

**VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
November 16, 2016**

Members Present: T. Roach, C. Kinkade , M. Bohm, A. Dettmer, M. Breen, L. Zarate, S. Schneider, J. Nuculovic,

Members Absent: T. Pepper

Others Present: K. Schall

Guests: 1 Student, 1 Resident

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:10pm by Chairperson T. Roach

Additions/Deletions to Agenda: Expenses: Yard Services \$2,160.00, Village of Almont \$52.48, Village of Almont Directors Wages \$1,743.93. New Business: Tri-City Times Newspaper Ad for Holly Day Light Parade, The County Press & LA View Newspapers ad's for the Holly Day Light Parade, Clean Rite, Al Dettmer announced that he will be leaving the Board, Post DDA Position on website

Public Comment: None

A) Approval of Minutes:

Motion by S. Schneider, supported C. Kinkade, to accept the minutes of the October 26, 2016 Regular Board Meeting as presented. Motion carried unanimously.

B) Approval of Bills Payable:

1) Redd Electric Contr.	\$1,252.50	7) Yard Services	\$2,160.00
2) ROWE Professional Serv.	\$ 190.00	8) Village of Almont	\$ 52.48
3) Universal Sound Prod.*	\$ 50.00	9) Village of Almont	\$1,743.93
4) American Tree	\$ 781.00		
5) Village of Almont	\$ 481.25		
6) Consort Banners **	\$6,726.12		

*Deposit for the Holly Day Light Parade

**We received a Grant in the amount of \$6,600.00

Total to be approved: \$13,437.28

Motion by S. Schneider, supported by M. Bohm, to approve the bills payable with the condition that the Redd Electric charges are verified accurate. Motion carried unanimously.

Treasurer's Report:

The Village of Almont DDA Statement of Revenue & Expenses for the month ending October 31, 2016 was reviewed, as submitted by Patricia Lucas.

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

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Director's Report:

- A. Spooky Time Bash & Pet Parade Contest – The Almont Lion's Club and the Village of Almont DDA had a very successful 19th Annual Spooky Time Bash and would like to thank the Almont Park Board for allowing the Lion's Club and the Almont DDA to use the park as well as 45 vendors from all around our community. We had approximately 300 family, friends and residents that enjoyed a fun filled afternoon.
- B. Pella Banners – Spoke to Corey at Consort and we are hoping to have the new banners the week of November 7th.
- C. Y.O.M.S. – Had a meeting with the Youth on Main Street Monday, November 7th and we have been discussing the group finishing the Coloring Book that they have been working on and would like to finish before they graduate. Also, talked about the Holly Day Light Parade and the Historical Society where they will help children decorate cookies and write letters to Santa. The next activity that the YOMS group is preparing for is the Polar Palooza that will be held January 28th (still need to confirm) and it will be held at the Almont Community Park, will need to do fundraising in order to have activities, etc.
- D. American Tree Holiday Lighting – Spoke a number of times to Connie at American Tree – they are looking at putting up the Holiday Lights and garland around November 17th or 18th at which time they will also take down our fall banners at no charge and put them away in storage. Connie will also be testing the tree before the Holly Day function, so if the tree is lite up one night – do not worry.
- E. DTE Receptacles – Kim Keesler received an e-mail from DTE and forwarded it to the DDA because it is pertaining to the DDA Main Street Light Posts and the holiday lighting. At the top of each Light post is an electrical outlet (receptacle) every year when the DDA uses those receptacles for our holiday lighting, we are suppose to pay a monthly fee for as long as we use them. Needless to say, we have never been charged. DTE is NOT going to back charge us, but going forward we will need to pay the monthly charge for the use of the receptacle outlets which is \$11.79 per month for 2016. We normally use the receptacles from November to January – we have 37 poles which would cost \$436.23 per month approx.. So, this is an amount that we need to be aware of and include it in our budget next year.
- F. Holly Day Parade Update – Work has been started to secure sponsors, parade participants, Mr. & Mrs. Clause, Southeastern Heatmor, The Almont Historical Society, the Y.O.M.S group, the Almont Marching Band, The Lion's Club, etc. The Almont Dance Team, the Almont Police Department, etc.
- G. Marty Clauw's Building at 102 S. Main – I have had 2 representatives from State Farm see me regarding starting up a State Farm business by the end of the year in one of the vacant buildings in Downtown. I put them in contact with all the business owners that fit what they are looking for and the one has meet with Marty twice regarding his Historic building on the corner. I hope to have an update by the time we have our meeting.

New Business:

- A. OZ Motor Sports – Christie Kinkade provided the DDA Board with an update on the status of the old Saddlery Building that OZ Motor Sports recently purchased. Christie stated that they hope to have a couple of new tenants in the building after plans and inspections have been conducted and the necessary work concluded.
 - B. Banners to be donated to the Village of Almont Park Board. The Board discussed donating the old banners to the Almont Community Park Board that have Village of Almont on them and thought that was a great idea. They will be able to display them along the park entrance during each season.
 - C. Christmas Meeting (December) has been cancelled due to the holiday and a Christmas get together will be held on December 14th, 2016 @ 7pm
- Motion by C. Kinkade, supported by M. Bohm to approve the cancellation of the December meeting and to approve the Christmas get-together on December 14th, 2016 @ 7pm, location to be determined. Motion carried unanimously.

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New Business Cont.

D. Ad in the Good Fellow Newspaper

Motion by M. Bohm, supported by C. Kinkade to approve the placement of the Ad in the Good Fellow Newspaper.
Motion carried unanimously.

E. Approval of DDA Directors Time Card

Motion by L. Zarate, supported by C. Kinkade to approve the DDA Directors Timecard. Motion carried unanimously.

F. Approval for DDA Director placing an Ad in the Tri-City Times Newspaper for the Holly Day Light Parade at a cost of \$191.80

Motion by C. Kinkade, supported by S. Schneider to approve the DDA Director to place an Ad in the Tri-City Times at a cost not to exceed \$192.00. Motion carried unanimously.

G. Approval for DDA Director to place ad's in The Country Press & The LA View Newspapers for the Holly Day Light Parade for \$456.00


Motion by C. Kinkade, supported by J. Nuculovic to approve the Ads be placed in The County Press and the LA View at a cost not to exceed \$460.00. Motion carried unanimously.

H. Klean Rite has offered to clean the DDA Office Once a month at a cost of \$25. The Board and the DDA Director discussed the cleaning of the DDA Office and felt at this time it is not necessary to pay \$25 a month.

Old Business:

- A. Alley Way Project: K. Schall is working with Mike Carpenter of ROWE and they are in the process of putting together the Alley Way Project bid package. Once we receive the bid package, the DDA will review and if no changes, it will then be sent to the USDA for their approval.
- B. Dumpster Project: T. Roach gave an update that the DDA is waiting on a gate quote and after that is received it will be reviewed and K. Schall and T. Roach will present to the Village Council for their approval.
- C. Scott's Lawn Maintenance - It has been confirmed that Scott's Lawn Maintenance does have Insurance, the DDA Office has a copy in his file.
- D. 2016/2017 Election of Officers. Currently the DDA does not have a Treasurer and has decided to delay an Election of Treasurer until next DDA Meeting in January 2017.

Adjourned: 8:45pm


Steve Schneider, Secretary

K. Schall - DDA Director
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