

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, January 9, 2017
DRAFT**

A regular meeting of the Downtown Development Authority was held on January 9, 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 5:37 p.m.

2. ROLL CALL

Present: Walt Bargaen, Beth Fromwiller, Stu Davis, Kelly Villanueva, Joi Kempf, Beth Murawsky, Joi Kempf, Tracy Aldrich

Absent: Kim Jorgensen

Late arrival: Steve Teets

Also present: DDA Director Dana Walker, Imlay City Manager Tom Youatt, Shawn Sesko, an Almont High School student

3. APPROVAL OF AGENDA

Motion by Bargaen, supported by Murawski to approve the agenda as presented
Unanimously carried

4. PUBLIC PARTICIPATION

None.

5. APPROVAL OF MINUTES

REGULAR MEETING- December 12, 2016

Motion by Davis, supported by Bargaen to approve the minutes dated December 12, 2016 as presented

Unanimously carried

6. FINANCIAL REPORT

a. DDA EXPENDITURE REPORT

b. BALANCE SHEET

c. CHECK REGISTER REPORT

Received and filed.

7. OLD BUSINESS

a. Potential Projects fiscal 2017 and Future

Information listing proposed projects was attached to the packet as page 14.

Motion by Bargaen, supported by Davis to proceed with the LED Light Conversion Third Street and Bancroft project in the sum of \$22,000.

ROLL CALL:

AYES: Villanueva, Davis, Fromwiller, Murawski, Bargaen, Teets, Kempf, Aldrich

NAYS: None

Motion carried 8-0

b. Farmers Market Manager Position & Entertainment Coordinator

Information was attached to the packet as page15; sample job descriptions were attached as pages 16-17.

Motion by Davis, supported by Bargaen to allow Walker to separate the two positions and write job descriptions per the protocol set by the City of Imlay City.

Unanimously carried

c. Board of Directors Vacancy

Walker informed the board that she has made contacts with several individuals regarding any potential interest in filling the vacant board seat.

d. Director's review

Committee Chair Kempf received all of the information required. The committee will meet a half-hour before next month's regular meeting. The Director's review will be on the agenda and completed at the February, 2017 regular meeting.

e. MEDC Façade Grant Update

Walker is working on the next phase required by the grant, which is the environmental review.

f. Façade Grant Focus Real Estate MEDC Grant

Information was attached to the packet as pages 18-20.

Motion by Murawski, supported by Aldrich to reinstate the Focus Real Estate Façade Grant as presented for a total DDA reimbursement of \$2,500.00

ROLL CALL:

AYES: Villanueva, Davis, Fromwiller, Murawski, Bargaen, Teets, Kempf, Aldrich

NAYS: None

Motion carried 8-0

8. NEW BUSINESS

a. Electric Car Charger at Farmers' Market

Walker is working on getting the electric car charger activated, updated and up and running.

b. DDA Board Meeting schedule for 2017

The DDA Board will continue to meet for its regular meetings at the Imlay City Hall on the second Monday of every month at 5:35 p.m.

c. SEED Entrepreneur Meet UP

An Entrepreneur Meet UP has been scheduled for Feb. 9 at 5: 30 p.m.; location to be determined. The featured speaker will be representatives from ArtShare Michigan, a non-profit organization aimed at bringing art into communities to enhance culture and economic growth.

d. Signs for Murals on Mulefoot- \$33

Motion by Villanueva, supported by Murawski to authorize Walker to spend up to \$200 for the purchase plaques for the murals posted on the Mulefoot building.

ROLL CALL:

AYES: Villanueva, Davis, Fromwiller, Murawski, Bargen, Teets, Kempf, Aldrich

NAYS: None

Motion carried 8-0

e. Recommendation by Promo Committee regarding concert/movie series

Consensus was reached that the DDA will no longer offer the Winter Movie Series as a promotional event. The DDA will shift all the focus to the Summer Concert Series.

f. Request for approval to apply to Greater Flint Arts Council Grant for Concert Series

Motion by Bargen, supported by Davis to authorize Walker to apply for the \$3,500 Greater Flint Arts Council Grant for the DDA's Summer Concert Series.

Unanimously carried

g. First Impressions Program

Information on the program which Imlay City was chosen for was attached to the packet as page 21.

h. Kitty's Place Façade Grant Request

A completed Façade Grant Request from Kathleen Schuster of Kitty's Place was attached to the packet as pages 22-27.

Motion by Davis, supported by Bargaen to approve the Façade Grant Request from Kathleen Schuster of Kitty's Place as presented for a total DDA reimbursement in the sum of \$75.00.

ROLL CALL:

AYES: Villanueva, Davis, Fromwiller, Murawski, Bargaen, Teets, Kempf, Aldrich

NAYS: None

Motion carried 8-0

i. Wayfinding Sign at 21 and Almont Avenue Placement

Information and photos were attached to the packet as pages 28-33.

Motion by Murawski, supported by Villanueva to take no action with regard to the sign placement after reviewing all of the information presented to the board.

Motion carries 7-1, Davis dissenting

9. Director's Report

A copy of the Director's Report was attached to the packet as page 34. Walker noted that she was extremely pleased and satisfied with the professional work of local contractors Gem Electric, Weingartz, and Dick Fisher for work they recently completed around the DDA district.

10. Member comment

Aldrich reminded the board that the Ruth Hughes Library auction is Feb. 1. Donations are being accepted.

Fromwiller questioned the use of non-American flags in the spaces that were previously determined to be for American flags only. Walker will look into the situation.

11. ADJOURNMENT

Motion by Davis supported by Bargaen to adjourn the meeting at 6:37 a.m.

Unanimously carried

Submitted by Catherine Minolli: _____

Recording Secretary