

**VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
February 25, 2015**

Members Present: T. Roach, A. Dettmer, L. Zarate, T. Pepper, J. Nuculovic, M. Bohm, S. Schneider

Members Absent: C. Kinkade, M. Breen, J. Vanecek

Others Present: N. Boxey

Guests: 1

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:06 p.m. by Chairperson T. Roach

Additions/Deletions to Agenda: Bills payable: Village of Almont \$101.11

Public Comment: None

Approval of Minutes:

Motion by S. Schneider, supported by T. Pepper to accept the minutes of the January 28, 2015 Regular Board Meeting as presented. Motion carried unanimously.

Approval of Bills Payable:

1. Nancy Boxey	\$30.00
2. Charlie Browns	\$45.00
3. Jerod D'Epifanio	\$37.90
4. Nancy Boxey	\$116.87
5. Village of Almont	\$163.58
6. Taylor, Butterfield	\$37.50
7. Yard Services	\$275.00
8. Village of Almont	\$53.44
9. Village of Almont	\$1,949.81
10. Village of Almont	\$1,126.29
11. Village of Almont	\$402.83
12. Village of Almont	\$40.98
13. Scott's Lawn Service	\$1,730.00
14. Tri-City Times	\$110.00
15. LSL Planning	\$2,227.00
16. Scott's Lawn Service	\$4,325.00
17. Village of Almont	\$101.11

Total to be approved: \$ 12, 772.31

Motion by T. Pepper, supported by L. Zarate, to approve the bills payable. Motion carried unanimously.

Treasurer's Report:

The cash flow statement for January, 2015 was reviewed. N. Boxey stated that the current fiscal year cash balance is \$39,281.44. Our current checking account balance is: \$105,225.12. The Village has paid their 2014 tax capture. The County paid an incorrect amount and we are waiting for a corrected check. The Township has not yet paid. Motion by S. Schneider, supported by T. Pepper to approve the Treasurer's report. Motion carried unanimously.

Director's Report:

N. Boxey provided updates on various DDA projects and activities for the month of February. Official word has been received that the MSHDA Rental-Rehab grant in the amount of \$94,000 was approved. The trees and bushes in the Fountain Park will be trimmed in the month of March. Members of the Almont Historical Society have been speaking with N. Boxey about possible ways to reduce their financial obligations associated with the museum building. N. Boxey is exploring options for having it insured under the Village insurance policy.

DDA Officer Election - Treasurer

M. Bohm nominated Jenny Vanecek for the Treasurer position. S. Schneider supported this nomination. Nominations were closed.

Motion by M. Bohm, supported by S. Schneider to elect Jenny Vanecek to the position of Almont DDA Treasurer. A roll call vote was taken.

Ayes: S. Schneider, J. Nuculovic, M. Bohm, T. Pepper, T. Roach, L. Zarate, A. Dettmer

Nays: None

Abstentions: None

Motion carried unanimously.

US-SBA "Dialogue with the Director" Event

N. Boxey discussed with the board that she had been contacted by the US Small Business Administration telling her that they would like to have Almont host a "Dialogue with the Director" event for local small businesses. This will provide an opportunity for the Michigan SBA Director to receive valuable feedback from local companies in terms of what their challenges, opportunities and needs are for doing business successfully in Michigan. He will provide information regarding what resources are available to them from the SBA. A small lunch session will be held with our community partners in order to make sure that all local resources are utilized effectively. This is a great opportunity to highlight the Almont business community and recognize our economic development efforts. The date selected will be April 22nd and it will be held at the Almont Lions Club. Board members provided feedback as to what time of day may work best for our local community.

Seasonal, Flower Planting and Maintenance

Board members reviewed the quote from American Tree to provide the seasonal landscaping and flower planting services again. The current contract allows for a one year extension. N. Boxey provided some ideas as to reduce the increase in costs including reducing the number of fall plantings as well as to eliminate the banner installation and maintenance portion.

Motion by S. Schneider, supported by T. Pepper to approve the 2015 quote from American Tree to provide seasonal maintenance and flower planting services with the elimination of the Fall Planting and Banner portion of the quote. Motion carried unanimously.

Motion by S. Schneider, supported by T. Pepper to award the Banner installation and maintenance quote by Yard Services for the 2015-2016 season as presented. Motion carried unanimously.

Property Maintenance Code Court Actions

N. Boxey provided an update to Board members regarding the current legal activities associated with the enforcement of the International Property Maintenance Code. A legal judgment was rendered for 219 S. Main which allows the Village/DDA to contract for improvements for the property and then attach the costs to the owner. The Board was asked to consider what amount of money the DDA may want to dedicate to make some limited improvements that would help make a more attractive entryway to the community. Discussions were held regarding the possibility of painting the property, removing the dilapidated marquee and overhang. T. Roach discussed the possibility of recruiting community volunteers to help assist in this effort and perhaps address some of the needs during the Spring Clean Up day. Several other properties were addressed in court and a consent agreement is being drawn up by legal counsel for consideration. The DDA may need to look to expend some additional funds should a court action grant in our favor.

Downtown Design Guidelines

N. Boxey and S. Moyer -Cale discussed with the Board the need to update the zoning ordinances to reflect an increased need for downtown design guidelines. Board members are asked to consider holding a joint meeting with the Planning Commission to jointly develop the recommendations.

Spring Clean-Up Event

A date has been set with the YOMS group to hold the sending Spring Clean Up Day on Saturday, April 25th.

Polar Palooza

N. Boxey provided the board with a financial event summary form for this event. The weather was favorable and it was estimated that over 100 children and their families took advantage of his great community event. Skating with “Elsa” was the highlight. The YOMS students are to be commended on organizing both indoor and outdoor activities. T. Roach indicated that he would like to see the students try and program more specific activities for the high school students to increase their participation. People enjoyed the warming center inside the Almont Elementary school which included crafts, games in the gym, concessions and face painting.

Meeting was adjourned at 8:56 pm

Steve Schneider, Secretary

Nancy Boxey - DDA Director

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