

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, July 9, 2018**

A regular meeting of the Downtown Development Authority was held on July 9, 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 5:35 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Walt Bargaen, Joi Kempf, Kelly Villanueva, Steve Teets, Tracy Aldrich, Trish Dennis and Beth Murawski.

Absent: Kim Jorgensen, Stu Davis and Samuel Galiana.

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

4. APPROVAL OF AGENDA

Motion by Dennis, supported by Bargaen as presented.

MOTION UNANIMOUSLY CARRIED

5. PUBLIC PARTICIPATION

6. APPROVAL OF MINUTES

REGULAR MEETING- June 11, 2018

Motion by Bargaen, supported by Dennis to approve the minutes for above mentioned meeting as presented.

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 has been very busy working on information on the commercial buildings downtown. JAS Steel is creating an aluminum type frame and these will attach the plaques to the buildings. They will be weather proof. There are approximately ten houses. The plaques were ordered through Imlay City Monuments and they are in and ready to go. How each plaque is attached to the houses will depend on the house. On page 11 is an example of the map that Spicer Group created for us. Spicer Group donated their time when creating this map. There will be two maps, one is the historic homes and is a three mile walk. It will have addresses and history behind the house on our website. The other map is the historic commercial buildings. There are sixteen buildings so far and 33 art pieces. There will also be the seven parks and other points of interest on the map like the Polly Ann Trail, train platform, Vlastic, museum and the library to name a few. There will be a kick off celebration once everything is complete. The two foundations, museum, and artists will be invited. Museum representatives will offer more information along the way. The ribbon cutting is looking to be sometime in September. Ms. Walker stated Marilyn Swihart is doing a great job collecting all the information.

b. Website Improvement Grant \$1,000

Ms. Walker stated Accunet, the website provider for the DDA and the City, is switching platforms. The DDA will automatically get 6 hours of free time for switching over, plus the DDA has \$1,000.00 grant from the I69 Thumb Region for more improvements. We can do upgrades on top of switching to the new platform. Ms. Walker stated that by the end of August she expects to have both the City and DDA websites updated.

c. Summer Banners Update

Ms. Walker stated she is working on getting banners. She has been talking to Lumincon, they provide lamp poles and accessories. The DDA is in need of new poles and she is looking at the cost of banners. The Romeo DDA director gave her a lot of information on what they do.

8. NEW BUSINESS

a. Art in Action – repair of paintings

Ms. Walker stated Heritage Church is taking down paintings to make repairs. The artists will make the repairs in the old DPW building. They will not be paid but the DDA will supply the supplies. Mayor Barga inquired as to if they would be making the repairs on one day in particular so we could provide pizza for the artists and post on Facebook the days and times that artists would be there so if people would like to come and see they could. Ms. Walker stated there were 33 paintings up around town and there are maybe 10 in need of repair.

b. Director's pay, Fiscal 2018-2019

City Manager Tom Youatt stated the City Commission approved a 3% wage increase for all City employees. He suggested the DDA board have more discussion before the City Commission approves wages in the future. In addition, Mr. Youatt recommended \$1,000.00 bonus for Ms. Walker for the Redevelopment Ready Communities program she has been working on. This was approved by the City Commission.

Motion by Villanueva, seconded by Murawski to approve the 3% wage increase for Ms. Walker as approved by the City Commission.

Roll Call

Ayes: Kempf, Villanueva, Teets, Aldrich, Dennis, Murawski, and Borgen

Nays: None

Unanimously carried.

Motion by Borgen, seconded by Dennis to approve a \$1,000.00 bonus to Ms. Walker for the work she has been doing for the Redevelopment Ready Communities program as suggested by the City Manager Tom Youatt.

Roll Call

Ayes: Villanueva, Teets, Aldrich, Dennis, Murawski, Borgen and Kempf

Nays: None

Unanimously carried.

c. Personal Property Reimbursement Request

Ms. Walker stated Lynn Eustler, the City Treasurer, is working the request for reimbursement of personal property loss because of the change the State made. This is approximately \$15,000. This has been filed and we are waiting to hear back.

City Manager Tom Youatt stated the Local Community Stabilization fund is usually received in November.

d. Façade Grant Request, 112 East Third Street

Ms. Walker stated this is a request for the façade grant for windows and door for the front of the building. The labor portion has been separated and will not be included in the grant request due to the relationship between the owner and the contractor. The request is for \$2,500.00 and the material quote is for well over that.

Ms. Dennis requested she abstain from voting on this.

Motion by Borgen, seconded by Teets to accept Ms. Dennis' request to abstain from voting.

MOTION UNANIMOUSLY CARRIED

Motion by Teets, seconded by Bargaen to approve Façade Grant Request for 112 East Third Street in the amount of \$2,500.00 for windows and doors.

Roll Call

Ayes: Villanueva, Teets, Aldrich, Murawski, Bargaen and Kempf.

Nays: None

Abstained: Dennis

Unanimously carried.

City Manager Tom Youatt stated the City greatly appreciates the improvements the owners are doing to the building.

e. Cobra Light at Rotary Park

Ms. Walker stated that it was noticed that the gazebo at the Rotary Park had graffiti written on it on the inside. Rotary hired Dick Fischer to sand and power wash the area to remove the writing. There were also some spindles missing. The DPW moved the trash cans so they are in a better location. The schools are donating a Spartan library soon. Ms. Walker noted there is not any lighting near the park but there is a pole and electric on the east side of the park near the gazebo. Superintendent of the DPW, Ed Priehs, met with Ms. Walker and stated the pole on the east side of the park would be a great place for a light. Ms. Walker stated on page 18 of the packet was the estimate for the light. The cost for the light would be \$542.72 and operating costs per year would be \$149.72. Ms. Walker is recommending the DDA make this improvement to the park. Mayor Bargaen suggested the light be shielded so it is not lighting up the neighboring homes.

Motion by Aldrich, seconded by Murawski to approve the purchase of the light in the amount of \$542.72 and to allow Ms. Walker to use her discretion on the purchasing of a shield to keep the light from bothering the neighbors.

Roll Call

Ayes: Teets, Aldrich, Dennis, Murawski, Bargaen, Kempf and Villanueva

Nays: None

Unanimously carried.

9. Director's Report

Ms. Walker stated on July 14, 2018 for 6pm to 8pm Miss Kitty will be having an open house. Ms. Walker will send out an email reminding everyone of this. On July 26, 2018 from 10am to 6pm the new business at 100 N. Cedar will be having an open house and tent sale. There are ten ribbon cuttings coming up. Ms. Walker will let everyone know when these are. Kid's day at the market is this upcoming Thursday from 1pm to 6pm. There will be a magician and a bounce house. Art in the Rough is Saturday, September 29, 2018. The committee is still working on it. They have secured Joe Ferry, he will be performing painting a big 8'x12' painting with spray paint. He is sponsored by Vintech. Martina Hahn the speed painter will perform. There will be music from 8pm to 10pm. VIP is sponsored by Milnes Chevrolet. Ms. Walker is working on a different way to close off the street. She is thinking to have artists paint pallets so it can be used every year. Board Member Villanueva suggested Ms. Walker contact Judy at Pallets and more, they may donate some pallets. Board Member Villanueva added that Joe Ferry is the artist who is known for his illegal art work on buildings. Ms. Walker stated Fineline cleaned the area across from the library on Fourth Street. He did this gratuitous. Ms. Walker is thinking about maybe planting some lower lying plants in the fall by transplanting from other areas in that area. City Manager Tom Youatt stated the downtown flowers look good, Board Member Villanueva agreed.

10. Member comment

11. ADJOURNMENT

Motion by Bargaen, supported by Dennis to adjourn the meeting at 6:14 p.m.

MOTION UNANIMOUSLY CARRIED

Submitted by Anne McAvoy: _____
Recording Secretary

Approved: