

**VILLAGE OF ALMONT**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**DIRECTOR'S ANNUAL REPORT OF ACTIVITIES**  
**2020-2021**

**ORGANIZATION**

- 1) Prepared all agendas, minutes and recordkeeping for the DDA Board of Directors.
- 2) Developed the annual DDA budget. Coordinated financial statements, tax collection, accounts payables, and DDA audit with the Lapeer Development Corporation and DDA Treasurer. Ensured compliance with all local and state reporting requirements.
- 3) Maintained a fully functional business office and DDA presence downtown.
- 4) Respond to all phone, mail and personal requests of the DDA.
- 5) Review and prepare all bills for the Treasurer and for the Monthly Agenda
- 6) Maintain and update the website according Public Act 57 of 2018.

**MARKETING EFFORTS**

- 1) Maintain an active DDA website. The Almont DDA currently has an active on-line presence which integrates design elements complimenting the DDA graphics and logo. A business directory highlighting all DDA merchants is listed as well as available buildings for sale/lease.
- 2) Maintain an active DDA social networking site utilizing Facebook. Currently Downtown Almont has 2,909 “Fans”. The DDA actively promotes downtown business owners and events through the Facebook community.

**SPECIAL EVENTS**

Due COVID -19 the DDA did not hold any Special Events this year.

**SPECIAL PROJECTS/INFRASTRUCTURE IMPROVEMENTS**

- 1) Coordinated seasonal planting and maintenance of perennial and annual flowers downtown.
- 2) Contracted for and managed holiday decorations.
- 3) Contracted and oversaw landscaping, snow plowing and downtown maintenance projects including street light repair and fountain maintenance.
- 4) Coordinated with the Almont School Football team to allow Football flowers on the Lamp post's during Football playoff season.
- 5) Coordinated with Almont School volunteers to allow for hats, gloves, scarves to be tied around the lamp posts for people in the community that may not be able to afford something warm. This has been successful in past years.

## **SPECIAL PROJECTS/INFRASTRUCTURE IMPROVEMENTS (cont.)**

- 6) Streetscape project was started in early June and completed by early September. The large trees were removed, new planter boxes, new planter kneewalls, smaller trees and new cement were all part of this \$190,000 Streetscape Project. The DDA received a Grant from the USDA/Rural Business Development in the amount of \$56,520 to help with the Streetscape Project.

## **ECONOMIC DEVELOPMENT ACTIVITIES**

- 1) Successfully worked with new and expanding business owners and entrepreneurs looking to open their businesses downtown. These efforts resulted in the purchase of 2 buildings and nearly a \$1M dollar investment by Burr Oak Properties “Jeremy and Christy Yarbrough, one which has been leased out to Doctors of Physical Therapy. Along with this, there were also three additional businesses that moved into Downtown, The Rustic Blue Bird, Randazzo Jeweler and Sparkle Studio. What great additions all of these businesses are to Almont.
- 2) Maintained working relations and a visible presence with DDA business and property owners.
- 3) Actively promoted the façade grant program. Four Façade Grant projects were funded this year, One (1) to The Almont Baking & Donut Co. for \$5,000 located at 102 N. Main Street and Three (3) to Burr Oak Properties for \$15,000 for the development of 122 & 126 S. Main St.
- 4) Maintain working relationships with the Almont Lion’s Club, Almont Historical Society, as well as various other churches and service organizations.
- 5) Participated with regional and state wide economic development organizations. Attend meetings of the Michigan Downtown Association, MEDC and SBA. Maintain contact with other DDA and economic development professionals.
- 6) Working with the Village Manager and MEDC on the Redevelopment Ready Community (RRC) program.
- 7) Contracted out all CBD Maintenance, snow plowing of 6 parking lots, plowing & salting of sidewalks in front of businesses, maintain the landscaping in the CBD and also in the industrial park to reduce cost.
- 8) Contract out the maintenance of the Pocket Park Fountain to reduce cost.