

VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
May 23, 2018 at 7:00pm
Almont Municipal Offices

Members Present: M. Bohm, L. Zarate, M. Breen, S. Schneider, T. Antonelli, M. Schneider, T. Pewinski

Members Absent: J. Nuculovic, T. Pepper

Guests Present: Fran Revell, Dolores Bartlett – Lion Club Members

Meeting was held at the Almont Municipal Building

The meeting was called to order 7:03pm by Chairman M. Bohm

Additions/Deletions to Agenda:

Communications: The County Press Article on Liquor License for Roots

Bills Payable: Village of Almont (Trash Bags) \$ 79.50
Village of Almont (DDA Wages) \$1,290.99
TOTAL: \$1,370.49

Public Comments:
None

Approval of Minutes

Motion by S. Schneider, supported by L. Zarate, to accept the minutes from the March 28, 2018 Regular Board Meeting as presented. Motion carried unanimously.

Approval of Bills Payable:

1) Landscape Direct – Yearly Fountain Maintenance	\$ 1,637.80
2) Yard Services – Salting 4/15/18 & 4/17/18	\$ 600.00
3) Yard Services – Spring Flags	\$ 275.00
4) American Tree – Fountain Park	\$ 4,475.00
5) Village of Almont – Water Bill Credit of (\$386.40)	\$ 0.00
6) Village of Almont – DDA Workmen's Comp.	\$ 17.65
7) Taylor, Butterfield, Howell, Churchill (Parking Lot)	\$ 115.50
8) Kim Schall – May Phone	\$ 30.00
9) Michigan Economic Development Assoc. (Dues)	\$ 290.00
10) Village of Almont – Street Lights	\$ 229.81
11) Village of Almont – Office Phone	\$ 40.15
12) ROWE Professional Services – Dumpster Enclosure	\$ 816.00
13) Federal Express – Shipping Charges for Light Post	\$ 443.45
14) Yard Services – Snow Plowing & Salting March 2018	\$ 2,450.00
15) Village of Almont – DDA Wages (Feb & March)	\$ 2,244.34
16) Kim Schall – April Phone	\$ 30.00
17) American Tree – Alley Way Plants	\$ 1,283.87
18) Tri-City Times (Advertising – Shop Almont)	\$ 35.00
19) Kim Schall – Board Member Badges	\$ 134.72
Total to be Approved:	\$15,148.29

Motion by L. Zarate, supported by S. Schneider, to approve the bills payable in the amount of \$16,518.78, which includes the addition of the \$1,370.49. Motion carried unanimously.

Treasurer's Report:

Motion by S. Schneider, supported by M. Breen to accept the Treasurer's Report with a bank balance of \$334,801.31 for the period ending May 23, 2018. Motion carried unanimously.

Director's Report:

Director Schall gave a number of updates including: the DDA's Proposed Budget for 2018/2019 that was submitted to Village Council for approval, revitalization of the Pocket Park, status of a liquor license for "Roots" restaurant, flower planting in the downtown area, USDA -RBDG Grant for a future project, update/suggestions on moving forward with the Dumpster Enclosure Project.

New Business:

A. Johnson Street Reconstruction

Director Schall brought to the attention of the DDA Board a memo that she received from Village Manager M. Connor proposing reconstruction of Johnson Street (and School) in their budget for 2018/2019. The estimated repair is \$70,000 and the Village Council is asking for the DDA to contribute \$5,100 towards this reconstruction based on the fact that the Dollar General is in the DDA and the tax capture amount is \$5,100.

Motion by T. Antonelli, supported by T. Pewinski to approve the contribution of \$5,100 to be used towards the reconstruction for Johnson Street (and School) in the 2018/2019 budget year. Motion carried unanimously

B. Proposed Budget for 2018/2019 Fiscal Year

Director Schall informed the DDA Board that she attended the Village Council Meeting where the Village Council Board approved the Proposed Budget for 2018/2019.

Director Schall updated the DDA Board on a request from the Village of Almont requesting \$5,100 to be used towards the Johnson Street reconstruction/repairs due to the fact that it is in the DDA Boundaries and we capture tax from Dollar General.

After reviewing and discussing the Proposed Budget for 2018/2019 the Board would also like to add \$600 to Operational Supplies.

Motion by T. Antonelli, supported by L. Zarate to approve the proposed Budget Amendments for the 2018/2019 Fiscal Year Budget, which include adding \$5,100 for Johnson Street Reconstruction/Repairs and \$600 to the Operational Supplies Budget Line Item. Motion carried unanimously

Ayes: T. Antonelli, M. Breen, M. Schneider, L. Zarate, S. Schneider M. Bohm, T. Pewinski

Nays: None

Absent: J. Nuculovic, T. Pepper

C. 2017/2018 Budget Adjustments

The DDA Board was presented with a current budget as of April 30, 2017 at which time there are accounts that are over budget.

After reviewing/discussing the 2017/2018 Budget the Board will be making the following changes:

Add \$3,000 to Director Salary Line
Add \$800.00 to Operational Supplies
Add \$5,000 to General and Park Maintenance

New Business (Cont):

Motion by T. Antonelli, supported by L. Zarate to approve the changes to the current 2017/2018 budget to bring in to balance. The funds will be moved from our Reserved for Future Projects. Motion carried unanimously.

Ayes: T. Antonelli, M. Breen, M. Schneider, L. Zarate, S. Schneider, T. Pewinski, M. Bohm

Nays: None

Absent: J. Nuculovic, T. Pepper

D. DDA Regular Board Meetings for 2018/2019 Fiscal Year

Motion by S. Schneider, supported by L. Zarate to approve the 2018/2019 DDA Board Meeting Fiscal Year Calendar. Motion carried unanimously.

E. DDA Hours/Budget/Wages

It was brought to the DDA Boards attention that the DDA Director would be going over her allotted budget due to the hours that were needed during the Heritage Festival last year. After discussion the Board decided to add \$3,000 to the Directors Line Item for 2017/2018.

Motion by S. Schneider, supported by M. Schneider to approve the increase of \$3,000 to the Directors Budget. Motion carried unanimously.

F. Roots Liquor License

Director Schall updated the DDA Board on the status of the liquor license for Roots, LLC. Director Schall also updated the board on another avenue that can be looked into regarding a liquor license. Director Schall to meet with Craig Hilliker (owner of "Roots") to review options.

G. Senior Citizen Tax Capture

Doreen Clark, Assistant to the County Controller/Administrator contacted Director Schall regarding the DDA's position on whether the DDA would capture any of the Senior Citizen Tax. Due to unforeseen circumstances, Director Schall was not able to address this, so Director Schall contacted DDA Board Secretary S. Schneider. S. Schneider spoke to Doreen Clark and John Biscoe, County Controller at length and S. Schneider made an executive decision assuring them that the DDA Board would remain consistent & waive the capture of any Senior Citizen millage, as the DDA has done in the past.

Motion by T. Antonello and supported by M. Breen to ratify not to capture the Senior Citizen Tax as presented. Motion carried unanimously. S. Schneider abstained.

H. Quote for Plant Landscaping –Alley Way Project

Director Schall informed the DDA Board that there is still some money left in the Alley Way Budget and that it would look nice if there were shrubs positioned around the Dumpster to give the area a finished look. It was the consensus of the board to wait on planting additional shrubs at the Alley Way Project.

Director Schall also mentioned that she has received compliments on the addition of the plants/shrubs behind the buildings and that is has turned out really nice and is very welcoming.

Old Business:

A. Heritage Festival & Car Show

Discussion was held to move forward with the Heritage Festival and Classic Car Show to be held on Friday, September 14th and Saturday, September 15th. Director Schall to send out Sponsorship letters, Vendor letters and Classic Car Show letters. Discussion was held regarding the amount of money to budget for the Classic Car Show.

Motion by T. Antonelli, supported by L. Zarate to set a budget for the Classic Car Show to \$1,500. This is to include all expenses including the \$300 payment to the coordinators. Motion carried unanimously.

B. LED Quote from RCI Electrical Contracting, Inc.

Director Schall updated the DDA Board that the conversion of the Downtown Lights to LED will take place in early July.

C. Dumpster Enclosure Project

Discussion was held regarding the Dumpster Enclosure Project and the suggestion to add two walls in order to hold two of the Grease containers from the 4 local restaurants.

Motion by S. Schneider, supported by L. Zarate to authorize Director Schall to contact ROWE Professional Services to start the new site plan for the two additional sides on the Dumpster Enclosure Project. Motion carried unanimously.

Meeting was adjourned at 9:48pm


Steve Schneider, Secretary

K. Schall, Director
May 23, 2018