

**VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
January 25, 2017**

Members Present: T. Roach, M. Bohm, L. Zarate, S. Schneider, J. Nuculovic, T. Pepper

Members Absent: C. Kinkade, A. Dettmer, M. Breen

Others Present: K. Schall, M. Connors

Guests: 5 Students, M. Ciampichini, Tara Antonelli

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:11pm by Chairperson T. Roach

Additions/Deletions to Agenda: Expenses: Village of Almont \$39.23 (phone bill)

Public Comment: None

A) Approval of Minutes:

Motion by S. Schneider, supported M. Bohm, to accept the minutes of the November 16, 2017 Regular Board Meeting with 2 changes: 1. New Business – H. Change wording from to clean DDA Office to offered to clean, 2. Old Business– A. Change thn to then, Motion carried unanimously.

B) Approval of Bills Payable:

1)Village of Almont (Water)	\$ 185.77	20) Accunet (Web Provider)	\$ 361.50
2)Kim Schall *	\$ 38.15	21) Yard Services	\$ 275.00
3)Kim Schall **	\$ 50.39	22) View Newspaper (Holly Day)	\$ 307.00
4)Kim Schall ***	\$ 97.50	23) Tri-City Times (Holly Day)	\$ 191.80
5)Village of Almont (wages)	\$1,782.69	24) American Tree	\$ 45.00
6)Village of Almont (Phone –Dec)	\$ 39.23	25) American Tree	\$3,121.58
7)Redd Electrical Contr.	\$1,042.58	26) Kim Schall *****	\$ 36.77
8)Village of Almont (St. Lts)	\$ 376.21	27) Village of Almont	\$ 4.79
9)Scott's Lawn Maintenance	\$3,385.00	28) Village of Almont (St. Lts)	\$ 320.24
10) ROWE Prof. Services	\$3,012.50	29) Village of Almont (St. Lts)	\$ 32.82
11) View Newspaper (Holly Day)	\$ 150.00	30) Village of Almont (Holly Day)	\$ 170.72
12) Page One Printing (Polar Palooza)	\$ 54.92	31) Village of Almont (Phone Nov)	\$ 39.23
13) Village of Almont (St. Lts.)	\$ 512.97	32) Cash – Parade Prizes	\$ 450.00
14) Christie Kinkade ****	\$ 86.05	33) Universal Sound Prod. (Parade)	\$ 225.00
15) Blue Water Printing	\$ 256.00	34) Mrs. Lynn Marta (Santa)	\$ 100.00
16) Kim Schall *****	\$ 65.80		
17) Terry Roach (Holly Day)	\$ 93.17		
18) Page One Printing (Holly Day)	\$ 160.00		
19) Almont Township (Paper)	\$ 26.99		

- * Face Painting Supplies, ** Polar Palooza Supplies, *** Ink for the DDA Printer, **** Holiday Gathering at Hide Away Lanes, ***** Postage for the office and also stamps for the Holiday Cards ***** S'more makings for Polar Palooza

Total to be approved: \$17,136.60

Motion by S. Schneider, supported by T. Pepper, to approve the bills payable with the condition that Scott's Lawn Maintenance is verified accurate. Motion carried unanimously.

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Treasurer's Report:

The Village of Almont DDA Statement of Revenue & Expenses for the month ending December 31, 2016 was reviewed, as submitted by Patricia Lucas.

Motion by S. Schneider, supported by M. Bohm to approve the Statement of Revenue & Expenses as submitted by Patricia Lucas. Motion carried unanimously.

Director's Report:

- ❖ **Holly Day Light Parade** – Many hours were spent making sure that our 19th Annual Holly Day Light Parade would be a success. What a wonderful success! We had a total of 32 participants including the Fire Department and the EMS. We were able to have a child from the Elementary school ride on the Historic Fire Truck and turn the Christmas tree lights on with Santa. The weather was perfect and everyone had a fantastic time. The YOMS hosted the Santa's work shop at the Historical Society and Santa received many letters from all the children. Santa was at Southeastern Heatmor which had a total of 72 children stop by to give Santa their wish list.
- ❖ **American Tree** – The downtown holiday's decorations held up pretty good this year and American Tree stayed on top of the ever growing pine tree keeping it lite.
- ❖ **Prospective New Village Manager** – Spent an afternoon with Mr. Michael Connors going over the DDA, what we are about and driving him around the DDA Boundaries.
- ❖ **The Almont YOMS Group** – They are working hard getting things ready for their 4th annual Polar Palooza that will be held on Saturday, January 28th at the Almont Community Park with a movie at the Lion's Club. We have had a good response from business sponsorships for the event, since the event is being held outside the DDA Boundaries.
- ❖ **DTE Receptacles** – After further investigation and talking with Ian at Redd Electrical, we DO NOT pay for any additional usage of the light posts. I called DTE and went through our account with Marsha and she admitted she was wrong and we do not get charged for this. I will be watching our bill just to make sure.
- ❖ **Alleyway Project Update** – Everything has been submitted to USDA for their approval and then we will be able to move forward. Time Frame is looking a bit like putting the bid package out in mid to late February with bids due back mid to late March with a start date possibly April or May, depending on our bid responses. **(Will have update at Board Meeting)**
- ❖ **Banners** – The Winter Banners are taking a beating this season with the winds and the brackets not holding the banners in place. Yard Services is trying to work to get the banners to stay in place. The winter banners will be up until our Spring Banners go out; however, the snowflakes will come down soon.
- ❖ **Meetings** – Almont Area Chamber of Commerce, Village Council Meeting
- ❖ **Future Events** –

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| 1. 4 th Annual Polar Palooza | January 28, 2017 |
| 2. Attending Small Scale Manufacturing & Downtown Vibrancy Workshop | February 8, 2017 |
| 3. Almont Chamber "Wake Up Almont" breakfast | February 9, 2017 |
| 4. Heritage Festival | To be determined |

New Business:

- A. Advertising for New Board Members. Prior to advertising, there were two candidates' that attended our meeting and submitted letters of interest. The board discussed the future positions and decided to also advertise for the two positions.

Motion by S. Schneider, supported by J. Nuculovic for DDA Director to put an ad in the legal section of the Tri-City Times advertising for two DDA Board Members. Motion carried unanimously.

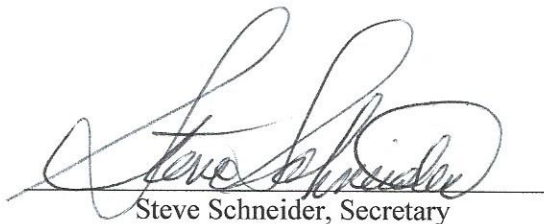
New Business Cont.

- B. Sidewalks in front of Businesses on Main Street. The Board discussed the concerns of the Business Owners pertaining to the maintenance of the sidewalks. It was recommended that a letter be sent out to the Business Owners prior to the winter season explaining the procedures for snow and ice.
- C. Tree behind Yarbrough Insurance. T. Roach will be contacting Mr. Yarbrough to discuss the DDA's position on this tree.
- D. Lawn & Maintenance Service Contract –
Motion by J. Nuculovic, supported by T. Pepper to prepare Bid documents to be submitted to Tri-City Times for publication in March, 2017 with a start date of May 1, 2017. Motion carried unanimously.
- E. Snow Plowing – T. Roach offered to contact Scott's Lawn Maintenance to discuss Snow Plowing concerns.
- F. Heritage Festival – The Board discussed a few concerns regarding the location and timing of the Heritage Festival. After much discussion, M. Bohm has offered to the DDA that we could use his property (Southeastern Heatmor) to hold this year's Heritage Festival. It was also discussed to change the date back to the fall. The dates of September 15-16, 2017 have been suggested. A committee to include M. Bohm, J. Nuculovic, L. Zarate and K. Schall has been formed. Next Heritage Meeting date to be determined.
Motion by S. Schneider, supported by M. Bohn to hold the 2017 Heritage Festival at Southeastern Heatmor location on September 15-16, 2017. Motion carried unanimously.

Old Business:

- A. Alley Way Project: K. Schall gave an update on the Alley Way Project and that the Bid Packet is ready to be put out to bid.
Motion by L. Zarate, supported by J. Nuculovic to contact ROWE Professional Service to start the bidding process. Motion carried unanimously.
- B. Dumpster Project: K. Schall and T. Roach gave an update of the status of the Dumpster Project and at this time, the DDA has yet to receive a complete Bid back and the cost to complete this project is over the budget that was planned. M. Bohm mentioned that he would like a Bid packet as he has someone interested in reviewing the bid and possibly submitting a bid. A bid packet was given to M. Bohm to give to the contractor this is interested.
- C. 2016/2017 Election of Officers. Currently the DDA does not have a Treasurer and has decided to delay an Election of Treasurer until next DDA Meeting on February 22, 2017.

Adjourned: 9:06pm



Steve Schneider, Secretary