

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
February 24, 2021 7:00pm
Almont Municipal Building**

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

Members Present: M. Breen, L. Zarate, T. Pewinski, A. Roosa, C. Yarbrough, S. Schneider, L. Kniesteadt, E. Lane

Members Absent: M. Bohm

Guests Present: I. Kempf (Interim Village Manager), K. Keesler (Village Clerk/Treasurer)

Meeting was held at the Almont Municipal Building

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

Additions/Deletions to Agenda:

Expense: U.S.P.S. – Stamps \$11.00

New Business: Resignation of DDA Board Member Erin Lane effective tonight (2-24-2021)

Regular Agenda:

Communication: Letter from Yard Services, Inc. and a letter from the DDA Attorney S. Douglas Touma

Public Comments: None

Approval of Minutes:

Motion by L. Zarate, supported by T. Pewinski to approve the minutes from the January 27, 2021 Regular Board Meeting. Motion PASSED unanimously.

Approval of Bills Payable:

1. Village of Almont - CCA Charges	\$ 30.50
2. Village of Almont – DDA Workmen’s Comp. February	\$ 41.63
3. Landscape Direct	\$ 231.67
4. Village of Almont - 116 E. St. Clair & 119 W. St. Clair Street Lights	\$ 106.78
5. Village of Almont - Cell Phone	\$ 50.05
6. Village of Almont - DPW Charges	\$ 35.61
7. Village of Almont – DDA Wages – 12-27 to 1-23-21	\$2,215.44
8. Touma, Watson, Whaling, Coury, Stremers & Thomas, P.C. – Parking Lot Attorney	\$ 390.00
9. ROWE Professional Services Company – Phase II Streetscape	\$ 460.00
10. Kim Schall – Mileage	\$ 42.00
11. Yard Services – Sidewalks \$4,175.00, Parking Lots - \$5,230.00	\$9,405.00
12. Kim Schall Mileage	\$ 26.71

TOTAL AMOUNT DUE: \$13,035.39

Motion by L. Zarate, supported by L. Kniesteadt to approve the bills payable in the amount of \$13,046.39, which includes the additional expense of \$11.00 for postage. Motion PASSED unanimously. T. Pewinski abstained.

Treasurer's Report:

Statement of Revenue & Expenses prepared by Lapeer Development Corporation for the Seven Months Ending January 31, 2021.

Treasurer T. Pewinski reported that we have a bank balance of \$296,233.32 as of the meeting date.

Motion by A. Roosa, supported by L. Zarate to approve the Statement of Revenue and Expenses prepared by LDC for the Seven Months ending January 31, 2021. Motion PASSED unanimously.

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

Director's Report:

- **Snow Plowing**

1. Yard Services, Inc. has been doing a great job keeping up with the snow plowing and salting this year.
2. DPW and Yard Services are working together to keep our downtown safe and clear of snow & ice.

- **Lawn & Landscape Maintenance Contract**

1. Completed the update to the Lawn & Landscape Maintenance contract that will go out to bid this month. This contract will be for 2 years with a 1 year option to renew.

- **Planters/Flower and Tree Maintenance along with the Pocket Park Contract**

1. Completed the update to the Planters & Flower/Tree Maintenance along with the Pocket Park Contract that will go out to bid this month. This contract is for 2 years with a 1 year option to renew.

- **Administrative Update**

1. Keeping the DDA Website updated
2. Reviewing and submitting all bills to Treasurer for payment.
3. Updating Facebook as needed with current events.
4. Continue to work on the DDA Parking Lot Lawsuit as required by Attorney.

- **Downtown Information**

1. Working on the USDA/RBDG Rural Development Streetscape Grant II that will be submitted mid-February.
2. Been speaking to a couple of interested businesses owners that would like to make Downtown Almont their location. Waiting to hear back.

- **Village of Almont Update**

1. The Village of Almont has not yet selected a Village Manager. K. Keesler will be Interim Village Manager until someone is appointed.

- **Business Update**

1. Have been walking around town and talking to the Business Owners just to keep in touch with them face to face and also to inform them as to what is going on the DDA District.

New Business:

A. Heritage Festival

Director Schall updated the Board that the Almont Homecoming Committee has decided to cancel the Homecoming Parade/festivities. The Homecoming Committee would like to donate the \$400 deposit to the DDA Board to be used to hire the Family Tradition Band for the Heritage Festival, which is the band that they had booked for the Homecoming. Director Schall is waiting for confirmation from the Homecoming Committee. Discussion was held and the Board decided to table this discussion until next month. Director Schall informed the Board that the only date available for the Band would be September 18th.

B. Old DDA Banners

Discussion was held regarding the old banners that are located in the DDA storage unit and taking up room. Director Schall suggested that we look at selling the banners for \$5-\$10 each and the money going towards something in the downtown. Director Schall also made the recommendation that 4 banners for each season be donated to the Park Board so that they can hang them in the Park each season.

The consensus of the Board was to look at this again at the next meeting and see if we can come up with some ideas as to what we could use the money for in the downtown area, so that people that purchase a banner would know that it is going towards something that they may be able to use in the downtown, i.e. bike rack(s).

C. Planters and Flower Maintenance CBD Contract

Director Schall updated the Board on the status of the contract. The contract will be for 2 years with a 1 year option to renew. Director Schall will be submitting the bid information to the Tri-City Times to be published in the Legal Section. Bids are due back March 22, 2021.

D. Lawn & Landscape Maintenance CBD Contract

Director Schall updated the Board on the status of the contract. The contract will be for 2 years with a 1 year option to renew. Director Schall will be submitting the bid information to the Tri-City Times to be published in the Legal Section. Bids are due back March 22, 2021.

E. Family Farm - Farmers Markets starting in April

DDA Director updated the Board on the Farmers Markets that will be held at the Family Farm & Home location in Almont. They will be held on the second Saturday of the month starting April 10, 2021 and run until October 9, 2021.

F. RRC (Redevelopment Ready Communities) presentation by ROWE

Director Schall presented the DDA Board with a packet explaining what the RRC program is about. ROWE Professional Services will be holding a presentation regarding the role of the RRC at the Village Council Meeting on April 20, 2021 at 7:30pm, it would be a good idea for the Board members to attend so that they are familiar with the program. Director Schall will be attending.

G. Resignation of Board Member Erin Lane

Due to family commitments, Ms. E. Lane has verbally submitted her resignation from the DDA Board on which she has served for two year. Ms. Lane will be submitting her resignation letter to the DDA Director by the end of the week as she was not aware of the process to resign.

Old Business:

A. Repair of Town Pocket Park Clock

Director Schall updated the board on the status of the clock in town. The clock was purchased in 2001 for \$19,000.00 and due to the age of the clock, the parts that are required to fix the clock are no longer available as are most parts for this clock due to its age. It has been recommend by Verdin (which is the company that installed the clock and has been maintaining it) that it would be money well spent if the clock underwent what they call a Restoration which would include a new timepiece, new set of hands, new lexan dial cover, new master clock controller, new photocell, upgrade to LED light that cost would be \$5,029 and approx. \$301.74 in tax with a total of \$5,330.74. There is also a part that can be purchased to prevent a power surge from damaging the clock. Director Schall will look into that cost.

Motion by L. Zarate, supported by E. Lane to approve DDA Director to organize the Restoration of the town clock with an amount not to exceed \$5,500.00, this repair/restoration will be added to the 2021-2022 Budget. Motion PASSED unanimously.

B. DDA Parking Lot Update

Director Schall updated the DDA Board on the status of the Parking Lot Lawsuit. DDA Director attended her deposition on Friday, February 19th and also the Court Hearing on Monday, February 22, 2021. The DDA Board reviewed and discussed the letter that was sent from the DDA Attorney, Mr. S. Douglas Touma asking questions regarding billing descriptions. S. Schneider stated that he will be composing a letter to Mr. Touma regarding inaccurate information in his letter.

C. USDA Rural Development Grant Streetscape Phase II

Director Schall updated the DDA Board that the USDA Rural Development Grant has been submitted and a letter has been received by Director Schall stating all is in order and the Grant applications will be reviewed in April, May or June.

D. Façade Grant application for Toth Properties (Sherri's Barber Shop)

Discussion was held regarding the resubmission of supporting information/documentation for the Façade Grant Application for 125 N. Main St.

Motion by L. Zarate, supported by C. Yarbrough to approve the amount of \$1,494.00 Façade Grant for 125 N. Main Street (Sherri's Barber Shop). This Façade Grant will not be paid out any earlier then July 1, 2021. Motion PASSED unanimously.

DDA Board and Interim Village Manager Comments

All DDA Board Members welcomed I. Kempf as Interim Village Manager.

L. Kniestadt mentioned that she is having problems with the parking behind her building.

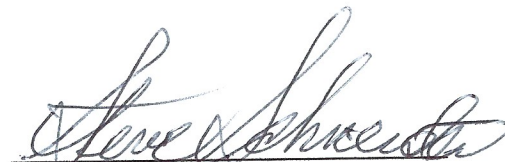
A. Roosa asked the DDA Board if they could keep an open mind on the Heritage Festival.

Interim Village Manager I. Kempf updated the DDA Board regarding snowplowing and working together with DPW and the DDA Contractor. Time was discussed as well as clean-up.

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

Meeting was adjourned at 8:48pm



Steve Schneider, Secretary

K. Schall, Director
February 24, 2021