

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, May 14, 2018
DRAFT**

A regular meeting of the Downtown Development Authority was held on May 14, 2018 at the Imlay City Hall, 150 N. Main Street, Imlay City, MI 48444

1. CALL TO ORDER

Chairperson Joi Kempf called the meeting to order at 5:35 p.m.

2. ROLL CALL

Present:, Joi Kempf, Kim Jorgensen, Steve Teets, Tracy Aldrich, Trish Dennis, Beth Murawski and Stu Davis.

Absent: Walt Bargaen, Kelly Villanueva and Samuel Galiana.

Also present: DDA Director Dana Walker, City Manager Tom Youatt, Kaelin and Leila Stockwell.

3. APPROVAL OF AGENDA

Motion by Davis, supported by Murawski to approve the agenda

MOTION UNANIMOUSLY CARRIED

4. PUBLIC PARTICIPATION

5. APPROVAL OF MINUTES

REGULAR MEETING- April 9, 2018

SPECIAL MEETING – April 24, 2018

Motion by Murawski, supported by Jorgensen to approve the minutes of the Regular Meeting minutes dated April 9, 2018 and the Special Meeting dated April 24, 2018.

MOTION UNANIMOUSLY CARRIED

6. FINANCIAL REPORT

a. DDA EXPENDITURE REPORT

b. BALANCE SHEET

c. CHECK REGISTER REPORT

Received and filed.

7. OLD BUSINESS

a. Community Report Forum, First Impressions - \$2,000 Grant Update

Ms. Walker stated the DDA received \$1,500.00 each from Four County Community Foundation and Lapeer Community Foundation for the project. Walker has been working with Marilyn Swihart from the museum and will be contacting businesses to ask

permission to attach plaques to their buildings. The project will be done by the end of July.

b. RRC Update

Ms. Walker stated the City Commission just approved the Development Guide Plan the RRC committee put together. This guide outlines who developers need to contact and what the steps are to developing in the City. In mid-June the RRC committee will be working on the Board and Committee handbook. This will be a handy guide for new members. It will outline procedures, Open Meetings Act and FOIA information. There are two more best practices to work on yet.

8. NEW BUSINESS

a. Stockwell Embroidery @ 150 Pop

Ms. Walker stated Stockwell Embroidery, LLC presented an application for consideration for @150 Pop and use @150 Pop for a test market. The Stockwell's bought an existing business in Capac but would like to be in Imlay City. This location would be a satellite location initially. The manufacturing portion of the business will still be done in Capac because of the size of the machine that would need to be moved. The Imlay City location would have a smaller single embroidery machine and a screen machine. Walker stated the Stockwell's are requesting a 6 month lease. Kaelin Stockwell stated they would like to move in as soon as allowed and would like to be open to customers within a couple of weeks. Mr. Stockwell would like to be open in time for the Busker Festival.

Motion by Davis, seconded by Murawski to lease @150 Pop to Stockwell Embroidery, LLC for 6 months as requested.

MOTION UNANIMOUSLY CARRIED

b. Ordinance Regarding Vacant Retail

Walker stated she was approached by the City Manager to put this topic on the agenda. City Manager Tom Youatt asked Stu Davis to discuss vacant retail businesses. Board Member Davis inquired if there was anything that could be done about vacant buildings that are not an asset to the City, like the old Ruiz's building. It burned two years ago and it still is boarded up. Youatt stated the City Commission would have to approve any ordinance that would be implemented. Board member Dennis stated they took over from the previous owners and will be applying for a façade grant later this year but they are running into problems with Construction Code wanting a lot of work to be done and it is making the repairs worth more than the building would be worth when it is completed. Board Member Davis inquired as to if there may be IFT that could be offered to the property owner just so repairs could be made. Ms. Walker stated she would explain this to the property owner.

c. Façade Restoration Initiative, MEDC Grant Information

Ms. Walker stated on page 16 was information about a grant for façade restoration through the state, three communities could be awarded \$50,000 to \$500,000 in grant money. This grant is not part of the CGBD funding so the DDA would still be allowed to grant funds according to the current DDA Façade Grant guidelines. The funds would still come through the DDA and the City. They will pick three communities to receive grant monies. Ms. Walker stated she could apply for the grant, she would need to identify potential properties and what the funds would be used for. The funds would need to be used within the next two years. The application is due May 22, 2018. The Board Members decided Ms. Walker could identify potential buildings in need of repair and could submit the application. Ms. Walker can get the approval of the building owners if funds are granted.

d. Trash Receptacle @ Pizza Machine

Ms. Walker stated she received information for a larger trash receptacle for in front of Pizza Machine from Keystone Ridge. They were the only company to respond back to her. The receptacle is similar to what is already there but is a 38 gallon receptacle.

Motion by Teets, supported by Jorgenson to approve the purchase of a 38 gallon trash receptacle to go in front of Pizza Machine in the amount of \$981.00 as presented.

ROLL CALL:

Ayes: Kempf, Jorgenson, Teets, Aldrich, Dennis, Murawski, Davis

Nays: None

MOTION UNANIMOUSLY CARRIED

9. Director's Report

Ms. Walker gave information and invited the Board to a MDA workshop to be held in Monroe in June. Ms. Walker will be attending. Ms. Walker stated she has received some applications for the Busker Festival parade. Flyers for Farmers' Market and Summer Concert Series are complete and distributed. Ms. Walker stated they were by the door on the way out if anyone would like to take some. Ms. Walker stated the summer newsletter is being worked on and she will put in there a reminder about the availability of façade grant monies and will also mention the Farmer's Market and the Summer Concert series. Board Member Jorgensen stated she could insert the flyers in the paper for \$40.00. Board Member Davis inquired as to if old cars could be in the parade and Ms. Walker stated yes.

10. Member comment

11. ADJOURNMENT

Motion by Davis, supported by Teets to adjourn the meeting at 6:11 p.m.

MOTION UNANIMOUSLY CARRIED

Submitted by Anne McAvoy: _____

Recording Secretary