

**VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
March 27, 2019 at 7:00pm
Almont Municipal Offices**

Members Present: M. Bohm, L. Zarate, S. Schneider, T. Pewinski, M. Breen,

Members Absent: T. Pepper, T. Antonelli

Guests Present: R. Dodge, L. Kniestadt, E. Lane

Meeting was held at the Almont Municipal Building

The meeting was called to order at 7:05 p.m. by Chairman M. Bohm

Additions/Deletions to Agenda:

Communication: Almont Lions Club Annual Easter Candy Hunt – April 20, 2019

Expenses:

- Village of Almont (Office Phone) \$18.32

Total: \$18.32

Regular Agenda

Communications: Invitation to the Almont Lions Club 75th Anniversary – March 30, 2019

Public Comments: None

Approval of Minutes

Motion by S. Schneider, supported by L. Zarate to approve the minutes from the February 27, 2019 Regular Board Meeting with one change stating that S. Schneider Abstained. Motion PASSED unanimously.

Approval of Bills Payable:

1) Tempest Air Mechanical Contractors (Historical Society Furnace & A/C)	\$ 5,500.00
2) Kim Schall (DDA Monthly Phone)	\$ 30.00
3) Touma, Watson, Whaling, Coury, Stremers & Thomas, P.C. (Parking Lot Litigation Retainer)	\$ 2,000.00
4) Village of Almont (DDA Office Furniture)	\$ 283.67
5) Yard Services (Parking lots \$8,970, Sidewalks \$5,250)	\$14,220.00
6) Taylor, Butterfield, Howell, Churchill & Garner, P.C. (Tax Increment Financing Act - Act # 57 of 2018)	\$ 337.50
7) Michigan Downtown Association (MDA Conference – Lansing Day)	\$ 255.00
8) Village of Almont (Legal Notice for CBD Landscape Bid)	\$ 32.70
9) Village of Almont (116 E. St. Clair & 119 W. St. Clair – Lights)	\$ 89.19
10) Tara Antonelli (Postage for bills)	\$ 22.00

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Approval of Bills Payable (cont):

11) Tara Antonlli (Mileage reimbursement for MD Conference)	\$ 93.96
12) Kim Schall (Ink for Office Printer)	\$ 120.83
13) Fuerst Plumbing (Historical Society)	\$ 225.00
14) Kim Schall (Postage to Mail Packet to Historical Preservation for Grant)	\$ <u>7.35</u>
Total to be approved:	\$23,217.20

Motion by L. Zarate, supported by S. Schneider, to approve the bills payable in the amount of \$23,235.52, which includes the above additional expense of \$18.32. Motion PASSED. T. Pewinski Abstained.

Treasurer's Report:

Treasurer, T. Antonelli not in attendance but gave bank balance to Director. The current bank balance is \$389,543.19. Motion by S. Schneider, supported by T. Pewinski, to approve the Treasurer's Report. Motion PASSED unanimously.

Director's Report:

Director Schall gave an update on the Streetscape Project as well as the Grant. The Grant has been submitted and we are waiting to hear back from USDA, which will not be until May. Director has been working on the Flower & Landscape Bid Package. The DDA website has been updated according to the Tax Increment Financing Act – Act 57 of 2018.

New Business:

A. CBD Lawn & Maintenance Bid

Discussion was held regarding the bid results and that only one (1) bid was received. Director Schall informed the board that the price increase from the bid applicant has increased by \$82 over last year.

Motion by S. Schneider supported by M. Breen, to award the 2019 CBD Lawn & Maintenance contract to Yard Services, Inc. Motion PASSED. T. Pewinski Abstained.

B. Memorial Colorado Blue Spruce

DDA Director updated the Board regarding Mr. Love's concerns regarding the removal of the Memorial Tree. Director Schall has spoken to the families and also to Speedway and they are all okay with the removal of the overgrown tree and replacing it with another 12 – 15 foot pine tree which will be re-dedicated to the three men that the tree is for.

C. Storage Locker/Container

Director Schall informed the DDA Board that upon her last visit to the storage unit, the roof was leaking and the files that are on the shelves, many were wet and frozen. The files that were in the plastic tubs had frozen water sitting on the top of them. Director Schall recommend that all paper boxes in the storage unit be transferred into plastic containers and that due to the fact that the roof has already been repaired a number of times, the consensus of the board was for Director Schall to purchase plastic tubs to protect the files and to also look into the cost of a new container.

New Business (cont):

D. Almont Façade Corporation Balance Sheet and Profit and Loss Statement

Almont Façade Corporation has been established to facilitate the rehabilitation of the building facades in the commercial areas of the community. Building owners have the opportunity to borrow money from the fund at an attractive interest rate for the improvement of their building facades. Director Schall to call King & King to determine if this is worth keeping open.

E. Pocket Park Flower & Maintenance Contract

Discussion was held regarding the new bid documents for this year only as the Streetscape would be happening in June. Director Schall will submit the bid announcement to Tri-City Time Legal for publication and also place on the DDA Website as well as mail out to business.

F. Planters for flowers in the Pocket Park and the Four Corners

After discussion with Connie at American Tree, the DDA Board has decided to make use of the current pots and whiskey barrels that are already in use for the flowers for the current season. The cost to replace the planters would be approximately \$1,579.00. It is better to wait so that we are able to closely match the planters with the new planter boxes that will be installed during the streetscape project.

Old Business

A. DDA Board Candidate's

DDA Board Candidates were in attendance and spoke to the Board regarding their desire to be a part of the DDA.

It was brought to the DDA Boards attention that according to the RRC (Redevelopment Ready Committee) that all applicants must fill out an application to apply. Discussion was held and the consensus of the DDA Board was that the applications would be returned to the DDA Director and then sent to the Board members for review before the next meeting. Applicants have been asked to attend the April 24th meeting.

B. USDA/RBDG Grant Application Status

The Grant has been submitted and reviewing will start in early April and we should hear by early May the results. It was brought to the DDA Boards attention that the tree located on Speedway's property may not qualify to be included in the Grant due to the fact it is on private property. Director Schall is aware of this and already is in contact with the USDA/RBDG Grant. If this does not qualify to be included in the grant, the DDA Board will still move forward in replacing the tree as discussed using DDA funds, those not provided by the USDA Grant.

C. Re-election of Tara Antonelli to the DDA Board

At the Village Council Meeting on Tuesday, March 19th, Village Council President S. Schneider re-appointed T. Antonelli to the DDA Board with a term to expire March 31, 2023. Discussion was held regarding re-appointing T. Antonelli as Treasurer.

Motion by S. Schneider supported by M. Breen, to re-appoint T. Antonelli as Treasurer of the DDA Board of Directors. Motion PASSED unanimously.

Old Business (cont):

D. Accunet Web Services/Web Account- Re-Design our Website

Discussion was held pertaining to the platform of services and charges that Accunet Services has suggested.

Motion by S. Schneider, supported T. Pewinski to move forward with Accunet Services as the Almont DDA Website provider with an amount not to exceed \$720.00 and an annual fee not to exceed \$471.50. Motion PASSED unanimously.


E. Update on Streetscape Project

Director Schall provided the Board with an update.

F. DDA/Dr. Lane Parking Lot

I received an email on March 22 that stated the following from our Attorney S. Douglas Touma. "The Dr. has decided not to defend and I am filing a default today. Next week I will follow up with a motion for entry of a default judgment." So, with this being said, I have not heard or received anything since.

Meeting was adjourned at 8:15 p.m.



Steve Schneider, Secretary

K. Schall, Director
March 27, 2019