

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
APPROVED REGULAR BOARD MEETING MINUTES OF MAY 14th, 2025**

A. ROLL CALL

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

Members Absent: Michael Zurek

Staff Present: Melissa Dashevich, Executive Director

Mr. Smith called the meeting to order at 6:23 PM

B. APPROVE MINUTES OF REGULAR BOARD MEETING OF APRIL 9th, 2025

MS. FREDERICK MOVED TO APPROVE the regular HDDA board meeting minutes of April 9th, 2025 as presented. **MRS. HAMILL 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).

C. DIRECTOR'S REPORT

Mrs. Dashevich reported that the preparations for the Founders Day Festival are well underway, there have been many meetings over the past few weeks as well as a trip to pick out props for the parade floats. There are a few more contracts to prepare for the concerts this summer. Ladies day out was April 26th and was a big success, including for our new participant, The Foundry, who saw a great turn out. Mrs. Dashevich attended the CRT meeting, as well as a meeting with a social media expert who she plans to organize a class series with. She also took a fire safety course for the Township. The Foundry also had a ribbon cutting ceremony sponsored by The Lakes Area Chamber of Commerce.

D. TREASURER'S REPORT

Mrs. Hamill presented her financial report through April 30th, 2025 in detail. Our total revenue is \$211,271.33 and we have \$349,889.24 cash on hand, \$200,000 of which is in CDs. \$191,000 of the Tif has been collected so far. Capital Improvements is at

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\$415,000 as expected due to the Boardwalk project. Financially the HDDA is on track as expected for the year and there is no long term debt.

E. NEW BUSINESS

1. Renew subscription to Oakland County Times Digital News

Mrs. Dashevich informed the board that the Oakland County Times renewal is due, May 2025 - April 2026 for \$1500. Viewership is up roughly 33%.

SUPERVISOR HAMILL MOVED TO APPROVE the renewal of the HDDA's subscription to the Oakland County Times. **MS. FREDERICK 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. Improvement to Odds and Inns Building

Mrs. Blascyk provided a memo to the board regarding the mural on the Odds and Inns building. Due to them repainting the rest of the building, Mrs. Blascyk proposed that the background color of the mural be changed to match. The cost to do so and reshade the mural to provide the 3D effect would be \$700. She suggested the \$700 be reallocated from the design budget.

MS. FREDERICK MOVED TO APPROVE a \$700.00 expenditure to repaint the area immediately surrounding the Postcard Mural to match the new white facade, including updated shadowing around the postcard itself. **MR. ZEOLLA 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).

3. The Main Event Awards Dinner

Mrs. Dashevich informed the board that MSOC will be holding The Main Event Awards Dinner on June 12th and asked everyone to let her know how many tickets they will need. Many on the board requested tickets and look forward to the event.

4. HWLBA Invitation to Scholarship Luncheon - Red Poppy + Free Ticket

Mrs. Dashevich asked the board if anyone would like to attend the scholarship luncheon being held at The Red Poppy by the HWLBA. Multiple board members asked to attend.

5. First Quarter Reports Submitted to MSOC

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Mrs. Dashevich presented the board with a summary of the First Quarter Report that she submitted to MSOC. Public investment was \$375,000 and private investment was \$337,760 as of the end of March.

F. OLD BUSINESS

1. DDA Office Update

Mrs. Dashevich informed the board that she is currently in the process of reviewing potential office furniture.

2. Currently Tabled - Finalize Purchasing Policy

Remained Tabled.

3. Finalize Conflict of Interest

Remained Tabled.

G. BOARD MEMBER COMMENTS

Supervisor Hamill informed the board that he is going to be meeting with the new Township Manager for Milford to discuss future partnership opportunities.

H. COMMITTEE REPORTS

Design

1. Boardwalk Update

Mrs. Blascyk informed the board that The Highland Station Boardwalk is well underway and could not be going better. Everything is on track and Grant has been a huge asset to the project. The white oak posts will be installed Friday, Monday the panels for the railing will go up and by the end of next week Grant hopes to begin prepping the sidewalks. Piping the handrails will take longer because they must be custom measured on each section.

Some residents raised the potential problem of golf carts illegally using the boardwalk. Mrs. Blascyk requested an expenditure of up to \$4000 additional cost to account for breakaway bollards to prevent large vehicles from using the boardwalk.

MR. FEIGLEY MOVED TO APPROVE the purchase and installation of breakaway bollards at either end of the Highland Station Boardwalk at a cost of no more than \$4,000. **MR. ZEOLLA SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk-

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yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zeolla - yes; Roscoe Smith - yes. (9 yes votes)

Economic Revitalization

2. Lunch & Learn Partnership with HWLBA and Stacy Kidal regarding ESTA.

Mrs. Dashevich informed the board that the HDDA is partnering with HWLBA and Stacy Kidal to hold a QuickBooks Lunch & Learn regarding the ESTA Paid Sick Time Act at the Fire Station.

3. The team is also working on another Lunch & Learn regarding the Art of Communication on Social Media

Mrs. Dashevich is working on another Lunch & Learn to help teach people Social Media skills.

Organization

4. Volunteer Appreciation Event June 18th

The event will be held at 205 W Livingston Rd. from 6pm to 8pm.

Promotions

5. Founder's Day - May 17th, 2025 9am to 3pm. Parade at 10am

Mrs. Blascyk went over the details of the many different activities and participants for the Founder's Day Festival. There will be 35+ cars participating in the parade and 30-40 vendors. There will also be 7 food trucks for the event. Overall it is expected to be a great event.

I. MSOC

Bret Raegon of Oakland County is retiring.

J. DISTRICT DEVELOPMENT

Mrs. Blascyk informed the board that the building located on the north east corner of the Milford Road and Livingston Road intersection owned by A Better Exterior is undergoing some major improvements this year including foundation repairs that have already been underway. They plan to apply for the facade grant through the HDDA and possibly restructure their parking lot as well. They have been working closely with Mrs. Blascyk

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and the township to improve the look of the building and incorporate historical features and potentially some art pieces.

K. CALL TO THE PUBLIC

Nothing to report.

L. MEETING ADJOURN

The meeting was Adjourned at 7:40 pm. - TD

APPROVED