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ANGELA EDWARDS, EXECUTIVE DIRECTOR
HOLLIE MILLER, CHAIRPERSON & TREASURER
MELISSA SCHNEIDER, VICE CHAIR & SECRETARY
TIM DYKE, VILLAGE COUNCIL PRESIDENT



STEVE SCHNEIDER, BOARD MEMBER
KRISTA BOOS, BOARD MEMBER
ASHLYN GLASSER, BOARD MEMBER
SCOTT WHITE, BOARD MEMBER
CHARLIE KROLL, BOARD MEMBER

March 26, 2025 - 7:00 PM

Minutes

CALL TO ORDER

Chairperson H. Miller called the Regular Meeting to order at 7:01 p.m. at the Almont Village Hall, located at 817 N. Main Street, Almont, Michigan.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: H. Miller, T. Dyke, M. Schneider, C. Kroll, S. White, S. Schneider

Board Members Absent: K. Boos,

Staff Present: Angela Edwards, Executive Director

Guests Present: 5

ADDITIONS/DELETIONS TO AGENDA:

A. Deletions

Appointment of Secretary

Deleted under New Business Item #A2

Director Edwards asked that Closed Session be moved to after Board Questions and Comments.

COMMUNICATIONS: None

PUBLIC COMMENT – AGENDA ITEMS:

Mrs. Kimberly Schall, Almont Township Resident- Stated that the Board agreed to purchase banners while doing their streetscape project and in February 2022, the DDA spent \$10,000.00 on banners for streetlight poles in the downtown. These banners have never been used and are being stored in the DDA storage container.

APPROVAL OF CONSENT AGENDA:

S. Schneider moved to approve agenda with the above-mentioned Additions, T. Dyke supported

PASSED UNANIMOUSLY BY ALL MEMBERS IN ATTENDANCE

APPROVAL OF MINUTES:

A. Approval of February 26, 2025 Regular Meeting Minutes:

S. Schneider moved to approve February 26, 2025 regular meeting minutes with the following amendments:

- **APPROVAL OF BILLS PAYABLE:**

T. Dyke noted legal counsel's opinion supported payment of Touma, Watson, Whaling, Coury & Streamers, P.C. Invoice #60681 (legal opinion included in board packet).

- **Facts:** Jim and Erin Aleck, owner's of Mikey's, are requesting usage of a section of the DDA's Bristol Street Parking Lot for an entertainment tent on Saturday, May 10, 2025. Mr. Jim Aleck present at meeting to discuss details of request. Mr. Aleck stated he would like usage of parking spots next to dumpster on the north end of the Bristol Street lot for a tent. Details are approximate. Request included setting up a tent on Friday May 9, 2025 and taking it down in Sunday May 11, 2025. Live band on Saturday **May** 10, 2025 from 6pm to around midnight and alcohol would be served in tent.
- **Motion to approve the recommendation of Scott ~~w~~White to be appointed as a DDA board member, with a term ending March 31, 2029, to the ~~v~~Village ~~e~~Council president.**
- **Discussion:** Chairperson H. Miller opened nominations for DDA Treasurer. M. Schneider nominated S. White for DDA **Secretary-Treasurer**.
- **Committees-** Director Edwards notified the board that there are openings on the executive committee, the finance committee and events committee, as a result of recent board member resignations. Chairperson H. Miller noted that the **execute executive** committee had previously consisted of DDA board officers and that the treasurer had also been on the finance committee.

S. White supported

PASSED UNANIMOUSLY BY ALL MEMBERS IN ATTENDANCE

| Date | Vendor | Inv # | Total |
|---------------|----------------------------------|-------|-------------|
| 3/19/2025 | Almont Fire Department | | \$9,857.97 |
| 3/23/2025 | Jordano Graphics- Spring Banners | 27674 | \$1,560.00 |
| Total: | | | \$11,417.97 |

APPROVAL OF BILLS PAYABLE:

Director Edwards noted the Almont Fire Department Millage Reimbursement Check from the DDA had been issued. S. White moved to approve the Bills Payable in the amount of \$1,560.00, T. Dyke supported

PASSED UNANIMOUSLY BY ALL MEMBERS IN ATTENDANCE

TREASURERS REPORT

A. February Revenue & Expenditure Report

M. Schneider moved to approve February Revenue & Expenditure Report, T. Dyke supported

PASSED UNANIMOUSLY BY ALL MEMBERS IN ATTENDANCE

B. February Check Disbursement

M. Schneider moved to approve February Check Disbursement, C. Kroll supported
PASSED UNANIMOUSLY BY ALL MEMBERS IN ATTENDANCE

REPORTS

- A. DPW February 2025 Report: Included in Board packet.
- B. Director's Report February 2025: Included in Board packet.

NEW BUSINESS:

A. Executive

- 1. Recommendation to Reappoint Board Member
Facts: Hollie Miller's term is up on March 31, 2025 and she would like to be reappointed for another term.

Motion to recommend Hollie Miller be reappointed as a DDA Board Member, with a term ending March 31, 2029, to the Village Council President.

Made by: S. Schneider, C. Kroll supported, T. Dyke and H. Miller abstained

PASSED UNANIMOUSLY BY ALL OTHER MEMBERS IN ATTENDANCE

- 2. Authorization to Forward Bylaws to Legal Counsel
Facts: The Village/DDA Joint Committee has created a draft of new DDA bylaws and the last step before adoption is sending the document to legal counsel.
Discussion: Director Edwards clarified the board is voting on whether to send the drafted bylaws to legal counsel. T. Dyke noted that should the Board approve to send said document to legal counsel, any recommended edits from legal counsel would be reviewed by the Village/DDA Joint Sub-Committee prior to going back to the DDA board. At that point, the DDA Board would discuss actual verbiage of the bylaws. S. Schneider added that he and his son had spent several hours helping to update the DDA Bylaws and he believes the document is ready for legal counsel's review.

Motion to send the draft bylaws to Bodman for review and recommend edits.

Made by: S. White, S. Schneider supported

PASSED UNANIMOUSLY BY ALL MEMBERS IN ATTENDANCE

- 3. Resignation of Board Member
Facts: Krista Boos submitted a resignation letter to the Board via email on March 24, 2025. Email included in board packet.

Motion to accept ~~Ashlyn Glasser's~~ **Krista Boos'** resignation letter and recommend acceptance of resignation by the Village Council President as well.

Made by: S. Schneider, M. Schneider supported, T. Dyke abstained

PASSED UNANIMOUSLY BY ALL OTHER MEMBERS IN ATTENDANCE

B. Finance

- 1. 2025 Flower Planting and Landscape Plant Maintenance
Facts: American Tree has submitted their quote for the 2025 season.

Discussion: Chairperson H. Miller noted that DPW watered flowers in the downtown last spring/summer; however, after doing research it is less costly to have American

Tree perform this task (DPW labor costs provided in board packet). American Tree has included watering flowers in their quote.

Motion to approve quote from American Tree in the amount of \$12,048.00, for 2025 flower planting and landscape plant maintenance.

Made by: S. White, C. Kroll supported

PASSED UNANIMOUSLY BY ALL MEMBERS IN ATTENDANCE

2. 2025 Fountain Maintenance Contract

Facts: Landscape Direct has provided their quote to open and close pocket park fountain for the 2025 season.

Motion to approve quote from Landscape Direct in the amount of \$3,078.00, for 2025 maintenance of fountain in pocket park.

Made by: S. Schneider, S. White supported

PASSED UNANIMOUSLY BY ALL MEMBERS IN ATTENDANCE

3. Resolution 2025-03-26: Establishing Spending Limits

Facts: The Joint Committee realized there is no spending limit while reviewing the DDA Bylaws. This resolution will establish spending limits for the Executive Director, Chairperson and Treasurer as well as an emergency spending provision.

Chairperson H. Miller asked S. Schneider if he recommended said document be sent to legal counsel for review before voting to adopt. S. Schneider agreed.

Motion to have legal counsel review Resolution 2025-03-26 and give their legal opinion.

Made by: T. Dyke, S. Schneider supported

PASSED UNANIMOUSLY BY ALL MEMBERS IN ATTENDANCE

C. Events

1. Hometown Heros Banner Program

Facts: The DDA would like to have hometown military heroes honored with light pole banners. The banners are \$60.00 each. If interested in participating in the program, the DDA would need to decide who would be responsible for buying banners. Sample banners, application, guidelines and waiver included in board packet.

Discussion: The Board acknowledged they like the idea and want to participate in the banner program. Additionally, the Board agreed to incur costs associated with buying banners and that it would be within budget.

Motion to approve paying for Hometown Hero Program banners out of the DDA budget.

Made by: S. Schneider, C. Kroll supported

PASSED UNANIMOUSLY BY ALL MEMBERS IN ATTENDANCE

Motion to approve posting information for the Hometown Hero Program on the DDA's website.

Made by: S. White, T. Dyke supported

PASSED UNANIMOUSLY BY ALL MEMBERS IN ATTENDANCE

2. Jeep/Cruise/Bike Nights website Posting

Facts: Director Edwards would like to post these summer events to the DDA website both on the DDA's Calendar and seasonal events page. Flyers for each of these events included in board packet.

Motion to approve posting Flyers and information for Jeep/Cruise/Bike Nights on the DDA's website.

Made by: S. White, T. Dyke supported

PASSED UNANIMOUSLY BY ALL MEMBERS IN ATTENDANCE

DISCUSSION:

- A. **Earth Day-** Flyer included in board packet. Director Edwards noted that 21 volunteers are signed up so far and some businesses owners and their employees are committed to helping out as well. The events committee will be meeting the week of April 7th to finalize logistics.
- B. **Jeep/Cruise/Bike Nights-** Director Edwards informed the board that events for said program ~~s~~ have ~~n~~ been created and posted on the DDA's Facebook page.
- C. **Heritage Festival-** Director Edwards informed the board that the Heritage Festival Committee is way ahead of schedule for creating event flyers and other festival planning.

OLD BUSINESS: None

PUBLIC COMMENTS- NON AGENDA ITEMS: None

BOARD QUESTIONS AND COMMENTS:

S. White- Asked if the board should appoint another person to the joint sub-committee to replace K. Boos. Chairperson H. Miller said she felt confident that the committee can handle issues with only those remaining. The board did not disagree.

S. Schneider- he has noticed Angela has picked up on the amount of work she is taking on and is impressed. S. Schneider also impressed by the work being done by the Village /DDA Sub-Committee.

T. Dyke- commended the Sub-Committee on the work that they have been able to accomplish.

T. Dyke also inquired about how often banners are used and banner longevity. He requested that Director Edwards search the storage container for banners, based on comments made during public comment and rotate these into usage if found.

FUTURE AGENDA ITEMS: None

CLOSED SESSION:

Property Purchase

T. Dyke moved, S. Schneider supported, **PASSED UNANIMOUSLY BY ALL MEMBERS IN ATTENDANCE**, to enter into closed session in accordance with Section 8(a) of the Michigan Open Meetings Act, being Public Act 267 of 1976, to discuss legal opinion from the DDA's Attorney and optional actions.

ROLL CALL:

Ayes: S. White, S. Schneider, T. Dyke, H. Miller, M. Schneider, C. Kroll

Nays: None
Abstain: None
Absent: K. Boos

The Board entered into closed session at 7:42pm.

The Board returned from closed session at 8:07pm.

ADJOURNMENT:

The meeting adjourned at 8:07 p.m. by Chairperson H. Miller.


Melissa Schneider, Secretary

