

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
May 11, 2009**

A regular meeting of the Downtown Development Authority was held on Monday, May 11, 2009 at the Imlay City Hall, 150 N. Main St., Imlay City, MI 48444.

1. CALL TO ORDER

Chairperson Teets called the regular meeting to order at 7:01 p.m.

2. ROLL CALL

Present: Steve Teets, Rod Warner, Joi Kempf, Stu Davis, David Held, Brian Hill, Kim Jorgensen, Kelly Villanueva

Absent, Excused: Wendi Blatt

Late arrival: Sally Reinhardt

Also Present: DDA Director Nancy Jean Brinker; Imlay City Manager Amy Planck; Bruce Swihart

3. APPROVAL OF AGENDA

Motion by Davis, supported by Hill to approve agenda.

Unanimously Carried

4. PUBLIC PARTICIPATION

Bruce Swihart reported that 160 people attended the Imlay City Historical Commission's roast beef dinner.

5. APPROVAL OF MINUTES

A. REGULAR MEETING **Monday, April 13, 2009**

Motion by Davis, supported by Held to approve the minutes of April 13, 2009.

Unanimously Carried

6. FINANCIAL REPORT

A. DDA EXPENDITURE/REVENUE REPORT

B. BALANCE SHEET

Motion by Hill, supported by Jorgensen to approve the reports as presented.

Unanimously Carried.

7. OLD BUSINESS

A. DDA COMMERCIAL FAÇADE GRANT

Brinker's notes regarding the conclusion of the settlement with Mancour and the status with Bloomingdale were included in the Director's Report attached to the packet.

Discussion was held regarding the state-imposed June 30 deadline for project funding. Brinker informed both Bloomingdale and architect Dzuirman that projects must be signed off on or about June 11, which allows time for submission for approval at the June 16 Imlay City Commission meeting.

B. MOVIES IN THE PARK

Information attached to the packet regarding a movie package offered by Criterion for eight pictures for a \$1,600, shipping not included.

Motion by Davis, supported by Held to approve the licensing agreement with Criterion for \$1,600 plus handling costs.

Unanimously carried.

Discussion was held regarding a language change on the DDA's movie equipment lease agreement which to indicate that movie copyright approval is the responsibility of the lessee. The board directed Brinker to discuss the proposed change with the city attorney and they will revisit the issue at the next meeting.

C. POLLY ANN TRAIL WALK 6.6.09

Discussion was held regarding the upcoming event.

Motion by Davis, supported by Hill to donate \$250 for a 'Gold' level sponsorship for the event.

Unanimously carried.

D. SUMMER CONCERT SERIES

Letter regarding the Greater Flint Arts Council approval of a \$4,000 grant to fund the series was included in the packet.

8. NEW BUSINESS

A. MOTHER'S DAY ESSAY CONTEST

Discussion was held regarding success of the contest. Special acknowledgement was given to Gem & Diamond Specialists, Options Salon and Unique Floral Designs for their generous donations of contest prizes.

B. RELAY FOR LIFE

Discussion was held regarding the information attached to the packet.

Unanimously carried

C. DADDY & ME PHOTOS

Brinker reported that the contest rules have been put in place and flyers and other advertising for the contest is underway.

D. DDA WORKSHOP

Information regarding the project was included in Director's Report attached to the packet.

Discussion was held regarding working in conjunction with the Almont DDA.

Motion by Villanueva, supported by Hill to book Halo Business for a DDA Workshop at a cost not to exceed \$3,000 contingent upon co-sponsorship by the Almont DDA and/or Imlay City Area Chamber of Commerce.

Yes: Warner, Teets, Kempf, Villanueva, Held, Hill, Jorgensen

No: Davis

Motion carries 7-1

E. ADVERTISING

Discussion was held regarding purchasing billboard and/or cable TV advertising, placing banners over M-53 and advertising on placemats. Brinker reported that the budget allowed for billboard advertising. The board directed Brinker to look into the current costs of billboard advertising for two months during the summer to promote DDA sponsored events.

9. DDA DIRECTOR REPORT

A. WEBSITE

Brinker updated the board on progress on the Web site; details included in Director's Report attached to the packet.

B. RIBBON CUTTINGS

I. LEONTINA GOWNS

A tentative ribbon cutting date has been set for June 5. Details will be provided to the board as soon as they become available.

C. PROMOTIONS

Information included in Director's Report attached to the packet. Brinker indicated that more volunteers are needed, especially during the summer months. Brinker also noted that she's talking with the Historical Society about the possibility of co-sponsoring a June Strawberry Fest, and that CSB Bank is on board for the Ice Cream Social in July.

11. ADJOURNMENT

Teets adjourned the meeting at 7:54 p.m.

Submitted by Catherine Minolli _____

DDA Recording Secretary