

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

**January 24, 2010**

**Members Present:** M. Knapke, M. Breen, S. Schneider, C. Kinkade, D. Sadler, C. Marsh

**Members Absent:** J. Henderson, D. Schumacher, F. Smith, M. Harmon

**Others Present:** N. Boxey

**Guests:** 1

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:03 p.m. by Vice - Chairperson M. Knapke

**Additions/Deletions to Agenda:**

No additions or deletions

**Public Comment:**

None

**Approval of Minutes:**

Motion by C. Marsh, supported by C. Kinkade to accept the minutes of the November 18, 2009 meeting as presented.  
Motion carried unanimously.

**Approval of Bills Payable:**

Motion by M. Breen, supported by C. Kinkade to approve bills payable.

1. Toth Properties	\$600
2. Nancy Boxey	\$30
3. Nancy Boxey	\$30
4. Shooting Stars of Almont	\$50
5. Herb Lowell	\$69
6. Almont PTA	\$100
7. Novak's Equipment	\$75
8. Lapeer County FFA	\$50
9. Girl Scout Troop 13180	\$25
10. Almont Ash Sifters Auxiliary	\$100
11. Almont Community Schools	\$100
12. Herb Lowell	\$200
13. Nancy Boxey	\$115.51
14. DTE Energy	\$257.93
15. Lenny Millers	\$425.62
16. Downtown Idea Exchange	\$206.50
17. Consumers Energy	\$110.51
18. Flying Colours	\$280.00
19. Verizon Wireless	\$60.07

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20. Verizon	\$67.58
21. View Newspapers	\$123.75
22. Tri-City Times	\$204.00
23. Christie Kinkade	\$42.00
24. Economic Club of Lapeer	\$200.00
25. DTE Energy	\$44.57
26. Yard Services	\$3,635.00
27. Redd Electrical	\$653.41
28. Village of Almont	\$51.54
29. View Newspapers	\$54.00
30. DTE Energy	\$34.87
31. Verizon Wireless	\$60.07
32. Universal Sound	\$150.00
33. Scott's Lawn Maintenance	\$150.00
34. Yard Services	\$640.00
35. Almont Chamber of Commerce	\$40.00
36. Redd Electrical	\$109.10
37. Village of Almont	\$1,666.96
38. Tri-City Times	\$122.40
39. American Tree	\$144.00
40. Nancy Boxey	\$65.38
41. Village of Almont	\$1,554.00
42. American Tree	\$4,603.22
43. Flying Colours	\$125.00
44. Landscape Direct	\$650.00
45. Verizon	\$65.64
46. Amy Smith	\$254.75
47. Redd Electrical	\$674.09
48. Nancy Boxey	\$44.00
49. Consumers Energy	\$20.00
50. Village of Almont	\$669.38
51. Village of Almont	\$305.47
52. Mott Community College	\$400.00
53. Consumers Energy	\$161.04
54. Niland Company	\$7,665.69
55. Village of Almont	\$713.69
56. Village of Almont	\$975.81
57. Village of Almont	\$1,417.07
58. Village of Almont	\$1,595.36

Total to be approved: \$ 33,037.98

Motion carried unanimously.

**Treasurer's Report:**

The cash flow statements for November and December 2009 were reviewed by Treasurer Marsh. N. Boxey stated that an adjusted budget will be presented at the February meeting for review and approval.

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

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### **Director's Report**

N. Boxey provided updates on various DDA projects and activities for the months of December and January. The first session of: "Social Media – How To." was filled to capacity. All Almont business owners in attendance currently have Facebook sites operational and the enthusiasm is growing. Future classes can be organized.

### **Façade Improvement Grant Applications**

Mr. Jim Toth, property owner for 125 N. Main and 117 S. Main presented information and photographs to Board members regarding the brick restoration projects at these two buildings. Significant attention was given to preserving the integrity and design of the brick. Once the weather improves, a thorough cleaning of these surfaces will be conducted. Further plans regarding roof and interior renovations for 125 N. Main were outlined.

Motion by S. Schneider, supported by C. Marsh to approve a Façade Improvement Grant for Toth Properties in the amount of \$5,000 for brick restoration at 125 N. Main. Motion carried unanimously.

Motion by C. Marsh, supported by S. Schneider to approve a Façade Improvement Grant for Toth Properties in the amount of \$5,000 for brick restoration at 117 S. Main. Motion carried unanimously.

### **Almont Homecoming Committee Request**

N. Boxey reviewed a request from the Homecoming Committee to have the DDA provide funding for site amenities to include: tents, tables, chairs, porta-johns, fencing, etc. Estimates were provided to cover these costs. The Homecoming Committee also requested the DDA consider purchasing several lamp post banners to promote the event. N. Boxey provided several quotes on digital graphic vinyl banners.

Motion by S. Schneider, supported by C. Marsh, that the Almont DDA fund up to \$6,000 for site amenities for the 2010 Almont Homecoming, based on actual costs. Further, the Almont DDA will purchase 8 new banners through ABC Signs of Almont to promote this event. All funding is based on recognition of the Almont DDA by the Homecoming Committee as an event sponsor in promotional materials. Motion carried unanimously.

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

N. Boxey discussed with Board members the need for immediate repairs to winterize this building and had authorized to have a board replaced on the upper roof as well as temporary repairs to a window and siding. It was agreed that a formal site plan and project process needs to be developed with an overall objective of historic preservation, usability and an assessment of the potential use of this building as a DDA office. N. Boxey met with a local architect versed in historic preservation and recommended by neighboring DDA Boards. A proposed scope of work was presented.

Motion by D. Sadler, supported by C. Kinkade to contract with RLA Studios of Washington, MI to conduct a building study, outline a scope of work including timeline, materials and deliverables. This two phased project will be billed in total for \$1,600. Motion carried unanimously.

### **Community Ice-Rink**

N. Boxey received held discussions with the Village insurance carrier and underwriters regarding the requirements for developing a community ice-rink to be located on the Farmer's Market site. Guidelines were reviewed and achievable. Before final approval, the insurance carrier would require an addition of the property owner as an additional insured to the Village policy and vice-versa. N. Boxey currently in the process of securing these signatures. H. Lowell to serve as the rink manager and maintenance supervisor on this project.

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Motion by C. Kinkade, supported by S. Schneider to approve \$1,000 towards the cost of making a community ice-rink functional for the 2010 winter season. Motion carried unanimously.

### **Downtown Trees**

The Tree Maintenance committee met and inspected the downtown trees with N. Boxey and K. Hennig from American Tree. Each tree was inspected for size and placement. Various options were discussed regarding replacement and trimming. The committee met with business owner S. Dawood to discuss his concerns regarding blockage of his signs by the trees. The committee determined that a prudent approach of trimming this year, with only replacing the tree in front of 149 S. Main and utilizing a growth inhibitor would preserve balance and the aesthetics of downtown. Upon review of this course of action at the end of the growing season further action could be possible. Board members agreed that yearly maintenance needs to be conducted on the trees and budgeted accordingly.

Motion by D. Sadler, supported by C. Kinkade that tree trimming, thinning and a growth regulator program; including the replacement of the tree in front of 149 S. Main be conducted by American Tree of Almont for a total price of: \$5,025.00. Motion carried unanimously.

### **Holly Day Light Parade**

The 2009 Holly Day parade was a large success. 25 entries participated, the largest event ever. The weather cooperated, Santa chose a student to help him light the parade and sound coverage of the parade was improved. A final budget analysis was provided.

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

Final approval was received from the State of Michigan on this grant totally \$7,500 in matching funds and the authorization to begin spending money was given. The contract with Spicer Group was signed and beginning meetings will be scheduled.

Meeting was adjourned at 8:45 pm

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Steve Schneider, Secretary

Nancy Boxey  
DDA Director  
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