

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, December 11, 2017
DRAFT**

A regular meeting of the Downtown Development Authority was held on December 11, 2017 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 5:40 p.m.

2. ROLL CALL

Present: Walt Bargaen, Joi Kempf, Kim Jorgensen, Kelly Villanueva, Steve Teets, and Stu Davis.

Absent: Tracy Aldrich, Beth Fromwiller, Beth Murawski, and Samuel Galiana.

Also present: DDA Director Dana Walker and City Manager Tom Youatt

3. APPROVAL OF AGENDA

Motion by Davis, supported by Bargaen to approve the agenda as is.

MOTION UNANIMOUSLY CARRIED

4. PUBLIC PARTICIPATION

None

5. APPROVAL OF MINUTES

REGULAR MEETING- October 9, 2017

Motion by Bargaen, supported by Davis to approve the minutes of the Regular Meeting minutes dated October 9, 2017.

MOTION UNANIMOUSLY CARRIED

6. FINANCIAL REPORT

a. DDA EXPENDITURE REPORT

b. BALANCE SHEET

c. CHECK REGISTER REPORT

Received and filed.

7. OLD BUSINESS

a. @ 150 Pop Update

Walker stated Sarah Graver business owner at @150 Pop participated in Winter Playground. Walker encourages all the Board members to visit her. Ms. Graver will be at this location until May 2018. Walker is listing @150 Pop on Lapeer Development Corporation website as an incubator. It was brought to Ms. Walker's attention that the door at @150 Pop was sticking and she will need to look at it.

b. Façade Grant Review and Approval of Springfield Industries

Walker stated the Board approved the façade grant previously but the original vendor was unable to complete the work. A new sign company was hired and the price of the sign increased as did the façade grant request. The Board agreed to amend the original grant approval amount in email communication so the work could continue before the weather turned. Walker is asking the Board to approve the new estimate and grant request with a formal roll call vote.

Motion by Borgen, seconded by Jorgensen to ratify approval to account for changes in venue providing sign, new amount approved is \$2,500.00 for Springfield Industries to install two new doors and signage.

Roll Call

Ayes: Kempf, Jorgensen, Villanueva, Teets, Davis, and Borgen.

Nays: None

Unanimously carried.

c. Community Report Forum, First Impressions, Review

Walker stated she has the report from First Impressions and she will email it to the Board and stated the SEED Committee is deciding what they should do with the \$2,000.00 they received for participating in the First Impressions program. Villanueva suggested they look at putting up a sign where local events could be listed.

d. Downtown Maintenance 2018 Bid

Walker stated she did a walk through in downtown with three companies only one submitted a bid. Funds will come from 2017 budget and the rest to come from 2018. Walker stated Fineline Landscape Construction & Maintenance did the plantings, he also did cleanup. This bid will have one company doing everything; spring cleanup, planting, weeding, and fall clean up.

Motion by Davis, seconded by Borgen to award Fineline Landscape Construction & Maintenance the contract to perform Downtown Maintenance 2018.

Walker stated this contract would not include the eleven pots and two big containers downtown. Also plants are purchased through FFA and they plant them. The purple pots the Rotary pays for but DDA plants, the watering is done by someone else.

Davis inquired as to whether a student could be hired to do odd jobs. Walker stated she would look into it.

Roll Call

Ayes: Jorgensen, Villanueva, Teets, Davis, Borgen, and Kempf.

Nays: None

Unanimously carried.

e. Winter Playground Review

Walker stated they had nice weather for the Winter Playground. There were several new activities to entertain people before and after the parade and while waiting to see Santa. The Chamber and DDA split the cost, each paid \$921.00, of which \$481.00 is outstanding for the Chamber. Villanueva asked if this was an event that the DDA still wanted to coordinate with the Chamber of Commerce. Walker stated this is an event she cannot attend due to family obligations but is able to complete all work leading up to the event and any follow-ups after the event. It is a positive event for both the Chamber and the DDA. Walker stated that the recent vacancy in the Chamber director position made it challenging this year and hopes the position is filled soon so the DDA and Chamber can continue to work together.

f. New Christmas Tree Update

Walker informed the Board Schutz's Tree Farm is donating a tree. Mayor Barga and Ms. Walker are working on getting a spade to plant the tree. The tree will be 12-15' tall and the new location will be south east of the current tree location.

g. Farmers' Market Season Review

Walker presented the Farmer's Market Summary from Farmers' Market Director Sarah Graver. This year the Farmers' Market opened on Thursday May 1st, next year Ms. Graver is suggesting to change opening day to mid-May when more flowers and plants are available to purchase. Ms. Graver is suggesting not to continue with the Saturday morning Farmers' Market. On page 34 the daily average is listed, it is hard to get vendors to commit to Saturdays but hard to get customers without vendors. Ms. Graver is suggesting to put more effort into Thursday market.

Davis suggested they consider moving the market to the police department and feels if the market was on M-53 more people would stop. Walker stated they have parking problems at the police department.

8. NEW BUSINESS

a. Parade Sponsorship for 2018 Busker Festival

Walker informed the Board of the 2018 Busker Festival Parade and asked if the Board would like to sponsor the parade this upcoming year. It is believed the parade will be June 16, 2018 at 4 pm.

Motion by Davis, seconded by Barga to sponsor 2018 Busker Festival Parade contingent on DDA control and input.

Unanimously carried.

There was discussion about DDA control and input on parade also on whether they would charge for being in the parade. There was discussion about the time and parade route is being changed by the Chamber of Commerce.

b. DDA Board Meeting Dates 2018

Walker presented the dates for DDA Board meetings for 2018. They will be held at 5:35 p.m. on the first Mondays of the month except November 13th will be a Tuesday meeting.

Motion by Teets, seconded by Bargaen to accept the 2018 DDA Board Meeting Dates as presented.

Unanimously carried.

c. Hungry Howie's Façade Grant Request

Walker presented the Façade Grant application from Hungry Howie's, it is on page 36-39. They are requesting \$1,500.00 grant toward sign and \$600.00 grant toward door. Owner of Hungry Howie's submitted the application so a signature from the building owner will be needed.

Motion by Bargaen, seconded by Jorgensen to approve the Façade Grant from Hungry Howie's for \$1,500.00 for sign and \$600.00 for back door.

Roll Call

Ayes: Villanueva, Teets, Davis, Bargaen, Kempf, and Jorgensen.

Nays: None

Unanimously carried.

8. Director's Report

Walker gave an update on the Redevelopment Ready Communities process. The team, City Manager Tom Youatt, Mayor Walt Bargaen, Gerry Edwards and Commissioner Amy Planck and Walker submitted the required self-evaluation to the MEDC. Once the document is received, the MEDC will evaluate the community's performance regarding: Zoning, Redevelopment Ready Sites, Marketing, etc. After the review, the City will then begin to work on becoming certified by improving up the 'weaknesses' found from the evaluation. It is possible that once certified, grant match money from the City would be waived when applying for CDBG grants. Walker stated the City Manager Tom Youatt, John Olson from Spicer and Tom Traciak, the City Financial Planner, have been working on the CIP Plan. There are new lights on the flag at the entry and the light at Almont Avenue and M-21 have been changed to a LED. The car charger has been fixed and has been working for two weeks.

Mayor Bargaen stated he heard there was a list in the Detroit paper listing the top ten cities to grow and Imlay City made the list.

Teets inquired as to if the new flags were ordered. Walker stated they were ordered every year from Representative Paul Mitchell's office.

9. Member comment

None

10. ADJOURNMENT

Motion by Bargaen, supported by Jorgensen to adjourn the meeting at 6:16 p.m.

MOTION UNANIMOUSLY CARRIED

Submitted by Anne McAvoy: _____
Recording Secretary