

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, April 10, 2017
DRAFT**

A regular meeting of the Downtown Development Authority was held on April 10, 2017 starting at 150 Bancroft Street, Imlay City, MI 48444 and ending 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: Walt Bargaen, Joi Kempf, Kim Jorgensen, Kelly Villanueva, Steve Teets, Tracy Aldrich, Beth Fromwiller, Beth Murawski, and Stu Davis.

Absent: Samuel Galiana Stu Davis let at 5:45 p.m.

Also present: DDA Director Dana Walker, Imlay City Manager Tom Youatt

3. APPROVAL OF AGENDA

Motion by Davis, supported by Bargaen to approve the agenda with the addition of 8 a. Mulefoot Façade Grant Application and 8 b. Director Payroll.

MOTION UNANIMOUSLY CARRIED

4. PUBLIC PARTICIPATION

5. APPROVAL OF MINUTES

REGULAR MEETING- March 13, 2017

SPECIAL METTING – March 28, 2017

Motion by Villanueva, supported by Bargaen to approve the minutes of the Regular Meeting minutes dated March 13, 2017.

MOTION UNANIMOUSLY CARRIED

Motion by Villanueva, supported by Jorgenson to approve the minutes of the Special Meeting dated March 28, 2017.

Unanimously carried

6. FINANCIAL REPORT

a. DDA EXPENDITURE REPORT

b. BALANCE SHEET

c. CHECK REGISTER REPORT

Received and filed.

7. OLD BUSINESS

a. Bancroft Building Lease Up June 30, 2017

The meeting began at 150 Bancroft Street. Walker explained that the parking lot is City owned and maintained, the building is maintained by the DDA. There are a few shingles missing but Walker has them and they may be able to be reused. Walker will get a price on what it will cost to make the necessary repairs. It was noted that the concrete at the front door should be looked at. It has heaved and is sloping towards the door and some of the mortar around the bricks is flaking off. Otherwise the building is in good shape. The lease is up on June 30th, 2017. All the board members in attendance looked around the building to familiarize themselves with the building size and layout. At 5:40 pm the board members left 150 Bancroft Street and continued the meeting at 150 N. Main Street at 5:45 pm. Stu Davis left the meeting at this time.

Once the meeting resumed at the City offices Walker informed the board a copy of the previous lease agreement was on page 18 of the packet. It is a two year lease paying \$5,400 a year.

Walker stated she paced off the building and it is about 936 square feet. There may be ways to change the interior to fit another start-ups needs. The building is not in bad shape. Walker would like to discuss what may be a good fit for that property. She is going to talk to members of Michigan Downtown Association to see what others have done. Walker expressed maybe seeing the space used as an art space.

Fromwiller stated she sent some information to Walker on an art project where artists come and work on projects and help each other out. Then artists are allowed to display their art. The artists would work specific hours so building could remain open to the public.

Walker stated that the City has the lowest rates in town for an incubator. After two years there is a threat that the business will leave town. Walker is concerned with service companies only bring so much business and people to town.

Walker stated they are able to get more grants if they have something art related in town. Walker will talk with Lapeer Art Association to see if they have any ideas.

It was inquired of Walker what the total cost to the DDA for maintaining the Bancroft building. Walker stated that if the DDA rents the building then they have to pay property taxes. If the building is not rented then the DDA has to pay the utilities. On page 13 of the packet the liabilities are listed out. Walker will get a better idea of what the utilities would be based off of the current tenant's usages.

Walker stated the DDA has two months to rent the building if they would like to. Fromwiller suggested maybe trying an art initiative for the summer and see how that goes if it doesn't work then the DDA could rent the property then.

Walker will look into an art program, talk to Greg Irwin and will bring some ideas back to the board at the next meeting.

b. Entertainment Coordinator Position Update

Walker has relisted the position until April 20th, 2017. Walker has received a few inquiries and questions on the position. Sarah Graver, the Farmer's Market Manager, is also interested in the position.

The Market Manager is going to start coming to the meetings once a month to report to the board on the market but also to see what the DDA does.

c. Summer Activities Update

Walker stated eight out of ten of the concerts have been booked. Sarah, the Market Manager is working on lining up vendors for the Farmer's Market. All the Thursday market vendors are coming back this year except Jeff the Bread Guy. They are working on scheduling special event days for the market like kids day and the Mulefoot Gastropub may do a cooking demonstration one day.

d. Art in the Rough – Saturday, September 30

Lapeer Art Association is very involved in Art in the Rough this year. Applications to participate are due mid-May. Walker stated more Facebook coverage is needed and she will work on that. At the next board meeting, Walker will present a firm budget.

e. Downtown Art in Action

Walker stated on page 22 is the bid that was sent out last year. On page 23 is the final budget from last year. This year legal services may not be needed, depending on how the DDA handles the art of the artists create. Art in Action could be done in August. Walker contacted Hunter Pope, one of the artists from last year, he is unable to come in August. Walker was unable to reach the other artist, Randy Hughes. It was suggested that the art be displayed with a price listed and the artist would get a portion of the listed price. A month is a long commitment, might want to consider shorter times, try an artist a week. It was suggested to keep the budget but reconfigure it for a variety of artists with shorter commitments.

f. Updates from Special March 28 meeting

i. Budget Line Item "Miscellaneous"

Walker informed the board the line item Miscellaneous has been changed for the new fiscal year. Previously Lawn, Streetscape and Recording Secretary were all under Miscellaneous. In the new fiscal year each will have its own line item.

ii. Depot Drive

Walker is talking with Rowe Engineering and Ed Priehs, Superintendent of the DPW to get a plan and pricing.

iii. Sign for M-53 and Third

Walker reported there has been no progress on the sign but she is still working on it.

g. Approval of 2017-18 DDA Budget

Walker informed the board that since the last meeting she had attended a Department Head meeting and spoke with City Manager Tom Youatt and discussed the 2017-18

budget. A minor change of \$300 was made to the budget. Mayor Bergen did note that the budget does reflect a reduction in the rental income.

Motion by Jorgensen, supported by Murawski to approve the 2017-18 DDA Budget.

ROLL CALL:

Ayes: Jorgensen, Villanueva, Teets, Aldrich, Fromwiller, Murawski, Bergen, Kempf

Nays: None

MOTION UNANIMOUSLY CARRIED

h. Proposed Changes to DDA Façade Grant

Walker stated it was brought to her attention that if a business does not pay property taxes it does not seem like they should get grant money from the DDA. On page 26 the grant program has been updated to state they must pay property taxes and be current on their taxes to receive DDA Façade grant money.

Walker and the board discussed the clarification on entrance doors. Should it apply to any exterior door or only customer entrances? On page 27 it will be clarified that any entrance door applies.

The board also discussed whether a business that is renting could apply as long as they are registered with the county as a business.

Walker pointed out that on page 28 it does state there is a limit on how many times the same address can be awarded grant money. It states two grant approvals in three years. Walker stated that to get approval from the board the property taxes and utilities must be current.

i. Review of Spring Cleaning and Bi-Weekly of Streetscape

Walker walked and discussed expectations with four companies. Three of the companies turned in quotes, the fourth company felt they could not do the work at this time due to family reasons.

Vicki's Clean and Green, Nick and Mac' Custom Lawn Service and Finline Landscape Construction & Maintenance turned in quotes.

Walker suggests accepting quote from Finline Landscape for the Spring Cleaning. They are the lowest bid and they will also be laying down the mulch and planting flowers so this will be an easy transition.

Walker suggests accepting quote from Nick and Mac' Custom Lawn Service for Bi-Weekly Maintenance. It was discussed that there is a large difference in pricing from the two lowest bids. Walker stated everyone received the same information concerning the scope of work but she will make sure everyone understands their contract before finalizing anything.

Motion by Bergen, supported by Teets to accept Finline Landscape Construction & Maintenance as lowest bid for Spring Cleanup.

ROLL CALL:

Ayes: Villanueva, Teets, Aldrich, Fromwiller, Murawski, Bergen, Kempf, Jorgensen

Nays: None

MOTION UNANIMOUSLY CARRIED

Motion by Jorgensen, supported by Bergen to accept Nick and Mac' Custom Lawn Service as lowest bid of \$3,900 annually for Bi-Weekly Maintenance.

ROLL CALL:

Ayes: Teets, Aldrich, Murawski, Bargaen, Kempf, Jorgensen, Villaneuva

Nays: Fromwiller

MOTION CARRIED 7 – YEAS, 1 - NAY

8. NEW BUSINESS

A. Mulefoot Façade Grant

Walker explained the Mulefoot Gastropub was applying for an outside eating area and a door to access the outside eating area. The outside eating area will be located between the Mulefoot Gastropub and Front Row Bar & Grill. There will be a garden box along Third Street and large green bushes along the railroad track side. Walker discussed the plans with Mike Romine and Gerry Edwards, the Zoning Administrator for the City. Walker suggests approving the grant based on the approval of the plans by Gerry Edwards and the owner of the building, Jim Schoonover.

The board inquired as to an exit from the eating area in case of an emergency. Walker stated there would be a gate along the railroad track side of the eating area.

Motion by Teets, supported by Bargaen to approve the Mulefoot Gastropub façade grant based on approval from the Zoning Administrator, Gerry Edwards and the building owner, Jim Schoonover.

ROLL CALL:

Ayes: Aldrich, Fromwiller, Murawski, Bargaen, Kempf, Jorgensen, Villaneuva, Teets

Nays: None

MOTION UNANIMOUSLY CARRIED

B. Director Payroll

Tom Youatt, City Manager, stated DDA's Directors review was very well. City needs to put Walker's raise in budget for fiscal year. A 2.5% raise is average, Union TPOM is 2% raise, Youatt's recommendation is 3% raise.

Motion by Villaneuva, supported by Jorgensen to approve a 3% raise for Director Walker in the 2017-18 Fiscal Budget.

ROLL CALL:

Ayes: Fromwiller, Murawski, Bargaen, Kempf, Jorgensen, Villanueva, Teets, Aldrich

Nays: None

MOTION UNANIMOUSLY CARRIED

9. Director's Report

Walker went over some upcoming events. Walker announced that in two weeks there will be a new ice cream shop on Almont Avenue, the stone building. They will serve scooped ice cream and some food items. They will be coming in to talk to the Zoning Administrator, Gerry Edwards about outdoor seating.

Walker stated on April 25th there will be a Public Hearing at the Planning Commission meeting. Rance Magee would like to rent 100 E. Third Street to have an Escape Room.

The public is invited to come. If the board would like more information, Walker can get that information for them.

Walker stated Garage Sale Mania will be on May 4th, 5th & 6th. Also on May 4th is the opening day for Thursday Farmers Market. Doug Halibicky will also be having a ribbon cutting ceremony on May 4th at 11:00 a.m.

The egg promotion is ongoing. There are about 50 eggs in each basket. Walker suggests an egg be given with each \$10 purchase but it is up to the business owners.

It was asked if there is a way to keep track of the attendance of the Saturday Farmers Market. Walker stated they would be tracking attendance.

10. Member comment

11. ADJOURNMENT

Motion by Bargaen, supported by Jorgensen to adjourn the meeting at 6:34 p.m.

MOTION UNANIMOUSLY CARRIED

Submitted by Anne McAvoy: _____

Recording Secretary