

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
Record of the April 16, 2014 Regular Board Meeting  
APPROVED**

**Members Present:** Roscoe Smith, Cassie Blascyk, Mike Maher, John Hirzel, Dale Feigley, Rick Hamill, Gail Perrin, Matt Barnes

**Members Absent:** Doug Bougeois

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

**Visitors:** Charles Dittmar  
Annie Sebaldt, Spinal Column

**Mr. Roscoe Smith called the meeting to order at 6:20 PM.**

**Board Meeting Minutes of March 19, 2014**

Mr. Smith noted that the spelling of Mr. Kopacki's name needs to be corrected.

**MRS. PERRIN MOVED TO APPROVE the regular board meeting minutes of March 19, 2014 as corrected. MR. FEIGLEY SUPPORTED and the MOTION CARRIED with a unanimous voice vote (8 yes votes).**

**Director's Report**

Mrs. Dashevich reviewed her report and a copy is attached.

**Treasurer's Report**

Mr. Hirzel shared that with no new TIF dollars being collected and paying out \$4,691 to tax tribunal appeals, we have a negative revenue amount, almost matching to expenses for the month, so our fund balance is about \$9,000 less than last month.

**NEW BUSINESS**

**Budget Amendments:**

Mrs. Dashevich stated that some budget amendments need to happen and explained each of them. There was much discussion on the amounts that should be transferred.

**MR. FEIGLEY MOVED that we move to our capital spending account, out of the fund balance, \$710,000 to be put towards the construction of streetscape (\$700,500) and Nowak and Fraus bill for additional services (\$9,500), as well as increase the line item for professional services by \$500, due to fees for the**

nonprofit startup, making it \$2,000. MR. HIRZEL SUPPORTED and the MOTION CARRIED with a roll call vote: Blascyk-yes; Perrin-yes; Barnes-yes; Hamill-yes; Hirzel-yes; Feigley-yes; Maher-yes; Smith-yes.

#### **Nowak & Fraus Construction Administration Services Proposal**

MR. HAMILL MOVED TO APPROVE the Nowak & Fraus Proposal #9-B641, Construction Administration Services in the amount not-to-exceed \$111,580.00. MR. HIRZEL SUPPORTED and the MOTION CARRIED with a roll call vote: Maher-yes; Feigley-yes; Hirzel-yes; Hamill-yes; Barnes-yes; Perrin-yes; Blascyk-yes; Smith-yes.

#### **OLD BUSINESS**

##### **Award Sidewalk Project**

Mr. Smith reiterated the bid process to date: Five bids were received by the Township offices and were opened on the March 19. The three lowest bids were then vetted by Nowak & Fraus, and it was determined and recommended that Audia Contractors of Milford be selected for the streetscape project.

MR. MAHER MOVED that the Highland DDA Streetscape Project be awarded to Audia Construction per their bid. MR. FEIGLEY SUPPORTED, but suggested that the components be included in the motion.

MR. MAHER asked to replace the motion on the table with the following:

MR. MAHER MOVED that the Highland DDA Streetscape Project be awarded to Audia Construction, with the only the streetlights added as an 'additional component'. MR. FEIGLEY SUPPORTED, and the MOTION CARRIED with a roll call vote: Blascyk-yes; Perrin-yes; Barnes-yes; Hamill-yes; Hirzel-yes; Feigley-yes; Maher-yes; Smith-yes.

##### **Sidewalk Finance Update**

MR. FEIGLEY MOVED to accept the terms that were reviewed tonight as listed on the attached document. MR. MAHER SUPPORTED, and the MOTION CARRIED with a roll call vote: Maher-yes; Feigley-yes; Hirzel-yes; Hamill-yes; Barnes-yes; Perrin-yes; Blascyk-yes; Smith-yes

##### **National Main Street Conference in Detroit – Work in Progress – May 18<sup>th</sup>-20<sup>th</sup>**

Mrs. Dashevich asked for suggestions for our community table – she will be getting information from Highland Recreation and including Highland Pickle Works. Also noted that tours are a separate charge; and that registration at the conference is not required to participate in the tours.

##### **501C3 Status Update**

A bank account was opened at Kensington Valley Credit Union with a \$100 donation from Stratus Corp. The Michigan portion of the non-profit registration is complete, but Mr. Hirzel reminded that a meeting still needs to be held for finalization of the documents for the federal (IRS) portion.

#### **MSOC**

**The Main Event – Save the Date – Friday, June 13, 2014.**

**MRS. PERRIN MOVED** that the HDDA sponsor a table at the MSOC Conference for \$300; with the money coming from the Dues, Education & Travel line item. **MR. HAMILL supported** and the **MOTION CARRIED** with a roll call vote: Blascyk-yes; Perrin-yes; Barnes-yes; Hamill-yes; Hirzel-yes; Feigley-yes; Maher-yes; Smith-yes.

**MR. MAHER MOVED** that the HDDA pay for Ms. Blascyk's registration fees for the conference, in that she will be attending as an official representative for Highland. **MR. FEIGLEY supported** and the **MOTION CARRIED** with a roll call vote: Maher-yes; Feigley-yes; Hirzel-yes; Hamill-yes; Barnes-yes; Perrin-yes; Smith-yes. (Mrs. Blascyk recused herself from this vote.)

### **COMMUNITY REPORT**

Grand Vintage Station has organized another Ladies' Night Out and has asked the HDDA to help promote, which Mrs. Dashevich has agreed to via social media.

Mr. Maher announced that the HDDA and Highland Feed will be sponsoring an ice cream social as a fundraiser for the streetscape project. There will be ice cream, dinner available for purchase, and free beer. It begins at 5:30 until 9PM.

Mr. Hamill announced that the Huron Valley Farmers Market begins on May 3<sup>rd</sup>, and will continue every Saturday. The Founders Day Parade will be on May 17, beginning at 10:00 and will include a plant sale and community picnic.

The Red, White and Blues Festival will be on June 28, and Mr. Hamill added some ideas about a fundraising and promotional 'pie' idea that has been discussed with Leah and Cassie.

Mr. Hamill shared the status of the digital sign, which did not pass the planning commission stage, and is being further researched in different ways, such as a portable, movable sign.

### **CALL TO THE PUBLIC**

Mr. Kopacki clarified the amount of work to be done at Four Corners.

**Mr. Smith adjourned the meeting at 8:03 p.m.**

Respectfully submitted,

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A. Roscoe Smith

ARS/kb

APPROVED