

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
August 25, 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, S. Schneider, C. Yarbrough, C. Farley

Members Absent: None

Guests Present: 10 Students

Meeting was held at the Almont Municipal Building

The meeting was called to order at 7:03pm by Chairman M. Bohm

Additions/Deletions to Agenda:

Expenses:

1. Fun With Sparkles, LLC – Heritage Festival	\$475.00
2. Kim Schall – Zip ties for the Heritage Festival Banners	<u>\$ 21.39</u>
TOTAL:	\$496.39

Regular Agenda:

Communication: None

Public Comments: None

Approval of Minutes:

Motion by S. Schneider, supported by T. Pewinski to approve the minutes from the July 28, 2021 Regular Board Meeting. Motion PASSED unanimously.

Approval of Bills Payable:

1. ROWE Professional Services Company – FCC Parking Lot	\$ 862.50
2. Yard Services, Inc. – July Banner	\$ 375.00
3. Landscape Direct – July Maintenance & Repair	\$ 188.00
4. Page One Printing – Letterhead and Envelopes	\$ 145.02
5. Touma, Watson, Whaling, Coury & Stremers, P.C. – Parking Lot Lawsuit	\$ 549.25
6. Lapeer Development Corporation – Annual Fee	\$4,000.00
7. Village of Almont – DDA Office Phone	\$ 53.17
8. Village of Almont – Street Lights	\$ 296.10
9. Village of Almont – DPW Services	\$ 88.04
10. Village of Almont – DDA Wages – 6/13-6/26, 6/27-7/10, 7/11-7/24	\$2,780.60
11. MDA – Michigan Downtown Association Yearly Membership Fee	\$ 300.00
12. HM Marketing – Heritage Festival and Car Show Banners	\$1,358.00
13. American Tree - July Watering & Planter Maintenance	\$ 730.00
14. Tri-County Bank – Check Printing Charges	\$ 15.90
15. Page One Printing – Heritage Festival Posters and Flyers	\$ 115.00

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Approval of Bills Payable (Cont.):

16. Kim Schall – Mileage to Page One Printing to Pick-up Letterhead & Envelopes	\$	9.01**
17. Kim Schall – Mileage to Page One Printing to Pick-up Posters & Flyer	\$	9.01**
18. Family Tradition Band – Heritage Festival		<u>\$ 2,200.00</u>
TOTAL AMOUNT DUE:		\$14,074.60

** Last mileage check written to Ms. Schall (Check # 3233) was for an incorrect amount of \$35.90. It should have been in the amount of \$24.30 which was approved at the July Meeting. With that being said, Ms. Schall would owe the DDA \$11.60, however she has since had additional mileage of \$18.02 (as stated in the Bills Payable). So a check in the amount of \$6.42 should be issued to Ms. Schall for her mileage.

Motion by P. Randazzo, supported by S. Schneider to approve the bills payable in the amount of \$14,570.99. Motion PASSED unanimously. T. Pewinski Abstained.

Treasurer's Report:

Statement of Revenue & Expenses prepared by Lapeer Development Corporation for the One Month ending July 31, 2021.

Treasurer T. Pewinski reported that we have a bank balance of \$253,234.97 as of the meeting date.

Motion by M. Breen, supported by P. Randazzo to approve the Statement of Revenue and Expenses, Profit & Loss Budget vs Actual Statement and the Balance Sheet as prepared by LDC for the One Month ending July 31, 2021. Motion PASSED unanimously.

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

Director's Report:

- **Banners**

1. I was looking at the Banners for the fall and some of the banners are in rough shape. I will look into possible new banners.

- **Downtown Information**

1. The Ribbon Cutting went very well and there was a wonderful turnout from local businesses, DDA Board Members and Village Council Members.
2. Updating and working with ROWE for a new cost for the Streetscape Phase II Project
3. Worked with ROWE to see if there was anything that we could do to our portion of the parking lot that abuts The First Congregational Church Parking Lot.

- **Business Update**

1. Completing the compilation of the paperwork that is needed for this year's audit.
2. Held the first Informational Meeting on August 18th the next one will be on December 15th as part of the DDA Public Act 57.
3. Updated the DDA Website with all the current year's contracts.

Director's Report (Cont.):

4. Review all incoming bills
5. Respond to emails and phone calls
6. Taking in all registrations for the Heritage Festival (Sponsorships, Vendors and Car Show Participants)
7. Sending receipts with thank you letters to all Sponsorships, Vendors and Car Show Participants
8. Updating all spreadsheets for the compilation of the money that has been coming in for the Heritage Festival.
9. Working and finalizing all banners that will be displayed around town and also in the Beer Tent for the Heritage Festival and Classic Car Show.
10. Working on the Poster and Flyers for the Heritage Festival to be placed around town.
11. Finalizing the tent, band, car show D.J. and sponsorships for the Heritage Festival.

New Business:

A. DDA Board Position – DDA District Resident

The DDA District Resident Board position will remain the same.

B. Scarecrow Decorating Contest – October 16th

Discussion was held and it was the consensus of the DDA Board to move forward with the Scarecrow Decorating Contest. Director Schall will start to organize.

C. Holly Day Light Parade – December 4th

It was the consensus of the DDA Board to move forward with the Annual Holly Day Light Parade on December 4th, but to be aware of the COVID situation in case the Parade needs to be cancelled.

D. CBD Snowplowing of Sidewalks

Discussion was held and it was the consensus of the DDA Board that Director Schall talk to other Communities, DDA's to see what they do for their Downtown Businesses. One thing to keep in mind is that Almont Downtown is within an MDOT roadway.

Old Business:

A. Heritage Festival

Director Schall held the Second Heritage Festival Meeting prior to the DDA Board Meeting and everything is working out well. Car Show is in full swing, Sponsorships are in and we are looking good. Vendors continue to come in. The banners are in and will be placed around town on Saturday Morning.

B. DDA Parking Lot Update

Director Schall updated the board with information that she received from the DDA Attorney S. Douglas Touma. We are waiting to see if Business Entrepreneurs, LLC will file an Appeal, it is expected that they will.

Old Business (Cont.):

C. Parking Lot Agreement with First Congregational Church

Discussion was held and the Parking Lot Agreement was reviewed.

Motion by A. Roosa, supported by M. Breen to approve/implement the Parking Lot Agreement with the First Congregational Church. Motion PASSED unanimously. S. Schneider Abstained as he will be presenting to the Village Council on September 7th.

D. USDA Rural Development Grant – Streetscape Phase II Update

Discussion was held and Director Schall informed the DDA Board that she had spoken to M. Carpenter of ROWE as requested from July's DDA Board Meeting, to see if there was a way to decrease the cost of the project. Director Schall gave the Board suggestions from ROWE and it was the consensus of the Board that Director Schall speaks with Superior Contracting as they are the company that did the original Streetscape Project to see if they could give us an estimate and then we could put it out to bid.

S. Schneider left at 8:02pm

Closed Session for Executive Director K. Schall's Yearly Evaluation:

Motion by T. Pewinski, supported by A. Roosa that the Almont DDA go into Closed Session Pursuant to Section 8 (a) of the Michigan Open Meetings Act, Being Public Act 267 of 1976, for purposes of the DDA's Executive Director's Annual Review.

Roll Call:

Ayes: Roosa, Kniestadt, Randazzo, Yarbrough, Breen, Farley, Pewinski, Bohm

Nays: None

Absent: Schneider

Entered Closed Session: 8:05pm

Motion by T. Pewsinki, supported by A. Roosa to come out of closed session.

Exit Closed Session: 8:26pm

Ayes: Yarbrough, Roosa, Randazzo, Kniestadt, Breen, Farley, Pewinski, Bohm

Nays: None

Absent: S. Schneider

Resumed Meeting at 8:26pm

Motion by A. Roosa, supported by L. Kniestadt to increase the DDA Director's Salary from \$21.00 per hour to \$22.25 per hour effective September 12, 2021. Motion PASSED unanimously.

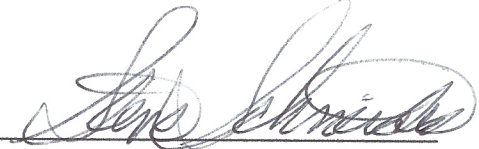
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DDA Board Comments:

M. Bohm - Nothing
L. Kniestadt - Nothing
S. Schneider – Left Early
C. Yarbrough – Nothing
A. Roosa – Nothing
M. Breen - Nothing
T. Pewinski – Nothing
K. Schall - Nothing

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

Meeting was adjourned at 8:30pm.

A handwritten signature in black ink, appearing to read "Steve Schneider", written over a horizontal line.

Steve Schneider, Secretary

K. Schall, Director
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