

**VILLAGE OF ALMONT**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**MEETING MINUTES**  
**October 24, 2018 at 7:00pm**  
**Almont Municipal Offices**

**Members Present:** M. Bohm, L. Zarate, S. Schneider, J. Nuculovic, M. Schneider, T. Pewinski, T. Pepper, M. Breen

**Members Absent:** T. Antonelli

**Guests Present:** Steve Francis and Sue Francis, 4 students

Meeting was held at Creekside Hearth Patio & BBQ – 515 S. Main St., Almont, MI 48003

The meeting was called to order at 7:02pm by Chairman M. Bohm

**Additions/Deletions to Agenda:**

**Communications:** Letter from Attorney Michael Whaling regarding Lane Parking Lot

<b>Expenses:</b>	Kim Schall – Ink for Printer and Holly Day Binder	\$129.83
	Kim Schall – Stamps for Holly Day Sponsor Letters	\$ 40.00
	Michigan Downtown Association – Membership Dues	<u>\$300.00</u>
	<b>TOTAL:</b>	<b>\$469.83</b>

**New Business:** Request from S. Francis to consider including ½ of the sidewalk on the south side of the old movie theatre in the Streetscape Project

**Public Comments:** S. Francis wanted to voice his concerns about the Dumpster Enclosure that is going in the Huddle Parking Lot. S. Francis feels that it is a waste of money and that if you put one there, then the DDA should put one on his property.

**Approval of Minutes**

Motion by S. Schneider, supported by L. Zarate, to accept the minutes from the September 26, 2018 Regular Board Meeting. Motion carried unanimously.

**Approval of Bills Payable:**

1) King & King Yearly Audit Invoice	\$ 500.00
2) Jay Septic – Heritage Festival	\$ 695.00
3) Almont Chamber of Commerce Membership	\$ 90.00
4) Village of Almont – Street Lights – E. & W. St. Clair	\$ 243.67
5) Kim Schall – Dumpster Enclosure Caution Tape	\$ 10.59
6) Yard Services – Fall Banners & Banner adjustments	\$ 375.00
7) Verdin – Fountain Park Clock Repair	\$ 69.30
8) Kim Schall – Certificate Frames for Heritage Festival	\$ 12.72
9) Mandy J Florist – Funeral Flower Arrangement (Gloria Howe)	\$ 105.99
10) American Tree – Weekly Watering and Fall Planting	\$1,800.00
11) Landscape Direct – Fountain Treatment & Maintenance	\$ 153.00
12) Buccilli’s Cake & Pizza – Classic Car Show Vouchers	\$ 42.00
13) Charlie Browns – Classic Car Show Vouchers	\$ 21.00
14) Maria’s Place – Classic Car Show Vouchers	\$ 70.00
15) Mikey’s – Classic Car Show Vouchers	\$ 196.00
16) Raider Coney Island – Classic Car Show Vouchers	\$ 91.00
17) Roza’s Pizza – Classic Car Show Vouchers	\$ 28.00
18) Roots – Classic Car Show Vouchers	\$ 112.00
19) The Huddle – Classic Car Show Vouchers	\$ 126.00
20) Village of Almont – Fountain Park Water Bill	\$ 126.39

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**Approval of Bills Payable: (Cont)**

21) Tri-City Times – Heritage Festival Advertising	\$ 377.00
22) Kim Schall – Thank you cards & 2019 Binder (Heritage Festival)	\$ 21.19
23) Kim Schall – Monthly Cell Phone	\$ 30.00
Total to be approved:	<b>\$5,295.85</b>

Motion by S. Schneider, supported by J. Nuculovic, to approve the bills payable in the amount of \$5,765.68, which includes the additional expenses of \$469.83. Motion carried unanimously.

**Treasurer’s Report:**

Treasurer T. Antonelli absent. DDA Board tabled the Treasure Report until next meeting.

**Director’s Report:**

Director Schall gave an update on the final budget numbers from the Heritage Festival. Overall, the cost to the DDA was down by \$1,876.73 over last year. The Holly Day Light Parade is in full swing. Parade Participate Forms have been emailed and Sponsorship letters have been sent. The clock at the fountain park has been serviced and running like new. The DDA Dumpster Enclosure Project is moving forward despite a few setbacks. Director Schall will attend the Planning Commission meeting and the Zoning Board of Appeals to receive approval once again to be able to move forward. Still researching and working to resolve the Lane Parking Lot Issue.

**New Business:**

**A. Streetscape Proposal from Spicer Group**

Board reviewed the proposal and would like DDA Director to go back to the Spicer Group and get a more accurate quote on the Construction Administration Phase and present at the next DDA Meeting.

**B. Downtown Christmas Tree/Lights**

The consensus on the DDA Board is that the Memorial Tree in front of Speedway is getting too big to maintain and also to light each year. It is the recommendation of the board that DDA Director contact the families of the individuals that are listed on the memorial plaque and let them know the DDA’s plans to remove that tree and replace with a smaller evergreen tree. This would happen during the Streetscape Project.

**C. Holly Day Light Parade**

Everything is moving along. DDA Board would like a list of Volunteer Positions and also the Cash Float Prizes for next meeting.

**D. Sidewalk on the south side of the Old Movie Theatre**

On October 22, 2018, DDA Director K. Schall, DDA Chairman M. Bohm, Village Manager M. Connors and Property Owner S. Francis met at the old movie theatre to discuss the sidewalk on the south side of the building. At this meeting, it was stated by M. Bohm, that the DDA would not replace the sidewalk on the south side of the building and that it was the Village’s responsibility and that the DDA does not replace sidewalks. M. Connors agreed that it was the Village’s responsibility but it was not in this budget year and it would need to go in next year’s budget. So, with that being said, Mr. Francis brought to the board his concerns and he has requested that the DDA look into including this in their Streetscape Project and that the Village could pay ½ and the DDA pay half. DDA Director will contact the USDA and ask if there are limitations, however, the Boards consensus is that if you replace one, then it will lead to others and it is not the DDA Boards responsibility to replace sidewalks.

**Old Business:**

**A. Heritage Festival & Car Show**

The amount that the DDA had to pay for this year's festival was down by \$1, 876.73 from last year, which is a good sign that the new location was a success.

**B. Dumpster Enclosure Project**

Director Schall gave an update as to the reason that the project has not started. The Dumpster has been moved and barricades put up for the contractor to start. Due to the Planning and Zoning documents expiring after a year, Director Schall needs to go before the two boards to receive approval. This will happen on November 1<sup>st</sup> with the Planning Commission and on November 8<sup>th</sup> with the Zoning Board of Appeals. Director Schall will also attending the Village Council Meeting on November 7<sup>th</sup> to update the Council as well.

**C. DPW Trash Cans Emptied**

Director Schall updated the Board on the cost of emptying the dumpster along Main Street. Director Schall will have a more accurate cost at the November meeting.

**D. Dr. Lane's/DDA Parking Lot Update**

Chairman M. Bohm presented the Board with a letter and supporting documents that were prepared by Mike Whaling of Touma, Watson, Whaling, Coury, Stremers & Thomas, P.C. pertaining to obtaining the signed Deed from Dr. Lane. The cost from Mr. Whaling, Attorney was \$500.

Mr. S. Francis who purchased the Dr. Lane Building 209 S. Main Street, Almont has presented the DDA with a FOIA (Freedom of Information Act) request pertaining to the parking lot behind 209 S. Main Street. M. Bohm will forward this FOIA request onto the Attorney, M. Whaling.

Motion by L. Zarate, supported by T. Pepper, to spend \$500 to retain Attorney M. Whaling of Touma, Watson, Whaling, Coury, Stremers & Thomas, P.C. to pursue obtaining a deed from Dr. Lane for proof of all payments made to Dr. Lane. Motion carried. S. Schneider Opposed.

**E. Salt/Snow Removal CBD – Bid Document**

A Special Meeting will be held on Tuesday, October 30, 2018 at 1:00pm at Grabil Windows to review and select a contractor for the 2018/2019 CBD Snow Removal & Ice Salting.

**F. DDA Director Yearly Review (Closed Session)**

Motion by S. Schneider and supported by T. Pepper that the Almont DDA Board Members enter into Closed Session Pursuant to Section 8 (d) of the Michigan Open Meetings Act, being Public Act 267 of 1976, to conduct the Annual Review of the DDA Director. Entered into Closed Session at 8:50pm.

Motion by M. Bohm, supported by T. Pepper to end Closed Session at 9:35pm.


DDA Board completed the DDA Director's review and voted for a \$1.05 increase to the Directors salary from \$18.45 an hour to \$19.50 per hour retroactive to September 12<sup>th</sup>.

Motion by S. Schneider, supported by J. Nuculovic to increase the DDA Director's salary from \$18.45 per hour to \$19.50 per hour, retroactive to September 12<sup>th</sup>. Motion passed unanimously.

**G. Lane Parking Lot**

S. Schneider spoke along with other board members regarding the situation with the Lane Parking Lot. S. Schneider is urging the DDA and S. Francis to try to work together on resolving the issues associated with the ownership of the parking lot.

Meeting was adjourned at 10:00pm



Steve Schneider, Secretary

K. Schall, Director  
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