

**VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
June 24, 2015**

Members Present: T. Pepper, L. Zarate, M. Breen, J. Nuculovic, T. Roach, M. Bohm, A. Dettmer,

Members Absent: C. Kinkade, J. Vanecek, S. Schneider

Others Present: N. Boxey

Guests: 1

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

Bills Payable: Village of Almont \$212.32; Village of Almont \$93.93

Public Comment:

Leonard Ballor from the Almont American Legion presented information regarding the Legion's upcoming golf outing in September. They are looking for sponsors and donors for this event. The proceeds will be used to help with the costs of their "Pictures with Santa" event which will be held on December 12th. N. Boxey to post this information on the DDA website as well as distribute it electronically to all board members.

Approval of Minutes:

Motion by T. Pepper, supported by M. Breen, to accept the minutes of the May 27, 2015 Regular Board Meeting as presented. Motion carried unanimously.

Approval of Bills Payable:

1. Nancy Boxey	\$30.00
2. Village of Almont	\$5,000.00
3. Village of Almont	\$300.00
4. Almont Homecoming	\$1,500.00
5. Yard Services	\$400.00
6. Redd Electrical	\$298.69
7. Taylor, Butterfield	\$37.50
8. Village of Almont	\$1,683.39
9. American Tree	\$2,723.00
10. Rowe Professional Services	\$749.75
11. Village of Almont	\$39.05
12. Village of Almont	\$212.32
13. Village of Almont	\$93.93

Total to be approved: \$ 13,067.63

Motion by T. Pepper, supported by L. Zarate, to approve the bills payable. Motion carried unanimously.

Treasurer's Report:

The cash flow statement for May 2015 was reviewed. The current DDA cash balance is \$165, 216.95. Motion by M. Bohm, supported by T. Pepper 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 June. The DDA will once again be applying for recognition as a star community through the University of Michigan – Dearborn eCities project. It would appear that the AE adaptive reuse project has reached its end as the Almont Board of Education did not vote to extend the deadline for a decision to allow for a November election. The MEDC is currently being targeted for budget cuts to their community and economic development programs as part of the proposed solution to fund road improvements.

Lamp Post and Globe Purchase Approval

N. Boxey discussed with the board that a downtown lamp post has been broken by a garbage truck that has yet to be identified. A replacement post was installed and an insurance claim will be filed by the Village for DDA reimbursement. Currently we do not have replacement globes in stock and we only have one replacement post on hand.

Motion by T. Pepper, supported by L. Zarate to approve the purchase of one lamp post and four replacement globes at a cost not to exceed \$4,000. Motion carried unanimously.

DDA 2014-2015 Budget Amendments

Motion by T. Pepper, supported by J. Nuculovic to approve the 2014-2015 Almont DDA budget adjustments as presented. Motion carried unanimously.

DDA 2015-2016 Budget Approval

Motion by M. Bohm, supported by T. Pepper to approve the 2015-2016 DDA budget as presented. Motion carried unanimously.

DDA 2015-2016 Meeting Dates

Motion by T. Pepper, supported by J. Nuculovic to approve the following 2015-2016 DDA regular meeting dates with meetings to be held at 7:00pm at the Almont Village Offices at 817 N. Main Street.

July 22

August 26

September 23

October 28

November 18

December 16

January 27

February 24

March 23

April 27

May 25

June 22

Motion carried unanimously.

2015 Phase III Parking Lot Alley Project

Discussion was held regarding the estimated costs provided by Rowe for the concept plan of the alley project updated to reflect asphalt versus concrete. Board members expressed concern about financing an asphalt project longer term than its typical useful life and directed N. Boxey to ask Rowe for a modified concrete plan. N. Boxey clarified to board members

the ownership of the parcels of alley ownership and that the Village is working with M Clauw for his donation of his portion of the alley.

2015 Parking Lot Improvements

Discussion was held regarding the submitted striping and proposed dumpster enclosure layout from Rowe Engineering. Board members continued the combined parking lot improvement discussions and expressed a desire to stripe and sealcoat, if possible, all of the municipal lots with the exception of the Henderson lot. Consensus was reached that a dumpster enclosure for behind the SE lot would be greatly appreciated by customers and property owners.

Motion by M. Bohm, supported by T. Pepper to approve up to \$100,000, to be financed with appropriate rates and terms to not exceed a \$15,000/year debt service for the combined alleyway, dumpster enclosure and striping project. N. Boxey to provide the board with updates regarding new estimated costs of a concrete alleyway path and is authorized to secure engineering services from Rowe. Motion carried unanimously.

DDA By-Laws

N. Boxey presented updated proposed By Laws based on the May DDA board discussion. New language for the indemnification section still needs to be inserted when received by S. Schneider. To change the number of board members to serve would require a simple ordinance amendment by the Almont Village Council. Board members discussed that the real concern is getting board members to regularly attend meetings and to reach quorum as opposed to the number appointed. Consensus was reached to keep the number to be appointed to ten unless there was difficulty finding people to either fill spots or to hold a quorum at which time the By Laws could be amended. The proposed By Laws allows for a procedure for member removal should they fail to meet the attendance requirement.

Local Job Fair

N. Boxey discussed with the Board that the Job Fair will be held on Tuesday, July 14th from 3:00-6:00 pm at the Almont High School. Grants totaling \$250/each were approved by the Four County and Lapeer County Community Foundations to help assist with the cost of this event. To date 7 employers have registered.

Meeting was adjourned at 9:31 pm

Steve Schneider, Secretary