

VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES

June 23, 2010

Members Present: M. Knapke, M. Breen, C. Kinkade, C. Marsh, T. Pepper, S. Lanctot, F. Smith

Members Absent: J. Henderson, D. Sadler, S. Schneider

Others Present: N. Boxey

Guests: 1

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:

Bills Payable:

Village of Almont (\$2,536.24), Verizon (\$60.68), Sherri's Barber Shop (\$238.50), ABC Signs (\$633.00)

Public Comment:

None

Approval of Minutes:

Motion by C. Kinkade supported by F. Smith to accept the minutes of the June 3, 2010 meeting as presented. Motion carried unanimously.

Approval of Bills Payable:

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

1. Toth Properties	\$600
2. Nancy Boxey	\$30
3. Village of Almont	\$238.36
4. Standard Office Supply	\$73.13
5. Village of Almont	\$49.05
6. Village of Almont	\$39.08
7. Tri-City Times	\$480.00
8. Lowell Construction	\$5,375.00
9. Jay's Septic	\$75.00
10. Consumers Energy	\$21.54
11. DTE Energy	\$60.07
12. View Newspapers	\$435.00
13. American Tree	\$2,876.43
14. Flying Colours	\$125.00
15. Verizon Wireless	\$60.07
16. Buccillis	\$24.50
17. Roza's Pizza	\$28.00
18. Huddle	\$35.00

Almont DDA Meeting Minutes

June 23, 2010

Page Two

19. Almont Pastry Shop	\$15.00
20. Charlie Brown's	\$35.00
21. Raider Country Coney	\$26.00
22. The Mill	\$12.50
23. Hungry Howie's	\$36.00
24. Maria's Place	\$13.00
25. Almont Post Office	\$88.00
26. Grabill Windows and Door	\$6,075.81
27. Village of Almont	\$2,536.24
28. Verizon	\$60.68
29. Sherri's Barber Shop	\$238.50
30. ABC Signs	\$633.00

Total to be approved: \$ 20,394.96

Motion carried unanimously.

Treasurer's Report:

The cash flow statement for May, 2010 was reviewed by Board members. Treasurer Marsh was absent so no action was taken. The DDA has received payment from the Village from 2009 collected tax capture.

Director's Report

N. Boxey provided updates on various DDA projects and activities for the months of June. Updates were provided regarding the status of the fountain repairs as well as the MDOT mill and fill project. N. Boxey to explore putting new signs in the Fountain Park prohibiting skateboards.

Almont Historical Society Building – 149 S. Main Street

A bid-opening was conducted on 6/10/10 at 2:00 pm. Three bids were received. In attendance at the opening was: Nancy Boxey (DDA Director), Mike Knapke, Michele Breen and Carole Marsh (DDA Board members), Herb Lowell (Almont Building Inspector) and representatives from two contractors (Bryden Development and Advantage Carpentry). The bids were opened and read at that time.

N. Boxey provided board members with bid comparisons regarding cost, scope of work, and other considerations as outlined in the RFP. One bid did not provide the minimum information required for consideration. Discussions were held regarding siding products and suggested work alternatives.

A committee to recommend paint colors was formed consisting of M. Breen, S. Lanctot and C. Kinkade. A special meeting of the DDA Board will be conducted to approve a final color palette.

Motion by C. Kinkade, supported by F. Smith to award the Almont Historical Society Building Improvement project to Advantage Carpentry, Roseville, MI for a project total of \$56,900. The contract to include a scope of work as outlined in the RFP, items 1-12 for \$56,000 and an additional \$900 for debris removal and disposal of the wall stud cavities. Motion carried unanimously.

Almont DDA 2010-2010 Budget

Motion by C. Kinkade, supported by S. Lanctot to approve the Almont DDA 2010/2011 Budget as presented with the following changes: Historical Society Building, \$65,000 and Fire Hall Lot Improvements, \$95,000. Motion carried unanimously.

Almont DDA Meeting Minutes

June 23, 2010

Page Three

Sidewalk Cleaning and Sealing

Motion by F. Smith, supported by C. Kinkade to approve \$1,296.00 to Lowell Construction for the painting of trash receptacles and power washing and sealing of all stamped concrete sidewalks downtown. Motion carried unanimously.

Banner Brackets

Motion by C. Kinkade, supported by T. Pepper to approve the purchase of four complete banner bracket systems and 2 flag pole brackets with a cost not to exceed \$500. Motion carried unanimously.

Façade Improvement Grant Application

Motion by S. Lanctot, supported by T. Pepper to approve a Façade Improvement Grant for a new front portico and faux brick siding to Kamego Chiropractic in the amount of \$1,825. Motion carried unanimously.

Almont Historical Society Walking Tour

Current photos have been taken of the selected sites and building narratives are being compiled and checked for accuracy. Preliminary brochure design is being conducted. The Historical Society Museum building will be the recipient of the first wall mounted plaque, to be in place by the Almont Homecoming.

Industrial Park Certification

A park inspection date is still being scheduled. No change in project status.

Meeting was adjourned at 8:35 pm

Steve Schneider, Secretary

Nancy Boxey
DDA Director
June 23, 2010