

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, January 8, 2018**

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

Vice Chairperson Kim Jorgensen called the meeting to order at 5:35 p.m.

2. ROLL CALL

Present: Walt Bargaen, Joi Kempf (arrived at 5:37 p.m.), Kim Jorgensen, Kelly Villanueva (arrived at 5:37 p.m.), Tracy Aldrich, Beth Fromwiller, Beth Murawski, and Stu Davis.

Absent: Steve Teets and Samuel Galiana.

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

3. APPROVAL OF AGENDA

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

MOTION UNANIMOUSLY CARRIED

4. PUBLIC PARTICIPATION

None

5. APPROVAL OF MINUTES

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Motion by Bargaen, supported by Jorgensen 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. Community Report Forum, First Impressions – Kiosk for Downtown

Walker stated at the last meeting it was suggested to look into getting a kiosk for downtown to publicize events in town. Walker presented on page 8 of the packet an example and estimate of a kiosk from Valley City Sign. Walker stated the kiosk would be double sided and would need to be weather proof. Walker has requested estimates from two other companies. Walker stated there is \$2,000.00 of grant

money from First Impressions and the DDA would need to budget about \$5,000.00 if this is something they want to do. Walker stated the sign would be maintained and updated by the DDA. Walker inquired as to if this is a project the Board would like her to pursue further. Fromwiller suggested instead of saying "Welcome" that it say "What's Happening". Villanueva inquired as to if it was lighted. Walker stated it was not. Walker will report back to Board upon receiving other bids.

b. RRC Update

Walker stated she will be meeting tomorrow, January 9, 2018, with the RRC to discuss the process and stated the application has been turned into the MEDC and she anticipates a response late in the third quarter of this year. There are a few areas where the City can improve and Walker is going to be working on those until approval is received from the MEDC. Walker made the DDA website more user friendly. Walker stated the website is a work in progress.

8. NEW BUSINESS

a. 2018 MCACA Grant Request Authorization for Concert Series

Walker presented on page 9 of the packet the application for applying for the grant from the MCACA for the summer concert series. Walker stated it was due next Monday, January 15, 2018. Walker is finalizing the acts this week and would like approval to proceed with the application.

Motion by Bargaen, seconded by Davis to approve Walker's application to the MCACA for summer concert series.

Unanimously carried.

b. 2018 Michigan Humanities Council Grant Request

Walker stated this grant does not conflict with other grants and is due next Monday, January 15, 2018. Walker will be applying for these funds.

c. Irrigation Service bid for 2018

Walker presented the irrigation service bid contract from last year on pages 10-12, currently Todd at Aquaturf has the contract. Walker requested permission to send out the same bid contract with updated dates. Walker stated the bid does not include repairs only the starting up and winterizing the system.

Motion by Murawski, seconded by Davis to approve sending the irrigation service bid with corrected dates out of bid.

MOTION UNANIMOUSLY CARRIED

d. Front Door for 150 Bancroft

Walker informed the Board the front door at 150 Bancroft is sticking, the DPW looked at the door and stated at one time it was a commercial door but it is not now. Walker obtained an estimate to replace the door from Todd's Glass in the amount of \$1,400.00. Walker stated she will get two more estimates.

Motion by Davis, seconded by Murawski to approve fixing the front door at 150 Bancroft in the amount up to \$1,500.00.

Roll Call

Ayes: Villanueva, Aldrich, Fromwiller, Murawski, Davis, Bargaen, Kempf and Jorgensen.

Nays: None

Unanimously carried.

Walker stated Sarah Graver is very happy and Walker thinks Ms. Graver was a good trial. Walker has been speaking with Ms. Graver about some possible new locations for her.

8. Director's Report

Walker stated there are no major updates. Walker mentioned she will be gone the last week in January, she will also be attending a conference on January 25 and 26, 2018. Walker stated there are two possible restaurants for downtown, they are positive prospects.

9. Member comment

Mayor Bargaen inquired as to whether Ms. Walker had heard any feedback on the parade. Walker stated she had not. Walker stated she went to the meeting and expressed her thoughts on the parade route and time. There will be more communication with Police Chief Pike about the time and route, the parade could be at 4:00, 5:00 or 6:00 p.m. Davis inquired as to if Buskers would be dispersed throughout the parade, he feels this would be a good idea. Walker stated no decisions have been made as of yet. Fromwiller inquired as to whether the charging station was fixed and if we have a sign to let people know we have a charging station. Walker stated the station is fixed and we are on the app, if a person own this type of vehicle they have the app. Villanueva inquired as to when the Christmas lights would be taken down. Walker stated at the end of January. Murawski addressed the Board about the banners that are on the light poles, she saw in Romeo that they have a contest where students color the banners, and she thought this would be fun

to do here. Walker stated she is hoping to get one more year out of the current banners but she will look into doing this for the next order of banners.

10. ADJOURNMENT

Motion by Bargaen, supported by Davis to adjourn the meeting at 6:00 p.m.

MOTION UNANIMOUSLY CARRIED

Submitted by Anne McAvoy: _____
Recording Secretary

Approved: February 12, 2018