

**VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
August 26, 2015**

Members Present: T. Pepper, L. Zarate, M. Breen, J. Nuculovic, T. Roach, J. Vanecek, S. Schneider (arrived at 8:15 pm)

Members Absent: M. Bohm, A. Dettmer, C. Kinkade

Others Present: N. Boxey

Guests: 0

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:08 p.m. by Chairperson T. Roach

Additions/Deletions to Agenda

Bills Payable:	Rowe Professional Services	\$322.00
	Tents R Us	\$90.00

Public Comment: None

Approval of Minutes:

Motion by T. Pepper, supported by L. Zarate, to accept the minutes of the July 22, 2015 Regular Board Meeting as presented. Motion carried unanimously.

Approval of Bills Payable:

1.	Nancy Boxey	\$30.00
2.	Yard Services	\$75.00
3.	Four County Foundation	\$14.21
4.	Lapeer County Foundation	\$14.21
5.	American Tree	\$700.00
6.	Tri-City Times	\$178.50
7.	MEDA	\$275.00
8.	MEDA	\$280.00
9.	Village of Almont	\$39.04
10.	Redd Electrical	\$1,704.90
11.	Village of Almont	\$402.86
12.	Michigan Downtown Assn	\$200.00
13.	Rowe Professional Services	\$322.00
14.	Tents R Us	\$90.00

Total to be approved: \$ 4,325.72

Motion by T. Pepper, supported by J. Vanecek, to approve the bills payable. Motion carried unanimously.

Treasurer's Report:

The cash flow statement for July 2015 was reviewed. Account balance as of July 31st is: \$160,740.16.

Motion by T. Pepper, supported by L. Zarate 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 August. The downtown tree trimming has been scheduled and the Almont DPW will be working on a parking bumper improvement schedule to include selective replacement, straightening and painting. The annual DDA financial audit has been completed.

N. Boxey provided Board members with the 2014-2015 Director's Annual Report of Activities. This document has been posted on the DDA website. Board members were encouraged to share this information with relevant community stakeholders.

2015 Parking Lot Improvements and Alley Project

N. Boxey discussed with the Board further reservations regarding the current construction climate and costs that have been shared with her by the engineers from Rowe. This combined with some unforeseen delays in final property acquisition in the alleyway as well as an indication from one property owner that they would prefer to see the project commence in the spring solidified her recommendation that the project be postponed until an early spring bidding date. Board members were in consensus that this was the most fiscally prudent course of action. T. Roach directed N. Boxey to send a letter to all affected property/business owners updating them on this course of action.

Motion by T. Pepper, supported by J. Vanecek to approve a quote from M&M Pavement Marking for \$1,498 for the striping of the SE and NE municipal lots. Motion carried unanimously.

Motion by T. Pepper, supported by L. Zarate to approve engineering costs by Rowe Professional Services up to \$3,500 for the contract and spec documents for the dumpster enclosure project. Motion carried unanimously.

Board members discussed the bank rates proposed by both CSB and Tri-County Bank for the construction projects. Both representatives on the Board indicated that the terms would remain the same even with the smaller scope of project. N. Boxey indicated that both banks were very agreeable to working with the DDA on their needs and flexible in their packaging. Board members agreed that both banking institutions are great community partners and that they would like to see both have an equal opportunity to bid on the larger project in the spring and that the DDA be sure to utilize financing from both institutions but that consensus was that time was of the essence this fall for the dumpster enclosure.

Motion by S. Schneider, supported by T. Pepper to approve financing with Tri-County Bank not to exceed \$30,000 in an installment purchase contract for the dumpster enclosure project.

Ayes – 6

Nays – 0

Abstentions – 1 (J. Vanecek)

Motion carried.

Board member discussed colors of split-face brick to be used for the dumpster enclosure. Consensus was reached that they would prefer it to be complimentary to the corner building and Fountain Park.

Sidewalk Maintenance

Discussion was held regarding the current state of the stamped concrete portion of the sidewalk and a bid was reviewed from the installer for sealing. Agreement was reached to postpone this work until the spring. N. Boxey to request referral from Theut Products in order to receive competitive bids.

2016 Heritage Festival

The date for the 2016 Almont Heritage Festival was scheduled for June 24&25th 2016.

Scarecrow Decorating Contest/Spooky Time Bash

Board members determined that the theme for this year's scarecrow contest would once again reflect, "Raider Pride" or to tie into the Almont Homecoming. Scarecrows will be judged on Sunday, September 27th in the afternoon and several board members expressed a willingness to judge the contest.

N. Boxey shared with members the DDA cost to co-sponsor the Spooky Time Bash in 2014. Currently the Almont Lions Club has not yet agreed to sponsor this event but a date needed to be determined. J. Nuculovic and J. Vanecek shared that as parents of smaller children their preference would be to hold the event on Saturday, October 31st to minimize the number of weekends dedicated to dressing up and celebrating Halloween. N. Boxey to contact the Lions Club to determine if this would work for their volunteer schedule.

Motion by T. Pepper, supported by L. Zarate to approve up to \$1,000 in funding for the Scarecrow Decorating Contest and Spooky Time Bash. Motion carried unanimously.

Fall Plantings

Discussion was held regarding the fall container and Fountain Park plantings. American Tree proposed changing the planters to include corn stalks and 3 mums. J. Vanecek and L. Zarate agreed to coordinate securing donated corn stalks for this project.

Motion by T. Pepper, supported by J. Nuculovic to approve up to \$1,000 for fall plantings downtown. Motion carried unanimously.

DDA By-Laws

Motion by L. Zarate, supported by J. Vanecek to approve the DDA By-Laws as presented with the correction under "Indemnification" section of changing the "and" to "or" on the 6th line. Motion carried unanimously.

DDA Director Employment Contract and Yearly Review

N. Boxey requested that her contract negotiations and annual review be conducted in closed session.

Motion by S. Schneider, supported by L. Zarate that the Almont DDA go into Closed Session pursuant to Section 8(a) of the Michigan Open Meetings Act, being Public Act 267 of 1976, for the purposes of the DDA Director Annual Review and contract negotiations.

A roll call vote was taken

Ayes: J. Vanecek, L. Zarate, M. Breen, T. Pepper, S. Schneider, J. Vanecek, T. Roach

Nays: None

Abstentions: None

Absent: C. Kinkade, A. Dettmer, M. Bohm

Motion carried unanimously

Into Closed Session at: 8:45 pm

Back into Open Session at: 9:17 pm

Motion by S. Schneider, supported by T. Pepper to approve the DDA Director Employment Contract with N. Boxey as presented for 2015-2016. Motion carried unanimously.

Meeting was adjourned at 9:19 pm

Steve Schneider, Secretary

Nancy Boxey - DDA Director
August 26, 2015