

**VILLAGE OF ALMONT  
DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES  
October 28, 2015**

**Members Present:** T. Roach, M. Breen, J. Vanecek, A. Dettmer, M. Bohm, S. Schneider

**Members Absent:** C. Kinkade, T. Pepper, J. Nuculovic, L. Zarate

**Others Present:** N. Boxey

**Guests:** 1

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:26 p.m. by Chairperson T. Roach

**Additions/Deletions to Agenda**

**Bills Payable:**

19)	The Print Shop	\$20
20)	Rowe Professional Services	\$414.00
22)	Howard's Automotive	\$2,437.50
23)	Village of Almont	\$18.00
24)	Lapeer Economic Club	\$20.00
25)	Nancy Boxey	\$162.69

**New Business:** E. Goodfellow Paper Advertising Request

**Public Comment:** None

**Approval of Minutes:**

Motion by J. Vanecek, supported by M. Bohm, to accept the minutes of the September 23, 2015 Regular Board Meeting as presented. Motion carried unanimously.

Motion by S. Schneider, supported by J. Vanecek, to accept the minutes of the September 30, 2015 Special Board Meeting as presented. Motion carried unanimously.

Motion by M. Breen, supported by M. Bohm, to accept the minutes of the October 12, 2015 Special Board Meeting as presented. Motion carried unanimously.

**Approval of Bills Payable:**

1.	Nancy Boxey	\$30.00
2.	Nancy Boxey	\$455.00
3.	Nancy Boxey	\$24.84
4.	Village of Almont	\$39.03
5.	Village of Almont	\$3,427.32
6.	Village of Almont	\$25.69
7.	Village of Almont	\$60.98
8.	Village of Almont	\$518.46
9.	Village of Almont	\$47.05
10.	Village of Almont	\$339.16
11.	Village of Almont	\$93.93
12.	Kleen Rite of Oakland	\$25.00
13.	American Tree	\$1,520.00

14. Rowe Professional Services	\$2,600.00
15. Tri-City Times	\$190.75
16. Tri-County Bank	\$10,864.73
17. King & King CPAs	\$500.00
18. Page One Printing	\$104.36
19. The Print Shop	\$20
20. Rowe Professional Services	\$414.00
21. Howard's Automotive	\$2,437.50
22. Village of Almont	\$18.00
23. Lapeer Economic Club	\$20.00
24. Nancy Boxey	\$162.69

Total to be approved: \$ 23, 938.49

Motion by S. Schneider, supported by M. Breen, to approve the bills payable. Motion carried unanimously.

#### **Treasurer's Report:**

The cash flow statement for September 2015 was reviewed. Current account balance is: \$139,379.62

Motion by S. Schneider, supported by M. Bohm 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 October. The Scarecrow Decorating Contest went well and we had eleven entries. The DDA will be receiving the \$5,500 Pella Corporation Rolscreen Foundation grant funds for the purchase of the new downtown snowflake lights within the week. Once again the Village of Almont will be recognized by the Uof M-Dearborn eCities project as a Four-Star community for our economic development efforts.

#### **Design Assistance Grant Approval– 198 N. Main: “Chalet” building**

N. Boxey discussed plans by Sail Dawood to improve the front of this recently purchased property. This building has a unique gambrel style design that needs special consideration for design elements. It is the desire of the property owner to solicit medical professionals as tenants and he has secured several leads that have expressed interest.

Motion by M. Bohm, supported by A. Dettmer, to approve a Design Assistance Grant for 198 N. Main in an amount of \$800 to be contracted through RLA Studio. Motion carried unanimously.

N. Boxey discussed with Board members the wishes of the property owner to move quickly through the design phase of the project in order to secure the appropriate construction bids in order to make the necessary improvements prior to inclement winter weather. This timeline may necessitate construction prior to the next regularly scheduled Board meeting.

Motion by S. Schneider, supported by M. Bohm, to grant N. Boxey the authority to review proposed construction drawings, designs and construction bids, establish a clear project description and secure all necessary Façade Improvement Grant documents prior to any façade improvements being made.

#### **Dumpster Enclosure Project**

Board members reached consensus to postpone the dumpster project until spring of 2016 due to the lack of availability of the needed construction material (split-face block). N. Boxey stated that the mason has guaranteed his bid price until that

time. The bid from Michigan Fence may be adjusted based on material cost increases estimated to be approximately 1-3%. N. Boxey to inform the business/property owners of this decision.

### **Holly Day Light Parade**

Board members discussed outlining a parade theme. It was agreed to keep with the "Lighted Holiday" theme as in the past. Southeastern Heatmor has offered to host the visits with Santa in their showroom complete with working fireplace and refreshments. N. Boxey to have all parade registration forms on-line by the end of next week.

### **December Regular Board Meeting/DDA Holiday Dinner**

Board members reached consensus that they wished to continue the December tradition of forgoing a regular board meeting in favor of a DDA Board Member appreciation dinner. Locations were discussed and J. Vanecek agreed to research available options.

### **Goodfellow Paper Advertising Request**

Motion by M. Bohm, supported by J. Vanecek to approve a DDA ad to be placed in the Almont Lions Club annual Goodfellow newspaper not to exceed \$80. Motion carried unanimously.

Meeting was adjourned at 8:16 pm

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Steve Schneider, Secretary

Nancy Boxey - DDA Director

October 28, 2015