

Kim Schall, DDA Executive Director
Andy Roosa, Chairman
Michele Breen, Vice Chairman
Steve Schneider, Secretary
Traci Pewinski, Treasurer

VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
January 26, 2022
Almont Municipal Building

Lisa Kniesteadt, Board Member
Mike Bohm, Board Member
Christy Yarbrough, Board Member
Paul Randazzo, Board Member
Clinton Farley, Board Member

Members Present: A. Roosa, M. Breen, T. Pewinski, S. Schneider, M. Bohm, P. Randazzo, C. Farley, L. Kniesteadt

Members Absent: C. Yarbrough

Guests Present: T. Feldman (Resident/Business Owner), D. Trent (Village Manager)

Meeting was held at the Almont Municipal Building

The meeting was called to order at 7:02pm by Chairman A. Roosa

Additions/Deletions to Agenda:

Expenses: None

Regular Agenda:

New Business:

A. Heritage Festival

Communication: None

Public Comments:

T. Feldman owner of The Shirt Hangar stated that the alleyway between her building (134 N. Main) and the old European Deli (136 N. Main) should be cleared of snow do to the fact that the public uses this area to get to the Post Office. Director Schall will look into this and report back to Ms. Feldman.

T. Feldman also suggested that during the Holly Day Light Parade that the businesses should be open earlier since festivities start earlier than the actual parade.

Approval of Minutes:

Motion by P. Randazzo, supported by T. Pewinski, to approve the minutes from the November 17, 2021 Regular Board Meeting. Motion PASSED unanimously.

Approval of Bills Payable:

1. Village of Almont – DPW Charges (Snow \$514.26)	\$ 739.53
2. Village of Almont – Director Wages 11-14 to 12-25-2021	\$ 2,778.44
3. Village of Almont – Lights – W. St. Clair \$79.83, E. St. Clair \$83.12	\$ 162.95
4. Christy Yarbrough – Yard Signs	\$ 130.00
5. Tri-City Times – Holly Day & Shop Local	\$ 315.00
6. First Congregational Church – December Lights	\$ 103.48
7. First Congregational Church – January 2022 Lights	\$ 74.30
8. RCI Electrical Contracting, Inc. – Fix outlet in front of Chicky’s	\$ 178.03
9. American Tree – Christmas Season Decorations Downtown	\$ 4,483.57
10. Kim Schall – Extension Cord for Lighting Memorial Tree	\$ 23.31
11. Village of Almont – DDA Phone	\$ 53.08

Approval of Bills Payable (cont.):

12. Kim Schall – Web Protection for Laptop	\$ 42.39
13. Village of Almont – Lights – W. St. Clair \$63.06, E. St. Clair \$54.47	\$ 117.53
14. Village of Almont – Police Services for Holly Day Light Parade	\$ 965.10
15. Village of Almont – No Overnight Parking Signs	\$ 96.00
16. Yard Services, Inc. – Snow Plowing Parking Lots Nov. & Dec, 2021	\$ 6,240.00
17. Landscape Direct – Maintenance to Fountain	\$ 287.00
18. Accunet – 1 Year Web Services	\$ 421.50
19. Village of Almont – DDA Wages – 9-19 to 10-2 and 10-3 to 10-16	\$ 2,011.97
20. Superior Contracting Group – Elevated Sidewalk Project	\$69,594.90
21. Village of Almont – Case of Paper	\$ 41.18
22. Village of Almont – DPW Labor	\$ 48.58
23. Kim Schall – Ribbon for Ribbon Cuttings	\$ 10.59
24. Village of Almont – Trash Bags	<u>\$ 96.90</u>
TOTAL AMOUNT DUE:	\$ 89,015.33

Discussion was held. T. Pewinski requested that all DPW bills be broken down before payment is made.

Motion by M. Bohm, supported by M. Breen to approve the bills payable in the amount of \$89,015.33. Motion PASSED unanimously. T. Pewinski abstained.

Treasurer’s Report:

Profit and Loss vs Actual Reports prepared by Lapeer Development Corporation for the Five Months Ending November 30, 2021 and the Six Months ending December 31, 2021.

Motion by C. Farley, supported by P. Randazzo to approve the Profit and Loss vs Actual Reports as prepared by Lapeer Development Corporation for the Five Months Ending November 30, 2021 and Six Months Ending December 31, 2021. Motion PASSED unanimously.

Treasurer, T. Pewinski reported that the DDA has a bank balance of \$173,750.95.

Motion by L. Kniestadt, supported by P. Randazzo to approve the Treasurer’s Report for January. Motion PASSED unanimously.

Director’s Report December 2021 & January 2022

● **Snow Plowing/Ice Salting**

1. Yard Services, Inc. has been maintaining the CBD Parking lots & DPW has been maintaining the sidewalks to keep them free of snow and ice.

● **Downtown Information**

1. American Tree was contracted to prepare our Downtown for the Holiday Season. It looked beautiful once again.
2. I received a number of comments on how nice the downtown looked this holiday season. With the garland and lights around the lamp posts, to the businesses putting up lights.
3. Yard Services replaced the Fall Banners with the Winter Banners in early December and also put the Snowflakes up.

Director's Report December 2021 & January 2022 (Cont.):

- **Downtown Information (cont.):**

4. The Streetscape Phase II – The Elevated Sidewalk project has been completed and looks very nice.
5. Looking into a way to alleviate standing water in front of Buccillis due to erosion under the cement sidewalk/slab.
6. Church parking lot is available for Municipal Parking. No overnight parking signs have been installed.
7. Preparing for a Ribbon Cutting for Century 21 AAA North on Friday, January 21, 2022 at 1pm.

- **Village of Almont Update**

1. Continue to work on the DDA Parking Lot Lawsuit issues when needed.
2. Walked around town with Mr. David Trent (Village Manager) and Mr. Andy Roosa (DDA Chairman) to introduce them both to the business owners.

- **Business Update**

1. Continue to work on keeping the DDA website up to date according to the PA 57. Along with any information that would be valuable to our residents.
2. Keeping the DDA Facebook Page updated with events.
3. Have been walking around downtown talking to the business owners to keep them informed of what is coming up for the Downtown.
4. Prepare Minutes
5. Prepare Agenda
6. Review all bills that come in.
7. Review Statement of Revenue and Expenses before it is submitted to Board for approval.

New Business:

A. Superior Contracting Group Invoice Ratification

Due to the fact that the DDA did not have a meeting in December, an email was sent to the Board Members for approval to pay Invoice # 1514 to Superior Contracting Group in the amount of \$69,594.90. The DDA Director would like ratification to the email that was sent out.

Motion by M. Bohm, supported by T. Pewinski, to approve Invoice # 1514 for Superior Contracting Group in the amount of \$69,594.90. Motion PASSED unanimously.

B. DPW Snow Removal for CBD Sidewalk Breakdown

Discussion was held regarding business issues with snowplowing in the CBD. Issues such as snow in the gutters, a planter bench being damaged, a skid steer on the sidewalks, along with the fact that the DDA does not have a current contract as of this meeting.

Director Schall also reported that each month, she will prepare a spreadsheet to show the amount billed for the DPW.

Village Manager D. Trent assured the DDA Board that the Village will supply a breakdown of the DPW bill.

It was the consensus of the DDA Board that DDA Executive Director, DDA Secretary, (for legal/contract expertise), Village Manager and the Almont DPW Supervisor meet to review, discuss and approve a contract between the Village of Almont

New Business (cont.):

B. DPW Snow Removal for CBD Sidewalk Breakdown (cont.):

DPW and the Almont DDA. A meeting was agreed upon to take place at 1:00pm on Monday, January 31, 2022 at the Village of Almont Municipal Office.

Motion was made by M. Bohm, supported by L. Kniesteadt to approve the DDA Executive Director, DDA Secretary, Village Manager and DPW Supervisor to meet and approve the signing of a contract between the Almont DDA and the Almont DPW. Motion PASSED unanimously.

C. Yard Services, Inc. Breakdown for Snowplowing the CBD Parking Lots

Director Schall informed the DDA Board that each month during the winter months, she will provide a breakdown for the DDA Board on the snowplowing costs.

D. Outdoor Fireplace Presentation

Village Manager, D. Trent gave a presentation on the Cadillac Lofts with all the improvements that they have done in Downtown Cadillac, especially the Fireplace. Mr. Trent mentioned that he met with M. Bohm, Rachel and Director Schall to discuss the possibility of putting a gas fireplace in the pocket park. The cost is possibly between \$20,000 and \$30,000. A gas line would also need to be run in order for this to operate. Mr. Trent suggested that Crowd Funding could possibly be used to help with this project.

Board is concerned about the cost as this is not a planned budget item and it is not part of the Development Plan for the DDA. The Board has asked Director Schall to check the Village open flame/burn ordinance.

C. Farley left meeting at 8:23pm returned at 8:26pm.

E. Heritage Festival

Chairman A. Roosa discussed the Heritage Festival for this year which will be taking place on Friday & Saturday, September 16th & 17th. The Family Tradition band has been booked for Friday night.

A. Roosa would like to hold a Heritage Festival/Classic Car Show meeting on Wednesday, February 23rd at 6pm (before the DDA Board Meeting) to try and form some committees and to also start to determine where the festival will be held (i.e. at the beer tent as in the past or uptown in the parking lot behind the Huddle).

Old Business:

A. DDA Parking Lot Update

DDA Director Schall informed the DDA Board that we are waiting on the Appeal process. No new information.

B. Elevated Sidewalk Update

Director Schall informed the Board that in front on Buccilli's when it rains water is accumulating and causing concern for customers. Director Schall contacted Superior Contracting Group to see what can be done to alleviate the standing water. A hole would be drilled into the side of the wall so that the water can run down the joint in the wall. This cannot happen until Spring when it gets warmer.

Old Business (cont.):

C. Holly Day Light Parade

The Holly Day Light Parade was a wonderful success. Yarbrough Insurance Group, Inc. had Santa at the new building and the location worked out perfect. They had approx. 200 children visit Santa. This year the final cost to the DDA was \$2,675.48 of which \$965.10 was paid to the Almont Police Department to have the Police Department close the roads down and man them during the parade.

D. 203 S. Main Street – Old Laundry Mat Vacant Lot

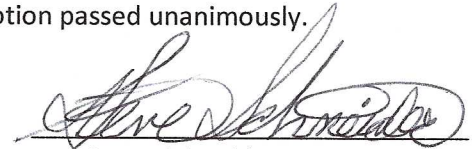
Director Schall contacted the Village of Almont Clerk Treasurer K. Keesler to see if the Village would be able to add the Laundry Mat Lot on their Insurance as additionally insured. The answer was yes. Director Schall has been trying to get in contact with the owners daughter with no luck as of this meeting.

E. Information Meeting Packet

Director Schall wanted to make sure that all Board Members had the information that was presented at the 2nd Information Meeting on December 15th. This information is also on the DDA Website.

Motion by M. Bohm, supported by T. Pewinski, to adjourn the meeting. Motion passed unanimously.

Meeting was adjourned at 9:12pm.



Steve Schneider, Secretary

K. Schall, Director
January 26, 2022