

Kim Schall, DDA Director  
Mike Bohm, Chairman  
Lynn Zarate, Vice Chairman  
Steve Schneider, Secretary  
Traci Pewinski, Treasurer

**VILLAGE OF ALMONT  
DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES  
August 26, 2020 7:00pm  
Almont Municipal Building**

Michele Breen, Board Member  
Lisa Kniestadt, Board Member  
Erin Lane, Board Member  
Andy Roosa, Board Member  
Christy Yarbrough, Board Member

**Members Present:** M. Bohm, M. Breen, A. Roosa, C. Yarbrough, E. Lane, L. Zarate, L. Kniestadt

**Members Absent:** T. Pewinski, S. Schneider

**Guests Present:** None

Meeting was held at the Almont Municipal Building

The meeting was called to order at 7:02pm by Chairman M. Bohm

**Additions/Deletions to Agenda:**

**Expense:**

• American Tree – Streetscape Plants	\$10,480.00
• Superior Contracting – Final Streetscape Payment	\$31,347.80
• Lapeer Development Corporation – Yearly Fee	<u>\$ 4,000.00</u>
<b>Total:</b>	<b>\$45,827.80</b>

**New Business:**

- Lapeer Development Corporation yearly contract renewal
- Lapeer County Board of Commissioners asking to consider an Animal Control Service Millage

**Regular Agenda:**

**Communication:** Lapeer County Board of Commissioners

**Public Comments:**

**Approval of Minutes:**

Motion by A. Roosa, supported by M. Breen to approve the minutes from the July 22, 2020 Regular Board Meeting.  
Motion PASSED unanimously.

**Approval of Bills Payable:**

1) Village of Almont – DDA Workmen's Comp.	\$ 41.65
2) Village of Almont – 116 E. St. Clair – Lights	\$ 208.67
3) Village of Almont – CCA Charges	\$ 122.00
4) Michigan Downtown Association – Yearly Dues	\$ 300.00
5) Village of Almont – DDA Wages – 6/14 to 6/27, 6/28 to 7/11, 7/12 to 7/25	\$2,368.30
6) Village of Almont – DPW Charges for July 2020 – Curb Stop Replacement	\$2,326.01
7) Village of Almont – 119 W. St. Clair – Lights	\$ 30.58
8) Tri-County Bank – New Check Charges	\$ 15.90
9) Village of Almont – DDA Phone Charges	<u>\$ 54.00</u>

**TOTAL AMOUNT DUE: \$5,467.11**

Motion by L. Zarate, supported by M. Breen to approve the bills payable in the amount of \$51,294.91 which includes the additional expenses of \$45,827.80 as listed above. Motion PASSED unanimously.

**Treasurer's Report:**

Statement of Revenue & Expenses prepared by Lapeer Development Corporation for the One Month Ending July 31, 2020.

Motion by L. Zarate, supported by M. Breen to approve the Statement of Revenue and Expenses prepared by LDC. Motion PASSED unanimously.

Treasurer, T. Pewinski was not in attendance, no balance was reported.

**Director's Report:**

- Director Schall gave an update regarding the Streetscape Project and why there have been so many delays.
- A required Informational Meeting will be held on August 26<sup>th</sup> and November 18<sup>th</sup> at 6:30pm according to Public Act 57.
- DDA Website and Facebook page have been updated accordingly.
- Sippin in the Mitten has closed and Rustic Blue Bird will be moving in sometime in September.
- Attended a number of Webinars and Zoom meetings to keep up to date on the different Grants and programs that are available for Small Businesses.

**New Business:**

**A. Toth Properties looking into a Façade Grant for Sherry's Barber Shop**

The DDA brought to the attention on the DDA Director and the newer Board Members that Sherry's Barber Shop did receive a Façade Grant from the DDA. The Board has requested that DDA Director Schall look into this before the Board moves forward on this potential Façade Grant.

**B. USDA/Rural Business Development Grant – Phase II Streetscape Project**

Director Schall updated the DDA Board regarding the deterioration of the ramp (steps, railing and bricks) in front of Chicky's, Mandy J's Florist, Buccillis, and Sherry's Barber Shop. Due to the fact that this current budget for this portion of the Streetscape project was not enough to properly fix these areas, Director Schall has been in contact with Paula from the USDA/Rural Business Development and Ms. Schall will be applying for a Phase II Streetscape Grant that will repair/replace the steps, railings and bricks in front of the businesses.

**C. Spicer Bill for Approval**

Director Schall received a bill from the Spicer Group regarding charges for the Streetscape Project.

Motion by A. Roosa, supported by E. Lane to hold the \$1,000 payment to the Spicer Group for Invoice # 202753 until the project is complete and to the DDA Boards satisfaction. Motion PASSED unanimously.

**D. Holly Day Light Parade**

It was the consensus of the DDA Board to hold off making a decision at this point. The Board has requested that DDA Director Schall contact MDOT to confirm they will still allow us to close M53 for the parade and also the Insurance Company to make sure that they would still cover this event during a pandemic when we cannot guarantee social distancing.

**E. Lapeer Development Corporation Yearly Contract Renewal**

Discussion was held as to what LDC does for the Downtown Development Authority. Director Schall stated that she is happy with their services and recommends renewing their contract.

Motion by M. Breen, supported by A. Roosa to approve Lapeer Development Corporation's contract for another year at a cost not to exceed \$4,000, which is the same as it has been for a number of years. Motion PASSED unanimously.

**F. Lapeer County Board of Commissioners Animal Control Services Millage**

Motion by L. Zarate, supported by L. Kniestadt, that the Village of Almont Downtown Development Authority hereby resolve that we will "NOT CAPTURE" any of the extra voted countrywide millage that will be on the November 2020 General Election Ballot that will be exclusively used for the purpose of providing Animal Control services for a period of five years, commencing in 2020 through 2024, and understand and support its intended purpose of providing operational funds related to the health and safety of the public through control of various animals in Lapeer County, and the care of animals housed at the Lapeer County Animal Control, as well as capital and program needs; and further, we authorize the DDA Director – Kimberly A. Schall to sign the attached Acknowledgement/Letter of Capture Intent and return to the Lapeer County Board of Commissioners prior to October 1, 2020.

**Old Business:**

**A. DDA Parking Lot Update**

Director Schall informed the Board that there has been a trial date set for November 17<sup>th</sup> & possibly November 18<sup>th</sup> if needed. According to our attorney, this matter should finally be over.

**B. USDA Streetscape Project Update**

After review and discussion of the Streetscape Project and the fact that Dave Boersma, Spicer Engineer felt that the project was not complete he withheld 5% of the total cost of the project until the Punch List is complete. With that being said, the amount that is currently owed to Superior Contracting is \$31,347.80.

Motion by A. Roosa, supported by L. Zarate to approve the bill from Superior Group Contracting in the amount of \$31,347.80. Motion PASSED unanimously.

**C. Update on 122 S. Main and 126 S. Main**

The property has closed and the Title work is cleared up. The current property owners will be submitting the 3 individual applications to go along with the Façade Grant information that was approved at the July 22, 2020 meeting. The renovations have already started and they have used 7 large dumpsters already.

**D. DDA Meetings being televised on You Tube**

The Village Council has approved the DDA to use the Village Council's equipment to televise the DDA meetings on You Tube at no cost to the DDA. However, the stipulations are that the DDA Director and a Village Employee are the only people allowed to run the equipment. If the DDA Director is not available for that meeting, then the Village Employee would be required to attend and run the equipment.

**E. DDA Director's Yearly Review (CLOSED SESSION)**

Motion by E. Lane, supported by L. Kniestadt that the Almont DDA go into Closed Session Pursuant to Section 8 (a) of the Michigan Open Meetings Act, Being Public Act 267 of 1976, for purposes of the DDA Director annual review.

Roll Call:

Ayes: Roosa, Kniestadt, Lane, Yarbrough, Breen, Zarate, Bohm

Nays: None

Absent: Schneider, Pewinski

Entered Closed Session: 8:40pm

Motion by L. Zarate, supported by M. Breen to come out of closed session.

E. DDA Director's Yearly Review (CLOSED SESSION) (cont.)

Exit Closed Session: 9:15pm

Ayes: Yarbrough, Roosa, Zarate, Kniestadt, Lane, Breen, Bohm

Nays: None

Absent: Schneider, Pewinski

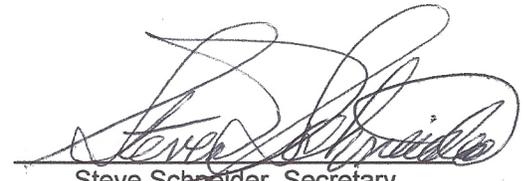
Resumed Meeting at 9:15pm

Motion by E. Lane, supported by L. Kniestadt to increase the DDA Director's Salary from \$20.00 per hour to \$21.00 per hour and to also allow DDA Director to receive reimbursement for miles driven for business purposes at the current IRS mileage rate. Motion PASSED unanimously.

Motion by L. Zarate, supported by C. Yarbrough to adjourn the August 26, 2020 DDA Board Meeting. Motion PASSED unanimously.

Meeting was adjourned at 9:22pm

K. Schall, Director  
August 26, 2020



Steve Schneider, Secretary