

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
MONDAY, NOVEMBER 09, 2015  
DRAFT**

A regular meeting of the Downtown Development Authority was held on November 9, 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 5:37 p.m.

**2. ROLL CALL**

Present: Joi Kempf, Stu Davis, Kelly Villanueva, Kim Jorgensen, Walt Bargaen, LuAnn Valdez, Sarah Norat Phillips

Absent: Dave Held, Steve Teets

Late arrival: Beth Fromwiller

Also present: DDA Director Dana Walker

**3. APPROVAL OF AGENDA**

**Motion** by Bargaen, supported by Jorgensen to approve the agenda with the addition of 7d 'Downtown parking.'

**Unanimously carried**

**4. PUBLIC PARTICIPATION**

None.

**5. APPROVAL OF MINUTES**

**REGULAR MEETING OCTOBER 05, 2015**

**Motion** by Bargaen, supported by Norat Phillips to approve the minutes dated October 05, 2015 as presented.

**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. Art in the Rough Review**

Walker informed the board that the application and required attachments were sent in to the ABC Committee at 4:32 p.m. on November 6, 2015, well in advance of the 6 p.m. deadline. The application process included essay questions, a budget detailing how the initial award of \$65,000 was spent, and a budget for the \$100,000 next grant award should Imlay City win. A Revitalization Plan was also required. Walker says the many of the projects therein are already off to a great start, and that the process has resulted in valuable communication among officials in Imlay City, and Imlay and Attica townships. Videos, which have been submitted to the ABC judges, are available for viewing on the DDA website and on Facebook. Walker urged the board to share the videos as much as possible.

Walker informed the board that ABC judges will review all 50 quarterfinalist applications (if submitted) and results will be known on January 13, 2016. Fifteen of the 50 will be chosen to compete at the next level. Representatives from the winning teams will be sent to North Carolina in April to compete. Eight will be chosen for the next award of \$100,000.

Walker informed the board that Art in the Rough was a resounding success. About 300 people participated, including artists and volunteers. Walker said she did not hear one negative comment from anyone about the event. Plans to coordinate another Art in the Rough event next year are being discussed.

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

Walker informed the board that the M-53 Corridor Open House held from 5-6 p.m. on Oct. 28 drew a good crowd. The Committee continues to meet regularly and propel the project forward. Residents were particularly taken with the artist's rendering of the historic railroad bridge over M-53.

### **c. Promotional Updates**

Notes on a variety of the promotional updates were included in Walker's Director's Report. The Winter Playground is slated for December 4, 2015 from 5-8 p.m. and includes a lighted parade and community tree lighting.

The DDA is also participating in a 'Turkey Hunt' wherein school children color a turkey, which will be posted in businesses in the DDA district. Youngsters are then challenged to find their drawing, at which time they will win a treat from the business where it was posted at.

The pickle barrel project went very well. Walker will have final Farmers Market numbers ready for the next regular meeting.

### **d. Downtown Parking**

Walker distributed a sample 'merchant ticket' previously used by the DDA to the board. Discussion was held regarding use of the tickets. Villanueva suggested they be made a bright color, such as hunter's orange or green so they would be noticeable. She also suggested to add the words 'Thank you for being a good downtown neighbor' prominently on the ticket.

Walker will also revise the ticket to say 'This was placed on your windshield by a fellow merchant' and include a signature line that reads 'Thanks for cooperating, from a fellow merchant.'

Walker will make the changes and tweak the merchant ticket and e-mail the new design to board members before distributing them to downtown businesses.

## 8. **NEW BUSINESS**

### **a. Resignation of Dave Held from Board**

A letter of resignation from Dave Held was attached to the packet.

**Motion** by Bergen, supported by Davis to accept Dave Held's resignation with regrets.

**Unanimously carried.**

Walker and board members will spread the word to interested parties to fill the vacancy. The appointment is made by the mayor. The deadline to apply for the vacancy is December 4, 2015. Bergen will make his recommendation to the Imlay City Commission at their December 15, 2015 regular meeting.

### **b. DPW request of 6 Parking Spots on Depot Drive for Snow Removal**

Walker informed the board that the DPW has requested six parking spaces to put snow during the winter months. The spaces are located at the eastern-most and western-most edges of the parking lot on Depot Drive. The request was prompted by the damage to bushes and fencing along Depot Drive during last winter's snow removal season. The DDA had to pay for those repairs.

Discussion was held regarding the feasibility of the request, and the inconvenience to businesses and residents who live and park there. Walker will meet again with the DPW to discuss the situation and report back to the board.

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

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

Walker also informed the board that she has been approached by a Lego collector who is interested in setting up a large display in a 2,000 square foot space. The collector was seeking donation of the space by a downtown building owner, and ideally his display

would draw visitors to Imlay City to view it for a couple of weeks. The collector is unemployed and has no funds to put toward the project.

Bargen suggested running a background check on the collector.

Discussion was held regarding coordinating the Lego display with the Blueberry Festival or some other known activity; or also scheduling it for slower months like January and February.

Walker will meet again with the Lego collector and report back to the board.

**10. Member comment**

None

**11. ADJOURNMENT**

**Motion** by Bargen, supported by Davis to adjourn the meeting at 6:21 p.m.

**Unanimously carried**

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

Recording Secretary