

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
November 18, 2020 7:00pm
Almont Municipal Building**

Lynn Zarate, 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, A. Roosa, C. Yarbrough, E. Lane,

Members Absent: M. Bohm, S. Schneider, L. Kniestadt

Guests Present: None

Meeting was held at the Almont Municipal Building

The meeting was called to order at 7:02pm by Vice Chairperson M. Breen.

Additions/Deletions to Agenda:

Expense: Village of Almont – E. St. Clair & W. St. Clair Streetlights \$174.91

Regular Agenda:

Communication: None

Public Comments: None

Approval of Minutes:

Motion by T. Pewinski, supported by A. Roosa to approve the minutes from the October 28, 2020 Regular Board Meeting.
Motion PASSED unanimously.

Approval of Bills Payable:

1. Village of Almont – DDA Workmen’s Comp.	\$ 41.65
2. Village of Almont - Garbage Bags	\$ 39.75
3. Kim Schall – Mileage for Pre-Trial in Lapeer	\$ 24.95
4. Village of Almont – CCA Bills	\$ 152.50
5. Tri-City Times – Snowplowing Legal Notice Advertising	\$ 65.40
6. Landscape Direct - June Service – Pump Repair	\$ 520.46
7. Landscape Direct – July Service- Water Treatment	\$ 36.00
8. Landscape Direct – August Service – Water Treatment	\$ 78.00
9. Landscape Direct – September Service – Water Treatment	\$ 78.00
10. Almont Baking & Donut Shop	\$5,000.00
11. Village of Almont – Corrected Water Bill for 7/1/2020 to 9/30/2020	\$ 610.86
12. Village of Almont – DDA Wages – October 2020	\$1,763.30
13. Village of Almont – DPW Charges – October 2020	\$ 57.94
14. Touma, Watson, Whaling, Coury, Stremers & Thomas. P.C. Attorney Parking Lot (July)	\$ 48.75
15. Touma, Watson, Whaling, Coury, Stremers & Thomas, P.C. Attorney Parking Lot (Sept.)	\$2,177.50

TOTAL AMOUNT DUE: \$10,695.06

Motion by L. Zarate, supported by A. Roosa to approve the bills payable in the amount of \$10,869.97 which includes the additional expense of \$174.91. Motion PASSED unanimously.

Treasurer’s Report:

Statement of Revenue & Expenses prepared by Lapeer Development Corporation for the Four Months Ending October 31, 2020.

Treasurer T. Pewinski reported that we have a bank balance of \$219,282.45 as of the meeting date.

Treasurer's Report (cont.):

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

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

Director's Report:

1. Winter Banners will be going up along with the Snowflake Lights.
2. American Tree will be putting up the Christmas roping and lighting on the lamp posts before Thanksgiving.
3. Have organized and spoke with American Tree regarding the decorating of the Memorial Tree. They are hoping to have that done around Thanksgiving.
4. The pocket park fountain has been winterized until spring. Good news is, we spent very little in repairs this year. However, the DDA did receive a large water bill and we are trying to determine why it was so high. A meeting has been scheduled with DDA Director, DDA Chairperson, Village Manager, Clerk Treasurer and DPW Supervisor to review.
5. Sent email to all the businesses on the South East side of Downtown due to the miss use of the Dumpster Enclosure. The DDA will no longer be involved in the trash collection or maintenance of the Dumpster area.
6. Advertised for the Snowplowing for both the CBD Sidewalks and also the Municipal Parking Lots.
7. Working with Paula of the USDA and Mike Carpenter from ROWE regarding USDA paperwork that needs to be started for the grant process for the ramp outside of the Northwest Businesses.
8. Continue to update and manage both the DDA Website and the DDA Facebook Page.
9. Continue to work with Attorney when necessary for the Parking Lot Lawsuit.
10. Working with the Village Manager regarding International Property Maintenance Program for the Downtown Businesses. Currently working on the Southeast quadrant.
11. Walking downtown to communicate with businesses and keep them informed.

New Business:

A. Almont DDA Streetscape Phase II – USDA Grant Application

The DDA Board held discussion regarding moving forward with the USDA Streetscape Phase II Grant through the USDA. Director Schall reviewed with the Board the Presentation that was presented to her from N. Dutcher a Graduate student from Lawrence Technological University. The Board was very impressed with Ms. Dutcher's work and it was the consensus of the DDA Board to move forward with Ms. Dutcher design (if it is acceptable for Engineering) and to also work with M. Carpenter of ROWE in applying for the Grant.

B. ROWE Preliminary Design Engineering Service for Streetscape Phase II Grant Application

Discussion was held regarding the initial services that ROWE would be contracted to perform in order to submit the Streetscape Phase II Grant to the USDA Rural Development Program.

Motion by A. Roosa, supported by L. Zarate to approve the Preliminary Design Engineering Contract with M. Carpenter of ROWE Professional Services in an amount not to exceed \$5,900.00. Motion PASSED unanimously.

C. Nicole Dutcher – Graduate Student from Lawrence Technological University

Discussion was held during New Business Letter A & B regarding Ms. Dutcher's presentation. The Consensus of the DDA Board was that they liked Option #3 having the stairs in the center of the current retaining wall; however, it will be up to ROWE and the engineering design as to whether the stairs will work and still be acceptable for ADA. Director Schall will meet with M. Carpenter from ROWE to decide whether we can have a center stairway or element them all together for the safety of the community and to also be ADA compliant.

Old Business:

A. DDA Parking Lot Update

On November 6, 2020 DDA Director Schall and Attorney, S. Douglas Touma attended a pre-trial court date. However, the plaintiff and his Attorney did not show up. Due to this situation, the trial has been postponed and the DDA was awarded \$1,000 in sanctions.

B. USDA Streetscape Update

Discussion was held regarding the outstanding bills for Superior Contracting and Spicer Group. It was the consensus of the DDA Board that once DDA Director receives approval from Spicer that the work has been completed and the Pay Application has been approved, checks can be written for both companies.

Motion by L. Zarate, supported by T. Pewinski to approve the bills for both Superior Contracting and Spicer Group. Motion PASSED unanimously.

C. CBD Snow Removal & Salting Bids

Discussion was held and both bids (Yard Services, Inc. and Scott's Lawn Maintenance) were reviewed. It was the consensus of the Board to select Yard Services, Inc.

Motion by E. Lane, supported by A. Roosa to approve Yard Services, Inc. as the contractor for the CBD Snow Removal & Salting. Motion PASSED unanimously. T. Pewinski Abstained.

D. CBD Municipal Parking Lots Snow Removal & Salting Bids

Discussion was held and both bids (Yard Services, Inc. and Scott's Lawn Maintenance) were reviewed. It was the consensus of the Board to select Yard Services, Inc.


Motion by E. Lane, supported by A. Roosa to approve Yard Services, Inc. as the contractor for the CBD Municipal Parking Lots Snow Removal. Motion PASSED unanimously. T. Pewinski Abstained

E. Update on Municipal Water Bill

A meeting was held with M. Connors, Village Manager, DPW Supervisor, B. Treat, Clerk Treasurer, Kim Keesler, DDA Chairperson, M. Bohm and DDA Director K. Schall pertaining to the large water bill that was received. During the discussion, it was mentioned that the DDA has been charged every year throughout the winter months for a standard water charge, which should not have happened, as the meter is pulled each year. K. Keesler said that should not happen and that we would receive credit for the last two years. Also, the DDA Director was instructed to complete a Water Leak Credit Policy in which we would receive a percentage credit off the bill.

Motion by A. Roosa, supported by E. Lane to adjourn the meeting.

Meeting was adjourned at 8:44pm


Steve Schneider, Secretary

K. Schall, Director
November 18, 2020