

**VILLAGE OF ALMONT**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**MEETING MINUTES**  
**September 26, 2018 at 7:00pm**  
**Almont Municipal Offices**

**Members Present:** M. Bohm, L. Zarate, S. Schneider, J. Nuculovic, M. Schneider, T. Pewinski, T. Pepper, T. Antonelli, M. Breen

**Members Absent:** None

**Guests Present:** Debbie Steding, Paul Urbanczyk, Steve Francis and Sue Francis

Meeting was held at Tri-County Bank, 4511 Van Dyke, Almont, MI 48003

The meeting was called to order at 7:10pm by Chairman M. Bohm

**Additions/Deletions to Agenda:**

**Communications:** Flyer from First Congregational Church for their Craft & Vendor Show

<b>Expenses:</b>	Almont Township – Case of Paper	\$ 32.99
	Village of Almont - Office Phone	\$ 39.18
	ATC Embroidery – Posters	\$107.77
	Delekta & Delekta – Parking Lot Attorney Fees	<u>\$175.00</u>
	<b>TOTAL:</b>	<b>\$354.94</b>

**New Business:** Sponsorship Certificates  
Easement – Marty Clauw Building 102 S. Main  
Sidewalk on the South Side of the Old Movie Theatre

**Public Comments:**  
None

**Approval of Minutes**

Motion by S. Schneider, supported by T. Pepper, to accept the minutes from the August 22, 2018 Regular Board Meeting. Motion carried unanimously.

**Approval of Bills Payable:**

1) Paul Urbanczyk (Car Show Expenses)	\$ 46.37
2) ATC Embroidery (Lawn Signs for Heritage Festival)	\$ 398.53
3) Village of Almont (DDA Wages – 7-15- 8-25)	\$2,522.40
4) Zenders Photobooth (Heritage Festival)	\$ 200.00
5) Barb's Paparazzi Accessories (Refund Heritage Festival)	\$ 25.00
6) Kim Schall (Gift Card for Barb's Paparazzi – Heritage Festival)	\$ 25.00
7) Village of Almont (Street Lights – E. St. Clair & W. St. Clair)	\$ 89.79
8) Thumb Print News (Heritage Festival Advertising)	\$ 230.00
9) RCI Electrical Contracting, Inc. (Heritage Festival Panel Box Set-up)	\$ 560.00
10) Kim Schall (September Phone Bill)	\$ 30.00
11) American Tree (Weekly Watering & Plant Maintenance – August)	\$ 940.00
12) Village of Almont (Office Phone)	\$ 39.83
13) Tri-City Times (Dumpster Enclosure Ad & DDA Financial Report)	\$ 316.10
14) Tara Antonelli (Parking Lot Documents)	\$ 20.00
15) Megan Murray (Horse & Carriage – Heritage Festival)	\$ 800.00
16) Joey Ventimiglio (The Joey Vee Band – Heritage Festival)	\$1,300.00

**Approval of Bills Payable: (Cont)**

17) Mike Stefanka (Category 5 Band – Heritage Festival)	\$1,000.00
18) Eric Glosser (Heritage Festival Site Coordinator)	\$ 700.00
19) Paul Urbanczyk (Car Show Coordinator – Heritage Festival)	\$ 300.00
20) Future Farmers Association (Heritage Festival)	\$ 1,000.00
21) ATC Embroidery (Car Show t-Shirts)	\$ 806.25
Total to be approved:	<b>\$11,349.27</b>

Motion by S. Schneider, supported by T. Pepper, to approve the bills payable in the amount of \$11,704.21, which includes the additional expenses of \$354.94. Motion carried unanimously.

**Treasurer's Report:**

Treasurer T. Antonelli reported that the DDA has a balance of \$299,995.48 as of September 26, 2018.

Motion by S. Schneider, supported by T. Pepper, to accept the treasurer's report as presented. Motion carried unanimously.

**Director's Report:**

Director Schall gave an update on the huge success of the Heritage Festival as well as the Classic Car Show. Dumpster Project was put out to bid and deadline was September 6<sup>th</sup> at 10am. The DDA received 1 bid which will be reviewed and discussed at the September 26<sup>th</sup> meeting. A Ribbon cutting has been scheduled for Evolution Chiropractic & Wellness for October 16<sup>th</sup>. Flyer was put on Facebook as well as email to Village Manager for distribution.

**New Business:**

**A. DDA Checking Account Signer & also Almont Façade Corporation Signer**

Motion by J. Nuculovic, supported by S. Schneider, to add M. Bohm as an authorized signer on the DDA Checking Account. Motion carried unanimously.

Motion by J. Nuculovic, supported by T. Pewinski, to add M. Bohm as an authorized signer on the Almont Façade Corporation Checking Account. Motion carried unanimously.

**B. DDA Director Evaluation Due**

DDA Board has tabled this until October so that a formal evaluation form can be obtained and completed prior to the October 24<sup>th</sup> Meeting.

**C. DPW Services**

Due to the amount of the current bill for emptying trash, the board has recommended that the Director speak with Village Manager M. Connors and DPW Supervisor B. Treat to review the cost of emptying the trash can in the CBD once a week.

**D. Salt/Snow Removal of CBD – Bid Document**

Motion by S. Schneider, supported by T. Pepper, to move forward and submit the Snow & Ice Removal Bid Document for the CBD Sidewalks to Tri-City Times after DPW has reviewed for accuracy. Motion carried unanimously.



**New Business: (Cont.)**

**E. Almont Façade Corporation Balance Sheet and Profit and Loss Figures**

DDA Board was given a copy of the Almont Façade Corporation Balance Sheet and Profit and Loss Figures.

**F. Central Business District Salt Cost for the 2018/2019 Season**

Letter was submitted to the DDA from the current contractor Yard Services informing the Board that the price of salt has doubled and that the salt portion of their bid from last year will change. Board requested that Yard Services give the DDA an updated letter with the approximate cost of the salting.

**G. Ribbon Cutting for 134 N. Main Street – Evolution Chiropractic & Wellness**

Director updated the DDA Board on the new business in town and that a Ribbon Cutting has been scheduled for October 16<sup>th</sup> at 11am.

**H. Sponsorship Certificates for the Heritage Festival Sponsors**

Discussion held and the decision was that all sponsors that were Silver or Bronze will receive a certificate in a frame. All other sponsors will receive a card signed by all Board Members.

**I. Marty Clauw Easement**

S. Schneider presented the Board with a copy of the Easement Agreement that was drafted in 2016 between Martin Clauw and the Village of Almont. S. Schneider asked the Board to review the Easement Agreement.

**J. Sidewalk South Side of The Old Movie Theatre**

S. Francis brought to the Boards attention that the cement on the south side of the building is in need of repair and that he feels the DDA should pay for the replacement of the cement that was damaged due to long standing water issues. M. Bohm stated that he will look into the sidewalk issue, which will include speaking to DPW Supervisor and also Village Manager M. Connors.

**Old Business:**

**A. Heritage Festival & Car Show**

Director Schall gave an update on the outcome of the Heritage Festival and Almont Classic Car Show. Moving the Vendors to the First Congregational Church Parking lot and having the other vendors in the same location as the car show turned out to be very successful.

**B. Dumpster Enclosure Project**

Director Schall provided the Board with the information from the Contractor that supplied a bid for the Dumpster Enclosure Project. The bid information was reviewed and discussed.

Motion by S. Schneider, supported by L. Zarate to accept the Dumpster Enclosure Bid from Booms Construction at a cost of \$38,100. Motion carried unanimously.

J. Nuculovic left meeting at 8:55pm

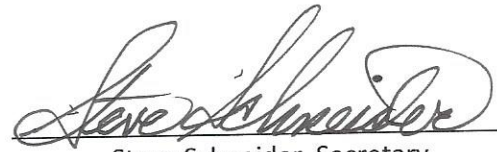
Old Business: (Cont.)

C. Dr. Lane's/DDA Parking Lot Update

M. Bohm gave an update to the Board pertaining to the research that has been completed up to this meeting. Discussion was held.

Motion by L. Zarate, supported by T. Antonelli to obtain legal council's opinion as to the cost of litigation for land contract/title to the Dr. Lane Parking Lot. Motion opposed by S. Schneider.

Meeting was adjourned at 9:10pm

  
Steve Schneider, Secretary

K. Schall, Director  
September 26, 2018