

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

**August 24, 2011**

**Members Present:** M. Knapke, M. Breen, F. Smith, D. Sadler, T. Pepper, C. Marsh, S. Schneider

**Members Absent:** J. Henderson, C. Kinkade, S. Lanctot

**Others Present:** N. Boxey

**Guests:** 2

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:04 p.m. by Chairperson M. Knapke

**Additions/Deletions to Agenda:**

**Bills Payable:**

10) Frontier	\$59.99
11) Rowe Professional Services	\$4,668.50
12) Village of Almont	\$1,324.10
13) Village of Almont	\$25.49
14) Landscape Direct	\$1,967.84

**Public Comment:**

None

**Approval of Minutes:**

Motion by C. Marsh, supported by F. Smith, to accept the minutes of July 27, 2011. Motion carried unanimously.

**Approval of Bills Payable:**

Motion by F. Smith, supported by T. Pepper, to approve the bills payable.

1. Toth Properties	\$575
2. Nancy Boxey	\$30
3. Consumers Energy	\$11.65
4. Global Environmental	\$600.00
5. Village of Almont	\$39.51
6. Village of Almont	\$367.85
7. MI Downtown Conference	\$175.00
8. DTE Energy	\$39.66
9. Verizon Wireless	\$50.08
10. Frontier	\$59.99
11. Rowe Professional Services	\$4,668.50
12. Village of Almont	\$1,324.10
13. Village of Almont	\$25.49
14. Landscape Direct	\$1,967.84

Total to be approved: \$9,934.67

Motion carried unanimously.

## **Almont DDA Meeting Minutes**

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### **Treasurer's Report:**

Board members reviewed the cash flow statement for July, 2011.

Motion by T. Pepper, supported by S. Schneider to approved the Treasurer's Report. Motion carried unanimously.

Motion by T. Pepper, supported by S. Schneider to approve the Annual Financial Report for fiscal year ending June 30, 2011. Motion carried unanimously.

### **Director's Report**

N. Boxey provided updates on various DDA projects and activities for the month of August. The Director's Annual Report of Activities was also presented.

### **DDA Director's Employment Contract**

Proposed changes to the employment contract were a change in dates to reflect the new year as well as the removal of the line stating that the Director would be available by phone or email 40 hours per week.

Motion by S. Schneider, supported by T. Pepper to approve the renewal of the Director's contract as presented. Motion carried unanimously.

### **DDA Board of Director Vacancies**

A public notice was place in the Tri-City Times as well as a vacancy posting on the DDA website and Facebook page calling for interested candidates for the DDA Board vacancies. To date, one letter was received. Board members will consider interested candidates at the September board meeting.

### **Michigan Main Street Program – Associate Level**

N. Boxey presented Board members with an outline of the Michigan Main Street program and their Associate Level designation. As a member of the Michigan Main Street program, the DDA would have access to downtown revitalization training and strategies as well as a reinvigorated look at downtown preservation. Membership in this program is becoming increasingly encouraged to secure further grant and program funding.

Motion by S. Schneider, supported by T. Pepper to have N. Boxey submit a letter of interest and pursue the Michigan Main Street Associate Level application. Motion carried unanimously.

### **Fire Hall Redevelopment Project**

Bids are currently being accepted through Wednesday, August 30<sup>th</sup>. The DDA will have a recommendation from Rowe Engineering for consideration at the Special Board meeting on September 7<sup>th</sup>.

### **Rental Rehab Project**

Property owners are currently in the process of securing architects to provide basic drawings and schematics for improvement. The DDA is working to secure pricing on asbestos surveys of the properties to be paid by the individual owners. Calls have been made to SHPO inquiring about the federal historic tax credit process.

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**Almont Heritage Festival**

Board members were provided with the latest schedule of events for the festival. New programming includes a river duck race to be sponsored by the Almont Project Graduation committee. Discussions were held regarding possible vendors to contact for setting up downtown. A band still needs to be selected for Saturday. H. Lowell indicated that the Lions Club will possibly hire a DJ for Friday evening.

Meeting was adjourned at 8:45 pm

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Steve Schneider, Secretary

Nancy Boxey - DDA Director

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