

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the December 18, 2013 Regular Board Meeting
APPROVED**

Members Present: Roscoe Smith, Mike Maher, Matt Barnes, John Hirzel, Dale Feigley, Rick Hamill

Members Absent: Gail Perrin, Doug Bourgeois

Staff Present: Melissa Dashevich, Director
Karen Beardsley, Recording Secretary

Visitors Present: Cassie Blaszyk

Mr. Roscoe Smith called the meeting to order at 6:25 PM.

Board Meeting Minutes of November 20, 2013

MR. HAMILL MOVED TO APPROVE the minutes of November 20, 2013. MR. MAHER SUPPORTED and the MOTION CARRIED with a unanimous voice vote (6 yes votes).

Director's Report

Mrs. Dashevich's report is attached and was reviewed. Of special note and consideration is a sample letter to your congressmen that Mrs. Dashevich will distribute via email, along with congress contact info. She encourages each DDA member to participate in this; also, on February 27 in Lansing is a meeting regarding DDAs.

Treasurer's Report

Per Mr. Hirzel, we are over budget on our spending again, but that is due strictly to the appeals that have been occurring in the township. Another item that has been classified as an expenditure, but is actually an asset is the purchase of the property at 1240 N. Milford Road. Cash has decreased to \$679,000. Mr. Hirzel stated that we should be thinking about getting ready to procure financing for the upcoming streetscape project. Other options were discussed involving Highland Township's assistance with funding and/or financing on this project. Perhaps the township could lend money to the DDA, earning a higher interest rate than they currently are. Mr. Hamill discussed the 'front end' of the bid documents and was concerned that they were too many requirements attached to negative repercussions to attract local bidders. He spoke with Mr. Huhta and asked if he could re-word the front end and will be working with Mrs. Corwin to accomplish this. Mr. Hirzel will check to see if we need all the bond documents in place before we go to the township board to seek assistance. It was decided that the bid documents should go out the middle of January. Mrs. Dashevich suggested that the new front end be reviewed for municipal and legal conformity.

NEW BUSINESS

Offer on 1240 N. Milford Road

Mr. Hamill shared that an offer was brought in on the above property by Travis Cota for \$70,000 cash, as is, with no contingencies. Mr. Mecklenborg suggested that the DDA present a counter offer. It was originally listed with Paul Mecklenborg for \$110,000, with Mr. Hamill informing him that we would like to get \$100,000. Mr. Hamill suggested that if the DDA would like to counter, they should appoint

someone to negotiate this contract, with some guidelines built in. Mr. Hamill also noted that as long as we don't go into the house and modify anything, we have no liability to do anything before it is sold. Mr. Feigley asked about the SEV value; it was determined it was \$70,000, which makes the value \$140,000.

MR. HAMILL MOVED that the DDA adjourn to an executive (closed) session, to discuss real estate pricing. MR. MAHER SUPPORTED and the MOTION CARRIED with a unanimous voice vote (6 yes votes).

The DDA moved into executive (closed) session at 7:22 PM.

MRS. MELISSA DASHEVICH AND MRS. CASSIE BLASYK LEFT THE ROOM.

The DDA reconvened at 7:24 PM.

TIF discussion/Info

As discussed above, Mrs. Dashevich will provide an electronic copy of the sample letter, as well as a listing of congress contacts, for DDA members to send to their congress people.

OLD BUSINESS

Discuss Sign Boards for the Sidewalk/Streetscape

Discussions were had and some changes were made to the sign boards. Mr. Hamill spoke of a student who is shadowing him and will work on some marketing tools, such as a website, facebook page, etc. Additional fundraising ideas were discussed as well as receipts, bank accounts, and whether or not the donations are tax deductible. Mr. Hamill clarified, after consulting with Christine Hamill, CPA, that donations to Highland Township or the HDDA would NOT be tax deductible, since they are not charitable organizations. A separate 501(C) entity must be formed and named, such as "Friends of...", in order to provide tax deduction receipts. Additional DBA's can be formed under the same entity for future projects (the Highland Pickle Works Factory being one that could be transferred to). Mr. Smith suggested that a name be chosen so that Mr. Hirzel can move forward with the formation of the entity. Mr. Hirzel also stated that there needs to be three members listed, one signing as representative.

MR. FEIGLEY MOVED TO approve the name "Friends of the Highland DDA". MR. MAHER SUPPORTED and the MOTION CARRIED with a unanimous voice vote (6 yes votes).

MR. FEIGLEY MOVED TO begin immediately with the formation of the above entity. MR. HAMILL SUPPORTED and the MOTION CARRIED with a unanimous voice vote (6 yes votes).

Mr. Hamill is still working on the donation levels for the next proposed project boards.

COMMITTEE REPORTS

Mr. Smith shared the number of advertisements and the success of the first "Ladies' Night".

Additional discussions took place regarding fundraising ideas.

Mr. Maher questioned why the directional green sign on M59 pointing south to Milford, but not Highland.

There were additional discussions about holiday lighting.

Mr. Hamill recommended that Cassie Blascyk be made a member of the HDDA.

At 8:20 p.m., Mr. Smith adjourned the meeting.

Respectfully submitted,

A. Roscoe Smith

ARS/kb