

ANGELA EDWARDS, EXECUTIVE DIRECTOR
ANDY ROOSA, CHAIRPERSON
HOLLIE MILLER, VICE CHAIR & TREASURER
PATRICIA FELDMAN, SECRETARY



STEVE SCHNEIDER, VILLAGE COUNCIL PRESIDENT
KRISTA BOOS, BOARD MEMBER
MELISSA SCHNEIDER, BOARD MEMBER
ASHLYN GLASSER, BOARD MEMBER

Minutes

Regular Minutes
June 26, 2024 7:00 PM

CALL TO ORDER

Chairperson Roosa called the Regular Meeting to order at 7:02 p.m. at the Almont Village Hall, located at 817 N. Main Street, Almont, Michigan.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board members Present: Roosa, Miller, S Schneider, M Schneider, Boos, Glasser

Board members Absent: Feldman

Staff Present: Angela Edwards, Executive Director

Guests Present: Mr. John Divo, Village Resident; Mr. Wayne Glasser, Village Council

ADDITIONS/DELETIONS TO AGENDA:

Additions:

Resignation Letter from Board Member Feldman

Added under Communications

Motion to accept Resignation Letter from Board Member Patricia Feldman

Added under New Business as Item #B2

Motion to appoint Interim Secretary until the 2024-2025 Fiscal Year

Added under New Business as Item #B3

Motion to establish Parking Time Limits for Branch Street Parking Lot and Bristol Street Parking Lot located behind Businesses on Southeast Corner of Downtown

Added under New Business as Item #B4

COMMUNICATIONS:

Resignation Letter from Board Member Patricia Feldman

PUBLIC COMMENT – Agenda Items: None

APPROVAL OF CONSENT AGENDA

H. Miller moved, K. Boos supported

PASSED UNANIMOUSLY BY ALL MEMBERS IN ATTENDANCE

APPROVAL OF MINUTES:

Approval of May 22, 2024 regular meeting minutes:

S. Schneider moved to approve with amendments:

- **Discussion was had regarding our previous denial of their request for a shed. Motion to rescind *previous Motion from the March 28, 2024 Meeting* made by: H Miller, K Boos seconded.**

H. Miller supported

PASSED UNANIMOUSLY BY ALL MEMBERS IN ATTENDANCE

Date	Vendor	Inv #	Total
5/21/2024	Faily Tradition Band- 25% Deposit	100128	\$1,000
5/31/2024	Angela Edwards- MDA Conference Reimbursement		\$544.64
5/31/2024	Tri City Times- Heritage and Summer Events Ads		\$725.00
6/15/2024	DTE-First Congregational Church		\$85.29
6/21/2024	Cruis'n Media- Car Show Ad (June/July Magazine)		\$505.80
Total:			\$2,860.73

APPROVAL OF BILLS PAYABLE:

H. Miller moved to approve the Bills Payable in the amount of \$2,860.73, K. Boos supported

PASSED UNANIMOUSLY BY ALL MEMBERS IN ATTENDANCE

TREASURER'S REPORT

A. May Revenue & Expenditure Report

M. Schneider moved, A. Glasser supported.

PASSED UNANIMOUSLY BY ALL MEMBERS IN ATTENDANCE

B. May Check Disbursement

M. Schneider moved, K. Boos supported.

PASSED UNANIMOUSLY BY ALL MEMBERS IN ATTENDANCE

REPORTS

A. DPW May 2024 Report

Director Edwards stated the DPW has begun taking care of the flowers downtown. H. Miller inquired when DPW will be fixing damaged bricks in the Pocket Park. Edwards stated it is on their schedule. Chairman A. Roosa complimented the work being done by DPW, noting they had also removed old light poles behind the businesses and had also been working to fix a water main leak on the building recently purchased by the DDA at 117 School Street.

B. Directors Report May 2024; summary includes MDA conference in Harbor Springs, working on the social district *science signs* are in and stickers for cups should be here by next week, Heritage Festival planning, discussed potential plans to participate in state downtown day and doing something countywide to promote our downtown during monthly meeting with

Lapeer County DDA directors MDA director and LDC director, working with village residents and business owners to get Branch Street parking lot under control

NEW BUSINESS

A. Finance

1. DDA Credit Card

Facts: The DDA has been using the Village of Almont's credit card to make purchases or using personal credit cards and submitting for reimbursement. In order to conduct business more efficiently and expediently, a DDA designated credit card is a necessity.

Motion to approve a DDA credit card with a limit of \$2,500 and adherence to the Village of Almont's credit card policy

Made by: K. Boos, H. Miller Supported

PASSED UNANIMOUSLY BY ALL MEMBERS IN ATTENDANCE

2. Façade Grant Application

Facts: The Village Shirt Company has submitted a Façade Grant Application for their sign at 114 S. Main Street, in the amount of \$417.16

Discussion: A. Glasser asked for clarification of charges for an invoice submitted by applicant in the amount of \$195.95. Chairman Roosa noted there were no line items or details on the invoice to explain those charges. The Board concluded façade grant awards are contingent upon applicant providing the board an explanation of charges for which they are seeking reimbursement of. Furthermore, the Board agreed to table voting on application approval to give applicant an opportunity to submit a detailed invoice.

B. Business

1. 2024-2025 Fiscal Year DDA Regular Meeting Dates

Facts: Pursuant to the Open Meetings Act and the DDA Bylaws, regular meeting dates must be posted at the beginning of the fiscal year. List of Downtown Development Authority Regular Board Meetings for the 2024-2025 Fiscal Year included in board packet.

Motion to approve the listed dates of the DDA Regular Meetings for the 2024-2025 fiscal year.

Made by: H. Miller, A. Glasser Supported

PASSED UNANIMOUSLY BY ALL MEMBERS IN ATTENDANCE

2. Motion to accept Resignation Letter from Board Member Patricia Feldman

Motion to accept Board Member Patricia Feldman's Resignation.

Made by: M. Schneider, H. Miller Supported,

PASSED UNANIMOUSLY BY ALL MEMBERS IN ATTENDANCE

3. Motion to appoint Interim Secretary until 2024-2025 Fiscal Year

Motion to appoint M. Schneider as Interim Secretary.

Made by: Miller, A. Glasser Supported, S. Schneider and M. Schneider Abstained

PASSED BY ALL OTHER MEMBERS IN ATTENDANCE

3. Motion to add 2-hour Parking signs in DDA owned parking lots

Discussion: Utilizing DDA parking lots for long term parking is an issue due to the limited parking options available in the downtown. There is a need for parking time limits in lots directly behind businesses to meet the needs of customers. Business employees and individuals needing to park for over two hours can utilize the First Congressional Church parking lot.

Motion to add 2-hour Parking signs in Branch Street Parking lot and the Bristol Street Parking lot located behind Restaurants.

Made by: H. Miller, S. Schneider Supported,

PASSED UNANIMOUSLY BY ALL MEMBERS IN ATTENDANCE

DISCUSSION

- A. **Jeep/ Cruise/ Bike Night- Sign-Up Genius:** Director Edwards reminded the board there is a sign-up genius for these events. H. Miller stated cruise night participants have expressed an interest to have cruise night every week. Discussion regarding logistics of hosting events on a weekly basis and the need for community involvement to do so. Board agreed to look into expanding Cruise and Jeep Night for 2025.
- B. **Social District:** Mikeys has their official license from LARA and will be able to serve once stickers for drink cups come in and signage around social district boundaries go up. Roots has mailed in paperwork to LARA and is expected to have license in next few weeks. Director Edwards asked if metal signage should be made for Rules and Etiquette. Chairman Roosa suggested adding this signage in the pocket park with the expectation that people will ~~like~~ *likely* congregate there. Board agreed on adding metal signage in Pocket Park and posting laminated signage in restaurants licensed to serve drinks.
- C. **Tree Planting/ Location:** H. Miller reminded the board that it had agreed to replant trees for those removed on East St. Clair Street and suggested donating these trees to the Park Board. M. Schneider stated this was discussed at the May Park Board Meeting and it was believed trees could not be donated to be planted in the Almont Park because the DDA is a public body and the Park is not within the DDA district. M. Schneider proposed adding trees to the 117 School Street property since the DDA is planning to add an outside eating area next to parking lot on the property. Board agreed to revisit this item after old building at 117 School Street is demolished and remodel plans are being made.
- D. **Volunteer Credit For Sponsorship Donation:** Chairman Roosa proposed idea to give credit to board members for volunteered time outside of board meetings (proposed Volunteer Credit for Sponsorship Donation document provided in Board Packet). Idea is to encourage active participation and reward board members for their efforts. Board members can use earned credits towards business/organization sponsorship of DDA special events. No monies would be exchanged. Executive Committee to meet to finalize details for July's meeting.
- E. **Parking Lot Appraisals:** the DDA requested appraisals of multiple pieces of property. The properties were appraised as follows: 209 S Main St./Back Lot (041-475-031-00) \$28,000; 203 S Main St. \$35,000; S Main St. (041-475-008-75) \$10,000; S. Main Street (041-475-008-50) \$18,000. The Board agreed to move forward with talking to the owner of 203 S. Main Street regarding sale or potential land use agreement of their vacant lot. The board also

agreed to move forward with presenting appraisals to the owner of the three parking lots once the Land Appraisal Report of 209 S Main St./Back Lot (041-475-031-00) is updated to reflect the correct owner the property.

F. **Parking Options in the Village:** the board asked that S. Scheider bring up discussions of adding parking in front of Burley Park at the next Village Council meeting.

G. **Almont Lock Building:** Director Edwards sent certified mail to the owner of the Almont Lock building to notify them the building at 117 School Street is being demolished and asked if there is any interest to sell their building.

OLD BUSINESS:

A. **Heritage Festival Raffle:**

The Lions Club declined to participate in selling raffle tickets for a side by side therefore there will be no large ticket item raffle at this year's Heritage Festival.

PUBLIC COMMENTS (NON AGENDA ITEMS): None

BOARD QUESTIONS AND COMMENTS:

—M. Schneider inquired about plans to remove tree knocked down during recent storm that had been cut up and placed in DDA parking lot north of the First Congressional Church lot. Edwards stated the property owner had a week to have it removed.

FUTURE AGENDA ITEMS:

None

ADJOURNMENT:

The meeting adjourned at 8:34 pm by Chairperson Roosa.



Melissa Schneider, Secretary