

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, January 14, 2019
DRAFT**

A regular meeting of the Downtown Development Authority was held on January 14, 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 5:35 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Joi Kempf, Kim Jorgensen, Kelly Villanueva, Steve Teets, Tracy Aldrich, Trish Dennis, Stu Davis, and Walt Bargaen

Absent: Beth Murawski and Samuel Galiana.

Also present: DDA Director Dana Walker, City Manager Tom Youatt and Alan Rosebalm, a member of the community

4. APPROVAL OF AGENDA

Motion by Davis, supported by Kempf to approve the agenda as presented.

MOTION UNANIMOUSLY CARRIED

5. PUBLIC PARTICIPATION

Alan Rosenbalm addressed the Board. He stated he has concerns about Art in the Rough event. He stated it is not all inclusive being only for 21 and older, other events are more family and kid friendly and he was also concerned about the price of tickets. He believes if the price of tickets were lowered at least by \$5.00 more people would be able to attend.

6. APPROVAL OF MINUTES

REGULAR MEETING- December 10, 2018

Motion by Davis, supported by Dennis to approve the minutes of the Regular Meeting minutes dated December 10, 2018.

MOTION UNANIMOUSLY CARRIED

7. FINANCIAL REPORT

a. DDA EXPENDITURE REPORT

b. BALANCE SHEET

c. CHECK REGISTER REPORT

8. OLD BUSINESS

a. Purchase of brackets and poles for banners on downtown lampposts

Ms. Walker stated there were 33 poles/brackets in need of repair, some cannot be hung. Quotes for the poles and brackets, similar to what is currently being used, are on pages 12-16. Both companies providing quotes came recommended from another DDA and the tax would be taken off of each quote. Ms. Walker stated this is an expense that would have to have a line item changed to fund or take from the Fund Balance.

Board Member Jorgenson stated she feels the banners should face the street. Ms. Walker stated she would see if that could be done logistically.

Motion by Teets, seconded by Dennis to accept the quote for the black brackets from Consort Display Group in the amount of \$3,136.00.

ROLL CALL:

Ayes: Kempf, Jorgensen, Villanueva, Teets, Aldrich, Dennis, Davis and Bargaen

Nays: None

MOTION UNANIMOUSLY CARRIED

b. New banners for downtown lampposts

Ms. Walker stated that Romeo has a program for their banners which involves the elementary school children creating the art on the banners. Ms. Walker stated she talked to Jill Campbell the art teacher at our elementary school and she is supportive of the idea. Romeo has sponsors for each banner, currently we do not have sponsors. Discussed if the banners would be double sided with two pieces of art or just one artist per banner with the artists first name and age. If it was one artist per banner, it could later be sold to family members of the artist. Ms. Walker stated quotes for the banners were on page 18-19 and there is a big difference in the quotes. Board suggested Ms. Walker go back to the Print Shop and see what the price would be for one artist per banner with a thinner vinyl.

c. Redevelopment Ready Communities Update

Ms. Walker stated that the RRC is a process and we are currently on the 5th step out of 6. The 5th step is almost complete and is expected to be finished by mid-February.

9. NEW BUSINESS

a. Façade Grant, Kelly's Pet Salon

Ms. Walker presented the Façade grant for Kelly's Pet Salon. Ms. Walker stated the Zoning Administrator Gyrome Edwards approved already. The existing sign on the front of the building would come down.

Board Member Kelly Villanueva asked to abstain.

Motion by Kempf, seconded by Davis to accept Board Member Villanueva abstaining.

MOTION UNANIMOUSLY CARRIED

Motion by Davis, seconded by Dennis to accept the Façade Grant for Kelly's Pet Salon in the amount up to \$500.00 as presented.

MOTION UNANIMOUSLY CARRIED

b. 150 Bancroft rental rates and potential tenant

Ms. Walker stated she was approached by Doug Halibicky about renting 150 Bancroft from the DDA. He has an existing business, so he would not be taking advantage of the @150 Pop program but would rent the building. He is looking to expand to include more office

space. He is suggesting a one-year lease agreement. Ms. Walker stated that on page 20-25 is the lease agreement from Rob Mette from 2016. Mr. Mette rented the building for \$450.00 a month three years ago but he paid for his lease in advance. Ms. Walker would suggest \$500.00 a month plus utilities. The building next to the flower shop just rented for \$600.00 a month but it has more square footage.

Board Member Davis inquired as to whether Mr. Halibicky would move to a new place after the year was up. Ms. Walker stated Mr. Halibicky's intent is to purchase a larger building in town.

Motion by Davis, seconded by Villanueva to lease 150 Bancroft to Doug Halibicky for one year for \$500.00 a month plus utilities.

MOTION UNANIMOUSLY CARRIED

c. New Image Linen parking in Caulkins/4th Street Lot

Mr. Youatt stated that Dr. Akhtar from the new urgent care needs more parking than the previous business needed. There is a parking situation with an adjoining business that needs to be resolved. The Urgent Care owns the parking lot behind the business, but the City leases the parking lot from the businesses for City parking. Mr. Youatt stated we could end the lease but there would still be a problem with parking. Mr. Youatt stated there is a lot on the corner of Caulkins and Fourth Street that the DDA owns. Mr. Youatt stated the City could lease this property from the DDA, so they could put in additional parking or the City could buy the property from the DDA or the City could end the lease with the businesses. The additional lot would allow employees to park in the new lot so that customers and/or ambulances could use the parking that was up next to the building. Mr. Youatt stated for now the City would put down stone and would asphalt the lot later. Mr. Youatt if it was turned into a parking lot it should eliminate the parking issue.

Ms. Walker stated that the lot was originally purchased to have additional parking. Ms. Walker stated her only concern is there would be more maintenance for the DDA if they leased the property to the City.

Motion by Davis, seconded by Jorgensen to sell the vacant property at Caulkins and Fourth Street to the City for \$2,000.00 to be used for additional public parking.

MOTION UNANIMOUSLY CARRIED

Mr. Youatt stated he would get this added to the agenda for the City Commissions approval.

d. Talking points of importance of DDA

Ms. Walker presented on pages 27 & 28 some talking points from the Michigan Downtown Association. With recent events with the Village of Almont Ms. Walker wanted Board Members to be aware of some points to discuss with anyone who may have questions

about what DDAs do for their communities. Ms. Walker stated she could also talk to anyone who has any questions.

e. Resignation of Beth Murawski from Board

Ms. Walker presented the resignation of Beth Murawski from the Board.

Motion by Dennis, seconded by Davis to accept the resignation of Beth Murawski with regrets from the Board. Ms. Walker stated the Mayor can appoint someone to fill the partial term position with the City Commissions approval, there is an ad in the paper this week.

MOTION UNANIMOUSLY CARRIED

f. Resignation of Sara Graver as Market Manager and Entertainment Coordinator

Ms. Walker stated Sara Graver turned in her resignation as Market Manager and Entertainment Coordinator. Ms. Walker stated she will be posting both positions at \$12.00 an hour.

10. Director's Report

Ms. Walker stated Sara Graver would be leaving February 1, 2019 but she would be sending out the vendor applications for Farmers' Market before she leaves. Home and business plaques for the Art and Historic Walking Tour are done and being distributed. Spicer Group is working on the maps for the Walking Tour. Ms. Walker stated she ordered and received new flags from Paul Mitchell's office. She received 40 new American flags. There was a short discussion on how the old flags are disposed of. Ms. Walker stated she gives them to the DPW to dispose of, she will have to ask DPW Superintendent Ed Priehs how he disposes of them. Board Members let Ms. Walker know that the American Legion can dispose of the old flags for them.

Ms. Walker stated there is a ribbon cutting on January 18, 2019 at 11:00 a.m. for Backyard Creations & More at 404 E. Fourth Street, the repurpose barn wood.

11. Member comments

None

12. ADJOURNMENT

Motion by Dennis, supported by Jorgensen to adjourn the meeting at 6:22 p.m.

MOTION UNANIMOUSLY CARRIED

Submitted by Anne McAvoy: _____

Recording Secretary