

**VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
June 28, 2017**

Members Present: T. Roach, J. Nuculovic, L. Zarate, S. Schneider, M. Breen, T. Antonelli, M. Ciampichini

Members Absent: T. Pepper, M. Bohm, C. Kinkade

Others Present: K. Schall

Guests: Marty Clauw

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:11 p.m. by Chairperson T. Roach

Additions/Deletions to Agenda:

- Expenses: Village of Almont Phone Bill \$39.59, ROWE Professional Services \$1,240.00, Novak Construction Final Payment \$13,079.47
- Application for Final Payment to Novak Construction, Martin Clauw, Pocket Park Fountain, DDA Board Attendance

Public Comment: Marty Clauw asked to address the DDA Board regarding the area behind his building. He commended the DDA Board and what a wonderful job was done to improve the alley way behind the buildings on the South West side of Main Street (53). The Board thanked Mr. Clauw for his kind words.

Approval of Minutes:

Motion by L. Zarate, supported by T. Antonello, to accept the minutes of the May 24, 2017 Regular Board Meeting and the minutes of the June 12, 2017 Special Board Meeting. Motion carried unanimously.

Approval of Bills Payable:

1.	RCI Electrical Contracting *	\$ 314.95
2.	Village of Almont (Dir. Wages)	\$ 1,569.54
3.	Village of Almont (DPW Charges)**	\$ 2,993.06
4.	Kim Schall (June Phone)	\$ 30.00
5.	American Tree	\$ 2,275.00
6.	Village of Almont (215 N. Main) – Final	\$ 5.36
7.	Village of Almont – Ofc. Phone	\$ 39.39
8.	MEDA – Membership Fee	\$ 280.00
9.	Tri-City Times (Heritage Fest) - Advertising	\$ 255.00
10.	Village of Almont (St. Lts – W. St. Clair)	\$ 105.56
11.	Village of Almont (St. Lts. – E. St. Clair)	\$ 181.75
12.	Yard Services (Summer Banners)	\$ 275.00
13.	Kim Schall (Postage for Heritage Festival)	\$ 49.00
14.	Rocket Enterprise (Flag Supplies)	\$ 370.00
15.	Novak Construction – Alley Way Project	\$33,334.98

Total to be approved: \$42,078.59

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Approval of Bills Payable (Continued)

Motion by S. Schneider, supported by T. Antonelli, to approve the bills payable in the amount of \$56,437.65 which includes the additional invoices from the meeting additions. However, it is understood that the payment(s) to Novak Construction will not be released until approved by The Village Council at their Meeting on July 5, 2017 and Paula Gromack at the USDA. Motion carried unanimously.

Treasurer's Report:

The Village of Almont DDA bank account has a balance of \$257,090.55.

Motion by S. Schneider, supported by J. Nukulovic, to approve the Treasurer's Report. Motion carried unanimously.

Director's Report:

K. Schall provided updates on various DDA projects and activities for the month of June. Plans are moving along well for the Heritage Festival. 46 Sponsorship letters have been sent out to all local businesses and past sponsors. 44 Car Show letters have been sent out to all past car show attendees. We currently have \$2,500 in sponsorship pledges and 1 Craft Vendor. Our total goal is at least \$10,000 to make the event affordable. Still working on the Schedule of Events as many of the past participants backed out this year due to other commitments. An ad has been placed in the Tri-City Times Summer Festival Guide and Phil Foley from the County Press wrote an article, however, the current information never got in the paper, it was last year's information. A correction has been submitted. Working on event marketing materials and signs to be placed around town. Kristina Todaro who is a member of the Almont Park Board and a Resident has agreed to be the Festival Site Coordinator at a cost of \$700 for the 2 days. The Alley Way project is near completion and should be completed by June 30th. Working with Dr. Lois Meek regarding a façade grant for her building at 106 S. Main. We have a car show coordinator – Paul Urbanczyk & Debbie Steding who has previously run the Blueberry Car show. Rick Dodge has also volunteered to help with the Car Show. He will be paid \$300 to run the Car Show.

Almont Park Board New Sign

M. Breen suggested that the Park Board look into getting a sign where the arrow does not light up. M. Breen believes that there is possibly an ordinance against lighted arrows.

Motion by T. Antonelli, supported by M. Bohm, to approve the three way split of the Almont Park Board Sign between the Almont Park Board, the Almont DDA and the Almont Lions Clubs but not to exceed \$400 for the DDA portion. Motion carried unanimously.

Application for Payment No. 1 to Novak Construction (Alley Way Project)

Motion by T. Antonelli, supported by M. Bohm, to approve and submit the Application for Payment No. 1 to USDA for final approval to pay Novak Construction. Motion carried unanimously.

Application for Payment No. 2 (Final Payment) and approval of Change Order Form to pay Novak Construction (Alley Way Project)

Motion by S. Schneider, supported by T. Antonelli, to approve and submit the Application for Payment No. 2 and Change Order Form to The Village Council on July 5, 2017 for approval and then submit to Paula Gromack of the USDA for final approval to be able to pay Novak Construction. It is noted that the final payment will not be made to Novak Construction until K. Schall, DDA Director receives the signed documentation from USDA. Motion carried unanimously.

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Flag Supplies

The flags that are displayed along Main Street have been moving and coming off the posts. It was determined that the brackets to hold the flags in place are deteriorating due to the sun and wind. K. Schall contacted the flag company that supplied us the flags and purchased enough brackets & supplies to fix the flags. The total cost of this was \$370.

Dr. Lois Meek Façade Grant Application

The DDA reviewed Dr. Lois Meek's Façade Grant Application and decided to table the Façade Grant Application until the gutters are completed on her building. K. Schall, to contact Dr. Meek to relay this information and to stress the importance of the gutters. Board will review application at next meeting if the gutters are completed.

Almont Façade Corporation

The DDA Board would like more information on the Almont Façade Corporation before a decision will be made as to the continuance of the Almont Façade Corporation or to dissolve it. Items in question are: whose money is it that is still in the account? Who has authority to dissolve the corporation?

Parking Behind North West Main Street Businesses

Board discussed the parking situation behind the building on the North West side of Main Street (53) and has determined that the DDA does not own any of the property behind the buildings and it is up to the owners to determine the parking.

Marty Clauw – Alley Way Project/Property Maintenance

Mr. Clauw addressed the DDA Board with concerns regarding the Alley Way Project and Property Maintenance on his buildings. Before Mr. Clauw spoke, Chairperson T. Roach gave a brief breakdown of the previous conversations that he has had with Mr. Clauw. Mr. Clauw voiced his opinion that the DDA has targeted him in regards to the new concrete walkway that abuts up to his property and wants the DDA Board to remove the 2 slabs that abut his property. The DDA Board was not in favor of that. Mr. Clauw suggested an offer to the DDA Board to buy this portion of his property back for \$5,000. He feels that the new concrete will be directing people to walk across his property and he feels that is a liability. S. Schneider addressed this situation with a breakdown of what type of liability could happen. Mr. Clauw was not in agreement with the board and Mr. Clauw stated that he is going to put a fence around his portion of the sidewalk so that no one could walk from W. St. Clair south to the back of the businesses.

T. Roach mentioned to Mr. Clauw that in previous conversations, he assured T. Roach that the siding on his building at 102 S. Main would be repaired and that the gutters on the back of his other buildings that he owns would be completed. As of the date of this meeting, the siding has not been completed or the gutters. Mr. Clauw stated that they would be done in the next couple of days (both the siding and the gutters).

DDA Board Attendance

T. Roach reviewed the attendance of all Board Members, including himself and addressed the importance of regular attendance at DDA Board meetings. Our DDA By-Laws stipulate that Board members have an obligation to attend the majority of our regular monthly meetings or the Board, at their discretion, can remove a fellow Board Member for failing to meet this obligation.

DDA Board Attendance (Continued)

In reviewing the attendance record over the past year it was noted that Vice Chairman, Christie Kinkade has missed a majority of the meetings. After careful consideration, the Board has voted to remove Christie Kinkade from the DDA Board effective immediately. The Board will not be replacing this position but will reduce our size to more effectively have a voting quorum at our regular meetings.

Motion by L. Zarate, supported by M. Ciampichini, to approve the removal of Christie Kinkade from the DDA Board, and to not replace her and reduce the board size to 9 members. Motion carried unanimously.

OLD BUSINESS

Alley Way Project

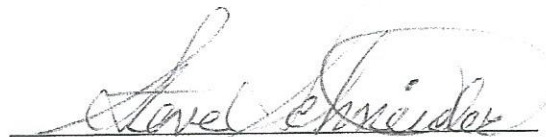
Alley Way Project is complete and lights are up and working. Thank you to Novak Construction for a successful completion to a long awaited project.

Heritage Festival

A meeting was held this evening before the DDA Board Meeting and the meeting mainly focused on the Car Show. We have 2 people that will be running the Car Show this year and also 1 volunteer at this time. We are looking for more volunteers. Paul Urbanczyk & Debbie Steding have requested a budget of \$1,500. This budget will include all printed advertising for the Car Show, all prizes, Raffle Tickets, etc.

Motion by T. Antonelli, supported by L. Zarate, to approve a budget not to exceed \$1,500 for the 2017 Car Show. Motion carried unanimously.

Meeting was adjourned at 9:15pm


Steve Schneider, Secretary