

Kim Schall, DDA Executive Director
Andy Roosa, Chairman
Michele Breen, Vice Chairman
Steve Schneider, Secretary
Traci Pewinski, Treasurer

**VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
February 23, 2022
Almont Municipal Building**

Lisa Kniestadt, Board Member
Mike Bohm, Board Member
Christy Yarbrough, Board Member
Paul Randazzo, Board Member
Clinton Farley, Board Member

Members Present: M. Breen, T. Pewinski, S. Schneider, M. Bohm, P. Randazzo, C. Farley, C. Yarbrough

Members Absent: A. Roosa, L. Kniestadt

Guests Present: R. Dodge

Meeting was held at the Almont Municipal Building

The meeting was called to order at 7:03pm by Vice Chairman M. Breen

Additions/Deletions to Agenda:

<u>Expenses:</u>	1. Village of Almont – DPW Charges	\$1,238.14
	2. Village of Almont – Salt	<u>\$ 678.90</u>
	TOTAL:	\$1,917.04

Regular Agenda:

New Business:

1. Planter Boxes for the Railing along M53 (Elevated Sidewalk Area)
2. Fire Pit in the Pocket Park

Communication:

1. Department of Licensing and Regulatory Affairs – Transfer of Liquor License for 113 S. Main
2. FOIA Request from Garrett Haynes for Snow Plowing

Public Comments:

1. R. Dodge informed that DDA Board that the owners of the property located behind the Huddle (property on the corner of East St. Clair and Bristol) have passed away.

Approval of Minutes:

Motion by S. Schneider, supported by M. Bohm, to approve the minutes from the January 26, 2022 Regular Board Meeting with the change of possibly to possibility under New Business Item D. Motion PASSED unanimously.

Approval of Bills Payable:

1) Village of Almont – Streetlights \$60.89 E. St. Clair, \$49.48 W. St. Clair	\$ 110.37
2) Touma, Watson, Whaling, Coury & Stremers, P.C. – Parking Lot Lawsuit	\$ 585.00
3) Kim Schall – Office Supplies (Ink & Sheet Protectors)	\$ 154.63
4) Kim Schall – Office Supplies – Binders (Snow Plowing)	\$ 25.41
5) Yard Services, Inc. (Snow Removal/Salting January 2022)	\$ 5,970.00
6) First Congregational Church (DTE Light Bill Jan, 5 to Feb. 1, 2022)	\$ 76.53
7) Village of Almont – (DDA Wages)	\$ 1,077.85
8) Yard Services, Inc. (Winter Banners)	<u>\$ 375.00</u>
TOTAL AMOUNT DUE:	\$ 8,374.79

Motion by P. Randazzo, supported by C. Yarbrough to approve the bills payable in the amount of \$10,291.33, which includes the additional \$1,917.04 of Village Expenses. Motion PASSED unanimously. T. Pewinski abstained.

Treasurer's Report:

Profit and Loss vs Actual Reports prepared by Lapeer Development Corporation for the Seven Months Ending January 31, 2022.

Motion by M. Bohm, supported by P. Randazzo to approve the Profit and Loss vs Actual Reports as prepared by Lapeer Development Corporation for the Seven Months Ending January 31 2022. Motion PASSED unanimously.

Treasurer, T. Pewinski reported that the DDA has a bank balance of \$163,617.45 as of this meeting.

Motion by C. Yarbrough, supported by S. Schneider to approve the Treasurer's Report for January. Motion PASSED unanimously.

Director's Report

- **Snow Plowing**

1. Yard Services, Inc. has been doing a great job keeping up with the snow plowing and salting this year in our Municipal Parking Lots.
2. DPW has been working hard to keep our downtown sidewalks safe and clear of snow & ice.

- **Administrative Update**

1. Keeping the DDA Website updated
2. Reviewing and submitting all bills to Treasurer for payment.
3. Updating Facebook as needed with current events.
4. Continue to work on the DDA Parking Lot Lawsuit as required by Attorney.
5. Finalized a CBD Snow and Ice Removal Policy with the Almont DPW Department.
6. Preparing Bid document for seal coating and striping of two municipal parking lots.

- **Downtown Information**

1. Held a Ribbon Cutting for Century 21 AAA North.
2. Working with Village Manager and Creekside to come up with a cost and a plan for a possible fireplace to be located in the Pocket Park.
3. Been talking to a couple of interested business owners that would like to make Downtown Almont their location.
4. Looking at new banners and working with KBW Banner to get a quote together.

- **Village of Almont Update**

1. Working with Village Manager when needed on items that concern the Downtown.

- **Business Update**

1. Been walking around town and talking to the Business Owners to keep in touch with them face to face and also to inform them as to what is going on within the DDA District.

- **Meetings**

1. Meeting with Village Manager, DPW Supervisor, DDA Chairman, DDA Secretary and Village Clerk Treasurer to discuss CBD Snow and Ice Removal Policy.
2. Phone meeting with Brian at Superior Contracting
3. Phone meeting with American Tree to prepare for our 2022 flower quote.
4. Village Council Meetings

New Business:

A. Central Business District Sidewalk Snow and Ice Removal Policy

At the January 26th DDA Meeting it was the consensus of the DDA Board that DDA Executive Director, DDA Secretary (for legal/contract expertise), Village Manager and the Almont DPW Supervisor meet to review, discuss and approve a contract between the Village of Almont, DPW and the Almont DDA. A meeting was agreed upon to take place on Monday, January 31, 2022 at 1:00pm.

Meeting was held and valuable conversation took place. A Central Business District Sidewalk Snow and Ice Removal Policy along with the Village of Almont Department of Public Works Winter Maintenance Procedure was agreed upon. After careful review by the DDA Board, DDA Executive Director would like ratification to the meeting that was held and the Policy that was agreed upon.

Motion by M. Bohm, supported by S. Schneider, to approve the Central Business District Sidewalk Snow and Ice Removal Policy with the DPW, with the understanding that if this Policy is continued next year that modifications will be made to this policy. Motion PASSED unanimously.

B. Bid Package for Municipal Parking Lots #1 and #6 for Seal Coating and Striping

Director Schall discussed with the DDA Board that per our Agreement with First Congregational Church, we need to seal coat and stripe their parking lot. So, with that being said, it has also been mentioned that the Huddle Parking Lot also needs to be seal coated and striped. Director Schall informed the board that due to the lower than expected cost of the Elevated Sidewalk Project; we could allocate those funds to the parking lots. Director Schall presented the DDA Board with the bid package that she would like to submit to the Tri-City Times for publication, with a bid deadline of March 21st at 10am.

Motion by M. Bohm, supported by T. Pewinski, to approve the Bid Package for Municipal Parking Lots # 1 and #6 for Seal Coating and Striping. Motion PASSED unanimously.

C. Line Item Amendment to the DDA Profit and Loss Budget vs Actual

DDA Director is recommending that the Line Item Snow Plowing be divided to allow for a line item to be added called CBD Snow Removal and remove \$6,000 from the Snow Plowing Line Item to be placed in the CBD Snow Removal.

Motion was made by T. Pewinski, supported by C. Yarbrough to approve creating a new line item called CBD Snow Removal under DPW Village Services and placing \$6,000 from the Snow Removal Line Item to the CBD Snow Removal. Motion PASSED unanimously.

D. Project Graduation Banners for Downtown

Director Schall updated the board on the banner request from Almont Project Graduation. They would like to place Senior Banners along Main Street for 1 month May to June and then the Summer Banners would go up.

Due to the fact that the DDA Board will be changing the size of their banners and not knowing if we will have the new brackets in, Director Schall will contact Project Graduation to let them know that we would be in favor of the banners up for a month, but we are not sure if we will have the brackets in time.

New Business (Cont.):

E. Façade Grant Application from Toth Properties – 117 S. Main St.

Discussion was held and application was reviewed. The DDA Board is happy to see that the businesses are taking pride in their businesses and seeking out to the DDA for help. Toth Properties is requesting a Façade Grant in the amount of \$2,100 to replace the awnings on his building.

Motion by C. Yarbrough, supported by S. Schneider, to approve the Façade Grant for 117 S. Main, in the amount of \$2,100, which will be paid after all receipts have been received by DDA Director. Motion PASSED unanimously.

F. Calcium Chloride Salt Purchase

Due to the urgency, DDA Executive Director needed to approve the purchase of Calcium Chloride for the CBD, purchased through the Village of Almont. The Director Schall is asking for ratification for approving an amount over her \$500 limit.

Motion was made by M. Bohm, supported by P. Randazzo to approve the purchase of Calcium Chloride for the CBD not to exceed \$900. Motion PASSED unanimously.

G. DDA Board Members Re-Appointment

Current DDA Board Members T. Pewinski, M. Bohm, C. Yarbrough and C. Farley have terms that will expire on March 31, 2022.

Discussion was held and T. Pewinski, M. Bohm, C. Yarbrough have all stated that they would like to continue on the DDA Board for Four (4) more years, with a term ending March 31, 2026. C. Farley has elected not to renew his term as the DDA District Resident. Director Schall will post an ad in the Legal Section of the Tri-City Times looking for a new DDA Board Member that lives in the DDA District.

Motion by C. Yarbrough, supported by M. Bohm, to re-elect T. Pewinski as a DDA Board Member and Treasurer with a term to end March 31, 2026. Motion PASSED unanimously. S. Schneider abstained.

Roll Call:

Ayes: C. Farley, P. Randazzo, M. Bohm, M. Breen, C. Yarbrough

Nays:

Absent: A. Roose, L. Kniesteadt

Motion by M. Bohm, supported by T. Pewinski, to re-elect C. Yarbrough as a DDA Board Member with a term to end March 31, 2026. Motion PASSED unanimously. S. Schneider abstained.

Roll Call:

Ayes: T. Pewinski, M. Breen, M. Bohm, P. Randazzo, C. Farley

Nays:

Absent: A. Roosa, L. Kniesteadt

New Business (Cont.):

G. DDA Board Members Re-Appointment (Cont.):

Motion by T. Pewinski, supported by C. Yarbrough, to re-elect M. Bohm as a DDA Board Member with a term to end March 31, 2026. Motion PASSED unanimously. S, Schneider abstained.

Roll Call:

Ayes: C. Farley, P. Randazzo, M. Breen, C. Yarbrough, T. Pewinski

Nays:

Absent: A. Roosa, L. Kniestadt

H. New Banners for Downtown

Director Schall presented the DDA Board with Banners for Winter, Spring, Summer and Fall that have been discussed with the distributor and that would best suit our downtown and the location of the banners (being on M53). The consensus of the DDA Board was that they were in favor of the new smaller size 18" x 36" made out of the Marine Acrylic Sumbrella material that will last longer for our conditions. The consensus of the DDA Board was to go with the Spring, Summer and Fall banners but would like a different design for the Winter. Director Schall to contact the distributor to discuss a better design, that would be more suitable to go through the winter months.

Motion by M. Bohm, supported by P. Randazzo, to approve the purchase of 31 (124 front & back) banners from KBW (Kalamazoo Banner Works) with a size of 18" x 36" consisting of 4 designs, Winter, Spring, Summer and Fall with the understanding that Director Schall will provide a couple more choices for the Winter Banner to the Board for selection before placing the order. This order will also include all brackets and supplies necessary to hang the new banners. Motion PASSED unanimously.

I. Heritage Festival Banner Over M53 (Main St.)

Discussion was held and Director Schall informed the DDA Board that she had received an email from HM Marketing with a price of \$820 for a banner to be hung over M53. It was the consensus of the DDA Board to look at other options instead of hanging over M53. Suggestion was to look into purchasing less expensive banners to hang at the 4 corners for the month of the Heritage Festival and the Holly Day Light Parade. Director Schall will look into different banners, but will not take the banner over M53 off the table just yet.

J. Planter Boxes for Railing along M53 (Elevated Sidewalk)

Director Schall updated the DDA Board on a conversation that she had with American Tree regarding placing planter boxes on the railing. American Tree said that they would get the necessary information to the DDA Director by the March 23, 2022 meeting.

K. Fire Pit in the Pocket Park

DDA Board Member M. Bohm of Creekside Hearth and Patio spoke to the DDA Board about the meeting that was held with DDA Director K. Schall, Village Manager D. Trent, Rachel and himself regarding the cost, location and what would be involved in putting a fire pit in the Pocket Park.

M. Bohm discussed his findings with the DDA Board. The approximate cost would be \$29,600ish that would be from ground zero to finish. The fire pit would be a 3 foot ring located behind the clock with seating. This unit would have a timer on it as well as all other safety precautions.

New Business (Cont.):

K. Fire Pit in the Pocket Park (cont.)

The DDA Board has some concerns regarding the cost of the fire pit in general, the cost to maintain, as it would need a gas line and there would be a minimum charge each month even if we are not using it. The need for a fire pit in the Downtown and the liability that would be imposed on the Village of Almont and the DDA.

Village Manager Trent supplied a handout to the DDA Board in which he would like to apply for a Consumers Energy Foundation Grant. Consumers Energy Foundation annually provides grants geared towards rural communities with a population of less than 10,000 residents. If successful in acquiring this funding with a first place win, that would be \$25,000 that would go towards the \$29,600 project along with a grant that was received from LCCF of \$2,777.

Motion was made by M. Bohm, supported by S. Schneider to approve Village Manager D. Trent to submit a recommendation/proposal to Village Council to be able to move forward with the application process, with the understanding that an update will be given at the March meeting. Motion PASSED unanimously.

Old Business:

A. DDA Parking Lot Update

DDA Director Schall informed the DDA Board that we are waiting on the Appeal process. No new information.

B. Snow Plowing and Salting Spreadsheet for DPW and Yard Services, Inc.

Director Schall has provided a spreadsheet showing the cost and dates of snow removal and salting for DPW and Yard Services, Inc.

C. DPW Dates for Snow Removal and Salting as Requested

This information was provided due to a request from the last meeting. Dates are for actual days of snow removal or salting and not listed by pay period.

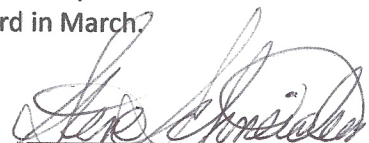
D. Heritage Festival Meeting Update

Director Schall held the first Heritage Festival/Classic Car Show meeting. A lot of discussion was held with many good ideas and thoughts. Next meeting has yet to be determined.

Open Discussion:

R. Dodge mentioned that previous Attorney General Jennifer Granholm made an opinion about DDA Board Membership qualifications. S. Schneider to look into this and report back to the DDA Board in March.

Meeting was adjourned at 9:18pm.


Steve Schneider, Secretary