

ANGELA EDWARDS, DDA INTERIM DIRECTOR
ANDY ROOSA, CHAIRPERSON
CHRISTY YARBROUGH, VICE CHAIRPERSON
HOLLIE MILLER, SECRETARY
KRISTA BOOS, TREASURER

PAUL RANDAZZO, BOARD MEMBER
STEVE SCHNEIDER, BOARD MEMBER

DOWNTOWN DEVELOPMENT AUTHORITY

Minutes

December 7, 2022

Members Present: A. Edwards, A. Roosa, C. Yarbrough, P. Randazzo, H. Miller, S. Schneider, K. Boos

Members Absent: none

Guests Present: M. Randazzo & D. Trent

Meeting was held at the Almont Municipal Building

The meeting was called to order at 7:14pm by DDA Chairman A. Roosa

Communications: Laura Tandy regarding financials
Update on Informational Meeting
T. Feldman – email regarding Holly Day Light Parade

Public Comments: none

Approval of Minutes:

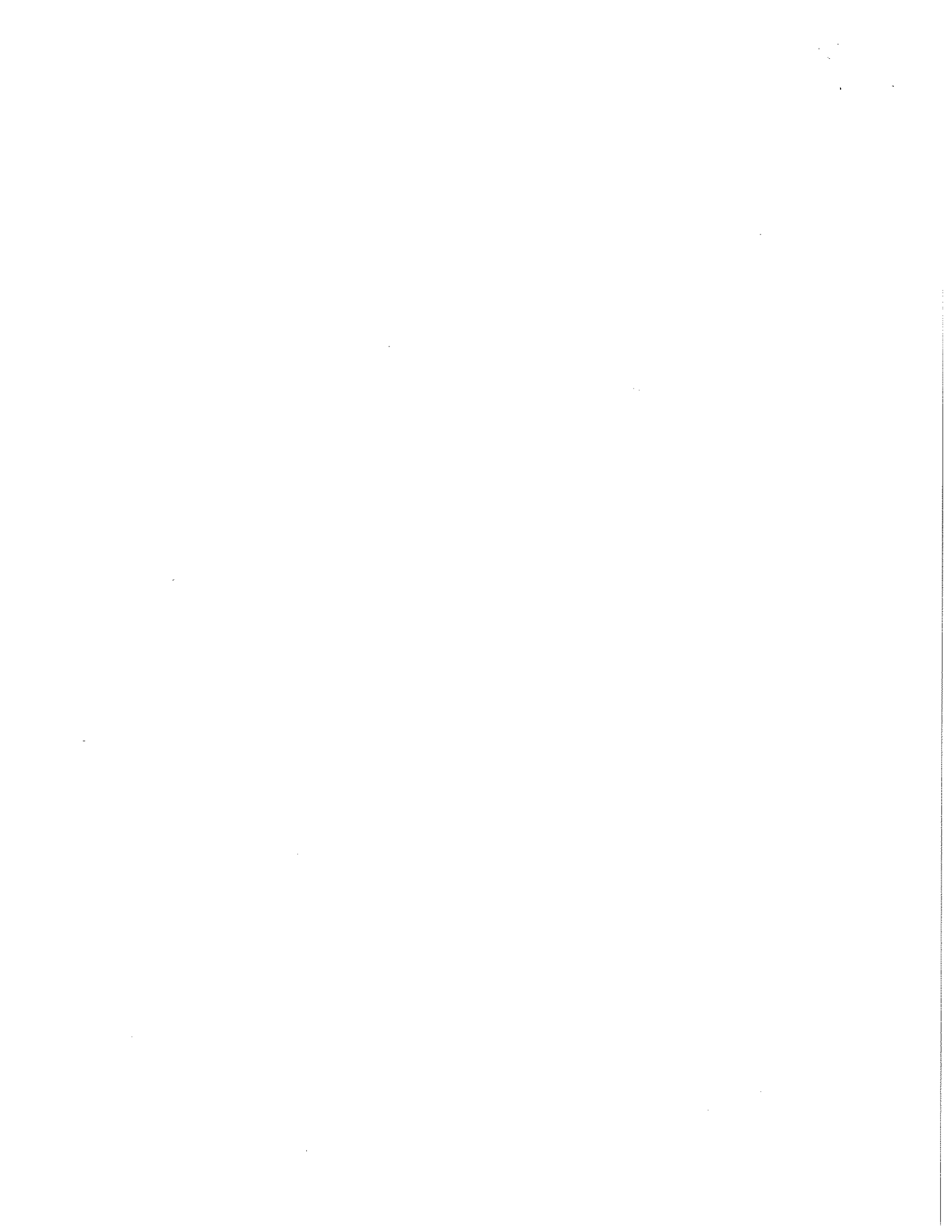
A. Move Approval of November 16, 2022 meeting to January

Motion by S. Schneider, supported by H. Miller, to move approval of minutes to January 2023 meeting. Motion PASSED unanimously

Approval of Bills Payable:

(The bills I added are in orange, the black were in the excel spreadsheet from the previous treasurer)

American Tree	Pock Park maintenance	\$2,659.00
American Tree	Maintenance/ Orange lights	\$2,980.50
American Tree	Light pole Garland&Lighting	\$4,587.60
Angela Edwards	Phone Case	\$13.12
Angela Edwards	Holly Day Printing & Parade Supplies	\$40.11
Christy Yarbrough	Santa Gift Bags for Holly Day	\$287.32
Christy Yarbrough	Holly Day Flyers	<u>\$90.00</u>
First Congregational Church	DTE Bill	\$75.91
First Congregational Church	DTE Bill for August	\$76.37



Landscape Direct	Closing fountain & cleaning	\$275.50
Landscape Direct	Fountain Maintenance	\$148.00
Page One Printing	Harvest Festival	\$50.00
Print Shop	Holly Day Parade flyers	\$90.00
RCI	Light Pole Invoice	\$34,800.00
RCI Electrical	Harvest Festival	\$170.00
RCI Electrical	Light poles	\$92,155.75
Touma Watson Whaling PC	attorney billing	\$243.75
Tri City Times	Harvest Festival	\$916.00
Tri-City Times		\$916.00
Universal Sound Production	Holly Day Parade	\$775.00
Village of Almont	Director Salary	\$2,610.78
Village of Almont	Pocket Park water bill	\$702.39
Village of Almont	Utilities, DPW, Publication	\$316.52
Village of Almont	DPW September	\$639.38
Village of Almont	Police Harvest Festival	\$834.88
Village of Almont	DDA Wages	\$3,206.36
Village of Almont	DDA Wages	\$1,113.10
Village of Almont	DPW September	\$71.26
Village of Almont	DDA office supplies	\$48.99
Village of Almont	Phone	\$52.99
Village of Almont	Utilities	\$97.32
Village of Almont	DDA Office Supplies	\$42.99
Village of Almont	DDA Wages – 8/21-9/3/22 & 9/4-9/17/22	\$3,206.36
Village of Almont	DDA Wages – 9/8-10/01/2022 & 10/2-10/15/2022	\$1,113.09
Village of Almont	DDA Cell Phone Charges	\$52.97
Village of Almont	DPW Equipment & Labor September 2022	\$639.38
Village of Almont	DPW Labor September 2022	\$71.26
Village of Almont	Utilities	\$97.32
Village of Almont	Police Services Heritage Fest	\$834.88
Village of Almont	Workmen's Comp.	\$38.98
Yard Services Inc.	Removal of banner & hardware	\$500.00
Yard Services Inc.	2022 CB district maintenance	\$3,550.00
	Total:	\$161,191.13

Board is concerned about several entries that may be duplicates as well as light poles were supposed to be partially funded by a loan. Asked Interim Treasurer K. Boos to verify all bills payable.

Motion by H. Miller, supported by P. Randazzo, to approve bills payable once reviewed to make sure they were not already paid, and that RCI not to be on the loan. Motion PASSED unanimously

Treasurer's Report:

- A. Profit and Loss Report from the LDC for one month ending October 31, 2022.
- B. Bank Statement ending 10/31/2022
- C. Invoices

Motion by C. Yarbrough, supported by K. Boos, to move approval of Treasurer's report to January 2023. Motion PASSED unanimously

Director's Report:

- A. December 2022

Light posts installed and completed. 1 outlet was not working, RCI immediately fixed and instructed how to prevent issues.

New Business:

A. Remove Signer on Account

-Facts: Traci Pewinski resigned as Treasurer of the Board at the Regular November Meeting. As she is no longer a member of this governing body she needs to be removed as signer on the account.

Motion by H. Miller, supported by K. Boos, to Remove Traci Pewinski as signer on account. Motion PASSED unanimously

B. Add Signer to Account

-Facts: An interim Treasurer, Krista Boos was appointed and needs to be added as a signer to the account, until a permanent Treasurer can be found.

Motion by P. Randazzo, supported by H. Miller, to add Krista Boos as signer on account. Motion PASSED unanimously

Motion by P. Randazzo, supported by C. Yarbrough, to Remove Michelle Breen as signer on account. Motion PASSED unanimously

Motion by H. Miller, supported by P. Randazzo, to Add Christy Yarbrough as signer on account. Motion PASSED unanimously

C. Waive Capture of Law Enforcement Millage

-Facts: The DDA captures some of the tax dollars collected for the law enforcement millage. These tax dollars can be given back to law enforcement to be utilized for their intended purpose, only if the DDA Board waives the capture of these funds.

Motion by P. Randazzo, supported by S. Schneider, to waive capture of Law Enforcement Millage funds. Motion PASSED unanimously

D. Village Server

-Facts: Currently the DDA computer has no back up. The village server has the capacity to backup our information with our own id and passcode, at no cost to us.

Motion by H. Miller, supported by K. Boos, to utilize Village server for DDA computer. Motion PASSED unanimously

Motion by H. Miller, supported by C. Yarbrough, to purchase a new laptop for the DDA not to exceed \$1,000.00. Motion PASSED unanimously

E. Moving financials in house to Village

-Facts: We currently utilize LDC for our financials. The Village has offered to take them on, in house, at no cost to us.

-LDC will charge \$500/ month for this service

-Or, a third option, we could continue using LDC and a treasurer for \$4,000/ year (price may increase if we need additional support)

Motion by H. Miller, supported by C. Yarbrough, for DDA to allow the Village of Almont to take on our financials no later than end of fiscal year. Motion PASSED unanimously

F. Trash Receptacle Grant Pursuit

Interim Director A. Edwards is looking into multiple grants to help us replace our trash receptacles. More to come once grants are written. Board gave full support to pursue.

G. Fountain Maintenance

Fountain has been closed for the season. Cover is in need of replacement for 2023/24 season. Pursuing better options for cover material as steel is not safe and very cumbersome to move.

H. December Activities

1. Holly Day Parade

By all accounts the parade was a huge success with 32 entries, the most we have ever had. Goal for 2023 to make biggest and best, with more activities throughout the day.

2. Deck the Downtown

Late notice, but will work towards more planning for 2023.

I. Citizen Participation

Motion by H. Miller, supported by C. Yarbrough, to adopt Citizens Participation, verbiage to be updated for our board and update section 7.04 a to state business owner. Motion PASSED unanimously

Old Business:

- A. Light Post Installation
- B. Downtown Halloween/ Spookytime
- C. Small Business Saturday
- D. Snowplowing Contract for the CBD Sidewalks

Adjourn

Motion by S. Schneider
Meeting was adjourned at 8:50pm



Steve Schneider, Secretary



Family Tradition Entertainment LLC Contract

This contract is for professional services rendered; between the undersigned contractor of music; **Family Tradition ENT. LLC** (Herein called agent) and The Almost DDA

(Herein called client). The client is responsible for a non-refundable 25% deposit within 6 months of scheduled event. If deposit is not received within 30 days of event, client will NOT obtain the reserved date; unless agreed upon by agent and client and noted in this contract below (This exception pertains to clients that obtain services within 30 days of event; "short notice events"). **Full Balance due 1 week prior to event in the form of cash or check.** Credit card option available but a 4% charge will be added to entertainment total costs.

NOTE: AGENT WILL NOT ACCEPT CHECKS ON DAY OF EVENT, UNLESS AGREED UPON.

Cash is preferred method on day of event but if Check if agreed upon in advance between agent and client, is **to be collected prior to entertainment start time.**

Client Information

Name: Almost DDA

Address: 817 N. Main Street