

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
MONDAY, April 8, 2019**

A regular meeting of the Downtown Development Authority was held on April 8, 2019 at the Imlay City Hall, 150 N. Main Street, Imlay City, MI 48444

**1. CALL TO ORDER**

Chairperson Walt Bargaen called the meeting to order at 5:37 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Present: Joi Kempf, Kelly Villanueva (at 5:38 p.m.), Trish Dennis, Stu Davis, Samuel Galiana and Walt Bargaen

Absent: Kim Jorgensen, Steve Teets, and Justin Herbert

Also present: City Manager Tom Youatt, Deputy Clerk Anne McAvoy, Interim DDA Director Dana Walker and one member of the media

**4. APPROVAL OF AGENDA**

**Motion** by Davis, supported by Dennis to approve the agenda with the additions of 8k Façade Grant 153 N. Almont and 8l Holiday Lighting Bid.

**MOTION UNANIMOUSLY CARRIED**

**5. PUBLIC PARTICIPATION**

None.

**6. APPROVAL OF MINUTES**

**REGULAR MEETING- March 14, 2019**

**Motion** by Davis, supported by Dennis to approve the minutes of the Regular Meeting minutes dated March 14, 2019.

**MOTION UNANIMOUSLY CARRIED**

**7. FINANCIAL REPORT**

**a. DDA EXPENDITURE REPORT**

**b. BALANCE SHEET**

**c. CHECK REGISTER REPORT**

**8. OLD BUSINESS**

**a. DDA Director Discussion**

Nothing was discussed at this time.

**b. Art and Historic Walk update.**

Ms. Walker stated on page 8-9 there is the revised map. On page 10 are the suggestions and updates. Lapeer County Community Foundation and Four County Foundation both gave an extension on the grants until the end of May.

**c. New banners for downtown lampposts update**

Ms. Walker stated 45 drawings were submitted from children at the school. Rebecca from The Print Shop is working on the design. For the first set of banners 33 pictures

will be randomly selected. This group will be displayed from May until October. The second group will be displayed January until May. Jill Campbell from the school is going to have another program available to the children to submit more pictures in the fall of 2019.

**d. Rental of Billboard located at M-53 & Third Street Review Contract**

Ms. Walker presented on page 11-12 the information and lease agreement for the billboard rental. They offer different payment options, one being pay as you go. Ms. Walker stated the design can be changed every month. Ms. Walker suggested the Board goes forward. It is \$700 a month. Ms. Walker suggested this be a cooperative effort between the DDA and the businesses downtown. Make it a non-refundable payment from the businesses that would need to be paid up front. The billboard company will design a new billboard every month at no cost.

**Motion** by Villanueva, seconded by Dennis to research and get definition of changeability and termination terms, if it is how it was presented to the Board then reserve the billboard.

**ROLL CALL:**

**Ayes:** Kempf, Villanueva, Dennis, Galiana, and Bargaen.

**Nays:** Davis

**MOTION CARRIED 5 to 1**

**e. Streetscape Flower Pots**

Ms. Walker stated 11 of the streetscape flower pots need to be watered a couple times a week. On page 15 is a quote for the self-watering pots. Ms. Walker would suggest purchasing 8 of the smaller pots. The quote is on page 16 in the amount of \$2,338.00.

**Motion** by Davis, supported by Villanueva to purchase 8 small self-watering pots in the amount of \$2,338.00.

**ROLL CALL:**

**Ayes:** Villanueva, Dennis, Davis, Galiana, Bargaen and Kempf.

**Nays:** None

**MOTION CARRIED 6 to 0**

**f. Food Truck Rally**

Ms. Walker stated she was contacted by Ya Eat Yet out of Lapeer about having a food truck rally. Ms. Walker stated she left this information for the new DDA director but would suggest maybe having the food truck rally in conjunction with a concert in the park.

**g. Art in the Rough – September 28, 2019**

Ms. Walker stated she has lined up all the entertainment for Art in the Rough which is September 28, 2019. There will be an instrumental trio for the VIP event. Davis Green, Pat Smile, and Martina Hahn will be returning this year. Ms. Walker stated Heritage Church has a 16 x 18 stage they no longer want and would like to give it to the City. Ms. Walker stated she would need volunteers to move the stage to storage. Ms. Walker stated the Art in the Rough committee would start meeting soon to finish up the planning of the event.

**h. Children’s Reading Park**

Ms. Walker stated she has been talking to two landscape companies about designing the Children’s Reading Park on North Almont Avenue which is just south of King & King CPA firm. Ms. Walker is suggesting the DDA submit a request for proposals due to the cost. Ms. Walker suggests the landscapers turn in ideas with an estimate at the same time. Ms. Walker would give them a general idea of what the DDA is looking for. Ms. Walker stated there are grant matching funds available through the Crowd Funding with MEDC that the DDA could apply for. Ms. Walker stated she has been in contact with the City Attorney, David Churchill to help with leases with both property owners that own on either side of the City owned property at this location. They are both in agreeance to making this a children’s reading park and are interested in signing a long-term lease.

**Motion** by Dennis, supported by Villanueva to request proposals for concepts and quotes.

**MOTION UNANIMOUSLY CARRIED.**

**i. Farmers’ Market Manager and Entertainment Coordinator**

Ms. Walker stated Katrina Marrow has been hired as the new Farmer’s Market Manager and Entertainment Director. She will start on Wednesday or Thursday this week. Ms. Graver, the former Farmer’s Market Manager and Entertainment Director, will train Ms. Marrow along with Ms. Walker.

**j. Interim Director Dana Walker**

Ms. Walker offered to extend her consulting until April 28, 2019.

**Motion** by Davis, supported by Kempf to extend Ms. Walker’s consulting the DDA until April 28, 2019.

**ROLL CALL:**

**Ayes:** Villanueva, Dennis, Davis, Galiana, Bargaen and Kempf.

**Nays:** None

**MOTION CARRIED 6 to 0**

**k. Façade Grant 153 N. Almont**

Ms. Walker presented the façade grant for 153 N. Almont Avenue submitted on page 3 of the supplemental packet. Ms. Walker stated he is requesting the full \$2,500.00 he is going to having all the work done at one time.

**Motion** by Davis, supported by Dennis to grant the façade grant to 4D Holdings, LLC 153 N. Almont Avenue in the amount of \$2,500.00 as presented.

**ROLL CALL:**

**Ayes:** Dennis, Davis, Galiana, Bargaen, Kempf and Villanueva.

**Nays:** None

**MOTION CARRIED 6 to 0**

**I. Holiday Lighting Bid**

Ms. Walker stated one bid, Wiegerts Tree Service, LLC, was received for the holiday lighting. It includes all the same lighting as in previous years but also includes lighting the gazebo. The bid was for a total of \$6,000.00

**Motion** by Davis, supported by Kempf to accept the bid for Holiday Lighting from Weingartz Tree Service, LLC.

**ROLL CALL:**

**Ayes:** Dennis, Davis, Galiana, Bargaen, Kempf, and Villanueva.

**Nays:** None

**MOTION CARRIED 6 to 0**

**9. NEW BUSINESS**

None

**10. Member Comments**

Board Member Davis inquired as to if the Fairgrounds could be added to the DDA District. City Manager Tom Youatt stated it is not as simple as adding them to the DDA.

**12. ADJOURNMENT**

**Motion** by Davis, supported by Dennis to adjourn the meeting at 6:10 p.m.

**MOTION UNANIMOUSLY CARRIED**

Submitted by Anne McAvoy: \_\_\_\_\_  
Recording Secretary

Approved: