

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, JANUARY 11, 2016
DRAFT**

A regular meeting of the Downtown Development Authority was held on January 11, 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 5:35 p.m.

2. ROLL CALL

Present: Joi Kempf, Kelly Villanueva, Walt Bargaen, Steve Teets, Beth Fromwiller, Beth Murawski, Tracy Aldrich

Absent: Kim Jorgensen, Sarah Norat Phillips

Late arrival: Beth Fromwiller

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

3. APPROVAL OF AGENDA

Motion by Bargaen, supported by Villanueva to approve the agenda with the addition of 8e 'Change of date for February meeting.'

Unanimously carried

4. PUBLIC PARTICIPATION

None.

5. APPROVAL OF MINUTES

REGULAR MEETING DECEMBER 14, 2015

Motion by Villanueva, supported by Bargaen to approve the minutes dated December 14, 2015 as presented.

Unanimously carried

6. FINANCIAL REPORT

a. DDA EXPENDITURE REPORT

b. BALANCE SHEET

c. CHECK REGISTER REPORT

Received and filed.

Walker discussed the creation of new line item 675880 because a lot of DDA expenses for a variety of activities, etc. are covered by sponsorships. The new line item will help track those sponsorships.

7. OLD BUSINESS

a. Self-Watering Containers/Streetscape

Information, including pricing and design, of self-watering containers were included as page 13-14 of the packet. A copy of the landscaping bid from B & B Lawn & Landscaping was also included as page 15. Discussion was held regarding the size and number of containers needed, as well care and maintenance of them. Discussion was held regarding “replacing” some of the annuals planted in the bump outs with the containers, which may cut the costs of purchasing the annuals.

The labor costs of filling the containers and/or watering plants was also discussed. Youatt noted that the fire department has just purchased a new grass fire truck, and they may consider taking on a community project such as watering the containers, which would reduce the labor costs.

Consensus was reached that Walker continue to research purchasing self-watering containers for all of the bump outs in the city and pursue the possibility of receiving grant funding through the Four County Community Foundation or the Lapeer Community Foundation to cover some or all of the costs and report her findings back to the board.

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. She is still working on coordinating a promotional event around the exhibit which may include an ice sculptor to be held in February.

Villanueva suggested looking into purchasing ‘Lego pins’ or name tags so that people would ask about them and to draw attention to the exhibit. Aldrich will look into creating some sort of related display in the front window of the library, and Walker is working on fliers to promote the display and encourage interest.

c. Lighting of Trees/Police Station Tree Bid

The bid is out for tree lighting services and is due back on February 5, 2016 at noon. Walker informed the board that Dan Weingartz will take down this year’s lights the week of January 18, 2016.

d. Façade Grant-Architecture Services

A copy of the proposed new DDA Commercial Façade Grant Program Outline with the addition of Architectural Services was attached as pages 17-19 of the packet.

Discussion was held regarding the particulars of the grant, which is for artist renderings of proposed upgrades to buildings for business owners. The grant would be a 50/50 match with the DDA paying up to \$500. The DDA would also receive and retain all copies of the drawings; the business owners would choose the architect to create the drawings.

Motion by Bergen, supported by Teets to approve the DDA Commercial Façade Grant Program Outline as presented.

ROLL CALL

Ayes: Bergen, Teets, Kempf, Aldrich, Murawski, Fromwiller, Villanueva

Nays: None

Unanimously carried.

e. ABC Grant/Contest Update

Walker informed the board that the Imlay area team will find out if they advance in the competition on Wed., Jan. 13, 2016. Fifteen communities will be chosen for the next round, and they will present their plans before a panel of judges in April in North Carolina.

8. NEW BUSINESS

a. Election of DDA Board Officers

Walker informed the board that per the DDA guidelines, officers are to be elected in July. The resignation of Dave Held created a vacancy in the Vice President position, and Youatt suggested the board fill that position and then hold the rest of the elections in July.

Motion by Villanueva, supported by Bergen to nominate Kim Jorgensen for the position of Vice President.

(Kempf called for additional nominations, and there were none.)

Unanimously carried.

b. Co-sponsoring job fair with Almont DDA

Walker discussed the success of the last job fair co-hosted with the Almont DDA. Discussion was held regarding the location of the job fair, which will be in the Imlay City area. Both DDA Directors will again pursue funding for the job fair through grants from area foundations.

Motion by Bergen, supported by Aldrich to co-host a job fair with the Almont DDA in the Imlay City area.

Unanimously carried.

c. MCACA Grant for Summer Concert Series

Walker informed the board that the deadline for the grant is Friday, Jan. 15, 2016. Walker noted that last year Imlay City received \$3,500-plus which covered the Summer Concert

Series. She has the paperwork all set to go, but part of the application includes the DDA board's assurance that they support the project.

Motion by Bargaen, supported by Villanueva to support the endeavors outlined in the MCACA mini-grant for the Summer Concert Series.

Unanimously carried.

d. Public Art

1. Inside/Out 2017

2. Midwest Sculpture Initiative 2017

3. Display of Student Artwork

Walker informed the board that the next opportunity for Imlay City to participate in the DIA Inside/Out program is 2017; information regarding the Midwest Sculpture Initiative was attached to the packet as page 20. Discussion was held regarding partnering with the Lapeer DDA again for the DIA program, as well as collaborating with the ABC townships (Imlay and Attica) for placement of the art. Discussion was also held regarding working with the Imlay City High School art department to create durable, outdoor works of art for posting around the city.

Motion by Bargaen, supported by Teets to allow Walker to move forward with all three areas outlined in the Public Art portion of the agenda.

Unanimously carried.

e. Change of date for February meeting

Walker requested that the February meeting date be changed to Feb. 15, 2016 as she has a conflict in her schedule. The date change was approved by the board.

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 Villanueva to adjourn the meeting at 6:30 p.m.

Unanimously carried

Submitted by Catherine Minolli: _____

Recording Secretary