

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  
MARCH 9, 2020  
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: M. Bohm, T. Pewinski, L. Kniestadt, A. Roosa, C. Yarbrough, E. Lane, L. Zarate, S. Schneider

Members Absent: M. Breen

Guests Present: C. Brzozowski (American Tree), G. Tenza (Superior Contracting), D. Boersma (Spicer Group), 1 Student and 2 Guests

Meeting was held at Creekside Hearth, Patio, BBQ due to this being a re-scheduled meeting from February 26, 2020 and also due to the preparation for the Primary Election.

The meeting was called to order at 7:07pm by Chairman M. Bohm

**Additions/Deletions to Agenda:**

**New Business:**

- Family Farm & Home and the Almont DDA Farmers' Market
- Michigan Municipal League Webinar Series

**Regular Agenda:**

Communications: None

**Public Comments:** None

**Approval of Minutes:**

Motion by L. Zarate, supported by A. Roosa to approve the minutes from the January 22, 2020, Regular Board Meeting. Motion PASSED unanimously.

**Approval of Bills Payable:**

1) Village of Almont – Streetscape Bid (Tri-City Times)	\$ 37.20
2) Village of Almont – 119 W. St. Clair & 116 E. St. Clair (Street Lights)	\$ 100.99
3) Taylor, Butterfield, Howell, Churchill & Garner, P.C. (Muir Parking Lot)	\$ 56.25
4) Yard Services - (January snowplowing & salting)	\$ 8,305.00
5) Kim Schall – (Office Supplies – Ink, Binders)	\$ 140.63
6) Village of Almont – (DPW Services)	\$ 1,535.06
7) Village of Almont – (DDA Wages December & January)	\$ 1,808.52
8) Village of Almont – (Phone Charges)	\$ 53.47
9) Village of Almont – (Water Bill – October to December)	\$ 94.01
10) Spicer Group – (Streetscape Project)	\$ 240.00
11) Village of Almont – (DDA Workmen's Comp.)	\$ 33.19

**TOTAL AMOUNT DUE: \$12,404.32**

Motion by L. Zarate, supported by A. Roosa to approve the bills payable in the amount of \$12,479.32 which includes the additional expense of \$75.00 for DDA Director to attend the MML Webinars. Motion PASSED unanimously. T. Pewinski abstained.

**Treasurer's Report:**

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

Treasurer, T. Pewinski updated the Board on the balance as recorded in the Tri-County Checkbook, after all bills have been paid. The current balance is \$302,273.57.

Motion by S. Schneider, supported by E. Lane to approve the Treasurer's Report. Motion PASSED unanimously.

**Director's Report:**

Director Schall gave an update on the following items:

- Snow Plowing
- Lawn & Landscape Contract & Pocket Park Maintenance
- Streetscape Planting
- Administrative Update
- Downtown Information
- Village of Almont Update
- Business Update

**New Business:**

**A. Handicap Parking spots behind 102 S. Main St.**

It had come to the Directors attention that there were people parking in the Handicap parking spots, (1) due to the fact that they were not marked properly and (2) that the post and sign was missing from the one spot. Director Schall put a work order in to DPW and DPW spray painted the blue lines for the handicapped parking spots and also put up the post/sign for the other spot.

**B. Head in parking behind the Huddle/Roots**

Due to the fact that the house next to the parking lot where the head in parking signs are is vacant, I requested that DPW remove the "head in parking signs", but to leave the post for future use. The reason for this is that with larger vehicles parking in the lot, it is very difficult at times for them to back out of those spots, by allowing the vehicles to back in reduces the risk of hitting another vehicle upon backing out and also being able to see pedestrians walking in the lot.

**C. 214 S. Main Street**

This property is located in the DDA District and is intended to be a Commercial Building and not a residential home. After driving by the property and seeing what a mess it is and that there is a vehicle partially parked on the front lawn and a recliner on the porch, it was the consensus of the board after a lengthy discussion that this property needs to be looked at. S. Schneider has asked for the documentation on this property and that he will look into it.

**D. \$2,000 Placemaking Mini Grant**

Director Schall gave a brief description of the Grant and what it could do for the Downtown.

**New Business (cont.):**

**E. Bike Racks in Downtown**

Director Schall presented the Board with a cost and a photo of the type of Bike Rack that will work Downtown. The overall cost for 4 bike racks would be approximately \$1,600. It was the consensus of the Board to look at locations for the Bikes before applying for the above mentioned \$2,000 Placemaking Mini Grant. Director Schall to look into this and report back at the March 25<sup>th</sup> DDA Board Meeting.

**F. American Tree Streetscape Proposal**

C. Brzozowski from American Tree was in attendance and spoke of the type of plants that have been discussed for the Streetscape Project. C. Brzozowski presented the DDA Board with a Proposal for the Landscape of the Streetscape Project at a cost of \$17,410.

Motion by L. Zarate, supported by T. Pewinski to approve American Tree's Proposal for the Landscape of the Streetscape Project with a cost not to exceed \$17,410. Motion PASSED unanimously.

**G. Family Farm and Home and the Almont DDA Farmer's Market**

Discussion was held and it was the consensus of the DDA Board to move forward with Family Farm and Home to help support the Farmers' Market that will be held from April through October in the Family Farm and Home Parking Lot.

**H. Michigan Municipal League Webinar Series**

Director Schall informed the DDA Board of a wonderful bunch of webinars that are being offered through the MML and that they would be beneficial for the DDA Director to attend. It was the consensus of the DDA Board to allow the DDA Director to register for the Webinar Series at a cost not to exceed \$75.

**Old Business:**

**A. DDA Parking Lot Update**

Director Schall informed the Board that there has been no new activity and we are waiting to hear from the Court.

**B. DDA Façade Corporation**

After a number of discussions and research done by the DDA Director and also LDC (Lapeer Development Corporation), it is the consensus of the DDA Board to keep the DDA Façade Corporation on the books.

**C. DDA Business Alliance Group**

Board Member A. Roosa gave an update to the Board on what the DDA Business Alliance Group is about and what the DDA is looking to accomplish. Director Schall contacted the Almont Lions Club and the meetings will be held on the 3<sup>rd</sup> Wednesday of the month starting May 20 from 12:00pm to 1:00pm. A light lunch will be provided and this is to get the Downtown Business Owners involved in what is going on in the Downtown and also to voice their opinions, concerns and what they would like to see happen in the Downtown.



**D. DDA Business Credit Card**

Director Schall has been looking at other financial institutions to obtain a DDA Credit Card due to the fact that Lakestone will be acquired by another financial institution. Will be looking at Comerica Bank and will report back to the Board at the March 25<sup>th</sup> Meeting.

**E. USDA Streetscape Bid Update and Status**

On February 5<sup>th</sup> the sealed Streetscape Bids were open at the Village of Almont Municipal Office with D. Boersma. The DDA received 3 bids. 1 bid was way over budget and the other two we felt were worth reviewing and working with the contractors on the price. After contacting the two remaining contractors to review and see what they could do to decrease the amount. After a couple weeks we had a breakdown of the costs and it has been recommended to work it Superior Contracting for the Streetscape Project at a cost of \$193,275.

Motion by S. Schneider, supported by C. Yarbrough to approve Superior Contracting as the contractor for the USDA Streetscape Project at a cost of \$193,275 with Spicer Group overseeing the project. Motion PASSED unanimously.

**Roll Call:**

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

Nays: None

Absent: M. Breen

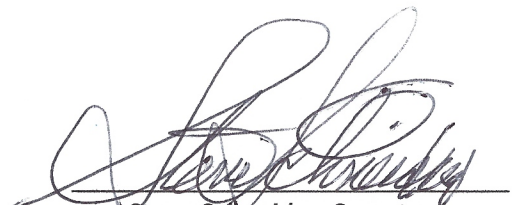
**F. Muir Brothers Funeral Home Parking Lot**

Director Schall met with Ms. Muir and the parking lot agreement has been dissolved and the DDA is no longer able to use the parking lot and no longer required to maintain it.

**G. 2020/2021 Sidewalk Project**

Director Schall updated the DDA Board, that due to the cost of the Streetscape Project, the Sidewalk Project would need to be pushed back another year.

Meeting was adjourned at 8:35pm



Steve Schneider, Secretary