

**VILLAGE OF ALMONT  
DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES  
August 23, 2017**

**Members Present:** T. Roach, J. Nuculovic, L. Zarate, M. Breen, M. Ciampichini, T. Pepper, M. Bohm

**Members Absent:** T. Antonelli, S. Schneider

**Others Present:** K. Schall

**Guests:** None

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:08 p.m. by Chairperson T. Roach

**Additions/Deletions to Agenda:**

- Election of Vice Chairman

**Public Comment:** None

**Approval of Minutes:**

Motion by T. Pepper, supported by L. Zarate, to accept the minutes of the July 26, 2017 Regular Board Meeting. Motion carried unanimously.

**Approval of Bills Payable:**

1. Landscape Direct	\$ 45.00
2. Village of Almont – Director Wages	\$1,647.04
3. Redd Electrical – Damage to Light Post on Main Street	\$ 436.13
4. Village of Almont – Street Lights 116 E. St. Clair & 119 W. St. Clair	\$ 421.98
5. Kim Schall – Office Stamps	\$ 49.00
6. Taylor, Butterfield, Howell, Churchill & Garner, P.C. *	\$ 281.25
7. Tom Sadler – DDA Letterhead	\$ 129.00
8. Michigan Downtown Association Registration – Conf. Reg.	\$ 160.00
9. Village of Almont – Office Phone	\$ 39.59
10. Kim Schall – Electrical Box Keys Made for Village	\$ 6.65
11. Kim Schall – Monthly Phone	\$ 30.00
12. Fun with Sparkles – Heritage Festival	\$ 600.00
13. Seven Graphics – Banners for Heritage Festival	\$1,720.11
14. Village of Almont – DDA Workmen’s Comp (6-17 to 9-15, 2017)	\$ 61.40
15. Josh Zender – Photo Booth – Heritage Festival	\$ 450.00
16. Page One – Printing Posters – Heritage Festival	\$ 21.25

Total to be approved: \$6,098.40

Motion by T. Pepper supported by L. Zarate to approve the bills payable in the amount of \$6,098.40. Motion carried unanimously.

## **DDA Regular Board Meeting**

**August 23, 2017**

**Page 2**

### **Treasurer's Report:**

The Village of Almont DDA bank account has a balance of \$243,406.34, which includes the reimbursement from the USDA for the Alley Way Grant Project.

Motion by M. Bohm supported T. Pepper, to approve the Treasurer's Report. Motion carried unanimously.

### **Director's Report:**

Heritage Festival is moving along nicely. Vendors are coming in as well as sponsors. The Classic Car Show is also moving forward with registrations coming in. The DDA Audit was held and no problems were mentioned. The DDA continues to look for vendors and volunteers to help out. The DDA Website has been updated with all important information as well as the DD FB Page. Attended a number of local meetings to keep the businesses up-to-date on the festival and Classic Car Show.

### **Lawn & Landscape Amended Agreement**

Motion by Johanna Nuculovic, supported M. Bohm, to approve the Amended Lawn & Landscape Agreement. Motion carried unanimously.

### **Village of Almont DDA By-Laws**

Motion by T. Pepper, supported by L. Zarate, to approve the changes to the Village of Almont Downtown Development Authority By-Laws, to change Under Section 1 Membership: instead of ten (10) members appointed change to eight (8) members appointed. Motion carried unanimously.

### **Village of Almont DDA Ordinance No. 139**

Motion by M. Bohm, supported by L. Zarate, to approve the changes to the Village of Almont Downtown Development Authority Ordinance No. 139, to change Under Section 5 Governing Board: the Board shall consist of ten (10) members; change to the Board shall consist of nine (9) members. Also, sentence 3 in the same paragraph to change from the other nine (9) members, change to the other eight (8) members. Motion carried unanimously.

Roll Call:

Ayes: L. Zarate, J. Nuculovic, T. Pepper, T. Roach, M. Bohm, M. Breen, M. Ciampichini

Nays:

Abstain:

Absent: T. Antonelli, S. Schneider

### **Damage to Light Post on Main Street**

K. Schall is working on obtaining a police report and also filing a claim with the insurance company in order to get reimbursed for the new pole, snowflake holder and electrical contractor bill.

### **DDA Director Employment Contract and Yearly Review**

It was the consensus of the Board to postpone the DDA Director Employment Contract and Yearly Review until the DDA October Regular Meeting, when we have a full board. It will also give the DDA Board an opportunity to evaluate Ms. Schall's performance.

**Election of New DDA Board Vice Chairman**

Due to the Resignation of Ms. Christy Kinkade and the acceptance by the Almont Village Council, the DDA Board nominated Ms. L. Zarate as the new Vice Chairman.

Motion by M. Breen, supported M. Bohm, to approve the appointment of L. Zarate as Vice Chairman. This appointment will now be sent to the Village Council for approval. Motion carried unanimously.

**OLD BUSINESS**

**Heritage Festival**

K. Schall, Director gave an update on the Heritage Festival. Everything is moving along, we have the power all in order; vendors are coming in as well as Classic Car Show Registrations. Both have been put on the DDA Website and on FB. FB has been receiving a lot of hits and shares, which is really nice to see. Notices have been given to the Village Council for Road Closure approval. The DDA will also be issuing parking passes to the residents that will be affected by the road closures. The DDA is still looking for more vendors and volunteers to help out the day of.

**Dollar General**

K. Schall had a meeting with Village Manager, M. Connors and the Dollar General is moving along as planned. The brick was delivered today and they are working on the underground plumbing and the parking lot as well.

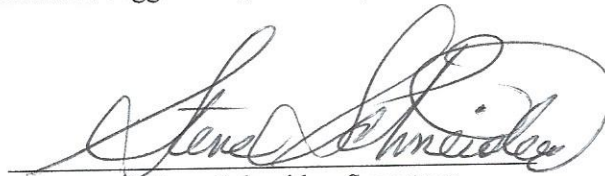
**Rough Draft Proposal for New Industrial Park Sign**

Proposed letter was sent to Vinckier Foods with no response as of this meeting. It has been determined that the DDA does not own any Van Dyke (M53) frontage in order to put an Industrial Park Sign. We are going back to the drawing board.

**Pear Trees along Main Street – Maintenance**

The DDA Board is looking at other options regarding the removal and or trimming of the Pear Trees. Within the next month, we will be talking to American Tree for their opinion and suggestions, since they have been the company that has maintained them in the past.

Meeting was adjourned at 9:00p.m.



Steve Schneider, Secretary