

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
April 27, 2022
Almont Municipal Building

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

Members Present: A. Roosa, P. Randazzo, C. Yarbrough, T. Pewinski, S. Schneider, M. Breen

Members Absent: M. Bohm, L. Kniestadt

Guests Present: R. Dodge Township Resident

Meeting was held at the Almont Municipal Building

The meeting was called to order at 7:06pm by Chairman A. Roosa

Additions/Deletions to Agenda:

Expenses: None

New Business: None

Old Business: DPW & Yard Services Snow Plowing Calculations

REGULAR AGENDA

Communication: A. Michigan Downtown Association
B. Letter from Joe Israel

Public Comments: R. Dodge mentioned that Rowley Auctions in Attica might be a good place to take the lamppost when we can no longer use them.

Approval of Minutes:

Motion by T. Pewinski, supported by P. Randazzo, to approve the minutes from the March 23, 2022 Regular Board Meeting. Motion PASSED unanimously.

Approval of Bills Payable:

1. Consort Display Group – Banners	\$10,431.20
2. Michigan Downtown Association – Summer Conference Registration Fee	\$ 110.00
3. Tri-City Times – DDA Vacancy, DDA Parking Lots Bids	\$ 81.75
4. Village of Almont – DDA Phone	\$ 53.04
5. Yard Service – Winter Salting – March	\$ 1,420.00
6. Village of Almont – Lights E. St. Clair & W. St. Clair	\$ 96.01
7. Village of Almont – Water Bill from 9/14/21 to 11/29/21	\$ 204.08
8. Village of Almont – DDA Wages 2-20 to 3-5-22 & 3-6 to 3-19 22	\$ 1,988.03
9. Village of Almont – DPW Labor & Equipment Regular (March)	\$ 144.24
10. Village of Almont – DPW Labor & Equipment (Snow Removal)	\$ 1,695.37
11. Ultimate Asphalt – Huddle Parking Lot	\$ 8,500.00
12. Ultimate Asphalt – First Congregational Parking Lot	\$ 7,750.00
13. Ultimate Asphalt – Catch Basin Repair (Infrastructure Line Item)	\$ 2,300.00
14. American Tree – Main Street Spring Clean-Up & Mulching	\$ 873.00
15. American Tree – Pocket Park Spring Clean-Up & Mulching	\$ 597.50

Approval of Bills Payable (cont.):

16. American Tree – North West Corner – Speedway – Spring Clean-Up & Mulching	\$ 300.00
17. First Congregational Church Lights	<u>\$ 75.15</u>
TOTAL AMOUNT DUE:	\$ 36,619.37

Motion by M. Breen, supported by C. Yarbrough to approve the bills payable in the amount of \$36,619.37. Motion PASSED unanimously. T. Pewinski abstained.

Treasurer's Report:

Profit and Loss Report prepared by Lapeer Development Corporation for the Nine Months Ending March 31, 2022.

Motion by P. Randazzo, supported by M. Breen to approve the Profit and Loss Report as prepared by Lapeer Development Corporation, for the Nine Months Ending, March 31, 2022. Motion PASSED unanimously.

Treasurer, T. Pewinski reported that the DDA has a bank balance of \$259,100.76 as of this meeting.

Motion by S. Schneider, supported by C. Yarbrough to approve the Treasurer's Report for March 2022. Motion PASSED unanimously.

Director's Report

- **Banners**

1. Banners are in and they are beautiful. Presented them to the Village Council at the April 5th Meeting.
2. Spring Banners will be going up – when weather cooperates.

- **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. Working with Ultimate Asphalt to schedule a meeting to walk both parking lots and then set a date to get started.
6. Worked with LDC to get ready for the year end amendments as well as setting the budget for 2022-2023.
7. Researching and talking to other DDA Directors pertaining to the Social District requirements for Downtown.
8. Met with Leigh Young and members of the MEDC regarding the Main Street Program.
9. Working on a Newsletter for the DDA.
10. Called, sent emails and sent letters in the mail to the businesses that will be affected by the parking lot closures
11. Contacted M. Randazzo of the Tri-City Times to put a notice in the paper regarding the parking lot closures.
12. Working with DTE Energy to get a quote and outline to be able to replace our Light Posts.

- **Downtown Information**

1. Village Council approved Village Manager Trent to move forward with the application process to apply for a Consumers Energy Foundation Grant to help with the Fireplace for the Downtown Pocket Park.
2. The Huddle Bar is still open and will be doing renovations in early July.
3. Gathering information for Village Manager Trent to use for the Consumers Energy Grant Presentation in May.

- **Village of Almont Update**

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

Director's Report (cont.):

- **Meetings**
 1. Meeting with L. Tandy, LDC Office Manager.
 2. Go To Meeting with MEDC – L. Young regarding the Main Street Program
 3. Village Council Meeting
 4. Lions Club Meeting
 5. Meeting(s) with Ultimate Asphalt

New Business:

A. DTE Community Lighting Program

Director Schall and Chairman A. Roosa described and explained the Community Light Program that was being presented through DTE. As Director Schall stated there are two different options available. However, the best option for downtown is option # 1 which is 60W Acorn fixture on a 14ft Black Arlene with concrete foundation breakaway. The initial and worse case cost would be approximately \$180,000. If the current wiring is suitable to use, the cost could be less. With this cost, the breakdown would be a monthly cost of \$1,005 + surcharges which vary each month plus a post charge \$1,190. (This is where the DDA does not have to pay anything upfront). The total monthly cost would be \$2,250 a month or approx. \$27,000 annually.

Discussion was held and P. Randazzo and C. Yarbrough felt that it was a lot of money and that they wanted further information before committing to allowing DTE to come out and investigate and see if we have the proper wiring in order to move forward and get a better cost. C. Yarbrough felt that the money would be better suited for a parking lot on the South West side of Main St. and P. Randazzo wanted to keep the decorative lamppost to keep the cost down. As Director Schall stated, currently we cannot order just one light post, you need to order 6 at a time. A number of the light posts also are in very bad shape.

Motion by S. Schneider, supported by T. Pewinski to have Director Schall obtain additional information on the light posts, such as after the contract terms, what is the monthly payment? What does that include? What is covered? Are there other light posts in the area that are using this same program, if so where? Also, Director Schall to supply information to the DDA Board on the cost of our current posts and equipment. Motion PASSED unanimously.

B. Infrastructure Line Item – Ultimate Asphalt Bill

Director Schall discussed with the DDA Board that the cost to fix a catch basin in the DDA Huddle Parking lot will come out of the Infrastructure Line item due to the fact that it is within a DDA District.

Motion by S. Schneider, supported by T. Pewinski, to approve the expense of \$2,300 to be taken from the Infrastructure Line Item. Motion PASSED unanimously.

C. DDA Executive Director Attending MDA Conference.

DDA Director informed the DDA Board that she will be attending the Michigan Downtown Association Summer Workshop and that this workshop includes presentations on the Main Street Program and also the Social District Program.

New Business (cont.):

D. Main Street Program through the MEDC

Director Schall explained to the DDA Board what the Main Street program is about and that L. Young from MEDC will be at the MDA Summer Conference presenting on this subject and that she will also be attending our June 22, 2022 meeting to introduce herself and explain more on what the Main Street Program is.

E. 2022– 2023 Draft Budget for Approval

Director Schall and Chairman A. Roose presented the 2022-2023 DDA Budget to the Board. Discussion was held and line items were explained as to the updated format and the monies that were moved from certain line items. Secretary S. Schneider mentioned that he would like to see the Façade Grant line item increased to \$30,000. Director Schall mentioned that we would need to look at that later in the year and assess the situation as it is not just a matter of moving funds into that account, the Façade Program would need to be reviewed and revised.

Motion by T. Pewinski, supported by C. Yarbrough to approve the DDA 2022-2023 Budget, which will be presented at the Village Council Meeting on Tuesday, May 4th at 7:30pm. Motion PASSED unanimously. S. Schneider Abstained.

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. Secretary S. Schneider requested a copy of the Attorney Bill.

B. Water Billing from 2021 from American Tree

Director Schall has provided a spreadsheet per Board Member P. Randazzo's request showing the cost and dates of when American Tree watered in Downtown.

C. Heritage Festival

Discussion was held and Chairman A. Roosa suggested that there be a meeting every Wednesday at 6:00pm at the Village of Almont Municipal Offices before the Regular DDA Board meeting. As we need to get a start on this now for it to be a success. Director Schall will add this to the DDA Facebook Page.

D. Ultimate Asphalt – Painting of the Bumpers in the Church Parking Lot

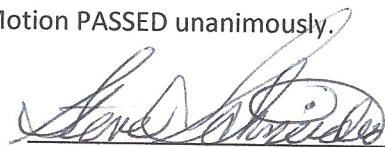
DDA Director updated the DDA Board on the progress with the asphalt company and that we are going to also paint the bumpers in the First Congregational Church Parking Lot. The additional cost is \$500.

Motion by P. Randazzo, supported by T. Pewinski to approve the additional cost of \$500 to paint the bumpers at a cost not to exceed \$500. Motion PASSED unanimously.

S. Schneider left the meeting at 8:30pm

Motion by T. Pewinski, supported by P. Randazzo to adjourn the meeting. Motion PASSED unanimously.

Meeting was adjourned at 8:45pm.



Steve Schneider, Secretary

K. Schall, Executive Director
April 27, 2022