

**VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
August 27, 2014**

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

Members Absent: C. Kinkade, M. Bohm, T. Antonelli

Others Present: N. Boxey

Guests: 1

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:03 p.m. by Chairperson T. Roach

Public Comment: None

Approval of Minutes:

Motion by S. Schneider, supported by T. Pepper to accept the minutes of the July 23, 2014 Regular Board Meeting as presented. Motion carried unanimously

Approval of Bills Payable:

1. Nancy Boxey	\$30.00
2. Tri-City Times	\$163.00
3. View Newspapers	\$670.00
4. Village of Almont	\$2,175.45
5. Village of Almont	\$53.87
6. Village of Almont	\$2,384.02
7. Village of Almont	\$434.00
8. Village of Almont	\$39.75
9. Village of Almont	\$53.30
10. American Tree	\$640.00
11. LSL Planning	\$1,130.00
12. Rowe Professional Services	\$3,000.00
13. Kamego Chiropractic	\$320.00

Total to be approved: \$ 11,093.39

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

Treasurer's Report:

The cash flow statement for July of 2014 was reviewed. Motion by S. Schneider, supported by T. Pepper to approve the cash flow statement for the month of July as presented. Motion carried unanimously.

N. Boxey provided board with a copy of the DPW annual expenses/billing for the 2013/2014 fiscal year. The annual audit has been completed and a report should be forthcoming. No concerns were raised during the audit process.

Director's Report:

N. Boxey provided updates on various DDA projects and activities for the month of August. Tree cutting is scheduled to take place on Thursday for the trees located along W. St. Clair and Branch Street. Recommendations and quotes are being sought to address ongoing tree growth and maintenance along Main Street. The Summer 2014 DDA Newsletter is complete and being distributed.

DDA Resolution Adopting Amended and Restated Financing Plan and Development Plan

Motion by S. Schneider, supported by T. Pepper to approve the DDA Resolution Adopting Amended and Restated Financing Plan and Development Plan as presented. A copy to be attached to the official minutes of this meeting.

A roll call vote was taken

Ayes: S. Schneider, M. Breen, L. Zarate, A. Dettmer, T. Pepper, T. Roach

Nays: None

Abstentions: None

Absent: T. Antonelli, C. Kinkade, M. Bohm

Motion carried unanimously

Parking Lot Maintenance Quotes

Board members reviewed quotes received from three contractors to conduct seal-coating and striping of the DDA municipal parking lots and leased lots within the downtown as well as striping of parking lanes along M-53.

Motion by S. Schneider, supported by T. Pepper, to approve the contract with low bidder ,Fresh Look Sealcoating ,in the amount of \$8,600 with the understanding that the seal-coating will be applied by roller and verification by N. Boxey that all areas are being addressed per the walk-through. Motion carried unanimously.

AT 7:51 pm S. Schneider left the meeting

2014-2015 Snow Plowing Contract

N. Boxey discussed with the Board that it is time to begin thinking about renewal of our current snow-plowing contractor or the need to go out for bid. It is expected that salt prices will double this year due to supply and that in the future the DDA may want to work with the Village to access lower prices through municipal salt purchase pricing. N. Boxey presented the board with pricing for plowing services by our current contractor Yard Services should we want to renew their contract. Board members indicated that while current service has been satisfactory they would like to request proposals due to the fact that the DDA has not bid out this work in four years and the opportunity for competitive bidding is in accordance with due diligence.

N. Boxey and Almont Village Manager Mike Deem discussed with the Board that it is recommended that the DDA no longer plow/salt the alley and back parking area behind the Post Office due to liability and ownership issues. Currently the DDA does not hold a lease agreement on this property and the asphalt is in serious disrepair resulting in increased safety concerns. Consensus of the Board was to eliminate this service.

Discussion on Downtown Design Standards

Mike Deem discussed with the Board that the Village is currently in the process of updating their Zoning Plan and part of the goals of the update process is to include some Central Business District design standards. Board members provided input regarding setbacks, building heights, construction materials and historical architectural concerns. Further input will be solicited from the DDA as the updates to the plan develop.

DDA Director Employment Contract and Yearly Review

N. Boxey requested that her contract negotiations and annual review be conducted in closed session.

Motion by L. Zarate, supported by T. Pepper that the Almont DDA go into Closed Session pursuant to Section 8(a) of the Michigan Open Meetings Act, being Public Act 267 of 1976, for the purposes of the DDA Director Annual Review and contract negotiations.

A roll call vote was taken

Ayes: M. Breen, A. Dettmer, T. Roach, L. Zarate, T. Pepper

Nays: None

Abstentions: None

Absent: T. Antonelli, C. Kinkade, M. Bohm, S. Schneider

Motion carried unanimously

Into Closed Session at: 8:37 pm

Back into Open Session at: 8:48 pm

Motion by T. Pepper, supported by A. Dettmer to approve the DDA Director Employment Contract with N. Boxey as presented for 2014-2015. Motion carried unanimously.

Meeting was adjourned at 8:52 pm

Steve Schneider, Secretary

Nancy Boxey - DDA Director

August 27, 2014