

VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
November 28, 2018 at 7:00pm
Almont Municipal Offices

Members Present: M. Bohm, L. Zarate, S. Schneider, T. Pewinski, T. Pepper, M. Breen, T. Antonello

Members Absent: M. Schneider, J. Nuculovic

Guests Present: 28, Sue & Steve Francis, Steven C. Schneider

Meeting was held at the Almont Municipal Building

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

Additions/Deletions to Agenda: November Statement of Revenue & Expenses

Communications: Thank you card from the family of Gloria Howe

Public Comments: Steven C. Schneider addressed the DDA Board pertaining to the ownership of the Lane Parking lot. Steven C. Schneider voiced his concerns.

Approval of Minutes

Motion by S. Schneider, supported by L. Zarate, to accept the minutes from the October 24, 2018, Regular Board Meeting. Motion carried unanimously.

Motion by S. Schneider, supported by L. Zarate to approve the October 30, 2018 Special Meeting minutes with the addition of a FOIA request from S. Francis. Motion carried unanimously.

Approval of Bills Payable:

1) Village of Almont (DDA Workmen's Comp)	\$ 47.38
2) Kim Schall (Facebook Advertising –Boost for the Holly Day Light Parade)	\$ 38.00
3) Village of Almont (October Phone Charges)	\$ 39.33
4) Print Shop (Holly Day Light Parade Stickers)	\$ 89.00
5) Landscape Direct (Fountain re-load breaker and test)	\$ 72.00
6) Tri-City Times (Snow Removal Legal Ad for CBD)	\$ 38.15
7) Kim Schall (November Cell Phone)	\$ 30.00
8) Village of Almont (Publications for Dumpster Enclosure)	\$ 72.73
9) Kim Schall (New lock for storage container)	\$ 14.83
10) Kim Schall (Chestnuts for the Holly Day Light Parade)	\$ 25.35
11) American Tree (Christmas Season Decorations)	\$3,420.60
12) Tri-City Times (Holly Day Light Parade Schedule advertisement)	\$ 255.00
13) Universal Sound Productions (Holly Day Light Parade)	\$ 775.00
14) Village of Almont (November Phone Bill)	\$ 39.55
15) Goodfellow Newspaper	\$ 80.00

Total to be approved: **\$5,036.92**

Motion by S. Schneider, supported by T. Pepper, to approve the bills payable in the amount of \$5,036.92. Motion carried unanimously.

Treasurer's Report:

Motion by L. Zarate, supported by M. Breen to approve the Treasurer's Report as presented. The current balance is \$313,939.45

Director's Report:

Director Schall gave an update on the 11th Annual Holly Day Light Parade that will be taking place on Saturday, December 1st starting at 4:00pm at Creekside Hearth & Patio where Santa and Mrs. Claus will be greeting children with a goody bag. The pocket park fountain has been winterized until spring. Good news is we spent very little in repairs this year. Dumpster Enclosure Project was approved by the Almont Planning Commission and The Almont Zoning Board of Appeals. Village Council tabled the project until December 4th. Working on Streetscape comparison from ROWE and Spicer Group.

New Business:

A. Ad to be placed in the Good Fellow Newspaper

The DDA always advertises in the Good Fellow Newspaper to help support the Almont Lions Club and their work in the community. Consensus was that the amount of \$80 is within the DDA Directors spending limit, to move forward and place the ad.

B. Snow Plowing Lane Parking Lot

The consensus of the DDA Board is that Director Schall will schedule a meeting between S. Francis, M. Bohm, J. Pewinski (Yard Services Contractor) to discuss snow plowing.

C. Authorization Limit for DDA Director and DDA Chairman

Motion by S. Schneider, supported by L. Zarate to approve a spending limit not to exceed \$500 before seeking DDA Board approval.

D. Re-Appointment of Melissa Schneider

M. Schneider's term expired on March 31, 2018 and due to the Village Charter Section 4.2 it prohibits the appointment of a Councilman's spouse. Before M. Schneider was married, her appointment to the DDA Board did not violate Section 4.2. Due to the legal opinion of the Village Attorney, M. Schneider cannot be re-appointed at this time.

Discussion was held. S. Schneider does not agree with the Village Attorney's finding and he is taking it under consideration due to the fact that the Village President appoints the DDA Board Members.

E. DDA Phone Line Down

Due to the renovations at the Village of Almont Municipal Offices, the DDA phone line has been down for a couple weeks now.

F. Old DDA Banners

Upon organizing the DDA locker, there are a number of old banners that will no longer be any use to the DDA.

Discussion was held and the consensus was to donate and/or recycle the banners.

G. December Meeting

Motion by L. Zarate, supported by T. Pepper to approve not holding a DDA Board Meeting in December. Motion carried unanimously.

H. Winning Grants Step by Step

DDA Director will purchase a book titled "Winning Grants – Step by Step" at a cost of \$41.50 plus shipping.

I. Car Show T-Shirts

Director Schall gave an update as to the number of left over T-Shirts from the Classic Car Show. The T-Shirts have the sponsors on them and therefore could not be used next year.

It was the consensus of the DDA Board that we look into donating them to a school or facility that could use them as paint smocks.

Old Business

A. Dumpster Enclosure Project

DDA Director Schall received approval from the Village of Almont, Planning Commission and the Village of Almont Zoning Board of Appeals to move forward. After the above listed approvals, the next step was to attend the Village Council Meeting for approval. At the Village Council meeting, it was decided to table the Dumpster Enclosure until December 4th until further documentation could be reviewed by newer members of the Council. Director Schall has requested that Mr. G. Booms from Booms Construction be in attendance so that he may answer any questions that the Council may have.

B. DDA/Dr. Lane Parking Lot

Discussion was held and options were suggested.

S. Schneider motioned to table the issue until such time as the DDA Board has had the opportunity to meet with S. Francis to discuss a resolution to this matter.

The consensus of the Board was to contact M. Whaling as to what the options are for the DDA in order to move forward and resolve the issue as soon as possible.

Motion by L. Zarate, supported by T. Pepper to re-open communication with M. Whaling pertaining to the ownership of the DDA/Dr. Lane Parking Lot, with an amount not to exceed \$1,000. Motion carried, S. Schneider opposed.

C. Holly Day Light Parade

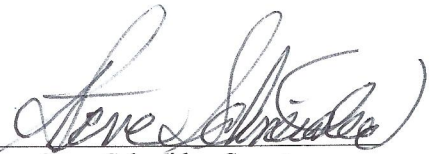
Director Schall gave an update as to the status of the Holly Day Light Parade. Things are moving along nicely and it should be a wonderful evening for all.

D. Streetscape Quote from Spicer Group

DDA Director updated the Board with cost information from both ROWE Professional Services and Spicer Group. Discussion was held and both companies were compared and discussed.

Motion by T. Antonelli, supported by T. Pepper to approve Spicer Group to move forward in the planning stages for the Almont Streetscape project.

Meeting was adjourned at 10:15pm



Steve Schneider, Secretary