

**VILLAGE OF ALMONT  
DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES  
July 26, 2017**

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

**Members Absent:** M. Bohm, S. Schneider

**Others Present:** K. Schall

**Guests:** Lois Meek, DDS, Glen Meek, Michael Vinckier, Jr., Steven Schneider

Meeting was held at the Almont Municipal Building.

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

**Additions/Deletions to Agenda:**

- Expenses: Lapeer Development Corporation \$4,000
- Final Budget Amendments for 2016/2017
- Approval for DDA Director to purchase Banners & Signs for the Heritage Festival

**Public Comment:** Dr. Lois Meek addressed the DDA Board regarding an article that was placed in the Tri-City Times on Wednesday, July 19<sup>th</sup> 2017. The article stated that there are drainage issues at Dr. Meek's building and also Marty Clauw's building. Dr. Meek was upset because she has been working with K. Schall, DDA Director pertaining to the Gutters (which is what was in question). Dr. Meek was in the process of getting quotes for painting and also for gutters and was waiting for the Alley Way Project to be done and to get the quotes from the contractors. Dr. Meek did not like the fact that she was categorized with Mr. Clauw. Dr. Meek has been an outstanding business owner and has always maintained her building for as long as she has owned the building.

**Approval of Minutes:**

Motion by L. Zarate, supported by J. Nuculovic to accept the minutes of the June 28, 2017 Regular Board Meeting.  
Motion carried unanimously.

**Approval of Bills Payable:**

1. American Tree	\$ 620.00
2. Yard Services – Repair of Banners	\$ 125.00
3. Village of Almont – Copier Charge (1 Year)	\$ 227.38
4. Village of Almont – Water Bill	\$ 191.08
5. MEDA – Industrial Park Membership Dues	\$ 275.00
6. Kim Schall – July Phone	\$ 30.00
7. Village of Almont – Director Wages	\$1,608.29
8. Village of Almont – Street Lights 119 W. St. Clair	\$ 87.44
9. Village of Almont – Street Lights 116 E. St. Clair	\$ 266.66
10. Almont Township – Paper	\$ 28.99
11. Lapeer Development Corporation	<u>\$4,000.00</u>

Total to be approved: \$7,459.84

## **DDA Regular Board Meeting**

**July 26, 2017**

**Page 2**

### **Approval of Bills Payable (Continued)**

Motion by L. Zarate, supported by T. Pepper to approve the bills payable in the amount of \$7,459.84, which includes the \$4,000 payable to Lapeer Development Corporation and does not include the \$500 to Summit Rock Wall Adventures. Motion carried unanimously.

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

The Village of Almont DDA bank account has a balance of \$205,323.69.

Motion by M. Breen, supported by L. Zarate, to approve the Treasurer's Report. Motion carried unanimously.

Motion by T. Antonelli, supported by T. Pepper, to approve The Downtown Development Authority Annual Financial Report on the Status of the Downtown Development Authority. Motion carried unanimously

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

The Heritage Festival is moving along. We have 9 Sponsors, 5 craft/artist vendors and 1 food vendor so far. The car shows is also moving forward with Paul & Debbie taking the ball and running with it. A lot of time has been spent calling potential vendors and other locations that have held festivals and getting their vendor lists.

Working on moving forward with the Pella Challenge Grant for \$7,500 for a new sign for the Industrial Park. Had a conversation with Mr. Mike Vinckier about incorporating the Industrial Park sign with his LED sign. Alley Way project is completed. Working on the final paperwork with USDA to get our reimbursement. With the installation of the new lamp posts, it does keep the area lite up at night Dr. Lois Meek has completed the gutters on her building and they look nice. Will look at a Façade Grant for her building. Updated the DDA Website and also the DDA Facebook Page.

### **Pella \$7,500 Challenge Grant for a New Industrial Park Sign**

Pella, through its Pella Rolscreen Foundation, wishes to support downtown revitalization through a Pella Challenge Grant in the amount up to \$7,500. The Challenge Grant is where Pella will contribute up to \$7,500 as long as the businesses within the Industrial Park contribute up to \$7,500.

Mike Vinckier, Jr. updated the DDA Board on the current status of the LED Sign that was originally located on the Vinckier Sign along Van Dyke. The sign is no longer working and will need to be replaced.

The Board suggested that T. Roach and K. Schall put a proposal together along with an Easement Agreement and meet with Mike Vinckier & Mike Vinckier, Jr. to review and discuss in detail what steps need to be taken.

### **Bradford Pear Tree Removal/Quote**

A quote was presented to the DDA Board for removal of the 31 Pear Trees, however the quote did not include a replace tree/pant. So, with that being said, it was the consensus of the DDA Board to put together a plan/survey to the business owners as to the removal and replacement of the Bradford Pear Trees that are along Main Street (M53). After competition of the survey, the DDA would put together a bid packet and put the project out to bid.

### **Michigan Downtown Association Annual Conference**

Motion by T. Pepper, supported by J. Nuculovic, to approve the DDA Director to attend the Michigan Downtown Association Annual Conference held in Bay City, with expenses not to exceed \$600. Motion carried unanimously.

**DDA Regular Board Meeting**

**July 26, 2017**

**Page 3**

**Final Budget Amendments**

Motion by L. Zarate, supported by M. Breen, to approve the adjustment of \$1,765.08 from snow removal to DPW Services, Operational Supplies and Amenities and Fixtures to balance the 2016/2017 budget. Motion carried unanimously

**OLD BUSINESS**

**Alley Way Project**

K. Schall, Director will be meeting with Paula Gromack from the USDA – Rural Development Department on August 2<sup>nd</sup> to finalize paperwork and to review the project site for final inspection. After this process is completed, the DDA should receive the reimbursement of \$45,000 from the USDA for the Alley Way completed project.

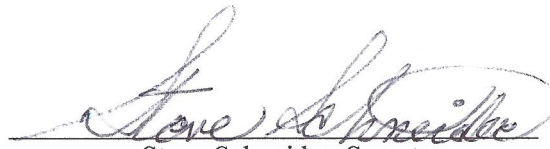
**Dr. Lois Meek Façade Grant Application**

Motion by T. Pepper, supported by J. Nuculovic, to approve Dr. Lois Meek's Façade Grant not to exceed \$1,000. Motion carried unanimously

**Heritage Festival**

A meeting was held this evening before the DDA Board Meeting and things are moving along. A lot of great ideas were shared and duties assigned. .

Meeting was adjourned at 9:36pm

  
Steve Schneider, Secretary

K. Schall - DDA Director  
July 26, 2017