

**VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
March 26, 2014**

Members Present: M. Breen, T. Pepper, S. Schneider, T. Antonelli, A. Dettmer, M. Bohm (arrived at 7:15)

Members Absent: C. Kinkade, T. Roach, L. Zarate

Others Present: N. Boxey

Guests: 2

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:00 p.m. by Secretary S. Schneider

Additions/Deletions to Agenda:

Deletions:

Bills Payable: Nancy Boxey \$375

New Business: Site Plan Approvals (2) Grabill Windows and Doors

Additions:

Treasure's Report (B) – Account Signers

Public Comment: None

Approval of Minutes:

Motion by T. Pepper, supported by M. Breen to accept the minutes of the February 26, 2014 Regular Board Meeting as presented. Motion carried unanimously.

Approval of Bills Payable:

1. Nancy Boxey	\$30.00
2. Romeo Party Rental	\$50.00
3. Village of Almont	\$450.00
4. Village of Almont	\$100.00
5. Village of Almont	\$70.32
6. Village of Almont	\$375.00
7. Village of Almont	\$687.50
8. Village of Almont	\$374.54
9. Village of Almont	\$53.15
10. Village of Almont	\$26.06
11. Almont Post Office	\$68.60
12. Tri-City Times	\$220.00
13. Redd Electric	\$995.79
14. Yard Services	\$5,035.00
15. CEDAM – Rural Conference	\$160.00
16. Zeebra Trading	\$110.00
Total to be approved:	\$ 8,805.96

Motion by M. Breen supported by T. Peppers, to approve the bills payable. Motion carried unanimously.

Treasurer's Report:

The cash flow statement for February was reviewed. The current DDA account balance is \$189,373.91 with \$52,135.55 representing the remainder of funds available for the current fiscal year. The tax checks have been received from all taxing jurisdictions with the exception of some minor outstanding balances from the Village and County due to parcel

verifications. Current fiscal year funds fall approximately \$9,000 short on the budget and will require some end-of-the-year budget adjustments.

Motion by T. Pepper, supported by M. Breen to approve the Treasurer's Report as presented. Motion carried unanimously.

Motion by T. Pepper, supported by M. Breen to approve having all elected DDA officers listed as signers on the DDA checking account. Motion carried unanimously.

Director's Report:

N. Boxey provided updates on various DDA projects and activities for the month of March. The Almont Village/DDA community survey has been printed and distributed. Responses are currently being received and a final summary will be provided for review.

Site Plan Approvals – Four V's Inc.

Experienced Concepts is a manufacturing company looking to build a new facility in the Almont Research and Industrial Park. This project represents nearly 16,000 square feet of new industrial space and 15 full time positions in the community. The site plan has been submitted to Rowe Engineering for review and determination that it complies with the park building covenants.

Motion by T. Pepper, supported by M. Bohm to approve the submitted site plan for Four V's Inc. for a new manufacturing facility as presented upon review by Rowe Engineering for compliance with the industrial park construction covenants. Motion carried unanimously.

Flower Planting and Landscaping Plant Maintenance Services for 2014

The Request for Proposals for the 2014 Flower Planting and Landscaping Plant Maintenance Services contract was advertised for two weeks and placed on the DDA website. Two sealed bids were received and opened publicly. Both bids were complete.

Motion by M. Bohm, supported by T. Pepper to award the 2014 Flower Planting and Landscaping Plant Maintenance service contract to the low bidder, American Tree, Inc. of Almont as presented. Motion carried unanimously.

Lapeer County Senior Millage Ballot Proposal

N. Boxey discussed with the board the notice and request for consideration from the Lapeer County Board of Commissioner regarding a proposed millage renewal for county senior services. Discussion was held regarding the current practice of not capturing this special voted millage and how this practice may influence the discussed Almont Elementary adaptive re-use project in terms of senior services and programming. A decision was tabled until the April meeting to allow for further discussions with Commissioner Kempf.

DDA Board Positions

N. Boxey presented the Board with a letter from Steven C. Schneider respectfully withdrawing his letter of interest in serving on the DDA Board of Directors. Further efforts to fill the remaining open position will be had.

DDA Reauthorization Plan – Boundary Change Discussion

Motion by T. Pepper, supported by M. Breen to propose an extension of the DDA boundaries to include the southern commercially zoned properties including 515, 606, 610, 612, 622, S. Main, 222 Water Street and those residential properties located on the east side of Van Dyke between the current southern boundary. Also included would be those commercial properties on the North West side of Van Dyke including the Almont Car Wash properties and vacant parcel owned by M. Lepech. The vacant parcel located on the corner of Johnson and School Street would be included to allow for potential expansion of municipal parking. Motion carried unanimously.

National Main Street Conference

Motion by T. Pepper, supported by M. Breen to approve the registration, travel and hotel costs for N. Boxey to attend the National Main Street conference to be held in Detroit on May 18-20th. Motion carried unanimously.

Michigan Rural Council Community Assessment

All board members were encouraged to attend the stakeholder and Town Hall meetings for the community assessment to be conducted on Thursday, March 27th. There will be a special work session for DDA and Village Council members at 5:30 pm at the Almont Lions Hall.

Youth on Main Street (YOMS) – Spring Clean Up Day

Work plan development and the recognition luncheon coordination continue to move forward. Input has been solicited through the DDA newsletter from downtown business and property owners. Board members are encouraged to participate that day to provide adult oversight for this event.

Almont Summer Fest

The first meeting of the festival planning committee was held. A total of 14 people were in attendance with several residents included. Discussions on venue and potential events were held and a volunteer stepped forward to run the Classic Car Show.

Meeting was adjourned at 7:55 pm

Steve Schneider, Secretary

Nancy Boxey - DDA Director

March 26, 2014