

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
January 22, 2020 at 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, T. Pewinski, M. Breen, L. Kniestadt, A. Roosa, C. Yarbrough, E. Lane

Members Absent: L. Zarate, S. Schneider

Guests Present: 1 Student

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:

- **Expense:**
- Christy Yarbrough – Signs Congratulating Almont Football Team \$ 47.50
- Touma, Watson, Whaling, Coury, Stemers & Thomas, P.C. \$ 937.15
- Total:** \$ **984.65**

Regular Agenda:

Communications: Thank you note from Michelle Belesky State Farm Insurance

Public Comments: None

Approval of Minutes:

Motion by T. Pewinski, supported by A. Roosa to approve the minutes from the November 20, 2019, Regular Board Meeting. Motion PASSED unanimously.

Approval of Bills Payable:

- 1) Yard Services, Inc. – Snow Plowing November & December (Inc. late fee of \$72.83) \$ 7,347.83
- 2) Yard Services, Inc. – Banners & Snowflakes \$ 375.00
- 3) Rocket Enterprise, Inc. – MI & US Flags \$ 316.80
- 4) Village of Almont – DDA Office Phone - November \$ 53.68
- 5) Spicer Group, Inc. – Streetscape Project \$ 2,050.00
- 6) Kim Schall – Stamps for Bills & Holiday Cards \$ 33.00
- 7) Kim Schall – Christmas Cards for DDA \$ 20.65
- 8) Kim Schall – DDA Webroot Computer Protection \$ 29.99
- 9) Accunet Web Services – Yearly Fee \$ 416.50
- 10) Village of Almont – 116 E. St. Clair & 119 W. St. Clair Lights (Nov/Dec) \$ 113.10
- 11) Touma, Watson, Whaling, Coury, Stremers & Thomas. P.C. – Attorney Fees \$ 1,813.62
- 12) Tri-City Times – Holly Day Advertising \$ 255.00
- 13) Lynn Marta – Santa Clause – Holly Day Parade \$ 100.00
- 14) Cash – This was for the Float Prize money \$ 550.00
- 15) Village of Almont – DDA Wages – September – November \$ 3,336.62
- 16) Village of Almont – DPW \$ 395.50
- 17) Village of Almont – DDA Office Phone– December \$ 53.68
- 18) Jay's Septic – Holly Day Light Parade \$ 85.00
- 19) RCI Electrical Contracting, Inc. – Memorial Tree location \$ 1,113.68
- 20) American Tree – Timers and Orange Lights \$ 259.92
- 21) Kim Schall – Yellow Safety Vests \$ 65.97
- 22) Village of Almont – 116 E. St. Clair & 119 W. St. Clair (Lights Dec/Jan) \$ 126.40

Approval of Bills Payable (cont):

23) Landscape Direct – July 2019 (Please see attached email)	\$ 137.00
24) Landscape Direct – May 31, 2017 (Please see attached email)	\$ 420.00
25) Landscape Direct – June 2017 (Please see attached email)	\$ 395.00
26) Landscape Direct – October 2017 (Please see attached email)	\$ 242.00
27) Michelle Belesky – State Farm Insurance (See attached documentation)	\$ 3,634.00
28) Tri-City Times – Congratulations for Almont Football	\$ 20.00
29) Kim Schall – Paper for Office & Flash Drive for DDA Computer	\$ 43.44

Total Amount Due: \$23,803.38

Motion by C. Yarbrough, supported by A. Roosa to approve the bills payable in the amount of \$24,788.03 which includes the additional expenses of \$984.65 as listed above. Motion PASSED unanimously. T. Pewinski abstained.

Treasurer's Report:

Statement of Revenue & Expenses prepared by Lapeer Development Corporation for the Five & Six Months ending November 30, 2019 and December 31, 2019.

Treasurer, T. Pewinski updated the Board on the balance as recorded in the Tri-County Checkbook, after all bills have been paid. The current balance is \$268,147.06.

Motion by M. Breen, supported by A. Roosa to approve the Treasurer's Report. Motion PASSED unanimously.

Director's Report:

Director Schall gave an update on the following items:

- **Snow Plowing/Ice Salting**

1. Yard Services, Inc. has been maintaining the CBD Parking lots & also the CBD Sidewalks to keep them free of snow and ice.
2. Meeting was held in late November regarding the snowplowing and Ice removal from the CBD and all is resolved

- **Downtown Information**

1. American Tree was contracted to prepare our Downtown for the Holiday Season as well as our Annual Holly Day Light Parade. American Tree did a wonderful job.
2. Yard Services replaced the Fall Banners with the Winter Banners in early December and also put the Snowflakes up.
3. Working with David Boersma of The Spicer Group pertaining to the proposed Streetscape bid that has been placed out to bid.
4. Continue to work on the DDA Parking Lot issues when needed.

- **Holly Day Light Parade**

1. Many hours were spent making sure that our 22nd Annual Holly Day Light Parade would be a success. What a magical evening was held by the hundreds of families, friends, and residents. We had a total of 29 participants that does not include the Fire Department, EMS, Almont Marching Band and the American Legion.
2. We were able to have the family members of the late Shawn Wilson join us for the re-dedication & lighting of the Memorial Tree with Santa for the three young men that lost their lives in 1982.
3. Next year the date is Saturday, December 5, 2020.

Director's Report (cont.):

- **Village of Almont Update**

1. Have been talking to a number of prospective businesses that would like to call Almont home, however they are not happy with the look and the needed repairs that the vacant buildings need.
2. The Almont Saddlery Building has unfortunately lost one of the tenants due to the property going to the bank. Edward Jones is still moving forward in occupying the North end of the building and things are moving along nicely.
3. State Wide Insurance is no longer occupying the building in front of Family Farm. It is now a Barber Shop (The Den Men's Grooming LLC).
4. Chickys Paradise Saloon has bought the American Legion hall and will be moving her bar to that location – not sure of the time frame.
5. The American Legion will meet at the Masonic Hall on Dryden Road.

- **Business Update**

1. Almont Research & Industrial Park has received Certification from MEDA for the next three years starting in 2019.
2. Continue to work on keeping the DDA website up to date according to the PA 57.
3. Completed Quarterly Report for the USDA pertaining to the Streetscape Project
4. Completed the Two Year Report for the USDA pertaining to the Alleyway Project

New Business:

A. Dumpster in the Southwest Parking Lot

Discussion was held and it was the consensus of the DDA Board that there would be no individual garbage cans and that it is the responsibility of the business owners to pay for the dumpster/trash pick-up.

B. Projects for 2020-2021 Budget Year

Director Schall suggested to the DDA Board that we look at another project for the fiscal year 2020-2021 as we do not have one planned. Director Schall suggested that since it is in the DDA TIF Plan that it would be beneficial to the community to focus on getting a sidewalk from Main Street along the North side of M53 to McDonalds so that people can travel safely to the businesses located in this area.

It was the consensus of the Board that Director Schall investigate this option. Director Schall will look into Grants and also contact ROWE Professional Services, Mike Carpenter to discuss the process and what the cost would be to get the ball rolling.

C. DDA Director Reimbursement for Miles Driven for DDA Position

Chairman M. Bohm brought to the Boards attention that he feels it is only right for the DDA Director to be reimbursed for miles that are travelled for DDA Business. Director Schall informed the Board that the current Mileage Rate is 57.5 cents per business mile driven.

Motion by T. Pewinski, supported by A. Roosa to approve reimbursement to DDA Director for miles travelled doing DDA Business at a current rate of 57.5 cents as of 2020. Motion PASSED unanimously.

D. Downtown Businesses Serving Alcohol

Director Schall updated the Board of the rules of selling/serving alcohol in the Downtown Business District without a license.

New Business (cont.):

E. Captured Revenue for 2019

Director Schall informed the Board that the captured revenue for 2019 has been filed and that if approved the amount would be \$149,783.81, which is down from 2018 by \$5,205.11. This is due to the Millage rates.

F. DDA Networking Group

Board Member A. Roosa gave a presentation on starting up a DDA Networking Group that could meet once a month. Board discussed a different name, DDA Business Alliance Group was suggested. A. Roosa and Director Schall to coordinate and report back to the Board.

G. Landscape Direct Past Due Invoices

Past due invoices were discussed and Director Schall informed the Board that she has looked though all documentation and does not see where these bills were received or paid.

H. DDA Business Credit Card

Director Schall presented the Board will a suggestion that the DDA should have a credit card. Whenever there are expenses that need to be paid that cannot be invoiced, Director Schall has paid from her personal account.

Motion by A. Roosa, supported by T. Pewinski to approve Director Schall to apply for a Mastercard in the name of the DDA with a limit not to exceed \$1,000 unless the credit card company has a minimum. Motion PASSED unanimously

I. Muir Parking Lot Agreement

Director Schall updated the Board on the parking lot agreement between the DDA and Debbie Muir (Muir Brothers Funeral Home). Director Schall met with Ms. Muir and it was agreed upon to end the Parking Lot Agreement.

Motion by T. Pewinski, supported by E. Lane to approve the termination of the Parking Lot Agreement between the Almont DDA and Debbie Muir (Muir Brothers Funeral Home), effective immediately. Director Schall to prepare document and schedule a meeting with Ms. Muir. Motion PASSED unanimously

Old Business:

A. DDA Parking Lot Update

Director Schall informed the Board that there has been no new activity and we are waiting to hear from the Court.

B. Holly Day Light Parade Final Numbers

The Holly Day Light Parade was a huge success. It was a beautiful evening and the Re-dedication of the Memorial Tree was beautiful.

Old Business (cont.):

C. USDA Streetscape Update

Everything is moving along well with the Streetscape. A pre-bid meeting was held on January 13 at the Municipal Office and we had 6 contractors attend. The final bids are due in on February 5, 2020 at 3pm.

D. DPW Snowplowing

Our first snow fall went very well. I have had no complaints from the business owners other than Mr. S. Francis who contacted our contractor and sent Director Schall a text on a Sunday night stating he was not happy that the DDA plowed his portion of the parking lot and insisted that we move the pile of snow that was at the South East corner of the lot, which also included some of his snow. The Contractor, myself and M. Bohm met Mr. Francis at the location and discussed the situation. The DDA and the contractor agreed to move the pile of snow.

Meeting was adjourned at 8:29pm


Steve Schneider, Secretary

K. Schall, Director
January 22, 2020