

**VILLAGE OF ALMONT  
DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES  
May 25, 2016**

**Members Present:** T. Roach, J. Vanecek, T. Pepper, J. Nuculovic, M. Bohm, M. Breen, Schneider,

**Members Absent:** C. Kinkade, A. Dettmer, L. Zarate

**Others Present:** N. Boxey

**Guests:** 2

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:05 p.m. by Chairperson T. Roach

**Additions/Deletions to Agenda:**

**Bills Payable:**

11)	Village of Almont	\$39.24
12)	Village of Almont	\$26.24
13)	Nancy Boxey	\$54.01
14)	Universal Sound	\$125.00

**Public Comment:** None

T. Roach read N. Boxey's letter of resignation for the Board. Positive comments of congratulations and appreciation were directed to N. Boxey regarding her dedication and years of service by various board members.

**Approval of Minutes:**

Motion by S. Schneider, supported by T. Pepper, to accept the minutes of the April 27, 2016 Regular Board Meeting as presented. Motion carried unanimously.

**Approval of Bills Payable:**

1) Nancy Boxey	\$30.00	8) Village of Almont	\$227.72
2) Nancy Boxey	\$136.91	9) RLA Studio, PC	\$240.00
3) Sandy Krause	\$50.00	10) Oakland County Parks	\$625.00
4) Redd Electrical	\$47.00	11) Village of Almont	\$39.24
5) Tri-City Times	\$35.00	12) Village of Almont	\$26.24
6) North Branch Rent-All	\$400.00	13) Nancy Boxey	\$54.01
7) Village of Almont	\$20.93	14) Universal Sound	\$125.00

Total to be approved: \$ 2,057.05

Motion by S. Schneider, supported by T. Pepper, to approve the bills payable. Motion carried unanimously.

**Treasurer's Report:**

The cash flow statement for April 2016 was reviewed. Current account balance is: \$240,995.50

Motion by S. Schneider, supported by T. Pepper to approve the Treasurer's Report. Motion carried unanimously.

**Director's Report:**

N. Boxey provided updates on various DDA projects and activities for the month of April. The spring maintenance and landscaping projects have been completed. The Alleyway project has been recommended for funding by the regional USDA office and the DDA should know by June 1<sup>st</sup> what the allocated amount should be. Board members were provided copies of bids secured by J. Yarbrough for the removal of the Norway maple behind his property. S. Moyer-Cale will assume coordination of the project and USDA-RBDG funding.

**2016-2017 Budget Approval**

Motion by S. Schneider, supported by M. Bohm, to approve the 2016-2017 DDA Budget as presented. Motion carried unanimously.

**DDA 2016-2017 Meeting Dates**

Motion by T. Pepper, supported by M. Bohm, to approve the 2016-2017 DDA Meeting Dates as follows:

- July 27
- August 24
- September 28
- October 26
- November 16
- December 21
- January 25
- February 22
- March 22
- April 26
- May 24
- June 28

Motion carried unanimously.

**Dumpster Project Update**

N. Boxey provided an update regarding the construction status of the approved dumpster enclosure. The contractor has not provided updated costing for alternative materials as requests, such as brick or a natural split-face block. T. Roach will assume coordination of this project with assistance from M. Bohm.

**DDA Director Employment Discussion**

Discussion was held regarding the temporary reassigning of DDA office duties and project coordination. N. Boxey to meet individually with board members to discuss project lists, contact information and scheduling. Board members reached consensus that the job description provided is thorough and complete. The draft advertisement was reduced in scope to save publishing costs.

N. Boxey was directed to post the employment listing and link for job description on the DDA and Village website, the Michigan Municipal League and Michigan Downtown Association website, place two-week ads in the Tri-City Times and County Press and post links on Facebook. T. Pepper volunteered to post the position on Indeed and other free on-line employment listings as well as submit it to local university career services. A deadline for applications was set at June 17<sup>th</sup>.

T. Roach established a candidate review committee composed of: T. Roach, M. Bohm, T. Pepper and S. Schneider to review resumes and recommend candidates for interviews.

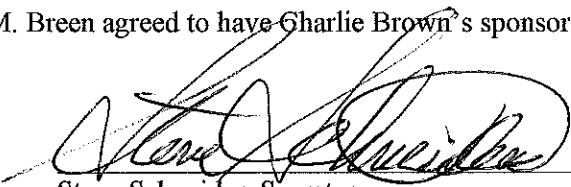
Motion by S. Schneider, supported by T. Pepper, to approve contracting with Kimberly Schall for up to 10 hours per week at \$12.60 per hour through the month of June to assist in general office management, website and social media updating, as well as Heritage Festival coordination.

Motion by S. Schneider, supported by M. Bohm, to accept the resignation of N. Boxey. Motion carried unanimously.

### **2016 Almont Heritage Festival**

A draft schedule of events was reviewed and logistics discussed. H. Lowell will serve as the site coordinator and T. Roach will serve as the lead DDA contact person. M. Breen agreed to have Charlie Brown's sponsor the clown.

Meeting was adjourned at 9:24 pm



Steve Schneider, Secretary

Nancy Boxey - DDA Director  
May 25, 2016