

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

Members Present: T. Pepper, L. Zarate, M. Breen, J. Nuculovic, T. Roach, Dettmer, C. Kinkade, S. Schneider, M. Bohm (arrived at 7:34 pm)

Members Absent: J. Vanecek

Others Present: N. Boxey

Guests: 3

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: | Lapeer Development Corporation | \$4,000, |
| | Village of Almont | \$372.24 |
| | Dana Walker | \$39.77 |
| | View Newspapers | \$368.10 |
| | The Print Shop | \$67.40 |

Public Comment: None

Approval of Minutes:

Motion by T. Pepper, supported by C. Kinkade, to accept the minutes of the June 24, 2015 Regular Board Meeting as presented. Motion carried unanimously.

Approval of Bills Payable:

| | | |
|-----|--------------------------|------------|
| 1. | Nancy Boxey | \$30.00 |
| 2. | Village of Almont | \$32.50 |
| 3. | Village of Almont | \$1,610.70 |
| 4. | Accunet | \$400.00 |
| 5. | MEDA | \$270.00 |
| 6. | Village of Almont | \$54.00 |
| 7. | Almont P.O. | \$49.00 |
| 8. | Village of Almont | \$54.00 |
| 9. | RLA Studio | \$500.00 |
| 10. | American Tree | \$755.00 |
| 11. | Taylor, Butterfield | \$112.50 |
| 12. | Village of Almont | \$29.46 |
| 13. | Page One Printing | \$27.82 |
| 14. | Lapeer Development Corp. | \$4,000 |
| 15. | Village of Almont | \$372.24 |
| 16. | Dana Walker | \$39.77 |
| 17. | View Newspapers | \$368.10 |
| 18. | The Print Shop | \$67.40 |

Total to be approved: \$ 8,772.49

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

Treasurer's Report:

The cash flow statement for June 2015 was reviewed. Approval of the Treasurer's Report was tabled until the next meeting due to the absence of Treasurer J. Vanecek.

Director's Report:

N. Boxey provided updates on various DDA projects and activities for the month of July. The Local Job Fair was a success with 12 local employers and 79 individuals attending. The Thumb Works staff met with numerous individuals in creating and editing their personal resumes. The summer DDA newsletter was distributed. The DDA website updates have been completed and the mobile version made operational. New lamp posts and globes have been ordered.

2015 Parking Lot Improvements and Alley Project

N. Boxey introduced Mike Carpenter from Rowe Engineering to discuss both projects and to answer any questions from Board members. Discussion was held regarding the concern raised by a property owner over the location of a tree adjoining the property and a desire to have the tree removed including an offer to help pay for some of the removal costs. M. Carpenter to inspect the area and provide an opinion. M. Clauw was present and signed the deed for his portion of the alley to the Village. M. Clauw also offered to help fund some of the landscaping costs for the rear alley and to approach other property owners to see if they may be interested in funding a portion. M. Carpenter expressed some concern that the current construction climate is showing very inflated project costs and that given the small scope of the DDA project as well as the timing of the bid process we may be looking at a very expensive project and that perhaps we may see better pricing in the spring. Board members expressed their interest in the new estimated pricing of a plain concrete sidewalk as a good compromise between asphalt and decorative concrete.

Board members also discussed with M. Carpenter the proposed dumpster design and location including existing grease pits. He indicated that most communities have moved to banning grease pits behind the properties and that our current system is outdated. T. Roach offered to research other options for grease removal including looking into companies to collect and purchase grease from business owners on a weekly basis. M. Breen agreed to talk with her grease contractor regarding his interest in contracting with other local restaurants. N. Boxey to schedule a meeting with the restaurant owners to discuss dumpster locations, collection, grease removal and billing.

A quote from CSB regarding loan rates was distributed. Further clarifications regarding comparison of bank rates, fees and loan documentation services needs to be conducted prior to board approval of a lender.

DDA 2014-2015 Budget Amendments

Motion by S. Schneider, supported by M. Bohm to approve the 2014-2015 Almont DDA July budget adjustments as presented. Motion carried unanimously.

Approval of the 2014-2015 DDA Annual Financial Report

Motion by C. Kinkade, supported by S. Schneider to approve the 2014-2015 DDA Annual Financial Report as presented. Motion carried unanimously.

Downtown Tree Trimming Approval

Motion by M. Bohm, supported by C. Kinkade to approve contracting with Landscape Direct for the trimming of the downtown pear trees at a cost not to exceed \$2,500. Motion carried unanimously.

MEDA Annual Meeting

Motion by M. Bohm, supported by C. Kinkade for approval of N. Boxey to attend the MEDA Annual Meeting on August 19-21 and payment of registration and expenses for a total not to exceed \$600. Motion carried unanimously.

DDA By-Laws

Approval of the By-Laws was tabled until the updates to the Indemnification portion are completed.

Meeting was adjourned at 8:42 pm

Steve Schneider, Secretary

Nancy Boxey - DDA Director
July 22, 2015