

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  
January 27, 2021 7:00pm  
Almont Municipal Building**

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

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

**Members Absent:** E. Lane

**Guests Present:** I. Kempf, R. Dodge, K. Keesler (Intern Village Manager), J. Yarbrough

Meeting was held at the Almont Municipal Building

The meeting was called to order at 7:00pm by Chairman M. Bohm

**Additions/Deletions to Agenda:**

|                 |   |                 |
|-----------------|---|-----------------|
| <b>Expense:</b> | Village of Almont – DDA Cell Phone (December)     | \$ 50.74        |
|                 | Village of Almont – DDA Cell Phone (January 2021) | <u>\$ 52.37</u> |
|                 | <b>TOTAL:</b>                                     | <b>\$103.11</b> |

**Regular Agenda:** Façade Grant Application – Toth Properties for Sherri's Barber Shop

**Communication:** None

**Public Comments:** None

**Approval of Minutes:**

Motion by L. Zarate, supported by M. Breen to approve the minutes from the November 18, 2020 Regular Board Meeting. Motion PASSED unanimously.

**Approval of Bills Payable:**

|   |             |
|---|-------------|
| 1. Kim Schall – Postage for Mailing to Attorney                                 | \$ 8.70     |
| 2. Yard Services – 2020 Grass Cutting   | \$ 3,302.00 |
| 3. Yard Services – 2020 Pocket Park Cleanup & Sidewalks                         | \$ 600.00   |
| 4. Village of Almont – Streetlights   | \$ 105.77   |
| 5. Yard Services – Winter Flags (\$375.00) Snowflakes (\$100.00)                | \$ 475.00   |
| 6. Village of Almont – DDA Wages (October & November)                           | \$ 1,582.45 |
| 7. Village of Almont – Removal of Summer Flags and Replace with Fall Flags)     | \$ 275.00   |
| 8. Kim Schall – Postage – Mail Letters to Business Owners                       | \$ 22.00    |
| 9. Touma, Watson, Whaling, Coury, Stremers & Thomas, P.C. – Lawsuit             | \$ 4,262.69 |
| 10. Village of Almont – Workmen's Comp.   | \$ 37.08    |
| 11. American Tree – Christmas Decorations                                       | \$ 4,351.38 |
| 12. American Tree – Pocket Park Maintenance                                     | \$ 1,075.00 |
| 13. Spicer Group – Invoice # 202753   | \$ 1,000.00 |
| 14. Spicer Group – Invoice # 203271   | \$ 1,575.00 |
| 15. Spicer Group – Invoice # 204702   | \$ 918.75   |
| 16. Kim Schall – Webroot Security for Work Laptop                               | \$ 31.79    |
| 17. Accunet – Yearly Service Contract   | \$ 421.50   |
| 18. Superior Contracting Group, LLC   | \$9,605.20  |
| 19. RCI Electrical Contracting, Inc. – Repair/Replace Lamp Post/Globes & Lights | \$1,176.22  |
| 20. Village of Almont – Water Bill October – December 2020                      | \$ 389.90   |

**Approval of Bills Payable (cont.):**

|  |             |
|--|-------------|
| 21. Yard Services – Snow Removal – Parking Lots \$ \$3,820 – Sidewalks \$3,650 | \$ 7,470.00 |
| 22. Kim Schall - Supplies  | \$ 18.55    |
| 23. Touma, Watson, Whaling, Coury, Strémers & Thomas, P.C. – Lawsuit           | \$ 487.50   |
| 24. ROWE Professional Services Company – Phase II Streetscape Project          | \$ 4,900.00 |
| 25. Village of Almont – 119 W. St. Clair Street Lights                         | \$ 70.39    |
| 26. Village of Almont – 116 E. St. Clair Street Lights                         | \$ 74.97    |
| 27. Village of Almont – CCA Authority  | \$ 30.50    |
| 28. Village of Almont – CCA Authority  | \$ 40.50    |
| 29. Village of Almont – DDA Wages – November & December                        | \$ 2,057.18 |
| 30. Village of Almont – DPW Charges – December                                 | \$ 47.97    |

**TOTAL AMOUNT DUE: \$46,412.99**

Motion by L. Zarate, supported by A. Roosa to approve the bills payable in the amount of \$46,516.10, which includes the additional expenses of \$103.11. Motion PASSED unanimously. T. Pewinski abstained.

**Treasurer's Report:**

Statement of Revenue & Expenses prepared by Lapeer Development Corporation for the Five Months Ending November 30, 2020 and the Six Months Ending December 31, 2020.

Treasurer T. Pewinski reported that we have a bank balance of \$185,876.32 as of the meeting date.

Motion by L. Zarate, supported by M. Breen to approve the Statement of Revenue and Expenses prepared by LDC for the Five Months Ending November 30, 2020. Motion PASSED unanimously.

Motion by L. Zarate, supported by A. Roosa to approve the Statement of Revenue and Expenses prepared by LDC for the Six Months Ending December 31, 2020. Motion PASSED unanimously.

Motion by L. Zarate, supported by A. Roosa to approve the Treasurers Report as stated. Motion PASSED unanimously.

**Director's Report:**

• **Snow Plowing/Ice Salting**

1. Yard Services, Inc. has been maintaining the CBD Parking lots & also the CBD Sidewalks to keep them free of snow and ice.
2. Meeting was held early December regarding the snowplowing and Ice removal from the CBD and all is resolved

• **Downtown Information**

1. American Tree was contracted to prepare our Downtown for the Holiday Season. I received comments on how nice the lighting was because the large trees were not blocking the lights this year. American Tree did a wonderful job.
2. American Tree donated the beautiful Christmas Pots that were displayed on the 4 corners in Downtown.
3. Yard Services replaced the Fall Banners with the Winter Banners in early December and also put the Snowflakes up.
4. Finalizing all the paperwork for the completion of the Streetscape and to pay all contractors accordingly.

**Director's Report (cont.):**

5. Continue to work on the DDA Parking Lot Lawsuit issues when needed.
6. Working on applying for a Streetscape Phase II Grant through the USDA Rural Development program. This Phase II will complete the initial Streetscape Project which did not include the deteriorating stairs and railings in front of the businesses located on the North West side of Main Street between Speedway and Jocelyn School of Dance.
7. With the new development taking place Downtown, parking has become an issue. I have been working with the business owners along the South West side of Main Street to find some sort of a solution. However, the DDA Board is well aware of the parking issues throughout town and the DDA does not have any available land located in the DDA that can be developed into parking.
8. I have been contacted by the businesses and a tenant on the North West side of Main Street (Sherri's Barber Shop tenant, Buccillis and Mandy J Florist) that parking is difficult behind their buildings. Unfortunately, the land behind their buildings is not owned by the Village or the DDA. That area is owned by the building owner and it is their responsibility to maintain it.

• **Village of Almont Update**

1. Demolition has started on 122 S. Main and 126 S. Main. What a wonderful and beautiful asset these businesses will be to Downtown Almont.
2. Rustic Blue Bird opened and they are doing a wonderful business. The DDA is excited to have them join our Community.
3. Randazzo Jeweler opened their doors in November and the Community has welcomed them with open arms. Another great asset to Downtown Almont.
4. I have been in contact with a potential business owner that would like to open a business in the old European Deli. Waiting to hear back.
5. The Almont Saddlery Building has requested a meeting with the Zoning Board of Appeals for a Variance.

**New Business:**

**A. Repair of Pocket Park Clock**

Discussion was held pertaining to the repair of the Pocket Park Clock. The consensus of the DDA Board was for the DDA Director to look into other companies to repair the clock. Director to report back at the next meeting.

**B. Downtown Parking**

Discussion was held regarding the parking situation in Downtown Almont. With the CBD opening new businesses on the South West side, parking has become very difficult. Mr. J. Yarbrough was in attendance and stated his concerns and has asked that the Village look into the situation.

**C. MSHDA Rental Rehab Checking Account**

Discussion was held regarding the MSHDA Rental Rehab account. This account has not been used since 2014 and only has \$8.41 available. It was the consensus of the DDA Board to close the account and have the \$8.41 deposited into the DDA Checking Account.

Motion by T. Pewinski, supported by M. Breen to approve the closing of the MSHDA Rental Rehab Bank Account and deposit the remaining balance of \$8.41 into the DDA Checking Account. Motion PASSED unanimously.

**D. DDA Board Members Re-Appointments (M. Breen, L. Zarate and L. Kniesteadt)**

Motion by L. Zarate supported by T. Pewinski to re-appoint Michelle Breen as DDA Vice Chairperson. This is a 4 year term which will expire on March 31, 2025. Motion PASSED unanimously. M. Breen abstained.

Motion by T. Pewinski supported by M. Breen to re-appoint Lynn Zarate as a DDA Board Member. This is a 4 year term which will expire on March 31, 2025. Motion PASSED unanimously. L. Zarate abstained.

Motion by C. Yarbrough supported by M. Breen to re-appoint Lisa Kniesteadt as a DDA Board Member. This is a 4 year term which will expire on March 31, 2025. Motion PASSED unanimously. L. Kniesteadt abstained.

**E. Zoom Meeting Membership**

Discussion was held and it was the consensus of the DDA Board that if and when the time is right Director Schall has the authority to make the decision as it falls within her spending limit of \$500.

**Old Business:**

S. Schneider left the meeting at 8:00pm

**A. DDA Parking Lot Update**

Director Schall updated the DDA Board on the status of the Parking Lot Lawsuit. DDA Director has been called for her deposition which has been re-scheduled to February 19, 2021.

**B. USDA Rural Development Grant Streetscape Phase II**

Director Schall updated the DDA Board on the process and the status of the USDA Grant that is being applied for. Director Schall will put the finishing touches on the grant and submit to the USDA by February 26, 2021.

**1. Approval of Resolution 21-01-01**

Motion by L. Zarate supported by T. Pewinski to approve Resolution 21-01-01 to be submitted to the Village Council for approval and then to be submitted with USDA Rural Development Grant for Streetscape Phase II. Motion PASSED unanimously.

**Roll Call:**

Ayes: C. Yarbrough, A. Roosa, L. Kniesteadt, L. Zarate, T. Pewinski, M. Breen, M. Bohm

Nays: None

Absent: E. Lane, S. Schneider

**C. USDA Streetscape Final Update**

Discussion was held regarding the completion of the USDA Streetscape. It was the consensus of the DDA Board to pay the final bills for Spicer Group and also Superior Contracting as stated in the bills payable.

Old Business (cont.):

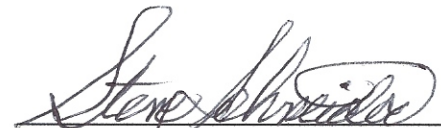
D. 122 & 126 S. Main Street Façade Grant Applications

Discussion was held and it was the consensus of the board to reaffirm their approval of 3 x \$5,000 (\$15,000) matching façade grant(s) to Bur Oak Properties. The original approval and original scope of work was to remodel 3 existing business addresses for matching façade grant(s). Due to unforeseen, poor condition of the properties and almost a TOTAL rebuild (not remodel), the owner needed to combine two of the existing addresses into one, leaving now a application for just two properties. With guidance by S. Schneider who is an attorney, DDA Board Secretary and Village of Almont President, the Board relied on his research/comments/email about the challenges in the decision process. The DDA Board was made aware that it is well within the rights and discretion to adjust the process of awarding the grant funds as long as the funds being used are remaining within the original scope of work and it would be a betterment to the community of Almont and the DDA business district. The cost of work for the new façade(s) of the building well exceed the 3 x \$5,000 (\$15,000) total. It was a unanimous decision to amend the original approval and re-approve Bur Oak Properties for a \$15,000 matching façade grant. All were in agreement that this project will be a betterment to Almont for many years to come and truly appreciate the investment into the community by Bur Oak Properties.

Motion by A. Róosa supported by T, Pewinski to approve \$15,000 Façade Grant for 122 S. Main and 126 S. Main St. Motion PASSED unanimously. C. Yarbrough abstained.

Motion by T. Pewinski, supported by L. Zarate to adjourn the meeting.

Meeting was adjourned at 8:37pm

  
Steve Schneider, Secretary

K. Schall, Director  
January 27, 2021