

VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES

March 23, 2010

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

Members Absent: J. Henderson, F. Smith

Others Present: N. Boxey

Guests: 11

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:

No additions or deletions

Public Comment:

Ms. Tammy Pepper introduced herself to the Board as being interested in serving on the DDA Board of Directors. Ms. Pepper works for Grabill Windows & Doors, a business located in the DDA District. She is also a resident of Almont Township.

Ms. Suzanne Lanctot introduced herself to the Board as also being interested in serving on the DDA Board of Directors. Ms. Lanctot was appointed the position of serving as the Postmaster in Almont in 2009.

Approval of Minutes:

Motion by S. Schneider, supported by C. Kinkade to accept the minutes of the January 24, 2010 meeting as presented. Motion carried unanimously.

Approval of Bills Payable:

Motion by S. Schneider, supported by D. Sadler to approve bills payable.

1. Toth Properties	\$600
2. Toth Properties	\$600
3. Nancy Boxey	\$30
4. Nancy Boxey	\$30
5. Consumers Energy	\$118.71
6. Yard Services	\$2,295.00
7. DTE Energy	\$40.60
8. Village of Almont	\$204.27
9. Verizon	\$60.07
10. Toth Properties	\$5,000.00
11. Almont Post Office	\$96.80
12. Verizon	\$69.24
13. Nancy Boxey	\$30.25
14. RLA Studios	\$400.00

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15. Consumers Energy	\$113.28
16. MDA	\$35
17. American Tree	\$3,575.00
18. Nancy Boxey	\$24.71
19. Redd Electrical	\$112.84
20. DTE Energy	\$40.15
21. Yard Services	\$4,405.00
22. Verizon Wireless	\$60.07
23. Village of Almont	\$169.75
24. Village of Almont	\$35.63
25. Almont Dollar Store	\$350.00
26. Flying Colours	\$125.00
27. Verizon	\$80.66
28. Toth Properties	\$5,000.00
29. Lowell Construction	\$117.00
30. Niland Company	\$435.00
31. Village of Almont	\$2,238.86
32. Village of Almont	\$676.52
33. Village of Almont	\$1,646.51
34. Village of Almont	\$1,257.89

Total to be approved: \$ 30,073.81

Motion carried unanimously.

Treasurer's Report:

The cash flow statements for January and February, 2010 were reviewed by Treasurer Marsh Motion by S. Schneider, supported by C. Kinkade to approve the Treasurer's Report. Motion carried unanimously.

2009 Statement of Revenues:

Board members reviewed the Statement of Revenues to be received from the local taxing units. Decreased property values have played an impact as well as the Board decision to not capture special voted millages on revenues. The DDA budget will have a revenue loss of \$8,594.87.

2009-2010 Budget Adjustments:

Motion by S. Schneider, supported by C. Kinkade to approve the 2009-2010 budget adjustments as presented. Motion carried unanimously.

Director's Report

N. Boxey provided updates on various DDA projects and activities for the months of February and March.

MDOT Parking Lane Resurfacing Project

Discussion was held regarding the summer mill and fill project of M-53 through downtown. While the parking lanes are not in immediate need of resurfacing it is likely that within a year the seam connecting the new and old surfaces will crack and pull apart. Water damage will erode the surface and uneven wear will occur. An estimated cost of \$23,000 to resurface the parking lanes was given by MDOT.

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Motion by S. Schneider, supported by C. Marsh to authorize MDOT to resurface the parking lanes throughout the downtown as part of their summer road project. Motion carried unanimously.

Façade Improvement Grant Applications

Motion by C. Kinkade, supported by S. Schneider to approve a Façade Improvement Grant for Buccilli's in the amount of \$1,150 for new awnings at 129 N. Main. Motion carried unanimously.

Almont Historical Society Building – 149 S. Main Street

Robert Lipka, architect from RLA Studio, presented his report and design concepts for 149 S. Main Street. Based on his inspections of the property with various contractors he was able to define the areas of immediate concern and presented the Board with an outline of items to address. Discussion was held regarding Department of Interior Standards for historic preservation regarding siding and millwork. Board members agreed that the possible expansion of this building would not be in the DDA interest.. As part of the rehab project, Board members asked that accessibility issues regarding the front entrance be addressed. A meeting between N. Boxey, R. Lipka and Grabill Windows & Doors to take place to ascertain window and door needs. Historical Society members were present to offer suggestions on how to maximize space. R. Lipka recommended that the Board contract with a general contractor to handle this project.

Motion by D. Sadler, supported by C. Marsh to contract with RLA Studios of Washington, MI to develop the RFP for the preservation work to be done at 149 S. Main. Motion carried unanimously.

MEDC Fire Hall Economic Impact Planning Grant Study

Rob Eggers from Spicer Group presented to the Board the scope of work and timing to be done on the Planning Study. Initial meetings with N. Boxey and M. Knapke have taken place. They are in the process of collecting community data and will begin site visits within the next month and begin the parking space inventory. The total time-frame for this project should be 3-4 months. The final presentation will be with a joint meeting of the DDA Board and Almont Village Council members. Board members were encouraged to share with Spicer their personal thoughts regarding the future use of this site.

214 S. Main Street

The current owner of this property, Tom Schwanitz, contacted the DDA about possible interest of selling his property at a reduced fee to the DDA. He has been unsuccessful in selling this property for some time. N. Boxey and S. Schneider had walked through the building which has been completely updated on the inside. There is ample room to sub-lease as well as private parking. Discussion was held regarding the advantages of the DDA owning as opposed to renting office space. N. Boxey and C. Marsh to explore financing options and requirements.

Lapeer County Commissioners Special Voted Millage Request

Motion by S. Schneider, supported by C. Marsh to waive the Almont DDA capture of the proposed millage for the county senior program and emergency communication equipment. Motion carried unanimously.

Downtown Light Receptacle Repair

Discussion was held regarding the need to repair the light receptacles located within the tree wells downtown. Damage to these outlets is chronic and costly. A quote from Redd Electrical was received and discussed regarding their removal. Board members agreed that the cost to maintain them when they are not utilized, as the Christmas lighting is done through the lam posts, is prohibitive. Herb Lowell volunteered to look at the receptacles to determine the extent of work necessary for their removal and to report back to the DDA. Further estimates to be received.

Almont Egg-Stravaganza

The DDA is working in partnership with the Almont Area Chamber of Commerce.

Meeting was adjourned at 9:10 pm

Steve Schneider, Secretary

Nancy Boxey
DDA Director
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