

Kim Schall, DDA Director
Mike Bohm, Chairman
Lynn Zarate, Vice Chairman
Steve Schneider, Secretary
Traci Pewinski, Treasurer

**VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
September 23, 2020 7:00pm
Almont Municipal Building**

Michele Breen, Board Member
Lisa Kniestadt, Board Member
Erin Lane, Board Member
Andy Roosa, Board Member
Christy Yarbrough, Board Member

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

Members Absent: M. Bohm,

Guests Present: J. Yarbrough

Meeting was held at the Almont Municipal Building

The meeting was called to order at 7:03pm by Vice Chairperson L. Zarate

Additions/Deletions to Agenda:

Expense:

• Touma, Watson, Whaling, Stremers & Thomas, P.C.	\$ 926.25
• King & King (Annual Audit)	\$ 500.00
• Spicer Group (\$1,000 previous invoice and \$575 current) Streetscape Project	<u>\$1,575.00</u>
Total:	\$3,001.25

New Business:

- Village of Almont Downtown Development Authority Director's Annual Report of Activities 2019-2020
- Additional Spicer Bill
- Merchant Trick or Treat - Cancelled

Regular Agenda:

Communication: Buy Near By Promotion for October 2-4, 2020

Public Comments: None

Approval of Minutes:

Motion by M. Breen, supported by A. Roosa to approve the minutes from the August 26, 2020 Regular Board Meeting.
Motion PASSED unanimously.

Approval of Bills Payable:

1) American Tree – Pocket Park, Blue Spruce & NW Corner and Streetscape Watering (August)	\$ 1,900.00
2) American Tree - Pocket Park, Blue Spruce & NW Corner and Streetscape Watering (July)	\$ 720.00
3) Kim Schall – Zip Ties for Lamp Post Downtown for Banners	\$ 18.96
4) Kim Schall – Binder for Holly Day Parade and Streetscape Phase II Grant	\$ 10.40
5) Village of Almont - CCA Charges	\$ 61.00
6) Village of Almont – DPW Charges	\$ 415.42
7) Village of Almont – DDA Director Wages	\$ 1,679.34
8) Village of Almont – 116 E. St. Clair and 119 W. St. Clair	<u>\$ 198.17</u>

TOTAL AMOUNT DUE: \$5,003.29

Motion by A. Roosa, supported by L. Kniestadt to approve the bills payable in the amount of \$6,429.54 which includes the additional expenses of \$1,426.25, with a motion to hold \$1,575.00 as listed above. Motion PASSED unanimously.

Motion made by T. Pewinski, supported by S. Schneider to hold the additional \$575.00 along with the \$1,000.00 that we motioned on at the August 26, 2020 meeting from Spicer Group until the job is complete. Motion PASSED unanimously.

Treasurer's Report:

Statement of Revenue & Expenses prepared by Lapeer Development Corporation for the Two Months ending August 31, 2020

Treasurer T. Pewinski reported that we have a bank balance of \$202,304.70 as of the meeting date.

Motion by S. Schneider, supported by T. Pewinski to approve the Statement of Revenue and Expenses prepared by LDC.
Motion PASSED unanimously

Motion by S. Schneider, supported by E. Lane to approve the Treasurers Report as stated. Motion PASSED unanimously.

Director's Report:

- **Banners**
 1. Fall Banners will be installed and American Flags will be removed this month.
- **Weed Complaint**
 1. Dollar General – I have received a few calls thanking the DDA and the Village for enforcing the blight ordinance on Dollar General. They have finally updated and improved the landscaping in front of the building.
- **Heritage Festival & Classic Car Show**
 1. I was receiving a number of calls regarding the Classic Car Show and I informed them that unfortunately, the Car Show and the Heritage Festival will not be held this year and that a decision regarding next year would not be made until after the 1st of January.
- **Downtown Information**
 1. 122 S. Main & 126 S. Main have been purchased by Bur Oaks Properties and they started renovations and it is going to be beautiful.
 2. Rustic Blue Bird as of September 12th has not moved in or opened their doors yet.
 3. The Streetscape has a few punch list items that need to be completed and we are still waiting on the light post and the globes.
 4. Have been in communication with American Tree to add 4 pots to the four corners with Mums in them for the fall, waiting on a price.
- **Business Update**
 1. King & King was at the Municipal Offices conducting the annual Audit on August 25th & 26th. Everything went well.
 2. Will be holding a Second Informational Meeting on November 19th as part of the DDA Public Act 57.

New Business:

A. Village of Almont Downtown Development Authority Director's Annual Report of Activities

Director Schall provided the Director's Annual Report to the DDA Board. This report is provided to show what the Director is responsible for doing during the DDA Fiscal Year and also what projects have been worked on. This report will be available on the DDA Website as required by PA 57.

B. Spicer Bill for Approval

Director Schall received a bill from the Spicer Group regarding charges for the Streetscape Project.

Motion by T. Pewinski, supported by S. Schneider to hold the additional \$575.00 payment to the Spicer Group for Invoice # 203271 until the project is complete and to the DDA Boards satisfaction. Motion PASSED unanimously.

C. Merchant Trick or Treat

Discussion was held and it was the consensus of the DDA Board due to COVID and the Executive Orders along with the CDC Guidelines, that the DDA would not sponsor or hold a Merchant Trick or Treat. If the Merchants want to pass out candy that is their choice.

Old Business:

A. DDA Parking Lot Update

Director Schall informed the Board that there has been a trial date set for November 17th & possibly November 18th if needed.

Mr. S. Schneider commented that after reviewing the current bill, that there would be a lot more Discovery to come as well as Depositions and that he did not see this ending soon, as some parties do not like to lose. Mr. Schneider also stated that even if we go to trial, it would likely be appealed.

B. USDA Streetscape Project Update

Director Schall has been in contact with both Superior Contracting and Spicer Group in order to get the project completed. There has been a punch list established on items that need to be completed. They have started working on this list this week and hope to finish by the end of the week. It will depend on if they are able to get the cement contractor out to fill the damaged section and also tear out the bench.

C. Update on 122 S. Main and 126 S. Main

J. Yarbrough, owner of Bur Oak Properties attended the DDA Board Meeting to discuss with the board the plans that they have for combining two of the buildings into one large building and what would that do for the Façade Grant that was already approved for them.

After much discussion it was the consensus of the DDA Board that Board Secretary S. Schneider would review the Façade Grant Application and the Requirements before the DDA Board made a decision. As, it states the Façade Grant in only available per business owner per building. With combining two buildings into one, that would only leave 2 building addresses, which would mean only two Façade Grant's would be allowed. The Board was very grateful and appreciative that Mr. J. Yarbrough came to the meeting and brought this to the Boards attention.

D. Holly Day Light Parade

After much deliberation and discussion, it was the decision of the DDA Board to follow the Executive Orders that have been issued by Governor Whitmer and also the rules and guidelines by the CDC as well as the liability that this event would pose to the DDA/Village of Almont and the Annual Holly Day Light Parade will be cancelled. After discussion with the Village Special Risk Insurance Carrier and also the fact that there is no way that we can guarantee social distancing, the decision was made.

Motion by S. Schneider, supported by T. Pewinski to cancel this year's Holly Day Light Parade due to COVID 19.

E. Sherry's Barber Shop Façade Grant

Director Schall reviewed the previous grant that was given to Sherry's Barber Shop. They are eligible to apply again.

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

Meeting was adjourned at 8:05pm



Steve Schneider, Secretary