

Kim Schall, DDA Executive Director  
Andy Roosa, Chairman  
Michele Breen, Vice Chairman  
Steve Schneider, Secretary  
Traci Pewinski, Treasurer

**VILLAGE OF ALMONT**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**MEETING MINUTES**  
**November 17, 2021**  
**Almont Municipal Building**

Lisa Kniestadt, Board Member  
Mike Bohm, Board Member  
Christy Yarbrough, Board Member  
Paul Randazzo, Board Member  
Clinton Farley, Board Member

**Members Present:** M. Bohm, A. Roosa, P. Randazzo, C. Yarbrough, T. Pewinski, C. Farley, L. Kniestadt

**Members Absent:** S. Schneider, M. Breen

**Guests Present:** S. Moore (LDC Executive Director), R. Dodge (Twp. Resident), D. Trent (Village Manager) & 4 Students

Meeting was held at the Almont Municipal Building

The meeting was called to order at 7:05pm by Chairman M. Bohm

**Additions/Deletions to Agenda:**

**Expenses:**

A. Village of Almont – 116 E. St. Clair & 199 W. St. Clair Lights	\$295.56
B. Touma, Watson, Whaling, Coury & Stremers, P.C. #52383	\$146.25
C. Touma, Watson, Whaling, Coury & Stremers, P.C. #52384	<u>\$146.25</u>
<b>TOTAL:</b>	<b>\$588.06</b>

**Regular Agenda:**

**New Business:**

- A. December 15, 2021 Meeting
- B. Ribbon Cutting – Century 21 AAA North

**Communication:** Letter from Yard Services, Inc. regarding continuing the Banner Contract for the 2022 Season.

**Public Comments:** S. Moore introduced himself to the DDA Board and gave them a background on his position.

**Approval of Minutes:**

Motion by C. Yarbrough, supported by C. Farley, to approve the minutes from the October 27, 2021 Regular Board Meeting. Motion PASSED unanimously.

**Approval of Bills Payable:**

1. Yard Services – Fall Banners	\$ 375.00
2. Yard Services – 2021 Grass Cutting for CBD	\$ 3,550.00
3. Paul's Towing – Signs for FCC Parking Lot	\$ 50.00
4. First Congregational Church Parking Lot Light Bill	\$ 101.96
5. RCI Electrical Contracting – Check power to clock	\$ 75.00
6. RCI Electrical Contracting – Removing Elec. Box from Tennis Court	\$ 170.00
7. HM Marketing – Holly Day Light Parade Banner	\$ 780.00
8. Village of Almont – DDA Workmen's Comp. August	\$ 23.74
9. Village of Almont – DDA Workmen's Comp. November	\$ 23.74
10. Village of Almont – DDA Office Phone	\$ 53.08
11. Kim Schall – Oriental Trading – Santa Bag Items	\$ 368.13
12. Landscape Direct – De-foaming Fountain & Closing	\$ 67.00
13. Universal Sound Production – Holly Day Light Parade	\$ 775.00

### Approval of Bills Payable (cont.):

14. Christy Yarbrough – Santa Mail Box	\$ 210.94
15. Kim Schall – Postage – Holly Day Light Parade	\$ 58.00
16. Village of Almont – DDA Desk Calendar	\$ 4.79
17. American Tree – Lighting of Memorial Tree (Orange) & Fall cleanup	\$ 975.00
18. The Verdin Company – Final payment of the restoration of the Clock	<u>\$ 2,514.50</u>
<b>TOTAL AMOUNT DUE: \$10,175.88</b>	

Motion by A. Roosa, supported by L. Kniestadt to approve the bills payable in the amount of \$10,763.94, which includes the additional expenses of \$588.06. Motion PASSED unanimously. T. Pewinski abstained.

### Treasurer's Report:

Profit and Loss vs Actual Reports prepared by Lapeer Development Corporation for the Four Months Ending October 31, 2021.

Motion by A. Roosa, supported by P. Randazzo to approve the Profit and Loss vs Actual Reports as prepared by Lapeer Development Corporation for the Four Months Ending October 31, 2021. Motion PASSED unanimously.

Treasurer, T. Pewinski reported that the DDA has a bank balance of \$250,220.54. Discussion was held regarding the need to look into a more secure banking facility that will cover over \$250,000.

Motion by C. Yarbrough, supported by C. Farley to approve the Treasurer's Report for October 31, 2021. Motion PASSED unanimously.

### Director's Report:

- **Banners/Lamp Posts/Memorial Tree**

1. Winter Banners will be going up along with the Snowflake Lights.
2. American Tree will be putting up the Christmas roping and lighting on the lamp posts before Thanksgiving.
3. Have organized and spoke with American Tree regarding the decorating of the Memorial Tree. They will have the lights switched over from the Orange to the White at the same time that they do the light post.

- **Downtown Business Update/Information/Activity**

1. The pocket park fountain has been winterized until spring. Good news is, we spent very little in repairs this year.
2. Scarecrow decorating contest was held on October 20<sup>th</sup>. We had 7 entries and all were very creative. The DDA did not spend any money on this event. Thank you to W. Glasser and A. Roosa for heading this up.
3. Worked with Village of Almont regarding the Snowplowing and Salting of the Downtown Sidewalks for the 2021-2022 season.
4. Continue to update and manage both the DDA Website and the DDA Facebook Page.
5. Continue to work with Attorney when necessary for the Parking Lot Lawsuit.
6. Working with the Village Manager regarding on any items that arise that include both the DDA and the Village.
7. Been communicating with Vicki who is the daughter of the owner (Tina Slover) of 203 S. Main (old laundry mat).
8. Working with new Accountant at LDC.
9. Prepared/Updated all documents regarding the Holly Day Light Parade.
10. Mailed out all documents to businesses for donations for the Holly Day Light Parade
11. Mailed out all documents to previous participants of the Holly Day Light Parade.
12. Worked on the Schedule for the Holly Day Light Parade to also be included in the donation packet and also the parade participant packet



**Director's Report (Cont.):**

13. Holly Day Light Parade schedule sent to the Tri-City Times for publication
14. Working with and attending meetings downtown pertaining to the Elevated Sidewalk Project.
15. Walking downtown to communicate with businesses and keep them informed.

**New Business:**

**A. Complaints from citizens regarding Marijuana smoking in the CBD of Downtown**

The Almont Police Department has addressed this problem and spoke to the owner.

**B. December 15, 2021 DDA Board Meeting**

Motion by A. Roosa, supported by T. Pewinski to cancel the meeting scheduled for December 15, 2021 due to holiday activities. Motion PASSED unanimously.

**C. Ribbon Cutting for 126 S. Main – Century 21 AAA North**

Director Schall is waiting to hear from H. Miller regarding a date and time. When notified, a notice will be placed in the Tri-City Times as well as on the DDA Facebook page.

**D. DDA Checking Account Signer with Tri-County Bank**

Due to Mr. Bohm stepping down as Chairman, the DDA Board will need to assign a new Board Member to have signing authority for the Tri-County Checking Account.

Motion by M. Bohm, supported by L. Kniestead to appoint M. Breen as the new signer on the DDA Tri-County Bank Checking account. Motion PASSED unanimously. M. Breen absent but gave her consent prior to the meeting.

**Old Business:**

**A. DDA Parking Lot Update**

DDA Director Schall informed the DDA Board that we are waiting on the Appeal process. No new information.

**B. DDA Chairman Appointment**

Discussion was held regarding the appointment of a new Chairman at the October Meeting with both A. Roosa and T. Pewinski in a tie. T. Pewinski has come to this meeting (November 17, 2021) and informed the board that she has resigned as a nomination for Chairman of the DDA Board.

Motion by C. Yarbrough, supported by L. Kniestead to accept Ms. Pewinski's resignation to run for DDA Chairman. Motion PASSED unanimously. T. Pewinski abstained.

Discussion was held and it was the consensus of the DDA Board to appoint Mr. A. Roosa as the new DDA Chairman, effective immediately.

Motion by T. Pewinski, supported by L. Kniesteadt to appoint A. Roosa as DDA Chairman effective immediately. Motion PASSED unanimously. A. Roosa abstained.

**C. Elevated Sidewalk Downtown**

DDA Director Schall informed the DDA Board that everything has moved along nicely with this project and that it is completed.

**D. Banner Cost to Install Banners Along M53 (Main St.)**

At the October DDA Meeting it was the consensus of the DDA Board to move forward with obtaining a quote for the banner installation 4 times a year from Yard Services, Inc. (current contractor) and Village of Almont DPW. Both were to come back to the DDA Board at the November meeting with their costs.

Yard Services, Inc. quote was to remain the same at \$375 per quarter  
DPW's quote was \$275 per quarter

Motion by C. Farley, supported by L. Kniestadt to accept the quote from Yard Services, Inc. for the 2022 Banner Contract. Motion PASSED unanimously. T. Pewinski abstained.

**E. Holly Day Light Parade**

DDA Director Schall updated the DDA Board on the Holly Day Light Parade and that everything is in order and we are looking forward to a wonderful evening. Float/Parade participants are still coming in, along with donations.

**F. Old Laundry Mat (203 S. Main St).**

Discussion was held with the DDA Board about contacting the owner of the empty lot regarding parking for the Holly Day Light Parade. Unfortunately, Director Schall was not able to get in touch with the owner due to a family situation.

**DDA Board Comments:**

P. Randazzo – None

C. Farley - None

M. Bohm – None

L. Kniestadt - None

S. Schneider – Absent

C. Yarbrough - None

A. Roosa – None

M. Breen - Absent


T. Pewinski – None

K. Schall - None

D. Trent – Mr. Trent mentioned that he is looking to set-up a meeting with a fabricator to look at options for our light posts.

Motion by C. Yarbrough, supported by T. Pewinski to adjourn the meeting. Motion passed unanimously.

Meeting was adjourned at 8:05pm.

  
Steve Schneider, Secretary