

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, NOVEMBER 10, 2014
DRAFT**

A regular meeting of the Downtown Development Authority was held on November 10, 2014 at the Imlay City Hall, 150 N. Main Street, Imlay City, MI 48444.

1. CALL TO ORDER

Chairperson Steven Teets called the meeting to order at 5:35 p.m.

2. ROLL CALL

Present: Walt Bargaen, Steve Teets, Stu Davis, Kim Jorgensen, LuAnn Valdez, Sarah Norat-Phillips, Beth Fromwiller

Absent: Joi Kempf, Kelly Villanueva, Dave Held

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

3. APPROVAL OF AGENDA

Motion by Bargaen, supported by Valdez to approve the agenda as presented.

Unanimously carried

4. PUBLIC PARTICIPATION

None.

5. APPROVAL OF MINUTES

OCTOBER 13, 2014

Motion by Davis, supported by Jorgensen to approve the minutes dated October 13, 2014 as presented.

Unanimously carried

6. FINANCIAL REPORT

a. DDA EXPENDITURE REPORT

b. BALANCE SHEET

c. CHECK REGISTER REPORT

Received and filed.

Discussion was held regarding printing out the packets and financials for easier reading. Walker will print out the packets and mail and/or deliver them to board members in the future.

Discussion was held regarding finalization of payments related to promotions and activities that were handled by the former promotions assistant. Walker indicated all promised payments were made excluding one that is still outstanding from the Polly Ann Trail Walk.

7. OLD BUSINESS

a. Bancroft Building

1. Repairs: Walker informed the board that she has looked into having the necessary repairs to the building made; at the moment she is pursuing a second local source because the Imlay City DW is unable to devote the time to the repairs. She will continue to pursue having the repairs made, and will familiarize herself with the building and what it has to offer for potential tenants.

2. Plans for space: Walker asked the board for input with regard to their intentions for the building. Discussion was held regarding creating a clear vision for use of the building, including the possibility of multiple tenants in a business incubator-type scenario. Consensus was reached that should a tenant express interest in renting the building, Walker should pursue the interest and secure the tenant. Walker will check with other municipalities for information and ideas on how to set up and successfully operate business incubators. Teets suggested that all board members visit the building and familiarize themselves with what it has to offer.

b. Fencing along train tracks

Walker informed the board that she has been working with DPW Supervisor Ed Priehs with regard to resolving the problem. She has also reviewed the bid from Action Fence in Lapeer. She will investigate other area companies with regard to the repairs as well. Consensus was reached that repairs will be made in the spring.

Discussion was held regarding damage to the train viewing platform. Police have been notified and the damage will be repaired. Teets noted that the platform will likely be stained and sealed to preserve it within the next few years.

c. Ratification of Nacho's Façade Grant

A copy of the grant was attached to the packet.

Motion by Bargaen, supported by Norat-Phillips to approve the Façade Grant Application of Nacho Ramirez as submitted for the DDA reimbursement of \$1,500.00

Roll Call:

Ayes: Bargaen, Teets, Jorgensen, Norat-Phillips, Valdez, Davis, Fromwiller

Nays: None

Unanimously carried

Discussion was held regarding creating before/after photos and information on successful Façade Grant projects to let citizens and residents in the DDA District know

about the program and what the DDA offers in the community. Walker will begin to work on same.

d. Rotary Park Grant

Walker updated the board regarding funds received to date: \$4,000 granted from Four County Community Foundation; Rotary match of \$4,000 and DDA donation of \$1,000 toward the project. Walker has submitted a grant application to Lapeer County Community Foundation and she may find out the results in January. In the meantime, the City will learn its score for the NDR grant next week, and will likely learn if it has received the grant by the first of December. Walker discovered that grant funds for the project may be available through the Greater Arts Council of Flint; she will encourage Rotary to apply for funds there.

e. Farmers Market update

Walker updated the board on the season's close. She is working on final reports, which are due next month, and is preparing reports for the state programs as well. She will travel to East Lansing to turn in the reports by the deadline date.

8. NEW BUSINESS

a. Façade Grant Application for B Naturals

A copy of the Façade Grant application was attached to the packet.

Motion by Jorgensen, supported by Bargaen to approve the Façade Grant Application submitted by Brandy Schwab of B Naturals as presented for a total DDA reimbursement of \$153.00.

Roll Call

Ayes: Teets, Bargaen, Norat-Phillips, Valdez, Jorgensen, Davis, Fromwiller

Nays: None

Unanimously carried

b. Polly Ann Trail Walk

A summary of the event's income and expense report was distributed to the board. Discussion was held regarding the viability of the DDA's continued participation in the project and problems associated with the 2014 Trails & Tails event.

Motion by Davis, supported by Norat-Phillips to notify the Friends of the Polly Ann Trail and Lapeer Adoptable Animals that the Imlay City DDA wishes to suspend its participation in the Trails & Tails event at this time.

Unanimously carried

c. Color Run 2015

A summary of the event's income and expense report was distributed to the board. Discussion was held regarding the success of the event, the Imlay City High School Track Team's participation and the event's fundraising success.

Motion by Davis, supported by Jorgensen to suggest that the Imlay City Chamber of Commerce take over the event as a fundraiser for the Blueberry Festival.

Unanimously carried

d. Winter Playground, December 13, 2014, 11 a.m.-2 p.m.

Notes from the Nov. 10, 2014 Promotions Meeting were distributed to the board. Walker detailed the plans for the Winter Playground event, noting that the chainsaw artist and wagon ride locations have been moved.

e. MEDA Conference, November 20, Lansing

Walker plans to attend the conference in Lansing.

Motion by Davis, supported by Barga to authorize Walker to attend the conference in Lansing at a cost of \$95 plus mileage reimbursement.

Roll Call:

Ayes: Teets, Barga, Norat-Phillips, Valdez, Jorgensen, Davis, Fromwiller

Nays: None

Unanimously carried

f. Committee for Banners, Landscape, Holiday Lights

Walker discussed the need for evaluating the needs and desires of the DDA board with regard to landscaping, holiday decorations and banners around the city. She suggested a committee be formed to facilitate same.

Barga, Valdez and Jorgensen volunteered to take part in the Committee.

g. Frontier's ABC program

Discussion was held regarding the economic stimulus program being launched by Frontier 'America's Best Communities.' Imlay City, the DDA and neighboring municipalities are partnering to apply for grants through the multi-tiered program.

h. Promotions Assistant

Walker discussed the need to hire a promotions assistant, particularly as things gear up in the spring and summer. Discussion was held regarding the budget for same, which is \$12,500.

Motion by Davis, supported by Bargaen to authorize Walker to begin the search for a promotions assistant to be paid at a rate of \$10 per hour up to 20 hours per week.

Roll Call:

Ayes: Teets, Bargaen, Norat Phillips, Valdez, Jorgensen, Davis, Fromwiller

Nays: None

Unanimously carried

i. Board of Directors Officers

A list of the Board of Directors officers and members was attached to the packet. Discussion was held regarding the bylaws (also attached to the packet) outlining when the election of officers is to take place.

Consensus was reached that the board will elect new officers at the regular meeting in December.

9. MEMBER COMMENT

Teets discussed an idea that was presented to him by the manager of the hardware store for a 'Muck Festival.' Teets will encourage the manager to attend the next meeting to pitch his idea.

Teets mentioned that there are no lights on Depot Drive. Talks with the city are ongoing as it is a safety issue.

Teets discussed the DDA murals posted on the side of the Learning Depot building which is up for sale. Discussion regarding the importance of clearly stating that the murals are owned by the DDA on any sales agreement and/or moving the murals to assure there is no confusion with regard to ownership by the DDA. Teets asked that the DDA renew its desire to create plaques for the murals detailing what they depict and that they were made possible by grants received by the DDA.

Teets discussed the whited out windows at the former Art Place Cleaners building. The City Manager has been informed about the situation and efforts will be made by Walker to discuss improving the look of the windows with the building owners.

10. ADJOURNMENT

Motion by Bargaen, supported by Davis to adjourn the meeting at 6:45 p.m.

Unanimously carried

Submitted by Catherine Minolli: _____

Recording Secretary

