

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
THURSDAY, FEBRUARY 18, 2016
DRAFT**

A regular meeting of the Downtown Development Authority was held on February 18, 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 4:00 p.m.

2. ROLL CALL

Present: Joi Kempf, Kelly Villanueva, Walt Bargaen, Steve Teets, Beth Fromwiller, Beth Murawski, Kim Jorgensen, Sarah Norat Phillips

Absent: Stu Davis, Tracy Aldrich

Also present: DDA Director Dana Walker

3. APPROVAL OF AGENDA

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

Unanimously carried

4. PUBLIC PARTICIPATION

None.

5. APPROVAL OF MINUTES

REGULAR MEETING JANUARY 11, 2016

Motion by Norat Phillips, supported by Bargaen to approve the minutes dated January 11, 2016 as presented.

Unanimously carried

6. FINANCIAL REPORT

a. DDA EXPENDITURE REPORT

b. BALANCE SHEET

c. CHECK REGISTER REPORT

Received and filed.

Walker discussed the line item 973002, for the railroad leases for Almont and Third St. and Depot Drive. The DDA has always been proactive in paying the leases, and the leases have been taken care of for the year so there will be no surprises.

7. OLD BUSINESS

a. Self-Watering Containers/Streetscape

Information regarding the self-watering containers being considered by the DDA was attached as page 11 of the packet. Walker informed the board that there is a good chance grant funds from Four County Community Foundation may be available to assist with the purchase of more sets of the containers for spring planting. Walker said there is room in the budget for two sets of the containers, at a cost of about \$1,600 for both sets.

Bargen mentioned a Rotary project wherein grant funds may be available if the recipient promises to plant purple flowers (of any type) in the containers to recognize Rotary International's worldwide polio eradication project. Bargen mentioned that the Rotary Club would like plaques acknowledging same on the planters if the DDA gets the grant funds.

Jorgensen mentioned Four County would like plaques as well if they approve the grant. Walker mentioned that Imlay City Monuments would provide the plaques.

Motion by Bargen, supported by Teets to authorize the purchase of two sets of self-watering containers at an approximate cost of \$1,600 for both sets plus shipping, and authorize Walker to pursue grant funding from the Rotary Club and Four County Community Foundation for a total of six sets.

ROLL CALL

Ayes: Bargen, Kempf, Jorgensen, Villanueva, Fromwiller, Teets, Murawski, Norat Phillips

Nays: None

Unanimously carried

b. Lego Exhibit Review/Upcoming Promo Event

Walker noted that the Lego exhibit has been well received, with residents from around the area, not just Imlay City, attending the exhibit. A sign in sheet reflects that 1,000 visitors have come to see the exhibit, traveling from places like Oxford, Bay City, Royal Oak, Sandusky, etc. The creator of the exhibit, Justin Pankey, expressed an interest in extending the exhibit for one more month and requested another \$400 to do so. Walker said Pankey has been collecting donations but has still come up short in terms of expenses, supplies, utilities and his time.

Motion by Murawski, supported by Bargen to approve the extension of the Lego exhibit for a total cost of \$400.

ROLL CALL

Ayes: Bargen, Kempf, Jorgensen, Villanueva, Teets, Murawski, Norat Phillips

Nays: Fromwiller

Motion carries 7-1

c. Lighting of Trees/Police Station Tree Bid

One bid was received and was attached to the packet as pages 13-14.

Motion by Bergen, supported by Jorgensen to approve the bid as submitted by Weingartz Tree Service LLC for a total of \$5,125.900 for lighting of downtown trees and lighting of the tree at the police station.

ROLL CALL

Ayes: Bergen, Kempf, Jorgensen, Fromwiller, Murawski, Teets, Norat Phillips, Villanueva

Nays: None

Unanimously carried.

d. Job Fair co-sponsored with Almont update

An application for employers interested in participating in the co-sponsored Job Fair was attached to the packet as page 15. Walker updated the board on the Job Fair, which will be held in March at the Country Side Banquet Center.

e. All Cities Restoration Façade Grant-work completed

Walker updated the board on the completed status of the grant and attached a copy of the approved grant application as page 17 of the packet.

8. NEW BUSINESS

a. Buy Local Campaign April

Walker discussed a new Buy Local campaign planned to kick off in April. Information was attached as page 21 of the packet. Walker will encourage all businesses within the DDA District—not just downtown businesses—to participate in the campaign. The cost will be about \$150 per participant for a four week campaign. The campaign will take place in local newspapers, social media and the digital sign in front of the police station.

b. Redevelopment Liquor License request

Walker informed the board that the Imlay City Commission approved the re-development liquor license request. She is sending the application out on February 19, 2016 and then it is in the hands of the state liquor control commission.

c. Bench sponsorship request

Walker informed the board that employees at First Impressions Hair Salon wish to sponsor a bench in memory of their friend and former colleague. They requested a bench be placed in the bump out near their business. Walker also informed the board that the employees wish a likeness of their friend (a head-and-shoulders portrait) be included on the memorial plaque.

Discussion was held regarding the number of benches still available for sponsorship, the size of the plaque, the placement of the bench and whether or not an image is appropriate for inclusion in the plaque.

Consensus was reached allowing Walker to inform the employees at First Impressions that they could sponsor a bench, with a plaque and a likeness of their friend on the plaque, for \$500, but that their sponsorship would be for the bench in front of the Edward Jones building, which faces the First Impressions Hair Salon. If the First Impressions group wishes to have a new bench placed in front of their business, the purchase of the bench plus installation would be up to them and not covered by the DDA/

d. State Legislature Bill to Drastically Reduce DDA's effectiveness

Walker discussed House Bill 5232 and its potential impact on DDAs. A letter expressing concern over the proposed legislation which has been signed by the city commission was attached as page 22 of the packet. The letter is addressed to Senator Mike Green, as Lapeer County currently has no representation in the State House. Walker is going to Lansing next week, along with Almont DDA Director Nancy Boxey, to rally against the proposed legislation. She will also provide board members with the names of the state representatives on the committee regarding the bill, as well as who proposed the bill.

e. Addition of WiFi to downtown

Walker discussed the city commission's approval of funds to connect the police station to the county hub. This presents an option for the city to get WiFi down Third Street. Walker noted the advantages of having same for visitors to the Farmers Market, Blueberry Festival, Concerts in the Park, etc. The cost is projected at at least \$21,000. Norat Phillips believes the cost is a bit on the low side, noting that two anchors are needed to effect the WiFi, and it is unclear where the second one will be other than City Hall.

Bargen suggested Walker look into the possibility of receiving grant funds via 'place making grants.'

Norat Phillips said that more details are needed and there are many unanswered questions, including monthly service fees, etc. Walker will look further into the matter.

9. Director's Report

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

10. Member comment

None

11. ADJOURNMENT

Motion by Bargaen, supported by Norat Phillips to adjourn the meeting at 4:55 p.m.

Unanimously carried

Submitted by Catherine Minolli: _____

Recording Secretary