

**VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
November 15, 2017**

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

Members Absent: T. Antonelli, M. Ciampichini

Others Present: None

Guests: T. Pewinski

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:08pm by Chairperson T. Roach

Additions/Deletions to Agenda:

Expenses: The Print Shop (Holly Day Light Parade)	\$213.00
Seven Graphics (Holly Day Light Parade)	<u>\$360.40</u>
Total:	\$573.40

New Business: Downtown Street Light Conversion and Ribbon Cutting for Dollar General

Public Comment:

None

Correspondence:

None

Approval of Minutes:

Motion by T. Pepper, supported by S. Schneider, to accept the minutes of the October 25, 2017 Regular Board Meeting.
Motion carried unanimously.

Approval of Bills Payable:

1. Almont Lions Club (Good Fellow Newspaper)	\$ 80.00
2. Village of Almont (DDA Wages 8/27-10/21)	\$ 3,487.86
3. Village of Almont (DDA Snow Removal Bid)	\$ 38.15
4. Village of Almont (St. Lights E & W. St. Clair)	\$ 426.18
5. Kim Schall (November Phone)	\$ 30.00
6. Kim Schall (Fire Pit Purchased for DDA)	\$ 136.74
7. Kim Schall (Postage for Holly Day)	\$ 49.00
8. Kim Schall (Oriental Trading – Holly Day)	\$ 135.27
9. American Tree	\$ 1,000.00
10. Universal Sound Production (Holly Day)	\$ 275.00
11. Village of Almont (Phone Charge)	\$ 39.65
12. Kim Schall (Candy for Santa Bags)	\$ 21.00
Total to be approved:	\$ 5,718.85

Approval of Bills Payable (cont.):

Motion by S. Schneider, supported by T. Pepper, to approve the bills payable in the amount of \$6,292.25, which includes the additional expenses of \$573.40. Motion carried unanimously.

Treasurer's Report:

Statement of Revenue and Expenses for the Four Months Ending October 31, 2017.

Treasurer's Report tabled until next DDA Board Meeting January 24, 2018.

Director's Report:

K. Schall provided updates on the following:

- **Snow Plowing Contract**

1. 2017/2018 Snow Plowing contract has been awarded to Yard Services, Inc.

- **Downtown Information**

1. Landscape Direct is looking into the reason as to why the DDA had such a large water bill this quarter.
2. Downtown Fountain has been winterized.
3. Landscape Direct has been contacted to remove the black coloring on the fountain.
4. American Tree will be starting to put up the holiday decorations the week of November 13th.

- **Holly Day Light Parade**

1. Sponsorship Letters have been mailed out to 44 local businesses.
2. Donations are coming in.
3. Parade Participant packets have been e-mailed to all of last year's participants as well as some new entries.
4. Parade Participant packets have been added to the DDA Website
5. Parade Participant packets have been added to the DDA Facebook page as an event as well as just a normal post. So far, it has reached 1,915 people.
6. Mr. & Mrs. Claus have been confirmed
7. New Banner has been ordered to be placed over M53 for the Holly Day Light Parade.
8. Flyers, stickers and yard signs have also been ordered.
9. There will not be a Reindeer 5K run this year as the committee has decided to make it an every other year event.
10. Southeastern Heatmor will have Santa & Mrs. Claus for photos and passing out Santa goodie bags.
11. Historical Society will be open for Children to create a holiday ornament and write a letter to Santa and to also learn the History of Almont.

- **Business Update**

1. Dollar General opened on Friday, November 3rd. Still waiting to hear if they would like to have a Ribbon Cutting.
2. 114 S. Main will be opening on Friday, November 17th..
3. I received two phone calls over the last two weeks from prospective tenants that are looking to rent a building along Main Street. I placed a phone call to Mr. Marty Clauw and he informed me that he is not looking to rent the building out, that he is selling all three buildings for 1 price and that a For Sale sign would be going up on Monday, November 6th.

New Business:

Maintenance of the Clock in town by Verdin

Discussion was held regarding the age of the Clock and also the Maintenance of the Clock. Due to the cost that was paid for the clock, the Board consensus was to have Verdin complete a maintenance check on the clock.

Motion by S. Schneider, supported by M. Bohm to approve the cost of the Maintenance of the Town Clock by Verdin not to exceed \$580.00 per quotation. Motion carried unanimously.

Ribbon Cutting for 114 S. Main & 214 N. Main

Both businesses are excited about a Ribbon Cutting and they will be getting information to the Director so that she can plan appropriately.

Old Business

Vinckier Foods Joint Venture using the Challenge Grant Funds from Pella Windows

Discussion was held and it was the consensus of the Board to look further into the Challenge Grant offered by Pella. T. Pepper will speak with Carmen at Pella for better clarification as to how the DDA can use this Grant. It was also the consensus of the Board to submit a letter to Mike Vinckier with the DDA Boards intentions to move in a different direction due to a number of issues.

S. Schneider left meeting at 8:46pm

DDA Director yearly review (Closed Session)

Motion by T. Roach 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, supported by L. Zarate. Entered into Closed Session at 9:05pm.

Closed Session concluded at 9:40pm.

DDA Board completed the DDA Director's review and voted for a 2 ½% wage increase retroactive to September 12th.

Motion by L. Zarate, supported by T. Pepper to increase the DDA Directors salary from \$18.00 an hour to \$18.45 (an increase of 2 ½ %) retroactive to September 12th. Motion passed unanimously.

Downtown Street Light Replacements

Discussion was held regarding the street lights that are continuously going out along Main Street. Due to the increase cost in fixing and maintaining the current lights, it was the consensus of the Board to start to replace the lights that go out with LED lights. Director Schall to contact RCI Electrical to start the process.

Meeting was adjourned at 10:15pm

A handwritten signature in black ink, appearing to read "Steve Schneider", written over a horizontal line.

Steve Schneider, Secretary