

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

**July 22, 2009**

**Members Present:** M. Knapke, C. Marsh, F. Smith, M. Breen, S. Schneider

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

**Others Present:** N. Boxey

**Guests:** 2

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:10 p.m. by Secretary Schneider

**Additions/Deletions to Agenda:**

Bills payable additions: Lowell Construction (\$65.75), Village of Almont (\$295.69)

New Business: E. Annual Report, F. Façade Grant Application, Dr. Jay Vanderest, G. 2009/2010 Meeting Dates and Times

**Public Comment:**

Ms. Christie Kinkade discussed with Board members her desire to serve on the Almont DDA Board of Directors. Board members discussed with Ms. Kindade her previous work experience and motivations for serving. Ms. Kindade provided Board members with a letter of interest and resume. Board members thanked her for her interest and informed her that they will take her request under advisement and will postpone action to the August DDA Board meeting.

**Approval of Minutes:**

Motion by C. Marsh, supported by F. Smith to accept the minutes of the June 24, 2009 meeting as presented. Motion carried unanimously.

**Approval of Bills Payable:**

Motion by M. Knapke, supported by F. Smith to approve bills payable.

1. Toth Properties	\$600
2. Nancy Boxey	\$30
3. Roza's Pizza	\$59.94
4. Yard Services	\$1,000.00
5. Accunet	\$395.00
6. Landscape Direct	\$1,059.04
7. Verizon Wireless	\$60.07
8. DTE Energy	\$28.15
9. Heritage Flag and Banner	\$361.00
10. Village of Almont	\$62.28
11. Jay's Septic Service	\$75.00
12. Flying Colours	\$135.00
13. Consumers Energy	\$12.39
14. Stamped Concrete Specialists	\$4,570.00

**Almont DDA Meeting Minutes**

**July 224, 2009**

**Page Two**

15. Lowell Construction	\$65.75
16. Village of Almont	\$295.69
Total to be approved:	\$ 8,809.31

Motion carried unanimously.

**Treasurer's Report:**

The monthly Statement of Revenues and Expenses was reviewed for June. Motion by M. Knapke, supported by F. Smith to accept the Treasurer's Report as presented. Motion carried unanimously.

**Director's Report**

N. Boxey provided updates on various DDA projects and activities. Questions were raised regarding a white residue leaking from the bottom of the large flower planters. N. Boxey to investigate and report back to the Board. Also, discussion held regarding the possibility of extending a sidewalk along the north side of Van Dyke from Howland to the Food Center parking lot. Possible funding for such a project to be investigated with MDOT and Safe Routes to School.

**2009-2010 Election of Officers/New Board Members**

Board members agreed to table these items until the August meeting as there were several Board members absent you may wish to serve in an officer role.

**Team HALO Community Visit**

N. Boxey discussed with the Board a proposed schedule of events for the consultant visit. Board members were asked to brainstorm ways to identify the businesses receiving a mini-consultation. Suggestions were an application process as well as Board identified businesses. DDA Board members will not be eligible to receive consulting services. The luncheon meeting with Village elected officials and DDA Board members may be difficult due to work schedules. Board members to also think of ideas for the community strategy session as well. Seminar topics were discussed for the evening session. N. Boxey currently writing a grant to the Lapeer County Community Foundation for assistance in funding this 2 day event.

Motion by M. Breen, supported by F. Smith to select, "How to Make Cash Registers Ring in a Down Economy" as the evening seminar topic. Motion carried unanimously.

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

N. Boxey reviewed the current status of the RFP process and copies of the RFP were submitted to Board members. Two consultants have made site visit plans prior to submitting proposals. N. Boxey solicited interest from Board members on who may want to be part of the review process.

Motion by F. Smith, supported by C. Marsh to have the DDA Director review all proposals and select the winning Consulting firm at her discretion. Board members to be notified of proposals received and given the opportunity to review and provide input prior to a decision. Motion carried unanimously.

## **Almont DDA Meeting Minutes**

**July 22, 2009**

**Page Three**

### **Façade Grant Program Revisions**

N. Boxey reviewed with Board members the program summary page and application developed in response to the Board recommendation. Discussion was held regarding whether funds could be used to fund roof repair. Board members felt that this was not the intent of this program which is to provide for visible improvements.

Motion by M. Knapke, supported by C. Marsh to accept the Façade Improvement Program summary, application and program outline as presented and made effective beginning August 1, 2009. Motion carried unanimously.

### **Façade Grant Applications**

Motion by F. Smith, supported by C. Marsh to approve a façade grant for \$775.00 to cover a new sign for Dr. Jay Vanderest owner, at 106 S. Main Street. Motion carried unanimously.

### **2008/2009 Annual Report**

Motion by M. Knapke, supported by F. Smith to approve the 2008/2009 Almont DDA Annual Report as prepared by the Lapeer Development Corporation with the exception of changing the signature to be that of Steve Schneider, Secretary. A copy of the report to be published in the Tri-City Times. Motion carried unanimously.

### **2009/2010 Meeting Dates and Times**

Motion by M. Breen, supported by C. Marsh to approve the meeting dates and times as presented. Motion carried unanimously

### **Future Agenda Items**

S. Schneider discussed with Board members the idea of television DDA meetings in the future. Televised meetings could bring greater awareness to the community on the projects and activities of the DDA as well as generate interest for becoming involved. N. Boxey to put on the August agenda for further discussion.

The meeting was adjourned at 8:51 p.m.

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Steve Schneider, Secretary

Nancy Boxey  
DDA Director  
July 22, 2009