

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

**September 28, 2011**

**Members Present:** M. Knapke, M. Breen, F. Smith, T. Pepper, C. Marsh

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

**Others Present:** N. Boxey

**Guests:** 8

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:00 p.m. by Chairperson M. Knapke

**Additions/Deletions to Agenda:**

None

**Public Comment:**

None

**Approval of Minutes:**

Motion by C. Kinkade, supported by F. Smith, to accept the minutes of August 24, 2011. Motion carried unanimously.  
Motion by T. Pepper, supported by C. Kinkade to accept the minutes of September 7, 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. Almont Post Office	\$132.00
4. Consumers Energy	\$11.65
5. King & King CPAs	\$500.00
6. Village of Almont	\$136.25
7. Gloria Howe	\$14.50
8. Village of Almont	\$337.90
9. Alert-all	\$200.50
10. Rowe Professional Services	\$1,346.25
11. American Tree	\$511.00
12. American Tree	\$590.00
13. Nancy Boxey	\$12.00
14. Landscape Direct	\$70.00
15. Verizon Wireless	\$105.16
16. Foley the Fabulous Magicians	\$325.00
17. Nancy Boxey	\$152.58

Total to be approved: \$5,049.79

Motion carried unanimously.

## **Almont DDA Meeting Minutes**

**September 28, 2011**

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

Board members reviewed the cash flow statement for August, 2011.

Motion by C. Kinkade, supported by T. Pepper to approved the Treasurer's Report. Motion carried unanimously.

### **Director's Report**

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

### **DDA Board of Director's Vacancies**

The DDA considered the applications of five individuals interested in serving on the DDA Board of Directors. Two of the candidates were present and discussed with the board their backgrounds and interest in serving (Mr. Terry Roach and Ms. Tara Antonelli). N. Boxey shared conversations she had held with the other candidates prior to the board meeting. Board members indicated that the most important aspects of serving on the Board are that you have a commitment to attending the meetings and that you have a vested interest in the downtown.

N. Boxey stated that she had received a formal letter of resignation from Jim Henderson from his board position. Board members expressed their appreciation and pleasure that they had such a good pool of candidates and hoped that those that aren't appointed at this time would consider becoming involved in the future.

Motion by T. Pepper, supported by C. Marsh to recommend to the Village Council that Terry Roach and Tara Antonelli be appointed to the DDA Board of Directors. Motion carried unanimously.

### **"Fundamentals of Starting a Business" Seminar**

N. Boxey updated board members regarding the partnership with the Imlay City DDA and MI-SBTDC to offer a class for those interested in starting their own business locally. The seminar is scheduled for Monday, October 17<sup>th</sup> at the Imlay City Library. There is no cost to attend but pre-registration is required.

### **Almont Heritage Festival**

N. Boxey stated that plans are moving along well for the Heritage Festival scheduled for the weekend. Board members were encouraged to attend and volunteers are needed.

### **Fire Hall Redevelopment Project**

The contract documents have been signed and delivered and the contractor will begin posting his 10 day notices. A

Meeting was adjourned at 8:30 pm

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Steve Schneider, Secretary

Nancy Boxey - DDA Director  
September 28, 2011