

**VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
July 25, 2018 at 7:00pm
Almont Municipal Offices**

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

Members Absent: M. Breen

Guests Present: Debbie Steding and Paul Urbanczyk

Meeting was held at the Almont Municipal Building

The meeting was called to order 7:10pm by Chairman M. Bohm

Additions/Deletions to Agenda:

Communications: E-mail from Michigan Festivals & Event Association

Expenses:	Kim Schall (Ink for Office Printer)	\$ 116.59
	Paul Urbanczyk (Car Show Advance)	\$ 500.00
	Tri-County Bank (new checks)	\$ 14.84
	Michigan Festival & Events Membership	\$ 125.00
	North Branch Rental (Heritage Festival Tents, etc.)	<u>\$3,407.55</u>
	TOTAL:	\$4,163.98

New Business: Review Membership application from Michigan Festivals & Events Association

Public Comments:

None

Approval of Minutes

Motion by S. Schneider, supported by L. Zarate, to accept the minutes from the June 27, 2018 Regular Board Meeting .
Motion carried unanimously.

Approval of Bills Payable:

1) Lapeer Development Corporation (Yearly Fee)	\$4,000.00
2) Kim Schall (2 10 x 10 Pop-up Tents)	\$ 127.18
3) Village of Almont (Water Bill)	\$ 60.93
4) Tri-City Times (Heritage Festival Ad)	\$ 230.00
5) Kim Schall (Flash Drive for Back-ups)	\$ 31.79
6) Kim Schall (July Phone Bill)	\$ 30.00
7) Landscape Direct	\$ 376.43
8) Village of Almont (116 E. St. Clair & 119 W. St. Clair – July 2018)	\$ 244.52
9) Village of Almont (116 E. St. Clair & 119 W. St. Clair – March 2018)	\$ 276.71
10) Village of Almont (DDA Wages 5-20 to 6-16)	\$1,608.77
11) ATC Embroidery (Embroidery for Car Show Jackets)	\$ 252.00
12) Village of Almont (116 E. St. Clair & 119 W. St. Clair – March 2017)	\$ 322.64
13) American Tree	\$1,085.00
14) Universal Sound Production	\$ 350.00
15) Village of Almont (Use of Copy Machine for the Year)	\$ 227.38
16) Kim Schall (Plastic Containers for Storage)	\$ 14.78
17) ROWE Professional Services (Dumpster Enclosure Project)	\$2,515.00
Total to be approved:	\$11,753.13

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Motion by T. Pepper, supported by J. Nuculovic, to approve the bills payable in the amount of \$15,917.11, which includes the additional expenses of \$4,163.98. Motion carried unanimously.

Treasurer's Report:

Treasurer T. Antonelli reported that the DDA has a balance of \$311,197.91 as of July 27, 2018.

Motion by S. Schneider, supported by T. Pepper, to accept the treasurer's report as presented. Motion carried unanimously

Director's Report:

Director Schall gave an update on the status of the Heritage Festival sponsorship and vendors as well as the Classic Car Show registration. Dumpster Project was put out to bid and deadline was July 23 at 10am. The DDA received no bids. The Ribbon Cutting for Roots went well. Working with First Congregational Church in coordinating activities for the Heritage Festival. Working with ROWE to develop a streetscape plan to include in our Grant application to the USDA in March 2019.

New Business:

A. DDA Annual Financial Report

The DDA Board reviewed the Annual Financial Report as prepared by P. Lucas of Lapeer Development Corporation. Chairman M. Bohm has signed the Annual Financial Report.

B. Four Tree's in front of Raiders Coney Island and The Kracker Barrel

Director K. Schall brought to the Board's attention the concerns that Sail from the Kracker Barrel has regarding the 4 trees in front of his buildings. The DDA Board discussed the trees and S. Schneider mentioned that he would talk to Sail and discuss the trees and that the DDA is working on a grant to remove the trees.

C. USDA Grant for the Downtown Streetscape Project

Director K. Schall communicated with the DDA Board that she is starting to work on the USDA Grant for the Downtown Streetscape Project and in order to put the documents together a meeting was scheduled with Doug Schultz of ROWE.

D. Purchase of 8 T-posts for the Heritage Festival Banners

In order to put the Heritage Festival and Car Show Banner's up, we need at least 8 T-posts along with zip ties. M. Bohm stated he would take care of the T-posts and zip ties.

E. Old Movie Theatre Purchase

Director K. Schall, M. Schneider and S. Schneider updated the DDA Board on the sale of the Old Movie Theatre and that the Village Manager, M. Connors has contacted K. Schall for a list of Priority sites for the RRC (Redevelopment Ready Communities) to consider for the program. The Old Movie Theatre is one of the sites that have been suggested.

F. Michigan Festival & Events Association Membership

The DDA Board reviewed and discussed the possible benefits of having a membership with the Michigan Festival and Events Association. Discussion was held as to what is included in the membership and would like Director Schall to further investigate.

Motion by T. Pepper, supported by L. Zarate, to approve the Membership cost of \$125 if Director Schall feels that it will benefit the DDA with the Holiday Parade and other functions that we might have. 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. New this year will also be a Horse & Carriage that will carry people up and down E. St. Clair to view the Historic Homes.

B. Dumpster Enclosure Project

Director Schall brought to the DDA Boards attention that the Dumpster Enclosure Project was put out to bid but we did not receive anything back. The Board discussed options as to how to move forward being that this is a project that they would like to complete. The Board agreed to put the Dumpster Enclosure Project back out to bid as soon as possible with a deadline date of September 6th at 10am. The Board also requested that DD Director Schall look into other advertising options other than Tri-City Times.

Meeting was adjourned at 8:49pm



Steve Schneider, Secretary

K. Schall, Director
July 25, 2018