

# Minutes

## Regular Minutes

July 24, 2024 7:00 PM

### CALL TO ORDER

Chairperson Roo

Village Hall, located at 817 N. Main Street, Almont, Michigan.

at the Almont

### PLEDGE OF ALLEGIANCE

### ROLL CALL

Board members Present: Roosa, Miller, S Schneider, M Schneider, Boos, Glasser

Board members Absent: None

Staff Present: Angela Edwards, Executive Director

Guests Present: Mr. John Divo, Village Resident

### ADDITIONS/DELETIONS TO AGENDA:

#### Additions:

Discuss what to do with DDA benches stored at DPW

Added under Discussion as Item D

### COMMUNICATIONS:

Letter from First Congregational Church: the Church expressed a desire to have the Heritage Festival Entertainment Tent relocated to West St. Clair or at the intersection of M-53 and St. Clair. The board discussed the request and the proximity of the tent to the church.

### PUBLIC COMMENT – Agenda Items: None

### APPROVAL OF CONSENT AGENDA

H. Miller moved, K. Boos supported

**PASSED UNANIMOUSLY**

### APPROVAL OF MINUTES:

Approval of June 26, 2024 regular meeting minutes:

S. Schneider moved to approve with amendments:

- Discussion was had regarding our previous denial of their request for a shed. Motion to rescind **previous Motion from the March 28, 2024 Meeting** made by: H Miller, K Boos seconded.

- **Directors Report May 2024:** summary includes MDA conference in Harbor Springs, working on the social district **science signs** are in and stickers for cups should be here by next week, Heritage Festival planning, discussed potential plans to participate in state downtown day and doing something countywide to promote our downtown during monthly meeting with Lapeer County DDA directors MDA director and LDC director, working with village residents and business owners to get Branch Street parking lot under control
- **Social District:** Mikeys has their official license from LARA and will be able to serve once stickers for drink cups come in and signage around social district boundaries go up. Roots has mailed in paperwork to LARA and is expected to have license in next few weeks. Director Edwards asked if metal signage should be made for Rules and Etiquette. Chairman Roosa suggested adding this signage in the pocket park with the expectation that people will **like likely** congregate there. Board agreed on adding metal signage in Pocket Park and posting laminated signage in restaurants licensed to serve drinks.

H. Miller supported

**PASSED UNANIMOUSLY**

Date	Vendor	Inv #	Total
6/27/2024	Jordano Graphics - Social District Stickers	27102	\$1,140.00
7/1/2024	Almont Twp Summer Tax Bill ( <del>117 School St-202 S. Bristol St</del> )		\$50.25
7/1/2024	Almont Village Summer Tax Bill (117 School St)		\$434.86
7/3/2024	Construction Code Authority		\$61.00
7/8/2024	DTE - First Congregational Church		\$84.19
7/8/2024	Landscape Direct	75682	\$240.03
<b>Total:</b>			<del>\$2,010.33</del> \$1,525.22

#### **APPROVAL OF BILLS PAYABLE:**

Discussion: Board discussion of the tax bills for 117 School Street and 202 S. Bristol Street **property properties**, including confusion over why property taxes are being charged and who is responsible. Director Edwards to seek clarification from Village Treasurer.

H. Miller moved to approve the Bills Payable, excluding Almont Twp. Summer Tax Bill for 117 School Street for \$50.25 and Almont Village Summer Tax Bill for 117 School Street for \$434.86, in the amount of \$1525.22, K. Boos supported

**PASSED UNANIMOUSLY**

#### **TREASURER'S REPORT**

A. June Revenue & Expenditure Report

M. Schneider moved, S. Schneider supported.

**PASSED UNANIMOUSLY**

B. May Check Disbursement

M. Schneider moved, A. Glasser supported.

**PASSED UNANIMOUSLY**

#### **REPORTS**

A. DPW May 2024 Report: Included in board packet. No further discussion.

B. Directors Report May 2024: Included in board packet. Summary includes extensive Heritage Festival planning, resolving issue of business owners using dumpster in Branch Street parking lot who do not pay for usage, working with DPW to repair fountain in pocket park,

monthly meeting with Lapeer County DDA directors MDA director and LDC director, working with village residents and business owners to get Branch Street parking lot under control.

## **NEW BUSINESS**

### **A. Finance**

#### **1. Façade Grant Application**

Facts: The Village Shirt Company has submitted a Façade Grant Application for their sign at 114 S. Main Street, in the amount of \$417.16 and has provided an Excel Spreadsheet (included in Board Packet) for clarification on the line item questioned at the June 26, 2024 meeting.

Discussion: M. Schneider noted the invoice submitted via means of an Excel Spreadsheet is Invoice #1148 and the invoice provided and questioned at June's board meeting was Invoice#1214. The new invoice provided by applicant showed labor costs in the amount of \$184.86 and that sales tax had been charged on labor. The Board felt the invoices were logistically confusing to read and asked for clarification as to the labor charges. Furthermore, the Board agreed to table voting on application approval to give applicant an opportunity to explain invoice charges.

### **B. Executive**

#### **1. Volunteer Credits**

Facts: The Executive Committee has crafted a tiered system for DDA Board Members to receive sponsorship credits.

Discussion: the Board reviewed the DDA Volunteerism Credit document detailing the program guidelines (included in board packet). Discussion on how to track credits. The Board conceded volunteer hours will be submitted to the DDA Treasurer to track. A. Edwards to set up a DDA email account for the Treasurer to track volunteer credits.

Motion to approve the sponsorship credits for DDA Board Members volunteer hours.

Made by: H. Miller, S. Schneider Supported

**PASSED UNANIMOUSLY**

### **C. Policy**

#### **1. Officer Elections**

Facts: Article II, Section 2 of DDA Bylaws state that officers shall be elected each July by members of the board.

#### **Nomination to elect Chairperson**

Chairperson A. Roosa opened nominations for DDA Chairperson. H. Miller nominated A. Roosa for DDA Chairperson. No other nominations were made. Nominations were closed. A. Roosa accepted.

Motion to appoint A. Roosa as Chairperson.

Made by: H. Miller, M. Schneider supported

Roll Call:

Ayes: K. Boos, S. Schneider, H. Miller, A. Roosa, M. Schneider, A. Glasser

Nays: None

Abstain: None

**PASSED UNANIMOUSLY**

#### **Nomination to elect Vice-Chair**

Chairperson A. Roosa opened nominations for DDA Vice-Chair. K. Boos nominated H. Miller for DDA Vice-Chair. No other nominations were made. Nominations were closed. H. Miller accepted.

Motion to appoint H. Miller as Vice-Chair.  
Made by: K. Boos, A. Glasser supported

Roll Call:

Ayes: K. Boos, S. Schneider, H. Miller, A. Roosa, M. Schneider, A. Glasser

Nays: None

Abstain: None

**PASSED UNANIMOUSLY**

#### **Nomination to elect Treasurer**

Chairperson A. Roosa opened nominations for DDA Treasurer. M. Schneider nominated H. Miller for DDA Treasurer. No other nominations were made. Nominations were closed. H. Miller accepted.

Motion to appoint H. Miller as Treasurer.  
Made by: M. Schneider, K. Boos supported

Roll Call:

Ayes: K. Boos, S. Schneider, H. Miller, A. Roosa, M. Schneider, A. Glasser

Nays: None

Abstain: None

**PASSED UNANIMOUSLY**

#### **Nomination to elect Secretary**

Chairperson A. Roosa opened nominations for DDA Secretary. H. Miller nominated M. Schneider for DDA Secretary. No other nominations were made. Nominations were closed. M. Schneider accepted.

Motion to appoint M. Schneider as Secretary.  
Made by: H. Miller, A. Glasser supported

Roll Call:

Ayes: K. Boos, H. Miller, A. Roosa, M. Schneider, A. Glasser

Nays: None

Abstain: S. Schneider

**PASSED**

## **DISCUSSION**

- A. **Jeep/ Cruise/ Bike Night- Sign-Up Genius:** Director Edwards reminded the Board there is a sign-up genius to volunteer for these events. A. Roosa noted that Edwards has been using her vehicle for power to play music at these events and that a power cell battery/ generator will need to be purchased instead. A. Roosa suggested that a pop-up tent be purchased as well to shade volunteers from the hot sun. Edwards informed the Board that Cruise Night at the A&W in town has moved from Friday to Tuesday nights.
- B. **Social District:** Director Edwards stated the Social District is in effect.
- C. **Demo Bid:** Director Edwards informed the board that the DDA has received its first bid for the demolition of building at 117 School Street property (included in board packet). The board needs a total of three bids to move forward with awarding project.

- D. **Benches Stored at DPW:** Facts: eight benches were taken out of the pocket park and temporarily stored in DPW's garage. Plans need to be made on what to do with benches, including removing them from DPW garage in near future. Decision tabled to allow Edwards to speak with downtown business owners and AYBA and see if either parties have use for said benches.

**OLD BUSINESS:** None

**PUBLIC COMMENTS (NON AGENDA ITEMS):**

**BOARD QUESTIONS AND COMMENTS:**

- Chairperson A. Roosa thanked the board for a great fiscal year.
- H. Miller asked that board members email accounting of volunteer credits to her as soon as possible if member would like to use credits towards 2024 Heritage Festival sponsorship.


**FUTURE AGENDA ITEMS:**

None

**ADJOURNMENT:**

The meeting adjourned at 8:04 pm by Chairperson Roosa.

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Melissa Schneider, Secretary