

**VILLAGE OF ALMONT**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**MEETING MINUTES**  
**January 24, 2018 at 7:00pm**

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

**Members Absent:** M. Bohm, M. Schneider

**Guests Present:** M. Connor (Village Manager), K. Keesler (Village Clerk/Treasurer) B. Treat (DPW Supervisor)

Meeting was held at the Almont Municipal Building

The meeting was called to order at 7:03p.m. by Chairperson T. Roach

**Additions/Deletions to Agenda:**

- 1) Resignation of Almont DDA Chairperson T. Roach effective March 1, 2018
- 2) Trimming 31 Pear Tree's in town
- 3) Replacing Crabapple Trees in Fountain Park
- 4) Melissa Schneider Letter
- 5) Re-Appointment of Board Members T. Pepper, M. Bohm and T. Antonelli

**Communications:** Email from Rob Stone, Facebook posting from The Mill, and The Vinckier Group

**Public Comments:** None

**Approval of Minutes**

Motion by S. Schneider, supported by T. Pepper, to accept the minutes from the November 15, 2017 Regular Board Meeting. Motion carried unanimously.

**Approval of Bills Payable:**

1) Terry Roach (Scissor Lift – Car Show)	\$ 202.25
2) Terry Roach ( Scissor Lift – Garbage Cans)	\$ 53.00
3) Terry Roach (Scissor Lift – Holly Day Light Parade)	\$ 159.00
4) Yard Services – 2017 Season	\$2,815.00
5) Accunet - Yearly Services	\$ 361.50
6) Verdin (Fountain Park Clock)	\$ 580.00
7) Kim Schall (Holly Day Light Parade)	\$ 117.09
8) Universal Sound Productions (Holly Day Light Parade)	\$ 500.00
9) Kim Schall (Holly Day Light Parade)	\$ 21.00
10) Tri-City Times (Holly Day Light Parade)	\$ 255.00
11) American Tree (Holly Day Light Parade)	\$4,054.29
12) Village of Almont (Telephone)	\$ 39.88
13) Village of Almont (Desk Calendar)	\$ 4.09
14) Kim Schall (Facebook Boost Post)	\$ 25.00
15) Kim Schall (Announcer's Gift)	\$ 72.08
16) Village of Almont (Legal Notice for # of Board Members)	\$ 34.88
17) Kim Schall (Card Stock for Float Numbers)	\$ 31.78
18) Kim Schall (December Phone)	\$ 30.00
19) Village of Almont (DDA Wages 10/22-11/18)	\$1,783.66
20) Kim Schall (January Phone)	\$ 30.00

**Approval of Bills Payable (cont.)**

21) Jay's Septic Tank Service (Holly Day Light Parade)	\$ 50.00
22) RCI Electrical Contracting, Inc. (fix lights)	\$1,232.70
23) RCI Electrical Contracting, Inc. (light pole near K.K.B)	\$ 309.17
24) Almont Township (Paper)	\$ 27.99
25) Kim Schall (DDA Dinner)	\$ 125.00
26) Kim Schall (DDA Holiday Cards)	\$ 24.84
27) Village of Almont (Salt & Trash Bags)	\$ 560.75
28) Village of Almont (Water Bill)	\$ 430.77
29) Village of Almont (January Phone Bill)	\$ 39.88
30) Village of Almont (January 116 E. St. Clair – Lights)	\$ 240.64
31) Village of Almont (DDA Workmen's Comp.)	\$ 37.21
32) Yard Services (Snow Plowing)	\$4,760.00
33) Village of Almont (DDA Wages)	\$1,678.29
34) Village of Almont (119 W. St. Clair – Lights)	\$ 271.14
35) Kim Schall (1 Yr. Virus Protection for Laptop)	\$ 25.99
Total to be approved:	<b>\$20,983.87</b>

Motion by S. Schneider, supported by T. Pepper, to approve the bills payable in the amount of \$20,983.87. Motion carried unanimously

**Treasurer's Report:**

Motion by S. Schneider, supported by L. Zarate to accept the Treasurer's Report with a bank balance of \$230,844.00 for the period ending January 24, 2018. Motion carried unanimously.

**Director's Report:**

K. Schall provided updates on various DDA projects and activities that have taken place over the last two months. The major event was the Annual Holly Day Light Parade, which was a magical evening enjoyed by over 1,000 family, friends and residents. Mark your calendar for December 1, 2018 for Almont's Annual Holly Day Light Parade.

K. Schall presented the DDA Directors Annual Report of Activities 2016/2017

**New Business:**

A. Industrial Development District

**Incentives Requested by LDC**

Discussion was held with M. Connors on what incentives were available to potential developers within the Industrial Park. It was the consensus of the DDA Board and Mr. Connors that at this time, the DDA has no incentives.

**New Business (Cont.)**

**B. Fountain Park Fountain Maintenance**

**Fountain Cap**

Director Schall gave an update as to the work that will need to be done on the fountain cap. It has been damaged from the removal of the cap each year and the dents could cause the cap to cave in if we receive a lot of heavy snow. Also, there are also a number of screws that are loose that need to be fixed. Myron from Landscape direct will be taking care of this and billing the DDA. No cost available at this time.

**C. Fountain Park Landscape Maintenance**

**Trimming and Thinning the 31 Pear Trees in Downtown**

Director Schall received 3 quotes on the trimming and thinning of the 31 Pear Trees in downtown. Quotes were reviewed by the DDA Board and Landscape Direct was selected.

Motion by T. Pepper, supported by L. Zarate to approve the quote from Landscape Direct to Trim and Thin the 31 Pear trees in Downtown at a cost of \$2,930.00. The start date is to be determined, but hoping for late February early March.

**Pocket Park Revitalization**

Director Schall received 2 quotes on the removal & replacement of the mulch in the pocket park along with removing 4 of the old Crab Apple Trees and replacing them with Pink Flair Cherry Trees. Quotes were reviewed by the DDA Board.

Motion by S. Schneider, supported by L. Zarate to allow the DDA Director to make the final decision on the selection of the contractor after she has received a price from 1 contractor on the price of the Pink Flair Cherry Trees. Motion carried unanimously.

**D. DPW Leaf Maintenance for CBD & DPW Services for DDA District**

**DPW Services Provided to the DDA**

Discussion was held between the DDA and M. Connors, K. Keesler and B. Treat regarding the services that DPW provides to the DDA. DPW Supervisor B. Treat stated that he will discuss with his staff the best day to pick-up the trash from the Downtown and inform the DDA Director. Discussion was also held regarding outsourcing the snowplowing/shoveling/salting that DPW does for the Downtown store fronts and Pocket Park. B. Treat stated that it is probably costing the DDA more money to have the DPW remove the snow & salt then it would be for an outside contractor to do it as the DPW wages are quite high to remove the snow. Director shall to contact current contractor for a quote. Discussion was also held to look at outsourcing cutting of the strip of grass located along Research Drive. Director Schall to contact current contractor for a quote.

**E. 107 S. Main Street (Prella's Bldg)**

Director Schall updated the DDA Board on the status of 107 S. Main St. Director Schall spoke to the new owner and they are having some difficulties getting DTE to turn the power on, and still waiting to hear on the liquor license. Opening date still to be determined, but hoping for March 2018.

**F. Damaged Light Post Reimbursement**

Motion by S. Schneider, supported by J. Nuculovic to allow the DDA Director to move forward in purchasing a new light post and globe to have on hand. Motion carried unanimously.



**G. Heritage Festival/Classic Car Show**

Discussion was held regarding the upcoming Heritage Festival that will take place on September 14<sup>th</sup> & 15<sup>th</sup> this year. Director Schall received a phone call from Debbie at First Congregational Church stating that a couple would like to use the Church parking lot for their wedding on Saturday, September 15<sup>th</sup>, which would mean that the Car Show would need to move to a different location. Discussion was held and Director Schall will contact Debbie to confirm if they are still going to need that lot.

**Resignation of DDA Chairman T. Roach**

DDA Director Schall received a resignation letter from Chairman T. Roach effective March 1, 2018. Mr. Roach has been an asset to the Board and was always there to pitch in and help no matter what the job was. T. Roach will be missed, but the Board wishes him the best of luck with his prospering business.

Motion by J. Nuculovic, supported by L. Zarate to accept the resignation of T. Roach effective March 1, 2018. Motion carried unanimously.

**Letter from M. Schneider**

Discussion was held regarding a letter that was received from Board Member M. Schneider. The letter was to inform the board that due to school commitments, she would not be able to make the next 3 board meeting. The Board understands her commitment and thanked her for giving the Board notice. The DDA Board is looking forward to seeing M. Schneider after her class is completed.

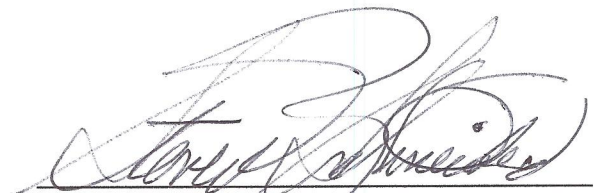
**Reappointment of the following Board Members:**

T. Pepper, M. Bohm and T. Antonelli

Director Schall received an e-mail from each individual stating that they would like to continue on the DDA Board until March 2022.

Motion by J. Nuculovic, supported by L. Zarate to approve the appointment of T. Pepper, M. Bohm and T. Antonelli for another 4 years on the DDA Board with the term expiring March 2022. Motion carried unanimously.

Meeting was adjourned at 9:38 p.m.



Steve Schneider, Secretary