.

Section 6. Removal of a HDDA board member can occur anytime by the recommendation of the HDDA Board to the Board of Trustees. Pursuant to notice and after an opportunity to be heard, an HDDA board member may be removed from the board for neglect of duty, excessive absence, misconduct, malfeasance, or any other good cause as determined by a vote of the Township Board of Trustees.

ARTICLE 5 – MEETINGS

Section 1. Regularly scheduled meetings are normally held on the 2rd Wednesday of each month at 6:15 pm at Steeple Hall, 205 W. Livingston Rd, Highland, MI 48357.

Section 2. All regular and special meetings of the HDDA shall be open to the public and will comply with Michigan's Open Meetings Act, PA 267 of 1976. Robert's Rule of Order will govern the conduct of all meetings. Draft agenda shall be available to HDDA Chairperson and Committee Chairs the Wednesday prior to a regularly scheduled meeting for review and additions. The proposed agenda and packet shall be sent to all HDDA Board members the Friday before a regularly scheduled meeting.

Section 3. Special meetings of the HDDA may be called by the chairperson or any two members of the HDDA Board upon eighteen hours written notice of the time and place of the meeting.

Section 4. A quorum shall exist where a simple majority of current HDDA board members are present: a minimum of 5 members based on 8 and 9 current HDDA Board members, a minimum of 6 members based on 10 and 11 current HDDA Board members, and a minimum of

7 members based on 12 current HDDA Board members, are required to have a meeting of record. A majority vote is determined per meeting as to how many current HDDA board members are present.

Section 5. The Annual Strategic Planning and Budget Workshop shall be held at the regularly scheduled or special meeting in September. The purpose of the meeting shall be assessment of yearly goals and accomplishments and strategic planning for the next year. At this meeting the HDDA will review committee work plans for the next year. The plans will be used to create a draft budget, for our fiscal year beginning January 1st and ending December 31st, that will be presented to the HDDA at their regular scheduled or special meeting in October. The HDDA executive director will forward the approved budget for final approval to the Board of Trustees at their November meeting.

Section 6. HDDA board members are required to attend all meetings. Unexcused absences from three (3) consecutive meetings per year, or absence from six (6) total meetings per year shall be a cause to remove a member from the HDDA Board.

ARTICLE 6 – STANDING COMMITTEES

Section 1. The HDDA shall have at least four (4) standing committees; Organization, Design, Promotion, and Economic Vitality. Each committee shall consist of a chairperson, approved by the HDDA Board, a minimum of three (3) committee members consisting of HDDA members and volunteers. The committee chairperson will make recommendations to the HDDA Board for review and approval. The committee chairperson is responsible for coordinating and directing the affairs of the committee and the HDDA executive director shall act as a permanent consultant to each committee without needing to be included in every meeting. Committees may include outside consultants, residents, businesses, or other volunteers.

Section 2. The committees will meet as directed by the committee chairperson. The committees are required to meet annually in August to prepare yearly assessments of goals, accomplishments, and strategic planning for the next year. The committees will draft new Work Plans to present to the HDDA Board at their September meeting.

ARTICLE 7 – FINANCES AND CONTRACTS

Section 1. All money received by the HDDA shall be deposited in appropriate accounts at financial institutions authorized by the Township Board of Trustees.

Section 2. All expenditures will follow the HDDA purchasing policy and will go through the Townships Accounts Payable Process. The executive director is responsible for signing and forwarding all invoices to the Township Bookkeeping Department for the issuance of payment.

Section 3. The HDDA Board may authorize the executive director or chairperson to enter into and sign contracts on behalf of the of the HDDA. The executive director shall enter contracts without further consideration by the HDDA Board for those items that are included in the approved budget.

ARTICLE 8 – BY LAWS AND POLICIES

Section 1. Any new policies or amendments to these by laws are subject to the approval of the HDDA Board and the Township Board of Trustees.

The Highland Township DDA Bylaws were adopted by the Highland Township Downtown Development Board at a regular meeting of that Board on Wednesday, December 18, 2024.

A. Roscoe Smith, HDDA Chairperson

Melissa K. Dashevich, HDDA Executive Director