

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

A regular meeting of the Downtown Development Authority was held on September 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 5:35 p.m.

2. ROLL CALL

Present: Walt Bargaen, Joi Kempf, Kim Jorgennsen, Steve Teets, Tracy Aldrich, Beth Fromwiller, Beth Murawski, Stu Davis and Samuel Galiana. Kelly Villanueva arrived at 5:44 p.m.

Absent: None

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 with the additions of 8b. Appointment of Stu Davis to the Board, 8c. Somewhere in Time Façade Grant and 8d. Kempf's 144 E. Third Façade Grant.

MOTION UNANIMOUSLY CARRIED

4. PUBLIC PARTICIPATION

5. APPROVAL OF MINUTES

REGULAR MEETING- August 14, 2017

Motion by Davis, supported by Bargaen to approve the minutes of the Regular Meeting minutes dated August 14, 2017.

MOTION UNANIMOUSLY CARRIED

6. FINANCIAL REPORT

a. DDA EXPENDITURE REPORT

b. BALANCE SHEET

c. CHECK REGISTER REPORT

Received and filed.

Walker explained two line items had been added to income and expenses. Those line items are Art Initiative and Art in the Rough.

7. OLD BUSINESS

a. Downtown Art in Action

Walker informed the board the meet and greet went well. Fifty-five people attended. There is a committee working on placing the finished art pieces. This year there are over 20 pieces. Each piece needs a top coat to be applied then the pieces can be hung. Walker will have a budget breakdown for the next meeting. This year's sponsors were Rotary, Lakestone Bank and Vintech. Walker stated they did come in under budget. Walker stated that in the future the Board will need to decide if they would like to continue Downtown Art in Action. The Board also needs to think about whether they would like to auction any of the pieces.

b. @ 150 Pop

Walker stated that she had not received any applications yet. She is working on getting the word out. The artists told her that people came in asking where the studio was and if they give lessons.

c. Summer Activities Update

Walker stated Thursday's Farmers Market is doing fine. They are having trouble keeping vendors consistently at Saturday's Farmers Market. There is low attendance. Last Saturday there was not a produce vendor but there was 8 vendors and 50 people in attendance.

d. Art in the Rough – Saturday, September 30

Walker stated she is looking for volunteers to work setting up and during the event. Setting up volunteers will be needed from 2:00 p.m. to 6:00 p.m. and volunteers for the event will be needed from 6:00 p.m. to 10:00 p.m. Walker is working with the Chamber of Commerce on the liquor license. There are 18 artists signed up for the event. Tickets are now available.

e. Façade Grant Review

On page 14 Walker has suggestions on how to update and adjust the façade grant program. Board member Davis questioned whether Improve/update vacant or underutilized was meant to modernize buildings. Walker stated yes because for a building to be ADA compliant it needs to be updated and modernized. It was discussed if they offered only for historical updating it would rule out businesses doing any work because of the cost involved to historically update a building. It was suggested to take out historic in Improve/upgrade vacant and add at the discretion of the Board.

Motion by Davis, supported by Murawski to make the above changes to the Façade grant guidelines.

f. Landscape Bid for 17-18

Walker stated it is currently under two bids. One for mulch and planting and one for maintenance. Walker made a few changes to the bid description which is in the packet and would like to make it where bidders can bid for one or both. It is for a one year

contract with the option to renew up to three years. Walker questioned when the service contract should start. It was decided to make the contract go from April 1st to March 31st. Villanueva suggested the contract include picking up garbage in the flower beds too. Walker is going to put an ad in next week's paper so she can show potential bidders what is included while the weather is still nice. The ad will be in the Tri-City Times, The County Press, on Facebook and any other venues Walker can find available.

The landscape company currently under contract is not done yet. They still need to cut back flowers for the winter. It was brought up that they are getting lax at the Fourth Street and Almont Avenue beds.

Motion by Teets, supported by Bargaen to put ads in.

g. Extension for Kitty's Place Façade Grant Application

Walker explained on page 22 is the application for Kitty's Place. Walker is suggesting the Board give an extension on the completion timeframe.

Motion by Murawski, supported by Jorgensen to give Kitty's Place an extension on her façade grant.

h. Community Report Forum, First Impressions, October 18 5:30-8pm at Library

Andy Northrup from Michigan State Extension is going to present his findings from what the tourists found. Light snacks will begin at 5:30 p.m. There were 5 or 6 tourists that came and saw Imlay City. The presentation starts at 6:00 p.m. The MSU Extension will award \$2,500.00 for implementation of some of their suggestions.

8. NEW BUSINESS

a. Volunteer Group

Walker stated she needed a group of volunteers tomorrow, September 12, 2017, at 5:00 p.m. to set up bales of straw, corn stalks and plant mums. Also Walker is going to be looking at getting volunteer groups that can help with community events. The group Spark was brought up and stated we need to keep that group going.

b. Appointment of Stu Davis to Board

Walker stated board member Stu Davis term ended on June 30th, 2017 and she stated Mr. Davis would need to be reappointment to the Board. Mayor Bargaen recommended Mr. Davis be reappointed to the Board and he would take the recommendation to the City Commissioners.

c. Somewhere in Time Façade Grant

This was presented as an addition to the packet. Façade grant application is for window lettering for doors and windows in the amount of \$230.00 total. Reimbursement amount is \$115.00.

Motion by Jorgensen, supported by Bergen to approve Façade Grant request for Somewhere in Time in the amount of \$115.00.

ROLL CALL:

Ayes: Kempf, Jorgensen, Villanueva, Aldrich, Fromwiller, Murawski, Davis, Galiana, Bergen

Nays: None

Abstained: Teets

MOTION UNANIMOUSLY CARRIED

d. Façade Grant – Kempf 144 E. Third

This was presented as an addition to the packet. Façade grant application is for scraping and painting the building for a total of \$ 1,750.00. Reimbursement amount is \$875.00. The color will remain the same.

Motion by Bergen, supported by Murawski to approve the Façade Grant Request for Kempf 144 E. Third in the amount of \$875.00.

ROLL CALL:

Ayes: Jorgenson, Villanueva, Teets, Aldrich, Fromwiller, Murawski, Davis, Galiana, Bergen

Nays: None

Abstained: Kempf

MOTION UNANIMOUSLY CARRIED

9. Director's Report

Walker stated on October 6th there will be a tailgate party for Homecoming. This is a Chamber of Commerce event but the DDA will be helping with it. Walker discussed Merchant Trick or Treating. She wanted to know if it would be worth shutting down Third Street for the event. The DDA is not opposed to closing the Third Street from Main to Almont Avenue. It was suggested that signs be put out stating to watch for children instead of closing the street because at what time would the street need to be closed to keep cars from parking there.

10. Member comment

It was brought up the concern of the garbage that accumulates in front of the Pizza Machine. It was stated that it looks bad and smells. Could a larger square container be purchased for that location to accommodate the square pizza boxes or could the garbage be picked up there more often.

Board member Teets wondered if anyone knew where the blue stringy material is coming from.

It was suggested that the Art in Action show their work at a later time. Some of the artists were not there on time and were not ready at the start time. It was suggested to change the time to 6:00-8:00 p.m.

11. ADJOURNMENT

Motion by Davis, supported by Barga to adjourn the meeting at 6:24 p.m.

MOTION UNANIMOUSLY CARRIED

Submitted by Anne McAvoy: _____

Recording Secretary