

Kim Schall, DDA Director
Mike Bohm, Chairman
Lynn Zarate, Vice Chairman
Tara Antonelli, Treasurer
Steve Schneider, Secretary

**VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
June 26, 2019 at 7:00pm
Almont Municipal Building**

Michele Breen, Board Member
Tammy Pepper, Board Member
Traci Pewinski, Board Member
Lisa Kniestadt, Board Member
Erin Lane, Board Member

Members Present: M. Bohm, S. Schneider, M. Breen, T. Pewinski, L. Kniestadt, E. Lane, T. Pepper

Members Absent: T. Antonelli, L. Zarate

Guests Present: None

Meeting was held at the Almont Municipal Building

The meeting was called to order at 7:08pm by Chairman M. Bohm

Additions/Deletions to Agenda: Expense: Tri-County Bank (Check reorder) \$ 14.84

New Business: None

Regular Agenda

Communications: None

Public Comments: None

Approval of Minutes

Motion by S. Schneider, supported by T. Pepper to approve the minutes from the May 22, 2019, Regular Board Meeting with a change under DDA Parking Lot Litigation add the word "alleged" after "to his **alleged** involvement". Motion PASSED unanimously.

Approval of Bills Payable:

1) Village of Almont – 119 W. St. Clair – Street Lights	\$ 31.20
2) Kim Schall – Postage for Heritage Festival	\$ 33.00
3) Village of Almont - TCT Advertising for Tree Bids	\$ 40.70
4) Village of Almont – 116 E. St. Clair – Street Lights	\$ 126.99
5) American Tree – CBD/Pocket Park Landscape	\$ 1,330.00
6) Kim Schall – Additional Stamps for Heritage Festival	\$ 55.00
7) MEDC – Central Business Park Dues	\$ 275.00
8) MEDC – 2019 Membership Dues	\$ 295.00
9) Universal Sound – D.J. for the Classic Car Show – Heritage Festival	\$ 350.00
10) Booms Construction – Final Payment for Dumpster Enclosure Project	\$15,240.00
11) Village of Almont - DDA Workmen's Comp.	\$ 53.79
12) Magic With a Twist – Heritage Festival Clown/Magician	\$ 400.00
13) Village of Almont – DDA Wages – March – May	\$ 3,180.26
14) Kim Schall – New Lock for Storage Unit – Other lock damaged	\$ 14.83
15) Village of Almont – Cell Phone Charge	\$ 6.52
16) Village of Almont – DDA Wages 5-19 to 6-15-19	\$ 1,616.36
17) Village of Almont – DPW Services – June 2018 **	\$ 43.89
18) Village of Almont - DPW Services - July 2018 **	\$ 434.00
19) Village of Almont – DPW Services - August 2018 **	\$ 346.68
20) Village of Almont – DPW Services – September 2018 **	\$ 119.50

Approval of Bills Payable (cont):

21) Village of Almont - DPW Services – October 2018 **	\$ 240.00
22) Village of Almont – DPW Services – November 2018 **	\$ 39.09
23) Village of Almont – DPW Services – December 2018 **	\$ 80.86
24) Village of Almont – DPW Services – January 2019 **	\$ 262.16
25) Village of Almont – DPW Services – February & March 2019 **	\$ 656.78
26) Village of Almont – DPW Services – April & May 2019 **	\$ 157.12
27) Village of Almont – DPW Services – June 2019 **	\$ 54.39
** Village of Almont DPW Services total is \$2,434.47	
Total to be approved:	\$25,483.12

Motion by S. Schneider, supported by T. pepper, to approve the bills payable in the amount of \$25,497.96, which includes the additional expense of \$14.84. Motion PASSED unanimously.

Treasurer's Report:

No Report as Treasurer was absent.

Director's Report:

Director Schall gave an update on the following items:

- Proposed 2018-2019 Budget Amendment
- 2019/2020 Fiscal Year Budget and Meeting Calendar
- USDA/RBDG Grant for the DDA Streetscape Project -The DDA submitted a grant request to the USDA/RBDG for the Streetscape project is the amount of \$62,885 as this is a matching grant. The DDA Grant was ranked the 3rd highest in points as well as the 3rd highest in grant dollars. The DDA was awarded, \$56,520 which is 90% of what was asked for.
- Banners
- 2019 Planters/Flowers for CBD and Pocket Park
- Removal of Overgrown Blue Spruce on the NW Corner of Main St. & W. St. Clair - The project was awarded to American Tree in an amount not to exceed \$7,000. The project will start in late July early August.
- Heritage Festival & Classic Car Show – September 13th & 14th
We are moving forward with the Festival and Classic Car Show. The location this year will remain the same for the Classic Car Show (along E. St. Clair and the Church parking lot). The vendors will also be in the Church parking lot as well as in the lot next to the church lot and along Bristol Street.
The Band has been booked for both nights with an opening act for each night. Friday night opening will be Rob Stone – WYCD 99.5 and Saturday night is Randy Badour

New Business:

A. Application from Dan Walker for a Façade Grant for 102 S. Main St.

Discussion was held regarding the Façade Grant application received by owner Mr. Dan Walker to remove stone on the side of the building, weatherproof and supply and install siding. Remove 2 windows on the side of the building and provide and install new pella windows. Remove 2 doors on the side of the building provide and install 1 glass bronze door and 1 fiberglass door.

Motion by T. Pepper, supported by T. Pewinski, to approve Mr. Walker's Façade request in the amount of \$5,000. Motion PASSED unanimously.

New Business (Cont.)

B. Almont Façade Corporation Fiscal Year End Balance Sheet

This was for informational purposes only.

Old Business:

A. Update of DDA Parking Lot

As of this meeting, there was no new information.

B. Update Storage Locker/Container

Discussion was held regarding the purchase of a new 20 foot shipping container due to the fact that the current container is leaking. M. Bohm researched purchasing a used 20 foot shipping container at a cost of approximately \$2,600. Director Schall had a conversation with DPW and Village Manager and it was discussed that in the future the DPW would be looking at building a new DPW building and that there would be a location within the old DPW building that the DDA and the Park Board could use for their storage facility. It was also determined that we currently have a 40 foot container and that is what we would need to continue to store what we currently have in the container now.

It was the consensus of the DDA Board to have Director Schall investigate the cost to seal the roof to be able to continue to use the shipping container that we currently have.

C. Heritage Festival – Bands and Update

Director Schall was asked at the May meeting to contact FFA to see if they would be interested in participating at the Heritage Festival again this year at a cost of \$1,000. The FFA (Future Farmers Association) would be happy to come back again this year. Director Schall will submit documents to FCCF once again for a grant to cover the expense.

Due to complaints about the banner over M53, we will not be spending the money for a banner to place over M53.

The Family Tradition Band has been booked for both Friday Night and Saturday Night along with Rob Stone from WYCD 99.5 – he will be opening up for the Family Tradition Band on Friday night and Randy Badjour will be opening up on Saturday Night. Mr. Dan Walker has sponsored Rob Stone.

Discussion was held regarding the Heritage Festival Site Coordinator E. Glosser. E. Glosser did a fantastic job last year and it was the consensus of the board to give E. Glosser an increase from \$700 to \$1,000. He will be available from Friday early AM to Sunday AM for final clean up.

Motion by T. Pepper, supported by M. Breen, to approve an increase in pay to E. Glosser the Heritage Festival Site Coordinator from \$700 to \$1,000. Motion PASSED unanimously.

D. Update on USDA Grant Application

Director Schall updated the DDA Board on the status of the USDA/RBDG Grant application. The DDA submitted a grant request to the USDA/RBDG for the Streetscape project in the amount of \$62,885 as this is a matching grant. The DDA Grant was ranked the 3rd highest in points as well as the 3rd highest in grant dollars. With that being said, I am excited to announce that the DDA was awarded, \$56,520 which is 90% of what was asked for. The bid documents are being processed and I should have them by June 21, 2019 to review.

Old Business (cont):

E. Update on Streetscape Project

A pre-bid meeting has been scheduled for July 8th at 3:00pm to review with potential contractors.

Discussion was held pertaining to the weeds in the tree wells due to the fact that the Streetscape will not start until late August (if we receive bids).

It was the consensus of the DDA Board that the downtown needs to remain looking nice until the project starts.

Motion by S. Schneider, supported by M. Breen, to approve an amount not to exceed \$700 to have American Tree remove/treat the weeds and place a thin layer of mulch around the trees located along Main Street. Motion PASSED unanimously.

Meeting was adjourned at 8:40pm



Steve Schneider, Secretary

K. Schall, Director
June 26, 2019