

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the May 15, 2019 Regular Board Meeting**

APPROVED

Members Present: Supervisor Hamill, Chris Hamill, Cassie Blascyk, Sarina Siljander, Roscoe Smith, Mike Zurek, Dale Feigley, Matt Barnes

Members Absent: Trevor VonBuskirk, Sellon Patterson

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

Visitors Present: Tad Krear, Land Design Studios and Scott Berols, Artist
Tim Colbeck, MSOC

Mr. Smith called the meeting to order at 6:15 p.m.

Approve Regular Board Meeting Minutes of April 17, 2019.

MR. FEIGLEY MOVED TO APPROVE the Regular Board Meeting minutes of April 17, 2019, as presented. SUPERVISOR HAMILL SUPPORTED THE MOTION and THE MOTION CARRIED with a unanimous voice vote (8 yes votes).

PRESENTATIONS:

a. Tad Krear, Land Design Studios - Presentation on the Arch

Tad did his presentation with Scott Berols

Phase I – Feasibility, Cost Estimate (This phase was funded in part from MSOC Tech Visit I.)

Presented design options, sketches, cross sections to scale and probable cost estimates.

Discussion took place regarding artwork, materials, colors, etc. Suggested everyone vote on the details (he will provide downloads to Supervisor Hamill for printing of copies to board members to mark up with preferences); provide the results to him, and he will provide a drawing for approval. Suggested road trip to his shop in Detroit to see workspace and provide with final decisions. Some things Road Commission for Oakland County (RCOC) will require: a maintenance agreement; letter of credit (for removal, if ever necessary); partial rerouting/curving of sidewalk; weekend installation; formal application with design and engineering drawings.

Phase II – Construction Documents and Permits

Phase III – Construction Implementation

b. Tim Colbeck, MSOC – Review of Year Evaluation

Mr. Colbeck reviewed our MSOC Evaluation, reiterating things that need we need to work on, commending us on our accomplishments, and answering questions.

At 7:21 p.m., MR. FEIGLEY MOVED to meet in closed session with the HDDA's attorney regarding his May 15, 2019 confidential correspondence regarding the occupant and possible sale of 685 Harvey Lake Road. MRS. BLASCYK SUPPORTED THE MOTION and THE MOTION CARRIED with a roll call vote:

M. Barnes-yes; D. Feigley-yes; M. Zurek-yes; C. Hamill-yes; C. Blascyk-yes; S. Siljander-yes; R. Smith-yes (7 yes votes). (Supervisor Hamill had stepped out of the meeting momentarily.)

At 7:56 p.m., the closed session was ended.

SUPERVISOR HAMILL MOVED to authorize and direct the HDDA's attorney to commence and proceed with eviction notices and court proceedings as necessary to the lawful eviction of the occupants of 685 Harvey Lake Road. MR. FEIGLEY SUPPORTED THE MOTION and THE MOTION CARRIED with a roll call vote: S. Siljander-yes; C. Blascyk-yes; C. Hamill-yes; R. Hamill-yes; M. Zurek-yes; D. Feigley-yes; M. Barnes-yes; R. Smith-yes (8 yes votes).

Director's Report

Mrs. Dashevich stated her Director's Report is attached for review.

Treasurer's Report

Currently, we are ahead by \$241,000 in revenue and expenses are right now on budget. We have \$232,000 cash in bank with total debt of \$225,000. Mrs. Hamill will put together a quarterly summary report for June, showing projections.

NEW BUSINESS

a. Consider donation to the Chill at the Mill project for postage and raffle licensing.

Mrs. Dashevich is requesting \$550 for postage/ mailing as well as \$100 for two licenses for raffles. Mrs. Dashevich has also spent a few hundred dollars for copies, but used DDA 'event' money for that.

MR. FEIGLEY MOVED TO APPROVE the donation to Chill at the Mill in the amount of \$650, which is \$550 for postage and \$100 for raffle licenses, with the money taken from DDA events. SUPERVISOR HAMILL SUPPORTED THE MOTION and THE MOTION CARRIED with a roll call vote: M. Barnes-yes; D. Feigley-yes; M. Zurek-yes; C. Hamill-yes; R. Hamill-yes; C. Blascyk-yes; S. Siljander-yes; R. Smith-yes (8 yes votes).

b. Consider approval of MSOC Tech Visit for Phase 2 of Arch project.

Mrs. Dashevich said a motion from the Board is needed to approve the MSOC Tech Visit for Phase 2 of the Arch project, which is \$6,500 toward Construction Documents phase.

MR. FEIGLEY MOVED TO APPROVE the use of the MSOC Tech Visit (\$6,500 towards Phase 2, construction documents, of the Arch project). MR. BARNES SUPPORTED THE MOTION and THE MOTION CARRIED with a roll call vote: M. Barnes-yes; D. Feigley-yes; M. Zurek-yes; C. Hamill-yes; R. Hamill-yes; C. Blascyk-yes; S. Siljander-yes; R. Smith-yes (8 yes votes).

OLD BUSINESS

a. Farmer's Market

Mrs. Blascyk and Ms. Siljander presented the plans in progress of bringing the Highland Farmer's Market to Highland this year. Permission has been granted from the township; arrangements have been made with local property owners for use of their lots for market and parking; Rules and regulations and application for vendors, website, and all details have been outlined. An application has been made to MSOC requesting the Façade Grant Program, in the amount of \$2,500. The total budget required for the Highland Farmer's Market is \$6,375.

SUPERVISOR HAMILL MOVED TO APPROVE the amount of up to \$3,875 for the Highland Farmer's Market. MR. FEIGLEY SUPPORTED THE MOTION and THE MOTION CARRIED with a roll call vote: M. Barnes-yes; D. Feigley-yes; M. Zurek-yes; C. Hamill-yes; R. Hamill-yes; C. Blascyk-yes; S. Siljander-yes; R. Smith-yes (8 yes votes).

b. Update on Strategic Planning Process

Notes from the last Strategic Planning Meeting are included in the packet. Further information and action will be discussed at the next board meeting.

BOARD MEMBER COMMENTS

Supervisor Hamill pointed out some shoulder areas on Livingston Road near Four Corners that are in need of attention. He suggested filling with compacted gravel to make them more attractive and durable as people drive and park on them.

As well, a local property owner in the downtown district has offered to sell a portion of her lot to the township for parking. Supervisor Hamill noted that while a property split and sale is not an option, perhaps a 99 year lease is. Township is looking at the potential for the property.

Another property available is behind Fragments. She has wanted \$25,000 for years. However a house needs to be removed and it be prepared for parking. It has a potential for making a drive-through parking lot for Fragments as well as an additional 20 to 30 parking spaces.

The possible acquisition of the barn across from Colasanti's is another item for discussion.

Supervisor Hamill suggested putting these items on Agenda for further formal discussion and resolution.

Attempts are being made at the township/planning level to include the DDA as far as use, design, etc. in the downtown district.

Supervisor Hamill has been in contact with Consumer's Energy to possibly determine if a bike path could potentially follow the new gas pipeline to be installed over the next few years.

COMMITTEE REPORTS

Milford High School Leadership students will be helping to clean-up gardens this weekend as part of a 'giving back program' they have developed.

MSOC

a. Michigan Downtown Association Workshop in Petoskey.

Mrs. Dashevich is unable to attend, but is happening if anyone else would like to attend, May 31.

b. Quarterly Training, June 19th in Pontiac.

DISTRICT DEVELOPMENT/NEW BUSINESS

Krispy Krunchy Chicken is located inside Shell gas station.

Earth-N-Soul is near D's Café.

Gymtactics LLC in new development behind 59 West.

Cross Fit Melior has relocated from DQ plaza to the development behind 59 West.

A local reflexologist is possibly interested in the new business rental subsidy grant; he is working on business plans and paperwork.

CALL TO THE PUBLIC

None.

Mr. Smith adjourned the meeting at 9:10.

Respectfully submitted,
Roscoe Smith

RS:kb

APPROVED