

**VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
January 27, 2016**

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

Members Absent: A. Dettmer, M. Breen

Others Present: N. Boxey

Guests: 7

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:04 p.m. by Chairperson T. Roach

Additions/Deletions to Agenda: None

Public Comment:

T. Roach expressed his public appreciation to all the Board members for their dedication, support, hard work and service to the community. He reminded a Board member that as part of their oath of office is a commitment to meeting attendance. Each board member represents valuable community opinions and their input is necessary for effective decision making. Our recently adopted By-Laws outline board member's obligations.

S. Schneider stated that as the President of the Village Council, he wanted to share the Council's views that they are very satisfied with how the DDA is operating and that they have been impressed with the accomplishments of the Board and Executive Director, N. Boxey. He also expressed his appreciation with what N. Boxey has accomplished in her role.

Approval of Minutes:

Motion by M. Bohm, supported by J. Vanecek, to accept the minutes of the November 18, 2015 Regular Board Meeting as presented. Motion carried unanimously.

Approval of Bills Payable:

1) Nancy Boxey	\$30.00	19) Scott's Lawn	\$565.00
2) Nancy Boxey	\$75.22	20) Scott's Lawn	\$2,860.00
3) Nancy Boxey	\$87.14	21) Tri-City Times	\$195.00
4) Village of Almont	\$414.26	22) Tri-City Times	\$195.00
5) Village of Almont	\$7,787.13	23) View Newspaper	\$188.72
6) Village of Almont	\$45.98	24) View Newspaper	\$94.36
7) Village of Almont	\$38.98	25) Huddle Bar	\$172.93
8) Village of Almont	\$193.03	26) Jenny Vanecek	\$52.89
9) Village of Almont	\$400.83	27) Yard Services	\$675.00
10) Village of Almont	\$31.96	28) Redd Electric	\$466.84
11) Village of Almont	\$39.00	29) Isabelle Bourque	\$20.78
12) Village of Almont	\$48.14	30) Accunet	\$358.50
13) Village of Almont	\$57.87	31) American Tree	\$33.48
14) Village of Almont	\$88.73	32) American Tree	\$3,585.50
15) Village of Almont	\$5.34	33) The Print Shop	\$204.30
16) Village of Almont	\$54.45	34) Almont Lions Club	\$200.00
17) Village of Almont	\$485.03	35) Cash-Parade Prizes	\$450.00
18) Scott's Lawn	\$865.00	36) Page One Printing	\$160.81

Total to be approved:

\$ 21,227.20

Motion by S. Schneider, supported by C. Kinkade, to approve the bills payable. Motion carried unanimously.

Treasurer's Report:

The cash flow statement for November and December 2015 was reviewed. Current account balance is: \$113,746.13. Motion by S. Schneider, supported by T. Pepper to approve the Treasurer's Report. Motion carried unanimously.

N. Boxey provided an overview of the 2015 tax capture billing which was distributed to the taxing jurisdictions for payment. Property assessments have continued to rebound which will result in additional DDA revenue of \$14,370.00. The newly expanded portion for the DDA district accounted for \$280.69.

Director's Report:

N. Boxey provided updates on various DDA projects and activities for the month of December and January. The "Chalet" façade improvements are progressing on schedule and according to the design submitted. S. Schneider stated that the Buscemi's project is officially cancelled and the building has been cleaned out. The old snowflake decorations have been sold. The new Almont Zoning Ordinance has taken effect and will serve as significant tool in new developments as it contains specific downtown design guidelines consistent with best practices.

Job Fair

N. Boxey stated that as a result of the positive feedback from the job fair held this past July, she has been working with the Imlay City DDA to plan a second event on Monday, March 7th. The Lapeer "Michigan Works" office will again partner with these efforts. It was agreed to rotate the location between the two communities and as a result, the Fair will be held in Imlay City at the Countryside Banquet Center.

Motion by C. Kinkade, supported by M. Bohm to approve up to \$500 in expenses to host the Job Fair. Motion carried unanimously.

Downtown Parking Policies/Ordinances

N. Boxey and Village Manager, S. Moyer-Cale, discussed with the Board some ideas for better managing downtown parking as we do not have a formal parking lot ordinance. Concerns have been raised regarding the use of the new parking lot on the SE side by commuters. They proposed the idea of formally designating the under utilized spaces at the south end of the east parking lot (behind Dr. Lane's office and alongside the rental home) for commuter parking. Various options were discussed ranging from a formal ordinance, parking lot surveillance cameras to a public awareness campaign. Concerns were raised that we may not want to begin an enforcement initiative until we have a clear handle on the average number of commuter cars per day. It was agreed that N. Boxey and S. Moyer-Cale begin developing a public awareness campaign to consist of letters, newspaper articles, and potential signage as well as a possible incentive for utilizing these spaces.

Discussion was also held regarding the possibility of implementing a two or three hour parking limit on the municipal parking lots to reduce the usage of prime customer parking by employees, business owners and commuters. The issue of enforcement was discussed and lack of Village resources. Board members indicated that they did not wish to impose such limits at this time.

New Almont Zoning Ordinance Project Approvals

N. Boxey and S. Moyer-Cale discussed with the Board the potential for slowing down proposed downtown property improvements as the new Zoning Ordinance requires DDA review of all new developments including general activities such as painting a property. Discussion was held regarding the Board granting executive approval for maintenance based

projects or those projects already approved through a DDA Design Assistance Grant. Larger projects would utilize a longer timeline allowing for timely review by the DDA Board of Directors. While Board members commended the proactive approach by N. Boxey and S. Moyer-Cale in trying to streamline the development process, they indicated they would like to see some written guidelines before granting such approval authorizations. N. Boxey and S. Moyer-Cale to develop some guidelines for the next DDA meeting.

Downtown Banner Project

N. Boxey requested volunteers from the Board to serve on a banner committee to select designs and materials for new banners to be purchased with the 2016 Pella Rolscreen Foundation Grant. C. Kinkade, J. Vanecek, T. Pepper, J. Nuculovic, and L. Zarate volunteered.

Polar Palooza

N. Boxey discussed the need for volunteers to help during the event. M. Bohm volunteered to deliver the fire pit, firewood and portable patio heaters the morning of the event and coordinate pick-up with G. Peltier. L. Zarate and A. Dettmer volunteered to help during the event.

2016 Almont Heritage Festival

N. Boxey indicated that both bands have been booked for this event and a planning committee is being organized. Board members are encouraged to attend the meetings which will be held one hour prior to the regular DDA board meeting.

Motion by C. Kinkade, supported by S. Schneider to approve up to \$8,000 for the Almont Heritage Festival with the understanding that all attempts to raise the appropriate funds through sponsorships and donations are made. Motion carried unanimously.

Meeting was adjourned at 9:10 pm

Steve Schneider, Secretary