

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
June 24, 2020
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, L. Kniestadt, A. Roosa, C. Yarbrough, E. Lane, M. Breen

Members Absent: L. Zarate, S. Schneider

Guests Present: None

Meeting was held at Village of Almont Municipal Offices.

The meeting was called to order at 7:04pm by Chairman M. Bohm

Additions/Deletions to Agenda:

New Business:

Expenses:	Village of Almont (Copier Rental 1 Mo. Charge)	\$ 227.38
	Superior Contracting Group, LLC	<u>\$151,170.00</u>
	Total:	\$151,397.38

Regular Agenda:

Communications: Letter from DTE Community Lighting Informational Letter

Public Comments: None

Approval of Minutes:

Motion by A. Roosa, supported by M. Breen, to approve the minutes from the May 27, 2020 Regular Meeting. Motion PASSED unanimously.

Motion by T. Pewinski, supported by A. Roosa to approve the minutes from the June 9, 2020 Special Meeting. Motion PASSED unanimously.

Approval of Bills Payable:

1) Village of Almont (DDA Wages 11-17 to 12-14 2019)	\$ 1,593.22
2) Village of Almont (St. Lights 116 E. St. Clair & 119 W. St. Clair May to June)	\$ 60.30
3) Village of Almont (DPW December Charges)	\$ 604.54
4) Village of Almont (DDA Wages 5-7 to 5-21 2020)	\$ 2,045.35
5) Village of Almont (DPW Labor – May)	\$ 23.02
6) Yard Services (Flags and Clamps)	\$ 445.00
7) Landscape Direct (Pump Repair)	\$ 918.00
8) Landscape Direct (Yearly Contract with Power Washing)	\$ 2,164.07
9) Spicer Group	\$ 1,412.25
10) Village of Almont (Infrastructure)*	\$10,000.00
11) American Tree (May Pocket Park Plants, Water & NW Corner)	\$ 380.00
12) Village of Almont (DDA Phone – April-May 2020)	<u>\$ 53.41</u>
TOTAL AMOUNT DUE:	\$19,699.16

Motion by A. Roosa, supported by C. Yarbrough to approve the bills payable in the amount of \$171,096.54, which includes the additional expenses of \$151,397.38. Motion PASSED unanimously. T. Pewinski abstained.

Treasurer's Report:

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 \$369,890.76.

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

Director's Report:

Director Schall updated the DDA Board on the following items: Summer Banners are up but will need to be adjusted due to the wind and semi-trucks that move the banners. The Pocket Park is looking good and the Fountain will be turned on as soon as we receive a part. American Tree is in the process of ordering the plants for Downtown. The Streetscape Project is moving along.

New Business:

A. DDA Recording Meetings through You Tube

Discussion was held regarding having the DDA Board Meetings be recorded so that there are no questions as to what has been said and this way the public is able to view the meetings. Director Schall has set up a You Tube Account and would like to submit a memo to the Village Council asking for permission to use the equipment that allows the Village to broadcast their meetings on You Tube.

Motion by A. Roosa, supported by T. Pewinski to approve Director Schall to submit a memo to the Village Council with a request that the DDA Meetings be recorded via You Tube. The DDA Board would like the Director and one other Board Member to be trained on using the equipment located in the Meeting Room. Motion PASSED unanimously

Old Business:

A. Almont Pastry Shop Façade Grant – Need a Vote

Discussion was held and the Board reviewed the additional information that was supplied by the Almont Bakery for their Façade Grant Application in the amount of \$5,000.

Motion by C. Yarbrough, supported by T. Pewinski to approve the Façade Grant application for Almont Bakery in the amount of \$5,000. Motion PASSED unanimously.

B. DDA Parking Lot

Director Schall updated the DDA Board that we are still waiting on the court.

C. USDA Streetscape Update and Status

Director Schall presented a Power Point Presentation to the DDA Board to review and consider moving/adding to the Streetscape Project.

After review and discussion of the power point pertaining to moving a planter bench, leaving the planter bench in the current location or having two planter benches on the North East side of Main Street, the Board agreed to leave the current planter bench in front of the Post Office.


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Motion by C. Yarbrough, supported by E. Lane to leave the planter bench in its current location in front of the Post Office. Motion PASSED unanimously.

Discussion was also held pertaining to the height of the Limestone sill for the benches. They are currently 2 ¼" inch thick and to match the Pocket Park they would need to be 3" thick. To do all 9 planter benches it will be an additional \$2,500.

Motion by M. Breen, supported by T. Pewinski to increase the height of the Limestone Sill to 3" with a cost not to exceed \$2,500 in total for all 9 planter benches. Motion PASSED unanimously.

Meeting was adjourned at 8:44pm



Steve Schneider, Secretary

K. Schall, Director
June 24, 2020