

VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES

August 26, 2009

Members Present: D. Schumacher, M. Knapke, F. Smith, M. Breen, S. Schneider, J. Henderson, D. Sadler,

Members Absent: C. Marsh, M. Harmon

Others Present: N. Boxey

Guests: 1

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:05 p.m. by Vice Chairperson D. Schumacher

Additions/Deletions to Agenda:

Bills payable additions: Lehn King (\$500), Verizon (\$64.45), Lapeer Development Corp. (\$4,000), Mike Knapke (\$158.50), Flying Colours (\$ 125.00)

Public Comment: None

Approval of Minutes:

Motion by S. Schneider, supported by J. Henderson to accept the minutes of the July 22, 2009 meeting as presented. Motion carried unanimously.

Approval of Bills Payable:

Motion by S. Schneider, supported by F. Smith to approve bills payable.

1. Toth Properties	\$600
2. Nancy Boxey	\$38.40
3. DTE Energy	\$28.19
4. Consumers Energy	\$14.84
5. Village of Almont	\$54.50
6. Village of Almont	\$344.77
7. Village of Almont	\$21.05
8. Village of Almont	\$580.13
9. Village of Almont	\$477.80
10. Village of Almont	\$1,453.28
11. Village of Almont	\$1,501.72
12. Tri-City Times	\$126.00
13. Jay's Septic	\$75.00
14. The Lapeer Group	\$112.00
15. Verizon	\$79.95
16. Verizon	\$60.07
17. Scott's Lawn Maint.	\$690.00
18. Scott's Lawn Maint.	\$200.00

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19. Lowell Construction	\$131.00
20. Lowell Construction	\$590.25
21. Roman Fountains	\$36.00
22. Nancy Boxey	\$88.00
23. Lynette K. Orr	\$200.00
24. Nancy Boxey	\$30.74
25. Lehn King	\$500.00
26. Verizon	\$64.45
27. Lapeer Dvlpmt Corp.	\$4,000.00
28. Mike Knapke	\$158.50
29. Flying Colours	\$125.00

Total to be approved: \$ 12,381.64

Motion carried unanimously.

Treasurer's Report:

The monthly Statement of Revenues and Expenses was reviewed for July. Treasurer C. Marsh absent from meeting. No formal report or action taken.

Director's Report

N. Boxey provided updates on various DDA projects and activities for the month of July. A 2008/2009 Annual Report of DDA Activities was also presented.

Request to serve on the DDA Board of Directors

Discussion was held regarding the request by Ms. Christie Kinkade to serve on the Almont DDA Board of Directors. A question was raised regarding whether she could serve considering she does not have a vested interest within the DDA District. N. Boxey stated that her appointment would fall within the DDA By-Laws as there is a provision for up to 5 positions to fall within the Almont community.

Motion by S. Schneider, supported by F. Smith to appoint Ms. Christie Kinkade to the Almont DDD Board of Directors for a term of four years. Motion carried unanimously.

2009-2010 Election of Officers/New Board Members

Motion by S. Schneider, supported by M. Breen to nominate and elect D. Schumacher (Chairperson), M. Knapke (Vice-Chairperson), C. Marsh (Treasurer), S. Schneider (Secretary) for the 2009/2010 fiscal year. Motion carried unanimously.

DDA Director Contract Renewal

N. Boxey presented an updated contract proposal. Board members expressed complete satisfaction with N. Boxey's job performance and felt that the DDA was moving in a positive direction and objectives and goals were being met.

Motion by S. Schneider, supported by D. Sadler to renew Nancy Boxey's contract for 2009-2010 with changes as presented. Motion carried unanimously.

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DDA Office Lease Renewal

Motion by D. Sadler, supported by F. Smith to sign a one year lease renewal with Toth Properties for the DDA office at 134 N. Main Street for a monthly rate of \$600.00. Motion carried unanimously

Broadcasting DDA Board Meetings

Discussion was held regarding the televising of future DDA Board Meetings. S. Schneider discussed the fact that broadcasting Village Council meetings had little impact on the discussions between Council members and actions taken. Advantages for broadcasting meetings would include promoting governmental transparency as well as increasing public awareness for the role of the DDA and the activities and services provided. The possibility of additional community involvement and interest in the DDA could be a benefit.

Motion by F. Smith, supported by M. Breen to have future meetings of the DDA broadcasted on the local cable access channel utilized by the Village of Almont. N. Boxey to work with Village officials to learn how to set up and operate the installed system. Motion carried unanimously.

Michigan Downtown Conference

Motion by D. Sadler, supported by M. Knapke to approve the registration and travel expenses for N. Boxey to attend the Michigan Downtown Conference to be held in Lansing, MI on September 15&16, 2009. Motion carried unanimously.

Team HALO Community Visit

N. Boxey discussed with the Board a proposed schedule of events for the consultant visit. The submitted grant to the Lapeer County Community Foundation was approved for \$2,500.00. Board members were asked to provide assistance in distributing promotional materials for this event. Early Bird registration for DDA District businesses to end September 11, 2009. A luncheon speaker topic is still to be determined.

MEDC Fire Hall Economic Impact Planning Grant Study

N. Boxey discussed that six firms submitted proposals to conduct the planning study for the fire hall property. The selection process was discussed. The selected firm, Spicer Group, was contacted. Spicer was selected due to several factors including: Pre-proposal community visit, Cost, time-line for completion, scope of proposed work and community visits, and understanding of the project. DDA Board members were provided an opportunity to review the submitted proposals prior to selection. Village Manager, J. Oakes provided a review of proposals.

125 N. Main Street

S. Schneider provided an update as to the status of the scheduled closing on 125 N. Main with Toth Properties. Closing documents have not yet been received for review. S. Schneider to review all documents prior to the DDA Director signing for the sale.

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Fall Heritage Festival

N. Boxey provided an update on the current schedule of events, logistics and planning of this event.

The meeting was adjourned at 8:30 p.m.

Steve Schneider, Secretary

Nancy Boxey
DDA Director
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