

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
MONDAY, APRIL 11, 2016  
DRAFT**

A regular meeting of the Downtown Development Authority was held on April 11, 2016 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: Joi Kempf, Kelly Villanueva, Walt Bargaen, Beth Fromwiller, Beth Murawski, Kim Jorgensen, Stu Davis, Tracy Aldrich

Absent: Steve Teets, Sarah Norat Phillips

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

**3. APPROVAL OF AGENDA**

**Motion** by Jorgensen, supported by Bargaen to approve the agenda as presented.

**Unanimously carried**

**4. PUBLIC PARTICIPATION**

None.

**5. APPROVAL OF MINUTES**

**REGULAR MEETING- Monday, March 14, 2016**

**Motion** by Bargaen, supported by Davis to approve the minutes dated March 14, 2016 as presented.

**Unanimously carried**

**6. FINANCIAL REPORT**

**a. DDA EXPENDITURE REPORT**

**b. BALANCE SHEET**

**c. CHECK REGISTER REPORT**

Received and filed. Walker noted that the information contained on page 7 of the packet was the most up-to-date report as she revamped some of the expenses that are a better fit in line items other than what they have been previously assigned to. Clerk/Treasurer Nicole Frost made the changes and the reports now offer a more accurate view.

**7. OLD BUSINESS**

**a. Self-Watering Containers/Streetscape**

Walker has written two grants for the containers with one to Four County Community Foundation still outstanding. The containers are in the DDA's possession and the plants have been ordered from the Lapeer County Ed Tech FFA program greenhouse. Walker says the FFA has agreed to "foster" the plants in the containers at their greenhouse. Walker also noted that Kim Jorgensen secured another pallet of soil for the 11 existing regular containers courtesy of Scott's Hyponex. The soil for the self-watering containers will be purchased locally, from Hortmark and/or Day's Greenhouses, which are owned by the same family.

**b. Façade Grant, Joi Kempf update**

Information was attached as pages 11-15 of the packet. Walker noted that the board had approved the grant request on Sept. 14, 2015 but more than six months have passed so she was bringing it to the board again for approval.

**Motion** by Bargaen, supported by Murawski to approve the Façade Grant Application from Joi Kempf as presented with a total 50% reimbursement from the DDA of \$837.50.

**ROLL CALL:**

**AYES:** Kempf, Villanueva, Murawski, Davis, Bargaen, Jorgensen, Aldrich, Fromwiller

**NAYS:** None

**Unanimously carried.**

**c. Buy Local Campaign April**

Notes were attached regarding the upcoming advertising campaign as page 16 of the packet. Walker has distributed information about the campaign to local businesses within the DDA district. Discussion was held regarding offering a reduced price for non-profits in the future.

The board discussed the particulars of the campaign, which will include a big group photo of the participating businesses, with three businesses being highlighted in each ad.

Davis suggested teaming up with the Chamber to expand the reach, however it was noted that one of the goals of the campaign is to make people aware of the parameters of the DDA district and to highlight the businesses in the DDA district.

**d. Addition of Wi-Fi to Downtown Update**

Information regarding the ongoing project was attached to the packet as pages 17-18. Walker and Youatt were to meet with Frontier Communications regarding the project later in the week. Walker informed the board that the DDA had \$2,100 in Capital Outlay budgeted through the end of the fiscal year, which is June 30, 2016. She noted that if the project were completed by then, all of those funds would be used and the monthly fees

would have to be budgeted for. She reminded the board that the addition of WiFi is in line with the DDA's master plan.

At the same time Walker noted that there are other pressing matters to be considered regarding capital outlay, such as some parking lots in the DDA district. Walker encouraged the board to begin thinking of priorities for completion within the fiscal year.

Walker will present more information at the next regular meeting to help board members decide priorities.

**e. 2016-17 Budget Review**

The proposed budget was attached as pages 19-20 of the packet. Walker noted that there were no significant changes in income or expenses. Walker encouraged the board to begin to consider how they wish to use the \$29,000 budgeted for Capital Outlay, whether it is for the WiFi project, for the M-53 corridor or other projects outlined in the master plan.

Youatt will bring the budget to the city commission for approval. He noted that the decision with regard to the \$29,000 Capital Outlay was not required at the moment.

**Motion** by Davis, supported by Fromwiller to approve the 2016-17 Budget as presented.

**ROLL CALL:**

**AYES:** Kempf, Villanueva, Murawski, Davis, Borgen, Jorgensen, Aldrich, Fromwiller

**NAYS:** None

**Unanimously carried.**

**8. NEW BUSINESS**

**a. Siding repair/replacement 150 Bancroft Street**

Information and bids regarding the repairs were attached to the packet as pages 21-24. Discussion was held regarding the disparity in the bid amounts. Discussion was held regarding the small scope of the project, which may be why only two bids were received.

**Motion** by Davis, supported by Murawski to approve the bid submitted by Paragon Investment Firm LLC D.B.A. Hammer Time Home Improvements in the amount of \$900.00 for repair/replacement of siding at 150 Bancroft Street.

**ROLL CALL:**

**AYES:** Kempf, Villanueva, Murawski, Davis, Bergen, Jorgensen, Aldrich, Fromwiller

**NAYS:** None

**Unanimously carried.**

**b. Heidi VanKersen Resignation/Promo Assist Open Position**

A copy of Heide VanKersen's resignation letter was attached to the packet. Walker has advertised for the position, with an application deadline of April 27, 2016. She will schedule interviews and make her recommendation at the next regular meeting.

Walker noted that the Farmers Market is opening on May 5, 2016, and that she will handle it until the position is filled. Walker added that VanKersen has expressed a willingness to continue to help on some projects, including the movie series set up and watering containers in the summer.

**Motion** by Bergen, supported by Davis to accept Heidi VanKersen's resignation with regrets.

**Unanimously carried.**

**c. Public Art Initiative**

Information regarding the proposed project was attached to the packet as page 26. A target date for an Art in the Rough II event has been set at Sept. 27, 2016. Two grants have been written to help fund the project and Walker has sent a copy of the DDA's mural agreement to the city attorney for review for similar use in the proposed Public Art Initiative project. County Commissioner/Fair Manager Ian Kempf has volunteered to serve as project manager. Walker recommended that the DDA approve their portion of funding for the proposed event.

Motion by Davis, supported by Aldrich to initiate the Public Art Initiative as outlined in the packet and described in the Director's Report, and authorize the expenditure of up to \$2,500.00 on the project.

**ROLL CALL:**

**AYES:** Kempf, Villanueva, Murawski, Davis, Bergen, Jorgensen, Aldrich, Fromwiller

**NAYS:** None

**Unanimously carried.**

**9. Director's Report**

A copy of the Director's Report was attached to the packet, and items discussed per above.

**10. Member comment**

Murawski queried about finding a better way to secure the banners on the poles. Walker noted that the way the banners were formerly secured created problems and since then a better way to secure them has been implemented.

Walker distributed a letter from Lego hobbyist Justin Pankey expressing gratitude to the DDA for supporting his exhibit.

A job description for the DDA Promotions Assistant position was also distributed to the board.

**11. ADJOURNMENT**

**Motion** by Davis, supported by Bargaen to adjourn the meeting at 6:25 p.m.

**Unanimously carried**

Submitted by Catherine Minolli: \_\_\_\_\_

Recording Secretary