

Kim Schall, DDA Director
Mike Bohm, Chairman
Lynn Zarate, Vice Chairman
Steve Schneider, Secretary
Traci Pewinski, Board Member

**VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
October 23, 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, E. Lane, S. Schneider, A. Roosa, C. Yarbrough

Members Absent: None

Guests Present: Chris & Jason Bishop, 3 Students

Meeting was held at the Almont Municipal Building

The meeting was called to order at 7:08pm by Chairman M. Bohm

Additions/Deletions to Agenda:

- **Expense:**
- Almont Lions Club – Goodfellow Newspaper \$ 80.00
- Kim Schall – Stamps for Holly Day Mailing \$ 55.00
- Touma, Watson, Whaling, Coury, Stremers & Thomas, P.C. \$605.00
- Erin Lane – Merchant Trick or Treat Posters \$ 85.48
- Village of Almont – Sign for Dumpster Enclosure \$ 16.58

TOTAL: \$842.06

- **New Business:**
- Ribbon Cutting for 145 S. Main on November 19th at 11:00am – Almont Community Church

Regular Agenda

Communications: 22nd Annual Spooky Time Bash – October 26, 2019 – 1:00pm-3:00pm
DDA Merchant Trick or Treat – October 31, 2019 – 5:00pm-8:00pm
Ribbon Cutting – Sippin in the Mitten/Aurora Realty Group – November 5th 9:00am

Public Comments: None

Approval of Minutes

Motion by S. Schneider, supported by T. Pewinski to approve the minutes from the September 25, 2019, Regular Board Meeting. Motion PASSED unanimously.

Approval of Bills Payable:

- 1) Jay's Septic Tank Service – Heritage Festival \$ 860.00
- 2) Kim Schall – Board Member Badges \$ 74.38
- 3) Village of Almont – DDA Wages 8/25 to 9/21/19 \$ 2,277.59
- 4) Accunet Web Services – Approved on March 27, 2019 \$ 720.00
- 5) Village of Almont – Telephone Monthly Charge \$ 53.64
- 6) Village of Almont - Water Bill – 7/01-09/30/19 \$ 216.44
- 7) Tri-City Times – Board Advertising \$ 43.60
- 8) Tri-City Times – Heritage Festival Advertising \$ 375.00
- 9) Yard Services – Fall Banners \$ 275.00

Approval of Bills Payable (Cont):

10) ROWE Professional Services – Revised Parking Lot Map	\$ 287.50
11) Village of Almont – Street Lights E. & W. St. Clair	\$ <u>324.94</u>
Total to be approved:	\$5,508.09

Motion by S. Schneider, supported by L. Zarate, to approve the bills payable in the amount of \$6,350.15 which includes the additional expenses of \$842.06 as listed. 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 three months ending September 30, 2019.

Director's Report:

Director Schall gave an update on the following items:

- **Heritage Festival Final Numbers**
 1. Director Schall gave an update on the final numbers for the festival. The Almont Lions Club made a profit of over \$10,000 and the DDA for the first time in at least 7 years was able to put money back into the Special Events Line Item.
- **Downtown Business Update**
 1. The large Memorial Tree on the North West Corner has been removed and the new tree has been planted. The rest of the landscape will be done within the next couple of weeks.
 2. Ribbon cutting is scheduled for Sippin in the Mitten & Aurora Realty Group on Tuesday, November 5th at 9:00am at 102 S. Main Street.
 3. The Streetscape Project will be going out to bid the first week of January 2020 in hopes of getting bids by early February.
 4. Researched the purchase of new Michigan and USA Flags, will present to the DDA Board for approval.
 5. Thank you to L. Kniesteadt for following through with the Buy Near By MI in October.
 6. Spent time working with ROWE Professional Services to have an updated parking lot map.
- **Holly Day Light Parade – December 7th**
 1. Letters have been drafted for both sponsorships and parade participants they will go out this week.
 2. Continuing to contact supplier and the newspapers for advertising
 3. Adding the Holly Day Light Parade to our Facebook page and also to the DDA Website.

Attended a variety of meetings this month, as well as submitted the Directors Annual Report for 2018/2019.

New Business:

A. American Tree Proposal for Christmas Season

Discussion was held regarding the new Memorial/Christmas Tree and the lights and that the DDA Board would like to see the lights wrap around the tree instead of up and down. Director Schall did speak to American Tree before the meeting and they will do their best to put the lights around the tree. There will also be a star at the top of the tree.

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. Purchase of Michigan and US Flags

Director Schall provided the board with 4 quotes pertaining to the purchase of the flags. Discussion was held and the Board selected Rocket Enterprises at a cost of \$316.80. This company is located in Warren, Michigan. Director Schall will pick up the flags.

Motion by S. Schneider, supported by T. Pewinski to approve the purchase of Michigan and US Flags from Rocket Enterprises out of Warren. Motion PASSED unanimously.

C. Treasurer Appointment

Discussion was held and Chairman Bohm asked if a Board Member would be interested in the position as the DDA Treasurer, T. Pewinski said that she would be interested if the Board would have her.

Motion by M.Breen, supported by A. Roosa to appoint T. Pewinski as the DDA Treasurer.

Roll Call:

Ayes: Schneider, Lane, Kniestadt, Yarbrough, Zarate, Breen, Roosa, Bohm

Nays: None

Absent: None

D. Snow Removal – Placing Snow at old laundry mat

Director Schall will contact the owner of the vacant lot to see if we are able to work out an agreement to put the snow on that piece of property for the winter. Director Schall will report back to the board at the next meeting.

Director Schall met with Village Manager M. Connors and DPW Supervisor B. Treat regarding the upcoming snow season. Once again the concern was the snow that is pushed up onto the sidewalks from the Parking Lanes. Director Schall stated that she would have the contractor (YSI – Yard Services) place the snow around the trees and also next to the garbage cans and to not push it in the street. The concern is that DPW will clear the parking spots to the curb, but they also will be putting the snow/salt from M53 onto the sidewalk/curb area hindering the businesses. The DDA is not going to pay twice to have snow removed that was not put there by the contractor.

New Business (Cont):

E. Dumpster Issues Located Behind the Huddle

Director Schall updated the Board regarding the miss use of the Dumpster Enclosure by residents and also the businesses. Director Schall sent letters to each of the business informing them that they need to break down boxes, etc. and that it is only to be used by the businesses that are contributing to the cost of it. Director Schall had a sign installed and is also ordering another sign to be installed stating that it is a \$500 fine to dump garbage in a private dumpster.


The Board also discussed getting a camera to be placed in the parking lot area. Director Schall will look into this matter as well as A. Roosa will talk to the Park Board as they are also looking at getting camera(s) for the Park.

Old Business:

A. DDA Parking Lot

Director Schall informed the DDA Board that she has not received any updates, other than it was still with the Judge. S. Schneider mentioned to the board that the case is "a little up in the air at this point". A. Roosa had asked a few questions pertaining to the lawsuit do to the fact that he is new to the Board.

Meeting was adjourned at 8:11pm



Steve Schneider, Secretary

K. Schall, Director
October 23, 2019