

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
October 27, 2021
Almont Municipal Building**

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

Members Present: M. Bohm, A. Roosa, P. Randazzo, C. Yarbrough, T. Pewinski, C. Farley

Members Absent: L. Kniesteadt, S. Schneider, M. Breen

Guests Present: R. Dodge, 3 Students

Meeting was held at the Almont Municipal Building

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

Additions/Deletions to Agenda:

Expenses: Village of Almont (Police Bill from Heritage Festival) \$920.45

Regular Agenda: Scarecrow Contest

Communication: Letter from Yard Services, Inc.

Public Comments: None

Approval of Minutes:

Motion by A. Roosa, supported by T. Pewinski, to approve the minutes from the September 22, 2021 Regular Board Meeting. Motion PASSED unanimously.

Approval of Bills Payable:

1. ROWE Professional Services Company – Elevated Sidewalk Project	\$ 517.50
2. Village of Almont – 116 E. St. Clair and 119 W. St. Clair	\$ 317.33
3. Village of Almont – Water Bill – 7-1-21 to 9-30-21	\$ 391.25
4. Village of Almont – DDA Office Phone Charges	\$ 53.12
5. Tri-City Times – Advertising Heritage Festival & Thank you	\$ 406.00
6. Maria’s Place – Car Show Voucher	\$ 175.00
7. Raiders Coney Island – Car Show Voucher	\$ 91.00
8. Roza’s Pizza – Car Show Voucher	\$ 21.00
9. The Huddle – Car Show Voucher	\$ 112.00
10. American Tree	\$ 2,003.00
11. Touma, Watson, Whaling, Coury & Stremers, P.C. (Parking Lot)	\$ 195.00
12. Touma, Watson, Whaling, Coury & Stremers, P.C. (Parking Lot)	\$ 780.00
13. Wayne Glasser – Car Show Coordinator	\$ 300.00
14. Kim Schall – Gift Card for W. Glasser – Approved in Meeting Minute 9/22/21	\$ 100.00
15. Village of Almont – DDA Wages 8-22 to 9-18	\$ 2,633.92
16. Village of Almont – DPW Charges	\$ 850.90
17. King & King – Yearly Audit	\$ 500.00
18. Kim Schall – Office Supplies (Binders and Clip Boards)	\$ 38.98
19. Cash – This is for the winner of the Scarecrow Decorating Contest *	\$ 100.00
20. Mike Bohm – Snow Fencing for Heritage Festival	\$ 190.06
TOTAL AMOUNT DUE:	\$ 9,776.06

Approval of Bills Payable (cont.):

Motion by C. Yarbrough, supported by P. Randazzo to approve the bills payable in the amount of \$10,696.51, which includes the additional expenses of \$920.45. Motion PASSED unanimously.

Treasurer's Report:

Profit and Loss vs Actual Reports prepared by Lapeer Development Corporation for the Three Months Ending September 31, 2021.

Motion by A. Roosa, supported by T. Pewinski to approve the Profit and Loss vs Actual Reports as prepared by Lapeer Development Corporation for the Three Months Ending September 31, 2021. Motion PASSED unanimously.

Treasurer, T. Pewinski reported that the DDA has a bank balance of \$230,953.55.

Motion by A. Roosa, supported by C. Farley to approve the Treasurer's Report for September 31, 2021. Motion PASSED unanimously.

Director's Report:

- **Banners/Light posts**

1. Fall Banners have been installed as well as Cornstalks. Thank you to P. Alfonsi and T. Roosa for collecting and putting the Cornstalks up.

- **Scarecrow Decorating Contest**

1. As of my report 10 frames have been picked up for the contest. Thank you to Village Council Member W. Glasser and DDA Board Member A. Roosa for your dedication in getting the contest to fruition. Judging will take place on Wednesday, October 20th at the Pocket Park Fountain at 6:00pm.

- **Annual Holly Day Light Parade on December 4th, 2021**

1. The DDA Board has decided to move forward with the Almont Holly Day Light Parade. I have been updating the letter, schedule of events, and other necessary documents that pertain to the Holly Day Light Parade.
2. Submitted a memo to Village Council for the November meeting to approve the road closures for the Holly Day Light Parade, so that it can be submitted to MDOT.
3. Also, looking into applying for a permit to allow the DDA to hang banners over M53. This must be done under the Village of Almont.

- **Downtown Information**

1. American Tree did a great job with the fall pots along Main Street.
2. Meet with Superior Contracting Group regarding the Elevated Sidewalk Project in front of Mandy J's, Chicky's, Buccilli's and Sherri's Barber Shop.
3. Met with both contractors for the cement work and the railings on the Elevated Sidewalk Project.
4. Both contractors are hoping (depending on weather) to start the week of October 18th.
5. Working with American Tree to obtain a Christmas quote.
6. Contacted American Tree to put the orange lights on the Memorial Tree until it is time for the Christmas Lights to go up.

- **Business Update**

1. Met with Snowplowing Contractor to go over snowplowing options for the 2021-2022 Season.
2. Met with Village Manager (D. Trent), DPW Supervisor (B. Treat), Clerk Treasure (K. Keesler) and DDA Chairman (M. Bohm) to discuss DDA Downtown Sidewalks.
3. Spoke to Sherri Rodgers about her request to have a banner hanging from the DDA Light post to promote her business.
4. Meeting with Sail from the Kommunity Kracker Barrel regarding snowplowing and his parking lot.
5. Will be holding a Second Informational Meeting on December 15th as part of the DDA Public Act 57
6. Will be holding a Second Informational Meeting on December 15th as part of the DDA Public Act 57.

New Business:

A. Resolution No 21-10-01 to Hire Touma, Watson, Whaling, Coury & Stremers, P.C.

Director Schall brought to the Boards attention that they currently do not have an Attorney/Firm on retainer. With that being said, Director Schall explained the advantages to having an Attorney/Firm on retainer, especially an Attorney/Firm that is not from the immediate area.

Since Mr. S. Douglas Touma has served the DDA over the last 2 ½ years and has represented the DDA with Professionalism and always places the DDA first, it was the consensus of the DDA Board to agree to have Touma, Watson, Whaling, Coury & Stremers, P.C. as the firm on retainer.

Motion by C. Farley, supported by T. Pewinski to approve and sign Resolution No. 21-10-01 to have Touma, Watson, Whaling, Coury & Stremers, P.C. on retainer. Motion PASSED unanimously.

Roll Call:

AYES: C. Farley, P. Randazzo, A. Roosa, T. Pewinski, C. Yarbrough, M. Bohm
NAYS: None
ABSENT: S, Schneider, M. Breen, L. Kniesteadt
ABSTAIN: None

B. Laundry Mat – 203 S. Main St.

Director Schall updated the DDA Board on the dialogue that she has been having with the daughter. During the conversations, it was discussed a price for the lot, possible compensation for the use of the lot and a possible parking lot agreement. The daughter stated that the price is currently \$100,000 and that an offer was made for \$95,000 but was declined.

The DDA is looking to work with the owner on some sort of an agreement so that the DDA can use the lot for additional parking and piling of snow.

It was the consensus of the DDA Board that the DDA Director look into what the taxes are per year and bring back to the Board in November.

New Business (cont.):

C. Sherri's Barber Shop Request

Sherri Rodgers – Owner of Sherri's Barber Shop asked DDA Director to ask the DDA Board if she would be able to purchase a banner to hand from the light post that is outside her business. Discussion was held.

It was the consensus of the DDA Board to decline Sherri's request based on the fact that if one is allowed to do that, then the other business owners would want to do that. The light posts are for the seasonal banners for the Downtown and that is how it will remain.

D. Kommunity Kracker Barrel Parking Lot

DDA Board requested that Director Schall speak with S. Dawood regarding the snow plowing for the upcoming season and that the DDA will be plowing the lot as a courtesy in exchange for the use of the parking lot for DDA events and municipal parking. S. Dawood has agreed.

E. Banner over M53

Director Schall informed the DDA Board that we are able to have a banner over M53, however a permit needs to be applied for through the Village of Almont. Director Schall will move forward with the requirements for the Permit.

F. Downtown Holiday Lighting Quote

Discussion was held regarding the quote that was received from American Tree for this season's holiday lighting. Director Schall informed the board that she had spoken to Connie and that they are hoping not to buy as many new lights this year.

Motion by P. Randazzo, supported by A. Roosa to approve the quote from American Tree in the amount of \$4,529.55. Motion PASSED unanimously.

G. Banner Contract on the Light Posts in Downtown

Director Schall and Village Manager Trent updated the DDA Board on the fact that the Banner Contract will end on December 31, 2021. The Village has purchased an OSHA approved basket and would be willing to take over this service. Village Manager Trent will look into the cost per quarter and get back to Director Schall.

H. Holly Day Light Parade – Donations and Santa Gift Bags

Discussion was held regarding the Holly Day Light Parade and it was the consensus of the DDA Board that C. Yarbrough move forward with the purchase of a new Santa Letter Box. Director Schall will schedule a Holly Day Light Volunteer Meeting for Wednesday, November 17th at 6:00pm.

Motion by C. Farley, supported by T. Pewinski to allow C. Yarbrough to purchase a Santa Letter Box with a cost not to exceed \$300. Motion PASSED unanimously.

I. Scarecrow Decorating Contest

Thank you to W. Glasser and A. Roosa for taking the lead on the contest. We had 7 Scarecrows enter the contest, all of which were very creative. Due to W. Glasser and A. Roosa's efforts, no DDA funds were spent to hold the contest.

Old Business:

A. Heritage Festival

Director Schall provided an update to the DDA Board that it was a very successful event.

B. DDA Parking Lot Update

Director Schall informed the DDA Board that we are waiting on the Appeal process.

C. DDA Chairman Appointment

Discussion was held regarding appointing a new Chairman and to wait or move forward with a vote. It was the consensus of the DDA Board to move forward with a vote. T. Pewinski nominated A. Roosa and C. Yarbrough nominated T. Pewinski.

Secret Ballot was submitted by each board member and R. Dodge and K. Schall read the results. It was a tie. Due to the tie, another vote will be taken at the next DDA Meeting on Wednesday, November 17th, 2021.

D. Parking Lot Agreement with First Congregational Church

DDA Director informed the Board that the Parking Lot Agreement has been signed and that Director Schall will be looking into the signs for the lot. Seal Coating and Stripping will be looked at in the spring due to the time of year.

E. Elevated Sidewalk Project

Director Schall updated the board on the status of the Elevated Sidewalk Project. Things are moving along nicely and that it should be done in a couple of week. Director Schall will check on the backing that will be applied before the bricks.

Director Schall also brought to the Board attention that there is an electrical outlet only the wall and it is currently not working. Director Schall will contact RCI Electrical Contracting to have a look at it.

F. CBD Snowplowing of Sidewalks

Discussion was held with the DDA Board regarding the CBD Snowplowing contract that is up for renewal. The consensus of the DDA Board was DPW will snowplow and salt the Central Business District Sidewalks for the 2021-2022 season, with a review at the end of the season. Current contract for snowplowing for the parking lots would be extended 1 (one) year with Yard Services, Inc.

It was suggested that in July, we revisit this situation to be able to make a decision earlier then later.

Village Manager Trent stated that if DPW is doing the sidewalks and they are called in early, the DDA would not pay overtime.

The DDA Board also requested that a cap be put on the amount that is charged to the DDA of \$15,000, since this is the highest amount that the DDA Board has had to pay in the past.

Old Business (Cont.):

Motion by P. Randazzo, supported by A. Roosa to give the CBD Sidewalk Snowplowing and Salting to DPW for the 2021-2022 Season, with a review at the end of the season. Motion PASSED unanimously.

G. DDA District Parking Lot Snowplowing & Salting

Discussion was held with the DDA Board and it was the consensus of the Board to extend the DDA District Parking Lot Snowplowing and Salting contract for 1 (one) additional year to Yard Services, Inc. for the 2021-2022 Season.

DDA Board Comments:

P. Randazzo – None

C. Farley - None

M. Bohm – None

L. Kniestadt - Absent

S. Schneider – Absent

C. Yarbrough - None

A. Roosa – None

M. Breen - Absent

T. Pewinski – None

K. Schall - None

D. Treat – Mr. Trent will be attending an MDA Conference next week and is looking for donations to put together a basket. If any of the Board Members would like to contribute that would be wonderful, let us know. Otherwise, Director Schall will try to get in touch with the businesses downtown as time permits. We do not need anything big.

Motion by A. Roosa, supported by T. Pewinski to adjourn the meeting. Motion passed unanimously.

Meeting was adjourned at 9:44pm.



Steve Schneider, Secretary