

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, OCTOBER 05 2015
DRAFT**

A regular meeting of the Downtown Development Authority was held on October 5, 2015 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, Steve Teets, Beth Fromwiller, Stu Davis, Kelly Villanueva, Kim Jorgensen

Absent: Dave Held, Walt Bargen, Sarah Norat Phillips, LuAnn Valdez

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

3. APPROVAL OF AGENDA

Motion by Davis, supported by Villanueva to approve the agenda with the addition of 7e 'Parking in downtown,' 8 d 'Façade grant-Nick's Warehouse,' and 8 e 'Façade grant, Post Office.'

Unanimously carried

4. PUBLIC PARTICIPATION

None.

5. APPROVAL OF MINUTES

REGULAR MEETING SEPTEMBER 14, 2015

Motion by Davis, supported by Teets to approve the minutes dated September 14, 2015 with the notation that 'Art in the Ruff' should be spelled 'Art in the Rough,' and under 'New Business c. and d. 'Sustain from voting' should read 'abstain from voting.'

Unanimously carried

6. FINANCIAL REPORT

a. DDA EXPENDITURE REPORT

b. BALANCE SHEET

c. CHECK REGISTER REPORT

Received and filed.

7. OLD BUSINESS

a. ABC Grant

1. Update on contest

2. Review Community Input Meeting

3. Art in the Rough Update

Walker informed the board that the next deadline is November 6, 2015. Archive DS is working on the Revitalization Plan and the committee is working on the application. Videos have been submitted as suggested. Walker urged the board to share the latest video on the imlaycity.com website as much as possible. The Revitalization plan must include the present and project ten years into the future.

More than 100 people participated in the Community Input Meeting; Archive DS was very impressed and presented an interesting, energizing synopsis afterwards. The community theme is agriculture.

Art in the Rough is slated for October 24. So far, 13 artists have committed to displaying their work in two different downtown buildings. Tickets are on sale now for \$10. The price increases to \$25 on the day of the event.

b. M-53 Corridor Study-Community Input Meeting/DDA Meeting

Walker informed the board that the M-53 Corridor project is going well, adding that Tom Youatt has been successful in bringing DTE and CN Railroad to the table. More than 1,000 people took the survey, Walker said. A public meeting is scheduled for 5-6 p.m. on Oct. 28 where community members' input will be welcomed. It will be followed by a joint DDA/Planning Commission/City Commission meeting from 6-7:30. DDA board members are urged to attend.

c. DDA/City participation in MEDC Façade Improvement Grant

Walker informed the board that the deadline for participation is October 8, 2015. She is continuing to seek input from interested businesses.

d. Fairgrounds in District

Youatt recently met with the Fair Board in order to strengthen the relationship with the Fair Board and City of Imlay City and in an effort to resolve some of the logistical problems involved with big events held at the Fairgrounds. The City of Imlay City and the Imlay City DDA expressed gratitude to the Fair Board for allowing the 'Sky's the Limit' free hot air balloon ride event to take place there. Discussion was held regarding keeping the 'Fairgrounds in District' topic on the agenda.

Motion by Jorgensen, supported by Villanueva to take the discussion of putting the Fairgrounds into the Imlay City DDA District off the table for the time being.

ROLL CALL:

Ayes: Kempf, Villanueva, Teets, Jorgensen, Fromwiller

Nays: Davis

Motion carries: 5-1

e. Parking in downtown

Discussion was held regarding the ongoing problem of some business owners and/or their employees parking on Third Street in front of businesses, thereby taking away valuable parking space for paying customers.

Walker sent a letter to downtown businesses reminding merchants not to park in front of businesses, and also put it in the newsletter. Walker will continue to put a reminder in the DDA newsletters, and will also take a look at re-distributing the former 'Parking Passes' that in the past were placed on the windshield of vehicles which were parked in front of businesses (by merchants or employees) in an effort to remedy the problem.

8. NEW BUSINESS

a. Fiber Optic to downtown

Walker informed the board that City Commissioners approved some funds in the budget to connect the police department with the main hub of the Fiber Optic cable, and as they are doing so it can be made so that free WiFi could be offered at the Farmers Market in an effort to continue to create public spaces. Frontier communications is working on a cost estimate for the DDA to be able to offer it. Walker will continue to look into the possibility.

b. Landscaping ideas

c. Tree at Police Station

Walker informed the board that the landscaping committee met with landscapers from B & B and walked around Imlay City to discuss areas that needed improvement. A quote reflecting those recommendations was attached to the packet. Walker also discussed lighting the large tree that is located by the police station. It has been diagnosed with the disease that is slowly killing certain types of evergreens and has only about five more years before it will die off. Walker suggested the board consider purchasing another large tree to plant in an agreed-upon place that will serve as the Community Christmas Tree which will be lighted each year.

Discussion was held regarding the total landscaping budget (page 15 of the packet), and how the proposed changes and the purchase of a new tree fit into the budget.

Motion by Teets, supported by Davis to approve the quote from B & B Lawn and Landscape in the total amount of \$2,700 with one-half down payment of \$1,350 due before the projects begin and the remaining \$1,350 due upon completion of the project.

ROLL CALL:

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

Nays: None

Motion carries: 6-0

d. Façade Grant, Nick's Warehouse

A completed Façade Grant Application from Nick's Warehouse was attached to the packet. Discussion was held regarding the business name change.

Motion by Davis, supported by Jorgensen to approve the Façade Grant Request with the pre-tax total of \$550.00 by Nick's Warehouse for the 50% DDA reimbursement in the amount of \$275.00.

ROLL CALL:

Ayes: Kempf, Teets, Jorgensen, Fromwiller, Davis

Nays: Villanueva

Motion carries: 5-1

e. Façade Grant, Post Office

A completed Façade Grant Application from William J. Krausmann, member, Imlay City Properties LLC for the property located at 310 E. Third Street was attached to the packet.

Motion by Davis, supported by Teets to approve the Façade Grant Application from William J. Krausmann as presented for the 50% DDA reimbursement in the amount of \$950.00.

ROLL CALL:

Ayes: Kempf, Teets, Jorgensen, Fromwiller, Davis

Nays: Villanueva

Motion carries: 5-1

9. Director's Report (separate handout given at meeting)

Walker distributed a copy of the Director's Report to the board and discussed the items listed on the report.

10. Member comment

Villanueva requested that legal requirements for a business name change be discussed at future DDA board meetings.

11. ADJOURNMENT

Motion by Jorgensen, supported by Fromwiller to adjourn the meeting at 6:35 p.m.

Unanimously carried

Submitted by Catherine Minolli: _____

Recording Secretary