



**Alto Downtown Development Authority
Bowne Township, Michigan
Minutes
May 5, 2025**

- ❖ Meeting opened at 7:00pm by Sandy
- ❖ Members present - Sandy, Randy, Pat, Beth, Donna, Nancy, Jen
 - Members absent - Eva
 - Guests present - Rick Wilke
- ❖ Motion to approve the April 7, 2025 minutes made by Beth, seconded by Nancy - APPROVED
- ❖ Treasurer's report made by Jen
 - Motion to approve payment of regular and special bills made by Pat, seconded by Nancy - APPROVED
 - Motion to approve \$100 petty cash for the library made by Donna, seconded by Beth - APPROVED
 - Motion to approve \$25,000 for the sewer was made by Beth, seconded by Jen - APPROVED
 - Motion to approve the transfer of \$80,000 made by Nancy, seconded by Donna - APPROVED
 - \$100 received for mattress and couch disposal (Dumpster Days)
 - Motion to approve the treasurer's report made by Donna, seconded by Nancy - APPROVED
- ❖ Township report
 - Voting Tuesday, May 6, 2025 for Thornapple Kellog, Caledonia, and Lakewood schools
 - Sewer pond expansion treatment was not functioning properly, but has since been repaired
- ❖ **Old Business**
 - Facilities Report
 - Library Basement Handrail - called Chris Cavanaugh and he is going to look at it
 - Library Roof
 - Have three quotes for the roof
 - ◆ Arrow Roofing - \$64,828.00 (complete roof system)

- ◆ RG Enterprises - \$53,250 (complete roof system)
 - ◆ Trident Roof Solutions - \$35,350.00 (partial replacement)
- Library Tuck Pointing
 - Requested three quotes for the tuck pointing
 - ◆ Jesse Bladey - \$31,500 - discussion
 - Nancy to review his liability and workmans comp insurance
 - Motion to go with Arrow Roofing and Jesse Bladey made by Beth, seconded by Donna - APPROVED
 - ◆ PJ & Company - \$20,500 rough estimate
 - ◆ Brixstone - Job was too big, chose not to quote
 - Need to repair upstairs windows - Jen to look into getting a quote
- Path Design
 - Engineer has submitted permit application and provided updated estimate
 - ◆ April, 2024 estimate \$491,322.27
 - ◆ April, 2025 estimate \$830,285.00
 - ◆ With this increase, we may need to do the path in sections
- Lawn Maintenance
 - Discussed spraying weeds and fertilizing at Veterans Park
 - Discussed edging along the sidewalk
- Playground
 - Equipment is arriving middle of this week or beginning of next
 - Talked with property owner and we will be removing three trees and trimming the fourth
 - Met with Inbody Tree Service - cost would be \$3,350 to remove three trees, trim one tree and grind one stump
 - ◆ Motion to approve Inbody Tree Service made by Beth, seconded by Donna - APPROVED
 - Miss Dig should be marked by the end of the day on May 6th
 - Earthworm Excavating will remove existing equipment, excavate 9" of current wood chips/soil below equipment to allow for 12" of new EWF, remove fence posts for chain link fence and remove three stumps in the southeast corner.

- Disposal of existing chain link fence - Jen knows someone who wants the fence and will contact them
- Kinetic Recreation will be installing the equipment and we are coordinating with them
- KV Landscapes will provide and install new EWF
- KV Landscapes will be contacted for grass restoration
- Alto Elementary ball fields
 - Have not been inspected yet
- Report on events
 - Easter Egg Hunt
 - Went well, lots of participation
 - Need to look at the older kids Easter Egg Hunt
 - Some kids grabbed many eggs, so there was not eggs for other kids - what can we do differently - discussion (no decision made)
 - Garage Sale Days
 - Went well, some people wanted paper maps
 - Several people wanted to get on the map at the last minute - Beth was able to accommodate them
 - Clean up day
 - Went well, Scouts did not show up, but Lions did & Randy provided a trailer - a big THANK YOU to all!
 - Dumpster days
 - Went well, filled up 3 dumpsters
 - \$100 for disposal of a mattresses and couch

❖ **New Business**

- No one has any news on the installation of the Buddy Bench that a local teen group was going to install.
- Lila's bench is now ready to install - we will wait until the playground equipment has been installed
- Discussion about how long the DDA needs to keep records - Randy to talk to our lawyer about this

❖ **Visitor's Comments**

- None

❖ **Member's Comments**

- A HUGE THANK YOU to Donna for serving as DDA secretary for all these years
- ❖ Motion to adjourn the meeting made by Jen, seconded by Nancy -
ADJOURNED
- ❖ [The next meeting will be June 2, 2025 at 7:00 at the Library](#)

Respectfully submitted by Patricia K. Sinen, Secretary

A handwritten signature in black ink, reading "Patricia K. Sinen". The signature is written in a cursive style with a large, stylized "P" and "S".

Alto DDA Bills for Payment - May 2025

Regular Bills

Consumers Energy	April library electric	\$	575.59
Consumers Energy	March park electric	\$	28.69
Lynn Droog	April cleaning and supplies	\$	330.65
Granger	Library and street trash collection - April	\$	20.68
GFL Environmental	Recycle dumpsters - May	\$	557.27
Total		\$	1,512.88

Special Bills

Bowne Township	Second quarter sewer	\$	450.46
Lowell's First Look	Garage sale advertising	\$	6.00
Pleune Service Company	Bi-annual maintenance	\$	160.00
Sons of Americal Legion	Reimbursement for new flags	\$	770.00
Total		\$	1,386.46

Total \$ 2,899.34

Additional items	Grummet Services LLC - Dumpster Sitting	\$1000.00	
	Cathy Gutowski - Easter egg hunt	\$ 69.43	
	Sandy Graham - Easter egg hunt	\$ 89.06	
Total	Sandy Graham - Library petty cash	\$ 100.00	\$ -
	Bowne Township - Sewer support	\$25,000.00	
		\$26,258.43	

Request approval of \$5000 transfer made 4/15/25

Request approval to transfer \$50,000

Total \$29,157.77

**Financial Position with Anticipated Bills Paid
Monday, May 5, 2025**

Public Checking	\$	891.07
High Yield Checking	\$	453,790.40
CD1 Maturing 9/7/2025	\$	200,667.31
CD2 Maturing 9/7/2025	\$	219,634.10
Total	\$	874,982.88

Accrual Basis

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

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
New High Yield Checking Account								
Deposit	4/15/2025		Bowne DDA	Deposit	X	New Public Fu...	-5,000.00	458,696.81
Deposit	4/30/2025			Interest	X	Interest Inc	93.59	453,696.81
Total New High Yield Checking Account								453,790.40
TOTAL								453,790.40

Accrual Basis

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

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
New Public Fund Checking								
Check	4/6/2025	3502	Consumers Energy		X	Utilities	-519.43	19,262.24
Check	4/6/2025	3503	GFL Environmental		X	Community Im...	-557.27	18,742.81
Check	4/6/2025	3504	Dinges Fire Company	Invoice 66062	X	Fire Department	-16,311.45	18,185.54
Check	4/6/2025	3505	Granger	Invoice 2800...	X	Library Mainte...	-20.68	1,874.09
Check	4/6/2025	3506	Lynn Droog	March Cleani...	X	Library Mainte...	-408.25	1,853.41
Check	4/6/2025	3507	Jennifer Dougherty	Wix.com Rei...	X	Website	-378.00	1,445.16
Check	4/6/2025	3508	Consumers Energy		X	Utilities	-28.69	1,067.16
Check	4/6/2025	3509	Postmaster	Stamps	X	Misc.	-29.20	1,009.27
Check	4/15/2025	3510	KHC Technologies		X	Website	-2,250.00	-1,240.73
Deposit	4/15/2025			Deposit	X	New High Yiel...	5,000.00	3,759.27
Deposit	4/30/2025			Interest	X	Interest Inc	2.45	3,761.72
Total New Public Fund Checking							-15,500.52	3,761.72
TOTAL							-15,500.52	3,761.72