

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
November 20, 2019 at 7:00pm
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, L. Zarate, T. Pewinski, M. Breen, L. Kniestadt, A. Roosa, C. Yarbrough

Members Absent: S. Schneider, E. Lane

Guests Present: P. Foley, M. Belesky & 2 Almont Students

Meeting was held at the Almont Municipal Building

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

Additions/Deletions to Agenda:

- **Expense:**
- Yard Service, Inc. – Summer Landscaping \$4,102.00
- Universal Sound – Holly Day Expense \$ 775.00
- Kim Schall – Holly Day Santa Bags & Goodies \$ 279.10
- TOTAL: \$5,156.10
- **New Business:**
- Informational Meeting
- December Meeting
- Almont Chamber of Commerce – Holiday House Decorating Contest

Regular Agenda:

Communications: Letter from Kevin Daley, State Senator congratulating the DDA on the plans for the new Memorial Tree on the NW Corner of Main Street and West St. Clair.

Public Comments: None

Approval of Minutes:

Motion by L. Zarate, supported by T. Pewinski to approve the minutes from the October 23, 2019, Regular Board Meeting. Motion PASSED unanimously.

Approval of Bills Payable:

- 1) Landscape Direct – Fountain Maintenance \$ 87.16
- 2) Touma, Watson, Whaling, Coury, Stremers & Thomas, P.C. \$ 1,511.25
- 3) Tri-City Times – Merchant Trick or Treat Notice \$ 102.00
- 4) Melissa Schneider – Gift Card for Heritage Festival \$ 25.00
- 5) American Tree – Partial for NW Corner Plants \$ 2,163.00
- 6) American Tree- Landscape Services – September \$ 1,065.00
- 7) American Tree – Christmas Season Decorating \$ 5,249.31
- 8) American Tree – Removal & Replanting of Tree NW Corner \$ 5,100.00
- 9) Village of Almont – 116 E. St. Clair & 199 W. St. Clair – Lights \$ 195.19

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Approval of Bills Payable (Cont):

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|---------------------------------------------------------------------|------------------|
| 10) Kim Schall – Expenses from MDA Conference | \$ 612.98 |
| 11) Village of Almont – DDA Workmen’s Comp. | \$ 33.00 |
| 12) Village of Almont – DDA Phone | \$ 53.68 |
| 13) RCI Electrical Contracting – Power on NW Corner (New Tree area) | \$ 761.13 |
| 14) American Tree – Fall Cleanup | \$ 650.00 |
| 15) King & King – Annual Audit Fee | <u>\$ 500.00</u> |
| Total to be approved: | \$18,108.70 |

Motion by L. Zarate, supported by A. Roosa, to approve the bills payable in the amount of \$23,239.80 which includes the additional expenses of \$5,156.10 as listed above and also a credit of \$25 that M. Schneider wishes to donate instead of being reimbursed. Motion PASSED unanimously. T. Pewinski abstained.

Treasurer’s Report:

Due to the Treasurer’s position still being vacant, there was no Treasurer Report other than the Statement of Revenue & Expenses prepared by Lapeer Development Corporation for the Four months ending October 31, 2019

Director’s Report:

Director Schall gave an update on the following items:

- Banners/Lamp Post/Memorial Tree
 1. The fall banners will be coming down and the winter banners will be going up as well as the snowflakes. American Tree will be putting up all Christmas decorations in time for the Holly Day Light Parade.
- Holly Day Light Parade
 1. Everything is coming together nicely. We have a wonderful group of volunteers that are going to help make this a magical night for everyone.
- Downtown Business Update
 1. The Pocket Park fountain has been winterized until Spring. Good news is we spent very little money maintaining the fountain this year, however due to people adding stuff to the water, it has done damage to the pump, so in the Spring we will be looking at possibly a new pump.
 2. Working with Spicer Group and the USDA to get the Streetscape Project ready and out to bid in early January, 2020.
 3. Completed Directors Annual Synopsis for 2018-2019 fiscal year.
 4. Held 2nd Informational Meeting required by PA 57.
 5. Working with businesses on the East side of Main Street regarding the illegal dumping of items in the dumpster.

Attended a variety of meetings this month, as well as held two Ribbon Cuttings for our new businesses – Sippin in the Mitten, Aurora Realty (same building) and the Almont Community Church.

New Business:

A. Sidewalk Snowplowing and Salting in the CBD

A meeting was held between the DDA Director, Village Manager, DPW Supervisor and the Contractor. After a lengthy discussion the DDA Director, Village Manager, DPW Supervisor and the Contractor have come to an agreement and the CBD Sidewalks will be salted and snow removed.

New Business (cont):

A letter will be sent to all business owners with the agreed upon services, as well as a copy of the Village of Almont Department of Public Works Winter Maintenance Procedures and the Village of Almont Sidewalk Maintenance and Construction Ordinance No. 203.

Motion by L. Zarate, supported, by M. Breen to approve American Tree's Proposal for 2019 Christmas Season Decorating at a cost of \$5,311.58. Motion PASSED unanimously.

B. Façade Grant Application from Michelle Belesky – State Farm Insurance

Director Schall provided each DDA Board Member with a copy of a Façade Grant Application from M. Belesky to replace broken windows in the front of her building. The total project would be \$7,618 of which \$3,809.00 would be allowed for the Façade Grant.

Motion by L. Zarate, supported by T. Pewinski to approve Michelle Belesky's Façade Grant Application in the amount of \$3,809.00. Motion PASSED unanimously.

C. Sidewalk/Curb Gutter for Stone Street next to the old movie theatre

Discussion was held and it was the consensus of the DDA Board that we would not entertain fixing or replacing the sidewalk/curb gutter for Stone Street. The DDA has provided the Village with \$10,000 that they may use as they see fit within the DDA District to replace/repair sidewalks, etc.

D. Informational Meeting

Director Schall updated the DDA Board regarding the Informational Meeting that she had before the Board Meeting.

E. DDA December Meeting

Discussion was held as to whether or not to hold our monthly meeting on December 18th. As in the past, the DDA has not held a meeting in December due to the Holidays and everyone being so busy. It was the consensus of the DDA Board to cancel the December 18th meeting and reconvene on January 22, 2020.

Motion by L. Zarate, supported by A. Roose to cancel the December 18th, 2019 Regular DDA Meeting and reconvene on January 22, 2020 our Regular Scheduled Meeting. Motion PASSED unanimously.

F. Almont Chamber Decorating Contest

L. Kniestadt and A. Roosa updated the DDA Board on the Christmas Decorating contest that the Almont Chamber will be running this Holiday Season. There will be 3 different winners. All are invited to decorate their homes.

Old Business:

A. DDA Parking Lot Update

Director Schall updated the DDA Board as to the deposition went as planned and that we are now waiting to hear from the Judge.

B. DDA Revised Parking Lot Map

Director Schall supplied a copy of the DDA Revised Parking Lot Map to all Board Members.

C. Holly Day Light Parade

We are still looking for a few more volunteers.

D. Purchase of Michigan & US Flags

Director Schall informed the DDA Board that the Flags are available and that they can be picked up at an time. Director Schall will get a check and pick the flags up after the 1st of the year.

E. Snow Removal (old Laundry Mat)

Director Schall spoke to the owner of the old laundry mat and she informed her that unless we were willing to pay \$100,000 for the lot that we are not allowed to put the snow on her lot.


F. USDA Streetscape Update

It has come to the DDA Directors attention that the previous contact with the USDA did not have all the correct forms completed for the project to go out to bid. Both DDA Director, Spicer Group and the USDA are working on getting the correct forms in place and should not be a problem for a January bid placement.

G. Security Camera in the Huddle Parking Lot

Discussion was held and will be re-evaluated when we feel that there is an issue.

Meeting was adjourned at 8:35pm


Steve Schneider, Secretary