

**VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
May 27, 2015**

Members Present: T. Pepper, S. Schneider, J. Vanecek, L. Zarate, M. Breen

Members Absent: J. Nuculovic, C. Kinkade, A. Dettmer, M. Bohm, T. Roach

Others Present: N. Boxey

Guests: 1

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:07 p.m. by Vice -Chairperson T. Pepper

Public Comment: None

Approval of Minutes:

Motion by J. Vanecek, supported by L. Zarate, to accept the minutes of the April 22, 2015 Regular Board Meeting as presented. Motion carried unanimously.

Approval of Bills Payable:

1. Nancy Boxey	\$30.00
2. Nancy Boxey	\$34.49
3. Village of Almont	\$84.54
4. Village of Almont	\$84.51
5. Village of Almont	\$3,633.19
6. Village of Almont	\$2,252.57
7. Village of Almont	\$218.19
8. Village of Almont	\$17.19
9. Village of Almont	\$235.66
10. Village of Almont	\$80.00
11. Candice Miller Office	\$126.00
12. Tri-City Times	\$35.00

Total to be approved: \$ 6,831.34

Motion by M. Breen, supported by L. Zarate, to approve the bills payable. Motion carried unanimously.

Treasurer's Report:

The cash flow statement for April 2015 was reviewed. The current DDA cash balance is \$175,567.59. Motion by S. Schneider, supported by L. Zarate to approve the Treasurer's report. Motion carried unanimously.

Director's Report:

N. Boxey provided updates on various DDA projects and activities for the months of April/May. The new US and Michigan flags have been installed and all flowers delivered and planted. The fountain will be opened once the preventative maintenance on the pump is completed. The second "Downtown Spring Clean Up Day" was a success with 32 student and 12 adult volunteers contributing significantly to the event. The "Dialogue with the Director" SBA event drew in over 12 local companies and a successful company tour was conducted. Follow up programming will be planned. A ribbon cutting ceremony for State Farm Insurance was conducted.

Web Site Updates

N. Boxey reported that the web site updates are going well and thanked board members for their feedback throughout the process. There is content and page reorganization as well as graphic updates being developed and implemented.

Local Job Fair

N. Boxey discussed with the Board that the Job Fair will be held on Tuesday, July 14th from 3:00-6:00 pm at the Almont High School. Grant were submitted to the Four County and Lapeer County Community Foundations to help assist with the cost of this event. The Imlay City DDA and SEED groups are partners. A minimum of ten employers who will pay \$25/each to participate will be required to offer the event. L. Zarate and J. Vanecek offered to volunteer to help.

DDA By-Laws

N. Boxey and Board members reviewed draft DDA By-Laws. Adopting By-Laws would provide an operating framework for the DDA and would finalize the DDA organization documents moving forward. Discussion was held regarding the number of board positions, the conflict of interest section as well as what constitutes a quorum for voting purposes. Board members directed N. Boxey to research what would be necessary to change the number of board positions. Those in attendance agreed that it would be more beneficial to have a lesser amount of members to better reflect the smaller population of the community compared to larger cities as well as to provide for an uneven number. Language changes were also discussed to better identify board of directors from the executive director. N. Boxey to provide an updated draft with proposed changes to the June meeting.

2015 Parking Lot Improvements

Discussion was held regarding the submitted striping and proposed dumpster enclosure layout from Rowe Engineering. N. Boxey to contact Rowe to discuss why there is an uneven spacing issue between lanes.

2015 Phase III Parking Lot Alley Project

Discussion was held regarding the estimated costs provided by Rowe for the concept plan of the alley project. The costs are significantly higher than expected. N. Boxey asked members what level of debt, if any, they would be willing to accrue to complete this project. Board members agreed that improvements this year need to be conducted for safety purposes. N. Boxey was directed to ask Rowe for a revised budget based on eliminating the concrete portion and installing a simple asphalt walkway as well as lighting and downspout/drainage work.

DDA 2015-2016 Budget Discussion

Board members reviewed current draft budget amendments as well as a proposed budget for 2015-2016.

Meeting was adjourned at 9:14 pm

Steve Schneider, Secretary