VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
February 27, 2019 at 7:00pm
Almont Municipal Offices

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

Members Absent: None

Guests Present: Jim Wade, Rick Dodge

Meeting was held at the Almont Municipal Building

The meeting was called to order at 7:05pm by Chairman M. Bohm

Additions/Deletions to Agenda:

Expenses:

- Village of Almont (DDA Wages 12/15/18 – 1/16/19) $1,973.23
- Village of Almont (Office Phone) $40.11
- Spicer Group (Streetscape Project) $5,612.00

Total: $7,625.34

Regular Agenda

Communications: None

Public Comments: None

Approval of Minutes

Motion by S. Schneider, supported by T. Antonelli, to approve the minutes from the January 23, 2019 Regular Board Meeting, with the addition under Old Business (E) - S. Schneider urged the DDA Board to consider entering into mediation as opposed to litigation to avoid normal antagonism from a lawsuit, the DDA Board objected. Motion PASSED. S. Schneider Abstaining.

Approval of Bills Payable:

1) Tri-City Times (Activity Report, Accomplishment Report, DDA Vacancy) $745.70
2) Yard Services (January Snowplowing - $5,625 CBD, $9,550 Parking lots) $15,175.00
3) Kim Schall (February Phone Charges) $30.00
4) Integrity Business Solutions (Office Furniture) $1,857.90
5) Kim Schall (Case of Copy Paper) $37.09
6) Village of Almont (116 E. St. Clair & 119. W. St. Clair Street Lights) $103.39
7) Village of Almont (Office Phone Charges) $39.81
8) Village of Almont (Infrastructure – Johnson Street Paving) $5,100.00

Total to be approved: $23,088.89

Motion by S. Schneider supported by T. Pepper, to approve the bills payable in the amount of $30,714.23, which includes the above additional expenses of $7,625.34. Motion PASSED. T. Pewinski Abstained.
Treasurer’s Report:

Treasurer, T. Antonelli updated the Board with a bank balance of $294,064.19. T. Antonelli also informed the Board that Tri-County bank will be increasing the interest amount for municipalities from .06 to 2.10.

Motion by S. Schneider supported by T. Pewinski, to approve the Treasurer’s Report. Motion PASSED unanimously

Director’s Report:

Director Schall gave an update on the Streetscape Project as well as the Grant that she is writing for the Project. Discussion was also held regarding Snow Plowing within the CBD.

New Business:

A. DDA Board Vacancies

Discussion was held and it was the consensus of the DDA Board to review the DDA By-Laws to determine if the DDA is able to change the By-Laws to state a Village Resident and not make it specific to a Resident in the DDA. Director Schall will contact the applicants and ask them attend the next meeting, so that the DDA Board can meet and speak with them. S. Schneider offered to look up information pertaining to the appointment of DDA Board of Director Members.

B. DDA Cell Phone and Office Phone

DDA Director presented the Board with a breakdown of the benefits of the Director having a company phone and removing the desk phone from the DDA office. The cell phone would be registered under the Village of Almont and they will bill the DDA monthly a charge of $50.05. Director mentioned that there would be a cost savings of nearly $20 a month.

Motion by S. Schneider supported by T. Pepper, to approve the purchase of a cell phone from Verizon and also remove the desk phone from the DDA office. Motion PASSED unanimously

C. Re-appointment of Tara Antonelli to the DDA Board of Directors

Discussion was held and Ms. Antonelli agreed to continue to serve on the DDA Board of Directors pending Village Councils approval.

Motion by M. Breen, supported by L. Zarate to move forward with the re-appointment of T. Antonelli to the DDA Board of Directors with a term to expire March 31, 2023. Motion PASSED unanimously.

D. Parking Downtown

Discussion was held and Director Schall will follow-up with M. Connors.

E. DDA/Village of Almont Joint Infrastructure Meeting

Meeting was held on Friday, January 31, with Village Manager, M. Connors, K. Keesler, B. Treat, M. Bohm and DDA Director Schall. The meeting was to discuss joint infrastructure projects on streets within the DDA District. A follow-up meeting will be scheduled in 3-4 weeks.
New Business (Cont):

F. **& G. Pocket Park**

Director Schall informed the DDA Board that due to the Streetscape Project, it would not be in the best interest of the DDA to put out a full Landscape/Flower contract bid, but to instead put a 1 year contract out only to pertain to the Pocket Park. Director Schall will also look at possible new planters for the Pocket Park and the Four Corners.

H. **Landscape Direct Fountain Park Agreement/Contract**

In 2018 the DDA paid the $1,637.80 for the opening /closing as well as an additional $376.43 in maintenance. The proposed opening/closing amount quoted for 2019 has increased to $1,706.20 which is an increase of $68.40. The fountain is opened in late April and closed near or after Halloween.

The flat rate is $51.90 up $7.53 per quarter for water. The water is charged at $5.73 up .21 per 1,000 gallons of water used. This does not include the actual water usage.

Motion by T. Pewinski, supported by T. Antonelli to approve the 2019 Landscape Direct Fountain Park Agreement at a cost of $1706.20, which takes advantage of the 5% savings. Motion PASSED unanimously.

I. **Streetscape Grant Resolution 19-02-01**

Director Schall updated the DDA Board on the progress of the Streetscape Grant. One of the requirements is to have a Resolution by the DDA and also the Village Council. In order for the Village Council to move forward and Approve Resolution 19-03-01, the DDA needs to approve their Resolution 19-02-01.

Motion by S. Schneider, supported by T. Antonelli to approve Streetscape Grant Resolution No. 19-02-01 to request a matching Grant in the amount of $99,500.00 Motion PASSED unanimously.

AYES:  S. Schneider, T. Pepper, L. Zarate, M. Bohm, M. Breen, T. Antonelli, T. Pewinski
NAYS: None, ABSENT: None, ABSTAIN: None

J. **Accunet Web Services/Web Account**

Discussion was held and it was the consensus of the DDA Board that Director Schall work with Accunet to obtain what type of plan will better serve us and the community. Director Schall will report back at next meeting.

S. Schneider left the meeting at 8:15pm

Old Business

A. **Historical Museum repair/replacement costs**

DDA Director presented the board with a quote from Tempest Air Mechanical Contractors for a replace furnace and air conditioning unit for the Historical Society. With the deterioration of the heating system and then the air conditioning no longer there, the only option was to replace both the furnace and the air conditioning. At the January 8th meeting it was approved to spend up to $5000 on the current items at that time not including the furnace and air conditioning. It is the DDA Directors recommendation that the board increase the amount allowed not to exceed $6,200 for all repairs requested at the Almont Historical Museum.

Motion by T. Antonelli, supported by T. Pepper to approve an amount not to exceed $6,200 for repairs as needed at the Historical Museum and also the replacement of the furnace and air conditioning. Motion PASSED unanimously.
Old Business (Cont.)

B. 102 S. Main Street

Director Schall provided the Board with an update on the status of the building.

C. Snowplowing meeting with Village Manager M. Connors, Yard Services, Inc., B. Treat DPW Supervisor and DDA Director K. Schall.

Meeting was cancelled by Village Manager, M. Connors due to DPW having a leak issue. Meeting will be rescheduled.

D. Status of Melissa Schneider on the DDA Board

M. Schneider’s term has expired and she will not be returning to the DDA Board of Directors.

E. Streetscape Project with The Spicer Group

Discussed the status of the Project. DDA Director provided very preliminary drawings for the DDA Board to review. Waiting to hear from David at Spicer Group with an update.

F. DDA/Dr. Lane Parking Lot

Received an email from the Attorney S. Douglas Touma. “The resident agent has been served and they have 28 days to respond or be defaulted.” S. Schneider requested that a copy of the Engagement Agreement be emailed to all members of the DDA Board. Director Schall will send out to all Board Members.

Meeting was adjourned at 8:50pm

Steve Schneider, Secretary

K. Schall, Director
February 27, 2019