

**VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
SPECIAL MEETING
March 16, 2017**

Members Present: T. Roach, C. Kinkade, T. Pepper, L. Zarate, M. Bohm, T. Antonelli, S. Schneider

Members Absent: M. Breen, J. Nuculovic, M. Ciampichini

Others Present: K. Schall, J. Novak

Guests: 0

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:05 p.m. by Chairperson T. Roach

Additions/Deletions to Agenda:

Revised Quote from Uline regarding the Banding Material for the Banners

S. Schneider commended K. Schall and T. Roach on the successful resolution of the Snow Plowing Invoices.

Public Comment: None

123 W. St. Clair Street Parking Lot Phase III – Alley Way Project:

Discussion was held regarding the bids that were received on March 6, 2017 for the Alley Way Project. T. Roach & K. Schall updated the DDA Board on the procedures that would follow once a contractor was selected/awarded the contract. Those procedures are: The DDA Board Members will select/award the bid to a contractor; this information will then be included on the Village Council Agenda for March 21, 2017. Upon approval from the Village Council, the Village will then issues Notice of Award and then the contract books will be executed including a review sign off from the DDA Attorney.

Motion by S. Schneider, supported by C. Kinkade to approve Novak Construction's bid of \$48,809 as the contractor to complete the 123 W. St. Clair Street Parking Lot Phase III – Alley Way Project. Motion approved unanimously.

Banner Maintenance

T. Roach updated the DDA Board on the status of the Banner's & Bracket's that are continuously falling off or coming loose. K. Schall contacted Consort, the company that we received the banners from and received a quote in the amount of \$1,032.00 that does not include tax or shipping for hardware and a tool to fix the problem. T. Roach contacted Uline, a company that supplies material to Gear Master and their quote was \$900. After review of both quotes, M. Bohm made a suggestion that the DDA Board approve the Consort Quote based on the fact that Consort supplies the Banners and they recommend the material as quoted. The quote from Uline is less expensive but we have no backup if there equipment and material does not work.

Motion by M. Bohm, supported by C. Kinkade to approve the purchase of the necessary equipment/material from Consort not to exceed \$1,150.00. Motion approved unanimously.

Meeting was adjourned at 7:55pm


Steve Schneider, Secretary

Kimberly A. Schall, Director
March 16, 2017