

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

**VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
September 25, 2019 at 7:00pm
Almont Municipal Building**

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

Members Present: M. Bohm, L. Zarate, M. Breen, L. Kniestadt, T. Pewinski, E. Lane

Members Absent: S. Schneider

Guests Present: C. Yarbrough, A. Roosa, Chris & Jason from Backyard Creations & More

Meeting was held at the Almont Municipal Building

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

Additions/Deletions to Agenda:

• Expense:	
• Mikey's (Car Show Vouchers)	\$182.00
• Maria's Place (Car Show Vouchers)	\$ 63.00
• Sippin In The Mitten (Car Show Vouchers)	\$ 28.00
• Roots (Car Show Vouchers)	\$ 77.00
• Buccilli's Cakes (Car Show Vouchers)	\$ 28.00
• Charlie Brown's (Car Show Vouchers)	\$ 56.00
• Roza's Pizza (Car Show Vouchers)	\$ 35.00
• Raider's Coney Island (Car Show Vouchers)	\$ 35.00
• The Huddle (Car Show Vouchers)	\$112.00
• Village of Almont (Trash Bags)	\$ 39.75
• REMOVE Village of Almont (DDA Budget Advertising – Was not DDA)	<u>\$(25.58)</u>

TOTAL: \$630.17

- **New Business:**
- Merchant Trick or Treat at the downtown businesses on October 31, 2019
- Buy Near By MI

Regular Agenda

Communications: None

Public Comments: None

Approval of Minutes

Motion by L. Zarate, supported by T. Pewinski to approve the minutes from the August 28, 2019, Regular Board Meeting. Motion PASSED unanimously.

Approval of Bills Payable:

1) Eric Glosser (Heritage Festival Co-ordinator)	\$ 1,000.00
2) Paul Urbanczyk (Car Show Co-ordinator)	\$ 300.00
3) Kim Schall (Stamps)	\$ 22.00
4) Kim Schall (Raffle Tickets – Car Show)	\$ 14.83
5) Kim Schall (Cones for Car Show)	\$ 30.34

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Approval of Bills Payable (Cont):

6) American Tree (July & August)	\$ 1,210.00
7) Thumb Print (Heritage Festival Ad)	\$ 240.00
8) Michigan Downtown Association (Conf. Registration Dues)	\$ 175.00
9) Family Tradition Band (Heritage Festival)	\$ 2,600.00
10) Stone Multi-Media (Rob Stone Heritage Festival)	\$ 500.00
11) Lapeer County FFA (Petting Zoo Heritage Festival)	\$ 1,000.00
12) ATC Embroidery (Car Show T-Shirts)	\$ 561.75
13) HM Marketing (DTE Banner)	\$ 78.00
14) Paul Urbanczyk (Car Show Ink)	\$ 40.27
15) Village of Almont (Cell Phone)	\$ 53.64
16) Village of Almont (Street Lights – 116 E. St. Clair & 119 W. St. Clair)	\$ 344.09
17) Touma, Watson, Whaling, Coury, Stremers & Thomas, P.C.	\$ 2,018.75
18) Touma, Watson, Whaling, Coury, Stremers & Thomas, P.C. (Audit)	\$ 146.25
19) Village of Almont (DDA Budget Advertising)	\$ 25.58
20) Village of Almont (DDA Workmen's Comp – Audit)	\$ 17.61
21) Village of Almont (Advertising with Tri-City Times)	\$ 32.70
22) Village of Almont (DDA Wages July – August)	\$ 2,875.88
23) Paul Urbanczyk (Car Show Advance)	\$ 500.00
24) Village of Almont (DPW Charges – August)	<u>\$ 312.66</u>

Total to be approved:

\$14,099.35

Motion by T. Pewinski, supported by L. Zarate, to approve the bills payable in the amount of \$14,729.52 which includes the additional expenses of \$655.75 and removing the expense of \$25.58 as listed. Motion PASSED unanimously.

Treasurer's Report:

Due to the Treasurer's position still being vacant, there was no Treasurer Report other than the Statement of Revenue & Expenses prepared by Lapeer Development Corporation for the two months ending August 31, 2019.

Director's Report:

Director Schall gave an update on the following items:

- **Banners**

1. Fall Banners are up. Looking to purchasing new Michigan and US Flags for Downtown.

- **Heritage Festival & Classic Car Show – September 13th & 14th**

1. Spent most of August/September working on the Heritage Festival, securing sponsors, vendors and car show participants.
2. The festival was a huge success.

- **Holly Day Light Parade – December 7th**

1. Starting to look at planning the Holly Day Light Parade
2. Need a Committee
3. Need Volunteers

Director's Report (Cont):

- **Downtown Information**

1. Almont Community Church has secured a lease at 145 S. Main St.
2. Sippin in the Mitten is now open and I will be looking at organizing a ribbon cutting in the near future.
3. Have been talking to a few of the businesses downtown regarding Façade Grants.
4. Working on a new Snowplowing contract.
5. Working with ROWE on developing a new Parking Lot Map

- **Business Update**

1. Will be holding a Second Informational Meeting on November 20th as part of the new DDA Public Act 57.
2. Taking care of all the bills and reports that are due to LDC by the end of each month for accounting purposes due to the fact that we do not currently have a treasurer.

- **Current/Future Events:**

1. Almont Lions Club Meeting – October 7th & October 21st
2. Village Council Meeting – October 1st and October 15th
3. Spooky Time Bash - Almont Community Park – October 26th
4. Almont Annual Holly Day Light Parade – December 7th

New Business:

A. DDA Board Applications/Appointments

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

Motion by L. Zarate, supported by T. Pewinski to approve the appointment of Christy Yarbrough to a three year term to expire March 31, 2022 to the DDA Board of Directors . (This position replaces Tammy Pepper who resigned mid-term.) Motion PASSED unanimously.

Motion by M. Breen, supported by T. Pewinski to approve the appointment of Andy Roosa to a four year term to expire March 31, 2023 to the DDA Board of Directors. (This position is to replace Tara Antonelli who resigned just after renewing her term). Motion PASSED unanimously.

B. Holly Day Light Parade

Director Schall updated the Board on the Holly Day Light Parade date (December 7th) and that she was looking for volunteers. M. Bohm suggested a list of jobs/responsibilities that the board members and/or community volunteers could help with. Director Schall also informed the board that instead of having a child light the new Christmas Tree this year, that she is going to contact the family members of the boys that passed away that the tree is a memorial for. If the families are not interested, she suggested that the DDA Board as a group re-dedicate the tree to the three boys.

C. Merchant Trick or Treat

E. Lane, L. Kniestadt and J. Albers are setting up a Merchant Trick or Treat for Thursday, October 31 from 5pm to 8pm. E. Lane has spoken to the Almont Police Department and there is no problem with the children starting earlier. The idea is to get families and the community to come downtown and see what the local businesses are willing to do to connect the businesses with the community. E. Lane mentioned that she would like to get posters made to give to the businesses so that they can display the event in their shop windows.

New Business (Cont):

Motion by L. Zarate, supported by T. Pewinski to approve an amount not to exceed \$80 to have posters made to display in the local businesses. Motion PASSED unanimously

D. Buy Near By MI – October 4th – October 6th

Director Schall contacted Buy Near By MI for information and she received a nice packet that can be given out to customers who shop local. Director Schall will be out of town; however Board Members L. Kniestadt has volunteered to head this promotion. Thank you, Lisa. This is a great opportunity to support our downtown.

The Michigan Retailers Association has put together this wonderful program that helps to promote all downtowns in the State of Michigan. They have opportunities for you to win a gift card while you are shopping in your local downtown or just a downtown in Michigan. So, get out and shop!

Every time you **Buy Nearby** from a **Michigan** business, you're helping boost our economy and keep jobs in our great state.

Old Business:

A. DDA Parking Lot

Director Schall informed the DDA Board that the Village of Almont DDA's Brief in Support of its Renewed Motion for Summary Disposition Pursuant to MCR 2.116 (C)(8) and (C)(10), which all current Board Members received in their email, is the only update that she has.

B. Heritage Festival Update

The Heritage Festival was a huge success. After completing the Financial Report, this is the first time according to the records that are available back to 2012 that the DDA has actually been profitable. The DDA made \$1,039.55. This was made possible by the last minute donation from DTE Energy. Director Schall thanked everyone that worked very hard to make this a success. Director Schall also mentioned that the Lions Club also made approximately \$8,000 which they will be investing back into the community.

C. Streetscape Update

Unfortunately, no bids were received so this project will go back out to bid in late December/early January for a spring start. However, Director Schall has received a number of inquiries and has directed them to the appropriate website to register in order to bid come December/January.

DDA Director Year Review (Closed Session)

Motion by L. Zarate, supported by L. Kniestadt that the Almont DDA Board Members enter into Closed Session Pursuant to Section 8 (d) of the Michigan Open Meetings Act, being Public Act 267 of 1976 to conduct the Annual Review of the DDA Director.

Roll Call:

Ayes: Lane, Kniestadt, Zarate, Pewinski, Bohm, Breen

Nays: None

Absent: Schneider

DDA Director Year Review (Closed Session – Cont):

Entered into Closed Session at 8:21pm.


Motion by T. Pewinski, supported by L. Zarate to end Closed Session at 8:40pm

DDA Board completed the DDA Director's review and approved a \$.50 increase to the Director's salary from \$19.50 per hour to \$20.00 per hour retroactive to September 12th 2019.

Motion by L. Kniestadt, supported by E. Lane to increase the DDA Director's Salary from \$19.50 per hour to \$20.00 per hour, retroactive to September 12th, 2019. Motion PASSED unanimously.

Motion by L. Zarate, supported by L. Kniestadt to adjourn the DDA Board Meeting. Motion PASSED unanimously.

Meeting was adjourned at 8:47pm



Steve Schneider, Secretary

K. Schall, Director
September 25, 2019