

Kim Schall, DDA Director  
Mike Bohm, Chairman  
Lynn Zarate, Vice Chairman  
Tara Antonelli, Treasurer  
Steve Schneider, Secretary

**VILLAGE OF ALMONT  
DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES  
May 22, 2019 at 7:00pm  
Almont Municipal Building**

Michele Breen, Board Member  
Tammy Pepper, Board Member  
Traci Pewinski, Board Member  
Lisa Kniesteadt, Board Member  
Erin Lane, Board Member

**Members Present:** L. Zarate, S. Schneider, M. Breen, T. Antonelli, T. Pewinski, L. Kniesteadt, E. Lane

**Members Absent:** M. Bohm, T. Pepper

**Guests Present:** S. Douglas Touma, Dan Walker

Meeting was held at the Almont Municipal Building

The meeting was called to order at 7:05pm by Vice Chairman L. Zarate

**Additions/Deletions to Agenda:** None

**New Business:** None

**Regular Agenda**

**Communications:** Thank you from the family of Dick Howe  
Orchard Arbor Almont Schools Collection for school supplies

**Public Comments:** None

**Approval of Minutes**

Motion by S. Schneider, supported by T. Pewinski to approve the minutes from the April 24, 2019, Regular Board Meeting with changes under Approval of Minutes change "note" to "not" and under Old Business letter D change "presents" to "present". Motion PASSED unanimously.

**Approval of Bills Payable:**

1) Yard Services – Spring Banners and removal of Winter Banners	\$ 375.00
2) Kim Schall – Office Supplies (Binders & Paper)	\$ 86.50
3) Village of Almont – E. St. Clair & W. St. Clair Lights	\$ 77.39
4) Booms Construction – Dumpster Enclosure Project	\$22,860.00
5) Spicer – Streetscape Project	\$ 1,360.00
6) Tri-City Times – Shop Local Ad	\$ 39.00
Total to be approved:	<b>\$24,797.89</b>

Motion by S. Schneider, supported by T. Antonelli, to approve the bills payable in the amount of \$24,797.89. Motion PASSED unanimously. T. Pewinski abstained.

**Treasurer's Report:**

The current bank balance as of May 22, 2019 is \$355,852.29. Motion by S. Schneider, supported by M. Breen, to approve the Treasurer's Report. Motion PASSED unanimously.

**DDA Parking Lot Litigation:**

It was the consensus of the DDA Board to move discussion pertaining to the DDA Parking lot Item A from Old Business to after the Treasurers Report due to Mr. S. Douglas Touma's attendance and time frame.

Attorney S. Douglas Touma requested that prior to going into Closed Session that Mr. S. Schneider removes himself due to his alleged involvement in the current litigation regarding the Dr. Lane/DDA Parking Lot. Mr. S. Schneider questioned as to why and Mr. S. Douglas Touma provided documents and asked Mr. S. Schneider if he had any involvement in the last 12 months, Mr. S. Schneider stated he had no involvement and therefore would not remove himself.

**Closed Session:**

A motion was made by T. Pewinski, second by T. Antonelli to go into closed session according to the Open Meetings Act at 7:19pm. Motion PASSED unanimously.

**ROLL CALL:**

Ayes: Schneider, Lane, Kniesteadt, Zarate, Breen, Pewinski, Antonelli  
Nays: None  
Abstain: None  
Absent: Pepper, Bohm

DDA Board reconvened at 7:29pm.

**Director's Report:**

Director Schall updated the DDA Board on a number of Administrative activities that have been completed and/or are currently being worked on. The DDA Budget and Amended Budget are ready for review/approval. Working on the Heritage Festival and organizing the band as well as revising the Vendor/Crafter Applications and the Sponsorship level flyer with the appropriate letter to be ready to post on the DDA Website and FB page by the middle of June. Still no word on the USDA/RBDG Grant for the Streetscape Project.

**New Business:**

**A. Application from Dan Walker for a Façade Grant for 102 S. Main St.**

Discussion was held between the DDA Board and Mr. D. Walker (Owner of 102 S. Main) and according to the Almont DDA Façade Improvement Program under Program Eligibility, sub-section Ineligible Improvements it states the following: "The DDA will not accept applications for previously completed improvements" which includes windows. The Board questioned Mr. Walker as to why the windows were already installed and he stated that the contractor said that due to the weather (rain) it was best they be done as soon as possible.

It was the consensus of the DDA Board to decline Mr. Walker's application due to the fact that the work has already been completed. The DDA Board discussed with Mr. Walker that the DDA Board is willing to offer him a Façade Grant, but the work cannot be completed and that if there are other projects that fall within the Façade Grant requirements, the DDA Board will be happy to review.

**New Business (Cont.)**

S. Schneider left the meeting at 7:56pm

**B. Review Bid Document(s) received for removal of the Blue Spruce on the NW Corner of W. St. Clair and Main St. in front of Speedway**

Discussion was held and the one bid that was received was reviewed.

Motion by T. Antonelli, supported by M. Breen to approve the bid from American Tree to remove the Blue Spruce Tree with an amount not to exceed \$7,000. Motion PASSED unanimously.

**C. Downtown Entrance Sign**

Discussion was held as to whether or not to have entrance signs on the Lamp Posts at the North and South end of the CBD. Director Schall provided information that she received from D. Boersma from Spicer Group with an example and the approximate cost. It was suggested that since we will be updating the CBD with the Streetscape Project, it would be a wonderful way to round out the project.

Motion by T. Pewinski, supported by T. Antonelli to facilitate with D. Boersma to move forward with designing the signs with a cost not to exceed \$1,000 per sign. Motion PASSED unanimously.

**D. Snowplowing for the 2019/2020 Year for the CBD**

Consensus of the DDA Board was to table this item until the June meeting.

**E. Trex Community Challenge**

Director Schall discussed with the Board a project that would benefit the Community. This project is to promote plastic film and bag recycling. The program is for 6 months and if within 6 months (of the start date, we pick) the DDA is able to collect 500 pounds of plastic; a park bench would be given to the DDA. You can participate every 6 months. The company "Trex" will provide three recycling bins, a poster and the bench if that goal is met in 6 months.

It was the consensus of the DDA Board to move forward with this program. Director Schall recommends that it also be presented to the Village Council to see if the Village would also like to be part of the program. Director Schall will submit a memo and information to the Village Council Board at an upcoming meeting.

**F. RRC – Redevelopment Ready Committee**

Director Schall provided the DDA Board with information on what the RRC – Redevelopment Ready Committee is about and also provided the board with an updated progress report from the RRC.

**Old Business:**

**A. Update of DDA Parking Lot**

This agenda item was moved up to DDA Parking Lot Litigation.

**Old Business (Cont.)**

**B. Update Storage Locker/Container**

Agenda item tabled until June meeting as Mr. Bohm was not present to provide an update.

**C. Almont Façade Corporation**

Discussion was held with the DDA Board members and Director Schall updated the Board on her discussion with Ms. P. Lucas. Ms. P. Lucas stated that it was a valuable program and that it was very difficult to obtain and Ms. Lucas recommended that even though there is not a lot of money in the account. It is worth keeping the account open for the main purpose if the DDA ever wanted to offer the opportunity to business owners, it is already established.

It was the consensus of the DDA Board to leave the Almont Façade Corporation open.

**D. 2018/2019 Proposed Budget Amendments**

Director Schall presented the DDA Board with a copy of the 2018/2019 Proposed Budget Amendments. Director Schall will be attending the Village Council meeting on June 4<sup>th</sup> for approval by Village Council.

Motion by E. Lane, supported by T. Pewinski to accept the 2018/2019 Proposed Budget Amendments as presented. Motion PASSED unanimously.

**E. DDA Proposed Budget for 2019/2020**

Director Schall presented the DDA Board with a copy of the 2019/2020 Fiscal Year Budget. Director Schall suggested that the Line Item "Replace Overgrown Blue Spruce" be increased from \$5,000 to \$7,000 due to the fact that when the price was originally quoted in the Streetscape Project, it was quoted without watering for the year, replacing disturbed mulch and removing all old lights. Director Schall will be attending the June 4<sup>th</sup> Village Council Meeting for approval.

Motion by T. Antonelli, supported by T. Pewinski to accept the 2019/2020 Fiscal Year Budget with a change to the Line Item "Replace Overgrown Blue Spruce" from \$5,000 to \$7,000. Motion PASSED unanimously.

**F. Heritage Festival – Bands and Update**

Director Schall presented the DDA Board with a video of the two bands that are interested in performing at the Heritage Festival – The Family Tradition Band and The Jason Charles Band. Both bands are charging the same amount.

After listening to both bands, discussion was held as to whether The Family Tradition Band would be available for both nights, but with a cost not to exceed \$2,300 which is what we paid last year for both bands. Director Schall will contact The Family Tradition Band.

Motion by T. Pewinski, supported by E. Lane to hire The Family Tradition Band for Friday, September 13<sup>th</sup> and Saturday, September 14<sup>th</sup> with a cost not to exceed \$2,300 in total. Motion PASSED unanimously.

Director Schall presented the DDA Board with a quote from Marty's Place for Animals to participate in the Heritage Festival as the Petting Zoo at a cost of \$700. Consensus of the board was to contact FFA to see if they would be interested in participating again this year. Director Schall to contact FFA and report back to board in June.

**Old Business (Cont.)**

**G. Update on USDA Grant Application**

Director Schall updated the DDA Board on the status of the USDA/RBDG Grant application. As of May 22<sup>nd</sup>, still no word. Director Schall has been in contact with the USDA but no decisions have been made.

**H. Update on Accunet Web Service Design**

Discussion was held and Director Schall presented on her laptop what the DDA Website would look like with the different colors (Orange, Blue or Green).

Motion by T. Pewinski, supported by L. Kniestadt to move forward with the Green color for the website. Motion PASSED unanimously.

**Update of Meeting held with Spicer group**

DDA Director met with D. Boersma from Spicer Group, Inc. to discuss moving forward with the bidding documents and to review the layout. It has come to our attention that every tree that is located in CBD once had an electrical outlet next to it that you could light the trees. Those outlets have since been removed at ground level, but not below ground, so there could still be active wires that will need to be dealt with. It was also brought to our attention that since the stamped concrete will be removed and replaced with aggregate, D. Boersma has suggested to Village Manager M. Connors and also DPW Supervisor B. Treat that all water turn on/turn off should be inspected to see what needs to be replaced so that the new cement will not need to be torn up when a water issue arises.

Meeting was adjourned at 9:13pm



Steve Schneider, Secretary

K. Schall, Director  
May 22, 2019