

**VILLAGE OF ALMONT**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**MEETING MINUTES**

**April 28, 2010**

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

**Members Absent:** J. Henderson, F. Smith, D. Sadler

**Others Present:** N. Boxey

**Guests:** 4

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:00 p.m. by Vice - Chairperson M. Knapke

**Additions/Deletions to Agenda:**

No additions or deletions

Vice-Chairperson Knapke welcomed Tammy Pepper and Suzanne Lanctot as new Board members.

**Public Comment:**

Ms. Stacy Bryant from Chicky's Paradise Saloon discussed with the Board her desire to apply for a façade grant to replace her projecting sign which recently fell down. Board member directed her to submit her application and documentation to the DDA Director for review. The application would be placed on the next DDA meeting agenda.

**Approval of Minutes:**

Motion by S. Schneider, supported by C. Kinkade to accept the minutes of the March 23, 2010 meeting as presented.  
Motion carried unanimously.

**Approval of Bills Payable:**

Motion by S. Schneider, supported by C. Kinkade to approve bills payable.

1. Toth Properties	\$600
2. Nancy Boxey	\$30.00
3. Verizon	\$60.07
4. Nancy Boxey	\$152.90
5. Verizon	\$83.63
6. Village of Almont	\$184.68
7. RLA Studio	\$1,200.00
8. Almont Community Schools	\$23.25
9. American Tree	\$1,450.00
10. Russ Smith	\$218.50
11. Russ Smith	\$393.50
12. Buccillis	\$1,150.00
13. Village of Almont	\$76.30
14. Tri-City Times	\$469.20
15. Village of Almont	\$1,779.46

**Almont DDA Meeting Minutes**

**April 28, 2010**

**Page Two**

16. DTE	\$34.62
17. Village of Almont	\$40.00
18. Computer Professor	\$210.90
19. LA View	\$150.00
20. Consumers Energy	\$65.01
21. Village of Almont	\$154.67

Total to be approved: \$ 8,526.69

Motion carried unanimously.

**Treasurer's Report:**

The cash flow statement for March, 2010 were reviewed by Treasurer Marsh

Payment for the 2009 Taxes due to the DDA from the Township and County were received.

Motion by C. Kinkade, supported by S. Schneider to approve the Treasurer's Report. Motion carried unanimously.

**Director's Report**

N. Boxey provided updates on various DDA projects and activities for the months of April. S. Schneider requested a copy of the Attorney General's opinion regarding the opt-out provision for DDA boundary expansions.

**Flower Planting and Maintenance Contracts**

A public bid opening was conducted at the DDA office, 134 N. Main Street, on April 14<sup>th</sup> at 2:00 in the afternoon. Two contractors were in attendance at the opening as well as N. Boxey, C. Marsh and M. Breen. In total, six (6) contractors bid on either the flower maintenance, flower planting services or both.

Board members felt it was in the best interest of the DDA to have the same contractor provide for both the flower planting and maintenance to minimize disputes over plant failure, etc. Each proposal called for varying amount of plants and planting medium and Board members reviewed each proposal. Each proposal was for a 1 year contract subject to a second year renewal based on customer satisfaction.

Motion by C. Kinkade, supported by S. Lanctot to award the 2010 Flower Planting and Maintenance Service contract to American Tree of Almont. Motion carried unanimously.

**Fountain Maintenance Contract**

Motion by S. Schneider, supported by C. Marsh to approve the contract with Landscape Direct for the opening and closing of the fountain in Fountain Park as presented. Motion carried unanimously.

**Almont Historical Society Building – 149 S. Main Street**

Herb Lowell conducted an inspection of the current foundation of the building and presented his findings. Board reviewed and discussed the draft RFP submitted by RLA Studios as well as a quotation of materials and labor from Grabill Windows and Doors. Board determined that utilizing a local company whom specializes in custom doors and trim, who is also located in the DDA district, would be in the best interest of portions of this project.

Motion by S. Schneider, supported by C. Marsh to authorize N. Boxey to work with RLA Studios, with input from M. Knapke, to finalize an acceptable RFP and distribute to prospective contractors. Furthermore, the DDA will utilize the services of Grabill Windows and Doors of Almont to produce the historic replicas of the double front doors, repair of attached transom, repair and restoration to the front windows and manufacture of the historic replica brackets for the upper façade. Motion carried unanimously.

## **Almont DDA Meeting Minutes**

**April 28, 2010**

**Page Three**

### **MEDC Fire Hall Economic Impact Planning Grant Study**

Spicer Group provided a progress summary form for the Board review. They have conducted the first day of a two-day parking lot usage study and have counted all available public and private parking spaces. They also conducted an inspection of the current structures with their architect to determine the current conditions of these buildings and rehab concerns.

### **214 S. Main Street**

N. Boxey conducted a walk through of the property with the current owner and S. Schneider. She also showed the property to a prospective tenant/buyer who is looking to locate his business to Almont. It has been determined that the DDA can only finance properties for the duration of the current DDA authorization, in this case through 2014. C. Marsh discussed that Tri-County Bank would be able to provide 5 year financing for 5% amortized over 10, 15, or 20 years. Board discussed that at this time it would not be fiscally prudent to finance and keep this structure for any length of time due to current projects. It is advantageous to have the DDA pass through a favorable purchase price to a prospective business owner.

Motion by S. Schneider, supported by C. Kinkade directing N. Boxey to enter into serious negotiations between the prospective business owner, the DDA and the current property owner. Motion carried unanimously.

### **Industrial Park Certification**

N. Boxey provided details regarding the Michigan Business Park certification program and the benefits to marketing your local properties. Almont Research and Industrial Park's certification had expired and the question of renewing it was raised. Discussions were held with the current property owner and he agreed to pay the annual certification cost if the DDA were to initiate the re-certification process.

Motion by C. Kinkade, supported by S. Lanctot to have N. Boxey complete the certification request and have the DDA pay for the initial certification fee. Motion carried unanimously.

### **Almont Spring Fling**

N. Boxey discussed with the board the upcoming annual Spring Fling. This event is comprised of various downtown events taking place at the same time as the Garage Sale Frenzy. Once again merchants are interested in offering a Taste of Almont.

Motion by S. Schneider, supported by C. Marsh to spend up to \$1,000 to promote and host the 3<sup>rd</sup> Annual Almont Spring Fling. Motion carried unanimously.

### **Flea Market**

Discussions were held regarding the Almont Farmers Market and Almont Flea Market. At this time, there are no concrete plans underway for the organization of the Farmers Market. M. Knapke is interested in hosting the Flea Market on Saturdays to better accommodate his vendors, customers and schedule. It was stated that the property is privately owned and ultimately permission for usage on specific days is granted by the owner. The DDA would support efforts to combine these two events to create a larger downtown attraction.

Motion by S. Schneider, supported by C. Kinkade for the DDA to provide a porta-potty, insurance and weekly marketing support of \$50/week for the Almont Flea Market. Motion carried unanimously.

**Almont DDA Meeting Minutes**

**March 23, 2010**

**Page Four**

**Cooperative Advertising Request**

The DDA was approached by the Almont Homecoming Committee to share in the cost of advertising in the Fairs and Festivals Guide published by the Sanilac Broadcasting Company. The Almont Area Chamber of Commerce has agreed to pay for 25% of the cost with the DDA picking up the remaining 25%. Not only will the guide feature a full page ad highlighting the upcoming events in Almont, but Almont would also receive (60) 30 second commercials to be distributed between the Homecoming event and others.

Motion by C. Kinkade, supported by S. Lanctot to approve the DDA paying for 25% of the proposed advertising cost (\$208). Motion carried unanimously.

**Almont Egg-Stravaganza**

This event was well received by the community. Over 55 people turned in their eggs for a chance to win cash prizes. It is estimated by area merchants that over 100 people spent time visiting our local business owners and collected eggs.

Meeting was adjourned at 8:25 pm

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Steve Schneider, Secretary

Nancy Boxey  
DDA Director  
April 28, 2010