

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, August 14, 2017
DRAFT**

A regular meeting of the Downtown Development Authority was held on August 14, 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 5:38 p.m.

2. ROLL CALL

Present: Walt Bargaen, Joi Kempf, Kelly Villanueva, Tracy Aldrich, Beth Fromwiller, and Beth Murawski.

Absent: Kim, Jorgensen, Steve Teets, Stu Davis and Samuel Galiana.

Also present: DDA Director Dana Walker

3. APPROVAL OF AGENDA

Motion by Bargaen, supported by Murawski to approve the agenda

MOTION UNANIMOUSLY CARRIED

4. PUBLIC PARTICIPATION

5. APPROVAL OF MINUTES

REGULAR MEETING- July 10, 2017

Motion by Villanueva, supported by Bargaen to approve the minutes of the Regular Meeting minutes dated July 10, 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. Downtown Art in Action

Walker stated there are six artists participating. There are a couple of pieces that are finished or close to completion. The pig piece is done and the giraffe will be finished soon. The meet and greet with the artists need to be scheduled.

b. @ 150 Pop

Walker told the board the application is online and she sent press releases to the County Press, Tri City Times, Mott Community College and the MML and MDA. A copy of the application is on page 13 & 14 of the packet. Walker made the business plan portion clearer on the application. The contract has been sent to the attorney. Walker is hoping to have applications to review at the September meeting. Walker borrowed language for the application from other groups that have similar programs.

c. Summer Activities Update

Walker stated there are two concerts in the park left in this season. Those concerts are 3rd Degree Burns and Big Band which is swing music. Walker stated that Sarah Graver made some notes for some improvements for the ice cream social for next year. Saturday's Farmers Market is moving along. This upcoming Saturday the Mulefoot will have bread for sale and Sabbath Coffee will be there. Walker stated there is a need for more vendors. Murawski suggested more signage advertising the market. Walker stated the last Pop-Up in the park will be August 23rd from 5:30 p.m. to 6:30 p.m. It will be yoga in the park with Catherine Minolli.

d. Art in the Rough – Saturday, September 30

Walker will be having a meeting on Monday with LAA. There are sixteen artists participating so far. The DDA will be working with Sheridan Insurance and the Chamber of Commerce to get the liquor license. Sponsorships are still available. Walker stated in the sponsorships they will be offering a Diamond in the Rough sponsorship which is a \$150 sponsorship. This will include a press release, free tickets and signage at the event.

e. Food Truck Event

Walker stated the food truck event would be from 4:00 p.m. to 9:00 p.m. at Lamb Steele Park Friday September 15th, 2017. Walker talked with Sean Marconi. He will invite food trucks, he takes a percentage from the food truck sales. Walker sent an application to Sean. Each vendor will need to fill out an application and there is a \$25 fee with each application. Walker stated the vendors would not need any power hook ups. They are all self-contained. Walker would like music at the event. Walker discussed possibly needing a tent for music.

f. Façade Grant Discussion

Walker stated this is a working document and feels we need to continue to look at it and make changes and updates as needed. Walker discussed what the Board recently approved and denied. Walker feels the Board needs to clarify the guidelines and make it clearer. Walker questioned whether the program should be open to just property owners verses property and business owners. Walker feels it needs to be clear on property owner and/or business owner or each address or the building as a whole. Currently it is \$2,500.00 per building per year. The Board discussed per building versus per address/business. Consensus was it should be per building. The Board then discussed

what should be allowed; fencing, ramps, decks etc. Walker stated this needs to be clear and be consistent. Board member Murawski suggested looking into building codes. Board member Kempf questioned why items were excluded. Walker suggested they could change to a score criteria. It was suggested they have a separate historical program. It was questioned what other DDA's with façade grant programs allow. Walker will gather some more façade grant program's criteria and their language.

g. Christmas Tree

Walker stated the DDA needs to have a back-up plan. Walker stated she and DPW Superintendent Ed Priehs could get an idea of where a new tree could go. It was suggested the tree change from a Blue Spruce to a Norway pine or another species that is not so prone to disease. It was suggested Walker check with an arborist. The location was discussed. If the tree should be located at Lamb Steele Park or Farmers' Market or by M-53.

8. NEW BUSINESS

a. Downtown T-shirt Idea

Walker presented a picture for a possible t-shirt to be sold to promote downtown. The theme presented was "Your Canvas Awaits".

9. Director's Report

Walker will email the Director's Report Wednesday morning.

10. Member comment

It was questioned what the rules were for missed meetings by board members. Walker stated she believed it was three times without being excused but she will check into it.

It was stated the flowers downtown look really nice.

Walker stated she will be contacting the railroad company again about clearing the brush/weeds along the railroad tracks so the tracks can be seen from the depot platform.

11. ADJOURNMENT

Motion by Barga, supported by Murawski to adjourn the meeting at 6:30 p.m.

MOTION UNANIMOUSLY CARRIED

Submitted by Anne McAvoy: _____
Recording Secretary