

City of Algonac DDA Meeting  
June 1, 2011

**City of Algonac  
Minutes – Downtown Development Authority  
Regular Meeting  
June 1, 2011**

A regular meeting of the Downtown Development Authority was called to order at 7:00 p.m. on Wednesday, June 1, 2011 by Chairman Musto.

**ROLL CALL**

**PRESENT:** Dr. Robert Bates  
Brian Bayly  
Art Bryson  
James Harris  
Mike Mentz  
Mike Musto  
Pam Rappa

**ABSENT:** Irene Bird  
Charles Bayly  
John Bolf  
Diane Strevel

**EXCUSE ABSENCES  
DDAO 06-01-11**

Motion by Mentz, supported by Rappa to excuse DDA Members Irene Bird, Charles Bayly, John Bolf and Diane Strevel. Motion carried unanimously.

**PLEDGE OF ALLEGIANCE**

Chairman Musto led the meeting in the Pledge of Allegiance.

**PUBLIC COMMENT**

None at this time.

**APPROVAL OF MINUTES:  
DDAO 06-02-11 Approval of Minutes of May 4<sup>th</sup>, 2011**

Motion by Brian Bayly, supported by Mentz to approve the minutes of the May 4<sup>th</sup>, 2011 DDA meeting as presented. Motion unanimously carried.

**TREASURER'S REPORT**

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Executive Director Tomion discussed the reports with the DDA. DDA members had a few concerns and asked that Director Tomion look into them.

**DDAO 06-03-11 Receive and File Financial Report**

Motion by Bryson, supported by Rappa to receive and file the financial report for the DDA dated May 27<sup>th</sup>, 2011 as presented. Motion unanimously carried.

**DDAO 06-04-11 Accept Treasurer's Report**

Motion by Harris, supported by Rappa to approve the Treasurer's Report dated May 27<sup>th</sup>, 2011 as presented. Motion unanimously carried.

**DDAO 06-05-11 Approve and Pay Bills**

Motion by Rappa, supported by Harris to approve and pay the bills as presented to the DDA on June 1, 2011 for a total amount of \$19,076.83. Motion unanimously carried.

\*\*\*\* Support for billing from City to DDA for Administrative and DPW cost at end of minutes.

**COMMUNICATIONS AND NOTICES**

Executive Director's Report

Executive Director Tomion reviewed the report he gave to DDA regarding their budget, the next Downtown Summit meeting, and a scheduling conflict he would have for the July meeting.

**DDAO 06-06-11 Move July Meeting Date to July 13, 2011**

Motion by Bryson, supported by Rappa to change the meeting date for July 2011 from 7:00 p.m. on July 6<sup>th</sup>, 2011 to 7:00 p.m. on July 13, 2011 so that Executive Director Tomion will be present. Motion unanimously carried.

**UNIFINISHED BUSINESS**

**DDAO 06-07-11 Motion to Discuss By-Laws**

Motion by Musto, supported by Bryson to discuss the DDA By-Laws. Motion unanimously carried.

Chairman Musto stated that he and Diane Strevel, Executive Director Tomion and Clerk Greenia reviewed the By-Laws for the DDA. The DDA had them to review and if they were comfortable with them, they could approve and send on to City Council for their approval. He reviewed the changes that were made.

**DDAO 06-08-11 Approve DDA By-Laws**

Motion by Bryson, supported by Brian Bayly to approve the By-Laws as presented and to forward them to the City Council for their approval. Motion unanimously carried.

**NEW BUSINESS**

**DDAO 06-09-11 Approve Grass Cutting Bid Award**

Motion by Bryson, supported by Brian Bayly to accept the bid from Maple Landscaping for \$140.00 per mow, which includes trimming and edging, for the Riverfront Park as recommended by Executive Director Tomion. Motion unanimously carried.

**DDAO 06-10-00 Approve Annual Flag Service**

Motion by Harris, supported by Brian Bayly to approve the recommendation of Executive Director Tomion and use Rocket Enterprise, Inc. for the flag service at Riverfront Park for the annual fee of \$1,395.00. Motion unanimously carried.

**DDAO -06-11-11 Sponsorship for Pickerel Tournament Banner Display**

Motion by Bryson, supported by Brian Bayly to approve the expenditure of \$100.00 for sponsorship of a banner for the annual Pickerel Tournament. Motion unanimously carried.

**Façade Application – Dr. Robert Bates AND Façade Application VFW Post 3901**

Discussion was had on the façade grant applications and the available funding for these applications. Executive Director Tomion reviewed that there was \$10,000.00 left in this fiscal years' budget for this expense. He then added that \$5,000.00 was already awarded to Perfect Touch. There was money for next years' façade grant application budget. DDA discussed how they may want to amend their budget next year so that they could accommodate more grant applicants. Executive Director Tomion indicated that any budget amendment should go to City Council. Further discussion was had on both applications.

**DDAO 06-12-11 Approve Façade Grant Application Request for Dr. Robert Bates**

Motion by Bryson, supported by Mentz to approve the Façade Grant Application Request made by Dr. Robert Bates for the property located at 507 Michigan Street in the amount of \$5,000.00 to be taken from the 2010/2011 Budget. Motion unanimously carried.

**DDAO 06-13-11 Approve Façade Grant Application Request VFW Post 3901**

Motion by Bryson, supported by Brian Bayly to approve the Façade Grant Application Request made by the Algonac VFW Post 3901 for property located at 1005 Pte. Tremble Road in the amount of \$5,000.00 to be taken from the 2011/2012 Budget. Motion unanimously carried.

**BOARD MEMBER CONCERNS**

DDA Member Mentz wished to discuss the façade grant program and how it would or could be handled differently in the future since funds were getting low.

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DDA Member Rappa wanted to say that she was very happy with City Manager Tomion's handling of the current financial situation that the City is in. She is glad that he is here to give direction on these overwhelming financial concerns.

DDA Member Harris said he was looking forward to nicer weather.

DDA Member Bryson enjoyed seeing all the antique cars.

Chairman Musto thanked Executive Director Tomion and Clerk Greenia as well as Vice-Chairman Strelvel for all their efforts on getting the By-Laws together.

**ITEMS FOR NEXT AGENDA**

Executive Director Tomion would be getting the DDA Audit information to the DDA members.

DDA Member Mentz would be bringing a Façade Grant Application.

**AJDOURNMENT**

**DDAO 06-14-11 Adjournment**

Motion by Brian Bayly, supported by Harris to adjourn the meeting. Motion unanimously carried.

Meeting adjourned at 8:03 p.m.

Respectfully Submitted:

Signed:

Cynthia L. Greenia, Clerk  
City of Algonac

Michael Musto, Chairman  
DDA

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**DDA DPW COST FOR THE PERIOD JULY 1, 2010 TO JUNE 30, 2011**

| DESCRIPTION                                  | Per Hour |             |                      |
|--|----------|-------------|----------------------|
|  | Hours    | Actual Cost |                      |
| Total for Labor Charges for dept 441.000-DPW | 190.50   | 47.28       | 9,007                |
| Total for Equipment Usage - Actual Cost      |          |             | 4,379                |
|  |          |             | \$                   |
| <b>DDA TOTAL DPW EXPENSE</b>                 |          |             | <u><u>13,386</u></u> |

**DDA ADMINISTRATIVE COST FOR THE PERIOD JULY 1, 2010 TO JUNE 30, 2011**

| DESCRIPTION                                       | 10-11<br>AMENDED<br>BUDGET |
|---|----------------------------|
| Totals for dept 191.000-Finance                   | 249,995                    |
| Totals for dept 215.000-Clerk                     | 46,270                     |
| Totals for dept 215.200-General<br>Administration | 31,343                     |
| Totals for dept 228.000-Data Processing           | 17,936                     |
| Totals for dept 257.000-Assessor                  | 59,356                     |
| <b>TOTAL COSTS</b>                                | <u><u>404,900</u></u>      |
| DDA BILLABLE RATE                                 | 2.2%                       |
| TOTAL DDA ADMIN.<br>EXP.                          | <u><u>\$ 8,908</u></u>     |

|                            |                     |
|----------------------------|---------------------|
| ORIGINAL BUDGET            | 4,495,234           |
| DDA ORIGINAL BUDGET        | <u>98,791</u>       |
| PERCENTAGE OF TOTAL BUDGET | <u><u>.0220</u></u> |

06/01/2011

BUDGET REPORT FOR CITY OF ALGONAC  
 Calculations as of '05/31/2011

Manager Recommended Budget 11-12

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Manager Projected Budget 10-11 Amendment #4

**DDA ADMINISTRATIVE COST FOR THE PERIOD JULY 2010 TO JUNE 2011**

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|--|-------------|----------------------------|
| -----  |             |                            |
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| -----  |             |                            |
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| -----  |             |                            |
| Totals for dept 215.200-General Administration |             | 31,343                     |
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| -----  |             |                            |
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| -----  |             |                            |
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|  |             |                            |
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