

**VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
September 24, 2014**

Members Present: T. Roach, M. Breen, A. Dettmer, L. Zarate, T. Antonelli

Members Absent: C. Kinkade, S. Schneider, M. Bohm, T. Pepper

Others Present: N. Boxey

Guests: 1

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:00 p.m. by Chairperson T. Roach

Additions/Deletions to Agenda:

Consent Agenda: Bills Payable:

Delete:

14)	Rowe Engineering	\$3,000.00
15)	Village of Almont	\$53.30

Add:

14)	Consort	\$321.58
15)	Village of Almont	\$443.06
16)	Village of Almont	\$1,997.29

Total to be approved: \$ 10,765.10

Public Comment: None

Approval of Minutes:

Motion by T. Antonelli, supported by L. Zarate to accept the minutes of the August 27, 2014 Regular Board Meeting as presented. Motion carried unanimously

Approval of Bills Payable:

1.	Nancy Boxey	\$30.00
2.	Page One Printing	\$150.00
3.	Tri-City Times	\$114.45
4.	Almont Post Office	\$68.60
5.	North Branch Rent-All	\$3,103.60
6.	American Tree	\$580.00
7.	Nancy Boxey	\$25.00
8.	Lapeer Economic Club	\$20.00
9.	Dryden Township	\$27.50
10.	Taylor, Butterfield, etc.	\$862.50
11.	Village of Almont	\$71.52
12.	Lisa Jessen	\$2,350.00
13.	American Tree	\$600.0
14.	Consort	\$321.58
15.	Village of Almont	\$443.06
16.	Village of Almont	\$1,997.29

Total to be approved: \$ 10,765.10

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

Treasurer's Report:

The cash flow statement for August of 2014 was reviewed. The DDA cash balance is \$133,694.09. Motion by L. Zarate, supported by M. Breen to approve the cash flow statement for the month of August as presented. Motion carried unanimously.

Director's Report:

N. Boxey provided updates on various DDA projects and activities for the month of September. The first formal court hearings due to the International Property Maintenance Code have been scheduled. The adaptive reuse committee for the old elementary school building continues to move forward in their efforts to secure funds for the feasibility study.

N. Boxey presented board members with the Director's Annual Report of Activities and reviewed the highlights contained therein.

Façade Improvement Grant Application – 133 N. Main (Chicky's Paradise Saloon)

Board members reviewed the application for façade assistance. S. Bryant (business owner) addressed the current needs of the building to not only improve the aesthetics but to become in compliance with the Property Maintenance Code. Paint color samples were provided and a drawn rendering showing her interest in removal of the old shingled Mansfield roof and rotten floor boards and the installation of brushed aluminum. The aluminum would be the same product utilized in her sign and would allow for long-term durability and minimal maintenance. Board members indicated that the application was not complete in terms of required number of contractor quotes and that they would like to see more specific design outlines. N. Boxey to contact RLA Studios to see if they would be willing to provide some pro-bono design assistance for this small project. The application was tabled until further information is collected.

2014-2015 Snow Plowing Contract

N. Boxey shared with the Board a bid comparison for the two bids received and opened at a public bid opening. Both Yard Services and Scott's Lawn Maintenance are local contractors and both had complete bid packages submitted. The low bidder was Scott's Lawn Maintenance. Concerns were raised that the quoted pricing is not relative to current market pricing, however references were contacted and work deemed satisfactory.

Motion by A. Dettmer, supported by T. Roach to award the 2014-2015 Snow Plowing Contract to Scott's Lawn Maintenance.

Ayes: 3

Nays: 2 (T. Antonelli, M. Breen)

Motion approved

Fall Special Events

A) Scarecrow Decorating Contest

Board members agreed to set the theme for this year's contest to be: "Enchanted". Scarecrows are to be judged during the Spooky Time Bash on October 25th at 2:00 pm. L. Zarate and T. Antonelli agreed to serve as judges.

N. Boxey to contact T. Pepper to see if she would be willing to judge as well. Sponsors are being sought to provide cash prizes.

B) Spooky Time Bash

Motion by L. Zarate, supported by T. Antonelli to approve up to \$1,000 to help sponsor the Spooky Time Bash with the Almont Lions Club. Motion carried unanimously.

Downtown Tree Maintenance/Trimming

N. Boxey discussed with Board members that we are receiving an increase in the number of complaints regarding the size of the trees by downtown business owners. The past year has proven to be a prime year for new growth. Consultations were conducted with two local companies to determine what may be the best course of action. Complete removal and replacement would be prohibitive in terms of costs as well as potential damage to the surrounding concrete work. Spot replacement could lead to an unbalanced downtown streetscaping

There are no current funds earmarked in the budget for tree trimming. Board members reviewed the submitted bids and discussed the qualifications for the low bidder. Consensus was reached that the larger 31 pear trees could potentially be trimmed over the winter months should the snow plowing budget not be fully utilized.

Motion by L. Zarate, supported by T. Antonelli to approve the bid from Landscape Direct to provide tree and shrub trimming in the Almont Fountain Park. Motion carried unanimously.

Annual Michigan Downtown Conference

Motion by T. Antonelli, supported by A. Dettmer to approve the registration, lodging, meal and travel fees for N. Boxey to attend the 2014 Annual Michigan Downtown Conference. Motion carried unanimously.

Parking Lot Improvements

N. Boxey provided feedback from downtown business/property owners that the majority supported waiting until the spring to conduct sealcoating and striping of the municipal lots due to the lateness of the season. Board members were in agreement. N. Boxey to consult with Rowe Engineering to begin to look at the feasibility of incorporating dumpster enclosures and common grease traps in the southeast lot. T. Antonelli to contact the Romeo downtown business owners and provide feedback on how their billing and trash collecting procedures operate.

Meeting was adjourned at 9:45 pm

Steve Schneider, Secretary