

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

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

**2. ROLL CALL**

Present: Walt Bargaen, Joi Kempf, Kim Jorgensen, Steve Teets, Beth Fromwiller, Stu Davis and Samuel Galiana.

Absent: Tracy Aldrich, Beth Murawski, and Kelly Villanueva

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

**3. APPROVAL OF AGENDA**

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

**MOTION UNANIMOUSLY CARRIED**

**4. PUBLIC PARTICIPATION**

City Manager Tom Youatt says "Go Green."

**5. APPROVAL OF MINUTES**

**REGULAR MEETING- September 11, 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.

**7. OLD BUSINESS**

a. **@ 150 Pop Application, Castle in the Sky Books and Gifts**

Walker stated on page 13 is the application from Sarah Graver, business owner of Castle in the Sky. Ms. Graver has business experience. She has been running this business from her home. She would like to take advantage of the upcoming holiday season. Ms. Graver brought in sample items. Currently she concentrates on children books and games, this is because of the limited space she has in her home. Once she has more space she will branch out to include books for adults. Ms. Graver is also going to offer an after school

program. Ms. Graver stated she would like to participate in Merchant Trick or Treating, even if she is not in the building. She would like to give handouts, coupons and candy. Walker stated the DDA's responsibility would be to connect business owner with a potential new location and help with the zoning process if need be. Walker is also looking into getting local attorneys and CPAs to donate five hours to help the new business.

Motion by Davis, supported by Jorgensen to approve the application for @ 150 Pop to Castle in the Sky Books and Gifts for six months assuming all conditions are met.

**b. Art in the Rough – Saturday, September 30**

Walker informed the Board there would be a follow up meeting on Monday, October 23<sup>rd</sup>, 2017. Walker thinks this year was well attended. There was 120 tickets sold and nine buildings participated. A few days before the event Gem and Diamond called requesting to participate and showcase Ms. Johnson's work. Walker is working on an email to the hosts and artists asking for feedback. Walker stated the event did start out slow but artists also didn't advertise the event themselves. Walker will have more details next month.

Davis suggested they choose a date earlier in the season so that it is light out later and warmer.

**c. Façade Grant Review and Approval**

On page 22-25 is the updated program objectives. Walker updated on page 23 the eligible repairs. On page 24 Walker added a hold harmless clause. Walker stated once the Board approves these changes, they can start using these guidelines in the program.

**Motion** by Bargaen, supported by Davis to approve the changes made to the façade grant program and to implement them.

**d. Community Report Forum, First Impressions, October 18 5:30-8 p.m. at Library**

On October 18<sup>th</sup> is the Community First Impressions Forum, Walker stated there will be snacks from 5:30-6:00 p.m. The committee will present their findings and make suggestions at 6:00 p.m. There will be time for questions at the end. The program will give \$2,500.00 to implement some of their suggestions.

**e. Streetscape Update, Bid Due October 20, Front Entrance Redo?**

Walker informed the Board the bids are due October 20<sup>th</sup>. Nick and Macs and Fineline Landscaping met with Walker and went over what the bids should include. Walker stated the front entrance at M-53 and Third Street needs to be revamped. She is suggesting different plantings. Spicer did a mock up for signage at the bridge that would coincide with the M-53 gateway. Walker would like signage at Third Street to match the gateway sign. Walker stated that they need to help in mind the sewer work and M-53 Capital Improvement plan. This work may impact part of the landscaping at M-53 and Third. City

Manager Tom Youatt stated they are hoping to start next year but might not start for two years.

It was brought up that the word City on the digital sign cannot be read. The color is difficult to see.

Fromwiller stated this is the third year the M-53 and Third Street landscaping has been brought up. She suggested they budget for the project and hire someone to do it, getting volunteers is too difficult.

Walker stated Fine Line Landscaping did give an estimate for M-53 and Third Street.

## **8. NEW BUSINESS**

### **a. Winter Playground, Friday, December 1, 5pm-8pm**

Walker stated she is working on confirming activities and participation of businesses in town. It is December 1<sup>st</sup> from 5:00-8:00 p.m. The Chamber is in charge of the parade. The tree lighting will be after the parade.

### **b. MDA Conference, Bay City, October 18-19**

Walker stated the Michigan Downtown Association is having their conference on October 18-19<sup>th</sup> in Bay City. Walker is the commentator for Trends in Brewery and Winery. Walker is looking forward to the conference.

## **9. Director's Report**

Walker stated the Merchant Trick or Treating is October 28<sup>th</sup> from 11:00-1:00 p.m. The DDA will be passing out bottles of water. October 26<sup>th</sup> is the first meeting for the Redevelopment Ready Community Committee. Walker stated she submitted four projects to City Manager Tom Youatt for the City's Capital Improvement Plan. It is in the beginning stages. DDA will work with the city on timing and funding these projects. Mr. Youatt stated they would be meeting with John Olson the planner on Thursday October 19<sup>th</sup>, 2017. There are 18 or 19 projected projects. When they meet they will be reviewing scoring on the projects and put them in order of priority. After the scoring priority is done the larger group will go over the projects. This should be done by December 2017. Once done this will make the City eligible for CGB funding. All projects will be ranked and prioritized. This is also part of the RRC program.

Walker stated she attended the CEC Conference in Howell. They had a cool concept this year. Each of the break outs were at different stores or restaurants in town. You had 30 minutes to get to each break out. There were some good ideas. Walker took the art tour. She feels Imlay City is on track with our art ideas. The art that was recently completed at the Bancroft building will be hung soon. Walker will be out of town October 12-16<sup>th</sup> but she will be back in time for the meeting.

**10. Member comment**

Davis feels that the town he came from was more cohesive than Imlay City is. The schools, fire department, Chamber, merchants, and the community as a whole worked together. Walker stated the schools, fire, Chamber, DDA and others in the community do work together and all departments are very supportive.

**11. ADJOURNMENT**

**Motion** by Jorgensen, supported by Barga to adjourn the meeting at 6:12 p.m.

**MOTION UNANIMOUSLY CARRIED**

Submitted by Anne McAvoy: \_\_\_\_\_

Recording Secretary