

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  
July 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, A. Roosa, C. Yarbrough, E. Lane, S. Schneider

Members Absent: L. Zarate, L. Kniestadt

Guests Present: B. Zender, R. Dodge, J. Yarbrough, P. Alfonsi, T. Alfonsi

Meeting was held at the Almont Municipal Building

The meeting was called to order at 7:01pm by Chairman M. Bohm

**Additions/Deletions to Agenda:**

**Expense:**

• Village of Almont – Operating Supplies – Trash Bags	\$ 39.75
• Village of Almont – 116 E. St. Clair – Street Lights	\$ 65.58
<b>Total:</b>	<b>\$ 105.33</b>

**New Business:**

- Approval of 2019-2020 Amended Fiscal Year End Budget
- Approval of 2020-2021 Amended Fiscal Year Budget
- IPMC (International Property Maintenance Code) Charges – splitting between The Village of Almont and the DDA
- Social District Information presented by A. Roosa
- Traffic Control through Downtown presented by A. Roosa

**Regular Agenda:**

No communication

**Public Comments:** None

**Approval of Minutes:**

Motion by C. Yarbrough, supported by T. Pewinski to approve the minutes from the June, 24, 2020 Regular Board Meeting. Motion PASSED unanimously.

**Approval of Bills Payable:**

1) Village of Almont (DPW Equipment & Labor)	\$ 257.76
2) Village of Almont (DDA Wages – 5-17 to 6-13-2020)	\$1,399.45
3) Spicer Group (Streetscape Project)	\$ 530.50
4) Village of Almont (DDA Phone)	\$ 53.41
5) American Tree (Watering, Mulch, Trimming Pocket Park)	\$2,140.00
6) Village of Almont (Water Bill 4-1 to 6-30-2020)	\$ 53.20
7) Touma, Watson, Whaling, Coury, Stremers & Thomas, P.C.	\$1,884.45
8) Keith Brace Plumbing – Backflow Test – Fountain Park	\$ 75.00
9) Village of Almont (Street Lights 119 W. St. Clair)	<u>\$ 25.74</u>

**TOTAL AMOUNT DUE: \$6,419.51**

Motion by M. Breen, supported by E. Lane to approve the bills payable in the amount of \$6,524.84 which includes the additional expenses of \$105.33 as listed above. Motion PASSED unanimously. T. Pewinski abstained.

**Treasurer's Report:**

Statement of Revenue & Expenses prepared by Lapeer Development Corporation for the Twelve Months Ending June 30, 2020.

Motion by A. Roosa, supported by T. Pewinski to approve the Statement of Revenue and Expenses prepared by LDC. Motion PASSED unanimously.

Treasurer, T. Pewinski updated the Board on the balance as recorded in the Tri-County Checkbook, as of July 22, 2020 is \$206,863.13. Motion PASSED unanimously.

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

**Director's Report:**

Director Schall updated the board on the banners, the Downtown Streetscape Project and that there needed to be amendments to the 2019-2020 Fiscal Year End Budget and also the 2020-2021 Fiscal Year Budget.

**New Business:**

**A. 122 S. Main A & B and 126 S. Main Façade Grant Application**

Discussion was held regarding issuing 3 façade grants for the properties located at 122 S. Main A & B and 126 S. Main. During the discussion, it was mentioned that there is a small issue with the title to the properties and that it is being worked on by the attorneys, with that being said it was the consensus of the DDA Board that they would give Bur Oak Properties, LLC 60 days to clear the title on the properties and to also submit individual applications for each address.

Motion by A. Roosa, supported by T. Pewinski to approve Bur Oak Properties for a Façade Grant in the amount of \$15,000 for the three addresses with the following stipulations. Bur Oak Properties need to submit 3 different applications for the properties and also 60 days to receive a clear title for the properties. If title is not cleared in 60 days, the \$15,000 will be available for other Façade Grants. Motion PASSED unanimously. C. Yarbrough abstained.

**B. Informational Meetings required by PA 57**

Director Schall informed the DDA Board that per Public Act 57 she has scheduled two meetings to be held on August 26, 2020 and November 18, 2020 at 6:30pm at the Village of Almont Municipal Offices.

**C. Approval of 2019-2020 Amended Fiscal Year End Budget**

Director Schall updated the DDA Board regarding the reason to submit an Amended 2019-2020 Fiscal Year End Budget to the Village Council. This request is being made due to the fact that an amount was missed when the Statement of Revenue Expenses was compiled, which in turn, the line item under Legal Fees went over budget.

Motion by E. Lane, supported by T. Pewinski to approve the 2019-2020 Amended Fiscal Year End Budget and to submit to the Village Council for approval. Motion PASSED unanimously.



**D. Approval of 2020-2021 Amended Fiscal Year Budget**

Director Schall updated the DDA Board regarding the reason to submit an Amended 2020-2021 Fiscal Year Budget to the Village Council. This request is being made due to the fact that an amount was missed when the Statement of Revenue Expenses was compiled for the June 30, 2020, which in turn changed our ending balance for June 30, 2020, which is used as the beginning cash balance for the 2020-2021 Fiscal Year Budget.

Motion by M. Breen, supported by A. Roosa to approve the 2020-2021 Amended Fiscal Year Budget and to submit to the Village Council for approval Motion PASSED unanimously.

**E. IPMC (International Property Maintenance Code) charges by CCA (Construction Code Authority)**

Director Schall requested discussion regarding the Village of Almont hiring the CCA to perform IPMC inspections on the buildings downtown. In order for CCA to perform these inspections, the cost is \$60 per building. These inspections are only conducted on the outside of the buildings. Director Schall had a meeting with Village Manager M. Connors and discussed working together and splitting the cost of the inspections.

Motion by T. Pewinski, supported by C. Yarbrough to approve a split cost with the Village of Almont paying \$30 and the DDA paying \$30 towards the CCA to inspect Downtown Businesses that have been requested. The DDA would also like to have a report after each inspection is completed. Motion PASSED unanimously.

**F. Social District Permit Information**

Board Member A. Roosa presented information on the Social District opportunity. The governing body of a local government unit may designate a Social District within its jurisdiction that contains a commons area in which the patrons of qualified licensees may consume alcoholic liquor (beer, wine, mixed spirit drinks, or mixed drinks/cocktails) in the commons area. The DDA held discussion and it was the consensus of the Board to have A. Roosa look further into this opportunity. Complete information can be viewed at [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

**G. Traffic Control for the Downtown Corridor**

Board Member A. Roosa presented information on ideas to control the speeding traffic downtown and also the noise from the semi-trucks. It will be done in 4 phases. DDA Board held discussion and it was the consensus of the Board to have A. Roosa follow-up with the Almont Police Department.

**Old Business:**

**A. DDA Parking Lot Update**

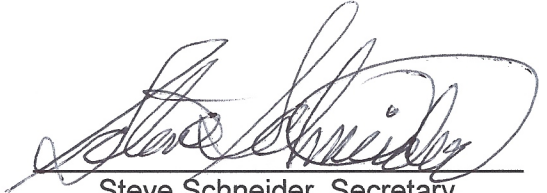
Director Schall informed the Board that there has been no new activity and we are waiting to hear from the Court on a trial date. S. Schneider stated that there has been Discoveries on both parties and that neither party is willing to move. S. Schneider also mentioned that Judge Holowka is retiring and that this case may move into next year. S. Schneider also stated that it may end up costing the DDA more money.

S. Schneider left the meeting at 8:30pm.

**B. USDA Streetscape Update**

Everything is moving along with the Streetscape. We have had a few issues: The initial cement that was poured did not cure properly and the workmanship was not good. So, with the money coming from a USDA Grant and also the Downtown taxpayers dollars, it was only right to have all the cement removed and new poured. The contractor of hire contacted another cement company and it was done properly. The project is looking to be completed by mid August.

Meeting was adjourned at 8:50pm



Steve Schneider, Secretary

K. Schall, Director  
July 22, 2020