

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

**March 23, 2011**

**Members Present:** M. Knapke, C. Kinkade, M. Breen, T. Pepper, D. Sadler

**Members Absent:** J. Henderson, F. Smith, S. Schneider, S. Lanctot, C. Marsh

**Others Present:** N. Boxey

**Guests:** 0

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:01 p.m. by Chairperson M. Knapke

**Additions/Deletions to Agenda:**

None

**Public Comment:**

None

**Approval of Minutes:**

Motion by T. Pepper supported by C. Kinkade, to accept the minutes of the February 23, 2011. Motion carried unanimously.

**Approval of Bills Payable:**

Motion by C. Kinkade, supported by T. Pepper, to approve the bills payable.

1. Toth Properties	\$575
2. Nancy Boxey	\$30
3. Village of Almont	\$201.02
4. Village of Almont	\$39.14
5. DTE	\$44.31
6. Village of Almont	\$29.28
7. Zeebra Trading	\$495.00
8. Zeebra Trading	\$125.00
9. Yard Services	\$4,500.00
10. Verizon Wireless	\$42.67
11. Frontier	\$59.50
12. Village of Almont	\$4,778.57
13. Village of Almont	\$860.37
14. Village of Almont	\$549.56
15. Village of Almont	\$1,309.02
16. Village of Almont	\$1,711.64
17. Village of Almont	\$1,657.81
18. Consumers Energy	\$94.21

Total to be approved: \$ 17,102.10

Motion carried unanimously.

## **Almont DDA Meeting Minutes**

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### **Treasurer's Report:**

The Treasurer's was tabled due to the absence of the Treasurer. Board members reviewed the cash flow statement for the month of February.

### **Director's Report**

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

### **Fire Hall Redevelopment Project**

N. Boxey asked for Board direction as to whether she should attain a price from Rowe Engineering (the Village engineering firm of choice) for the design/engineering/construction management of the fire hall site or develop an RFP to be distributed to numerous companies. Board members also discussed the advantages of either keeping the project as a whole or sub-contracting out portions of the work themselves.

Motion by C. Kinkade, supported by T. Pepper that N. Boxey develop a complete RFP for the Fire Hall Redevelopment Project including complete site plan design and engineering for all phases of the project as well as construction management and build of Phase I and II. Motion carried unanimously.

### **Rental Rehab Project**

N. Boxey discussed with the board the positive response to the community presentation provided by "Revitalize Inc." a third-party administrator for MSHDA rental-rehab projects. She is currently developing an RFP to select a Third Party Administrator for the Almont project and a recommendation will be made at the April Board meeting. N. Boxey also presented the board with a quote from Amy Planck to provide consulting services to help create a Commercial Rehab District(s) for the participating property owners of the rehab project. Creation of the District(s) will allow for tax abatement type incentives for the new development and add positive scoring on possible grant approval. A. Planck has prior experience with the legal requirements of setting up such a district and could save time and money for the DDA to complete the legal descriptions necessary for district approval. N. Boxey would conduct any public hearings or appearance before the Village Council or County Board of Commissioners. Board members asked for a total amount of hours to be provided by A. Planck. Boxey indicated that it would be difficult to estimate until the project started, however she felt that there would be sufficient oversight to prevent abuse of billing. Board members asked that N. Boxey secure a more concrete estimate of service hours to be provided before taking action.

### **2011 Lawn and Maintenance Services**

A total of three (3) contractors submitted bids for Lawn and Maintenance Services. One bid was incomplete regarding required information to be provided and could not be considered for acceptance. N. Boxey provided a summary of the bids.

Motion by C. Kinkade, supported by M. Knapke to award the 2011 Lawn and Maintenance Services to the low bidder of Yard Services. Ayes (4), Nays (1 – M. Breen ) and Abstentions (0). Motion carried.

### **Downtown Banner Purchase**

N. Boxey provided the board with mock-ups of the banner designs approved by the committee. Board members expressed an interest in seeing different colors for the summer fonts as well as possible different font choices.

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Motion by D. Sadler, supported by T. Pepper to approve the purchase price of \$1,317.20 for 8 new summer and fall banners with the understanding that the banner committee will approve final font choices and colors. Motion carried unanimously.

### **Holiday Lighting**

It was agreed that the DDA would not pursue new light pole light decorations for the upcoming season due to budget constraints.

### **Joint Promotions Seminars with Imlay City DDA**

N. Boxey has been working with the Imlay City DDA to host a 2-day business seminar series in cooperation with the MI-SBDTC. The Imlay City and Almont Chambers of Commerce have been approached about co-sponsoring this event and N. Boxey to write a grant request from the Lapeer County Community Foundation. There will be no charge for business located within the DDA districts to attend.

Motion by M. Breen, supported by C. Kinkade to approve a budget not to exceed \$850 to sponsor a joint seminar series with the Imlay City DDA on "Business Promotions that Work!" Motion approved unanimously.

### **Spring Fling**

N. Boxey gave a status of the planning for the Spring Fling to date. T. Pepper working to organize a car show for that day from 10-2. Registration materials have been compiled and will be placed on the website. Tammy to solicit local business owners to be award sponsors. DDA Board members were asked to be available that day to lend assistance to any activities.

Motion by C. Kinkade, supported by T. Pepper to approve a budget of \$1,500 for the annual Spring Fling. Motion carried unanimously.

### **Heritage Festival**

Nothing new to report.

Meeting was adjourned at 8:47 pm

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Steve Schneider, Secretary

Nancy Boxey  
DDA Director  
March 23, 2011