

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, September 10, 2018
DRAFT**

A regular meeting of the Downtown Development Authority was held on September 10, 2018 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 5:48 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Walt Bargaen, Joi Kempf, Kim Jorgensen, Steve Teets, Trish Dennis (arrived 5:49 p.m.), Stu Davis, Samuel Galiana and Walt Bargaen (arrived at 5:40 p.m.).

Absent: Kelly Villanueva, Tracy Aldrich and Beth Murawski.

Also present: DDA Director Dana Walker

4. APPROVAL OF AGENDA

Motion by Bargaen, supported by Davis to approve the agenda with the addition of 9. e. Survey Expense, Caulkins and 9. f. Façade Grant, 148 N. Almont

MOTION UNANIMOUSLY CARRIED

5. PUBLIC PARTICIPATION

None

6. APPROVAL OF MINUTES

REGULAR MEETING- August 13, 2018

Motion by Davis, supported by Bargaen to approve the minutes of the Regular Meeting minutes dated August 13, 2018.

MOTION UNANIMOUSLY CARRIED

7. FINANCIAL REPORT

a. DDA EXPENDITURE REPORT

b. BALANCE SHEET

c. CHECK REGISTER REPORT

Received and filed.

8. OLD BUSINESS

a. Community Report Forum, First Impressions - \$2,000 Grant Update

1. Art and Historic Walking tour of downtown

Ms. Walker stated Marilyn Swihart from the museum did a great job. The homes will be on the DDA website soon. It is all in the process.

b. Website Improvement Grant, \$1,000

Ms. Walker stated the DDA's new website is up and running. There is a new calendar and business category on the site. The website is much cleaner and documents are easier to find. There is a link to the City's website. The City's website is very close to being done.

On page 14 of the packet there is an invoice from Accunet for the work that was done on the website. There was 6 hours of labor free because Accunet is changing their platform. It took 10 hours to switch to new platform. The upgraded DDA listing is prorated from now until May, total of \$36.00 per item. There is a \$1,000.00 grant total, \$500.00 goes to the DDA so the total outstanding for the DDA is \$320.00.

Motion by Davis, seconded by Bergen to approve the payment to Accunet in the amount of \$320.00.

ROLL CALL:

Ayes: Kempf, Jorgensen, Teets, Dennis, Davis, Galiana, Bergen

Nays: None

MOTION UNANIMOUSLY CARRIED

c. Art in the Rough Update

Ms. Walker stated there are 18 maybe 19 confirmed artists for Art in the Rough. She is still in need of volunteers, at 2:00 p.m. for set up and from 5:00 p.m. to 11:00 p.m. to help run the event on September 29, 2018. There will be one food truck and restaurants in downtown to purchase food at. Ms. Walker requested everyone to share the event on Facebook.

d. Streetscape Update

Ms. Walker stated the grasses in the streetscape were cut down last week. The landscapers will be back later in the fall to finish clean up. The cornstalks and straw bales will be put out next week. The self-watering flower pots will be taken down this week and mums will be planted in 11 pots around town. Some of the scarecrows may need to be replaced.

9. NEW BUSINESS

a. Crack Sealing Bancroft Parking Lot

Ms. Walker presented on page 15 of the packet, the proposal to crack seal Bancroft parking lot in the amount of \$3,800.00.

Motion by Davis, supported by Teets to approve crack sealing Bancroft parking lot in the amount of \$3,800.00.

ROLL CALL:

Ayes: Jorgensen, Teets, Dennis, Davis, Galiana, Bergen, Kempf

Nays: None
MOTION UNANIMOUSLY CARRIED

b. Crack Sealing Depot Drive Parking Lot

Ms. Walker stated the crack sealing proposal for Depot Drive is also on page 15 of the packet.

Motion by Davis, supported by Dennis to approve crack sealing Depot Drive parking lot in the amount of \$1,215.00.

ROLL CALL:

Ayes: Teets, Dennis, Davis, Galiana, Bargaen, Kempf, Jorgensen
Nays: None
MOTION UNANIMOUSLY CARRIED

c. Façade Grant, 200 East Third Street

Ms. Walker presented the façade grant for Barb DiMarzo in the supplemental packet. This façade grant request is for repairing front windows; caulking, glazing and painting in the amount of \$700.00.

Motion by Jorgenson, supported by Bargaen to approve Façade grant for 200 E. Third Street in the amount of \$700.00.

ROLL CALL:

Ayes: Teets, Dennis, Davis, Galiana, Bargaen, Kempf, Jorgensen
Nays: None
MOTION UNANIMOUSLY CARRIED

d. Façade Grant, 208 East Third Street

Ms. Walker presented façade grant for 208 East Third Street which is on page 16 of the packet. Joi Kempf owns building and is requesting to abstain on this matter.

Motion by Bargaen, supported by Dennis to accept request from Joi Kempf to abstain on this matter.

MOTION UNANIMOUSLY CARRIED

Motion by Bargaen, supported by Dennis to approve Façade grant for 208 East Third Street in the amount of \$687.50.

ROLL CALL:

Ayes: Dennis, Davis, Galiana, Bargen, Jorgensen, Teets

Nays: None

Abstained: Kempf

MOTION UNANIMOUSLY CARRIED

e. Survey Expense, Caulkins

Ms. Walker presented the survey expense on Caulkins Street property from R.A. Duthler Land Surveyors which is in the supplemental packet. Ms. Walker stated she and DPW Superintendent Ed Priehs could not find documentation on this property. DDA does own the property. In 2012 paid approximately \$1,500.00 for it. It's at Fourth and Caulkins. We know where the lines are now.

Ms. Walker stated it had been talked about in the past of putting a parking lot or park there. For now, Ms. Walker would like to approve paying for the survey that was done.

Motion by Bargen, supported by Davis approve payment to R.A. Duthler Land Surveyors for survey done for Caulkins Street property in the amount of \$800.00.

ROLL CALL:

Ayes: Davis, Galiana, Bargen, Kempf, Jorgensen, Teets, Dennis

Nays: None

MOTION UNANIMOUSLY CARRIED

f. Façade Grant, 148 N. Almont

Ms. Walker presented façade grant for 148 N. Almont in the supplemental packet. Ms. Walker stated King and King CPAs are going to keep both locations, downtown and M-53, for now. The grant is requesting \$358 for signage and will use existing base.

Motion by Teets, supported by Dennis to approve façade grant for 148 N. Almont in the amount of \$358 upon approval of Gerry Edwards, Zoning Administrator.

ROLL CALL:

Ayes: Davis, Galiana, Bargen, Kempf, Jorgensen, Teets, Dennis

Nays: None

MOTION UNANIMOUSLY CARRIED

10. Director's Report

Ms. Walker stated Sarah Graver the Farmers Market Manager has been keeping hourly counts. The vendors have been requesting changing the hours of the market. This will happen next year.

Ms. Walker informed the Board that the paintings have been fixed and finished in time for Art in the Rough. Board member Steve Teets inquired if something was done for the artists who made the repairs.

Ms. Walker updated the Board stating Gallop Brush is adding 30,000 square feet to their existing building and Springfield Industries purchased land from the City and they will be expanding.

On the last page of the packet is an email about the Façade Restoration Initiative. Ms. Walker stated we were not selected but Imlay City was the highest ranking for District 6. District 6 goes from Port Huron to Flint. Even though we weren't picked, Ms. Walker is proud of where we did rank and this program might come up again and we will be better prepared when it does.

11. Member comments

12. ADJOURNMENT

Motion by Bargaen, supported by Dennis to adjourn the meeting at 6:18 p.m.

MOTION UNANIMOUSLY CARRIED

Submitted by Anne McAvoy: _____

Recording Secretary