

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
APPROVED REGULAR BOARD MEETING MINUTES OF NOVEMBER 20TH 2024**

A. ROLL CALL

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

Members Absent: Matt Barnes, and Micheal Zurek

Staff Present: Melissa Dashevich, Executive Director

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

B. PA57 INFORMATIONAL MEETING/PRESENTATION

Mrs. Dashevich presented the first of the required PA57 Informational meeting presentations, the second of which will take place at the Board of Trustees meeting in December. The presentation covered the goals and direction of the HDDA including projects to be undertaken in the coming year as well as previous projects.

C. APPROVE MINUTES OF REGULAR BOARD MEETING OF OCTOBER 16th, 2024

MS. FREDERICK MOVED TO APPROVE the regular HDDA board meeting minutes of October 16th, 2024, with the amendment of changing “50%” to “75%” in the Treasurer's Report. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zeolla - yes; Roscoe Smith - yes. (9 yes votes).

D. DIRECTOR'S REPORT

Mrs. Dashevich has been working with the seasonal employees to keep them on time and moving forward as well as helping with the recent Ladies Night event. She has also been working on the upcoming Burger Battle event for next year.

E. TREASURER'S REPORT

Mrs. Hamill presented her financial report in detail stating we are 83% through the year and underspent. Our interest income is significantly higher than budgeted at \$25,000.

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Our total revenue to this point is \$367,625. Revenue exceeds expenses by \$184,103 and we have \$671,793 cash on hand. There is no long term debt.

At this point Supervisor Hamill excused himself for another meeting.

MS. FREDERICK MOVED TO ACCEPT the Treasurer's Report. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Chris Hamill - yes; Michael Zeolla - yes; Roscoe Smith - yes. (8 yes votes).

Supervisor Hamill rejoined the meeting at this point

F. NEW BUSINESS

1. *Budget Amendment for Employer Payroll Tax, PT Employee*

Ms. Frederick proposed amending the budget for a number of line items as the year comes to a close. She proposed an amendment to reflect the additional \$23,000 in interest earned beyond the initially budgeted \$2,000. She also proposed increasing the budget line items for seasonal employees to \$15,000 and for Employee Payroll Tax by \$1,000. Due to some necessary office supply purchases Ms. Frederick also suggested increasing the office supply line item to \$4,000.

MS. FREDERICK MOVED TO AMEND the budget as presented . **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zeolla - yes; Roscoe Smith - yes. (9 yes votes).

2. *Farmers' Market Report (Written Report)*

Mrs. Dashevich provided the board with a copy of the Farmers' Market Manager Report from Jamie Globerson and suggested everyone read it outside of the meeting.

3. *Project and Goal Review Special Meeting*

Ms. Frederick asked that a significant portion of the December meeting be focused on the requirements for accreditation and the evaluation process leading up to the master plan. Project and Goals will then be the focus of the January meeting.

4. *Review Open Items/Place Holder List*

Mrs. Dashevich went over the current open items listed on the agenda for the HDDA regular board meetings. She gave updates on all the current open items and the board

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agreed to remove those that were no longer necessary or that had been fully addressed.

Micheal Zeolla excused himself at this point for another meeting at 7:10pm.

G. OLD BUSINESS

1. Master Plan Update/Discussion

Mrs. Blascyk provided Tad Krear from Land Studio with all of the data the HDDA has already collected in order to reduce the proposed project cost. They responded with a new proposal that was approximately \$10,000 less than the previous proposal.

MS. FREDERICK MOVED TO APPROVE hiring Giffels Webster and Land Design Studio to do the Master Plan Review for \$45,375 . **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Roscoe Smith - yes. (8 yes votes).

2. Approval of Bylaws

Ms. Frederick presented the updated Bylaws with the most recent updates for approval. Minor changes to the spelling of Mr. Smith and Mrs. Dashevich's names are needed.

MS. FREDERICK MOVED TO APPROVE the HDDA Bylaws as amended pending attorney approval . **MR. FEIGLEY SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Roscoe Smith - yes. (8 yes votes).

3. Approval of Purchasing Policy

Ms. Frederick presented the updated Purchasing Policy with the most recent updates for approval. Minor changes to the spelling of Mr. Smith and Mrs. Dashevich's names are needed.

MS. FREDERICK MOVED TO APPROVE the HDDA Purchasing Policy as amended pending attorney approval . **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Roscoe Smith - yes. (8 yes votes).

4. Approval of Conflict of Interest

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Ms. Frederick presented the new Conflict of Interest Policy with the most recent updates for approval. It was determined that specific signature lines for each member and the requirement for all board members to sign the policy need to be added.

MS. FREDERICK MOVED TO POSTPONE the approval of the HDDA Conflict of Interest Policy until the December meeting. **MR. FEIGLEY SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Roscoe Smith - yes. (8 yes votes).

H. BOARD MEMBER COMMENTS

Supervisor Hamill suggested the agenda be combined with the separate files so that the information is formatted in a more comprehensive way. Mrs. Dashevich agreed to look into solutions.

Supervisor Hamill also shared that the tree for the Tree Lighting Ceremony has been successfully put in place and will work very well.

Mr. Smith presented a letter of resignation from Matt Barnes who has decided to step down from the HDDA Board. The Board expressed their sadness to see him go.

I. COMMITTEE REPORTS

Design

1. Holiday Light Update

Mrs. Blascyk has ordered a number of holiday photo spots and they will be installed in the coming week. Lights have been installed all over town but are not yet plugged in. Everything is on track for the Holidays.

2. Boardwalk Update

Mrs. Blascyk stated that the Boardwalk bid got extended due to some engineering concerns that had to be corrected. The new deadline is now December 3rd and it will be on the December agenda to discuss.

Economic Revitalization

1. Ladies Night Out Report

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Mrs. Dashevich stated that Ladies Night Out was a great success. Many people participated and the feedback from the businesses has been very positive.

Organization

Nothing to report

Promotions

1. *Festival of Trees*

Mr. Feigley reported that the trees will be installed this week. Not enough scotch pines were available so they got white pines which should work well.

2. *Highland Tree Lighting/Kris Kringle, December 2nd*

Mrs. Blascyk reported that most everything is in place for the Tree Lighting event. The popcorn wagon, DJ, and horse carriage rides are all taken care of and the fire department is fully on board.

J. MSOC

The MSOC evaluation is February 12th 2025 and may affect what time the board meeting takes place that same day.

K. DISTRICT DEVELOPMENT

Nothing to report.

L. CALL TO THE PUBLIC

Nothing to report.

M. CLOSED SESSION

Discuss Executive Directors current employment contract and conduct employee reviews in accordance with MCL 15.268 (1)(a).

MS. FREDERICK MOVED TO MOVE into closed session in accordance with MCL 15.268 (1)(a). at 7:47 pm **MR. FEIGLEY SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Roscoe Smith - yes. (8 yes votes).

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The Board went into closed session from 7:47 pm to 8:40 pm.

Open Session:

MS. FREDERICK MOVED TO CLOSE the closed session. **MS. DE HAAN SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Roscoe Smith - yes. (8 yes votes).

SUPERVISOR HAMILL MOVED TO APPROVE the HDDA executive director job description as presented and amended. **MR. FEIGLEY SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Roscoe Smith - yes. (8 yes votes).

MS. FREDERICK MOVED TO APPROVE the hiring of Melissa Dashevich as Executive Director through HDDA starting January 1st 2025 with salary and benefits as outlined in the memo dated November 8th, 2024 from Tami Flowers, Highland Township Clerk, titled "Salary and benefit information" and her employment will follow the Highland Township personnel policy. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Roscoe Smith - yes. (8 yes votes).

MRS. HAMILL MOVED TO AMEND the 2025 budget to incorporate the new director's salary and benefits levels. **MS. DE HAAN SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Roscoe Smith - yes. (8 yes votes).

N. MEETING ADJOURN

The meeting was Adjourned at 8:43 pm. TD