

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**  
**April 24, 2019 at 7:00pm**  
**Almont Municipal Building**

Michele Breen, Board Member  
Tammy Pepper, Board Member  
Traci Pewinski, Board Member

**Members Present:** M. Bohm, L. Zarate, S. Schneider, M. Breen, T. Pepper

**Members Absent:** T. Antonelli, T. Pewinski

**Guests Present:** L. Kniesteadt, E. Lane

Meeting was held at the Almont Municipal Building

The meeting was called to order at 7:06pm by Chairman M. Bohm

**Additions/Deletions to Agenda:**

**New Business:** Bid contract for Removal & Replanting of Evergreen Tree on NW Corner of Main St. & W. St. Clair Entrance signs to Downtown for 2019/2020 budget line item - Tabled

**Regular Agenda**

**Communications:** Music in the Park – Almont Park Board  
Almont Lions Club Fundraiser – Pallet & Paint May 9<sup>th</sup> at the Lions Hall

**Public Comments:** None

**Approval of Minutes**

Motion by S. Schneider, supported by L. Zarate to approve the minutes from the March 27, 2019, Regular Board Meeting with the following change – New Business # E Pocket Park Flower & Maintenance Contract - change “help to held” and Old Business: # B USDA/RBDG Grant Application Status – add at the end of the last sentence “ using DDA funds, those not provided by the USDA/RBDG Grant. Motion PASSED unanimously.

**Approval of Bills Payable:**

1) Village of Almont – DDA Wages	\$3,841.48
2) Village of Almont – Legal Fees for Streetscape Attorney Letter	\$ 37.50
3) Village of Almont – E. St. Clair and W. St. Clair Street Lights	\$ 85.13
4) Spicer Group - Streetscape Project	\$2,510.00
5) Yard Services – Salting March	\$2,100.00
6) Royal Publishing – DDA Advertising	\$ 80.00
7) Village of Almont – Water Bill	\$ 51.90
8) Village of Almont – Verizon Cell Phone Bill	\$ 84.67
Total to be approved:	<b>\$8,790.68</b>

Motion by S. Schneider, supported by L. Zarate, to approve the bills payable in the amount of \$8,790.68. Motion PASSED unanimously.

**Treasurer’s Report:**

Treasurer, T. Antonelli not in attendance. Treasurer’s Report tabled until next meeting.

**Director's Report:**

Director Schall gave an update on the Streetscape Project as well as the Grant. The Grant has been submitted and we are waiting to hear back from USDA, which will not be until May. Director has been working on the Flower & Landscape Bid Package. The DDA website has been updated according to the Tax Increment Financing Act – Act 57 of 2018.

**New Business:**

**A. Jim Wade**

Mr. Wade provided an update on the improvements being made to the Almont Historical Museum and that his schedule has been very busy and he has not had the opportunity to complete the other minor project but will do so soon. Mr. Wade thanked the DDA once again for the funds to replace the furnace/AC and also the fix the leaking plumbing.

**B. 2018/2019 Budget Amendments**

Discussion was held and the changes will be made and a final Budget Amendment will be presented at the May 22, 2019 DDA Board Meeting.

**C. DDA Draft Budget**

Discussion was held and changes will be made and a final 2019/2020 Budget will be presented at the May 22, 2019 DDA Board Meeting.

**D. 2019/2020 Fiscal Year Calendar**

Motion by M. Breen supported by T. Pepper, to approve the 2019/2020 Fiscal Year Calendar, which will be submitted to the Village Council. Motion PASSED unanimously.

**E. Infrastructure – Street Repairs in the DDA District**

DDA Director gave a synopsis of the discussion she had between Village Manager, M. Connors and herself pertaining to the street repairs. The complete street repair estimate for School Street is \$681,500 the portion that is in the DDA is \$436,000. M. Connors informed the DDA Director that he has applied for a grant for the School St. repairs. An e-mail was sent to M. Connors that the DDA is willing to work with the Village however, we have projects in our TIF Plan that we would like to look into. North Street repairs estimate is \$46,200, which a very small part is located in the DDA District.

Discussion was held with the DDA Board Members and it was the consensus of the Board to allocate \$10,000.00 to Street Repairs in the 2019/2020 budget.

**F. DTE Lighting Comparison**

Director Schall provided a breakdown of 116 E. St. Clair and 119 W. St. Clair streetlight bills from last year and this year. As the Board recalls the DDA paid \$5,360.00 to replace all streetlights in the Downtown to LED. In 2018/2019 Fiscal Year DDA paid \$4,037.54 in streetlights usage. As of April 2019 the DDA has paid \$1,773.17. this is ½ of what was paid last year.

**New Business (Cont.)**

**G. Dumpster Enclosure Update:**

Director Schall provided an update on the Dumpster Enclosure Project. The project is moving along well. There have been a few set-backs due to the weather. Booms Construction feels they will still be able to complete this project by the end of May, if the weather cooperates.

**Old Business:**

**A. Storage Locker/Container**

Discussion was held regarding purchasing a new storage container for the DDA. Chairman M. Bohm researched purchasing a new/used container and the cost would be approximately \$2,200. M. Bohm will also research what the scrap metal would be worth.

Director Schall was contacted by J. Pewinski that he would be interested in purchasing and removing the old container. A cost was not discussed.

Motion by L. Zarate supported by T. Pepper, to approve spending up to \$2,200 for a new/used container. Motion PASSED unanimously.

**B. Almont Façade Corporation**

Discussion was held and the DDA Board Members have directed DDA Director to speak with Patricia Lucas regarding the existence of the Almont Façade Corporation and is it worth keep the account open, etc.

**C. Pocket Park Bid Contract**

Director Schall presented the Board with 1 bid that was received for the 2019 Downtown Flower Planting and Landscape Plant Maintenance Services for the 4 Corners and the Pocket Park.

Motion by L. Zarate supported by T. Pepper, to approve American Tree as the contractor to plant and maintain the Pocket Park planters and 4 planters on the four corner of Main Street. Motion PASSED unanimously.

**D. DDA Board Candidate Appointments**

Discussion was held and both candidates were present and answered any questions that were asked of them.

Motion by M. Breen supported by T. Pepper, to appoint Lisa Kniestadt to a two year term to expire March 31, 2021 (this position replaces Johanna Nukulovic who resigned mid-term) and Erin Lane to a term to expire on March 31, 2022, (this position is to replace Melissa Schneider who did not renew her term) to the DDA Board of Directors. Motion PASSED unanimously.

**E. USDA/RBDG Grant Update**

Director Schall informed the DDA Board that the USDA/RBDG Grant will be in for review May 1 -3. Hope to hear something within the next couple of weeks.

**Old Business (Cont.)**

**F. Accunet Web Services/Web Account Update**

Discussion was held regarding updating and making changes on the DDA Website. Accunet suggested we change the color of the DDA Website background, they suggested a blue color. The Board would like to see an example before they commit to the color change. Director Schall to revisit this with Accunet Services.

**G. Update on Streetscape Project with animation preview**

Director Schall presented the Streetscape animation pertaining to the Streetscape Project. The DDA board was disappointed in the presentation as they felt Spicer Group could have made it look more like Downtown Almont. The Board was happy with the look that the new project will bring to Downtown Almont,

**H. DDA/Dr. Lane Parking Lot**

Director Schall updated the Board on the status of the DDA/Dr. Lane Parking Lot. A Default Judgement was entered in the Lapeer County Court on March 27, 2019, which states that: IT IS FURTHER ORDERED AND ADJUDGED that Plaintiff is authorized on behalf of Defendant to execute and record the Warranty Deed required to be conveyed under the Land Contract.

Meeting was adjourned at 9:15pm



Steve Schneider, Secretary

K. Schall, Director  
April 24, 2019