

**VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
April 22, 2015**

Members Present: T. Roach, J. Nuculovic, C. Kinkade, A. Dettmer, J. Vanecek, M. Bohm

Members Absent: S. Schneider, M. Breen, L. Zarate, T. Pepper

Others Present: N. Boxey

Guests: 2

Meeting was held at the Almont Municipal Building.

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

Public Comment: None

Approval of Minutes:

Motion by C. Kinkade, supported by M. Bohm to accept the minutes of the March 25, 2015 Regular Board Meeting as presented. Motion carried unanimously.

Approval of Bills Payable:

1. Nancy Boxey	\$30.00
2. Nancy Boxey	\$17.30
3. Nancy Boxey	\$49.00
4. Village of Almont	\$29.28
5. Village of Almont	\$98.58
6. Village of Almont	\$33.00
7. Village of Almont	\$23.25
8. Page One Printing	\$175.00
9. Page One Printing	\$75.00
10. American Tree	\$750.00
11. Taylor, Butterfield	\$112.50
12. Scott's Lawn Maintenance	\$1,765.00
13. Romeo Party Rental	\$46.90
14. Landscape Direct	\$1,358.50

Total to be approved: \$ 4,563.31

Motion by C. Kinkade, supported by J. Nuculovic, to approve the bills payable. Motion carried unanimously.

Treasurer's Report:

The cash flow statement for March, 2015 was reviewed. Motion by C. Kinkade, supported by J. Nuculovic to approve the Treasurer's report. Motion carried unanimously.

Director's Report:

N. Boxey provided updates on various DDA projects and activities for the month of March. The new "Career Connections" addition to the DDA website is getting positive reviews from both residents and local business owners and already two positions have been filled. The Almont Womens Business Owners Alliance will be hosting a networking

session and highlighting several locally owned businesses at Skyline Camp and Retreat Center. The SBA “Dialogue with the Director” event went extremely well and 17 locally owned businesses took advantage of participating. Additional follow-up educational programs will be developed as a result of this event.

Web Site Updates

The DDA website has not gone through a revision since it was originally created six years ago. While a very basic mobile friendly version has been created, it is not in keeping with the image as well as being user friendly. N. Boxey stated that the DDA website shows up first on a Google search of “Almont” and that it is the most often used community web site in Almont. Board members discussed that we need to continue setting a high standard for our online presence. N. Boxey stated that we have been very satisfied with our current web site host and that they continue to be extremely competitive in their rates.

Motion by M. Bohm, supported by C. Kinkade to approve up to \$500 for contracting with Accunet Web Services for updates to the DDA website including mobile ready features. Motion carried unanimously.

Local Job Fair

N. Boxey shared with the Board that she has been approached by the Imlay City DDA to partner in hosting a local job fair. Imlay City hosted one last summer and feels that a combined effort will bring in more potential employees as well as participation by employers. T. Roach indicated that his initial thoughts were to host an evening presentation by local employers followed by “open houses” at their locations for those interested in applying. Discussion was held regarding this format versus a traditional job fair format. Consensus was reached to host a joint job fair with Imlay City but to look to schedule it during the summer when a local school facility would be available versus hosting it at the ISD Ed-Tech Center.

DDA By-Laws

N. Boxey discussed with the Board the need to develop DDA By-Laws as the final piece of organizational updates now that the DDA reauthorization is complete. She is to email Board members sample by-laws from other communities and Board members are to provide feedback on what they would like to see included.

Application Fees

N. Boxey asked for feedback from board members regarding the idea of charging application fees from property owners for compiling and administering grants specific to individual private projects. Board members were in agreement that it is standard procedure to charge fees for building and inspection permits, site-plan reviews, sign-permit applications, etc. and that based on the amount of staff time involved that a fee schedule be developed. N. Boxey to work with Village Manager Moyer-Cale to develop an appropriate fee schedule.

Spring Clean Up Event

Board members were encouraged to join the YOMS group on Saturday for their 2nd Annual Downtown Spring-Clean Up event. Several local businesses are sponsoring the cost of food and supplies and a good student turnout is expected.

Parking Lot Lease Agreements

Board members reached consensus that they would continue discussing the current agreements as well as allow for an opportunity for the potential sale of 219 S. Main to develop before drafting final updates/changes to current lease agreements. Consensus was to have final decisions made prior to signing a new winter snow plowing contract.

2015 Parking Lot Improvements

Rowe has not yet finished the striping/lay out plan or alleyway design and cost estimating.

Meeting was adjourned at 8:42 pm

Steve Schneider, Secretary

Nancy Boxey - DDA Director
April 22, 2015