

**VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
RE- SCHEDULED MEETING MINUTES
April 19, 2017**

Members Present: T. Roach, T. Pepper, J. Nuculovic, L. Zarate, C. Kinkade, M. Bohm, M. Breen, T. Antonelli,

Members Absent: S. Schneider, M. Ciampichini

Others Present: K. Schall

Guests: Pat Ohlert, Traci Pewinski

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:05p.m. by Chairperson T. Roach

Additions/Deletions to Agenda:

<u>Expenses:</u>	Village of Almont (DDA Wages) \$2,548.08
	Village of Almont (DPW) \$ 251.14
	Total: <u>\$2,799.22</u>

New Business: Ad in the Tri-City Times for "Almont Shop Local" cost is \$35.

Public Comment: None

Approval of Minutes:

Motion by M. Bohm, supported by C. Kinkade, to accept the minutes of the February 22, 2017 Regular Board Meeting. Motion carried unanimously.

Motion by M. Bohm, supported by C. Kinkade, to accept the minutes of the March 16, 2017 Special Board Meeting. Motion carried unanimously.

Approval of Bills Payable:

1) Village of Almont	\$ 245.00	12) Kim Schall (Phone – Mar)	\$ 30.00
2) Village of Almont (Postage)	\$ 2.68	13) Village of Almont – (Ofc. Phone)	\$ 39.13
3) Village of Almont (St. Lts)	\$ 13.07	14) RCI Electric (St. Lts Repair)	\$ 314.95
4) Taylor, Butterfield	\$ 56.25	15) Tom Sadler (Envelopes)	\$ 125.00
5) Kim Schall (Phone – Feb.)	\$ 30.00	16) Kim Schall (Phone – April)	\$ 30.00
6) Village of Almont (DDA Wages)*	\$4,049.79	17) ROWE Professional Services	\$ 178.75
7) Tri-City Times (Adv.)	\$ 260.05	18) Redd Electric (St. Lts)	\$ 495.11
8) Village of Almont (Ofc. Phone)	\$ 39.13	19) Village of Almont (St. Lts)	\$ 239.15
9) Village of Almont	\$ 92.65	20) Village of Almont (Glinski Lot)	\$ 13.40
10) Landscape Direct	\$ 770.00		
11) Village of Almont (Water)	\$ 42.40		

Total to be approved: \$7,066.51

* Three months of Wages (Dec. Jan. & Feb.)

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Approval of Bills Payable (Continued)

Motion by C. Kinkade, supported by L. Zarate, to approve the bills payable in the amount of \$9,865.73, which includes the additional expenses of Village of Almont (DDA Wages) \$2,548.08 and the Village of Almont (DPW) \$ 251.14. Motion carried unanimously.

Treasurer's Report:

The Village of Almont DDA Statement of Revenue & Expenses for the eight months ending February 28, 2017
Motion by C. Kinkade, supported by M. Bohm, to approve the Treasurer's Report for the month ending February 28, 2017. Motion carried unanimously.

The Village of Almont DDA Statement of Revenue & Expenses for the nine months ending March 31, 2017
Motion by C. Kinkade, supported by M. Bohm, to approve the Treasurer's Report for the month ending March 31, 2017. Motion carried unanimously.

Director's Report:

K. Schall provided updates on various DDA projects and activities for the month of March and April. The Alley Way Project has been awarded to Novak Construction, the final paperwork is underway. All winter banners have been removed and the Spring Banners have been installed. The Youth on Main Street group is busy planning for their 4th Annual Spring Clean-up scheduled for Sunday, April 23rd Noon to 4pm. The Flower Planting and Maintenance bid has been published in the Tri-City Times as well as the Landscape and Maintenance bid for the CBD. We received 2 bids in both categories. Planning has begun on the Heritage Festival to be held September 15th and 16th.

Straw Poll Count for the Remaining payment to Scott's Lawn Maintenance

Motion by M. Bohm, supported by C. Kinkade, to approve the Straw Poll vote via e-mail to all board members dated March 1, 2017 to pay Scott's Lawn Maintenance the amount of \$2,180.00 which did not include the \$265 for the 4th plow between 12/11 and 12/13. Motion carried unanimously.

215 N. Main Street Electric Service (Glinski Lot)

Motion by C. Kinkade, supported by T. Pepper, to approve the removal of the Electric Service from 215 N. Main Street, Almont, MI 48003, by RCI Electric not to exceed \$500. Motion carried unanimously.

Converting Downtown Light Post to LED

Documentation was submitted by T. Roach after a discussion with J. Breen (RCI Electric) regarding what the cost would be to transition the Downtown Corridor light posts to LED. K. Schall also spoke to M. Connors, Village Manager regarding a meeting that will be held with our DTE Contact Reggie Brown. Date to be determined.

The DDA Board is requesting that the DDA Director contact both Redd Electric and RCI Electric to get quotes to replace all lights to LED. The board would like the cost broke down per individual post and labor.

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U.S. Flags and Michigan Flags Purchase

Motion by M. Bohm, supported by C. Kinkade, to approve the purchase of 12 U.S. Flags from Paul Mitchell's Office and 4 Michigan Flags from Rocket Enterprise, with the understanding that the DDA Director contact American Flag & Banner to compare their price, with an amount not to exceed \$300.00. Motion carried unanimously.

Lawn and Landscape Maintenance Contract Approval

Motion by M. Bohm, supported by C.Kinkade to approve the 2017 Lawn and Landscape Maintenance bid/proposal as submitted by Yard Services with the exception of banner/flag installation. Motion carried unanimously

Almont Flower Pot and Maintenance Contract Approval

Motion by C. Kinkade, supported by M. Bohm to approve the 2017 Flower Planting and Maintenance bid/proposal as submitted by American Tree with the exception of banner/flag installation. Motion carried unanimously.

Banner Removal and Replacement

Motion by L. Zarate, supported by C. Kinkade to approve the 2017/2018 Banner Removal and Replacement proposal as submitted by Yard Services. Motion carried unanimously.

YOMS Downtown Spring Clean-Up Day

K. Schall discussed with Board members the need for additional adult volunteers to oversee students for Clean-Up Day. The Almont Football team will be joining in the YOMS efforts along with the Girl Scouts and Boy Scouts.

Adding Tara Antonelli as a signer on the DDA Checkbook

Motion by M. Bohm, supported by C. Kinkade, to approve Tara Antonelli as a signer on the Almont Downtown Development Authority Checkbook. Motion carried unanimously.

Fountain Maintenance Contract Approval

Motion by C. Kinkade, supported by T. Pepper, to approve the 2017 Fountain Maintenance contract as proposed by Landscape Direct. Motion carried unanimously.

2017 Almont Heritage Festival

Mr. Pat Ohlert (Lions Club President) presented a proposed layout for the 2017 Beer tent that will be sponsored by the Lions Club. The Beer Tent will be set up in the tennis court area. This area will also be the area for the 2 bands that will be performing on Friday and Saturday nights.

Discussion was held regarding finding site coordinators for the festival site and also for the Car show. Both will be advertised on the DDA Website as well as the DDA Facebook page. We would prefer to have a local resident.

Discussion was held regarding Redd Electric and the service they have been providing. The rates for their services continue to grow and it may be time to look at other options

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Almont Chamber 2016/2017 Directory: The Chamber has requested financial help in paying for postage for the Almont Chamber 2016/2017 Directory. DDA Director K. Schall recommends that due to our budget constraints, we could donate \$100.00.

Motion by C. Kinkade, supported by L. Zarate to approve the donation of \$100.00 to the Almont Chamber of Commerce to help with the postage/publication of the Almont Chamber of Commerce Directory. Motion carried unanimously

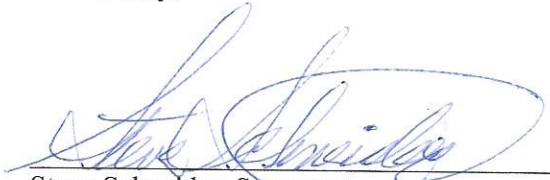
MDOT. K. Schall, reviewed and updated the DDA Board regarding the Advance an Ultrathin overlay project on M-53 this year. The scope of the project expands south county line to I-69. Through the portion of the village that is curb and gutter, MDOT would do a mill and ultrathin resurface so the grades match at the curbs. Everything else would receive an ultrathin overlay, which should go fairly quickly. Construction would most likely be late August or September and should go fairly quickly, with bids being let by early June.

Lamp Post Maintenance. T. Roach updated the board regarding information he has received for replacing the downtown lights with LED bulbs. K. Schall also updated the board that she is working with the Village Manager to possibly get a grant early next year to help decrease the cost of the project. Both the Village and the DDA District would convert over to LED.

Letter to Businesses pertaining to the Alley Way Project. K. Schall updated the Board and discussed the parking situation that will be of concern when the Alley Way Project begins.

Alley Way Project Update – Parking and status. K. Schall updated the board on the progress of the Alley Way Project. Currently, waiting on the final signature from The Village Attorney, then it will go to USDA for final approval. The project is due to start early May and be completed by mid to late July.

Meeting was adjourned at 9:10pm



Steve Schneider, Secretary

K. Schall - DDA Director

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