

**VILLAGE OF ALMONT  
DOWNTOWN DEVELOPMENT AUTHORITY  
SPECIAL MEETING MINUTES  
AUGUST 9, 2016**

**Members Present:** T. Roach, C. Kinkade, S. Schneider, A. Dettmer, M. Bohm, J. Vanecek, T. Pepper, L. Zarate, M. Breen,

**Members Absent:** J. Nuculovic

**Others Present:** K. Schall

**Guest:** 0

**Call to Order:** The meeting was called to order at 7:05pm by Chairperson T. Roach

Meeting was held at the Almont Municipal Building

**Additions/Deletions to Agenda:**

- |                     |            |
|---------------------|------------|
| 1. Landscape Direct | \$2,510.30 |
| 2. Landscape Direct | \$ 330.00  |
| 3. Landscape Direct | \$ 279.49  |
| 4. American Tree    | \$1,020.00 |

Total to be approved: \$4,139.79

Motion by S. Schneider, 2<sup>nd</sup> by T. Pepper to approve the Additions to the Agenda. Motion carried unanimously.

**Public Comment:** None

**Consent Agenda:**

- A. Approval of Minutes for the June 22, 2016 Regular Board Meeting - Motion by S. Schneider to approve the minute's from the June 22, 2016 Regular Board Meeting with the following changes: Correction to the spelling of Prella's to Pella's and also the spelling of Dr. Meaks to Dr. Meek, 2<sup>nd</sup> by T. Pepper, Motion carried unanimously.

**Approval of Bills Payable:**

- |                                   |            |
|-----------------------------------|------------|
| 1. Lapeer Development Corp.       | \$4,000.00 |
| 2. Village of Almont (water Bill) | \$ 104.48  |
| 3. American Tree (Monthly Maint.) | \$ 835.00  |
| 4. Village of Almont              | \$ 146.11  |
| 5. Village of Almont              | \$1,839.35 |

Total Approved: \$6,924.94

Motion by S. Schneider, 2<sup>nd</sup> by T. Pepper to approve the bills payable. Motion carried unanimously.

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### Treasurer's Report:

- A. Error on reports from Patricia Lucas. Will review and get new reports by 8/10/2016. Need to amend the budget by \$8.50.
- B. Motion to move Website Management, Special Events, Parking Lot Maintenance and Amenities and Fixtures to adjust the amount of budget at Jenny's discretion. Motion by S. Schneider, 2<sup>nd</sup> by T. Pepper, Motion carried unanimously.

### Director's Report:

- A. Alleyway project – Bid process pending on the easement document approval for 102 S. Main St. The landowner, Marty Clauw, is reviewing the document for his approval so Rowe can get going on project and put out for bids.
  - 1. Motion that the DDA will take all steps necessary and maintain easement of 102 S. Main St. Motion by S. Schneider, 2<sup>nd</sup> by C. Kinkade and approved by the Board pending the easement approval by the land owner.
  - 2. The Board decided not to pursue the additional costs to have electrical outlets installed on the 3 light poles in this project at an estimated \$800 - \$1000. .
- B. Pocket Park – Fountain was fixed within the budget limits. Fountain had to be flushed and an electrician had to be called to get the fountain up and running again. Impeller seal was also replaced.
- C. Dumpster Project – Spoke to Young Masonry, due to miscommunication, project was held up. Alternate material was in question. Contractor is backing out and wants to exit the contract. Need to get new bids out and new contractors. Need specifications and pricing. Bid needs to be updated. Mike Bohm volunteered to take point on getting bids together.

### New Business:

- A. Motion to approve Kim Schall's time card for payment from village. Motion by S. Schneider, 2<sup>nd</sup> by J. Vanecek. Motion carries unanimously.
- B. Approval to place ad in Tri-City Times to thank the sponsors of the Heritage Festival. Motion by S. Schneider, 2<sup>nd</sup> by M. Bohm. Motion carries unanimously.
- C. Approval to allow Kim Schall to continue to work for the DDA at her current rate until new DDA appointed. Motion by M. Bohm, 2<sup>nd</sup> by T. Pepper. Motion carries unanimously.

### Old Business:

- A. Almont Heritage Festival  
Trying to get donation promised from Frontier of \$1000. Have not been able to contact Frontier, will continue to try. Henry Ford Hospital also has not paid their donation.  
Heritage Festival for 2017 location will begin due to Dollar General taking up location of previous festival site.
- B. Almont DDA job position - Job interview committee narrowed down 12 applicants down to 5 for the DDA position. Based on committee selection, Kim Schall was the strongest candidate for the position. The other applicants were all out of town and working for DDA entities already. Kim being local and working within the Village and with Nancy Boxey our previous DDA director, Kim was already familiar with DDA practices. Interview will conduct tonight.

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C. Approval of bills payable for Heritage Festival

1. Tri-City Times	\$ 775.00	5. Championship Trophies, LLC.	\$ 300.00
2. View Newspaper	\$ 566.40	6. Herb Lowell	\$1,000.00
3. ATC Embroidery	\$ 454.00	7. RCI Electric	\$ 541.55
4. ATC Embroidery	\$ 338.00		

Total to be approved: \$3,974.95

Motion to approve bills payable. Motion by S. Schneider, 2<sup>nd</sup> by T. Pepper. Motion carries unanimously.

D. Reimbursed by Almont Schools for T-shirts.

E. Notices of special meetings, maintained compliance within 18 hours of notice. Can post on website or outside building.

F. Addition Façade Grant: Motion by S. Schneider, 2<sup>nd</sup> by J. Vanecek. The façade grant work on Sal's building was changed slightly, but the work complies with regulation and is complete. Sal is asking for the remainder of grant in the amount of \$2000.

G. Lapeer County EMS – Motion to wave Lapeer County EMS Mileage by S. Schneider, 2<sup>nd</sup> by T. Pepper.

H. DDA Financial Report – Summation of Revenue, Expenses, and Jobs added or created. Motion to approve recent financial fiscal year by S. Schneider, 2<sup>nd</sup> by C. Kinkade. Motion Carries.

Interview of Kim Schall for Almont DDA position

After much deliberation and consideration of the board, and recommendation of the interview committee Kim Schall is the best applicant for the job. A motion to appoint Kim as DDA director at a wage of \$ 18/hr. at 20 hours a week, and a start date of Sept 12<sup>th</sup>. Motion by M. Bohm, 2<sup>nd</sup> by S. Schneider. Motion carries.

Meeting adjourned at 8:54pm.



Steve Schneider, Secretary