

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**  
**May 26, 2021 7:00pm**  
**Almont Municipal Building**

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

**Members Absent:** L. Kniestadt

**Guests Present:** I. Kempf (Interim Village Manager), P. Randazzo and C. Farley

Meeting was held at the Almont Municipal Building

The meeting was called to order at 7:08pm by Chairman M. Bohm

**Additions/Deletions to Agenda:**

**Expense:** None

**New Business:** None

**Regular Agenda:**

**Communication:** None

**Public Comments:** None

**Approval of Minutes:**

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

**Approval of Bills Payable:**

1. America Tree – Spring Clean-up – Main St., Pocket Park & NW Corner	\$ 1,300.00
2. Yard Services – Asphalt Cold Patch Parking Lots	\$ 250.00
3. Yard Services – Salting DDA Sidewalks	\$ 350.00
4. Village of Almont – DPW	\$ 160.17
5. Village of Almont – DDA Wages – 2-21 to 3-6, 3-7 to 3-20	\$ 1,876.33
6. Tri-City Times – DDA Advertising Bids	\$ 65.40
7. Village of Almont – DDA Wages – 1-24 to 2-6, 2-7 to 2-19	\$ 361.18
8. Kim Schall – Mileage for Trial	\$ 24.30
9. Kim Schall – Paper for the DDA Office	\$ 41.33
10. Village of Almont – Street Lights	\$ 92.88
11. Yarbrough Insurance/Burr Oak Properties – Façade Grant	\$15,000.00
12. Touma, Watson, Whaling, Coury, Stremers & Thomas, P.C. – Parking Lot	\$ 292.50
13. Village of Almont – DDA Office Phone - April & May	\$ 104.86
14. Village of Almont – DPW Equipment Charges for April	\$ 15.80
15. Village of Almont – DPW Labor Charges – April	\$ 42.95
16. Village of Almont – DDA Wages 3/21-4/03 and 4/04-04/17	\$ 1,853.74
17. Village of Almont – Streetlights – 116 E. St. Clair and 119 W. St. Clair	\$ 65.65
18. Village of Almont – CCA	\$ 30.50
19. Touma, Watson, Whaling, Coury, Stremers & Thomas, P.C. – Parking Lot	\$ 3,445.50
20. Yard Services – Banners	\$ 375.00

**TOTAL AMOUNT DUE: \$25,748.09**

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

Motion by S. Schneider, supported by M. Breen to approve the bills payable in the amount of \$25,748.09. Motion PASSED unanimously. T. Pewinski abstained.

**Treasurer's Report:**

Statement of Revenue & Expenses prepared by Lapeer Development Corporation for the Nine Months Ending March 31, 2021 and the Ten Months Ending April 30, 2021.

Treasurer T. Pewinski reported that we have a bank balance of \$265,001.66 as of the meeting date.

Motion by A. Roosa, supported by T. Pewinski to approve the Statement of Revenue and Expenses prepared by LDC for the Nine Months ending March 31, 2021. Motion PASSED unanimously.

Motion by A. Roosa, supported by T. Pewinski to approve the Statement of Revenue and Expenses prepared by LDC for the Ten Months ending April 30, 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. The Almont High School Seniors are having Banners printed with the Graduating Seniors and we will be hanging them on the Lamp Posts Downtown until the Summer Banners are ready to go up.

- **Administrative Update**

1. Continue to update website and FB when needed.
2. Working on the amended budget.
3. Working on the Draft Budget for the 2021-2022 Fiscal Year.
4. Sent and received emails
5. Returned phone calls.
6. Review all bills that come in and send over to the Treasurer.
7. Review Board Member appointment qualifications.

- **Downtown Information**

1. Working with Interim Village Manager on a number of projects within the Downtown District.
2. The Water Fountain has been opened and turned on.
3. Walked Downtown to review landscaping and building conditions.
4. Working with DPW to get the Backflow tested at the Fountain in the Pocket Park

- **Business Update**

1. Still waiting on word from the USDA pertaining to a Grant that was applied for.
2. Attended the Trial for the DDA Parking Lot.

- **Meetings**

1. Interim Village Manager
2. Village Council Meetings
3. Lions Club Meeting

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

• **Current/Future Events:**

1. Almont Lions Club – June 7<sup>th</sup> and June 21<sup>st</sup>
2. Village Council Meeting – June 1<sup>st</sup> and June 15<sup>th</sup>
3. DDA Meeting – June 23<sup>rd</sup>
4. Heritage Festival – September 18<sup>th</sup>

**New Business:**

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

Discussion was held with the DDA Board, DDA Executive Director and Interim Village Manager, it was the consensus of all involved to move forward in meeting with the Trustee's on June 10<sup>th</sup> to present the draft. The Board would like to add a clause regarding the number of years for renewal after the initial contract is completed. Also, the Board would like an approximate cost on the snowplowing for the lot.

**B. Resolution No. 21-05-01 to Address the Disposal of Surplus or Obsolete Personal Property**

Discussion was held with the DDA Board, DDA Executive Director and Interim Village Manager and it was the consensus of the DDA Board that the DDA Resolution should be identical to the one that the Village has already approved. Director Schall will have an updated copy at the next DDA Board Meeting.

**C. DDA Board Resignation – Lynn Zarate**

DDA Executive Director received a letter from Ms. Zarate regarding her resignation from the DDA Board. Ms. Zarate has taken on a new job and that job is no longer in the DDA District. The Board thanked her for all her hard work and dedication to the Board and that she will be missed.

Motion by A. Roosa, supported by C. Yarbrough to accept the Resignation of Lynn Zarate effective immediately. Motion PASSED unanimously

**D. DDA Board Applications Received**

DDA Board was presented with two candidates to fill two positions on the DDA Board. One (1) is for the business owner or worker who owns/works from a business in the DDA District and one (1) is specifically for a DDA Resident. If appointed, S. Schneider would present to the Village Council for Ratification to appoint them to the DDA Board.

Motion by T. Pewinski, supported by A. Roosa to approve the appointment of Paul Randazzo to the DDA Board with a term to expire on March 31, 2025. Motion PASSED unanimously.

Motion by A. Roosa, supported by M. Breen to approve the appointment of Clinton Farley to the DDA Board with a term to expire on March 31, 2022. Motion PASSED unanimously.

**E. Façade Grant – Sherri’s Barber Shop – Additional Paperwork**

DDA Board was presented with additional paperwork to add to the Grant that was approved on February 24, 2021. This additional work was discussed with DDA Director but due to COVID a quote was not available at the time of the original approved grant amount.

Motion by S. Schneider, supported by T. Pewinski to approve the additional Façade Grant amount of \$467.00 to be added to the Façade Grant for Sheri’s Barber Shop. Motion PASSED unanimously

**F. Downtown Light Post/Banners – Almont High Schools Seniors**

Director Schall was approached by Andrea Kruse who is working on Project Graduation and the Committee was wondering if the DDA would allow them to hang banners along Main Street with the senior’s pictures on them. Director Schall did not see an issue with it as long as they followed the size that is required. Director Schall will allow the banners to remain up until it is time to hang the Summer Banners. The DDA will also cover the cost to put the banners up.

**G. Downtown Lamp Post Globe Purchase Quote**

Director Schall updated the Board regarding the time frame in receiving new globes and the price. Currently we have 2 globes that are missing and there are no extra ones in storage.

Motion by T. Pewinski, supported by S. Schneider to approve the Director to purchase 4 globes at a cost not to exceed \$1,200. Motion PASSED unanimously.

**H. Concrete Picnic Tables for the Pocket Park**

DDA Board was presented with information and a photo of possible cement picnic tables that would be perfect in the Pocket Park. These tables would allow people to stop and enjoy the Downtown, eat their lunch or just sit and enjoy being outside. We currently do not have a cost on the tables and are waiting to hear from the company, American Eagle Precast.

Motion by T. Pewinski, supported by S. Schneider to approve the Director to purchase 2, possibly 3 concrete picnic tables from American Eagle Precast with a cost not to exceed \$1,300.00. Motion PASSED unanimously.

**I. Clean/organize the Storage Unit**

DDA Board agreed that we need to clean/organize the storage unit. The Board has asked the Executive Director to come up with some dates.

**J. 2020-2021 Amended DDA Budget for Review and Approval**

Director Schall presented the DDA Board with the 2020-2021 Fiscal Year End Budget Amendments.

Motion by M. Breen, supported by T. Pewinski to approve the 2020-2021 Fiscal Year End Budget Amendments as presented. Motion PASSED unanimously.

**K. 2021-2022 Draft Budget for Review and Approval**

Director Schall presented the DDA Board with the 2021-2022 Fiscal Year Budget. Discussion was held.

Motion by T. Pewinski, supported by A. Roosa to approve the 2021-2022 Fiscal Year Budget as presented. Motion PASSED unanimously.

**L. 2021-2022 Fiscal Year Regular Board Meeting Calendar for Review and Approval**

Director Schall presented the DDA Board with the 2021-2022 Fiscal Year Calendar. Discussion was held.

Motion by T. Pewinski, supported by A. Roosa to approve the 2021-2022 Fiscal Year Calendar, as presented. Motion PASSED unanimously.

S. Schneider left at 8:59pm

**Old Business:**

**A. Heritage Festival**

Discussion was held and the Heritage Festival will be moving forward. The date is September 18<sup>th</sup>, 2021 from 9am to midnight. The Classic Car Show will take place once again as well as the Vendors and the Beer Tent, with The Family Tradition Band taking center stage at 8pm at the old tennis court in the Almont Community Park. We are looking for volunteers for all areas.

**B. DDA Parking Lot Update**

Director Schall updated the Board that she went to Trial and that we are awaiting the Courts Decision. Should hear something in June.

**C. American Tree – 2021 Flower Planting and Landscape Maintenance Including Pocket Park**

This was presented to the Board in April, but never had the actual approval in the minutes.

Motion by T. Pewinski, supported by A. Roosa to approve the proposal from American Tree for the 2021 Flower Planting and Landscape Maintenance including the Pocket Park. Motion PASSED unanimously.

**D. FOIA Received from Scott's Lawn Maintenance – April 2021**

Director Schall informed the DDA Board that she received another FOIA request from Mr. Scott Garner of Scott's Lawn Maintenance and she informed him that at the March DDA Board Meeting that the Board stated that Mr. Garner would need to pay upfront before FOIA would be completed due to length of time in picking up his request. As of this meeting, Director Schall has not heard back from Mr. Garner regarding this FOIA request.

**E. Sealant for the new concrete**

Director Schall informed the Board that she had received an e-mail back from Superior Contracting that it did not need to be sealed this year, possibly next year depending on the condition.

**DDA Board and Interim Village Manager Comments**

L. Kniestadt - Absent

S. Schneider - Left early

C. Yarbrough – Updated the DDA Board on the status of their buildings and the project.

A. Roosa – Updated the DDA Board that the Music in the Park is set to go with 8 bands participating.

M. Breen - Nothing


T. Pewinski - Nothing

K. Schall - Nothing

I. Kempf – Nothing

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

Meeting was adjourned at 9:25pm.



Steve Schneider, Secretary

K. Schall, Director  
May 26, 2021