

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
March 23, 2022
Almont Municipal Building

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

Members Present: A. Roosa, M. Bohm, P. Randazzo, C. Yarbrough, L. Kniestadt

Members Absent: S. Schneider, M. Breen, C. Farley, T. Pewinski

Guests Present: R. Dodge – Township Resident, Kevin Vallelunga – Member of the Almont Township Planning Commission

Meeting was held at the Almont Municipal Building

The meeting was called to order at 7:03pm by Chairman A. Roosa

Additions/Deletions to Agenda:

<u>Expenses:</u>	1. RCI Electrical Contracting, Inc.	\$ 599.66
	TOTAL:	\$ 599.66

Regular Agenda:

New Business:

A. Charging DPW/Village of Almont for replacement of damaged light post, globe and light.

Communication:

A. None

Public Comments:

A. Mr. K. Vallelunga from the Almont Township Planning Commission introduced himself and wanted to attend the meeting to know more about the DDA.

Approval of Minutes:

Motion by M. Bohm, supported by L. Kniestadt, to approve the minutes from the February 23, 2022 Regular Board Meeting. Motion PASSED unanimously.

Approval of Bills Payable:

1) Kim Schall – Plastic Totes for Storage of Documents	\$ 43.82
2) Michigan Downtown Association – Webinar Series	\$ 150.00
3) Village of Almont – Salt Scoops	\$ 20.93
4) Village of Almont – Salt Scoops	\$ 14.95
5) Village of Almont – DDA Cell Phone	\$ 53.04
6) Village of Almont – DDA Cell Phone – September 2021	\$ 53.18
7) Village of Almont – Street Lights – February E. St. Clair & W. St. Clair	\$ 106.46
8) Village of Almont – DDA Cell Phone – December	\$ 53.08
9) Village of Almont – DDA Cell Phone – January	\$ 53.04
10) Village of Almont – DPW Service – November	\$ 291.58
11) Village of Almont - DDA Wages – October and November	\$ 2,227.56

Approval of Bills Payable (cont.):

12) Village of Almont – DDA Wages – January and February	\$ 2,275.45
13) Village of Almont – DPW Charges Equipment & Labor	\$ 2,306.79
14) Touma, Watson, Whaling, Coury & Stremers, P.C. – Attorney Fee Parking Lot	\$ 1,803.75
15) First Congregational Church – March Parking Lot	\$ 76.33
16) Yard Services, Inc. – Snow Plowing & Salting for February	<u>\$ 9,780.00</u>
TOTAL AMOUNT DUE:	\$19,309.96

Motion by M. Bohm, supported by P. Randazzo to approve the bills payable in the amount of \$19,909.62, which includes the additional \$599.66 from RCI Electrical Contracting, LLC. Motion PASSED unanimously.

T. Pewinski arrived at 7:20pm

Treasurer’s Report:

Profit and Loss vs Actual Reports prepared by Lapeer Development Corporation for the Eight Months Ending, February 28, 2022.

Motion by M. Bohm, supported by C. Yarbrough to approve the Profit and Loss vs Actual Reports as prepared by Lapeer Development Corporation, for the Eights Months Ending February 28, 2022. Motion PASSED unanimously.

Treasurer, T. Pewinski reported that the DDA has a bank balance of \$299,210.23 as of this meeting.

Motion by M. Bohm, supported by P. Randazzo to approve the Treasurer’s Report for February 2022. Motion PASSED unanimously.

Director’s Report

● **Banners**

1. Worked with KBW – Consort Banners to select and put together costs for new Banners to be hung Downtown.
2. Submitted banners and cost to DDA Board for approval.

● **Administrative Update**

1. Keeping the DDA Website updated
2. Reviewing and submitting all bills to Treasurer for payment.
3. Updating Facebook as needed with current events.
4. Continue to work on the DDA Parking Lot Lawsuit as required by Attorney.
5. Sent Bid Information to Tri-City Times for posting of the Seal Coating and Parking Lot Striping for two of the Municipal Parking Lots.
6. Prepared and sent notice to Tri-City Times to post for a new in District Resident to service on the DDA Board.
7. Worked with LDC to update Profit and Loss Statement with a new Line Item for DPW Snow Removal & Salting.
8. Researching and talking to other DDA Directors pertaining to the Social District requirements for Downtown.
9. Researching and have scheduled a meeting with Leigh Young with the MEDC to go over the Main Street Program for Downtown Almont.

● **Downtown Information**

1. Village Council approved Village Manager Trent to move forward with the application process to apply for a Consumers Energy Foundation Grant to help with the Fireplace for the Downtown Pocket Park.
2. The Huddle Bar has sold and the new owners will open up after some renovations..

Director's Report (cont.):

- **Downtown Information (cont.)**

3. Looking into new Garbage Cans for the Downtown.
4. Looking into a Bike Rack for Downtown.
5. Looking into Picnic Tables for Pocket Park.

- **Village of Almont Update**

1. Working with Village Manager when needed on items that concern the Downtown.
2. Working with Village Manager when needed on items that concern the Downtown.

- **Meetings**

1. Meeting with S. Moore, LDC Executive Director, L. Tandy, LDC Office Manager, T. Pewinski, and A. Roosa to review LDC expectations, grants and how the LDC can help the DDA.
2. Phone meeting C. Germain from MEDC regarding RRC Certification Status
3. Village Council Meetings.
4. Lions Club Meeting.
5. Heritage Festival Meeting.

New Business:

A. Bid Package for Municipal Parking Lots #1 and #6 for Seal Coating and Striping

Discussion was held and Director Schall informed the DDA Board that she placed the Ad in the Legal Section of the Tri-City Times and also contacted 4 recommended companies for bids and the only company that responded was Ultimate Asphalt & Seal Coating, LLC.

Motion by M. Bohm, supported by L. Kniesteadt, to approve the bid from Ultimate Asphalt & Seal Coating for the 2 Municipal Parking Lots in the amount of \$15,750, as long as DDA Director can obtain references and photos from the company and she feels the company is worth moving forward with. Motion PASSED unanimously.

B. Landscape Direct Contract

Director Schall discussed with the DDA Board the current contract that was presented to the DDA for the Pocket Park Fountain Maintenance. The cost has gone up by \$ 418.00 due to Gas and Labor cost.

Motion by M. Bohm, supported by T. Pewinski, to approve the contract for Landscape Direct in the amount of \$2,731.00. Motion PASSED unanimously.

C. Downtown Flowers and Plant Maintenance Quote

DDA Director explained the breakdown of the 3 different quotes for the Streetscape Flowers and Maintenance for the 2022 season.

Motion by M. Bohm, supported by T. Pewinski to approve the quote in the amount of \$10,053.00 for the Flower Planting and Maintenance along the Streetscape. Motion PASSED unanimously.

Motion by P. Randazzo, supported by C. Yarbrough to approve the quote for the Window Boxes along the railing on the North West Side of Main Street (M53) in the amount of \$650.00. Motion PASSED unanimously.

New Business (cont.):

C. Downtown Flowers and Plant Maintenance Quote (cont.):

Motion by T. Pewinski, supported by L. Kniesteadt to approve the quote for the Maintenance of the NW Corner by Speedway in the amount of \$600. Motion PASSED unanimously.

D. Charging DPW/Village of Almont for replacement of damaged light post, globe & light

Director Schall updated the DDA Board on the situation in getting new light posts and accessories. Currently the DDA does not have a spare light post. DDA Board also discussed if this had been any other contractor that damaged the light post they would need to pay for it. So, with that being said the DDA Board feels that the Village of Almont should pay for these damages.

Motion by M. Bohm, supported by L. Kniesteadt to submit an invoice to the Village of Almont for the cost to replace the light post and all accessories, which totals \$3,258.52. Motion PASSED unanimously.

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. Snow Plowing and Salting Spreadsheet for DPW and Yard Services, Inc.

Director Schall has provided a spreadsheet showing the cost and dates of snow removal and salting for DPW and Yard Services, Inc.

C. Banners Ordered

As discussed at the DDA Meeting on February 23, 2022, the DDA Board instructed DDA Director to go back to KBW the distributors and give some options for the winter banner. DDA Director did that and the DDA Board selected the Gloves and the Mittens.

Motion by M. Bohm, supported by L. Kniesteadt to ratify DDA Director Schall's recommendation of the banners and the DDA Board selecting the Mittens and the Gloves. Director Schall then ordered the banners. Motion PASSED unanimously.

D. Pocket Park Tables


After DDA discussion, it was the consensus of the DDA Board to table this item until we know the outcome of the Fireplace Grant.

Open Discussion:

Village Manager, D. Trent mentioned that a program called Community Heart & Soul will be discussed at the next Village Council Meeting on April 5th, 2022 at 7:30pm and invited the DDA Board to attend.

Motion by T. Pewinski, supported by L. Kniesteadt to adjourn the meeting. Motion PASSED unanimously.

Meeting was adjourned at 8:22pm.



Steve Schneider, Secretary

K. Schall, Executive Director
March 23, 2022