



**Alto Downtown Development Authority
Bowne Township, Michigan
Minutes
July 7, 2025**

- ❖ Meeting opened at 7:00pm by Sandy
- ❖ Members present - Sandy, Jen, Pat, Eva, Donna, Nancy, Randy
 - Members absent - Beth
 - Guests present - none
- ❖ Motion to approve the June 2, 2025 minutes made by Nancy, seconded by Eva - APPROVED
- ❖ Treasurer's report made by Jen
 - Motion to approve payment of regular and special bills made by Eva, seconded by Donna - APPROVED
 - Motion to approve the treasurer's report made by Donna, seconded by Nancy - APPROVED
- ❖ Township report
 - Randy reported that Steve Hanson has approached Bowne Township for a brownfield designation - there was discussion about this issue
 - There is a new roof on the museum
- ❖ **Old Business**
 - Facilities Report
 - Library Basement Handrail - has not been installed yet
 - Library Roof - Arrow Roofing is going to do the work in the early fall. The cost to raise the roof top HVAC unit is much higher than anticipated. We have three options:
 - Keep it as is - around \$1500 for roofing repairs
 - Raise it as proposed, bringing things to code - \$19,500
 - Replace RTU and bring things to code - \$48,380
 - ◆ Jen says the HVAC is OK for now, but is at least 13 years old - Jen will check to see how long it may last to decide if we should get a new one
 - Library Tuck Pointing
 - Exterior tuck pointing is nearly complete
 - Interior plaster removal is complete
 - Dumpster will be removed tomorrow

- Library Window Repair
 - Window is out, new window will be placed the end of this week or beginning of next
- Path Design
 - EGLE permit is being held up by KAMAK driveway due to wetlands impacts. We have reached out to KAMAK to try to coordinate permitting.
- Playground
 - Equipment is installed. A gear system feature is not yet working - Kinetic will replace it
 - Need to move a pile of wood chips from stump grinding
 - Need to install a fence on the south side of the park
 - ◆ Discussed the possible need for a line survey for the new fence
 - ◆ A motion for a survey was made by Nancy, seconded by Donna - APPROVED
- Alto Elementary ball fields
 - Have not been inspected yet
- Nancy is pursuing a new 15 foot flag pole for Veteran's Park - new Space Force flag

❖ **New Business**

- Lila's bench is now ready to install at Colby Park - to be installed by Lila's Tree
- Discussion about how long the DDA needs to keep records - Randy talked to our lawyer about this:
 - Minutes must be kept forever
 - Bills and invoices must be kept 7 years
- Quote for the south fence in Colby Park- \$12,350
 - A motion to approve \$12,350 to Straight Line Fencing for the fence was made by Randy, seconded by Pat - APPROVED
- There was a discussion about the private fireworks
- Ron Roland asked if he needs an application to serve food on the sidewalk in front of the Legion during festival - Eva will check on this
- Eva has submitted a request for "Road Closure" during the festival
- There was some talk about people not picking up after their dogs - should we provide bags - decided "no" at this time
- Pat will connect with Sandy about getting all of the DDA past records and place them in a bin to be stored at the library

- Pat brought up that the old hardware building is an “eye sore” and a safety concern - siding is loose and falling off of it - it is run down and not kept up - will continue to look into this
- ❖ Visitor's Comments - none
- ❖ Member's Comments - none

- ❖ Motion to adjourn the meeting made by Jen, seconded by Eva - ADJOURNED
- ❖ [The next meeting will be August 4, 2025 at 7:00 at the Library](#)

Respectfully submitted by Patricia K. Sinen, Secretary

A handwritten signature in black ink that reads "Patricia K. Sinen". The signature is written in a cursive, flowing style with a large initial 'P' and a distinct 'K'.

Alto DDA Bills for Payment - July 2025

Regular Bills

Consumers Energy	June library electric	\$	362.16
Consumers Energy	May park electric	\$	28.69
Lynn Droog	June cleaning and supplies	\$	329.65
Granger	Library and street trash collection - June	\$	20.68
GFL Environmental	Recycle dumpsters - July	\$	564.85
Bowne Township	Third quarter sewer	\$	450.46
Total		\$	1,306.03

Special Bills

Kerkstra Services	Park toilet	\$	385.00
Summit Fire Protection	Library fire extinguisher inspection	\$	94.25
Henderson Glass	50% down payment for window replacement	\$	645.00
Henderson Glass	50% remainder payment for window replacement	\$	645.00
Pat's Premier Lawn Care	June mowing and spraying	\$	245.00
Total		\$	2,014.25

Total \$ 3,320.28

Additional items

Total \$ -

**Financial Position with Anticipated Bills Paid
Monday, July 7, 2025**

Public Checking	\$	6,051.66
High Yield Checking	\$	346,782.09
CD1 Maturing 9/7/2025	\$	202,639.15
CD2 Maturing 9/7/2025	\$	221,792.30
Total	\$	777,265.20

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07/07/25

Accrual Basis

DDA Quicken Data Transactions by Account As of June 30, 2025

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
New High Yield Checking Account								
Deposit	6/2/2025			Deposit	X	New Public Fu...	-40,000.00	386,708.01
Deposit	6/30/2025			Interest	X	Interest Inc	74.08	346,708.01
Total New High Yield Checking Account								
							-39,925.92	346,782.09
TOTAL								
							-39,925.92	346,782.09

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Accrual Basis

DDA Quicken Data Transactions by Account As of June 30, 2025

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
New Public Fund Checking								
Check	6/2/2025	3527	Granger		X	Library Mainte...	-20.68	30,593.00
Check	6/2/2025	3528	Pat's Premier Lawn ...	May mowing	X	Lawn Mainten...	-275.00	30,572.32
Check	6/2/2025	3529	KV Landscapes	EWf for play...	X	Playground U...	-8,325.00	30,297.32
Check	6/2/2025	3530	Earthworm Dozing ...	Playground si...	X	Playground U...	-1,500.00	21,972.32
Check	6/2/2025	3532	Inbody Tree Service	Playground tr...	X	Playground U...	-3,350.00	20,472.32
Check	6/2/2025	3533	GFL Environmental	June recycling	X	Community Im...	-557.27	17,122.32
Check	6/2/2025	3534	Consumers Energy	Dumpsters	X	Utilities	-350.58	16,565.05
Check	6/2/2025	3535	Phoenix Resources	May cleaning	X	Community Ev...	-2,118.98	16,214.47
Check	6/2/2025	3536	Lynn Droog		X	Library Mainte...	-363.41	14,095.49
Check	6/2/2025	3537	Consumers Energy		X	Utilities	-28.69	13,732.08
Check	6/2/2025	3538	Kinetic Recreation		X	Playground U...	-43,706.50	13,703.39
Deposit	6/2/2025			Deposit	X	New High Yiel...	40,000.00	-30,003.11
Check	6/2/2025	3539	Eva Carey	Flowers	X	Community Im...	-210.00	9,996.89
Check	6/26/2025	3540	Henderson Glass	Window repla...	X	Library Mainte...	-645.00	9,786.89
Deposit	6/30/2025			Interest	X	Interest Inc	7.82	9,141.89
Total New Public Fund Checking								
							-21,443.29	9,149.71
TOTAL								
							-21,443.29	9,149.71