

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, SEPTEMBER 12, 2016
DRAFT**

A regular meeting of the Downtown Development Authority was held on September 12, 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: Walt Bargaen, Beth Fromwiller, Stu Davis, Kim Jorgensen, Kelly Villanueva, Joi Kempf, Steve Teets, Sarah Norat Phillips

Absent: Tracy Aldrich, Beth Murawski

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

3. APPROVAL OF AGENDA

Motion by Bargaen, supported by Davis to approve the agenda with the addition of 8 i. 'Façade Grant, Kathleen Schuster (Kitty's Place)'

Unanimously carried

4. PUBLIC PARTICIPATION

None.

5. APPROVAL OF MINUTES

REGULAR MEETING- August 10, 2016

An error in the August 10, 2016 minutes on page 1 reflected in error that the meeting was called to order at 8:01 p.m., when in fact it was 8:01 a.m.

Motion by Davis, supported by Bargaen to approve the minutes dated August 10, 2016 as corrected.

Unanimously carried

6. FINANCIAL REPORT

a. DDA EXPENDITURE REPORT

b. BALANCE SHEET

c. CHECK REGISTER REPORT

Received and filed.

7. OLD BUSINESS

a. Meet Your Neighbor Round 2

Walker noted that the first round of the Meet Your Neighbor promotion was well received. She is seeking nine participants for the second campaign, which will begin in mid-October.

Fromwiller requested that the participating businesses be provided with posters reflecting the advertisement. Bargaen suggested that the posters include all nine participants. Walker is arranging for the posters to be provided and will deliver them to the participants.

b. Potential Projects fiscal 2016-17

1. LED street lights on Almont-November 2016
2. Repaving Main south of Third Street/Fountain?
3. Wi-Fi to public areas (Farmers Market/Lamb Steele Park)
4. Staining Train Depot
5. Signage-Third and M53, Almont near tracks.
5. Pocket Park by CSB on Almont
7. Wayfinding at Entrance of 53 and Third.
8. Other

Discussion was held regarding the above list of proposed project goals for the fiscal year 2016-17. Samples of a potential children/library themed pocket park by CSB on Almont were attached to the packet. Board members expressed interest in the project. Walker indicated she believes there may be grant funds available for the pocket park. Walker encouraged board members to continue to think of project priorities in the coming months.

c. Train Viewing Platform Staining Bids

Walker put the project out to bid and received only one bid, which was attached to the packet as page 20.

Villanueva noted that the project should include caulking.

Motion by Davis, supported by Bargaen to approve the bid submitted by Richard Fisher of Mr. Paint of Imlay City for the sum of \$2,560.00.

ROLL CALL:

AYES: Villanueva, Davis, Fromwiller, Jorgensen, Barga, Fromwiller, Teets, Norat Phillips

NAYS: None

Motion carried 8-0

d. Art in the Rough Update

Walker informed the board that the event is slated for September 24th and detailed the Third Street closing and fencing that will be provided because of serving alcohol. Also a special liquor license will be obtained. Mike Romine of the Mulefoot Gastropub is working with the artists, and the event is being advertised. Walker seeks volunteers for 3-10 p.m. that evening.

8. NEW BUSINESS

a. Certified Business Park Renewal

A letter and information from the Michigan Economic Developers Association was attached to the packet as pages 21-22. The annual renewal fee is \$275.00.

Discussion was held regarding the benefits or lack thereof of membership. Consensus was reached to opt out of renewing the membership.

b. Port Huron Conference

Walker will attend a conference hosted by MSU Extension in Port Huron slated for Oct. 5-6.

c. Façade Grant-Nick's Country Oven

A complete Façade Grant Application from Nick's Country Oven was attached to the packet. Discussion was held regarding the grant request and if it fell within the guidelines.

Motion by Davis, supported by Villanueva to approve the Façade Grant Request from Nick's Country Oven with the exclusion of \$12.00 in sales tax which is not covered by the grant for a total DDA reimbursement of \$600.00.

ROLL CALL:

AYES: Davis, Barga, Fromwiller, Jorgensen, Teets, Norat Phillips, Villanueva, Kempf

NAYS: None

Motion carries 8-0

d. Façade Grant-Narayan

A Façade Grant Application from Narayan was attached to packet. Walker noted that the quote and grant request encompasses participation in the MEDC block grant.

Discussion was held regarding how much of the proposal would be covered by the MEDC grant, as well as some concerns regarding the drawing of the proposed refurbished façade.

Motion by Davis, supported by Teets to approve the Façade Grant Request from Narayan contingent upon the Director's approval regarding all requirements met for a total DDA reimbursement of \$2,500.00.

ROLL CALL:

AYES: Davis, Bargen, Fromwiller, Jorgensen, Teets, Norat Phillips, Villanueva, Kempf

NAYS: None

Motion carries 8-0

e. Landscaping Contract 2017

1. B & B Option to Renew for 3rd Year

2. Potential Bid for Landscaping Contract 2017

Information from B & B regarding contract renewal was attached to the packet as page 31. Walker noted that B & B expressed disinterest in having the contract renewed. Discussion was held regarding the problems with B & B. Consensus was reached that the contract with B & B not be renewed. Walker will send a letter formally discontinuing the contract. B & B will complete the winter cleanup, and Walker has a 'punch list' of concerns that will be presented to B & B before the conclusion of the current contract.

Walker will begin the bid process for the 2017 Landscaping Contract

Walker will look into the possibility of hiring a summertime caretaker for the bump outs and containers and bring it back to the board for additional discussion.

f. Additional Landscape Work Needed

Discussion was held regarding the additional work needed, which will be combined with the above new bid/potential summer caretaker.

g. Story Walk on Third Street and Almont Avenue

Samples of a potential 'Story Walk' to increase foot traffic and family interest in the DDA District was attached to the packet as page 32.

Discussion was held regarding the location of the potential Story Walk, and partnership with the library to choose books and to change the content. Board members expressed concern about safety issues, and Walker noted that if the Story Walk was installed, it would be installed in the bump outs facing the buildings, between the sidewalks and the businesses so children and others would not be darting out into the street. Discussion was held regarding putting some of the posts in the container gardens as well.

Walker noted that there is a funding possibility with the Rotary Club's Literacy Program. She will look into the matter and bring her findings back to the board for further discussion.

h. American Flag order for Lampposts in downtown

Walker advocates for a standing order for new American Flags each spring so they are all fresh and uniform looking when posted. She is currently purchasing them from Candace Miller's office at a cost of \$10 each. She is ordering 35 more in the near future as Miller is about to vacate office.

i. Façade Grant-Kitty's Place

A complete Façade Grant Request from Kathleen Schuster of Kitty's Place was distributed to the board.

Motion by Bargaen, supported by Norat Phillips to approve the Façade Grant Request from Kathleen Schuster of Kitty's Place with the correction of a math error for the total DDA reimbursement of \$2,460.00.

ROLL CALL:

AYES: Davis, Bargaen, Fromwiller, Jorgensen, Teets, Norat Phillips, Villanueva, Kempf

NAYS: None

Motion carries 8-0

9. Director's Report

A copy of the Director's Report was attached to the packet. Walker encouraged the board to think about the effectiveness of the Summer Movie Series and potential ways to change it and/or make it a better value to downtown businesses. Discussion was held regarding possibility holding the movies at Heritage Church all the time; or hosting a Winter Movie Series instead, also at Heritage, when there is another promotion going on.

10. Member comment

Teets inquired about plaques for the murals; Walker is working with Ian Kempf and has provided samples. The plaques will be installed soon.

11. ADJOURNMENT

Motion by Davis supported by Bargaen to adjourn the meeting at 6:35 a.m.

Unanimously carried

Submitted by Catherine Minolli: _____

Recording Secretary