

Minutes

Regular Minutes

October 2, 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: A. Roosa, S. Schneider, M. Schneider, K. Boos, A. Glasser

Board members Absent: H. Miller

Staff Present: Angela Edwards, Executive Director

Guests Present: Mr. Scott White, Village of Almont Resident; Mrs. Traci Pewinski, Almont Township Resident; Mrs. Paula Alfonsi, Almont Township Resident; Mrs. Kim Schall, Almont Township Resident; Mrs. Connie Brzozowski, Owner of American Tree

ADDITIONS/DELETIONS TO AGENDA:

Additions:

Heritage Festival Entertainment Tent Sponsor

Added under Discussion as Item #G

COMMUNICATIONS:

Application for appointment to DDA Board by Mr. Scott White.

PUBLIC COMMENT – Agenda Items:

Mr. Scott White, Village of Almont resident submitted an application for appointment to the DDA Board on September 17, 2024. Mr. White introduced himself and talked through his application and his desire to join the Board.

APPROVAL OF CONSENT AGENDA

S. Schneider moved, K. Boos supported

PASSED UNANIMOUSLY BY ALL MEMBERS IN ATTENDANCE

APPROVAL OF MINUTES:

Approval of June 26, 2024 regular meeting minutes:

S. Schneider moved to approve with amendments:

APPROVAL OF BILLS PAYABLE:

Discussion: Director A. Edwards clarified why the Board was responsible for Almont Township summer **attacks** tax bills of 202 S Bristol Street and 117 School Street. A. Edwards stated these tax bills were from the previous year and prior to said properties having ownership transferred to the DDA. H. Miller noted that the Board will be exempt from paying tax bills on these properties beginning in 2025.

Discussion: Chairperson A. Roosa noted there are no updates to the Village Shirt Company’s application from July’s meeting. The line item previously questioned at the June 26, 2024 meeting still remains abbreviated without a description. The board discussed various options as to how to proceed with said application and agreed to have Director Edwards reach out one more time to the **businesses business** owner requesting a detailed invoice. Director Edwards is to also communicate that if requested documents are not provided then business owner can resubmit application at a later date or application will be approved in the amount of \$185.50.

A. Glasser supported

PASSED UNANIMOUSLY BY ALL MEMBERS IN ATTENDANCE

Date	Vendor	Inv #	Total
9/3/2024	Jordano Graphics- Heritage Festival Banners	27248	\$1696.50
9/13/2024	Tri-City Times Heritage Festival Ads	A0990	\$723.80
9/16/2024	Touma, Watson, Whaling	59852	\$400.00
9/19/2024	Creative Awards- Car Show Awards	2112	\$536.20
9/20/2024	Jordano Graphics- Heritage Festival Banners	27312	\$958.00
9/20/2024	Rochester Event Rental- Extra Tent for Band	66494	\$290.30
9/23/2024	Reimbursement- Hollie Miller- HF Supplies		\$81.32
9/25/2024	First Congregational Church- DTE Bill		\$86.21
Total:			\$4,772.33

\$4,686.12

APPROVAL OF BILLS PAYABLE:

Discussion: H. Miller left note stating the First Congregational Church had violated their parking lot agreement by not allowing DDA use of said lot during Heritage Festival and therefore asked that the board not pay the First Congregational Church DTE Bill. The board agreed to table payment of the First Congregational Church DTE Bill to further discuss **continued continuing** the DDA’s business relationship with the First Congregational Church.

S. Schneider moved to approve the Bills Payable in the amount of \$4,686.12, K. Boos supported.

PASSED UNANIMOUSLY BY ALL MEMBERS IN ATTENDANCE

TREASURER’S REPORT

A. August Revenue & Expenditure Report

M. Schneider moved **to approve**, A. Glasser supported.

PASSED UNANIMOUSLY BY ALL MEMBERS IN ATTENDANCE

B. August Check Disbursement

M. Schneider moved **to approve**, K. Boos supported.

PASSED UNANIMOUSLY BY ALL MEMBERS IN ATTENDANCE

REPORTS

- A. DPW August 2024 Report: Included in board packet. Additionally, Director Edwards noted that DPW was scheduled to crack seal the parking lot behind Roots in the days to come.
- B. Directors Report August 2024: Summary includes extensive Heritage Festival preparations with the Village Manager and other departments, making of the MDA Lapeer County downtown video with Imlay City DDA and Lapeer DDA, attending MDA networking conference.

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: Chairperson A. Roosa noted an email string between the Village Shirt Company and Designs By Chance LLC had been provided to clarify the line item in question. The Board agreed this documentation was sufficient to move forward with approving the façade grant application.

Motion to approve the façade grant application for 114 S. Main Street in the amount of \$417.17.

Made by: S. Schneider, K. Boos Supported

PASSED UNANIMOUSLY BY ALL MEMBERS IN ATTENDANCE

2. Façade Grant Application

Facts: The owner of 125 N. Main Street has submitted a façade grant for a new awning in the amount of \$1,300.00, per our grant guidelines.

Discussion: Chairperson Roosa noted the invoices submitted were detailed and up to the Façade Grant Application standards.

Motion to approve the façade grant application for 125 N. Main Street in the amount of \$1300.00.

Made by: S. Schneider, K. Boos Supported

PASSED UNANIMOUSLY BY ALL MEMBERS IN ATTENDANCE

DISCUSSION

- A. **Merchant Trick or Treat:** Director Edwards reminded the Board Merchant Trick or Treat was scheduled an hour before trick or treating on Halloween.
- B. **Small Business Saturday:** Discussion on repeating last year's punch card initiative and coordinating with businesses in the DDA district. Director Edwards stated the Events Committee would be meeting to coordinate and finalize details of said event.
- C. **Fountain Cover:** Discussion on replacing the fountain cover, which is in poor condition. The Board agreed to look into the cost to build a fountain cover using PVC piping and shrink wrapping. Chairperson Roosa asked that Director Edwards look into businesses that could shrink wrap PVC frame and the Board would build the frame.
- D. **Heritage Festival Volunteer Thank You Dinner:** Discussion on where and when to hold thank you dinner for volunteers who helped at Heritage Festival. Thank you dinner will be on October 16, 2024 at 7:00pm at Hideaway Lanes.
- E. **Holly Day Light Festival/Parade:** Events Committee to meet and discuss Holly Day Light Festival/Parade.
- F. **Downtown Holiday Decorating:** Director Edwards asked Board if they would like changed **e s** from last year's decorations. No changes proposed. Chairperson Roosa noted the Board was

interested in a cost sharing program with business owners to light up their buildings similar to that in downtown Rochester, MI. Chairperson Roosa asked Mrs. Connie Brzozowski, owner of American Tree *and* in attendance, to look into costs of stringing lights on businesses in the downtown.

- G. **Heritage Festival Entertainment Tent Sponsor:** Discussion to reduce Roots cost to sponsor the entertainment tent. Roots cost to sponsor the Heritage Festival entertainment tent is \$3000; however, money has not yet been collected by Director Edwards. Director Edwards and Chairperson Roosa have proposed reducing Roots cost to sponsor the entertainment tent by \$1000. Chairperson Roosa noted Roots had lost some revenue to Señor Victor's as a result of entertainment tent placement having been changed to Roots back parking lot. M. Schneider proposed reducing Roots sponsorship by \$500 reasoning that the costs associated with hosting the Entertainment Tent is the largest cost incurred by the DDA during Heritage Festival.

Motion to reduce Roots cost to sponsor the entertainment tent to \$2,500.00.

Made by: M. Schneider

PASSED UNANIMOUSLY BY ALL MEMBERS IN ATTENDANCE

OLD BUSINESS: None

PUBLIC COMMENTS (NON AGENDA ITEMS): None

BOARD QUESTIONS AND COMMENTS:

H. Miller noted that the benches in the fountain park are in terrible condition and asked that the board make a decision to either repair or replace them. The Board agreed to have Director Edwards look into the cost of replacing said benches.

All board members and Director Edwards thanked the individuals involved with putting the heritage festival together for an amazing job and those volunteers who helped to make the festival a success.

FUTURE AGENDA ITEMS: None

ADJOURNMENT:

The meeting adjourned at 7:52 pm by Chairperson Roosa.


Melissa Schneider, Secretary