

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, JULY 18, 2016
DRAFT**

A regular meeting of the Downtown Development Authority was held on July 18, 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 Bergen, Joi Kempf, Beth Fromwiller, Stu Davis, Tracy Aldrich, Beth Murawski, Kim Jorgensen

Absent: Steve Teets

Late arrival: Kelly Villanueva, Sarah Norat Phillips

Also present: DDA Director Dana Walker.

3. APPROVAL OF AGENDA

Motion by Bergen, supported by Davis to approve the agenda with the addition of 7e 'Streetscape'

Unanimously carried

4. PUBLIC PARTICIPATION

None.

5. APPROVAL OF MINUTES

REGULAR MEETING- Monday, June 13, 2016

Motion by Bergen, supported by Jorgensen to approve the minutes dated June 13, 2016 as presented.

Unanimously carried

6. FINANCIAL REPORT

a. DDA EXPENDITURE REPORT

b. BALANCE SHEET

c. CHECK REGISTER REPORT

Received and filed. Walker noted that the Capital Outlay budget continues to be discussed.

7. OLD BUSINESS

a. Public Art Initiative

The budget for the new initiative was attached to the packet on page 14. Walker informed the board that the program came to a successful conclusion on Friday, July 15. Both artists were in the middle of a painting, so they will complete them at home and return them to the DDA. Both artists created seven paintings each, for a total of 14 for the DDA to post around the DDA district. Walker has found places for most of the works and just has to confirm the locations with a few property owners. She hopes the paintings will be posted in time for the Blueberry Festival.

The Art in Action reception was a success, and drew 70 people to the studio (old sign shop) to view the art and enjoy refreshments. Dana expressed gratitude for the DDA board, the Rotary Club and Ian Kempf for their support and interest in the project.

Bargen suggested that all of the paintings be arranged in a single photo and/or poster that would include information on where they are located for sharing the information throughout the metro area and state.

Kempf noted that Ian Kempf already planned to make a poster of all of the works. Walker added she is making a trifold that will include a map of painting locations and a bio of the artists.

Discussion was held regarding the artists' sale of prints/copies of the pieces they created in the program.

Motion by Davis, supported by Bargen to allow the participating artists to reproduce their work and sell said copies.

ROLL CALL:

AYES: Kempf, Villanueva, Davis, Aldrich, Fromwiller, Murawski, Jorgensen, Bargen, Norat Phillips

NAYS: None

Unanimously carried

Murawski suggested that permission for the artists to reproduce and sell copies of their work be added to the next initiative contract.

b. Meet Your Neighbor/Buy Local

Walker distributed a proof of the initial launch of the ad campaign to the board. The campaign will begin on Weds., July 20, 2016. Participants' business information will also be posted on the digital sign and on Facebook and the DDA website on a daily/weekly basis.

c. Wi-Fi to Downtown/Bid Review/Consulting Firm

Walker informed the board that there were errors in the Request for Proposal (RFP) that she put together. One bid was received and attached to the packet as pages 15-16 of the packet.

Motion by Bargaen, supported by Davis to reject the bid in the sum of \$83,053.19 from Frontier Communications.

ROLL CALL:

AYES: Kempf, Villanueva, Davis, Aldrich, Fromwiller, Murawski, Jorgensen, Bargaen,

NAYS: None

ABSTAIN: Norat Phillips

Motion unanimously carries.

Walker distributed copies of a proposal from a consulting firm for services related to writing the RFP, responding to bidder' questions and reviewing up to four responses in the sum of \$6,500.

Discussion was held regarding the proposal. Consensus was reached that Walker check with another municipality who has gone through the Wi-Fi process for guidance with regard to the RFP and the process and report back to the board.

d. 150 Bancroft Lease

The lease has been signed and the entire year's rent has been paid. The tenant expressed interest in retaining the building should the DDA not be able to lease it to another incubator business.

Discussion was held regarding keeping to the incubator concept and not competing with existing landlords regarding downtown rentals, as well as other potential uses for the building as a temporary art gallery, etc.

e. Streetscape

Walker informed the board that she is frustrated with the landscaping company, which has been unresponsive to inquiries about problems, dead plants, work schedules, etc. Walker is consulting with City Manager Tom Youatt on remedies for the problem, including the possibility of withholding payment until the issues are fully resolved.

8. NEW BUSINESS

a. Director Salary for fiscal 2016-17

Walker informed the board that the subject of pay increases was raised at the last Imlay City Commission meeting, with most department heads receiving a 2.5% increase. Walker

noted that the DDA board sets the Director's salary, which has to be approved by the City Commission.

Motion by Davis, supported by Bargaen to increase the Director's pay by the same amount the majority of city department heads received for a total of 2.5% increase, retroactive to the fiscal year that begins July 1, 2016.

ROLL CALL:

AYES: Kempf, Villanueva, Davis, Fromwiller, Murawski, Jorgensen, Bargaen, Norat Phillips, Aldrich

NAYS: ~~Aldrich~~

Motion carries 8-1

Motion carries 9-0

b. Board Elections for fiscal 2016-17

Walker reminded the board that per the guidelines, officers are elected in July.

Motion by Davis, supported by Murawski to nominate Joi Kempf for Chairperson.

ROLL CALL:

AYES: Kempf, Villanueva, Davis, Fromwiller, Murawski, Jorgensen, Bargaen, Norat Phillips, Aldrich

NAYS: None

Motion unanimously carried

Motion by Davis, supported by Norat Phillips to close nominations for the Chairperson position and pass a unanimous ballot.

ROLL CALL:

AYES: Kempf, Villanueva, Davis, Fromwiller, Murawski, Jorgensen, Bargaen, Norat Phillips, Aldrich

NAYS: None

Motion unanimously carried

Motion by Murawski, supported by Fromwiller to nominate Kim Jorgensen for the position of Vice Chair.

ROLL CALL:

AYES: Kempf, Villanueva, Davis, Fromwiller, Murawski, Jorgensen, Bargaen, Norat Phillips, Aldrich

NAYS: None

Motion unanimously carried.

Motion by Davis, supported by Bargaen to close nominations for the position of Vice Chair and to pass a unanimous ballot.

ROLL CALL:

AYES: Kempf, Villanueva, Davis, Fromwiller, Murawski, Jorgensen, Bargaen, Norat Phillips, Aldrich

NAYS: None

Motion unanimously carried.

Motion by Norat Phillips, supported by Aldrich to nominate Kelly Villanueva for the position of Secretary/Treasurer.

position of Vice Chair.

ROLL CALL:

AYES: Kempf, Villanueva, Davis, Fromwiller, Murawski, Jorgensen, Bargaen, Norat Phillips, Aldrich

NAYS: None

Motion unanimously carried.

Motion by Davis, supported by Bargaen to close nominations for the position of Secretary/Treasurer and to pass a unanimous ballot.

ROLL CALL:

AYES: Kempf, Villanueva, Davis, Fromwiller, Murawski, Jorgensen, Bargaen, Norat Phillips, Aldrich

NAYS: None

Motion unanimously carried.

c. Potential Projects fiscal 2016-17

Walker asked the board to share their thoughts about which projects they'd like to prioritize for the upcoming fiscal year. Discussion was held regarding the variety of projects, including repaving Main St. by Nachos, adding lighting to match the City's,

improving the 'gateway entrance,' erecting a sign over M-53 near the gateway, creating a pocket park in the area by CSB Bank.

Villanueva suggested taking a look at refurbishing the gazebo and surrounding area to make it 'picture perfect' for couples who have weddings there and for other photo op uses.

d. Train Platform Repair and Maintenance

Steve Teets approached Walker regarding maintenance needed at the train platform, which is already four years old. Walker will investigate the type of work that needs to be done, including power washing and re-staining, and report back to the board. Consensus was reached that the project be put out to bid rather than rely on volunteers to do the work.

e. Façade Grant Request-Duthler Development.

A copy of a complete Façade Grant Application from Duthler Development was attached to the packet as pages 17-19.

Discussion was held regarding the conditions and requirements of the Façade Grant program and application process.

Motion by Davis, supported by Jorgensen to approve the painting portion of the Façade Grant Request submitted by Duthler Development for a 50% total DDA reimbursement in the sum of \$550.00.

ROLL CALL:

AYES: Kempf, Villanueva, Davis, Fromwiller, Murawski, Jorgensen, Borgen, Norat Phillips, Aldrich

NAYS: None

Motion unanimously carried.

Walker will discuss the second portion of the application with Duthler Development.

f. Façade Grant Request-Ruiz Discoteca

A copy of a complete Façade Grant Application submitted by Ruiz Discoteca was attached to the packet as pages 20-22.

Motion by Jorgensen, supported by Murawski to approve the Façade Grant Request as presented by Ruiz Discoteca for a 50% total DDA reimbursement in the sum of \$462.00.

ROLL CALL:

AYES: Kempf, Villanueva, Davis, Fromwiller, Murawski, Jorgensen, Borgen, Norat Phillips, Aldrich

NAYS: None

Motion unanimously carried.

g. Blueberry Festival/Parade/DDA Booth

Walker informed the board that the DDA will have a booth during the Blueberry Festival, wherein they will conduct on the spot surveys of visitors and will also giveaway water.

Walker noted there are 40 entries thus far for the parade, which is on par with prior years. Walker asked for volunteer help transporting people at the parade staging area (the Fairgrounds) during 2-4 p.m. on Saturday, July 23. Judging will take place at 3:30 p.m.

h. Request to apply for Greater Flint Arts Council MiniGrant 2017 Concert Series

Motion by Borgen, supported by Davis to authorize Walker to apply for the Greater Flints Arts Council MiniGrant for the 2017 Concert Series.

Unanimously carried.

9. Director's Report

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

10. Member comment

Borgen recommends publicizing the DDA's 'Art in Action' initiative with other communities to get more mileage out of the program.

Davis suggests doing the same with Imlay City's 'green' electric car plug in station at the Farmers Market to continue to brand Imlay City and define it as a progressive place to visit.

11. ADJOURNMENT

Motion by Borgen supported by Davis to adjourn the meeting at 6:50 p.m.

Unanimously carried

Submitted by Catherine Minolli: _____

Recording Secretary