

**CHARTER OF TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
RECORD OF THE JULY 17TH, 2024, REGULAR BOARD MEETING**

APPROVED

Members present: Andy West, Taylor DeHaan, Dale Feigley, Matt Barnes, Micheal Zeolla, Supervisor Hamill, Chris Hamill, Jennifer Frederick, Cassie Blascyk, and Roscoe Smith

Members Absent: Michael Zurek, Melissa Dashevich, Executive Director

Staff Present: None

Mr. Smith called the meeting to order at 6:19 PM

APPROVE MINUTES OF REGULAR BOARD MEETING OF JUNE 19, 2024

MS. FREDERICK MOVED TO APPROVE the regular HDDA board meeting minutes of June 19th 2024 as presented. **MR. ZEOLLA SUPPORTED THE MOTION** and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Matt Barnes - yes; Cassie Blascyk - yes; Micheal Zeolla - yes; Supervisor Hamill - yes; Chris Hamill - yes; Jennifer Frederick - yes; Roscoe Smith - yes. (10 yes votes).

DIRECTOR'S REPORT

Mrs. Dashevich was out sick and unable to give her report.

TREASURER'S REPORT

Mrs. Hamill presented her financial report in detail, stating we are 50% through the year and underspent. Our total revenue to this point is \$165,610 that reflects total program services being \$43,637 and Total Administrative Services being \$38,393. Revenue exceeds expenses by \$83,580 and we have \$582,538 cash on hand, which includes 2 CDs. Our long-term loan is at \$11,268.

NEW BUSINESS

Connecting Boardwalk Update and Funding Discussion

Mrs. Blascyk stated that Nowak & Fraus Engineers project costs to be roughly \$427,000 to complete the Highland Station Boardwalk. Mrs. Blascyk proposes a \$500,000 budget for the project to safeguard against unforeseen costs. The Project would include an 8ft wide boardwalk with railing and two viewing platforms as originally designed. Budgeted funds would include a proposed \$200,000 loan from Highland Township.

Mrs. Hamill presented a projected budget for the remainder of 2024, if the HDDA takes out a \$200,000 loan at 5% interest for the Highland Station Boardwalk Project. Given that revenues and expenses continue as stated in the 2024 budget, there would be a

negative cash flow of \$17,109 at year end. Mrs. Blascyk believes this could be mitigated with minor adjustments to the budget going forward.

MS. FREDERICK MOVED TO REQUEST a loan to the DDA up to \$200,000 from the Highland Township Board. This loan will be used to complete the construction of the Highland Station Boardwalk located at 468 south Milford Rd Highland MI, which is phase 2 of the Downtown Development Authorities' sidewalk project, with repayment to the township expected by December 31st, 2028, at a competitive interest rate. **MRS. BLASCYK SUPPORTED THE MOTION** and the **MOTION CARRIED** with a roll call vote: Andy West -yes; Taylor DeHaan - yes; Dale Feigley - yes; Michael Zeolla- yes; Supervisor Hamill - yes; Chris Hamill - yes; Jennifer Frederick - yes; Matt Barnes - yes; Cassie Blascyk - yes; Roscoe Smith - yes. (10 yes votes).

Pedestrian Wayfinding - 2024 Tech Visit and 2025 Tech Visit

Mrs. Blascyk stated that due to higher priority budget needs, such as the upcoming master plan, it may be worthwhile to reallocate the \$7,000 from the 2024 Tech Visit toward the master plan review or upcoming park projects instead of the pedestrian wayfinding project. Additionally Mrs. Blascyk suggests because of the upcoming deadline of the 2025 Tech Visit application, it should be designated toward the masterplan.

SUPERVISOR HAMILL MOVED to redirect the 2024 Tech Visit funds from Pedestrian Wayfinding to Master Plan Development as well as allocate the 2025 Tech Visit Funds towards Master Plan Development. **MR. ZEOLLA SUPPORTED THE MOTION** and the **MOTION CARRIED** with a roll call vote: Andy West -yes; Taylor DeHaan - yes; Dale Feigley - yes; Michael Zeolla- yes; Supervisor Hamill - yes; Chris Hamill - yes; Jennifer Frederick - yes; Matt Barnes - yes; Cassie Blascyk - yes; Roscoe Smith - yes. (10 yes votes).

Another Person needed to help with Farmers' Market

Mrs. Blascyk stated there have been requests for additional help with set up and take down of the farmers market and the required equipment. She states there is already an experienced candidate, local resident Caden Barr, interested in the position pending board approval. The position is \$20 per hour for the 10 weeks the farmers' market is operational. The total annual cost for the position is projected to be \$1,200.

MR. ZEOLLA MOVED to approve hiring Caden Barr to assist Farmer Market Manager, Jamie Globerson at the Farmers' Market at the pay rate of \$20 per hour up to \$1200 a year as a seasonal employee. **MR. FEIGLEY SUPPORTED THE MOTION** and the **MOTION CARRIED** with a roll call vote: Andy West -yes; Taylor DeHaan - yes; Dale Feigley - yes; Michael Zeolla- yes; Supervisor Hamill - yes; Chris Hamill - yes; Jennifer Frederick - yes; Matt Barnes - yes; Cassie Blascyk - yes; Roscoe Smith - yes. (10 yes votes).

Person needed to help manage Shop OC Main Street

Mrs. Blascyk suggests postponing this item until August when Mrs. Dashevich will be able to present more information to the board.

SUPERVISOR HAMILL MOVED TO POSTPONE the agenda item for a person needed to help manage Shop OC Main Street to the August Meeting. **MRS. BLASCYK SUPPORTED** and **THE MOTION CARRIED** with a unanimous voice vote: Andy West -yes; Taylor DeHaan - yes; Dale Feigley - yes; Michael Zeolla- yes; Supervisor Hamill - yes; Chris Hamill - yes; Jennifer Frederick - yes; Matt Barnes - yes; Cassie Blascyk - yes; Roscoe Smith - yes. (10 yes votes).

OLD BUSINESS

Committee Plan Review and Proposal for 2025

Ms. Frederick gave an overview of each committee's progress so far, after they all met the previous week. Organization's budget is expected to remain the same; Design expects a significant budget decrease of roughly \$35,000; Promotions expects a small budget increase of roughly \$6,000 and Economic Vitality estimates a need for a somewhat larger budget increase of roughly \$11,000. The board agreed to move forward toward finalizing the 2025 plans in the 2025 budget.

COMMITTEE REPORTS

Design

Mrs. Blascyk reported that the train mural is actively being worked on and that it received a lot of praise from residents at the recent concert.

Economic Vitality

Mr. Smith reports many attended the virtual workshop. Many are looking forward to the sidewalk sales on Friday and Saturday.

Promotions

Mrs. Blascyk reports that the concert that was canceled due to rain will be rescheduled for 2025. The Band tent was assembled by Supervisor Hamill with help from some of the township staff and is working well. The Red White and Blues festival had a good turnout and was spoken highly of.

Mrs. Blascyk petitioned the Oakland County Commissioners to support the DDA events and was able to get an additional \$5000 from the Board of Commissioners.

There may be a need for a new hot chocolate and popcorn food truck for the tree lighting ceremony this winter as the previous one will be selling their business.

DISTRICT DEVELOPMENT

Home Again has relocated roughly a half mile south down Milford Rd to what was previously the John Deer Tractor store.

A new Health and Wellness business has moved into the building on the west side of Milford Road between the Livingston and Governor Crapo intersections.

A BP gas station with a food counter has been submitted to build on the south east corner of the Milford Road and M59 intersection.

CALL TO THE PUBLIC

Nothing to report.

ADJOURN

Adjourn Meeting Adjourned at 8:19 pm.

APPROVED