

Kim Schall, DDA Director  
Mike Bohm, Chairman  
Michele Breen, Vice Chairman  
Steve Schneider, Secretary  
Traci Pewinski, Treasurer

**VILLAGE OF ALMONT  
DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES  
March 24, 2021 7:00pm  
Almont Municipal Building**

Lynn Zarate, Board Member  
Lisa Kniestadt, Board Member  
Andy Roosa, Board Member  
Christy Yarbrough, Board Member

**Members Present:** M. Bohm, M. Breen, T. Pewinski, A. Roosa, C. Yarbrough, S. Schneider, L. Kniestadt

**Members Absent:** L. Zarate

**Guests Present:** I. Kempf (Interim Village Manager), 5 Government Students

Meeting was held at the Almont Municipal Building

The meeting was called to order at 7:03pm by Chairman M. Bohm

**Additions/Deletions to Agenda:**

**Expense:** None

**New Business:** DDA Board Position/Qualifications

**Regular Agenda:**

**Communication:** Letter from S. Schneider to S. Douglas Touma  
Flyer from the Almont Lion's Club for the Annual Easter Candy Hunt

**Public Comments:** None

**Approval of Minutes:**

Motion by S. Schneider, supported by T. Pewinski to approve the minutes from the February 24, 2021 Regular Board Meeting. Motion PASSED unanimously.

**Approval of Bills Payable:**

1. Village of Almont – Office Cell Phone	\$ 52.42
2. Kim Schall – Plastic Storage Bins for DDA Records	\$ 23.28
3. RCI Electrical Contracting – Secure and disconnect all live wires from lamp post*	\$ 187.50
4. Village of Almont - 116 E. St. Clair & 119 W. St. Clair Street Lights	\$ 100.14
5. Touma, Watson, Whaling, Coury, Stremers & Thomas, P.C. - Attorney Fees	\$ 2,400.00
6. Village of Almont - DPW Charges	\$ 2,260.93
7. Yard Services, Inc.	\$14,335.00
8. Village of Almont – DDA Wages – 1-24 to 2-19, 2021	\$ 1,696.01
<b>TOTAL AMOUNT DUE:</b>	<b>\$21,055.28</b>

\* This amount will be reimbursed by the owner of the Fed Ex Truck that hit the light post.

Motion by M. Breen, supported by L. Kniestadt to approve the bills payable in the amount of \$21,055.28 contingent on receiving documentation to support the DPW charges of \$2,260.93. Motion PASSED unanimously. T. Pewinski abstained.



**Downtown Development Authority**

**Regular Board Meeting Minutes**

**March 24, 2021**

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**Treasurer's Report:**

Statement of Revenue & Expenses prepared by Lapeer Development Corporation for the Eight Months Ending February 28, 2021.

Treasurer T. Pewinski reported that we have a bank balance of \$293,148.63 as of the meeting date.

Motion by C. Yarbrough, supported by L. Kniestadt to approve the Statement of Revenue and Expenses prepared by LDC for the Eight Months ending February 28, 2021. Motion PASSED unanimously.

Motion by S. Schneider, supported by M. Breen to approve the Treasurers Report as stated. Motion PASSED unanimously.

**Director's Report:**

- **Banners**

1. Yard Services, Inc. has been contacted to remove the winter banners and replace them with the Spring Banners.

- **Lawn & Landscape Contract**

1. Revised and reviewed contract to be put out to bid March 3, 2021.

- **Downtown Plant Maintenance & Pocket Park**

1. American Tree will supply a quote for the Pocket Park Plantings
2. American Tree will supply a quote for the Downtown Flower and Plant Maintenance.
3. Contacted Landscape Direct for their quote for the 2021 Fountain Season.

- **North West Corner Tree & Plant Maintenance**

1. American Tree will supply a quote to maintain the tree and the plants on the North West Corner.

- **Administrative Update**

1. Keeping the DDA Website updated, which includes adding the bid contracts as well as adding and revising the business directory.
2. Reviewing and submitting all bills to Treasurer for payment.
3. Updating Facebook as needed with information pertaining to our downtown businesses and any other information that will be helpful to the Community.
4. Sent an e-mail to all our CBD Businesses informing them of the vacant position on the DDA Board.
5. Starting to gather information for the 2021-2022 Budget. This information will be reviewed at the April Meeting for final approval at the May meeting.
6. Reviewing Emails and Sending Emails
7. Placing and returning phone calls as needed.

- **Downtown Information**

1. We have a new business that has just announced they are opening soon. The new business is called Sparkle Studio.

- **Meetings**

1. Zoom Meetings with MEDC regarding the RRC Program
2. Village Council Meetings
3. Almont Lions Club Meeting



**New Business:**

**A. Parking Lot Agreements**

Director Schall updated the Board on the current parking lot agreements that are still in effect. The DDA is in need of parking and we are looking at options.

**B. Lamp Post hit on the South West corner of Main Street and W. St. Clair**

Director Schall updated the Board on the lamp post which was hit by a Fed Ex truck. RCI has ordered a new lamp post with a globe and will inform me as to when it will be installed, at which time the bill will be going to the Fed Ex company to pay.

**C. Ribbon Cutting**

Director Schall informed the Board that she would like to look at holding Ribbon Cuttings for the new businesses. No decision was made as to when.

**D. Grabill Windows and Doors**

Director Schall was informed of the closing of Grabill Windows and Doors which is located in the DDA District and she passed on the information to her board.

**E. FOIA (Freedom of Information Act) received from Scott's Lawn Maintenance**

DDA Director received a FOIA request from Mr. Scott Garner of Scott's Lawn Maintenance. FOIA was completed, however Mr. Garner never picked up. It was the consensus of the DDA Board that Mr. Garner will need to pay first before a FOIA request is completed.

**F. Pocket Park Fountain Quote for the Season**

Director Schall presented the DDA Board with a quote from Landscape Direct for the seasonal maintenance of the Fountain located in the Pocket Park.

Motion by T. Pewinski, supported by A. Roosa to approve the quote from Landscape Direct in the amount of \$2,398.61 which includes the \$155.00 cost for a rain sensor. Motion PASSED unanimously.

**G. NW Corner Memorial Tree/Plants Seasonal Maintenance Contract**

Director Schall presented the DDA Board with a quote from American Tree, Inc. to maintain the NW Corner Memorial Tree and Plants.

Motion by A. Roosa, supported by M. Breen to approve the quote from American Tree, Inc. in the amount of \$570 for the seasonal maintenance of the NW Corner Memorial Tree and Plants. Motion PASSED unanimously.

**H. Quote for sealing new cement**

Discussion was held regarding the new cement that poured along Main Street last year and whether it should be sealed again. Director Schall will investigate the options as to whether it needs to be sealed again since it was just sealed in August 2020.



**New Business (cont.):**

**I. DDA Board Position/Qualifications**

Discussion was held pertaining to the applicants qualifications to be on the DDA Board. DDA Board Secretary, S. Schneider stated that he would look at the statute as to DDA Board membership and update the DDA Board by e-mail.

**Old Business:**

**A. Heritage Festival**

Discussion was held regarding the time frame for the festival. Board Member A. Roosa updated the Board regarding the Car Show and that Mr. W. Glasser has volunteered to coordinate the Car Show. Director Schall will contact the Band to inquire about the amount being charged for the evening. Director Schall will also be in touch with the Almont Lion's Club to see if they are willing to move forward.

**B. Plant and Flower Maintenance Contract**

Director Schall presented the DDA Board with the only bid that was received regarding the Plant and Flower Maintenance Contract for the Central Business District. Discussion was held regarding the bid from American Tree, Inc. the Board was not satisfied with the cost of watering. It was the consensus of the DDA Board that Director Schall speak with Connie at American Tree to receive further clarification on the watering charge and to see if they could revise their bid.

**C. Lawn and Landscape Maintenance Contract**

Director Schall presented the DDA Board with the only bid that was received on time regarding the Lawn and Landscape Maintenance Contract for the Central Business District. Director Schall advised the Board that she did receive another bid in, however it was after the deadline. It was the consensus of the DDA Board not to open or accept the late bid, rules are rules and they must be followed.

Motion by C. Yarbrough, supported by A. Roosa to approve the bid from Yard Services, Inc. for the Lawn and Landscape Maintenance Contract for two (2) years with a one (1) year option for renewal. Motion PASSED unanimously. T. Pewinski Abstained.

**D. DDA Parking Lot Lawsuit Update**

DDA Director updated the Board that there would be a hearing on Thursday, March 25, 2021 to set the trial date and that she would update that Board when she had information on a date.

DDA Board Secretary, S.Schneider recommended that Director Schall obtain an estimate from Attorney S. Douglas Touma as to a cost for the remainder of the lawsuit for this fiscal year and also a cost for the 2021-2022 Budget.

**E. Façade Grant Application for Toth Properties (Sherri's Barber Shop)**

Director Schall informed the DDA Board that she was expecting additional documents from Toth Properties regarding the already approved Façade Grant for Sherri's Barber Shop. However, the additional documents were not received by the meeting date.



**Old Business (cont.):**

**F. Banners**

This has been tabled until next meeting.

**DDA Board and Interim Village Manager Comments**

L. Kniestadt mentioned that parking behind her building has improved.

S. Schneider stated good meeting.

C. Yarbrough had nothing to report.

A. Roosa had nothing to report.

M. Breen mentioned that Charlie Brown's is still closed on Monday's due to not having enough staff. Business has been very busy.

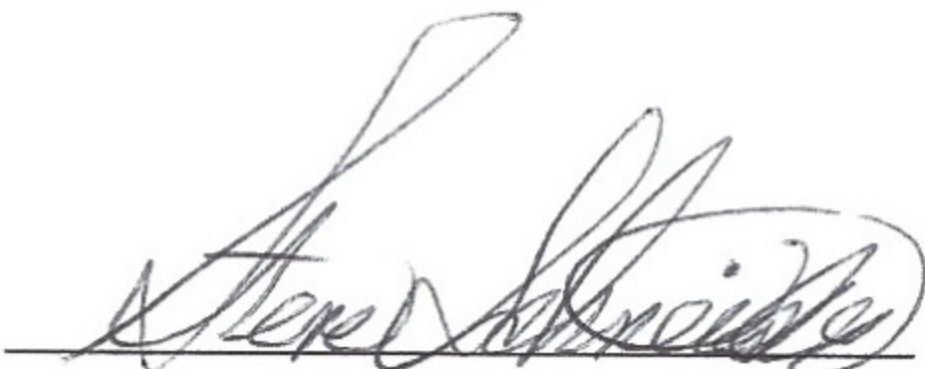
T. Pewinski thanked the Board for the Lawn and Landscape Maintenance Contract.

K. Schall had nothing to report.

I. Kempf commented on how well Director Schall and himself are working together for the good of the DDA and the Village. I. Kempf also mentioned that the DDA Meetings are now on the Village of Almont Website.

Motion by T. Pewinski, supported by M. Breen to adjourn the meeting.

Meeting was adjourned at 8:57pm



Steve Schneider, Secretary

K. Schall, Director  
March 24, 2021