

**VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
September 23, 2015**

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

Members Absent: S. Schneider, C. Kinkade

Others Present: N. Boxey

Guests: 0

Meeting was held at the Almont Municipal Building.

The meeting was called to order at 7:03 p.m. by Chairperson T. Roach

Additions/Deletions to Agenda

Bills Payable:	Village of Almont	\$375.33
	Village of Almont	\$21.96

New Business: F. Façade Improvement Grant – 145 N. Main: Howard’s Automotive
G. Grant Writing Class

Public Comment: None

Approval of Minutes:

Motion by T. Pepper, supported by L. Zarate, to accept the minutes of the August 26, 2015 Regular Board Meeting as presented. Motion carried unanimously.

Motion by L. Zarate, supported by T. Pepper, to accept the minutes of the August 26, 2015 Closed Session Meeting as presented. Motion carried unanimously.

Approval of Bills Payable:

1. Nancy Boxey	\$30.00
2. Landscape Direct	\$2,500.00
3. American Tree	\$1,155.00
4. Village of Almont	\$39.03
5. Theut Products	\$249.15
6. Village of Almont	\$132.25
7. FedEx	\$372.30
8. Niland Company	\$3,341.00
9. Tri-City Times	\$303.98
10. Taylor, Butterfield	\$56.25
11. Redd Electric	\$44.00
12. Nancy Boxey	\$153.77
13. Accunet	\$100.00
14. Village of Almont	\$96.33
15. Village of Almont	\$29.46
16. M&M Pavement Marking	\$1,598.00
17. Page One Printing	\$75.00
18. Village of Almont	\$375.33
19. Village of Almont	\$21.96
Total to be approved:	\$ 10,672.81

Motion by T. Pepper, supported by J. Nuculovic, to approve the bills payable. Motion carried unanimously.

Treasurer's Report:

The cash flow statement for August 2015 was reviewed. Current account balance is: \$144,634.95.

Motion by L. Zarate, 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 September. The downtown pear trees have been trimmed, flower planters changed to the fall plantings and the fall banner installation scheduled. The striping of the SE parking lot has also been completed. The insurance check for the claim on the damaged lamp post has been received.

Dumpster Enclosure Project

N. Boxey gave a project status report which indicated that the bid documents have been finalized and a Notice to Bid has been placed on the website and published in the Tri-City Times. A bid opening will be held on Wednesday, September 30th at 10:00am.

Scarecrow Decorating Contest/Spooky Time Bash

N. Boxey asked for DDA volunteers to help with the Scarecrow Decorating Contest on Sunday, September 27th at 1:00 pm. T. Pepper, T. Roach, M. Bohm and M. Breen volunteered to help judge and install the scarecrows that day. Several students from the Almont High School NHS will volunteer for community service.

2015/2016 Snow Plowing Contract Renewal

Board members reviewed a letter from Scott's Lawn Maintenance indicating that the 2014/2015 pricing would remain in effect for the upcoming 2015/2016 season.

Motion by M. Bohm, supported by J. Vanecek, that the DDA renew the contract with Scott's Lawn Maintenance for the 2015/2016 at the current rate. Motion carried unanimously.

2015 Holiday Lighting

Board members reviewed a quote from American Tree for the 2015/2016 downtown holiday lighting including the large spruce tree, lampposts and Fountain Park. Pricing remains consistent with the 2014/2015 season. Discussion was also held regarding the current state of disrepair of the iron lighted snowflakes. Board members authorized N. Boxey to sell the snowflakes.

Motion by J. Nuculovic, supported by M. Bohm, to approve the holiday lighting quote from American Tree in the amount of \$3,043.50. Motion carried unanimously.

Schedule Special Meeting for the Dumpster Contract Approval

Consensus was reached to schedule a special meeting of the DDA Board of Directors for the purpose of approving a dumpster contract on Wednesday, September 30, 2015 at 7:00 pm

Façade Improvement Grant – 145 N. Main: Howard’s Automotive

N. Boxey discussed plans by Howard Grosskopf to improve the front of his property including a new overhead garage door, painting of remaining trim and door as well as the blocking in of an obsolete man door. The property owner has been working to comply with the International Property Maintenance Code. He has received one grant previously in 2008 for a new sign.

Motion by T. Pepper, supported by J. Nuculovic, to approve a Façade Improvement Grant for 145 N. Main in an amount of \$2,437.50 to purchase and install a new overhead garage door. Motion carried unanimously.

Grant Writing Class

Motion by T. Pepper, supported by J. Vanecek, to approve the \$455 participation fee for N. Boxey to attend the two-day grant writing workshop hosted by SEMCOG. Motion carried unanimously.

Meeting was adjourned at 8:08 pm

Steve Schneider, Secretary

Nancy Boxey - DDA Director
September 23, 2015