

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the January 15, 2014 Regular Board Meeting
APPROVED**

Members Present: Roscoe Smith, Mike Maher, John Hirzel, Dale Feigley, Rick Hamill, Gail Perrin, Cassie Blaszyk

Members Absent: Matt Barnes, Doug Bourgeois

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

Mr. Roscoe Smith called the meeting to order at 6:28 PM.

Board Meeting Minutes of December 18, 2013

MR. HAMILL MOVED TO APPROVE the minutes of December 18, 2013. MR. MAHER SUPPORTED and the MOTION CARRIED with a unanimous voice vote (8 yes votes).

Director's Report

Mrs. Dashevich's report is attached and was reviewed.

Treasurer's Report

Per Mr. Hirzel, there were no significant changes from last month. Mr. Hirzel asked about the status of the sale of the real estate at 1240 Milford Road. Mr. Hamill stated that a title search is being done to acquire a 'clean' title so that the deal can be finalized. Cash is currently at \$697,000, and Mrs. Cooper felt that the refunds through the tribunals are decreasing.

NEW BUSINESS

Election of 2014 Officers

MRS. PERRIN MOVED that the DDA retain the same Officers that are currently serving. MR. MAHER SUPPORTED and the MOTION CARRIED with a unanimous voice vote (8 yes votes).

Highland Adult Activity Center Sponsorship Request

Mrs. Dashevich stated that Heidi Bey approached her about asking the HDDA to sponsor the movie nights at the Highland Adult Activity Center. They need a payment of \$300 to cover the licensing for the year to be able to show copyrighted movies. HVCA was approached as well, but they cannot participate at this time. Mr. Hamill cautioned about using TIF money for things that aren't related to growing a downtown. He would like to speak with Ms. Bey regarding approaching the Activity Center's Advisory Council about paying for this. Mrs. Dashevich asked if this was something that Comcast might help support.

MR. MAHER MOVED to table the request for movie sponsorship funds from the Highland Adult Activity Center. MRS. PERRIN SUPPORTED and the MOTION CARRIED with a unanimous voice vote (8 yes votes).

OLD BUSINESS

Update on Forming a non-profit status

Mr. Hirzel informed the HDDA that the setup of a new entity is easy at state level, but getting 501c (tax deductible) status at federal level is a much more involved process. Specific language is required in Articles of Incorporation; we could use templates for this. He suggests we begin this right away since changes can always be made at a later date. The IRS (federal portion) could take up to 6 months to approve, but the tax-deductible status is retroactive. Appropriate by-laws would be required as well, stating directors and officers who would be responsible for filings, commit to meetings, etc.. We will have to determine a registered office as well. He estimates \$2000 would cover all costs. He wants the HDDA to realize that some accounting would be involved, as well as filing an annual tax return. Mr. Hamill asked if it might be feasible to set up at the state level only, but Mr. Hirzel felt that the ramifications of that (corporate return, sales tax due, paying tax on income) would not be the way to go; he felt the 501c status is something the HDDA would utilize for a long time. Mr. Maher asked about the time commitments involved.

MR. FEIGLEY MOVED to authorize Mr. Hirzel to move forward with the steps of setting up the Michigan not-for-profit corporate entity with the name 'Friends of Highland DDA' and a federal 501c status and to approve the expenditures of not more than \$2,000. MR. MAHER SUPPORTED and the MOTION CARRIED with a roll call vote: Maher-yes; Perrin-yes; Hirzel-yes; Hamill-yes; Feigley-yes; Blaszyk-yes; Smith-yes.

COMMITTEE REPORTS

Design

Mr. Hamill said they have been working on tri-folds and 'billboards' for promoting the streetscape; looking into library display.

Economic Restructuring

Mrs. Dashevich said they have been discussing the promotion of streetscape with new committee member Peter Barnes, as well as discuss options for co-op advertising.

Organization & Promotions

Mrs. Dashevich said they have been working on some upcoming fundraising, and she will be meeting with Brian Howe and possibly Heidi Bey to kick off concert selections. Meeting is 3:00 tomorrow for anyone who wants to attend.

Mr. Feigley asked about the DDA's progress into obtaining the bond. Mr. Hirzel spoke to bond council; and said a resolution is being worked on for DDA and the township to begin the process. He wanted the HDDA to know that once that is started, there will be fees of approximately \$20,000 involved.

Mr. Feigley also asked if the paperwork was finished so that the project could go out to bid. Mr. Hamill stated they are still waiting for a couple of easement documents, but they shouldn't hold up the process. Also, the bid documents have been reviewed by Mrs. Corwin and Mr. Hamill will be sending the changes to be reviewed. Still all is in place for the project to be let out to bid in January. Mr. Maher asked if there had been any stumbling blocks with easements; Mr. Hamill said there were a few adjustments being looked at.

Mr. Feigley asked if the DDA would investigate the purchase of another county owned property. He will look to see if any are located in the downtown district, and Mr. Hamill stated he would definitely approach another one in the same way.

Michael Marcus and Drew Hayes were present to show their interest in the sidewalk project. They recently moved here from Boulder, Colorado, and they are avid bikers. He hopes to get connectivity to Milford someday. Mr. Smith welcomed them and thanked them for their interest.

The DDA moved into executive (closed) session at 7:28 PM.

MR. MAHER MOVED TO APPROVE the minutes from the Executive Session on December 18, 2013. MR. FEIGLEY SUPPORTED and the MOTION CARRIED with a unanimous voice vote (7 yes votes).

MR. FEIGLEY MOVED TO ACCEPT the offer of \$78,000 that was made for the property located at 1240 N. Milford Road. MR. MAHER SUPPORTED and the motion carried with a roll call vote: Blaszyk-yes; Feigley-yes; Hamill-yes; Hirzel-yes; Perrin-yes; Maher-yes; Smith-yes.

MR. HAMILL MOVED TO CLOSE the Executive Session. MR. FEIGLEY SUPPORTED and the MOTION CARRIED with a unanimous vote (7 yes votes).

The DDA reconvened at 7:33 PM.

CALL TO THE PUBLIC

Mr. Smith presented Mrs. Dashevich with her holiday gift of appreciation from the HDDA Board.

MRS. PERRIN MOVED TO ADJOURN, and at 7:34 p.m., Mr. Smith adjourned the meeting.

Respectfully submitted,

A. Roscoe Smith

ARS/kb