

VILLAGE OF ALMONT
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
January 23, 2019 at 7:00pm
Almont Municipal Offices

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

Members Absent: M. Schneider, J. Nuculovic, T. Antonelli

Guests Present: Jim Wade, Frank Glinski

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:

Communications:

- Almont Chamber of Commerce Networking Luncheon
- Resignation letter from Johanna Nuculovic
- Letter from Attorney Michael J. Whaling of Touma, Watson, Whaling, Coury, Stremers & Thomas, P.C. pertaining to the DDA/ Dr. Lane parking lot

New Business:

- Resignation of Almont DDA Board Member Johanna Nuculovic
- FOIA Request from Scott Garner
- Advertising for new Board Member(s)

Old Business:

- Historical Museum - Jim Wade

Regular Agenda

Communications:

- Letter from MEDA regarding Almont Research & Industrial Park,
- Letter from Taylor, Butterfield, Howell, Churchill & Garner, P.C. regarding The Recodified Tax Increment Financial Act

Public Comments: None

Approval of Minutes

Motion by L. Zarate, supported by T. Pewinski, to approve the minutes from the November 28, 2018 Regular Board Meeting. Motion carried unanimously.

Motion by L. Zarate, supported T. Pepper to approve January 8, 2019 Special Meeting minutes. Motion carried unanimously.

Village of Almont
Downtown Development Authority
Regular Board Meeting Minutes
January 23, 2019
Page 2

Approval of Bills Payable:

1) Village of Almont (DDA Wages 11/18 – 12/14/18)	\$1,826.28
2) Village of Almont (DPW – December 2018)	\$ 80.86
3) Yard Services (12/6/18 – 1/3/19 – Snow & Salting)	\$5,720.00
4) Village of Almont (116 E. St. Clair & 119 W. St. Clair – Lights)	\$ 171.62
5) Village of Almont (Water Bill 10/1/18 – 12/31/18)	\$ 126.39
6) American Tree (Lighting Timer)	\$ 19.99
7) Jay Septic (Holly Day Light Parade)	\$ 85.00
8) Village of Almont (Office Phone Charges – Dec. 18)	\$ 39.81
9) Yard Services (2018 Landscaping & Winter Banners)	\$4,495.00
10) Yard Services (Salting 11/9/18 – 11/29/18)	\$4,500.00
11) Kim Schall (Gift Card for Holly Day Announcer)	\$ 25.00
12) Kim Schall (Holly Day Thanks You Letters)	\$ 30.00
13) Kim Schall (Webroot Security renewal for Computer)	\$ 39.99
14) Village of Almont (116 E. St. Clair & 119 W. St. Clair – Lights)	\$ 143.02
15) Accunet Services (Website Provider)	\$ 361.50
16) Village of Almont (DDA Workmen's Comp. – Oct. 2018)	\$ 33.62
17) American Tree (October watering & fall cleanup)	\$1,295.00
18) American Tree (2 nd Lighting Timer)	\$ 19.99
19) Kim Schall – (December Phone)	\$ 30.00
20) Village of Almont (DDA Wages 8/26 – 9/22/18)	\$1,171.82
21) Village of Almont (DDA Wages 9/23 – 10/20/18)	\$1,588.91
22) Village of Almont (DDA Wages 10/21 – 11/17/18)	\$1,802.55
23) Village of Almont (DPW - September 2018)	\$ 119.50
24) Village of Almont (DPW – October 2018)	\$ 240.00
25) Village of Almont (DPW – November 2018)	\$ 39.09
26) Kim Schall (January Phone)	<u>\$ 30.00</u>

Total to be approved:

\$24,034.94

Motion by T. Pepper supported by L. Zarate, to approve the bills payable in the amount of \$24,034.94. Motion carried unanimously.

Treasurer's Report:

Tabled till February 27, 2019 meeting due to Treasurer not in attendance.

Director's Report:

Director Schall gave an update on the Annual Holly Day Light Parade. Despite the cold, rainy weather we had a wonderful turn out. Santa had 84 children visit him which is up from last year. Many hours have been spent working on resolving the DDA/Dr. Lane Parking lot situation as well as gathering information to support why DDA Ordinance 204 should not be adopted. Attended a number of meeting.

New Business:

A. 102 S. Main Street – Development update

DDA Director attended the Zoning Board of Appeals meeting on January 10th regarding a Use Variance Request – Ground Level Apartment. At this meeting the Zoning Board of Appeals approved the Use Variance to allow for a 1,200 sq. ft. 3 bedroom ground level apartment in the back portion of the building located at 102 S. Main. This apartment would require 2 parking spaces as well as 1 for the Upper Level apartment which is already approved for an apartment. The parking situation will go before Village Council.

B. Almont Downtown Development Authority Captured Revenue for 2018

DDA Director presented the Board with a copy of the Captured Revenues that the DDA will receive this year from the Village of Almont, Almont Township and the County.

C. American Tree Proposal for 2019 Landscaping Services for the CBD

The Landscaping/Flower Pots will need to go out to bid this year. However, with the Streetscape project going to take place, it was suggested that we hold off on advertising until we have a better idea of what will happen this Spring. It was the consensus of the Board that we do need to purchase new pots for the Pocket Park as the old whiskey barrels are falling apart,

D. DDA/Village of Almont joint infrastructure meeting

A meeting is being scheduled so that we can work together on infrastructure. We are still moving forward with our Streetscape Project and the Dumpster Enclosure Project. Meeting has been schedule for January 31st

E. Resignation Letter from Johanna Nuculovic

The DDA Board was surprised to receive Johanna's resignation letter but wished her well and that she will be missed and is always welcomed to come back on the board when there is an opening.

F. FOIA Letter received from Scott Garner

Director Schall received an e-mail from Mr. Garner requesting documentation pertaining to the 2018/2019 Snow removal contract for the CBD sidewalks and also the current invoices that have been paid.

G. Advertising for new Board Member(s)

It was the consensus of the DDA Board to wait until the February 27th meeting or until S. Schneider was able to speak with the Village Attorney regarding Board Member M. Schneider status.

Old Business

A. Holly Day Light Parade Final Numbers

DDA Director presented the board with a Final 2018 Budget Summary for the Holly Day Light Parade. Despite the fact that sponsorships were down, with the community working together, the DDA was still able to keep their cost low. The cost that the DDA paid was \$419.56.

Old Business (Cont.)

B. Snowplowing meeting with S. Francis, J. Pewinski of Yard Services, Inc. and Director Schall for the DDA/Dr. Lane Parking Lot

S. Francis, J. Pewinski and K. Schall met behind the Dr. Lane building to discuss where the snow would be piled up. A number of locations were discussed and agreed upon for piling of the snow.

C. Status of Melissa Schneider on the DDA Board

S. Schneider will be speaking to the Village Attorney as to whether or not M. Schneider can remain on the DDA Board. S. Schneider will report back to the DDA Board as soon as possible, but no later than the February 27th Meeting.

D. Streetscape Project with The Spicer Group

DDA Director received a call on January 18, 2019 from David Boersma of the Spicer Group. We discussed the status of the Project. The survey has been completed and David said everything was being sent to a CAD Program and that if all goes right he will have some information for us soon.

E. DDA/Dr. Lane Parking Lot

After a lengthy discussion among the DDA Board members on different options to resolve the DDA/Dr. Lane Parking Lot situation, S. Schneider urged the DDA Board to consider entering into mediation as opposed to litigation to avoid normal antagonism from a law suit, the DDA Board objected and it was the consensus of the board to move forward with Litigation.

Motion by L. Zarate, supported by T. Pewinski to enter into litigation with Lane-Swayze Clinic, P.C./Dr. Lane with Mr. Michael Whaling of Touma, Watson, Whaling, Coury, Stremers & Thomas. P.C. with an amount not to exceed \$5,000 to obtain the deed. Motion carried unanimously with S. Schneider Abstaining.


F. DDA Ordinance No. 204

S. Schneider updated the DDA Board on the January 15th Village Council Meeting and the outcome of that meeting pertaining to the DDA Ordinance No. 204. Village Council needs to follow the law which is you cannot Rescind a First Reading, you must have the second reading and the vote will then be cast by the Village Council Members as to move forward with dissolving the DDA or to vote to not dissolve the DDA. This will take place at the February 5th meeting.

G. Historical Museum

Mr. Jim Wade, Sr., President of the Historical Society presented the DDA Board Members with a Certificate of Appreciation for their commitment to the Almont Community and the Almont Community Historical Society.

Meeting was adjourned at 8:50pm


Steve Schneider, Secretary