

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

January 25, 2023 - 7:00

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

Members Absent: C. Yarbrough

Guests Present: D. Trent, K. Kessler, B. Treat, T. Feldman, P. Feldman, M. Schneider

Meeting was held at the Almont Municipal Building

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

Additions/Deletions to Agenda:

- Approval for quote for new DDA Laptop software license \$144.00
- New Invoices to add for approval
 - Village of Almont \$3,090.44
 - Todd's Glass & Mirror \$230.00
- Sunset Blvd Deposit approval \$1250.00

Communications: Annual Joint Meeting

The annual joint meeting between the Village Council, Planning Commission and DDA will take place on February 21 at 7:30 PM, all DDA Board members are invited and encouraged to attend this collaborative meeting

Laura Tandy regarding financials

Public Comments (Agenda Items): none

Consent Agenda: n/a

Approval of Minutes:

- A. Approval of December 21, 2022 Special Meeting Minutes
Motion by S. Schneider, supported by P. Randazzo, to approve minutes of the December 21, 2022 special meeting. Motion PASSED unanimously

Approval of Bills Payable:

Date	Vendor	Inv#	Total
1/1/2023	Accunet Web Services	22169	\$493.50
1/14/2023	Angela Edwards		\$126.40
1/4/2023	Construction Code Authority	Dec-22	\$61.00
1/4/2023	DTE-First Congregational Church		\$72.14
12/19/2022	Hollie Miller		\$142.84
10/31/2022	Landscape Direct.net	72688	\$127.50
12/3/2022	Paul Randazzo		\$200.00
1/10/2023	Touma, Watson, Whaling, Coury & Stremers PC	55412	\$1,267.50
12/9/2022	Touma, Watson, Whaling, Coury & Stremers PC	55224	\$97.50
12/5/2022	Tri City Times		\$180.00
12/31/2022	Village of Almont - Water		\$223.34
11/30/2022	Village of Almont	22-0001929	\$109.59
11/23/2022	Village of Almont	22-0001923	\$52.97
1/4/2023	Village of Almont	23-0001946	\$146.70
1/4/2023	Village of Almont	23-0001940	\$30.50
12/1/2022	Yard Services Inc	1807	\$1,275.00
12/31/2022	Yard Services Inc	1810	\$300.00
12/31/2022	Yard Services Inc	1779	\$12,545.00

Motion by K. Boos, supported by S. Schneider, to approve bills payable with the exception of the past due charge from YSI.
Motion PASSED unanimously

Motion by H. Miller, supported by K. Boos, to pay bills. Motion PASSED unanimously

Treasurer's Report:

A. November Balance Sheet

Motion by S. Schneider, supported by P. Randazzo, to approve November Balance Sheet. Motion PASSED unanimously

B. November Profit & Loss Budget

Motion by P. Randazzo, supported by S. Schneider, to approve November Profit & Loss Budget. Motion PASSED unanimously

C. November Profit & Loss

Motion by P. Randazzo, supported by S. Schneider, to approve November Profit & Loss. Motion PASSED unanimously

D. December Check Register

Motion by H. Miller, supported by S. Schneider, to approve December Check Register. Motion PASSED unanimously

E. December Balance Sheet

Motion by H. Miller, supported by P. Randazzo, to approve December Balance Sheet. Motion PASSED unanimously

F. December Profit & Loss Budget

Motion by H. Miller, supported by P. Randazzo, to approve December Profit & Loss Budget. Motion PASSED unanimously

G. December Profit & Loss

Motion by H. Miller, supported by P. Randazzo, to approve December Profit & Loss. Motion PASSED unanimously

Director's Report:

A. January 2023

- Old Light post sales are wrapping up, most are picked up or will be in the following week.
- Historical Society window has been repaired; painting is on the books. J. Wade is very please that DDA has been sharing HS info on our social media.
- SO many compliments on our social media activity.
- Good Grounds was interviewed by County Press after our meeting with them regarding Downtown happenings.
- Laptop is now hooked up to Village Server.
- Website is currently being updated and made sure to be in compliance.
- New Onboarding binders created and distributed to Board members with all pertinent info.
- Working on a legends map to share all our local businesses.
- Attended Village Council and Historical Society meetings.
- Attended DDA Roundtable, learned about MainStreet program we would like to implement eventually.

New Business:

A. Agreement Between Council & DDA for Financials

Facts: The Village has offered to bring our financials in house and have given this memo to begin the discussion of the processes and procedures so both sides are protected in order to formally and officially begin the transition.

Discussion and/or Motion

Motion by P. Randazzo, supported by H. Miller, to give the Village the authority to handle our daily finances. Motion PASSED unanimously

Motion by H. Miller, supported by K. Boos, to pool our funds with the Village by 3/31/2023 and close our current bank account. Motion PASSED unanimously

Motion by P. Randazzo, supported by S. Schneider, to give our Treasurer the authority to approve up to \$2000. Motion PASSED unanimously.

B. Treasurer Duties/ Signers on Account

Facts: Depending on the outcome of item A, the Treasurer duties may need to be adjusted as well as signers added to account

-Discussion

Motion by S. Schneider, supported by P. Randazzo, to appoint H. Miller as Treasurer effective immediately. Motion PASSED unanimously.

Hollie cannot be both Secretary and Treasurer. Table appointing new Secretary to February meeting.

C. Lawsuit Update

Facts: The Court of Appeals has affirmed our judgment granting us title to the parking lot.

Motion to approve and submit proposed order

Motion by S. Schneider, supported by P. Randazzo, authorizing our attorneys to file a motion to terminate the stay of the enforcement of the judgement. Motion PASSED unanimously.

D. Director Applications

1. Angela Edwards (received 12/14/2022)

2. Christine Malzahn (received 1/4/2023)

-Facts: There have been two applications received for the DDA Director position. The job was posted for over 2 weeks, with an application deadline of 12/30/2022, only one application was received within that time frame.

-Discussion and/ or Motion

Motion by S. Schneider, supported by K. Boos, to accept A. Edwards' application. Motion PASSED unanimously.
Motion by S. Schneider, supported by H. Miller, to deny C. Malzahn's application. Motion PASSED unanimously.

Board agrees that Angela has more than proven herself in the last several months and feels that speaks for itself and that a formal interview is not needed.

Motion by P. Randazzo, supported by H. Miller, to offer A. Edwards the Director position at Full Time with no contingencies.

Yay – P. Randazzo, H. Miller, K. Boos

Nay – S. Schneider, A. Roosa

Motion PASSED 3/2

Motion by K. Boos, supported by P. Randazzo, to offer A. Edwards the Director position at Full Time with no contingencies, salary \$41,600 with a 6-month review and job description.

Yay – P. Randazzo, H. Miller, K. Boos, A. Roosa

Nay – S. Schneider

Motion PASSED 4/1

Motion by H. Miller, supported by S. Schneider, to rescind the previous motion.

Yay – A. Roosa, S. Schneider, H. Miller

Nay – K. Boos, P. Randazzo

Motion PASSED 3/2

Motion by H. Miller, supported by S. Schneider, to offer A. Edwards the Director position at Full Time with a contingency that she cannot have employment through any DDA business, salary \$41,600 with a 6-month review and clarified job description. Motion PASSED unanimously.

E. Applications for Appointment to DDA Board

1. Tricia Feldman

2. Melissa Schneider

-Facts: There have been two applications received for seats on the DDA board, and currently there are 3 seats available to be filled.

-Discussion and/ or Motion to Approve

Motion by P. Randazzo, supported by H. Miller, to approve the appointment of T. Feldman to the DDA Board. S. Schneider abstained.

Motion PASSED unanimously.

Motion by H. Miller, supported by P. Randazzo, to approve the appointment of M. Schneider to the DDA Board. S. Schneider abstained.

Motion PASSED unanimously.

F. Historical Walking Tour Signs and Maps

-Facts: The Historical Walking Tour maps and signs need to be updated/ added and refreshed if we are going to continue to bring this collaborative effort between the DDA and the Historical Society to our community.

- Discussion

G. Trash Cans

-Facts: Our trash cans are in very poor shape and need replacing soon. If not purchasing new ones could explore the option of having them painted

-Discussion

H. Clock Painting

- Facts: The clock is also in dire need of a fresh coat of paint.

-Discussion

I. Business Surveys

- Facts: Compiling a survey for business owners in the DDA district may give us a more comprehensive view of where and on what to use our resources most effectively.

-Discussion

J. New Business Welcome Packet/ DDA Business Brochure

- Facts: A Welcome Packet has been something discussed for months, in the process of creating it I also created a DDA Business brochure to keep at all businesses in the district.

-Discussion

K. Events

- Facts: There are several event ideas I believe would bring patrons downtown, and would like to get some on the calendar as soon as possible in case they consist of road closures which has to go through Village Council.

-Discussion

Old Business:

A. Holly Day Parade

Public Comments (Non Agenda items): none

Board Questions and Comments: none

Adjourn

Meeting was adjourned at 9:44pm

A handwritten signature in cursive script, appearing to read "Steve Schneider", written in black ink on a white background.

Steve Schneider, Secretary