
Meeting Minutes

Call to order

A regular meeting of the Downtown Development Authority was held on September 14, 2015 at the Imlay City Hall, 150 N. Main Street, Imlay City, MI 48444.

Roll Call

Present: Walt Bargen, Stu Davis, Steve Teets, Joi Kempf, Kelly Villanueva, Beth Fromwiller

Absent: David Held, Kim Jorgensen, Luann Valdez, Sara Norat-Phillips

Also Present: DDA Director Dana Walker; Imlay City Manager Tom Youatt.

Approval of Agenda

Motion by Bargen, supported by Steve Teets to approve the agenda with agenda with the elimination of new business d. Grant Application by Argyris to adding d. Grant Application by Kempf. Adding New Business: f. Discussion of Grant Application and g. Tailgate Party. *Unanimously Carried*

Approval of Minutes-Regular Meeting, August 10, 2015

Motion by Davis, supported by Bargen to approve the minutes dated August 10, 2015. *Unanimously Carried*

Financial Report

- a. DDA Expenditure Report
- b. Balance Sheet
- c. Check Register Report

Received and Filed

Old Business

ABC Grant

1. Update on Contest/Deadlines for Application-Walker noted that the deadline for the ABC contest is November 6th, 2015.

2. Upcoming ABC Events/Activities:

Vision Session- A day-long community visioning workshop, overseen by representatives from Detroit-based Archive D.S., will take place at the Ruth Hughes Memorial Library from 10 a.m. to 7:30 p.m. Walker encourages the Board to attend.

Art in the Ruff- October 24th, 2015 (5pm to 10pm)

- \$10 pre-paid ticket, \$25 at the door
- 3 buildings will feature Michigan Artist (non-juried)
- Celebration of the Revitalization plan- Beer and Wine Sampling
- 11am-1pm Merchant Trick or Treat
- Pickle Barrel Contest (community art/local support)
- High School Art will be featured in local businesses.

Update on Streetscape Items- A subcommittee met with BB Landscaping on 9/14/2015

Notes:

1. Couple year plan
2. Creating a list/work within the budget
3. Biweekly weeding schedule
4. More perennials-adjusting flowers to sun/shade
5. Frankenmuth-alternative funding- Beautification fund (public funding)
6. 11 planters-fall theme- getting quote/price \$300-\$400 possible sponsorship

M-53 Corridor Study

Walker stated over 1,000 people participated in the corridor study. Youatt stated there were many positive suggestions and he sees progress ahead. A public meeting is in the works.

DDA/City participation in MEDC Facade Improvement Grant

Page 11-12 in the agenda packet. Dana stated a letter went out to all the downtown businesses that are eligible for the grant. She stated that it is important that businesses understand the a 3rd party submits a appraisal for the work- but one contractor will do the work for the all the grant work.

Fairgrounds in the District Discussion-To be tabled to next meeting.

Directors Review-

Kempf Stated that overall, Dana Walker received a overall average of a "4" rating .

New Business

- a. Facade Grant Application- Janet O'Donnel- Motion by Teets, Supported by Villanueva to approve the Grant Application for the property at 101 3rd Street, with the acquired signature and date by Janet O'Donnel on the Facade Application.

Roll Call:

Ayes: Bergen, Teets, Kempf, Villanueva, Fromwiller

Nayes: Davis

Motion Carried

b. Facade Grant Application- Brian Hill- **Motion** by Davis, Supported by Bergen to approve the Facade Grant Application for the property at 210 E Third Street with the support from Jerry Edwards in regards to the legality of the existing sign.

Roll Call

Ayes: Bergen, Teets, Davis, Kempf, Villanueva, Fromwiller

Nayes: None

Unanimously Carried

c. Facade Grant Application-Kelly Villanueva- Correction- Estimated price \$600 \$300 reimbursement. **Motion** by Bergen, Supported by Davis to approve the Façade Grant Application at 325 North Cedar Street.

Roll Call:

Ayes: Bergen, Teets, Kempf, Fromwiller

Nayes: None

Sustain from voting: Villanueva

Unanimously Carried

d. Façade Grant Application-Joi Kempf- **Motion** by a Bergen, Supported by Davis to approve the Facade Grant Application for the property at 109 East Third Street.

Roll Call:

Ayes: Bergen, Teets, Davis, Villanueva Fromwiller

Nayes: None

Sustain from voting: Joi Kempf

Unanimously Carried

Facade Grant Application-Joi Kempf- Motion by a Bergen, Supported by Davis to approve the Facade Grant Application for the property at 144 East Third Street.

Roll Call:

Ayes: Bergen, Teets, Davis, Villanueva Fromwiller

Nayes: None

Sustain from voting: Joi Kempf

Unanimously Carried

e. DDA Board Meeting Date October Change to November 12th.

f. Facade Grant Application-Walker stated that in the facade application bylaws there is a set number a business can apply for the same grant per business. Walker will email villanueva this information for the secretary's report.

g. Tailgate Party- Villanueva stated the Tailgate party is on Friday, October 9th, 2015. Villanueva asked Walker to all the information in her emails to businesses.

Directors Report

Notes:

1. Winter Playground- Change date and time, and promote as a lighted parade
2. Straw Bales will be delivered next week by Penzien Farms.
3. Davis recommended we find someone to take the straw bales at the end of the season.

Member Comments

Adjournment

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

Unanimously Carried

Submitted by Kelly Villanueva

Acting Secretary-Catherine Minolli not at meeting to take notes.

Reports

[Need to add your own headings or more text? No problem. On the Home tab of the ribbon, check out the Styles gallery to easily apply any text formatting you see in this document.]

Unfinished business

[Add your text here.]

Motion

[Add your text here.]

New Business

[Add your text here.]

Announcements

[Add your text here.]

Adjournment

[Add your text here.]

Secretary

Date of approval