

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the November 20, 2019 Regular Board Meeting**

APPROVED

Members Present: Supervisor Hamill, Chris Hamill, Cassie Blascyk, Roscoe Smith, Dale Feigley, Stephanie Legg, Mike Zurek

Members Absent: Matt Barnes, Sellon Patterson

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

Visitors Present: Joe Salvia
Gary Dovre, Attorney
Kris Kopacki

Mr. Smith called the meeting to order at 6:20 p.m.

Announcements:

- Shop Small Saturday is November 30, 2019
- Tree Lighting on December 2 at 5PM
- Ladies Night Out is December 5, from 5-8 PM; free shuttle, more than 16 businesses participating

PRESENTATION: MILESTONES, GOALS AND DIRECTION OF THE HDDA, Informational Meeting PA 57 2018

Mrs. Dashevich narrated a Power Point presentation required by new TIF law; one of two meetings per year. The HDDA calendar year requires website to be updated with this information by June 30, 2020. This informational meeting will also be presented during the Highland Township Board Meeting on December 11. Mrs. Dashevich said that she will be adding information about the HDDA logo and the Community Roundtable for the next meeting.

Supervisor Hamill asked Mrs. Dashevich to elaborate why Gary Dovre, Township Attorney, was present at this meeting. Mrs. Dashevich explained that the Informational meeting was for sharing goals, accomplishments and plans. It was not to discuss policy. Invitations were sent to Oakland County, OCC and others who have TIF captured, for their information, but in case anyone might come to express dissatisfaction, Mr. Dovre was there to suggest that cards be passed out for a person to write down a topic they wanted to discuss, and give them a time limit to listen to their concerns.

Following the presentation, and before Mr. Dovre left, he reminded the HDDA Board that at the last meeting, the board had authorized Mr. Smith to sign an offer for the Harvey Lake property, if it were to come in. It has not, but is still expected, so the authorization still stands. However, if an offer is not presented by the next board meeting, the HDDA board may want to reconsider methods of disposing of the property. Supervisor Hamill added that we are waiting for another bid for the balance of demolition and removal that might be considerably less than the one received prior to the fire department burn.

Mr. Dovre and Mr. Salvia excused themselves from the meeting at 6:55.

MR. FEIGLEY MOVED TO APPROVE the Regular Board Meeting minutes of October 16, 2019 as presented. MRS. LEGG SUPPORTED THE MOTION and THE MOTION CARRIED with a unanimous voice vote (7 yes votes).

Director's Report

Mrs. Dashevich verbally presented her Director's Report. Much of her time was spent on the Presentation, attended a HWLBA networking event at the new White Lake library, attended Community Showcase by Oakland County; coordinating tree lighting and holiday decoration, prepared 3rd quarter stats report for Main Street, attended a manager meeting in Leonard, MI. Reiterated that more is to be done to finalize the Harvey Lake Road property. Supervisor Hamill is waiting for an additional quote/information on demolition and seeding, and they will take care of the soil erosion as well. The garage is to be left standing. Samuel Luke is the person who has offered to purchase. Supervisor Hamill will present him with the agreement to sign for \$40,000 cash. Mrs. Dashevich stated that the HDDA has \$26,906.36 into the Harvey Lake property as of November 16.

Treasurer's Report

Total Income is \$335,238, exceeding \$289,000 budgeted forecast; ahead of budget by \$180,000. TIF is higher than anticipated. Land was sold land for \$81,000 in 2018, cash was received in 2019. Fundraising is ahead of budget and interest is ahead as well. Expenses are under budget by about \$25,000. We allocated \$15,000 to design budget, but not incurred, and possibly waiting for accounting from township for clarification. Total expenses are \$81,939 to date; so revenue exceeds expenses by \$253,300. Fund balance is \$122,681.

NEW BUSINESS

- December Board Meeting. It was determined that there is no business pending that would need the Board's attention, except to approve a proposal for final clean-up of the Harvey Lake Property, which Mr. Smith was granted authorization to do at a prior meeting. If a different offer to purchase should arise, the Board will be notified.
- Review and possible approval of 2020 Board Meeting Dates - Approved as third Wednesday of the month, per approved schedule.
- Parallel Parking and Sidewalks - Letter to residents and businesses - yes, as a reminder. All property owners are responsible for their own snow removal. If there is a tenant, they need to discuss with landlord who will do it.
- Tree Lighting Event Volunteers: Dale Feigley and Kris Kopacki will be crossing guards (7PM until 9PM). Supervisor Hamill will plug in tree lights.

OLD BUSINESS

Arch Update Mrs. Legg will clarify whether or not the Board needs to go for a site visit to the design shop to select colors, etc.

BOARD MEMBER COMMENTS

Mr. Feigley asked about a timeframe for the missing light poles that were damaged. New poles are on order. Mr. Feigley will look into having GFI replaced on poles that need it. Mr. Zurek asked about use of logo for letterhead, etc. Mrs. Dashevich stated that all new will be used beginning with the new year.

DISTRICT DEVELOPMENT

Milford Medical (medical supplies) on Milford Rd. and Lone Tree is now open. Burch Dental submitted Land Use Permit on Milford Road, next to Trager Karate Studio. New business by DBG, perhaps an insurance company.

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New banner at the center where Highland Cleaners is.

Mrs. Dashevich will go to the Apple store to look at the products and help determine if she would like an ipad or a laptop to replace her existing equipment.

Mr. Smith adjourned the meeting at 8:25 p.m.

Respectfully submitted,
Roscoe Smith

RS:kb

UNAPPROVED