

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
May 25, 2022
Almont Municipal Building**

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

Members Present: M. Bohm, C. Yarbrough, T. Pewinski, S. Schneider, L. Kniestadt, P. Randazzo

Members Absent: A. Roosa, M. Breen

Guests Present: L. Kapron, T. Feldman, W. Glasser

Meeting was held at the Almont Municipal Building

The meeting was called to order at 7:05pm by DDA Executive Director K. Schall

Due to the absence of the DDA Chairman and DDA Vice Chairman, motion was made by T. Pewinski, supported by M. Bohm to appoint DDA Executive Director K. Schall to Chair the meeting. Motion PASSED unanimously.

Additions/Deletions to Agenda:

Expenses: None

New Business: None

Old Business: None

REGULAR AGENDA

Communication: None

Public Comments:

Approval of Minutes:

Motion by S. Schneider, supported by T. Pewinski, to approve the minutes from the April 27, 2022 Regular Board Meeting. Motion PASSED unanimously.

Approval of Bills Payable:

| | |
|---|--------------------|
| 1. Village of Almont – DDA Phone | \$ 53.02 |
| 2. Family Tradition Band – Heritage Festival | \$ 3,000.00 |
| 3. First Congregational Church – Parking Lot Lights | \$ 74.83 |
| 4. Village of Almont – Street Lights – E St. Clair \$52.04 & W. St. Clair \$38.89 | \$ 90.93 |
| TOTAL AMOUNT DUE: | \$ 3,218.78 |

Motion by M. Bohm, supported by C. Yarbrough to approve the bills payable less \$1,500 payable to Family Tradition Band in the amount of \$1,718.78. Motion PASSED unanimously.

Treasurer's Report:

Profit and Loss Report prepared by Lapeer Development Corporation for the Ten Months Ending April 30, 2022.

Motion by T. Pewinski, supported by L. Kniesteadt to approve the Profit and Loss Report as prepared by Lapeer Development Corporation, for the Ten Months Ending, April 30, 2022. Motion PASSED unanimously.

Treasurer, T. Pewinski reported that the DDA has a bank balance of \$256,931.89 as of this meeting.

Motion by S. Schneider, supported by M. Bohm to approve the Treasurer's Report for April 2022. Motion PASSED unanimously.

Director's Report

Director Schall mentioned that at the June 22, 2022 we will have a representative from the Main Street Program attend our meeting to explain the program to the DDA Board.

- **Banners**

1. Working with KW Banners regarding the size of the new brackets that do not fit. Looking into other alternatives.

- **Administrative Update**

1. Continue to update website and FB when needed.
2. Working on the amended budget.
3. Working on the Draft Budget for the 2022-2023 Fiscal Year.
4. Sent and received emails
5. Returned phone calls.
6. Review all bills that come in and send over to the Treasurer.
7. Review Board Member appointment qualification..

- **Downtown Information**

1. Working with Village Manager on a number of projects within the Downtown District.
2. The Pocket Park Water Fountain has been opened and turned on.
3. Walked Downtown to review landscaping and light posts conditions.
4. Working with RCI on new streetlights/posts options.
5. Worked and organized with Ultimate Asphalt for the seal coating and striping of two municipal parking lots.
6. Communicating with DTE regarding streetlights/posts upgrade.

- **Meetings**

1. Open door meeting with Village Manager Trent
2. Village Council Meetings
3. Lions Club Meeting

New Business:

A. Regular Board Meeting Dates for 2022-2023

Motion by M. Bohm, supported by S. Schneider to approve the Regular Board Meeting Dates for the fiscal year 2022-2023. Motion PASSED unanimously.

New Business (cont.):

B. 2021-2022 Fiscal Year Budget Amendments

Discussion was held and the 2021-2022 Fiscal Year Budget Amendments were reviewed.

Roll Call:

Ayes: M. Bohm, P. Randazzo, C. Yarbrough, S. Schneider, L. Kniestadt, T. Pewinski

Nays: None

Absent: A. Roosa, M. Breen

Motion by, T. Pewinski, supported by M. Bohm to approve the 2021-2022 Fiscal Year Budget Amendments as presented. Motion PASSED unanimously.

C. Family Tradition Band Contract and Deposit

Family Tradition Band Contract was reviewed and S. Schneider had some concerns regarding the contract and suggested that the contract be ratified due to the fact that the DDA Executive Director had already signed the contract.

Motion by P. Randazzo, supported by L. Kniestadt to ratify the Family Tradition Contract signed by DDA Executive Director K. Schall to hold the \$1,500.00 deposit until the contract is signed by both parties and to submit the additional \$1,500 in August to be paid at the Heritage Festival.

D. DDA Board Application from L. Kapron

Ms. L. Kapron spoke to the DDA Board and introduced herself and why she would like to serve on the DDA Board.

Discussion was held regarding L. Kapron filling the position of DDA District Resident and that there may be another individual that is interested in applying for the position that currently lives in the district. This individual has spoken to a DDA Board Member, but has not submitted an application.

Motion by T. Pewinski, supported by M. Bohm to table the DDA Board Appointment until the June 22, 2022 DDA Board Meeting. Motion PASSED unanimously, S. Schneider opposed.

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. Heritage Festival Meeting

A meeting was held this evening before the meeting and it was suggested that a Heritage Festival/Classic Car meeting be held at 6pm on the same evening as the DDA Board Meeting.

Old Business (cont.):

C. Fireplace Update

Village Manager applied for a grant through the Consumers Energy Foundation. Unfortunately, we did not place in the top three. However the Community Foundation Director stated to Mr. D. Trent that the presentation was well done at that they feel it is worth \$10,000. They have instructed Mr. D. Trent to apply for the grant through the foundation and that he would be awarded the \$10,000. However, that still leaves at least \$15,000 unaccounted for. Mr. D. Trent stated that Four County Community Foundation has reached out to him and they are interested in helping with this project. Mr. D. Trent has been meeting with contractor regarding the design and placement of the fireplace and will have further information for the DDA Board at the June 22, 2022 meeting.

It was the consensus of the DDA Board to table this until the June meeting, at which time a decision will be made as to what direction the DDA Board would like to go. The main concern for this project is the ongoing monthly cost during the winter months. The bill to run the fireplace for a minimum of 4 hours a day for a month would be approximately \$1,000 depending on the cost of gas at the time.

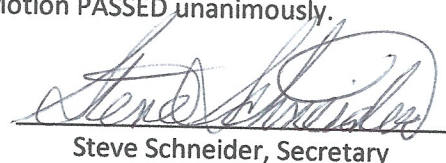
D. Streetlight Request Information and Update

DDA Executive Director supplied information regarding the cost of the current streetlights and the cost to run them as requested by the DDA Board at the April meeting.

DDA Executive Director also updated the DDA Board on the progress of the streetlights. She is working with RCI Electrical Contracting to get a cost to remove, paint and replace the current light posts. She will have more information at the next meeting.

Motion by T. Pewinski, supported by C. Yarbrough to adjourn the meeting. Motion PASSED unanimously.

Meeting was adjourned at 8:30pm.



Steve Schneider, Secretary

K. Schall, Executive Director
May 25, 2022