

**VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
February 26, 2014**

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

Members Absent: C. Kinkade

Others Present: N. Boxey

Guests: 1

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:00 p.m. by Vice -Chairperson T. Roach

Additions/Deletions to Agenda:

New Business: (H) Flower Planting and Landscape Plant Maintenance Services for 2014

Public Comment: Al Dettmer introduced himself to the Board members and expressed his interest in serving on the DDA. Board members were able to ask him questions regarding his background and experience with the Village of Almont.

Approval of Minutes:

Motion by S. Schneider, supported by M. Bohm to accept the minutes of the January 22, 2014 Regular Board Meeting as presented. Motion carried unanimously.

Approval of Bills Payable:

1. Nancy Boxey	\$71.32
2. Village of Almont	\$541.99
3. Village of Almont	\$543.40
4. Village of Almont	\$155.17
5. Village of Almont	\$96.33
6. Village of Almont	\$53.00
7. Village of Almont	\$32.65
8. Village of Almont	\$5.29
9. Village of Almont	\$1,126.29
10. Yard Services	\$7,925.00
11. Page One Printing	\$124.60
12. Almont Chamber of Commerce	\$40.00
13. Action Municipal Supply	\$819.00
14. Wes ProFleet	\$150.00
15. American Tree	\$200.00
16. James Opiola	\$100.00
17. Nancy Boxey	\$180.02
18. Cash/Ice-Carving Prizes	\$50.00
Total to be approved:	\$ 12,214.06

Motion by S. Schneider supported by T. Peppers, to approve the bills payable. Motion carried unanimously.

Treasurer's Report:

The cash flow statement for January was reviewed. The current DDA account balance is \$61,358.73.

Motion by S. Schneider, supported by T. Pepper to approve the Treasurer's Report as presented. Motion carried unanimously.

Director's Report:

N. Boxey provided updates on various DDA projects and activities for the month of February. All rental-rehab apartments have been completed and 4 of the 5 units have been rented. Final grant close-out documentation and billing is being processed. An update on the current discussion regarding the possibility of adaptive reuse for municipal purposes of the Almont Elementary building was given.

Design Assistance Services for 102 N. Main Street

An application was received requesting participation in the Design Assistance Service program with the Almont DDA and RLA Associates. Owners of the Almont Bakery are looking to rehabilitate their façade and are looking for materials, colors and design elements that would be conducive to the style and character of their building.

Motion by S. Schneider, supported by T. Pepper to approve the application for Design Assistance Services for the Almont Pastry Shop and authorizing N. Boxey to enter into a contract for said services with RLA Associates. Total DDA funding to be \$800 with owner investment of \$200. Motion carried unanimously.

DDA Board Positions

N. Boxey discussed with Board members that currently the DDA has two open positions to be filled. Board members were provided with a written request by Al Dettmer to serve in this capacity. S. Schneider also provided the board with a copy of a letter of interest from Steven C. Schneider. Steven currently lives within the DDA district and would represent the younger generation. N. Boxey to contact Steven Schneider and request that he attend the March board meeting to introduce himself to the board as has been past practice.

Motion by S. Schneider, supported by M. Bohm to approve the recommendation of Al Dettmer to the Almont Village Council for approval to serve on the Almont DDA Board of Directors. This appointment would fill the vacancy left by the resignation of S. Lancot. Motion carried unanimously.

DDA Reauthorization Plan

The contract with LSL Planning to provide DDA Development plan updates and reauthorization assistance has been reviewed and is in the process of being executed. The community survey being jointly developed with the Village is nearing completion and will be mailed to all Village residents, business and property owners. A link to this survey will be placed on the DDA website. Further community feedback will be solicited through the Michigan Rural Council community assessment process.

Youth on Main Street (YOMS) – Spring Clean Up Day

The Youth on Main Street is currently planning a downtown/community Spring Clean Up Day to be held on Saturday, May 10th. Board members discussed which types of projects the youth would be engaging in, including: parking lot clean-up, sweeping, minor painting projects, window cleaning, debris removal and general landscaping. Should there be enough volunteers to expand the scope of work, groups may be assigned to other areas of the Village including the Almont Park. It was suggested by T. Roach that a final work plan/list be composed by the April DDA Board meeting to allow for logistics and materials planning.

M. Breen left the meeting at 8:13 pm

Almont Summer Fest

N. Boxey presented board members with an update regarding the potential for utilizing the new parking lot to host a Summer Fest should the current site be unavailable. A smaller tent than used in the past could be secured utilizing some of the greenbelt space as well as having to borrow or purchase large concrete blocks to secure the remaining poles. Discussion will need to be had with the Almont Police Department about the possibility of not having a perimeter fence but to secure the beer tent by fencing in the tent site only. A decision to host an evening Festival Planning Committee meeting on Tuesday, March 18th at 6:30 pm to gauge additional public support for this event. N. Boxey to bring this event to the attention of the Y.O.M.S. group to see if there would be summer student participation.

Michigan Rural Council Community Assessment

N. Boxey discussed with Board members the logistics for this event which will take place on Thursday, March 27th. Board members expressed their interest in participating in a dinner work session with the invitation being extended to the Almont Village Council members. T. Antonelli, M. Breen and L. Zarate volunteered to help coordinate the dinner. It will be hosted at the Almont Lions Hall beginning at 5:30 pm.

Small Town Rural Conference

Motion by M. Bohm, supported by S. Schneider to approve N. Boxey to attend the Michigan Rural Council – Small Town and Rural Conference to be held on April 14-16th in Thompsonville, MI. Approval to include conference registration fee, meals, lodging and travel expenses. Motion carried unanimously.

Flower Planting and Landscaping Plant Maintenance Services for 2014

N. Boxey asked for direction from the Board regarding what they would like to see in regards to flower planting services for the 2014 summer/fall season. Board members indicated that they are satisfied with the current level of flower pots and Fountain Park plantings and the current budget would not allow for additional services at this time. M. Bohm suggested that it would be good practice to bid these services out as there are new landscapers in the area that may be interested in the opportunity to submit pricing. Board members agreed that while they are completely satisfied with the services being provided by American Tree, it would be good practice to issue a new Request for Bids as it has been several years since this has been done. S. Schneider reminded the Board members that while cost is a factor in the decision making process, past performance needs to be taken into consideration. Furthermore, the difficulty has been in finding a service provider to conduct both planting and maintenance services. The Board directed N. Boxey to issue a request for bids and place this item on the March DDA Agenda.

YOMS – Polar Palooza

T. Roach and N. Boxey provided feedback on the first YOMS event – the Polar Palooza. While attendance by the public was not quite what was expected, the youth involved were very enthusiastic about their first planned activity. Attendance by YOMS members was good and they all performed well. It is expected that this event will grow in the future.

Meeting was adjourned at 9:05 pm

Steve Schneider, Secretary