

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
MONDAY, DECEMBER 14, 2015  
DRAFT**

A regular meeting of the Downtown Development Authority was held on December 14, 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, Kelly Villanueva, Walt Bargaen, Sarah Norat Phillips, Steve Teets

Absent: Kim Jorgensen, Beth Fromwiller

Late arrival: Stu Davis

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

**3. APPROVAL OF AGENDA**

**Motion** by Norat Phillips, supported by Bargaen to approve the agenda as presented

**Unanimously carried**

**4. PUBLIC PARTICIPATION**

None.

**5. APPROVAL OF MINUTES**

**REGULAR MEETING NOVEMBER 09, 2015**

**SPECIAL MEETING-NOVEMBER 24, 2015**

**Motion** by Bargaen, supported by Norat Phillips to approve the minutes dated November 09, 2015 and November 24, 2015 as presented.

**Unanimously carried**

**6. FINANCIAL REPORT**

**a. DDA EXPENDITURE REPORT**

**b. BALANCE SHEET**

**c. CHECK REGISTER REPORT**

Received and filed. Walker noted that a check has been received from the county for \$57,000-plus that was not reflected on the report. She also directed the board's attention to a Fund balance adjustment of \$11,800 that was necessitated by a former treasurer's incorrect calculations.

**7. OLD BUSINESS**

**a. M-53 Corridor Study Update**

Walker has been participating on the study committee. The plan has been moving ahead, with much cooperation from all involved. Youatt said the plan has been reviewed by the Planning Commission, and is on the agenda for approval at the December 15, 2015 regular City Commission meeting. Youatt is working toward identifying items that can be implemented soon within the 2016 calendar year. He said there has been much positive energy, great input and participation from the stakeholders in the project, including CN Railroad, MDOT and DTE.

#### **b. Winter Playground Review**

Walker informed the board that all of the feedback she received regarding the Winter Playground and lighted parade was positive. About 450 people attended, with 20 lighted floats in the parade.

Discussion was held regarding changing the parade route to end at Third Street and hosting the Community Tree Lighting ceremony right after the parade. Villanueva noted that she was impressed with the number of people participating in ornament making, and the participation of the Imlay City Police Department was excellent. She mentioned that one person suggested the parade be slowed just a bit as some of those walking had a hard time keeping up.

#### **c. Lego Exhibit Review**

The Lego exhibit is up and running and will be open on Thursdays and Fridays from 3-6 p.m. and from 11 a.m.-3 p.m. on Saturdays. Sixteen classrooms in the Imlay City School District were already scheduled to take a tour of the exhibit on Tuesday and Wednesday, December 15-16. Walker is working on developing a promotional event around the Lego exhibit, possible for January.

Villanueva mentioned a promotion in Lake Orion wherein they are giving away \$100, asking people to post photos of themselves in Lake Orion with the best photo winning the \$100. She mentioned it as a good idea for a promotion.

#### **d. DDA Board Recommendations**

Bargen, who is also the Mayor of Imlay City, announced that Tracy Aldrich, director of the Ruth Hughes Memorial Library and Beth Murawski, owner of Fourth Street Antiques, would be appointed to the DDA board. Aldrich will fill the spot vacated by LuAnn Valdez; Murawski will take Dave Held's post.

#### **e. Parking Postcards**

Walker made the adjustments to the Parking Postcards and sample postcards were attached to the packet. Walker will search out the hand-drawn map which was used in the past for the postcards.

8. **NEW BUSINESS**

**a. Farmers Market**

**1. Review of 2015 Season**

**2. Credit Card/EBT acceptance system/provider**

A detailed financial review of the 2015 Farmers Market season was attached to the packet, page 17. The results were consistent with past market years. Walker noted that the market is mostly a 'break even' event for the DDA. She added that the food assistance program is a significant source of revenue for vendors, noting that when Penzien Farms turned in their tokens, they were valued at about \$1,000.

Discussion was held regarding the current Credit Card/EBT machine, which is rented on a month-to-month basis. Detailed financial information regarding the rental, and a comparison to an area bank was attached to the packet, page 18.

**Motion** by Davis, supported by Norat Phillips to authorize DDA Director Dana Walker to review plans offered with regard to wireless EBT/Credit Card systems and choose a plan that is best as a discretionary expense.

**ROLL CALL:**

**Ayes: Bargaen, Davis, Teets, Kempf, Villanueva, Norat Phillips**

**Nays: None**

**Motion carries 6-0**

**b. Review of Contracts Up for Renewal in March 2016**

**1. Landscaping-B & B**

**2. Irrigation-Aqua Turf**

**3. Tree Lighting-Holiday Lighting**

Copies of the contracts and the scope of the work required therein were attached to the packet. Discussion was held regarding the containers around town and cost of maintaining them, i.e. watering. Walker will look into the purchase price of more self-watering containers. Discussion was held regarding last season's performance by B & B, including the condition of the perennials and the variety of annuals used. Weeding and cleaning up litter was also discussed, with consensus reached that these areas all needed improvement.

Motion by Teets, supported by Bargaen to approve the new contract for Landscaping Services offered by B & B in the amount of \$19,470 for the period April 14, 2016 through

March 14, 2017, with detailed discussion with B & B regarding the DDA's expectations and an itemization of all plants used.

**ROLL CALL:**

**Ayes: Bargaen, Davis, Teets, Kempf, Villanueva, Norat Phillips**

**Nays: None**

**Motion carries 6-0**

The contract for Irrigation Services from Aqua Turf Irrigation was attached to the packet, pages 25-26. Sprinkler System startups and blow outs will be \$300 each; labor rates will be charged at \$40 per hour, with a minimum service call fee of \$60. The contract period runs from April 1, 2015 through March 31, 2016.

Motion by Bargaen, supported by Davis to renew the contract for Irrigation Services as reflected in pages 25-26 of the packet as presented.

**ROLL CALL:**

**Ayes: Bargaen, Davis, Teets, Kempf, Villanueva, Norat Phillips**

**Nays: None**

**Motion carries 6-0**

Discussion was held regarding the tree lighting services and contract. Walker will make the noted adjustments to definition of services and put the contract back out for bid soon. The board also discussed possible uses for the extra lights, including lighting some trees near the Lamb-Steele building.

**c. Façade Grant-Kelly's Pet Salon**

A complete Façade Grant program application from Kelly's Pet Salon was attached to the packet.

Motion by Bargaen, supported by Davis to approve the Façade Grant program application submitted by Kelly's Pet Salon as presented, for a 50% DDA reimbursement of \$200.

**ROLL CALL:**

**Ayes: Bargaen, Davis, Teets, Kempf, Norat Phillips**

**Nays: None**

**Abstain: Villanueva**

**Motion carries 5-0**

**d. Façade Grant-Architectural Services**

A sample of the proposal and agreement used by the Almont DDA for architectural services, i.e. renderings of proposed facades for businesses in their DDA district to utilize if they wish was attached to the packet, pages 33-36. Rates and fees charged in Almont were reflected on page 37.

Walker noted that there are currently four businesses in Imlay City’s DDA district which are interested in participating in the MEDC façade grant program, which requires a 50/50 match. Walker suggested that allowing for architectural services as outlined in the Almont proposal and contract would be helpful for those businesses and others in the DDA district.

Discussion was held regarding the parameters and limitations of the MEDC program. Consensus was reached that Walker research the issue further and report her findings back to the board.

**9. Director’s Report**

A copy of the Director’s Report was attached to the packet.

Walker noted that she had been approached by an interested party regarding the bench sponsorship program. She will move forward with the interested party at the cost of \$500 for bench sponsorship, which includes a bronze plaque on an existing bench in the DDA district.

**10. Member comment**

None

**11. ADJOURNMENT**

**Motion** by Bargaen, supported by Davis to adjourn the meeting at 6:50 p.m.

**Unanimously carried**

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

Recording Secretary