

**VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
February 22, 2017**

Members Present: T. Roach, M. Bohm, L. Zarate, S. Schneider, C. Kinkade, M. Breen, T. Pepper

Members Absent: J. Nuculovic

Others Present: K. Schall

Guests: Melissa Ciampichini, Traci Pewinski

Meeting was held at the Almont Municipal Building.

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

Additions/Deletions to Agenda: Expenses: Rowe Professional Services \$ 308.75, New Business: Received DDA Capture Tax from Lapeer County in the amount of \$26,011.36 and The Village of Almont in the amount of \$93,690.88, Banner Brackets, Lamp Post in Downtown.

Public Comment: None

A) Approval of Minutes:

Motion by S. Schneider, supported by M. Bohm, to accept the minutes of the January 25, 2017 Regular Board Meeting. Motion carried unanimously.

B) Approval of Bills Payable:

1) Village of Almont (St. Lights)	\$ 21.86	5) Scott's Lawn Maintenance	\$4,580.00
2) Village of Almont (DDA)	\$ 26.24	6) Village of Almont (St. Lights)	\$ 425.96
3) Romeo Party Rental *	\$ 30.00		
4) Yard Services	\$ 325.00		

- * Sno-Cone Machine rental for Polar Palooza.

Total to be approved including additions: \$5,717.81

Motion by S. Schneider, supported by C. Kinkade, to approve the bills payable in the amount of \$5,717.81 minus Scott's Lawn Maintenance in the amount of \$4,580.00. Motion carried unanimously.

Motion by S. Schneider supported by C. Kinkade to compile a revised statement of services from Scott's Lawn Maintenance from Invoices 17996 & 18017 and pay that amount, while reviewing the questionable charges.

Treasurer's Report:

The Village of Almont DDA Statement of Revenue & Expenses for the month ending January 31, 2017 was reviewed, as submitted by Patricia Lucas.

Motion by S. Schneider, supported by M. Bohm to approve the Statement of Revenue & Expenses as submitted by Patricia Lucas. Motion carried unanimously.

The Village of Almont DDA Captured Tax Revenue was reviewed as submitted by Patricia Lucas.

Motion by S. Schneider, supported by C. Kinkade to approve the Statement of Revenue & Expenses as submitted by Patricia Lucas. Motion carried unanimously.

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Director's Report:

- ❖ **The USDA-RBDG Grant (Alley Way Project)** – Has been put out to Bid. The current dates that we are working towards are:
 - Advertise for bids from February 1-March 6, 2017
 - March 6, 2017 bids will be opened and reviewed at The Village of Almont Office
 - Special DDA Meeting to be held on Thursday, March 16th to award project
 - March 21, 2017 present to the Village Council for approval.
- ❖ **The Pocket Park** – The winter lightening has been removed. Upon American Tree removing the remaining lights they noticed that 1 set of blue lights, 1 extension cord and 1 timer had been stolen.
- ❖ **Website & Facebook** – The DDA Website and the Downtown Almont Facebook pages have been updated. I have met with 2 of our business owners and have updated our website with their properties that are for lease or for sale. Have added The Heritage Festival dates to the website and Facebook. Also, ran across a website that publishes all festivals in the State of Michigan and I have been added to that website and I have already received calls from Vendors. ☺
- ❖ **The Almont YOMS Group** – The YOMS hosted the 4th Annual Polar Palooza on Saturday, January 28th. Mother nature, did not cooperate this year and so the attendance was very poor. The YOMS had crafts, concessions a bon fire and a movie lined up for the community to enjoy. Changes will need to be made in order to have a successful Polar Palooza next year.
- ❖ **2016 Tax Capture** – The billing for the 2016 tax-capture for the DDA has been distributed to the taxing jurisdictions. Due to the not receiving the capture for personal property tax we are losing approximately \$31,000.
- ❖ **Spring Clean-Up** – Date to be determined
- ❖ **Dumpster Project** – The two potential contractors that were interested in reviewing the bid packet have come back and decided not to submit a bid.
- ❖ **Meetings** – American Tree, Dr. Meek, J. Yarbrough & Small Scale Manufacturing & Downtown Vibrancy
- ❖ **Future Meetings/Activities** –

1. Youth of Main Street Meeting	March 6, 2017
2. Almont Chamber “Wake Up Almont”	March 9, 2017
3. DDA Special Board Meeting (Alley Way)	March 16, 2017
4. RRC Training Part 1	March 20, 2017
5. Village Council Meeting	March 21, 2017
6. RRC Training Part 2	April 13, 2017
- ❖ Total DDA Hours from January 15-January 28, 2017 = 41 Hours
January 29 – February 11, 2017 = 45 Hours

RRC Training Part 1 & Part 2

Discussion was held pertaining to the benefit of the DDA Director attending both of the trainings along with Village Manager, M. Connors.

Motion by S. Schneider, supported by T. Pepper to allow DDA Director to attend the trainings.

American Tree Spring Planting Contract

Board members reviewed the quote from American Tree outlining various planting and maintenance services. Due to the increase in cost, the Board has decided to put the Spring Planting Contract out to bid.

Motion by S. Schneider, supported by M. Bohm for DDA Director to prepare necessary paperwork to put the Spring Planting Contract out to bid. Motion carried unanimously.

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Appointing New DDA Board Members and Extending current DDA Board Members

There has been no interest expressed as a result of marketing and advertising the 2 current vacant board positions. At the DDA Board Meeting on January 25, 2017, the Board received 2 letters of interest. Tara Antonelli is willing to serve as the DDA Board Treasurer and Melissa Ciampichini as a member of the DDA Board. Board member's discussed the roles they would play within the community and the role of the DDA.

Motion by T. Pepper, supported by C. Kinkade to recommend the appointment of Tara Antonelli as Treasurer to the DDA Board of Directors for a Partial term to expire on March 31, 2019 and to also recommend to the Village Council for appointment to the Almont DDA Board of Directors. Motion carried unanimously

Motion by M. Bohm supported by T. Pepper to recommend the appointment of Melissa Ciampichini to the DDA Board of Directors for a Partial term to expire on March 31, 2018 and to also recommend to the Village Council for appointment to the Almont DDA Board of Directors. Motion carried unanimously.

Extending Current DDA Board Members Whose Term Expires March 31, 2017.

Lynn Zarate, Michele Breen and Johanna Nuculovic all have terms that are expiring on March 31, 2017. Lynn, Michele and Johanna have all agreed to accept another 4 (four) year appointment expiring March 31, 2021.

Motion by C. Kinkade supported by T. Pepper to recommend a 4 (four) year appointment of Lynn Zarate to the DDA Board of Directors for a term to expire on March 31, 2021 and to also recommend to the Village Council for appointment to the Almont DDA Board of Directors. Motion carried unanimously. A roll call was taken.

Ayes: T. Roach, M. Bohm, S. Schneider, C. Kinkade, M. Breen, T. Pepper

Nyes: None

Absent: J. Nuculovic

Motion carried unanimously

Motion by C. Kinkade, supported by M. Bohm to recommend a 4 (four) year appointment of Michele Breen to the DDA Board of Directors for a term to expire on March 31, 2021 and to also recommend to the Village Council for appointment to the Almont DDA Board of Directors. Motion carried unanimously. A roll call was taken.

Ayes: T. Roach, M. Bohm, L. Zarate, S. Schneider, C. Kinkade, T. Pepper

Nyes: None

Absent: J. Nuculovic

Motion carried unanimously

Motion by S.Schneider, supported by T. Pepper to accept J. Nuculovic memo accepting to extend her 4 (four) year appointment to the DDA Board of Directors for a term to expire on March 31, 2021 and to also recommend to the Village Council for appointment to the Almont DDA Board of Directors. Motion carried unanimously. A roll call was taken.

Ayes: T. Roach, M. Bohm, L. Zarate, S. Schneider, C. Kinkade, T. Pepper, M. Breen

Nyes: None

Absent: J. Nuculovic

Motion carried unanimously

Removing Signers from Bank Account

Motion by L. Zarate, supported by C. Kinkade to remove Jennifer Vanecek and Tammy Pepper as signers on the DDA Tri-County Bank Account due to Jennifer Vanecek resignation from the DDA Board and Tammy Pepper stepping down as Vice Chairperson.

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Banner Brackets

The DDA Board discussed in length the condition of the banners and the brackets. The Board has recommended that the Banners comes down immediately and that K. Schall contact the banner company to see what can be done to rectify the problem of the banners twisting on the lamp post and also coming off. It was also suggested that K. Schall get a price on replacing 2 of the Winter banners that have gone missing.

Motion by T. Pepper, supported by C. Kinkade to remove the banners immediately and to contact the banner company to find a solution to the problem as well as obtaining a price for the replacement winter banners.

Lamp Post

Discussion regarding the maintenance of the lighting on the Lamp Post. It was brought to the Board that it should be considered converting the Lamp Post to LED. T. Roach spoke to a contractor, who mentioned it would be \$100 to \$300 approximately per lamp post, depending on the wiring. A suggestion was also made to contact DTE to see about getting information from them regarding converting to LED. K. Schall will look into this.

Alley Way Project Update:

K. Schall gave an update as to the status of the Alley Way Project. The bidding announcement was placed in the Legal section of the Tri-City Times. All bids are due by 10am March 6th at which time they will be opened in public at the Village Municipal Offices.

Dumpster Project Update:

K. Schall and T. Roach gave an update on the Dumpster Project and due to the fact that the other two contractors that were interest in the project have since decided not to pursue this project, it was suggested that we pay the loan back to Tri-County Bank and look at this project at a later date.


Motion by T. Pepper, supported by C. Kinkade to recommend the Loan with Tri-County Bank be paid off and to look at the project at a later date, when more funds are available. Motion carried unanimously.

Heritage Festival

Discussion was held regarding the upcoming Heritage Festival on September 15th & 16th 2017. The location has been selected – Southeastern Heatmor has offered their property. It was discussed that we will need to advertise for a Site Coordinator and also a Coordinator for the Car Show. A meeting with the Heritage Festival Committee has been scheduled for Thursday, March 16th at 7:30pm at the Almont Village Offices to discuss the site plan, sponsorships, etc.

S. Schneider left the meeting at 8:19pm

Adjourned: 9:49p.m.



Steve Schneider, Secretary

K. Schall - DDA Director
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