

**VILLAGE OF ALMONT  
DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES  
March 25, 2015**

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

**Members Absent:** J. Vanecek, A. Dettmer, M. Bohm

**Others Present:** N. Boxey

**Guests:** 1

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:06 p.m. by Chairperson T. Roach

**Additions/Deletions to Agenda:** New Business (H) – Fountain Maintenance Contract

**Public Comment:**

Marty Clauw addressed the board regarding his renewed enthusiasm and interest in making needed building improvements to his properties downtown. He apologized to S. Schneider for his past actions. Mr. Clauw publically thanked the DDA Board and Director N. Boxey for all of their hard work and efforts in downtown revitalization and stated that it truly has made a difference in the community and has directly affected his desire to be a partner moving forward. He has been meeting with the Village manager and building inspector along with N. Boxey to discuss his short-term and long-term plans and has been working with his neighboring property owner to resolve both water and exhaust issues. His desire to make the necessary and appropriate design and façade changes and wants to provide the community with what they need and deserve to have. Mr. Clauw stated that he will be a visible and active partner as he moves forward with the necessary corrections.

**Approval of Minutes:**

Motion by S. Schneider, supported by C. Kinkade to accept the minutes of the February 25, 2015 Regular Board Meeting as presented with a typo correction changing “as” to “has” under Spring Clean Up. Motion carried unanimously.

**Approval of Bills Payable:**

1. Nancy Boxey	\$30.00
2. Nancy Boxey	\$32.82
3. Lapeer Economic Club	\$20.00
4. MI Downtown Assn.	\$100
5. Blue Water Printing	\$249.00
6. Village of Almont	\$262.73
7. Village of Almont	\$2,373.68
8. Village of Almont	\$330.90
9. Tri-City Times	\$110.00
10. Scott’s Lawn Service	\$865.00
11. Scott’s Lawn Service	\$900.00

Total to be approved: \$ 5,274.13

Motion by T. Pepper, supported by C. Kinkade, to approve the bills payable. Motion carried unanimously.

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

The cash flow statement for February, 2015 was reviewed. The current checking account balance is: \$186,318.59. All taxing jurisdictions have paid their DDA 2014 Tax capture amount. Motion by S. Schneider, supported by T. Pepper to approve the Treasurer's report. T. Roach asked where we were in terms of the Snow Removal budget. N. Boxey stated that we are currently at \$13, 160 which is under the budgeted \$20,000 amount. Motion carried unanimously.

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

N. Boxey provided updates on various DDA projects and activities for the month of February. N. Boxey stated that the Historical Museum building has been added to the Village insurance policy and outlined the coverage provided. The Almont Women Business Owners Alliance has reorganized and is currently planning a series of social and educational events. Final approved copies of the DDA plan are being printed and will be available to all DDA and Council members. The "Almont Career Connections" page has been posted on the DDA website and is already generating positive response from employers and the community. Enforcement of the International Property Maintenance Code through the court system continues to move forward.

S. Schneider discussed with the board that he has been in negotiations with a potential purchaser for the Henderson property at 219 S. Main St. The potential purchaser is a local Almont businessman and an inspection has already been conducted of the building. He is hopeful that this will go forward as it will be sold "as is." S. Schneider stated that he knows both the businessperson and Mr. Henderson well and is in the middle helping to make this deal move forward. It would help solve a big problem for the Village. He stated that he would anticipate the Village giving a new owner some time to make the needed improvements.

### **Parking Lot Lease Discussion**

N. Boxey provided Board members with information on all the currently held parking lot lease agreements between the DDA and private property owners within the downtown. There are four agreements in place. Of the four, two are eligible to be terminated or updated. One expires in 2018 and one is currently written "in perpetuity." Board members discussed the advantages and disadvantages to holding each agreement and N. Boxey provided some winter maintenance costs associated with a little used lot. Discussions were held regarding the current improvements needed to each lot and the potential costs. Board members were asked to inspect each lot on their own and to be prepared to provide feedback and direction to Director N. Boxey at the April meeting on how they wish to proceed with these agreements.

### **2015 Flag Purchase**

N. Boxey provided an update on the current poor condition of the US and Michigan flags that are displayed downtown during the summer. They were last replaced in 2009. Pricing from various companies was provided and she has approached the Almont American Legion to see if they may be willing to help share in the costs.

Motion by C. Kinkade, supported by S. Schneider to approve an amount not to exceed \$300 for the purchase of (12) US Flags and (4) State of Michigan flags for the downtown lamp posts with ordering discretion given to N. Boxey. Motion carried unanimously.

### **Façade Design Assistance Grant Request - 122 S. Main Street**

N. Boxey presented a Façade Grant Request from Marty Clauw to participate in the Design Assistance Grant portion of the program. He currently is in the process of removing the rotten wood slats above the property and would like to have some guidance in what to install in its place. M. Clauw discussed with the board that he is planning to move forward with the project and would like to continue with the DDA vision for the downtown and to compliment his neighboring property

owners' projects. N. Boxey recommended that in the interest of time and allowing Mr. Clauw to plan for an application for Façade funds in July that the DDA could reallocated some remaining snow removal funds to this request.

Motion by L. Zarate, supported by T. Pepper to approve a Design Assistance Grant in the amount of \$800 for 122 S. Main Street. T. Roach asked if the design would encompass the full length of the façade. N. Boxey stated that it would. Motion carried unanimously.

### **2015 Lawn and Sidewalk Maintenance Contract**

Motion by T. Pepper, supported by S. Schneider to approve a one year extension to Yard Services for the 2015 Lawn and Sidewalk Maintenance Contract as presented. Motion carried unanimously.

*S. Schneider left the meeting at 8:50 pm*

### **2015 Parking Lot Improvements**

N. Boxey discussed with the Board the need to move forward with Phase 3 of the Fire Hall lot improvements which would encompass the walkway, greenbelt and some lighting. Property easements and/or acquisitions will need to be addressed or private owners will need to share in some of the cost. N. Boxey and S. Moyer-Cale met with Rowe Engineering and inspected this lot as well as the SE lot to discuss ways to make cost effective repairs and long and short term planning including dumpster relocations.

Motion by C. Kinkade, supported by T. Pepper to approve an amount not to exceed \$1,000 to Rowe Engineering to develop concept drawings, lot layout and pricing estimates for the alleyway project and SE lot improvements. Motion carried unanimously.

### **MiPlace Placemaking Strategy Development Workshop – Lapeer**

N. Boxey stated that the upcoming workshop would be beneficial for Board members to attend to increase their knowledge and awareness of the State's Placemaking initiative. Members were asked to respond to N. Boxey if interested in attending.

### **Michigan Downtown Association – Flint Conference**

Motion by C. Kinkade, supported by T. Pepper to approve the registration and travel costs for N. Boxey to attend the April 17<sup>th</sup> MDA Flint conference. Motion carried unanimously.

### **Fountain Maintenance Contract**

Motion by C. Kinkade, supported by T. Pepper to approve the seasonal fountain maintenance contract with Landscape Direct as presented. Motion carried unanimously.

### **US-SBA “Dialogue with the Director” Event**

T. Roach stated that he is working with N. Boxey to help recruit local business owners to attend this event. J. Nuculovic stated that several employees of CSB Bank have already committed to attend. Board members were encouraged to help generate interest within the community. N. Boxey asked for Board assistance in setting up the morning hospitality table.

### **Spring Clean-Up Event**

The YOMS group is currently putting together their project list which includes sweeping, trash pick up, minor landscaping as well as the cleaning of all the DDA banners. The Almont Car Wash has agreed to provide the use of a self-serve bay to

assist them in their efforts. CSB is once again providing the luncheon and Charlie Browns will provide ice-cream. Ace Hardware will help with needed supplies. Outreach to local Scout and Youth groups has begun and some interest has been shown. Coordination with CSB Bank and Almont Township to host their shred and community clean-up days at the same time has been successful. If enough students volunteer some projects at the Community Park can take place.

### **Downtown Design Guidelines**

N. Boxey reviewed with Board members draft design guidelines that will be compiled by Rowe Engineering and presented to the Planning Commission on Thursday, April 2<sup>nd</sup>. These guidelines were compiled based on best-practices in downtown designs as well as collected from other successful communities. Board members were encouraged to attend the Planning Commission as these guidelines will set the vision of what future downtown improvements and construction will look like in the future. It is important that the DDA and Planning Commission actively partner on this initiative.

### **DDA Plan Approval**

The Village Council formally adopted Ordinance 139.4 which updates the DDA Development and TIF plan. All required documents will be submitted by our attorney to the State of Michigan.

Meeting was adjourned at 9:18 pm

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Steve Schneider, Secretary

Nancy Boxey - DDA Director

March 25, 2015