

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the October 4, 2023, Special Board Meeting**

APPROVED

Members Present: Chris Hamill, Cassie Blascyk, Roscoe Smith, Jennifer Frederick, Michael Zurek, Dale Feigley, Matt Barnes

Members Absent: Supervisor Hamill

Staff Present: Melissa Dashevich, Executive A P P R O V E D Director; Cathy Tiddering, Recording Secretary

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

Approve Minutes of the Regular Board Meeting dated September 13, 2023

Board Meeting Minutes of September 13, 2023, being updated. Review for approval was tabled.

NEW BUSINESS

No new business was discussed.

OLD BUSINESS

Review of the current Engineering Proposal for the Colasanti's Boardwalk/Bridge

As requested by the board, Mrs Blascyk consulted with previous engineering company, Nowak and Fraus, regarding the Colasanti's Boardwalk. She noted some preliminary work has already been completed such as boring and construction. An estimate was given for current engineering costs to be \$11,332.

The new owner of Colasanti's has expressed interest in working with the DDA and contributing funds to the board walk. It is currently blocked off to pedestrian traffic for safety reasons. Discussion took place amongst all the board members stating the board walk was part of the DDA plan originally, during streetscape construction in 2013/2014. Mrs. Dashevich felt it important to state that in the initial sidewalk construction, the attorney advised the DDA to not connect to the existing boardwalk as it was, because of liability. It was stated by Mrs. Blascyk that the township attorney has currently been consulted and has no concerns of the DDA's involvement with the new construction.

Questions were raised on the expense involved and it was also discussed in 2012 the construction of the boardwalk was \$112,000 and was ADA compliant. Funding was not available to address the board walk at that time. Questions were raised what it would cost to continue the sidewalk to the south and the possibility of obtaining a grant. It was reported the last sidewalk initiative was Safe Routes to Schools and the cost was \$600,000 to construct a sidewalk to the High School with \$120,000 in engineering fees. The Safe Routes to School Grant does not pay for engineering costs.

More investigation is needed. The next steps are to obtain bids and then a contract. Once information and costs are received a conversation needs to take place with Colasanti's.

MR. FEIGLEY MOVED to approve the engineering proposal not to exceed \$11,332. MR. BARNES SUPPORTED THE MOTION.

Discussion on the Motion:

MS FREDERICK noted the expense is to applied to the Design Line Item 880.003 and also noted this adds to the budget because of the mural. Mr. Smith suggested increasing this b proposed amount to \$12,000.

MR. FEIGLEY AMENDED THE MOTION not to exceed \$12,000. MR. BARNES SUPPORTED and THE AMENDED MOTION and the MOTION CARRIED with a roll call vote: Feigley-yes, Barnes-yes, Zurek-yes, Frederick-yes, Smith-yes, Blascyk-yes, Mrs. Hamill-yes (7 yes votes).

Review and approval of 2024 Proposed Budget:

Work plans were reviewed, and some changes were made. Budget and Master Plans were also discussed.

MS. FREDERICK MOVED TO APPROVE the 2024 Budget as presented. MR. ZUREK SUPPORTED THE MOTION and the MOTION CARRIED with a roll call vote: Feigley-yes, Barnes-yes, Zurek-yes, Frederick-yes, Smith-yes, Blascyk-yes, Mrs. Hamill-yes (7 yes votes).

Ms. Frederick reported DDA received nearly \$10,000 in funding. She asked Mrs Dashevich if that was grants.. Ms. Dashevich replied the funds received are the annual Tech Visit and In Your Town Benefit offered by Oakland County Main Street and the National Trust.

Mrs. Blascyk said the shopping and dining guides are being distributed to local businesses. Coupons will be on the inside of the brochure. It is budgeted again for next year.

Ms. Frederick reported that the CD expires on October 24, 2023; if we renew it at \$300,000, we get 5.4%. This will add \$13,000 to the budget. Mr. Zurek said to split it 50/50.

MR. ZUREK MADE A MOTION TO PUT \$125,000 into a six-month CD and \$125,000 into a 12 month CD and the remaining \$50,000 in a best rate at a six month or 12 month. MS. FREDERICK SUPPORTED THE MOTION and the MOTION CARRIED with a roll call vote: Feigley-yes, Barnes-yes, Zurek-yes, Frederick-yes, Smith-yes, Blascyk-yes, Mrs. Hamill-yes (7 yes votes).

COMMUNITY REPORTS -None

CALL TO THE PUBLIC - None

Mrs. Dashevich noted that the regular Board Meeting scheduled on October 18, 2023, is canceled. The next Board Meeting is on November 15, 2023.

ADJOURN

Ms. Frederick called to adjourn the meeting. Mr. Feigley seconded. The meeting was adjourned at 7:49 pm.

HDDA Minutes - Special Board Meeting of October 4, 2023. APPROVED MINUTES