

**VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
June 27, 2018 at 7:00pm
Almont Municipal Offices**

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

Members Absent: T. Pepper, T. Antonelli

Guests Present: Eric Glosser, Resident and Lions Club Member

Meeting was held at the Almont Municipal Building

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

Additions/Deletions to Agenda:

New Business: A) Village of Almont Ordinance No. 202 – International Property Maintenance Code
B) DDA to purchase 2 10 x 10 pop-up tents for festivals.

Bills Payable: Village of Almont (June Phone Bill) \$ 40.11

Public Comments:

None

Approval of Minutes

Motion by S. Schneider, supported by L. Zarate, to accept the minutes from the May 23, 2018 Regular Board Meeting with 2 corrections: change Joe to John and add County Controller after John's name. Motion carried unanimously.

Approval of Bills Payable:

1) MEDC – Certified Business Park Fee 2018/2019	\$ 275.00
2) Village of Almont – 116 E. St. Clair Lights	\$ 248.99
3) Village of Almont – 119 W. St. Clair Lights	\$ 119.40
4) Village of Almont – DDA Wages	\$ 794.46
5) Kim Schall – Stamps for Heritage Festival	\$ 100.00
6) American Tree – Planters & Watering	\$ 2,300.00
7) John Winslow – Clown/Magician Heritage Festival	\$ 400.00
8) Kim Schall – Jackets for Car Show	\$ 111.27
9) Village of Almont – Monthly Phone Bill (Office)	\$ 39.92
10) Kim Schall – June Phone Bill	\$ 30.00
11) Village of Almont – DPW Yearly Charge	<u>\$ 5,000.00</u>
Total to be Approved:	\$9,459.15

Motion by S. Schneider, supported by L. Zarate, to approve the bills payable in the amount of \$9,459.15, which includes the addition of the \$40.11. Motion carried unanimously.

Treasurer's Report:

Treasurer not in attendance. Will review at July 25, 2018 meeting.

Director's Report:

Director Schall gave an update on the status of the Heritage Festival and also the Classic Car Show. The Summer Banners will be put up before the Holiday weekend as well as the Flags. Working with ROWE to finalize the Dumpster Enclosure Project so that it can go out to bid. Organizing a Ribbon Cutting for Roots for July 18th. Still waiting to hear from Roots.

New Business:

A. Assistant during Directors Medical Leave

Director Schall brought to the attention of the DDA Board that she will be out on medical leave during the Heritage Festival's final planning stages and felt that we need someone to check the mail and make sure things are in order for the Festival. K. Schall spoke to M. Schneider and she has offered to help during this period.

B. 107 S. Main – Roots Ribbon Cutting

Director Schall has been trying to confirm a Ribbon Cutting for Wednesday, July 18th at 11:30am. No confirmation as of this meeting. Will update Board and Village Council Members when the date has been confirmed.

C. Donating old Printer and 2 Lap Tops to the Almont Historical Society.

The DDA Board was presented a suggestion from Director Schall, to donate the old DDA Printer and 2 lap tops to the Historical Society due to the fact that they are outdated and no longer used. The Historical Society would use them to catalog the Museum items and also for students to use when they come to look up information.

Motion by S. Schneider, supported by J. Nuculovic to approve the donation of 1 Printer and 2 Lap Tops to the Almont Historical Society after they have been properly backed-up and all information removed from the hard drives. Motion carried unanimously.

D. Historical Society Building Improvements

Director Schall updated the Board that Mr. Jim Wade is going to make some minor repairs to the Almont Historical Building.

E. Pocket Park Fountain

Director Schall updated the Board as to the reason why the Fountain has not been working after receiving calls from residents. There was a leak in one of the lines that needed to be repaired.

F. DDA to Purchase 2 10 x 10 pop-up tents for festivals

Director Schall explained the need for the 2 10 x 10 pop-up tents and how useful they would be during our festivals. Currently the DDA does not own any tents.

Motion by J. Nuculovic, supported by L. Zarate to approve the purchase of 2 10 x 10 tents at a cost of \$89.95 each. Motion carried unanimously.

Old Business:

A. Heritage Festival & Car Show

Discussion was held and Director Schall updated the Board on the progress. There will be a new location for the Vendors this year as the DDA will be working hand in hand with the First Congregational Church to make this year's Heritage Festival a success. The Beer tent will be in the same place and there will be a band Friday Night starting at 8pm and also on Saturday night.

DDA Director introduced Eric Glosser who is a Lions Club Member and a new resident to Almont. Eric will be the Heritage Festival Site Coordinator. We reviewed the job duties and he was agreeable.

Old Business (cont):

B. Dumpster Enclosure Project

Discussion was held regarding the Dumpster Enclosure Project and the final documents/bid package was reviewed and it was the consensus of the Board to move forward and get the Project out for Bid.

Meeting was adjourned at 8:30pm



Steve Schneider, Secretary

K. Schall, Director
June 27, 2018