

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the April 17, 2024, Regular Board Meeting**

APPROVED

Members Present: Supervisor Hamill, Chris Hamill, Cassie Blascyk, Roscoe Smith, Michael Zeolla, Taylor DeHaan, Andy West, Matt Barnes, Dale Feigley

Members Absent: Jennifer Frederick, Michael Zurek

Staff Present: Melissa Dashevich, Executive Director and Cathy Tiderington, Recording Secretary

Guest: Eliabeth Corwin, Planning and Development Director of Highland Township and Grant Charlick, Planning Commission Member Chair of Highland Township

Mr. Smith called the meeting to order at 6:24 pm

Approve minutes of Regular Board Meeting of March 20, 2024:

MRS. HAMILL MOVED TO APPROVE the Regular Board Meeting Minutes of March 20, 2024, with corrections. MR. WEST SUPPORTED THE MOTION and the MOTION CARRIED with a unanimous voice vote; Supervisor Hamill - yes, Chris Hamill - yes, Cassie Blascyk - yes, Roscoe Smith - yes, Michael Zeolla - yes, Taylor DeHaan - yes, Andy West - yes, Matt Barnes - yes, Dale Feigley - yes (9 yes votes)

DIRECTOR'S REPORT

Mrs. Dashevich gave a detailed report. In addition to the routine management of the program, she attended DEI Training through Main Street Oakland County. She also stated she networked and collaborated with other organizations such as Thrive, Oakland County; HVCA, HWLBA, MSOC and the southwest MSOC Community meetings. She also participated in internal committee meetings such as Design and Promotions which are the hot topics with the upcoming concert season and community festivals. This in result also comes with more responsibilities through the work day. Mrs. Dashevich is working closely with Board member and Design Chair, Cassie Blasyck organizing the DIA Inside Outside Art Exhibit and will be planning an opening reception to kick the event off. The Economic Revitalization Committee work is still regarding the upcoming Quick Book Class and surveys have been sent to see where help is needed in that subject. The survey has been extended allowing more feedback Staff and consultant meetings took place to keep everyone on task with events and marketing there of.

TREASURER'S REPORT

Mrs. Hamill reported that In March the Highland DDA had \$638,380 in the bank. There is only \$22,467 left on the long term note. The current month had revenue from fundraising as well as TIF money came in from the previous months. There were no major expenditures in March. YTD \$120,000 revenue ahead of expenses at this point.

SUPERVISOR HAMILL MOVED to accept the Treasurer's report as presented. MR. FEIGLEY SUPPORTED, and the MOTION CARRIED with a unanimous roll-call vote; Supervisor Hamill - yes, Chris Hamill - yes, Cassie Blascyk - yes, Roscoe Smith - yes, Michael Zeolla - yes, Taylor DeHaan - yes, Andy West - yes, Matt Barnes - yes, Dale Feigley - yes (9 yes votes).

Approved HDDA Minutes - Board Meeting Unapproved of April 17, 2024.

NEW BUSINESS

Volunteers Needed to Decorate Parade Float for Founders Day:

Mrs. Dashevich stated that volunteers are needed to decorate the float for the Founders Day Parade. Many of our volunteers are involved with the festival and parade already. This years festival has been improved with more parade participants and an old car show for example. Mrs. Blascyk also shared she is investigating a sponsorship from Oakland County for the festival.

OLD BUSINESS

DDA/Planning Commission Workshop

The DDA/Planning Commission Workshop will be held on Thursday, April 18th at 7:30 pm.

Mrs. Corwin was present this evening, she is responsible for the Master Plan for the entire Township. She spoke to the Highland Station DDA guiding documents, the Design Guidelines, Development Plan and the Zoning Ordinance. These documents are used to inform decisions on prospects that might be developed. Typically this should happen every 5 years.

The Zoning Ordinance Framework Map called Highland Station Commercial, was the main focus this evening. There is talk of a gas station/mixed used being proposed at the old lumber yard property. This frame work needs to be updated to address such amenities as lighting, parking and signage if a gas station was to be developed. She explained the process involved with drafting an ordinance and the steps it needs to take including public hearing.

It was also discussed the Design Guidelines will need to be updated as well. Standards need to be suggested on how a gas station would look like in the Highland Station District. MDOT will also be a partner in this and will need to approve it.

Ms. Corwin stated she will start drafting an ordinance and the DDA needs to begin work on their 2029 TIF. Ms. Corwin requests that the board be at the meeting on April 18, 2024 which is the DDA/Planning Commission Workshop as mentioned above.

Colasanti's Boardwalk Update:

Mrs. Blascyk reported that permitting is in limbo, have not gotten the easement agreement signed yet and the owner of Colasantis is responsible for the demolition of the current board walk. The demolition will not require any road closures. This will be going out to bid very soon.

Board Member Binders vs. Tablets Discussion:

Mrs. Corwin went through the different options of generic tablets and I pads Versions 9 and 10. The cost of the purchase for the board members and the significant savings in postage and papers as well as staff time was discussed. All those present that evening but one person expressed interest in having an iPad. Supervisor Hamill asked to make a budget amendment for the next meeting.

MR. ZEOLLA MOVED TO APPROVED the purchase of an iPad version 9 for each requesting board member. MRS. HAMILL SUPPORTED THE MOTION and the MOTION CARRIED with a voice vote; Supervisor Hamill - yes, Chris Hamill - yes, Cassie Blascyk - yes, Roscoe Smith - yes, Michael Zeolla - yes, Taylor DeHaan - yes, Andy West - yes, Matt Barnes - yes, Dale Feigley - yes (9 yes votes).

Update on Veteran Park and Ticket Station Relocation:

Mrs. Dashevich received a layout from Mrs. Blascyk for the concerts starting in July. Supervisor Hamill stated layout will not change this year and the stage will remain where it is. Mrs. Dashevich and Mrs. Blascyk will look into the purchase and use of sail cloths for shade.

BOARD MEMBER COMMENTS

Mr. Feigley asked when we will be getting a new Christmas Tree in Veteran Park. Mrs. Blascyk replied the Design Committee is working on the park plan.

COMMUNITY REPORTS

Design

Veteran Park Design Committee Meeting will take place on April 24, 2024 at Steeple Hall

Mural Meeting on May 1, 2024

DIA Inside Out Exhibit - Mrs. Dashevich stated there are nine art exhibits for the DIA Inside Out Exhibit. Mrs. Blascyk said there will be a special event ribbon cutting for the art gallery opening.

Local Temporary Art Installation - HVCA Walkway - Aiming for June:

Mrs. Blascyk stated the outdoor art gallery at Steeple Hall cannot be done with the current site improvements. There will instead be a temporary art installation and will mimic Marquette Michigan. This will be interactive, and the walkway will be used. There is \$3,500 available for this. It will be a trial run and we will see how well the public receives it. Would like to tie it in with Farmer's Market, later in the season, like September.

Economic Restructuring

Ladies Day Out - April 27, 2024:

Mrs. Tiderington reported that the Ladies Day Out is on-track.

Quick Book Surveys Distributed to Businesses:

Mrs. Dashevich reported that the surveys are positive for Quick Book classes. She will be sharing this information with the city of Holly and other Oakland County communities. She is meeting with the Highland White Lake Business Association as they are tailoring classes for their business's wants and needs.

Organization

Bylaws Review:

Mrs. Dashevich asked that the board members review the Bylaws as they have expanded.

Mr. Feigley questioned Article 6 requiring the four standing committees to have a minimum of three board members at each. Mrs. Blascyk said the Board needs to be more involved. Mrs. Dashevich suggested its best to support activities instead of committees. Mr. Zeolla asked if it can be changed to say a community member instead of a board member?

Mrs. Dashevich asked to review Article 5, Section 4 that reads, "A quorum shall exist where a simple majority of current HDDA board members are present, a minimum of five members are

required to have a meeting of record". She believes this number should be according to the current number of board members, is board members one over half. Mrs. Dashevich said that would be six members currently for one over half. Supervisor Hamill stated that you would need to have five for a meeting of record (can vote and have a meeting of record), a quorum takes five people and three people can make a decision. Mrs. Blascyk stated that the confusion will need to be addressed.

On page two for the election of officers; the change is to elect new officer(s) in December; it is usually the first meeting of the current year. Also, the Secretary shall maintain custody of record, Mrs. Hamill our Treasurer, does not maintain records. Mrs. Blascyk stated this secretary just makes sure records are current. Mrs. Hamill will look into this subject.

Mrs. Dashevich reviewed Article 5, Section 2 for rules of order meeting in conformance of Roberts rules. She did not know if we want that in there? Supervisor Hamill stated yes, that if we get a contentious board we have it in there and the chairperson has the right to enforce the rules.

Mr. Smith questioned Article 4, Section 2 on new members being appointed by the Supervisor. Supervisor Hamill stated the Bylaw's should be changed to DDA Board shall recommend to the Supervisor candidates for appointment to be presented to the Township Board for approval.

Promotions

Concerts Update: Mrs. Dashevich is working on the written contracts and all moving along as planned.

Festivals update: Information included in Board member's packets.

MSOC

Award nominations:

Mrs. Dashevich and Mrs. Blascyk are currently working on this and June 6th is the Main Event and will take place in Rochester.

DISTRICT DEVELOPMENT

Mrs. Blascyk noted that Oakland Audiology is coming in located near North Valley Internal Medicine.. The old Synergy location property was purchased but won't be able to use the pole barn for the business until site improvements are done; one half of the house will be rented, and the other portion will be used for security business along with a permit to park a Taco Truck out front.

Mrs. Smith passed out Craine's Detroit article on Sheetz.

CALL TO THE PUBLIC

Nothing to report.

ADJOURN

Meeting adjourned at 9:10 pm.