

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**  
**July 28, 2021 7:00pm**  
**Almont Municipal Building**

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

**Members Present:** M. Bohm, M. Breen, T. Pewinski, A. Roosa, L. Kniestadt, P. Randazzo,

**Members Absent:** C. Yarbrough, S. Schneider, C. Farley

**Guests Present:** None

Meeting was held at the Almont Municipal Building

The meeting was called to order at 7:10pm by Chairman M. Bohm

**Additions/Deletions to Agenda:** None

**Regular Agenda:**

**Communication:** Almont Community Park Music in The Park Schedule

**Public Comments:** None

**Approval of Minutes:**

Motion by P. Randazzo, supported by T. Pewinski to approve the minutes from the June 23, 2021 Regular Board Meeting. Motion PASSED unanimously.

**Approval of Bills Payable:**

1.	Touma, Watson, Whaling, Coury, Stremers & Thomas, P.C.	\$ 956.25
2.	Page one Printing – Office Letterhead and Envelopes	\$ 145.02
3.	Village of Almont – DDA Wages 5-16 to 5-29, 5-30 to 6-12, 2021	\$1,808.52
4.	Village of Almont – DPW Charges	\$ 57.00
5.	Jay's Septic Tan Services – Heritage Festival/Classic Car Show	\$1,550.00
6.	Village of Almont – Water Bill 4-1 to 6-30,2021	\$ 139.10
7.	RCI Electrical Contracting, Inc. – 4 Light Pole Globes	\$1,081.20
8.	Village of Almont – Street Lights & Fountain Electric usage	\$ 279.20
9.	Feys Tent Rental – Heritage Festival	\$ 254.40
10.	Kim Schall – Rocket Enterprise Flags	\$ 350.12
11.	Universal Sound – D.J. for Car Show	\$ 425.00
12.	North Branch Rent All – Heritage Festival Beer Tent	\$ 3,003.85
13.	Village of Almont – 1 Year use of Office Copier	\$ 227.38
14.	Kim Schall – Office and Heritage Festival supplies	\$ 83.70
15.	American Tree – Invoice May 31, 2021	\$2,410.00
16.	United States Post Office – Stamps	\$ 110.00
17.	Pappas Companies, Inc. Cement work	\$1,250.00
18.	American Tree – Invoice June 30, 2021	\$ 870.00
19.	Kim Schall – Mileage to get flags	\$ 35.90
20.	Kim Schall – Mileage to Court House	\$ 24.30

**TOTAL AMOUNT DUE: \$15,060.94**

Motion by T. Pewinski, supported by L. Kniestadt to approve the bills payable in the amount of \$15,060.94. Motion PASSED unanimously.

**Treasurer's Report:**

Statement of Revenue & Expenses prepared by Lapeer Development Corporation for the Twelve Months ending June 30, 2021.

Treasurer T. Pewinski reported that we have a bank balance of \$252,154.97 as of the meeting date.

Motion by A. Roosa, supported by M. Breen to approve the Statement of Revenue and Expenses prepared by LDC for the Twelve Months ending June 30, 2021. Motion PASSED unanimously.

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

**Director's Report:**

- **Banners/Flags**

1. Looking into smaller size banners for downtown. After reviewing the current banners, there are a number in each season that may not hold up another season. I contacted the company that we have dealt with in the past and the banners normally only last 2-3 years at the most. Due to the fact that our banners are located on a very busy road with semi's driving through, they will wear and tear in a shorter period of time.
2. Due to the deterioration of the U.S. and Michigan Flags, they were replaced.

- **Downtown Information**

1. I have received phone calls from the community stating how nice the downtown is looking and that they are very happy to see life back in town.
2. Planning the Ribbon Cutting for Doctors of Physical Therapy for Tuesday, July 27<sup>th</sup> at 4pm.
3. Visiting Businesses to update them on what is going on downtown and about the Heritage Festival.

- **Business Update**

1. Working on getting all the necessary documents in order for the Annual audit that will take place on August 24 and 25.
2. Will be holding Informational Meetings on August 18<sup>th</sup> and December 15<sup>th</sup> as part of the DDA Public Act 57.
3. Updated the DDA website with the Approved 2021-2022 Budget
4. Updated the DDA website with the 2021-2022 Fiscal Year Calendar
5. Review all incoming bills
6. Respond to emails and phone calls
7. Organizing Vendor and Sponsorship Forms for the upcoming Heritage Festival
8. Reviewing and typing letters to send out to the previous sponsors, car show & vendor participants.
9. Collecting registration forms and fees from car show participants, vendors and sponsors.
10. Meeting with business owners.

**New Business:**

**A. Façade Grant Application for 214 S. Main St**

Ms. Marie Khoury spoke to the DDA Board regarding the plans for the building located at 214 S. Main. Discussion was held regarding the Façade Grant that she is requesting from the DDA.

Motion by A. Roosa, supported by L. Kniestadt to approve a Façade Grant for 214 S. Main in the amount of \$5,000, only after Ms. Khoury, satisfies the CCA requirement for a Certificate of Occupancy and submits a copy of the C of O along with receipts to satisfy the Façade Grant amount on or before December 31, 2021. Motion PASSED unanimously.



**B. Purchase of Garbage Cans**

Director Schall discussed with the DDA Board the reason for purchasing Garbage Cans for the DDA.

It was the consensus of the DDA Board that Director Schall has a spending limit of \$500 and that she will go and investigate the Garbage Cans and buy 15.

**C. DDA Informational Meetings August 18 & December 15, 2021**

Each year the DDA Executive Director is required to hold two informational meetings to inform the community what the DDA Board has accomplished and what the Board is planning for the next year.

**Old Business:**

**A. Heritage Festival**

Director Schall held a Heritage Festival/Classic Car Show meeting before the DDA Board Meeting. Volunteer attendance was wonderful and the Heritage Festival Committee is looking forward to working with the volunteers.

Director Schall updated the Board regarding the Sponsorships that are coming in along with Car Show Registrations and Vendor Registrations. Wayne Glasser who is the Classic Car Show Coordinator is working very hard and has some amazing raffle prizes, etc. The Lions Club has applied for the Beer/Wine License with the State. We have 3 Food Trucks committed to be at the Beer Tent on Saturday Night. The Festival Schedule is coming together and Posters will be printed soon.

**B. DDA Parking Lot Update**

Director Schall updated the DDA Board that on July 26<sup>th</sup> she was at court with the DDA Attorney, S. Douglas Touma and Attorney Mark Sadecki for the Plaintiff (Business Entrepreneurs, LLC – Stephen Francis) for a Motion Hearing. The Motion hearing was being called by the Plaintiff to set the Judgement aside. The Judge is awarding the DDA full title to the property and awarded the DDA \$1,000 in statutory damages.

**C. Parking Lot Agreement with First Congregational Church**

Director Schall updated the DDA Board that she met with M. Carpenter of ROWE Professional Services, Inc. and Pastor Bill from the First Congregational Church and we discussed the parking lot layout and if there was any way for additional parking. After careful review and consideration, it seems as though there is no other parking options other than what is already in place. Director Schall will update the changes and present to the DDA Board in August.

T. Pewinski left the meeting at 8:10pm

**D. USDA Rural Development Grant – Streetscape Phase II Update**

Director Schall updated the Board that the DDA was not awarded the Grant that was applied for. The reason given was “Due to Lapeer County’s low unemployment rate, we were not awarded the points needed to put us in the grant range.


Director Schall asked the Board if they would like to look at other options for the budgeted line item or would they like Director Schall to move forward and speak to ROWE. It was the consensus of the DDA Board to move forward with the project and that the first step is to contact ROWE Professional Services, Inc. (M. Carpenter) and to review the project and see if there is a different approach to the project in order to lower the cost.

**DDA Board Comments**

- M. Bohm - Nothing
- L. Kniestadt - Nothing
- S. Schneider - Absent
- C. Yarbrough – Absent
- A. Roosa – Nothing
- M. Breen - Mentioned that she noticed bricks around the light post in from of State Farm
- T. Pewinski – Left early
- K. Schall - Nothing

Motion by P. Randazzo, supported by A. Roosa to adjourn the meeting.

Meeting was adjourned at 9:05pm.



---

Steve Schneider, Secretary

K. Schall, Director  
July 28, 2021