

VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES

April 27, 2011

Members Present: M. Knapke, C. Kinkade, M. Breen, T. Pepper, D. Sadler, S. Schneider, S. Lanctot, C. Marsh

Members Absent: J. Henderson, F. Smith,

Others Present: N. Boxey

Guests: 0

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:02 p.m. by Chairperson M. Knapke

Additions/Deletions to Agenda:

New Business – G: Internet/Phone Service

Public Comment:

None

Approval of Minutes:

Motion by C. Kinkade, supported by C. Marsh, to accept the minutes of the March 23, 2011. Motion carried unanimously.

Approval of Bills Payable:

Motion by T. Pepper, supported by C. Kinkade, to approve the bills payable.

1. Toth Properties	\$575
2. Nancy Boxey	\$30
3. Village of Almont	\$721.19
4. Village of Almont	\$54.50
5. Village of Almont	\$405.00
6. Village of Almont	\$166.93
7. Consumers Energy	\$78.76
8. Redd Electric	\$987.01
9. Zebra Trading	\$125.00
10. Zebra Trading	\$200.00
11. Village of Almont	\$40.00
12. DTE Energy	\$36.59
13. Yard Services	\$2,497.00
14. Standard Office Supply	\$42.48
15. Verizon Wireless	\$50.08
16. Almont Post Office	\$88.00
17. Landscape Direct	\$1,330.00
18. Frontier	\$59.19
19. American Tree	\$1,095.00
20. Almont Chamber	\$40.00

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21. Village of Almont	\$195.00
22. Village of Almont	\$121.95
23. Village of Almont	\$1,792.91
24. Village of Almont	\$1,926.94
25. MI Downtown Assn.	\$35.00
26. Herb Lowell	\$100.00
27. Nancy Boxey	\$47.84
Total to be approved:	\$12,841.37

Motion carried unanimously.

Treasurer's Report:

Motion by C. Kinkade, supported by T. Pepper to accept the Treasurer's Report as presented for the months of February and March. Motion carried unanimously.

Director's Report

N. Boxey provided updates on various DDA projects and activities for the month of April. C. Marsh indicated that one of the women who attended the recent Almont Women Business Owners Alliance indicated her interest in helping at the Crisis Pregnancy Center and was glad that we had brought awareness to this local program.

Approval of the 2010 Almont DDA Annual Financial Report

Motion by S. Schneider, supported by C. Kinkade to approve the 2010 Almont DDA Annual Financial Report as compiled by the Lapeer Development Corporation and presented. A copy to be published in the Tri-City Times. Motion carried unanimously.

Fire Hall Redevelopment Project

N. Boxey discussed with Board the decision to draft the RFP for design/engineering and construction management services as opposed to a design/build document. This is more in keeping with the way municipal projects are handled, but more importantly, with the design/engineering portion not complete – it would be difficult for bidders to submit accurate and comparable pricing for build services. A decision was also made to only contract for the design/engineering portion of Phase I and II as opposed to all phases of the project. This decision was motivated due to concern over future DDA budgets in the current economic climate. Several board members were consulted prior to this decision being made. The RFP has been completed and copies sent to eight (8) qualified companies. A copy is also posted on the DDA website.

A pre-proposal bid meeting is scheduled for Wednesday, May 4, 2011 at 1:00 pm at the site. Almont DPW employees, the new Village Manager, N. Boxey and M. Knapke will be in attendance. Any other Board members that wish to participate are encouraged to attend.

Rental Rehab Project

An RFP for Third Party Grant Administration was developed and a notice was placed in the Tri-City Times for two weeks. Copies of the RFP were sent to two qualified bidders, Revitalize Inc. as well as the Human Development Commission. One bid was received from Revitalize Inc. N. Boxey checked references listed as well as other known communities which have utilized their services and all spoke positively of their experiences.

If approved by the DDA, the approval of Revitalize, Inc. will also be placed on the Village Council meeting agenda.

Motion by C. Kinkade, supported by S. Schneider to approve Revitalize Inc., to serve as the Third Party Administrator of the Almont Rental-Rehab program. Motion carried unanimously.

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Downtown Banner Purchase

N. Boxey provided Board members with a copy of a quote from ABC Signs, formerly of Almont, to design and produce banners. Board had previously approved the banner purchase from Consort Group, however N. Boxey and Board members felt a quote from a local business should be considered. Due to a price difference exceeding \$400, it was agreed that the original decision to purchase from Consort Group was in the best interest of budgeting and tax dollar expenditure.

Board members indicated that they would like to have the font on the summer banners be black.

“Business Promotions that WORK!” Seminar

N. Boxey provided Board members with copies of the recently printed brochure which is in the process of being distributed. Any help from Board members in distribution would be appreciated. The mini-grant that was submitted to the Lapeer County Community Foundation was denied. Any suggestions that Board members would have regarding the food for the seminar should be given to N Boxey.

New DDA Banking Signatures

N. Boxey indicated that there is a need to update the approved signatures on the DDA account at Tri-County Bank. Currently C. Marsh and J. Janukaitis are listed as approved signors.

Moved by C. Kinkade, supported by S. Lanctot that the DDA remove Joe Janukaitis from the DDA bank account and approve Chairperson Mike Knapke as a signor on the account. Motion carried unanimously.

Internet/Phone Service

N. Boxey discussed with Board members the difficulties that have been occurring with the use of the new 4g Verizon Wireless Broadband card for internet services. Since upgrading to this service in January, there have been numerous connection problems including loss of service. Many of these problems are being experienced with the entire Verizon 4g network. Frontier Communications is currently offering very competitive rates on both phone and internet packages that would save the DDA nearly \$75/month.

Motion by C. Kinkade, supported by T. Pepper for the DDA to terminate their contract with Verizon Wireless for internet service for a fee not to exceed \$165 and to contract with Frontier Communications for both phone and internet service. Motion carried unanimously.

Spring Fling

N. Boxey gave an update regarding events scheduled for the Spring Fling. Currently new space is being solicited to host the student art sale/show. Board members agreed that no personal garage sales would be allowed in the downtown. A recommendation to approach the owner of the former Cinnamon Stick space was given. T. Pepper discussed with the Board the current plans for the car show. Donations and sponsors are being collected and Board members were asked to assist in both as well as to help the day of the event. M. Knapke agreed to sponsor the DJ services.

Meeting was adjourned at 8:35 pm

Steve Schneider, Secretary

Nancy Boxey - DDA Director
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