

**VILLAGE OF ALMONT  
DOWNTOWN DEVELOPMENT AUTHORITY  
SPECIAL MEETING MINUTES  
October 11, 2016**

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

**Members Absent:** C. Kinkade

**Others Present:** K. Schall

**Guests:** 1 Student

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:00p.m. by Chairperson T. Roach

**Additions/Deletions to Agenda:**

1. Tree in front of Speedway Gas Station
2. DDA Employment Contract
3. Tri-County Bank – Dumpster Loan Payment
4. Michigan Downtown Association Conference

**Public Comment:** None

**Approval of Minutes:**

Motion by S. Schneider, supported by T. Pepper, to accept the minutes of the August 24, 2016 Regular Board Meeting as presented. Motion carried unanimously.

**Approval of Bills Payable:**

1) Tri City Times	\$ 254.80	8) Village of Almont	\$ 281.64
2) Taylor, Butterfield	\$ 225.00	9) Village of Almont	\$ 32.74
3) Village of Almont	\$ 188.77	10) Village of Almont	\$ 39.29
4) MDA – Conf. Reg.	\$ 155.00	11) King & King	\$ 500.00
5) MDA – Annual Dues	\$ 200.00	12) American Tree	\$ 755.00
6) Village of Almont	\$ 196.20	13) Tri-County -Dumpster	\$5,533.27
7) Village of Almont	\$ 172.46		

Total to be approved: \$ 8,534.17

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

**Treasurer's Report:**

The Quarterly Statement for the quarter ending September 30, 2016 received by Patricia Lucas was reviewed. Current account balance is: \$299,582.02.

Motion by S. Schneider, supported by T. Pepper to approve the Quarterly Statement. Motion carried unanimously.



## **DDA Special Meeting Minutes**

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### **Director's Report:**

- Dumpster Enclosure Project was put out to bid – we received 2 bids.
- Ally Way Project is at a stand still waiting to hear from Marty Clauw regarding easement agreement.
- The Almont DDA and The Almont Lion's Club have been meeting to discuss and organize this years "Decorate Your Favorite Minion" contest and also the Spooky Time Bash and Pet Parade Contest. The Minion contest is set for October 16, 2016 at 1:00pm at the Pocket Park. The Spooky Time Bash and The Pet Parade will take place on Saturday, October 29, 2016 from 2-4pm at the Lion's Club and the Almont Community Park. The Almont DDA has enough sponsorship money to cover the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place for the Minion contest. We also have enough to have Sparkle the Clown and a Jr. Balloon twister at Spooky Time along with covering expenses for the Pet Parade Contest.
- The Banner committee has been very busy working out the details for ordering the new banners from Consort with the Grant from Pella Windows.
- I have been walking around town meeting and introducing myself to the business owners.
- The Summer Banners have been removed and replaced with the Fall Banners. The U.S. & MI flags are still displayed because a part on Mr. Pewinski's truck broke and it will take 2 weeks approx.. to get the new part.
- The Almont YOMS (Youth on Main Street) held their first meeting on Monday, September 26, 2016 at the High School. We currently have 5 members (same girls as last year). We had a very productive meeting. The following has been put on the calendar for the coming Fall/Winter:
  - Fall Clean-up – Sunday, October 23, 2016 from Noon-4pm.
  - Helping with Spooky Time Bash, Saturday, October 29, 2016 from 2-4pm
- All planters in downtown have been replaced with Fall Mums.

### **Dumpster Project Update**

The DDA Board discussed the Dumpster Project and the new bids that we received. The project was put out to bid and we received 2 bids, however the bids came back more than the original bid that we received last year. The board has approved to increase the amount of the loan to complete the Dumpster Project not to exceed \$24,000.00. T. Roach will be meeting with Orlando Masonary Construction to review their bid package.

Motion by M. Bohm, supported by S. Schneider to approve the increase of the Dumpster Loan not to exceed \$24,000.00 and to meet with Orlando Masonary Construction to review their bid packet. Motion carried unanimously.

### **Ally Way Project Update:**

After much discussion regarding the delay in obtaining the necessary signature on an Easement Agreement, the Board has recommended that we prepare the bid packet, send it to USDA for their approval and get the bid packet out for bid as soon as possible.

Motion by S. Schneider, supported by J. Nuculovic to approve the necessary steps to prepare and get the Ally Way Project out to bid. Motion carried unanimously.

### **New Business:**

The Board discussed the concerns of Joe (Maintenance employee) for Speedway. He is stating that the tree is blocking his signage and that people heading North on Main street cannot see his sign. The Board discussed that the DDA should get a quote from American Tree to determine the cost to have a couple of the trees in downtown trimmed. K. Schall will call Joe and inform him of our time frame. T. Roach will call American Tree and discuss tree trimming.



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**New Business (cont.):**

Motion by S. Schneider, supported by M. Bohm to approve the current DDA Contract. Motion carried unanimously.

T. Roach brought it to the Boards attention that even though the DDA has not awarded the Dumpster Project to anyone, we are still responsible to make the payments and the first one was due on October 6, 2016 in the amount of \$5,533.27

Motion by L. Zarate, supported by J. Nuculovic to increase MDA Conference Expense not to exceed \$750.00. Motion carried unanimously.

Motion by M. Bohm, supported by A. Dettmer that the DDA renew the contract with Scott's Lawn Maintenance for the 2016/2017 at the current rate. Motion carried.

Yay – T. Roach

Yay – L. Zarate

Yay – T. Pepper

Yay – J. Nuculovic

Yay – A. Dettmer

Nay – S. Schneider

Yay – M. Bohm

Yay – M. Breen

Motion by M. Bohm, supported by S. Schneider to approve the purchase of a new printer and lap top for the DDA Office, not to exceed \$900. Motion carried unanimously.

Motion by J. Nuculovic, supported by T. Pepper to approve Kim Schall's time cards from 8/14/16 to 8/27/16 and 8/28/16 to 9/10/16. Motion carried unanimously.

Motion by S. Schneider, supported by T. Pepper to approve Kim Schall's additional hours for the pay period ending 9/24/2016. Motion carried unanimously.

Holly Day Parade discussion moved to the next meeting on 10/26/2016.

2016/2017 Election of Officers moved to the next meeting on 10/26/2016.

Wrap up and discussion of Heritage Festival moved to the next meeting 10/26/2016.

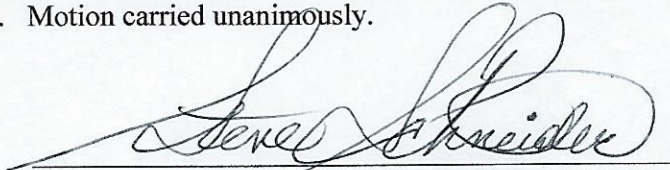
Motion by L. Zarate, supported by J. Nuculovic to approve the purchase of Business Cards for DDA Director not to exceed \$50.00. Motion carried unanimously.

**Old Business:**

K. Schall updated the Board on the upcoming Minion Contest to be held at the Pocket Park on Sunday, October 16<sup>th</sup> at 1:00pm. The turnout has been low and at the moment we have 8 participants. K. Schall is looking for judges

K. Schall and the Banner Committee updated the Board on the Banner selection and the amount that will be used to purchase the new banners. The Board was happy with all the selections that the committee had picked. Motion by M. Breen, supported by M. Bohm to approve the purchase of the new banners with the Grant money that the DDA has received from Pella Windows in the amount of \$6,600. Motion carried unanimously.

Meeting adjourned at 9:09p.m.



Steve Schneider, Secretary