

VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES

June 3, 2010

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

Members Absent: J. Henderson, D. Sadler

Others Present: N. Boxey

Guests: 4

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 6:30 p.m. by Vice - Chairperson M. Knapke

Additions/Deletions to Agenda:

New Business:

- E. Grabill Window and Door Contract Ratification
- F. Lamp post painting payment authorization

Public Comment:

None

Approval of Minutes:

Motion by C. Marsh, supported by C. Kinkade to accept the minutes of the April 28, 2010 meeting as presented. Motion carried unanimously.

Approval of Bills Payable:

Motion by C. Marsh, supported by C. Kinkade to approve bills payable.

1. Toth Properties	\$600
2. Nancy Boxey	\$30.00
3. MEDA	\$400.00
4. RLA Associates	\$264.00
5. Village of Almont	\$91.80
6. Village of Almont	\$95.35
7. Village of Almont	\$158.31
8. Village of Almont	\$1,380.60
9. Village of Almont	\$2,817.14
10. Jay's Septic	\$75.00
11. Flying Colours	\$205.00
12. Consumer's Energy	\$42.07
13. Lowell Construction	\$417.65
14. Gear Master, Inc.	\$472.50
15. Scott's Lawn	\$100.00
16. Scott's Lawn	\$200.00
17. Redd Electric	\$127.04

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18. Redd Electric	\$239.76
19. Redd Electric	\$626.78
20. Verizon Wireless	\$60.07
21. Verizon	\$178.67
22. Verizon	\$61.26
23. Spicer Group	\$1,576.50
24. Spicer Group	\$3,820.50

Total to be approved: \$ 14,040.00

Motion carried unanimously.

Treasurer's Report:

The cash flow statement for April, 2010 were reviewed by Treasurer Marsh. The DDA still has not received payment from the Village from 2009 collected tax capture.

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

Director's Report

N. Boxey provided updates on various DDA projects and activities for the months of May. Several items that were highlighted included the current maintenance activities of the fountain downtown as well as a request from the Almont Area Chamber of Commerce to utilize some office space.

Motion by C. Kinkade, supported by M. Breen to have the damaged lamp in the fountain removed from the circuit and not replaced at this time. The DDA to look at the lamp replacement prior to the Almont Homecoming. Motion carried unanimously.

Motion by C. Kinkade, supported by C. Marsh to allow a representative from the Almont Area Chamber of Commerce to utilize the DDA office as a meeting space free of charge for a trial period. Chamber activities are not to interfere in the normal functions of DDA staff. Motion carried unanimously.

Fire Hall Study Presentation from Spicer Group

Representatives from the Spicer Group study team presented the results of their parking lot capacity and usage study. A building inspection was conducted on both structures currently on the lot and an analysis was provided. Three scenarios for site redevelopment were discussed with Board members including: Adaptive reuse of the current structures and parking lot improvements, demolishing the current structures and creating a flat parking lot and demolishing the existing structures and create a parking area in conjunction with creative landscape and streetscape features included. Board members discussed the options in regards to cost, timing and the overall fit with the DDA development plan, goals and Village Visioning Plan. The final site presentation to be conducted in a joint meeting of the Almont DDA Board of Directors and Almont Village Council.

Motion by C. Kinkade, supported by S. Schneider directing Spicer Group to prepare a development plan based on the demolishing of the existing structures and adaptive re-use of the vacant land to include amenities such as lighting, curbing, limited streetscaping and central dumpster locations. The plan to include phased construction options including the potential to redevelop the residential portion as well as providing lower cost alternatives for development. Motion carried unanimously.

June Budget Amendments

Motion by C. Kinkade, supported by F. Smith to amend the 2009-2010 budget as presented. Motion carried unanimously.

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Fountain Maintenance Contract

Motion by C. Kinkade, supported by M. Breen to approve contracting with Landscape Direct for all repair and general maintenance of the fountain in the Almont Fountain Park. Motion carried unanimously.

Façade Improvement Grant Application

N. Boxey discussed with the Board that the proposed sign is a replacement projecting sign that is “grandfathered” into the current sign ordinance. The Almont building inspector has verified the specifications are appropriate for replacement. The building owner to be reminded that flashing signs are prohibited in the downtown.

Motion by C. Kinkade, supported by F. Smith to approve a Façade Improvement Grant for a new sign for the Paradise Saloon in the amount of \$500. Motion carried unanimously.

Grabill Window and Door Ratification

Motion by S. Schneider, supported by M. Breen to ratify the contract with Grabill Window and Doors for \$12,151.61 for custom reproduction front doors, windows, brackets and molding for the Almont Historical Society building improvement project. Ayes: M. Knapke, M. Breen, S. Schneider, S. Lanctot, C. Marsh, F. Smith, C. Kinkade Nays: O Abstention: T. Pepper. Motion carried.

Lamp Post Painting Payment

Motion by C. Marsh, supported by C. Kinkade to approve the payment of \$5,375.00 to Lowell Construction for complete lamp post painting and reconditioning. Motion carried unanimously.

Almont Historical Society Building – 149 S. Main Street

The RFP has been posted in the Tri-City Times for a two week period. The complete RFP package has also been posted on the DDA Website. A pre-bid meeting took place on Thursday, June 3rd at 10:00 am. The architect, DDA Director, Almont Building Inspector, and DDA Vice-Chairperson were present. Six contractors attended the meeting. Bids are due by 2:00 pm on Thursday, June 10, 2010. DDA Board members are encouraged to attend the opening.

N. Boxey to compile a bid analysis and cost comparisons and provide the Board a recommendation at the June 23rd Board meeting.

214 S. Main Street

N. Boxey discussed with the Board the current status of the prospective purchaser. At this time they are unable to financially commit to current asking price. The Board directed N. Boxey to contact the property owner and relay that it is not in the best interests of the Almont DDA to pursue purchasing the property at this time.

Industrial Park Certification

The application for certification has been submitted and received by MEDA (Michigan Economic Developer’s Association). A park inspection date is currently being scheduled.

Almont Spring Fling

The 3rd Annual Spring Fling was a success. Over 55 garage sales were listed and traffic downtown for the Saturday events was brisk. Twelve businesses took advantage of the sidewalk sale promotion and fifty tickets were sold for the Taste of Almont.

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Meeting was adjourned at 8:32 pm

Steve Schneider, Secretary

Nancy Boxey
DDA Director
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