

**VILLAGE OF ALMONT  
DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES  
November 19, 2014**

**Members Present:** T. Roach, M. Breen, L. Zarate, C. Kinkade, A. Dettmer, T. Pepper, T. Antonelli

**Members Absent:** M. Bohm, S. Schneider

**Others Present:** N. Boxey

**Guests:** 1

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:** Bills Payable: Tri-County Bank \$11.66

**Public Comment:**

T. Antonelli announced to the Board that she has resigned her position with Tri-County Bank with her last day of work being November 28<sup>th</sup>. She has discussed with N. Boxey her willingness to continue serving as the DDA Treasurer until a replacement can be found after the start of the New Year. N. Boxey indicated that this is a wise course of action and that the board appointments would still be in compliance with state law.

**Approval of Minutes:**

Motion by T. Pepper, supported by C. Kinkade to accept the minutes of the October 22, 2014 regular Board Meeting as presented. Motion carried unanimously.

**Approval of Bills Payable:**

|                         |             |
|-------------------------|-------------|
| 1. Nancy Boxey          | \$30.00     |
| 2. Nancy Boxey          | \$533.77    |
| 3. Village of Almont    | \$53.18     |
| 4. Village of Almont    | \$15.56     |
| 5. Village of Almont    | \$58.14     |
| 6. Tri-City Times       | \$283.00    |
| 7. Tina's Party Ponies  | \$500.00    |
| 8. Taylor, Butterfield  | \$562.50    |
| 9. Lapeer Economic Club | \$20.00     |
| 10. American Tree       | \$650.00    |
| 11. Scarecrow Prizes    | \$225.00    |
| 12. Tri-County Bank     | \$11,039.58 |
| 13. Yard Services       | \$2,160.00  |
| 14. Lapeer County Bank  | \$19,416.28 |
| 15. Village of Almont   | \$470.60    |
| 16. Tri-County Bank     | \$11.66     |

Total to be approved: \$ 36,029.27

Motion by C. Kinkade, supported by T. Pepper, to approve the bills payable. Motion carried unanimously.

**Treasurer's Report:**

The cash flow statement for October of 2014 was reviewed. Treasurer T. Antonelli shared that the current account balance is \$83,338.30. N. Boxey indicated that this fund balance is a concern considering how much time is left within the budget year. Adjustments to activities as well as Director's working hours will need to be made mid-year. Motion by C. Kinkade, 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 November. She played the video developed by the eCities staff as part of the community award and discussed the marketing initiative regarding this recognition.

**Design Assistance & Façade Improvement Grant Application – 134 S. Main (Burr Oak Properties)**

T. Roach reviewed with board members the program guidelines for façade and design assistance grants. He also read an email correspondence from S. Schneider discussing the current grant application and how it does not fall within the current parameters of the program. Board consensus was that 1) there are currently no funds available within the current fiscal year for additional grant approval and the DDA is unable to commit funds from future yet to be determined budgets and, 2) the applicant has met the maximum building funding limits based on current addresses, and 3) the uncertainty of pending DDA legislation and therefore the request for funding would be denied. T. Roach shared with the applicant that the DDA recognizes the large investment being made into the properties and hopes that we can partner on future projects.

**2014 Holiday Decorations**

Motion by C. Kinkade, supported by T. Pepper to approve the updated quote by American Tree for installation and maintenance of the downtown holiday decorations in the amount of \$3,145.40. Motion carried unanimously.

**Holly Day Light Parade**

T. Roach and A. Dettmer volunteered to run the equipment set up and downtown/Fountain Park portion of the event. T. Roach to contact M. Bohm about further assistance. N. Boxey indicated that Herb Lowell will be available to help if needed. T. Pepper, A. Dettmer and C. Kinkade volunteered to judge the parade. N. Boxey asked that all board members reach out to local groups/businesses to encourage them to participate.

Motion by C. Kinkade, supported by T. Pepper to approve a budget of \$1,100 for Holly Day expenses. Motion carried unanimously.

**December DDA Budget Workshop and Board Dinner**

Based on a limited budget, Board members agreed that it would be best to host a simple dinner locally. This dinner will be held on December 17<sup>th</sup> in lieu of the DDA Regular Board meeting. Final arrangements to be emailed to Board members.

Meeting was adjourned at 8:30 pm

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Steve Schneider, Secretary