

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
May 27, 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, L. Zarate, S. Schneider, M. Breen

Members Absent: None

Guests Present: M. Connors

Meeting was held at Village of Almont Municipal Offices.

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

Additions/Deletions to Agenda:

New Business: None

Regular Agenda:

Communications: None

Public Comments: None

Approval of Minutes:

Motion by S. Schneider, supported by M. Breen to approve the minutes from the March 9, 2020 Re-scheduled February 26, 2020, Regular Board Meeting. Motion PASSED unanimously.

Approval of Bills Payable:

1) HM Marketing (Farmers' Market Banner)	\$ 165.00
2) Touma, Watson, Whaling, Coury, Stremers & Thomas, P.C.(Attorney)	\$ 422.40
3) Village of Almont (Streetlights – 116 E. St. Clair & 119 W. St. Clair – March)	\$ 102.04
4) Village of Almont (DDA Office Cell Phone - March)	\$ 53.47
5) Yard Services (\$6,845 Parking Lots, \$5,740 CBD Sidewalks)	\$12,585.00
6) Village of Almont (DPW Charges - February)	\$ 221.25
7) Village of Almont (DDA Wages)	\$ 1,442.51
8) Almont Township (Desk Calendar)	\$ 4.79
9) Spicer Group (Streetscape Project)	\$ 1,110.00
10) Village of Almont (Streetlights – 116 E. St. Clair & 119 W. St. Clair - April)	\$ 85.16
11) Village of Almont (DDA Wages – 3-1-20 to 3-31-20)	\$ 1,614.75
12) Village of Almont (DPW Charges March)	\$ 163.17
13) Village of Almont (DDA Office Cell Phone – April)	\$ 53.47
14) Village of Almont (DPW – Trash Bags)	\$ 79.50
15) Touma, Watson, Whaling, Coury, Stremers & Thomas, P.C. (Attorney)	\$ 48.75
16) Village of Almont (Water Bill 1-1-2020 to 3-31-2020)	\$ 53.20
17) Mandy J Florist	\$ 85.85
18) Kim Schall (MDA Conference Meeting)	\$ 25.00
19) Kim Schall (Mileage to deliver documents)	\$ 42.43
20) Spicer Group (Streetscape)	\$ 442.00
21) Tri-City Times (Advertising the DDA during COVID 19)	\$ 35.00
22) Village of Almont (DPW Services April 2020)	\$ 148.85
23) Village of Almont (DDA Wages – 3/22 to 4/4 & 4/5 to 4/18)	\$ 1,507.10
24) Village of Almont (Streetlights – 116 E. St. Clair & 119 W. St. Clair – May)	\$ 83.06
25) Michigan Economic Development Association (Yearly Dues)	\$ 305.00

Approval of Bills Payable (cont):

26) Village of Almont (DDA Workmen's Comp.)	\$ 41.65
27) Village of Almont (DDA Office Cell Phone)	\$ 53.37
28) Michigan Municipal League (Webinars 3)	\$ 75.00
29) Spicer Group (Streetscape)	\$ 941.75
TOTAL AMOUNT DUE:	\$21,990.52

Motion by S. Schneider, supported by L. Zarate to approve the bills payable in the amount of \$21,990.52 Motion PASSED unanimously. T. Pewinski abstained.

Treasurer's Report:

Statement of Revenue & Expenses prepared by Lapeer Development Corporation for the Nine Months Ending March 31, 2020, Ten Months Ending April 30, 2020 and Eleven Months Ending May 31, 2020.

Motion by S. Schneider, supported by L. Zarate to approve the Statement of Revenue & Expenses for the Nine Months Ending March 31, 2020, Ten Months Ending April 30, 2020 and Eleven Months Ending May 31, 2020. Motion PASSED unanimously.

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 \$394,184.05.

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

Director's Report:

Director Schall updated the DDA Board on activities that have been taking place Downtown as well as the status of the Streetscape Project. Director Schall has been attending a number of Webinar's to keep the businesses up to date of opportunities that could help their businesses. The DDA 2019/2020 Fiscal Year Budget Amendments are complete as well as the 2020/2021 Fiscal Year Budget for the DDA to review and approve so that it can be presented to the Village Council for approval.

New Business:

A. 102 N. Main Street (Almont Pastry Shop) Façade Grant Application

After discussion and review of the Façade Grant application from the Almont Pastry Shop, the consensus of the DDA Board is that in order to approve the application all requirements must be met, which includes two estimates. Director Schall to contact Mr. Steve Misajlovski for another estimate and also to see if he can get current estimates. Director Schall will report back at the June meeting.

B. American Tree – Pocket Park & NW Corner Maintenance Quote

Motion by L. Zarate, supported by T. Pewinski to approve the Pocket Park and NW Corner Maintenance quote from American Tree not to exceed \$3,750. Motion PASSED unanimously

New Business (cont):

C. Landscape Direct Yearly Contract

After discussion, it was the decision of the Board to not open the Fountain at this point. With the rising costs of maintaining the fountain, the DDA Board has decided to look into filling the fountain and plant flowers due to the increased cost for maintaining. It was discussed to have the DDA Director contact American Tree and Landscape Direct to get a quote on what would need to be done to fill the fountain with dirt and planting flowers.

Motion by L. Zarate, supported by E. Lane to decline the yearly contract for Landscape Direct due to the continuous rising cost. Motion PASSED 8-1 with S. Schneider stating that he was adamantly opposed to the shutdown of the fountain in an email that I received on May 30, 2020.

Motion by L. Zarate, supported by A. Roosa to allow DDA Director to contact American Tree and Landscape Direct to obtain a quote as to the amount it will cost to fill in the fountain with dirt and flowers, with a cost not to exceed \$2,000 for the Director to move forward before the next DDA Board Meeting in June. Motion passed 8-1 with S. Schneider stating that he was adamantly opposed to the shutdown of the fountain in an email that I received on May 30, 2020.

D. Veterans Affair Committee Millage Vote

Motion by L. Zarate, supported by T. Pewinski to not Capture any extra millage that will be on the August 2020 primary election. Motion PASSED unanimously

Roll Call:

Ayes: Schneider, Yarbrough, Lane, Kniesteadt, Zarate, Pewinski, Breen, Roosa, Bohm

Nay: None

Absent: None

E. 2019/2020 Year End Budget Amendments

The DDA Board reviewed and discussed the Year End Budget Amendments.

Motion by S. Schneider, supported by L. Zarate to approve the 2019/2020 Year End Budget Amendments as presented. Motion PASSED unanimously.

F. 2020/2021 Discussion Budget

Village Manager, M. Connors reviewed an email with the DDA Board that was sent to DDA Director pertaining to budget requests that was included in the agenda. M. Connor mentioned to the DDA Board that the Village would be taking an approximate 35% decrease in revenue coming into the Village, with that being said, the Village would need to postpone some of their projects. M. Connors requested that the DDA Board consider adding a line item for the Almont Police Department in the amount of \$4,350. M. Connors also requested that the \$10,000 that is allocated for street repairs be allocated to the Streetscape Project under the DPW to repair/replace the Curb Stops.

New Business (cont.):

G. 2020/2021 Proposed Budget

After review and discussion it was the consensus of the DDA Board to add a line item to the DDA Budget for the Almont Police Department in the amount of \$4,350 per Village Manager, M. Connors request to be used for festivals. The DDA Board also agreed to change the wording on the Proposed Budget line item "Reconstruction of Street" (Repairs) to Infrastructure Projects. The DDA Board also agreed to write a check for \$10,000 to the Village of Almont to be used for the Streetscape Projects 30 curb stop water boxes from the 2019-2020 budget, with the \$10,000 that is allocated for Infrastructure in 2020-2021 to go towards the remainder of the Streetscape 30 curb stops at a total cost not to exceed \$19,289.00 for the curb stops and the remainder to be used for Infrastructure projects within the DDA District.

S. Schneider left the meeting at 8:26pm

Motion by M. Breen, supported by L. Zarate to approve the 2020/2021 Proposed Budget with the above mentioned changes and to submit to the Village Council for approval on June 2, 2020. Motion PASSED unanimously.

Roll Call:

Ayes: Yarbrough, Lane, Kneistadt, Zarate, Pewinski, Breen, Roosa, Bohm

Nays: None

Absent: Schneider

H. E-mail from Village Manager – Budget Request

This is discussed in letter G.

I. 2020/2021 DDA Fiscal Year Calendar

Motion by T. Pewinski, supported by L. Zarate to approve the 2020/2021 DDA Fiscal Year Calendar as presented and to submit to the Village Council for their records. Motion PASSED unanimously

J. 2020 Holly Day Light Parade

Tabled until June 24th Meeting.

K. First Congregational Church Request

Director Schall to contact First Congregational Church regarding a donation of \$5,000 towards the church parking lot.

L. Michigan Small Business Relief Program Grant Recipients

Director Schall has been keeping informed through Webinar Meetings, Zoom Meetings and more in order to make sure that our businesses have the resources they need to be able to help them through this most difficult time. One of the Grants that was available to the Small Businesses was The Michigan Small Business Relief Program through the MEDC. The following local businesses received grant funds:

Huddle Bar & Grill \$ 3,000.00
Roots BBQ \$ 3,000.00
FG Fit \$2,000.00

Maria's Place \$ 3,000.00
Sippin in the Mitten \$ 3,000.00
Buccillis Cakes \$ 1,000.00

Old Business:

A. DDA Parking Lot

Director Schall informed the Board that they are still waiting on the Court.

B. Bike Rack Grant Update

Director Schall updated the DDA Board that she will be submitting the Mini Placemaking Grant for \$2,000.

C. DDA Business Alliance Group

Board Member A. Roosa updated the board on the DDA Business Alliance Group that will be tabled until further notice.

D. DDA Business Credit Card

Due to the banks being closed, Director Schall will look into the DDA Business Credit Card as soon as the banks are open to the public again.

E. USDA Streetscape Update and Status

Streetscape Project will be starting on June 8th. Director Schall will be in contact with the contractors on a daily basis.

Meeting was adjourned at 9:13pm


Steve Schneider, Secretary

K. Schall, Director
May 27, 2020