

Kim Schall, DDA Director
Mike Bohm, Chairman
Lynn Zarate, Vice Chairman
Tara Antonelli, Treasurer
Steve Schneider, Secretary

**VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
August 28, 2019 at 7:00pm
Almont Municipal Building**

Michele Breen, Board Member
Traci Pewinski, Board Member
Lisa Kniestadt, Board Member
Erin Lane, Board Member

Members Present: L. Zarate, M. Breen, L. Kniestadt, T. Antonelli, T. Pewinski, E. Lane

Members Absent: M. Bohm, S. Schneider

Guests Present: 1 Student, R. Bockhart, J. Albers, Paul & Debby, A. Roosa

Meeting was held at the Almont Municipal Building

The meeting was called to order at 7:08pm by Vice Chairman L. Zarate

Additions/Deletions to Agenda:

• Expense:	
• ATC Embroidery (Classic Car Show Jackets Embroidery)	\$ 261.00
• HM Marketing (Heritage Festival Staff T-Shirts)	\$ 149.50
• Spicer Group (Streetscape Engineers)	\$2,085.00
• Village of Almont (DDA Wages)	\$1,364.46
• Village of Almont (DPW Charges)	\$ 348.12
• Village of Almont (DDA Workmen's Comp)	<u>\$ 33.19</u>
	TOTAL: \$4,241.27

- **New Business:**
- Merchant Trick or Treat at the downtown businesses on October 31, 2019
- Purchase of 4 Michigan Flags for the Four Corners
- Remove T. Antonelli as a signer from the Almont DDA Checking Account with Tri-County Bank
- Remove T. Antonelli as a signer on all documents and PNC Checking Account for the Almont Façade Corporation
- Add L. Zarate as a signer on the Almont DDA Checking Account with Tri-County Bank
- Add L. Zarate as a signer on the PNC Checking Account for the Almont Façade Corporation

Regular Agenda

Communications: None

Public Comments: None

Approval of Minutes

Motion by L. Kniestadt, supported by E. Lane to approve the minutes from the July 24, 2019, Regular Board Meeting.
Motion PASSED unanimously.

Approval of Bills Payable:

1) Page One Printing Co. (Heritage Festival Posters)	\$ 50.00
2) MDA (Michigan Downtown Association Yearly Membership Dues)	\$ 300.00
3) Kim Schall (Vinyl Numbers for Banners – Heritage Festival)	\$ 34.34
4) Dupont Roofing (Storage Container Roof Sealed)	\$1,000.00
5) Village of Almont (116 E. St. Clair & 119 W. St. Clair Street Lights)	\$ 254.18

Approval of Bills Payable (Cont.):

6) Landscape Direct (Fountain Maintenance)	\$ 108.00
7) Village of Almont (Streetscape Advertising)	\$ 37.20
8) Village of Almont (DDA Phone Bill)	\$ 53.64
9) Dan Walker (Façade Grant Completion –Approved at 6-26-19 Meeting)	\$5,000.00
10) Kim Schall (Jackets for Classic Car Show)	\$ 144.02
11) Spicer Group (Streetscape Project)	\$6,863.00
12) Kim Schall (Office Printer Ink)	\$ 144.14
13) Seven Graphics – Heritage Festival Banners	<u>\$ 510.00</u>
TOTAL TO BE APPROVED:	<u>\$14,498.52</u>

Motion by M. Breen, supported by T. Pewinski, to approve the bills payable in the amount of \$18,739.79 which includes the additional expenses of \$4,241.27 as listed. Motion PASSED unanimously.

Treasurer’s Report:

Treasurer T. Antonelli reported that the current bank balance as of August 28, 2019 is \$319,765.38.

Motion by T. Pewinski, supported by M. Breen, to accept the Treasurers Report as presented. Motion PASSED unanimously.

Director’s Report:

Director Schall gave an update on the following items:

- **Banners**
 1. Fall Banners will be installed in September.
- **Weed Complaint**
 1. Dollar General – email sent to Village Manager regarding the complaints that I have received regarding the look of the Dollar General. I attended the Village Council meeting and also spoke on the subject. The DDA feels that Dollar General has received enough warnings and that it is time to issue a ticket or some sort of fine to get the area cleaned up. I also mentioned that they have a banner hanging from the railing which I thought was also not allowed.
- **Heritage Festival & Classic Car Show – September 13th & 14th**
 1. Heritage Festival is only a couple weeks away and things are coming together.
 2. I did receive a grant from Four County Community Foundation in the amount of \$1,000 for the FFA Petting Zoo.
 3. We currently have 16 Vendors
- **Downtown Information**
 1. Almont Community Church has secured a lease at 145 S. Main St.
 2. Sippin in the Mitten is hoping to open around mid-September.
 3. Have had discussion with Dan Walker and Jaime Albers regarding the Holly Day Light Parade and the location of Santa.
 4. The Streetscape Project was put out to bid and unfortunately we did not receive any bids. With that being said, the project will go back out to bid in December/January for a spring start.
 5. Toth Properties/Sherry’s Barber shop has inquired about a Façade Grant for the building.
 6. Was interviewed by Dana Walker of the Michigan Downtown Association to promote Downtown on Facebook Live.

- **Business Update**

1. King & King was at the Municipal Offices conducting the annual Audit on August 20th & 21st. Everything went well.
2. Going to hold a Second Informational Meeting on November 20th as part of the new DDA Public Act 57.
3. Holding a Heritage Festival meeting on August 28th

New Business:

A. Russell Adams Director of Lapeer EMS

Mr. Adams spoke to the DDA Board regarding the 2020 special levy money that a Lapeer County EMS mileage request approved by voters would provide.

Motion by T. Antonelli, supported by T. Pewinski to continue to forego "capture" of Lapeer County EMS special mileage revenue generated based on the 2020 ballot proposal. Director Schall will send a letter to Mr. R. Adams, Executive Director, Lapeer County EMS. Motion PASSED unanimously.

B. Directors Attendance at the Annual MDA Conference

Director Schall gave a breakdown to the DDA Board as to what the conference would include. Director Schall feels that it will be a very informative conference.

Motion by M. Breen, supported by T. Antonelli to approve the Director to attend the MDA conference with T. Pewinski as an alternate with an amount not to exceed \$800. Motion PASSED unanimously.

C. Proposal for Landscape from American Tree

Discussion was held and the DDA Board was presented with an approval letter from Speedway to move forward and remove the additional shrubs and replace with new shrubs and plants that will give the NW Corner a new look. The DDA Board also reviewed the quote from American Tree to remove and replace the shrubs and new plants.

Motion by L. Kniestadt, supported by E. Lane to approve the landscape proposal from American Tree. Motion PASSED unanimously.

D. Holly Day Light Parade

Discussion was held regarding a suggestion by J. Albers & D. Walker from Sippin In The Mitten to have Santa at 102 S Main this year. It was the consensus of the board to move forward with this location for the December 7th Holly Day Light Parade.

E. DDA Snowplowing – Downtown Parking Lots as well as the CBD Sidewalks

It was the consensus of the DDA Board to revise the current snowplowing contract to add the sidewalks so that we have one contract for bid and to also move forward with putting the contract out to bid and not use the DPW.

F. DDA Banner

Discussion was held regarding the old banners that are in the storage locker. We are no longer using them and they are only taking up space. Need to look at ways to dispose of them (Sell, give away, etc.)

G. DDA Board Applications

Ad was placed in the Tri-City Times, on the DDA Website and no applications were received. Director Schall will re-submit to Tri-City Times and also re-post on the website.

H. Almont Homecoming

Director Schall updated the DDA Board that the Almont Homecoming is scheduled for August 8, 2020. With that being said, the DDA does not have a Heritage Festival that year.

I. DDA Directors Yearly Evaluation

Due to a number of Board Members not in attendance, it was suggested that the review take place at the September meeting.

Motion by T. Pewinski, supported by M. Breen to move the Directors Yearly Evaluation to the September meeting. Motion PASSED unanimously.

J. Annual Report on Status of Tax Increment Financing Plan 2019

Director Schall updated the Board on the new filing requirements that will be handled through LDC (Lapeer Development Corporation).

K. Merchant Trick or Treat in Downtown

Discussion was held that J. Albers and E. Lane would like to have a Merchant Trick or Treat on October 31, 2019 from 5pm to 8pm. More information to follow at next meeting.

L. Purchase of 4 Michigan Flags for the Four Corners

Discussion was held and it was the consensus of the Board that Director Schall looks into replacing the 4 Michigan Flags at the four corners but to also replace the US Flags.

M. Car Show Advance

Each year the DDA Board will advance \$500 to the Car Show Coordinator P. Urbanczyk for expenses.

Motion by M. Breen, supported by T. Pewinski to cut a check for \$500 to P. Urbanczyk for Car Show expenses. Receipts must be submitted for the purchases. Motion PASSED unanimously.

N. Remove T. Antonelli as a signer from Tri-County Checking Account

Motion by L. Kniestadt, supported by T. Pewinski to remove T. Antonelli as a signer on the DDA Checking account with Tri-County Bank effective immediately. Motion PASSED unanimously.

O. Remove T. Antonelli as a signer on the Almont Façade Corporation PNC Checking Account

Motion by L. Kniestadt, supported by T. Pewinski to remove T. Antonelli as a signer on the DDA Checking account with PNC Bank effective immediately. Motion PASSED unanimously.

New Business (Cont.):

P. Add L. Zarate as a signer on the DDA Checking Account with Tri-County Bank

Motion by L. Kniestadt, supported by E. Lane to add L. Zarate as a signer on the DDA Checking account with Tri-County Bank effective immediately. Motion PASSED unanimously.

Q. Add L. Zarate as a signer on the DDA Checking Account with PNC Bank for the Almont Façade Corporation

Motion by E. Lane, supported by T. Pewinski to add L. Zarate as a signer on the DDA Checking account with PNC Bank for the Almont Façade Corporation. Motion PASSED unanimously.

Old Business:

A. DDA Parking Lot

Director Schall informed the DDA Board that the Plaintiff is claiming that the DDA did not make any payments towards the Land Contract. However, we are confident that we can prove this otherwise.

B. Update on the Storage Container

Director Schall informed the DDA Board that the storage container has a new rubber sealed roof that was installed last week. So, far there have been no issues.

C. Heritage Festival Update

Things are moving along and looking to be a great weekend.

D. Streetscape Update

Unfortunately, no bids were received so this project will go back out to bid in late December/early January for a spring start.

Motion by T. Pewinski, supported by M. Breen to adjourn the meeting. Motion PASSED unanimously.

Meeting was adjourned at 8:26pm



Steve Schneider, Secretary