

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
June 22, 2022
Almont Municipal Building

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

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

Members Absent: S. Schneider

Guests Present: J. Breen –Owner of RCI Electrical Contracting, Inc.

Meeting was held at the Almont Municipal Building

The meeting was called to order at 7:04pm by DDA Chairman A. Roosa

Additions/Deletions to Agenda:

<u>Expenses:</u>	1. Kim Schall – Postage to return banner brackets	\$ 28.99
	2, Village of Almont – DDA Wages 4-17 to 5-14-22	\$1,820.35
	3. Code Blue – Band for Heritage Festival	\$ 800.00
	4. Village of Almont – DPW Labor	<u>\$ 114.14</u>
	Total:	<u>\$2,763.48</u>

New Business: A. Memo from DDA Executive Director regarding the Pocket Park Water Fountain
B. Memo from Village Manager D. Trent regarding snow removal for 2022-2023
C. Heritage Festival Band for Saturday Night – Code Blue (\$800)

Old Business:

REGULAR AGENDA

Communication: None

Public Comments: None

Approval of Minutes:

Motion by M. Bohm, supported by M. Breen, to approve the minutes from the May 25, 2022 Regular Board Meeting.
Motion PASSED unanimously.

Approval of Bills Payable:

1. Village of Almont – E. St. Clair Lights (\$132.90), W. St. Clair (\$30.69)	\$ 163.59
2. Kim Schall – Postage for Car Show Mailing	\$ 92.80
3. Jay's Septic – Classic Car Show & Beer Tent Locations	\$ 1,690.00
4. R & L Feys Tent Rental – Bounce House – Heritage Festival	\$ 201.40
5. Magic With a Twist – Clown – Heritage Festival	\$ 400.00
6. Michigan Economic Development Association – Membership Dues	\$ 315.00
7. Village of Almont – DPW Charges	\$ 211.28
8. Village of Almont – DDA Phone	\$ 53.00
9. Village of Almont – DDA Workmen's Comp – February	\$ 23.73

Approval of Bills Payable (Cont.):

10. Village of Almont – DDA Wages	\$ 1,916.17
11. Kim Schall – MDA Conference – Hotel, Meal and Mileage	\$ 421.95
12. American Tree – Streetscape Landscaping \$2,801.28, Gen. Park Maint. \$411.72	\$ 3,213.00
13. First Congregational Church – Parking Lot Lights	<u>\$ 73.26</u>
TOTAL AMOUNT DUE:	\$ 8,775.18

Motion by M. Bohm, supported by T. Pewinski to approve the bills payable in the amount of \$11,424.52, less the Invoice for DPW (\$114.14) due to no backup documentation. Motion PASSED unanimously.

Treasurer's Report:

Profit and Loss Report prepared by Lapeer Development Corporation for the Eleven Months Ending May 31, 2022.

Motion by M. Bohm, supported by P. Randazzo to approve the Profit and Loss Report as prepared by Lapeer Development Corporation, for the Eleven Months Ending, May 31, 2022. Motion PASSED unanimously.

Treasurer, T. Pewinski reported that the DDA has a bank balance of \$248,159.81 as of this meeting.

Motion by M. Bohm, supported by M. Breen to approve the Treasurer's Report for May 2022. Motion PASSED unanimously.

Director's Report

• **Banners**

1. Have not been able to locate the right size brackets for the banners. Working with DPW to order brackets from Grainger that should fit.

• **Administrative Update**

1. Continue to update website and FB when needed.
2. Sent and received emails
3. Returned phone calls.
4. Review all bills that come in and send over to the Treasurer.
5. Review Board Member appointment qualification.
6. Looking into different bands for the Heritage Festival.
7. Working on Registration Forms for Classic Car Show and Vendors.

• **Downtown Information**

1. Working with Village Manager on Fireplace location and information.
2. Walked Downtown with Connie to review landscaping and replacement of plants.
3. Working with RCI on new streetlights/posts options.
4. Communicating with DTE regarding streetlights/posts upgrade.

• **Meetings**

1. Open door meeting with Village Manager Trent
2. Village Council Meetings
3. Heritage Festival Meeting
4. Meeting with Designer for Fireplace

New Business:

A. Application for DDA District Resident Board Appointment

Director Schall received an application from Krista Boos who is a DDA District Resident. Discussion was held and since the applicant did not show up or respond to the Director's e-mail, it was the consensus of the DDA Board to table this until the July 27th DDA Board Meeting.

Further discussion was held regarding the DDA Board Application that was received from L. Kapron which was tabled at the May 25th DDA Board Meeting. Discussion was held regarding the fact that Ms. Kapron is not a DDA District Resident, does not live in the Village of Almont and the consensus of the DDA Board feels there is a conflict of interest as Ms. Kapron works for the Village of Almont.

Motion by P. Randazzo, supported T. Pewinski to continue to look for a DDA District Resident to fill the DDA District Resident Board position due to the concerns stated above. Motion PASSED unanimously.

B. Snowplowing for the CBD Parking Lots 2022-2023

Discussion was held and Village Manager D. Trent gave a presentation on what the DPW is expecting and what they would do if the DDA Board approves the DPW for the 2022-2023 Snow Season. Manager Trent stated that DPW would like everything (CBD sidewalks, parking lots and banner contract) or nothing. Mr. Trent stated he would not expect the charges for all services (CBD sidewalks, parking lots and banners) to exceed \$25,000.

Mr. Trent asked the business owners on the DDA Board how the snowplowing/removal of snow on the sidewalks was this past snow season? The business owners stated that the work was just as good or better.

The DDA Board was supplied with a letter from Yard Services, Inc. stating they would like extended the Almont DDA parking lot snow plowing/salting contract for the 2022-2023 season. This would be the last year on this current contract. All terms and conditions would remain the same.

In the future, it needs to be discussed to protect the around the trees and the plants from the snow plowing equipment.

Motion by, M. Bohm, supported by L. Kniestadt to table the discussion on the CBD Snowplowing and Banners until the July 27th meeting. The DDA Board has requested that Director Schall send out the snowplowing contract to all DDA Board Members for review before the next meeting. Motion PASSED unanimously. T. Pewinski Abstained.

C. Memo from DDA Executive Director regarding the Pocket Park Water Usage

Due to an oversight, this item was not discussed. Director Schall has taken appropriate steps regarding the water usage.

D. Memo from Village Manager, D. Trent regarding snow removal for 2022-2023

Memo was discussed along with Item B. The memo did state that for the upcoming 2022-2023 season the Village quote for the sidewalks would not exceed \$12,000.

Banners were also discussed and the Village has stated that for the year 2023, the DPW would perform banner installation at a cost not to exceed \$1,000.

New Business (cont.):

E. Heritage Festival Band for Saturday Night – Code Blue

Director Schall updated the DDA Board on the difficulties finding a band. Last year the Lion's Club hired Code Blue for Friday night and they did very well. It was consensus of the DDA Board to hire Code Blue for the Heritage Festival, Saturday Night, September 17th from 8pm to midnight at a cost not to exceed \$800.

Motion by, M. Bohm, supported by L. Kniesteadt to approve DDA Director to hire Code Blue for Saturday, September 17th at a cost not to exceed \$800. Motion PASSED unanimously

Old Business:

A. Fireplace Update

Village Manager D. Trent explained to the DDA Board that the Grant that was applied for through the Consumers Energy Foundation did not work out and he did not place in the top 3. However, the Foundation stated that they were impressed with his presentation and that he should apply for a different grant with the Foundation for \$10,000.

Mr. Trent also updated the DDA Board on a meeting he had with a landscape designer/fabricator and that the cost for the fireplace was more than what was initially expected. The cost now is closer to \$50,000.

Motion by C. Yarbrough, supported by P. Randazzo that the DDA would not financially support the Fireplace Project. However, if the Village Manager can find funding, the DDA Board would consider allowing the Village of Almont to install and maintain the Fireplace in the Pocket Park. Motion PASSED unanimously.

B. Community Heart and Soul Program

Village Manager D. Trent updated the DDA Board on the Community Heart and Soul Program. Mr. Trent was looking to see if there was an interest within the DDA Board to continue to move forward with this program. The consensus of the DDA Board is that we already have a problem with getting volunteers to help or getting the community involved and not sure the program would work. P. Randazzo said he would support it.

C. DDA Parking Lot

Director Schall updated the Board that there has been no new information regarding the Lawsuit that has been appealed.

D. CBD Light Post Options

Director Schall included in the Agenda Packet 3 different costs for lighting in the CBD for the DDA Board to review. Director Schall explained the pros and cons of each, than she asked Mr. Joe Breen, President of RCI Electrical Contracting who has been serving the CBD for over 5 years to speak on the information that has been presented.

Lengthy and good discussion was held regarding all aspects of the light posts, globes, LED watts and what the cost would be. The consensus of the DDA Board was to select the Americana Light Post (3BC1) in Black, the Globe (C91T) with polycarbonate Clear Textured L40 – 40W 4000lm (C-4K).

Old Business (cont.):

D. CBD Light Post Options (cont.)

Motion by, M. Bohm, supported by, P. Randazzo to move forward with RCI Electrical Contracting, Inc. as our preferred vendor with a cost not to exceed \$130,000 and to also move forward with presenting to Village Council for approval and Tri-County Bank for financing a yearly installment loan at a 3% rate for 10 years. Motion PASSED unanimously.

E. Main Street Program

Director Schall updated the DDA Board regarding the qualifications to be part of the Main Street program and due to the fact that the Almont DDA is a part-time position, they are not eligible for the Main Street Program. You can participate, however you would not receive the benefits.

F. Social District Program

Director Schall updated the DDA Board regarding information that was shared at the MDA Conference. The first step is to talk to your businesses to see if they are willing to be part of the Social District. In order to have a Social District, you need 2 (two) bars willing to participate. If you do not have two bars in the designated district you cannot move forward.

Director Schall approached Mikey's, The Huddle, and Roots and the outcome was as follows: Mikey's No, The Huddle – maybe after they have done their re-branding, Roots – no response.

So with that being said, currently Almont is not eligible to participate. We can revisit this in January or February 2023 to see if the businesses have changed their minds.

G. Heritage Festival

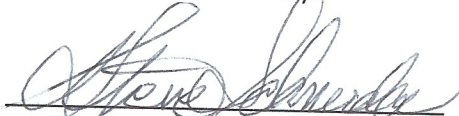
Heritage Festival Meeting was held before the DDA Board Meeting. Good discussion was had and duties have been assigned. Director Schall is starting to receive car show registrations, vendor registrations and sponsorships.

Next Heritage Festival is July 27th at 6:00pm at the Village of Almont Municipal Offices.

Adjourn

Motion by T. Pewinski, supported by P. Randazzo to adjourn the meeting. Motion PASSED unanimously.

Meeting was adjourned at 9:50pm


Steve Schneider, Secretary