

**VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
October 26, 2016**

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

Members Absent: J. Nuculovic, M. Bohm

Others Present: K. Schall

Guests: 3 Students

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:14p.m. by Chairperson T. Roach

Additions/Deletions to Agenda: None

Public Comment: None

A) Approval of Minutes:

Motion by S. Schneider, supported by T. Pepper, to accept the minutes of the October 11, 2016 Special Board Meeting as presented. Motion carried unanimously.

B) Approval of Bills Payable:

1) Kim Schall – MDA Hotel	\$ 288.18	13) Terry Roach - Printer	\$ 125.08
2) Kim Schall – MDA Food	\$ 31.94	14) Village of Almont - Water	\$ 238.87
3) Kim Schall - Mileage	\$ 252.18	15) Yard Services – Fall	\$ 275.00
4) American Tree	\$1,715.00	16) Kim Schall – Bus. Cards	\$ 45.55
5) ROWE Prof.	\$ 190.00	17) Almont Lion's Club **	\$ 200.00
6) Village of Almont - Phone	\$ 39.30	18) Kim Schall – Supplies ***	\$ 41.24
7) Village of Almont - DPW	\$ 653.38	19) Almont Lion's Club	\$ 80.00
8) Almont Area Chamber Dues	\$ 40.00	20) Village of Almont	\$ 444.34
9) Fun With Sparkles *	\$ 325.00	21) Village of Almont – Phone	\$ 39.30
10) Village o Almont	\$ 195.00		
11) Village of Almont - Wages	\$1,426.37		
12) Terry Roach - Computer	\$ 423.99		

*Sponsorship paid by: Eric Flinn, Southeastern Heatmor, Tri-County Bank, Farm Bureau (Clay Stroup)

**Reimburse Almont Lion's Club for the Bounce House that Spring Dynamics Sponsored

*** Reimburse Kim Schall for face painting supplies and supplies for Polar Palooza – Sponsored by Yarbrough Ins.

Total to be approved: \$ 7,069.72

Motion by C. Kinkade, supported by S. Schneider, to approve the bills payable. Motion carried unanimously.

Treasurer's Report:

The cash flow statement for October 2016 was reviewed. Current account balance is: \$207,330.37

Motion by S. Schneider, supported by T. Pepper to approve the Cash Flow Report. Motion carried unanimously.

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Director's Report:

- Attended the Michigan Downtown Association Annual Conference in Traverse City from October 13-14. The conference was extremely well organized, had many very informative keynote speakers and vendors from all aspects of the business industry that service downtown communities. The main focus on the conference was how to market your downtown, are you doing enough, need to change it up if things are not working year after year.
- On Sunday, October 16th we held our 1st Decorate your Minion Contest. We had 9 entries and they were all good. The DDA was able to secure three sponsorships from the following businesses: Century 21 AA North (1st Place), Skyline Camp (2nd Place) and Family Farm and Home (3rd Place). The winners were: 1st Place Buyze/Ferguson Family, 2nd Place – Katie Dobbs and 3rd Place – Jocelyn School of Dance. The Minions will be on display along Main Street until November 6th.
- On Sunday, October 23rd The Youth on Main Street (YOMS) organized a fall clean-up from Noon- 3pm with the help of the DDA, which was very successful. We began with lunch donated by Roza's Pizza and Ice Cream from Charlie Browns. We had 25 volunteers from the following groups, YOMS, NHS, Band, Economics/Government class, Robotics. The clean-up included sweeping, picking up or raking leaves, pulling weeds around the businesses in the downtown area as well as at the Village Offices. Business were asked if they wanted anything specific done and they said nothing at this time. This event is open to anyone in the community.
- Upon walking downtown a few of the planters have Mum's missing. They are in front of Kracker Barrel.
- The Almont DDA and The Almont Lion's Club Will be hosting The 19th Annual Spooky Time Bash and Pet Parade Contest on Saturday, October 29, 2016 from 2-4pm at the Lion's Club and the Almont Community Park. The DDA has received enough sponsorship money to have Sparkle the Clown and a Jr. Balloon twister at Spooky Time along with covering the cost for the Pet Parade Contest and the Bounce House.
- The Banners have been ordered and should arrive by the end of November in time for the winter season.

New Business:

A. 2016-2017DDA Officer Elections

- T. Roach was nominated for position of Chairperson. Nominations were closed. Motion by S. Schneider, supported by T. Pepper to elect T. Roach Chairperson of the DDA for 2016/2017. Roll Call Vote Taken: Ayes: T. Pepper, A. Dettmer, M. Breen, L. Zarate, C. Kinkade, S. Schneider Nays: None Motion carried 6-0-0
- C. Kinkade was nominated for position of Vice -Chairperson. Nominations were closed. Motion by S. Schneider, supported by L. Zarate to elect C. Kinkade Vice-Chairperson of the DDA for 2016/2017. Roll Call Vote Taken: Ayes: T. Roach, M. Breen, T. Pepper, A. Dettmer, S. Schneider, L. Zarate Nays: None Motion carried 6-0-0
- Nomination for the position of Treasurer was motion by S. Schneider to delay the election of the Treasurer until we have received clarification from an interested individual, supported by C. Kinkade. Motion carried unanimously
- S. Schneider was nominated for position of Secretary. Nominations were closed. Motion by L. Zarate, supported by C. Kinkade to elect S. Schneider Secretary of the DDA for 2016/2017. Roll Call Vote Taken: Ayes: T. Pepper, T. Roach, M. Breen, A. Dettmer, C. Kinkade, L. Zarate Nays: None Motion carried 6-0-0
- B. Board Members discussed the proposal received from American Tree for the 2016 Christmas Season Decorating. Motion by T. Pepper, supported by C. Kinkade to accept the 2016 Christmas Season Decorating Proposal from American Tree less the \$350.00 to hang the Snowflakes, which was agreed that Yard Services would continue to hang the Snowflakes which would make American Tree's proposal \$3,189.44.
- C. Motion by T. Pepper, supported by C. Kinkade to continue to use Yard Services to hang the Snowflakes on the Light Posts at a cost of \$275.00.

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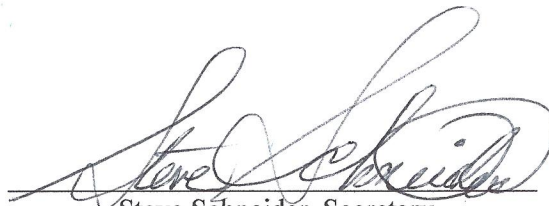
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New Business Cont.

- D. Board Members discussed the upcoming Holly Day Parade and DDA Director K. Schall announced that the Parade would be on Saturday, December 3rd. The Board discussed keeping the "Lighted Holiday" theme as in the past and that the schedule would also remain the same. Southeaster Heatmor has offered to host the Visits with Santa in their showroom complete with refreshments and a warm burning fireplace to take off the winter chill. K. Schall will start to coordinate and put in place registration forms, advertising and will delegate as needed to the Board.
- E. DDA Board Position(s) – It was agreed by the Board that we would defer this until we had a full board.

Old Business:

- A. K. Schall meet with Mike Carpenter from ROWE Professional Services regarding the Ally Way Project and what the DDA needs to do in order to put the project out to bid. During the meeting with ROWE, it was discussed that we will now have a 5 foot walkway instead of an 8 foot walkway, which will still be ADA acceptable, the 1 decorative light post will be moved from the corner of the lot to just at the corner of Dr. Meek's building. Mike Carpenter is putting together an updated site plan that I should have before the next Board Meeting so that it can be reviewed and then the Bid Packet will be finalized and sent to the USDA for their approval and then it will finally go out to bid early January 2017.
- B. T. Roach updated the Board on the current bid for the Dumpster Project that is being reviewed by the committee, however the bid did not include the gate, so the bidder is going to get the information and cost and contact T. Roach to review again. The Dumpster Project will not be completed this year due to the uncertainty of the weather.
- C. K. Schall gave an update regarding the \$1,000 that the DDA has yet to receive from Frontier that was promised as part of the Sponsorship for the Heritage Festival. K. Schall called a number of individual associated with Frontier and she has not been able to obtain any answers. Will continue to work on this matter
- D. K. Schall has contacted Scott's Lawn Maintenance to inform them that the contract needs to be signed by November 1st, 2016 in order to continue with the contract.
- E. T. Roach meet with Joe from Speedway and also John from American Tree to determine what can be done regarding the Pear Tree hiding the Speedway sign. It was discussed that the tree could be trimmed back hard (which could damage the tree) or Speedway could lower their sign. The Board discussed that the cost to trim the tree and to also include the tree out in front of S. Schneider's office would be a lot of money considering it was for only 2 trees. The Board discussed the fact that the leaves would soon be falling off the trees and that it will be a project for the Spring to decide what the next steps would be to maintain and or remove the pear trees.



Steve Schneider, Secretary