

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

**VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
June 23, 2021 7:00pm
Almont Municipal Building**

Lisa Kniesteadt, Board Member
Andy Roosa, Board Member
Christy Yarbrough, Board Member
Paul Randazzo, Board Member
Clinton Farley, Board Member

Members Present: M. Breen, T. Pewinski, A. Roosa, S. Schneider, L. Kniesteadt, P. Randazzo, C. Farley

Members Absent: M. Bohm, C. Yarbrough

Guests Present: I. Kempf (Interim Village Manager), R. Dodge

Meeting was held at the Almont Municipal Building

The meeting was called to order at 7:05pm by Vice Chairperson M. Breen

Additions/Deletions to Agenda:

Expense:

A. Kim Schall – Additional Postage	\$ 11.00
B. MEDA Membership Dues – 1 Year	\$ 305.00
C. Village of Almont – Desk Calendar Inv. # 17-0000867	\$ 4.09
D. Village of Almont – Trash Bags Inv. # 18-0000953	\$ 79.50
E. RCI Electrical Contracting, Inc. – E. St. Clair Live Wires	<u>\$303.06</u>
Total:	\$702.65

New Business:

- A. Memo regarding Cement Work in the DDA District
- B. Ribbon Cutting Bio from Shannon Michael of DPT (Doctors of Physical Therapy)
- C. Almont Lions Club Golf Outing Sponsorship

Old Business:

- A. Cost quote from American Eagle Precast – Picnic Tables

Regular Agenda:

Communication: None

Public Comments: None

Approval of Minutes:

Motion by S. Schneider, supported by T. Pewinski to approve the minutes from the May 26, 2021 Regular Board Meeting. Motion PASSED unanimously.

Downtown Development Authority

Regular Board Meeting Minutes

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Approval of Bills Payable:

1. Toth Properties, LLC - Façade Grant	\$ 1,360.43
2. Village of Almont – DDA Wages 4/18 to 5/01 – 5/02 – 5/15	\$ 1,537.24
3. Village of Almont – DPW Charges	\$ 149.35
4. Village of Almont – Streetlights – E. St. Clair \$166.98 W. St. Clair \$29.95	\$ 196.23
5. Landscape Direct – De-foam & check pit for leaks	\$ 115.00
6. Yard Services, Inc. – Banner and Zip Tip	\$ 400.00
7. Village of Almont – DDA Workmen’s Comp.	\$ 23.74
8. Village of Almont – DDA Phone Charge	\$ 52.44
9. Verdin Company – Pocket Park Clock	\$ 2,514.50
10. Magic with a Twist – Heritage Festival	\$ 400.00
11. Kim Schall – Postage – Heritage Festival Mailings	\$ 66.00
12. Landscape Direct – Parts and Install Rain Sensor	\$ 222.02
TOTAL AMOUNT DUE:	\$ 7,036.95

Motion by S. Schneider, supported by R. Roosa to approve the bills payable in the amount of \$7,739.60, which includes the added expenses as stated above. Motion PASSED unanimously. T. Pewinski abstained.

Treasurer’s Report:

Statement of Revenue & Expenses prepared by Lapeer Development Corporation for the Eleven Months ending May 31, 2021.

Treasurer T. Pewinski reported that we have a bank balance of \$261,923.64 as of the meeting date.

Motion by P. Randazzo, supported by L. Kniesteadt to approve the Statement of Revenue and Expenses prepared by LDC for the Eleven Months ending May 31, 2021. Motion PASSED unanimously.

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

Director’s Report:

● **Banners**

1. Senior Banners are up. The summer banners will go up before July 4th.

● **Downtown Landscaping and Pocket Park Maintenance**

1. Fountain had a small leak that was fixed.
2. Number of irrigation issues in the Pocket Park that have been corrected.
3. The rain sensor system has been installed to help save money in the Pocket Park.
4. American Tree has been doing an excellent job at maintaining the trees and the flowers.

● **Administrative Update**

1. Completed the Amended Budget for 2020-2021 to be able to present to the Village Council
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. Reviewing Emails and Sending Emails
5. Helping business owners understand the Façade Grant that the DDA offers.

Director's Report (cont.):

6. Completed the 2021-2022 DDA Fiscal Year Budget
7. Completed the 2021-2022 Fiscal Year Calendar
8. Completed and revised a Resolution to address the Disposal of Surplus/Obsolete Personal Property
9. Working on the Heritage Festival documents for Vendors, Classic Car Show and activities
10. Almont's Ordinance Enforcement Officer has been keeping me in the loop regarding issues in the downtown.
11. Still waiting to hear on the USDA Grant that was applied for in March.

• **Downtown Information**

1. DPT (Doctors of Physical Therapy) 122 S Main has opened and they are very busy.
2. Working with Interim Village Manager and the First Congregational Church on a Parking Lot Agreement
3. Working with the Interim Village Manager and the Village Council to come up with a solution for parking on the West side of M53.

New Business:

A. Social District

Discussion was held and it was the consensus of the DDA Board to send a letter to the business owners asking if this is something that they would like in their downtown.

B. Ribbon Cutting for DPT (Doctors on Physical Therapy) at 122 S. Main St.

Director Schall informed the DDA Board that DPT (Doctors of Physical Therapy) would like to have a Ribbon Cutting on Monday, July 26th or Tuesday July 27th at 4:00pm with an Open House after.

It was the consensus of the DDA Board that Tuesday, July 27th at 4:00pm would work better for the Board Members. Director Schall will contact Shannon of the date and time and will also send notice to the Tri-City Times.

C. DDA Board Roster

Director Schall provided each Board Member with an updated Roster due to the changes on the Board.

D. 102 N. Main Street

Director Schall and Interim Village Manager Kempf updated the DDA Board on the cement work that was being done at 102 N. Main Street and that part of the cement that needed to be replaced was on the Village/DDA Property (E. St. Clair). After speaking with the contractor and then contacting DDA Chairman M. Bohm, Interim Village Manager Kempf and DDA Director Schall agreed that the DDA would contribute half of the cost to replace/repair the cement along E. St. Clair, which was \$1,250.

Due to the urgency of the decision, Director Schall would like ratification for moving forward at the time with a payment in the amount of \$1,250.

Motion by S. Schneider, supported by T. Pewinski to approve the decision made by DDA Chairman, M. Bohm, Interim Village Manager I. Kempf and DDA Director K. Schall to pay half of the cost, which is \$1,250.00. Motion PASSED unanimously.

E. Almont Lions Club Golf Outing Sponsorship

The DDA is not allowed to sponsor. Director Schall will relay the message to the Almont Lions Club.

Old Business:

A. Heritage Festival

Director Schall updated the DDA Board on the status of the Heritage Festival, Classic Car Show and the beer tent. Director Schall mentioned that she will need to speak to the Park Board regarding the additional space that will be needed for the beer tent.

Motion by P. Randazzo, supported by L. Kniesteadt to approve Director Schall to speak with the Almont Park Board regarding the additional space needed for the beer tent. Motion PASSED unanimously.

B. DDA Parking Lot Update

Director Schall updated the DDA Board that on June 10th she received notice from S. Douglas Touma (the Attorney for the DDA), that the DDA won the parking lot lawsuit and that the Judge is awarding the DDA full title to the property. The Judge also awarded the DDA \$1,000 in statutory damages. There is a waiting time in case they would like to appeal.

C. Parking Lot Agreement with First Congregational Church

Discussion was held regarding the meeting that was held with the Trustees of the First Congregational Church, Interim Village Manager I. Kempf and DDA Executive Director Schall. Both Ms. Schall and Mr. Kempf went over the changes that the church was looking for.

Motion by A. Roosa, supported by P. Randazzo to approve the Parking Lot Agreement changes and to re-submit to The First Congregational Church Trustees. Motion PASSED unanimously.

S. Schneider left the meeting at 8:25pm

D. Resolution No. 21-06-01 to Address the Disposal of Surplus or Obsolete Personal Property

Discussion was held regarding the purpose and the benefit of Resolution No. 21-06-01. This Resolution mirrors the one that the Village Council has also approved.

Motion by A. Roosa, supported by T. Pewinski to approve Resolution No. 21-06-01 as presented. Motion PASSED unanimously.

E. Façade Grant – 125 N. Main Street – Sherri's Barber Shop

Discussion was held regarding the additional work to be done on Sherri's Barber Shop. Due to COVID 19, it was difficult to get all the quotes at once. The DDA Board was aware that additional documents would be forth coming.

Motion by T. Pewinski, supported by L. Kniesteadt to approve the Façade Grant for 125 N. Main St. in the amount of \$1,360.43. Motion PASSED unanimously.

F. American Eagle Precast Picnic Tables

Discussion was held and it was the consensus of the DDA Board to move forward in purchasing (3) Picnic tables at a cost not to exceed \$3,000.

Motion by A. Roosa, supported by T. Pewinski to approve the purchase of three (3) picnic tables from American Precast with a cost not to exceed \$3,000. Motion PASSED unanimously.

DDA Board and Interim Village Manager Comments

M. Bohm - Absent

L. Kniesteadt - Nothing

S. Schneider - Left early

C. Yarbrough – Absent

A. Roosa – Asking everyone to keep an open mind regarding the possibility of a Social District.

M. Breen - Nothing

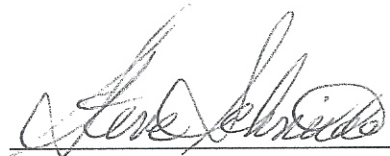
T. Pewinski - Nothing

K. Schall - Nothing

I. Kempf – The Village will be looking at Village Manager Candidates on July 21st.

Motion by T. Pewinski, supported by P. Randazzo to adjourn the meeting.

Meeting was adjourned at 9:14pm.



Steve Schneider, Secretary