

**VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
July 23, 2014**

Members Present: T. Roach, M. Breen, S. Schneider, T. Antonelli, T. Pepper, M. Bohm, A. Dettmer

Members Absent: C. Kinkade, L. Zarate

Others Present: N. Boxey

Guests: 3

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:01 p.m. by Chairperson T. Roach

Public Comment: None

Approval of Minutes:

Motion by T. Pepper, supported by M. Breen to accept the minutes of the May 28, 2015 Regular Board Meeting as presented. Motion carried unanimously

Motion by S. Schneider, supported by T. Pepper to accept the minutes of the July 8, 2014 Special Board Meeting as presented with the word “contacted” after DDA has changed to “contracted” in DDA Development and TIF Plan Draft One Review. Motion carried unanimously

Approval of Bills Payable:

Nancy Boxey	\$30.00		
Nancy Boxey	\$30.00	“Backfire Band”/Terry Roach	\$1,007.41
Dryden Township	\$15.00	“Missing Time” band	\$350.00
Lapeer Development Corp.	\$4,000	Lynn Zarate	\$123.50
LSL Planning	\$2,290.50	Herb Lowell	\$891.57
LSL Planning	\$1,243.00	Teen Battlefield	\$25.00
MDA	\$75.00	Romeo Party Rental	\$70.00
Championship Trophies	\$124.00	Page One Printing	\$355.23
Tammy Pepper	\$14.64	Taylor Butterfield	\$75.00
American Tree	\$880.00	Oakland County Parks	\$450.00
American Tree	\$2,491.00	Lynn Zarate	\$40.27
MEDA	\$275.00	Village of Almont	\$27.00
Lapeer County FFA	\$300.00	Village of Almont	\$48.30
Kevin Burrows	\$100.00	Village of Almont	\$388.04
Tri-City Times	\$499.80	Village of Almont	\$4,327.05
Tri-City Times	\$250.00	Village of Almont	\$53.50
Jay’s Septic	\$620.00	Village of Almont	\$98.25
ATC Embroidery	\$685.00	Village of Almont	\$285.74
Universal Sound	\$650.00	Village of Almont	\$229.00
Rowe Professional Services	\$2,500.00	Village of Almont	\$300.00
Yard Services	\$345.00	Village of Almont	\$86.82
Tina’s Party Ponies	\$1,000.00	Village of Almont	\$53.32
ABC Signs	\$110.00	Village of Almont	368.59
ABC Signs	\$855.00	Village of Almont	43.28

Total to be approved: \$ 29,079.81

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

Treasurer's Report:

The cash flow statements for both May and June of 2013 were reviewed. T. Antonelli discussed that she has been working with N. Boxey to prepare for the annual audit which will take place the week of July 28-August 1st.

Motion by M. Breen, supported by M. Bohm to approve the cash flow statement for the month of May as presented. Motion carried unanimously.

Motion by T. Pepper, supported by S. Schneider to approve the cash flow statement for the month of June as presented. Motion carried unanimously.

Motion by T. Pepper, supported by M. Bohm to approve the Almont DDA Annual Financial Report as presented. Motion carried unanimously.

Director's Report:

N. Boxey provided updates on various DDA projects and activities for the months of June and July. S. Schneider indicated that there is a strong possibility that the Village will be purchasing the residence on the corner of St. Clair and Bristol St. due to a tax foreclosure with the idea that this could eventually become available for additional parking.

Lapeer County Road Commission Waiver of Special Millage Capture Request

Mike Hemmingsen from the Lapeer County Road Commission discussed with the Board the ballot proposal asking the voters to approve 1.85 mills to be utilized for needed county road repairs and maintenance. The Lapeer County Road Commission is asking DDA's within the County to forgo the tax capture within the DDA Districts should the ballot initiative be successful.

Motion by S. Schneider, supported by T. Pepper that the Almont DDA elect to not capture the 1.85 road millage should this measure be approved by the voters in the November election in keeping with the current DDA practice of not capturing any special voted millages. Motion carried unanimously.

Façade Improvement Grant Requests

The Board discussed the multiple requests for Façade Improvement Grant funding. Questions were asked to N. Boxey regarding the current funding level within the Façade Improvement Grant budget, current DDA commitment of funds within this amount as well as any potential additional projects she saw as coming before the board within this fiscal year. The current level of interest is a positive sign that the economy is beginning to support property improvements and that the application of the International Property Maintenance Code is making headway in facilitating these. Discussion was held as to whether we should commit all funds at such an early date and/or what level of funds to retain for future projects. It was discussed that we may want to revisit the program Guidelines to see if they need any updating based on the current fund needs.

130/132 S. Main Street – Burr Oak Properties, LLC

Jeremy and Christy Yarbrough, the new owners of this property addressed the Board and discussed their current development efforts including a complete façade renovation as well as interior build out. They have utilized the Design Assistance Grant program and are following the plans and guidelines of the design outcome. They plan on putting two new storefronts in place and in the future will be pursuing MSHDA Rental-Rehab grant funding to create new residential units in the back of the property. These projects represent a significant investment into an otherwise blighted property located in a section of downtown with high vacancy.

Motion by S. Schneider, supported by M. Breen to approve a Façade Improvement Grant in the amount of \$4,600 for 130 S. Main. Discussion: M. Bohm indicated that this represents a significant investment into a vacant property in a largely vacant section of our downtown and will add significantly to what we are trying to accomplish in terms of business development and historic preservation and reflects what the intent of the Façade program. Motion carried: 6-1 (M. Bohm).

Motion by S. Schneider, supported by T. Antonelli to rescind the prior vote to approve a Façade Improvement Grant in the amount of \$4,600 for 130 S. Main. Motion carried unanimously.

Motion by S. Schneider, supported by M. Bohm to approve a Façade Improvement Grant in the amount of \$5,000 for 130 S. Main. Motion carried unanimously.

Motion by S. Schneider, supported by T. Antonelli to approve a Façade Improvement Grant in the amount of \$5,000 for 134 S. Main. Motion carried unanimously.

137 N. Main Street – Mandy J. Florist

Motion by S. Schneider, supported by T. Antonelli to approve a Façade Improvement Grant in the amount of \$2,600 for 137 N. Main. Motion carried unanimously.

716 N. Main – Kamego Chiropractic

Motion by S. Schneider, supported by T. Antonelli to approve a Façade Improvement Grant in the amount of \$2,000 for 716 N. Van Dyke. Motion carried unanimously.

Final 2013-2014 Almont DDA Budget Amendments

Motion by S. Schneider, supported by M. Bohm to approve the final 2013-2014 Almont DDA budget amendments as presented. Motion carried unanimously.

2014-2015 DDA Meeting Dates

Motion by S. Schneider, supported by T. Antonelli to approve the 2014-2015 DDA Regular Board Meeting dates as following:

- July 23
- August 27
- September 24
- October 22
- November 19
- December 17
- January 28
- February 25
- March 25
- April 22
- May 27
- June 24

Motion carried unanimously.

2014-2015 DDA Officer Elections

T. Roach was nominated for position of Chairperson. Nominations were closed.
Motion by T. Pepper, supported by S. Schneider to elect T. Roach Chairperson of the DDA for 2014/2015.
Roll Call Vote Taken:
Ayes: T. Antonelli, S. Schneider, A. Dettmer, M. Bohm, T. Pepper, M. Breen, T. Roach
Nays: None
Motion carried 7-0-0

T. Pepper was nominated for position of Vice -Chairperson. Nominations were closed.
Motion by S. Schneider, supported by T. Antonelli to elect T. Pepper Vice-Chairperson of the DDA for 2014/2015.
Roll Call Vote Taken:
Ayes: T. Roach, M. Breen, T. Pepper, M. Bohm, A. Dettmer, S. Schneider, T. Antonelli
Nays: None
Motion carried 7-0-0

T. Antonelli was nominated for position of Treasurer. Nominations were closed.
Motion by S. Schneider, supported by M. Breen to elect T. Antonelli Treasurer of the DDA for 2014/2015.
Roll Call Vote Taken:
Ayes: T. Antonelli, A. Dettmer, M. Breen, T. Roach, T. Pepper, M. Bohm, S. Schneider
Nays: None
Motion carried 7-0-0

S. Schneider was nominated for position of Secretary. Nominations were closed.
Motion by T. Pepper, supported by M. Breen to elect S. Schneider Secretary of the DDA for 2014/2015.
Roll Call Vote Taken:
Ayes: M. Bohm, S. Schneider, T. Pepper, T. Roach, M. Breen, A. Dettmer, T. Antonelli
Nays: None
Motion carried 7-0-0

Almont Heritage Festival

Discussion was held regarding future plans for the Almont Heritage Festival. N. Boxey shared with the Board that members of the Almont Homecoming Committee are interested to know if the Almont DDA would be willing to take over the coordinating effort of this event after 2015. Consensus was that we would not hold a Heritage Festival next summer due to this event as the community would not be able to support two festivals in terms of fundraising and volunteer efforts and that we need to be supportive of the Homecoming efforts. Board members expressed interest in having discussions with the Almont Homecoming Committee in terms of DDA participation and funding, future coordinating efforts and the event dates. T. Antonelli agreed to attend the next meeting of the Almont Homecoming Committee and T. Roach asked that they be invited to attend a DDA meeting to explain their planning efforts.

Motion by T. Pepper, supported by T. Antonelli that the Almont DDA partner with the Homecoming committee next year and that we do not hold a Heritage Festival on the same years as Homecoming. Motion carried unanimously.

DDA Development Plan Update

N. Boxey indicated that the final draft of the DDA plan as well as the Boundary maps and legal description should be completed by the first week of August. The drafts will be emailed to board members for review.

Meeting was adjourned at 9:27 pm

Steve Schneider, Secretary

Nancy Boxey - DDA Director
July 23, 2014