

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  
October 28, 2020 7:00pm  
Almont Municipal Building**

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

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

**Members Absent:** K.Schall

**Guests Present:** None

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:**

**New Business:** Dumpster behind the Huddle

**Regular Agenda:**

**Communication:** None

**Public Comments:** None

**Approval of Minutes:**

Motion by L. Zarate, supported by C. Yarbrough to approve the minutes from the September 23, 2020 Regular Board Meeting. Motion PASSED unanimously.

**Approval of Bills Payable:**

1) American Tree -	
Blue Spruce/NW Corner \$220.00	\$1,856.20
Pocket Park Maintenance \$ 90.00	
Streetscape Landscaping & Cornstalks \$1,546.20	
2) Kim Schall – Streetscape Supplies	\$ 69.47
3) Kim Schall – Office Supplies (Ink and Paper)	\$ 199.26
4) Kim Schall – Mileage for travel to Attorney for Patricia Lucas Deposition	\$ 47.21
5) Almont Lions Club – Goodfellow Newspaper Ad	\$ 80.00
6) Village of Almont – DDA Wages – 8-23-2020 to 9-19-2020	\$1,278.89
7) Village of Almont – DPW Charges	\$ 95.80
8) Village of Almont – Streetlights – 116 E. St. Clair \$36.65, 119 W. St. Clair \$275.22	\$ 311.87
9) Village of Almont – Water Bill – 7-1-2020 to 9-30-2020	<u>\$1,003.70</u>

**TOTAL AMOUNT DUE: \$4,942.40**

Motion by L. Zarate, supported by E. Lane to approve the bills payable in the amount of \$3,938.70 which is less the \$1,003.70 that will be held until a meeting can be held to discuss the Village of Almont Water Bill. Motion PASSED unanimously.

**Treasurer's Report:**

Statement of Revenue & Expenses prepared by Lapeer Development Corporation for the Three Months ending September 31, 2020.

Treasurer T. Pewinski reported that we have a bank balance of \$230,152.45 which includes the deposit of \$28,636.45 as of the meeting date.

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

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

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

**Director's Report:**

- **Banners/Lightposts**

1. Fall Banners have been installed as well as Cornstalks and Pumpkins along Main Street

- **Annual Holly Day Light Parade on December 5<sup>th</sup>, 2020**

1. The DDA Board has decided to cancel the Almont Holly Day Light Parade at the September 23, 2020 meeting. Being that we are a Government Entity we need to follow the Executive Orders, CDC Guidelines as well as The Michigan Department of Health and Human Services.

- **Downtown Information**

1. 122 S. Main & 126 S. Main renovations are moving along nicely. Meetings are continuing with the MEDC to see what is available in terms of funding for the renovations to these buildings.
2. Dave Boersma, myself and Superior Contracting walked the Streetscape project and all has been reviewed and approved.
3. American Tree has placed the 4 pots with Mum at the four corners. They look nice and do add some color.
4. Huddle contacted me to inform the Village Manager of the bricks that had fallen from enclosure next to Prella's building.

- **Business Update**

1. Met with Mike Carpenter of ROWE Professional Services regarding the sidewalk/ramp/wall in front of the North West buildings. Looking into applying for a Grant through the USDA in order to properly fix that complete area.
2. Working with a graduate student from Lawrence Technological University to create a proposal to help Downtown Almont. Nicole Dutcher is working on a design for the sidewalk/ramp/wall on the North West side in front of Sherry's Barber Shop, Buccilli's, Chicky's and Mandy J's Florist.
3. Working on updating all winter contracts.
4. Will be holding a Second Informational Meeting on November 19<sup>th</sup> as part of the DDA Public Act 57.

**New Business:**

**A. Social Media Policy**

The Social Media Policy was discussed. Board members to sign and return.

**B. Downtown Banner and Flag Contract for 2021**

Discussion regarding the current cost to install and remove the flags from the light post 4 times a year, which is currently \$275. The contractor has not increased their price in a number of years and it is becoming more time consuming to complete the job each year, so with that being said the new cost. Not including any additional supplies that may be needed is \$375.00.

Motion by S. Schneider, supported by C. Yarbrough to approve the new amount of \$375.00 to remove and install banners 4 times a year. Motion PASSED unanimously. T. Pewinski Abstained

**C. Snowplowing For the Parking Lots in Downtown 2020/2021**

Discussion was held and bids will be presented at the November 18<sup>th</sup> meeting.

**D. Snow Removal for the Downtown Sidewalks 2020/2021**

Discussion was held regarding the cost of snow removal and salting for the Downtown. This was tabled until the November 18<sup>th</sup> meeting when the bids will be reviewed.

**New Business (cont.):**

**E. American Tree 2020 Holiday Season Decorating Cost Proposal**

Discussion was held and it was nice to see that the cost was not as much as last year.

Motion by L. Zarate, supported by A. Roosa to approve the American Tree 2020 Holiday Season Decorating Proposal with an amount not to exceed \$4,200.00 Motion PASSED unanimously

**F. DDA Board Member Resignation Letter**

Letter was received from current Vice Chairperson L. Zarate stating that she is stepping down as Vice Chairperson but would like to remain in the DDA Board. Discussion was held.

Motion by A. Roosa, supported by T. Pewinski to accept the Resignation of Vice Chairperson L. Zarate from the Vice Chairperson position but allow her to continue to be a DDA Board Member. Motion PASSED unanimously. L. Zarate Abstained

Roll Call:

Ayes: S. Schneider, L. Kniestadt, E. Lane, C. Yarbrough, T. Pewinski, A. Roosa, M. Bohm, M. Breen

Nays: None

Absent: None

Discussion was held regarding selecting a new Vice Chairperson. M. Breen was nominated to replace L. Zarate as Vice Chairperson. M. Breen agreed to the nomination.

Motion by T. Pewinski, supported by L. Zarate to accept the nomination of M. Breen as the new DDA Vice Chairperson. Motion PASSED unanimously. M. Breen Abstained.

**Roll Call:**

Ayes: E. Lane, T. Pewinski, S. Schneider, C. Yarbrough, L. Kniestadt, M. Bohm, L. Zarate, A. Roosa

Nays: None

Absent: None

**G. Purchase of a Santa Box**

Discussion was held and with this year's parade being cancelled and the fact that the current box is not suitable for outside along with the high cost, it was the consensus of the board to wait until next year. However, L. Kniestadt was going to check with her father in-law to see if he could build.

**H. Village Manager**

Village Manager M. Connors will not be renewing his contract come January. The Village Council is in the process of looking for a new Village Manager. Council has a Committee to select the new Village Manager, M. Steffler, T. Dyke, S. Schneider.

**I. Construction Code Authority Violation Notices**

Discussion was held regarding the properties that were issued violations. There are a few things that need to be taken care of.

**New Business (cont.):**

**J. Dumpster behind the Southeast Businesses**

DDA Director was informed by Sue the owner of Roza's that she received a phone call from Priority Waste and that she needed to clean up the dumpster area. After a lengthy conversation with Sue, DDA Director informed DDA Chairman M. Bohm of the situation and Mike scheduled a meeting to discuss with Sue, due to the fact the DDA Director was out of town on a family medical situation. Sue stated that she feels the dumpster should be emptied more than 3 times a week.

After board discussion, Chairman M. Bohm will have DDA Director send an email to each business owner that occupies a business in that block that would potentially use the dumpster along with the photos that were taken.

**Old Business:**

**A. DDA Parking Lot Update**

Everything is on schedule for November 17<sup>th</sup> trial date.

**B. Almont Baking & Donut Shop**

M. Bohm picked up a file that Steve the owner and his son Andrew have put together with all the payments/receipts that have been made out of pocket towards the improvements to their building. They are still waiting for windows, which have not arrived yet, the Logo in the window. Discussion was held and it was the consensus of the DDA Board to pay the Façade Grant amount of \$5,000.

Motion by T. Pewinski, supported by C. Yarbrough to approve the Façade Grant payment of \$5,000 to the Almont Baking & Donut Company. Motion PASSED unanimously

**C. USDA Streetscape Update and Final Payment**

As of this meeting date, the punch list has not been completed so no payments have been disbursed/made.

**D. Cancellation of Holly Day Light Parade**

DDA Director reached out to MDOT regarding the length of time it would take to approve a Road Closure Application. Due to the fact that the DDA has been applying for the application for years, it would only take 3 days as long as everything remained the same. Discussion was held whether to rescind the early motion on September 23, 2020 to cancel the 2020 Holly Day Light Parade.

Motion by A. Roosa, supported by C. Yarbrough to rescind the cancellation of the Holly Day Light Parade.

**Roll Call:**

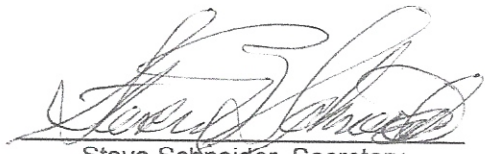
Ayes: E. Lane, C. Yarbrough, , A. Roosa

Nays: T. Pewinski, S. Schneider, L. Kniestadt, M. Bohm, L. Zarate, M. Breen

Absent: None

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

Meeting was adjourned at 8:30pm



Steve Schneider, Secretary