

VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES

May 25, 2011

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

Members Absent: J. Henderson, D. Sadler

Others Present: N. Boxey

Guests: 1 (Oliver Turner)

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:02 p.m. by Chairperson M. Knapke

Additions/Deletions to Agenda:

New Business – E: Façade Grant Application

Public Comment:

None

Approval of Minutes:

Motion by C. Kinkade, supported by S. Lanctot, to accept the minutes of April 27, 2011 with the correction under Fire Hall Redevelopment Project topic to change the word “competed” to “completed.” Motion carried unanimously.

Approval of Bills Payable:

Motion by C. Kinkade, supported by S. Schneider, to approve the bills payable.

1. Toth Properties	\$575
2. Nancy Boxey	\$30
3. Village of Almont	\$130.80
4. Village of Almont	\$2,712.78
5. Village of Almont	\$748.99
6. American Tree	\$150.00
7. DTE Energy	\$32.66
8. Zebra Trading	\$157.50
9. Village of Almont	\$146.09
10. Jay’s Septic	\$75.00
11. Consort Group	\$1,342.90
12. Consumers Energy	\$56.48
13. Verizon Wireless	\$50.08
14. Frontier	\$65.10
15. Frontier	\$71.31
Total to be approved:	\$6,344.69

Motion carried unanimously.

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Treasurer's Report:

The DDA has received the 2010 Tax payment from the Village of Almont. Payment has not yet been received from Almont Township or Lapeer County.

Motion by C. Kinkade, supported by S. Schneider to accept the Treasurer's Report as presented for the month of April. Motion carried unanimously.

Director's Report

N. Boxey provided updates on various DDA projects and activities for the month of May. Board members asked that N. Boxey look into the clean up of new graffiti on the upper portion of one of M. Clauw's buildings.

Fire Hall Redevelopment Project

N. Boxey presented the Board with a summary of the five (5) bids received to provide design/engineering and/or construction management services for this project. All firms submitting bids had attended the pre-proposal walk-through. An addendum was issued to the original RFP allowing bidders to propose alternative construction management services if they choose. All questions and responses received by applicants were forwarded to all registered bidders.

The proposal review committee consisted of N. Boxey, M., Knapke as well as O. Turner. Proposals were evaluated in six areas. The Board reviewed a summary of the proposals received. The committee recommended that the contract award be given to either Spicer or Rowe and that the DDA only contract for design/engineering services at this time.

Discussion was held regarding whether the Planning Commission would need to approve the proposed development and if the fees for review would be applied to the DDA. S. Schneider and O. Turner indicated that the fee for review should be waived and S. Schneider indicated that it may not be necessary to have a site plan review done. If so, this could reduce the fees charged by Rowe to be very close to the price quoted by Spicer.

Motions by C. Kinkade, supported by S. Schneider to have N. Boxey negotiate a contract with Rowe Engineering for the design/engineering portion of the Fire Hall Redevelopment Project. Motion carried unanimously.

Rental Rehab Project

A meeting is scheduled for Friday, June 3rd with Bruce Johnston as well as interested property owners so that the application process can begin.

2011-2012 DDA Budget Development

N. Boxey asked that all Board members please spend time before the next DDA meeting reviewing the current budget and financial statements. It will be necessary to reduce spending in order to maintain enough funds to proceed with the anticipated Fire Hall Redevelopment costs. The proposed legislation that would have allowed for taxing jurisdiction opt-out of DDA capture was withdrawn from the House. N. Boxey did remind the Board that these sentiments will continue to be expressed by municipalities during these tough economic times. It will be important for DDA Board members to be clear in what their goals and projects will be in the coming year. Board feedback is requested in the upcoming budget.

Spring Maintenance and Activities

The new banners have arrived and will be installed within the week. The flower pots have been filled and placed downtown. The grass placed in the pots should grow to be approximately 2-3 feet high. Several areas of stamped

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concrete have spaulded over the winter. Board members indicated that N. Boxey look into sealing those areas that have shown damage to prevent moisture absorption but that the rest of the sidewalk should adequately sealed for the year.

Two quotes have been received to replace mulch in the tree wells as well as to top off the mulch in Fountain Park. Landscape Direct indicated that there is becoming a large mulch build-up in the park and that the DDA may want to consider removal of all mulch and to re-mulch to a lower level. The Board felt that we should be able to preserve the current level of mulch and “clean up” around the irrigation heads to allow for better flow and no clogging.

Motion by C. Kinkade, supported by S. Schneider approve the quote from American Tree in the amount of \$542.25 for materials and labor to mulch the tree wells and Pocket Park downtown as presented. Motion carried unanimously.

Board members asked that N. Boxey contact our lawn service company and remind them that the sidewalk on the north-west portion of Main St. extends to the white house beyond the Farmers Market site and needs to be appropriately swept.

Façade Grant Application

Motion by S. Schneider, supported by S. Lanctot to approve a Façade Grant for Aristo Cast in the amount of \$410.90 for sign refurbishment of their double-sided exterior sandblasted sign. Motion carried unanimously.

Spring Fling

The Spring Fling was a great success. The weather was perfect and the car show was a huge draw to the downtown. T. Pepper gave an update as to the sponsors and awards and is to be commended for a job well done. Over 67 cars registered for the event. The student art show was well received as well and participation in the Chalk around the Fountain contest was the largest ever. Suggestions for next year’s car show include having a 50/50 drawing. It was also suggested that a survey be sent to participants to rate their experience and provide feedback for event improvements.

“Business Promotions that WORK!” Seminar

The first meeting of the Seminar series was held at the Almont Lions Hall on Tuesday, May 24th and approximately 30 people were in attendance with Almont constituting over half of the registrants. Feedback was mixed as to it was either too basic or still beyond some business owner’s grasp. The presenter was told to allow for more Q&A as well as activities at the next session. The final session will be Wednesday, June 1, 2011 at the Imlay City offices and Board members are encouraged to promote this event to area merchants.

Board members spent time discussing the current business climate in Almont as well as the common theme that Almont is a difficult place to do business in. Discussion was held regarding opinions on Village vs Township zoning/ordinances/enforcement, etc. – however it was noted that most people do not follow boundary lines when discussing “Almont.” Several downtown business owners have expressed recent frustration regarding their temporary signs. O. Turner and S. Schneider discussed the proposed sign ordinance.

It was agreed by all that the DDA needs to work closely with the Village to promote a positive business environment and to receive first-hand feedback from current business/property owners. N. Boxey to work with O. Turner to develop a “Town Hall” style meeting to address local concerns/issues.

Meeting was adjourned at 9:10 pm

Steve Schneider, Secretary

Nancy Boxey - DDA Director
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