

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
MONDAY, February 11, 2019  
DRAFT**

A regular meeting of the Downtown Development Authority was held on February 11, 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 (at 5:37 p.m.), Steve Teets, Tracy Aldrich, Trish Dennis, Stu Davis, Samuel Galiana and Walt Bargaen

Absent: None.

Also present: DDA Director Dana Walker

**4. APPROVAL OF AGENDA**

**Motion** by Davis, supported by Kempf to approve the agenda with the additions of 8g Update Bancroft Building, 9e Splash Pad, 8f Resignation of Director and 9g Director Position.

**MOTION UNANIMOUSLY CARRIED**

**5. PUBLIC PARTICIPATION**

None.

**6. APPROVAL OF MINUTES**

**REGULAR MEETING- January 14, 2019**

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

**MOTION UNANIMOUSLY CARRIED**

**7. FINANCIAL REPORT**

**a. DDA EXPENDITURE REPORT**

**b. BALANCE SHEET**

**c. CHECK REGISTER REPORT**

**8. OLD BUSINESS**

**a. Resolution to sell the property located at the southeast corner of Fourth Street**

Ms. Walker stated the Board needs to have an official resolution to sell the property on the southeast corner of Fourth Street to the City.

**Motion** by Dennis, seconded by Davis to sell the property located at the southeast corner of Fourth Street to the City in the amount of \$2,000.00.

**ROLL CALL:**

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

**Nays:** None

**MOTION UNANIMOUSLY CARRIED**

**b. New banners for downtown lampposts**

Ms. Walker presented on page 12 and 13 the bids for the banners for the lampposts. The difference between the bids is the thickness of the materials being used. The Print Shop is a lighter material, 15 lbs. The other bid is for a heavier material, 22 lbs. Ms. Walker has talked with Jill Campbell, the art teacher at Borland Elementary. Ms. Campbell stated this would be an extracurricular activity the children can do three days in March. It will be an 8X11 picture. To broaden it, we can also make it available to families to do a picture together. The theme is "Making Memories in Imlay City". Ms. Walker stated that the banners can be switched out every five months or so. Then the banners can be sold for \$30.00 a piece once they are taken down.

**Motion** by Davis, supported by Dennis to accept the bid for the banners from The Print Shop in the amount of \$1,165.00

**ROLL CALL:**

**Ayes:** Jorgensen, Villanueva, Teets, Aldrich, Dennis, Davis, Galiana, Bargaen and Jorgensen.

**Nays:** None

**MOTION UNANIMOUSLY CARRIED**

**c. Redevelopment Ready Communities Update**

Ms. Walker is working on step 5 for the Redevelopment Ready Community plan. There are two more benchmarks to complete. Step 5 is mostly completed and Ms. Walker is hoping to complete step 5 before February 28, 2019. Ms. Walker stated we are 14 months into the process and have not heard anything from the MDEC as of yet.

**d. Art and Historic Walk update. Is a sign in Lamb Steele Park needed?**

Ms. Walker handed out a sample of the brochure. She stated it was not printed on the actual paper yet but she would like everyone to proofread it and let her know if they have anything that needs to be fixed.

The Board made a few corrections and suggestions.

Ms. Walker stated the plaques are not all installed yet but they have all been delivered.

The Board stated they would like to see a sign in Lamb Steele park for the Art and Historic Walk like what was on the grant application.

Ms. Walker would like to finalize the grant before February 28, 2019.

Walt Bargaen left at 6:00 p.m. Mayor Kempf took over the meeting.

**e. Children's Reading Park on Almont Update**

Ms. Walker stated Pete McCreedy, who helped design Lapeer's pocket park, met with Ms. Walker and is coming up with a design so far, he is providing his services free of charge.

**f. Rental of Billboard located at M-53 & Third Street**

Board Member Villanueva feels we need more signs for downtown. The billboard costs \$750.00 a month or if they sign a year lease the price would be \$700.00 a month for a one-year lease located at M-53 and the railroad viaduct.

Ms. Walker stated she doesn't know if it can be changed throughout the year or if there would be additional charges to do that. The billboard is currently being used but it may become available in May of 2019.

The Board discussed and decided to poll the businesses to see if they would pay a portion to rent the billboard.

Ms. Walker will look into changing the billboard every 3 months. She will also check into the billboard on Homer's Block property.

Kim Jorgensen left at 6:20 p.m.

**g. Update Bancroft Building**

Ms. Walker stated this information is in the supplemental packet. Doug Halibicky is looking at purchasing a building and would like to have a month to month lease for \$500.00 a month. Ms. Walker did state that since the last meeting a nonprofit did turn in an application for the @150Pop.

Ms. Walker recommended to the Board they accept the month to month lease for Doug Halibicky for \$500.00 a month plus utilities.

**Motion** by Davis, supported by Jorgensen to accept the month to month lease for Doug Halibicky for \$500.00 a month plus utilities.

**ROLL CALL:**

**Ayes:** Villanueva, Teets, Aldrich, Davis, Galiana, Borgen and Jorgensen.

**Nays:** Dennis and Kempf

**MOTION CARRIED 7 to 2**

**9. NEW BUSINESS**

**a. BID information for Holiday Lighting 2019**

Ms. Walker presented on page 14 of the packet the previous RFP for the Holiday lighting. She stated the tree at the police department is very difficult to decorate because of its size and the fact the backside of the tree is dead. She is asking the Board if they still want to light this tree and she also was asking about the gazebo being lite again.

Board Member Villanueva would like to see the gazebo lite and more emphasis put on the warming tree.

The Board decided to light the tree by the police station until it dies.

Ms. Walker stated Dan Weingartz has offered to take down the tree at the police station, when it is time, free of charge.

**b. Appointment of Justin Herbert to DDA Board to fill Beth Murawski's seat**

Ms. Walker stated as per the DDA by laws the Mayor appoints a replacement for the open seat on the Board. Mayor Kempf will make the appointment of Justin Herbert to the DDA board on February 12, 2019 at the City Commission meeting.

**c. Payment request for repair of LED light in Lamb Steele Parking Lot, \$450.00**

Ms. Walker presented on page 22 of the packet the quote to fix and upgrade the Lamb Steele parking light to LED.

Ms. Walker is recommending the DDA approve paying for two lights to be repaired in the parking lot and park to LED lights in the amount of \$450.00.

**Motion** by Villanueva, seconded by Davis to approve the payment for the two lights in Lamb Steele parking lot and park to LED lights in the amount of \$450.00, subject to it not being a temporary fix.

**ROLL CALL:**

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

**Nays:** None

**MOTION UNANIMOUSLY CARRIED**

**d. Replacement of 6 windows at the Bancroft Building**

Ms. Walker stated the windows at the Bancroft building are old wood windows and need to be replaced. She had three companies come out and two gave her quotes. Out of the six windows, one is a couple of years old. Lapeer Awning does wrap the windows and it will have a more finished look. Todd's Glass can do the wrap for an additional \$75.00 a window.

**Motion** by Dennis, seconded by Kempf to approve the purchase of six windows for the Bancroft building from Todd's Glass if they will give the 10% discount, if not go with Lapeer Awning.

**ROLL CALL:**

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

**Nays:** None

**MOTION UNANIMOUSLY CARRIED**

Ms. Walker will inquire if there is a warranty on the windows.

**e. Splash Pad**

Ms. Walker stated the City is working a grant for the Splash Pad and needs a letter of support from the DDA. Ms. Walker stated she would write this letter.

**f. Resignation of Director**

Ms. Walker presented her resignation letter of the director. Ms. Walker stated she was offered a position with Michigan Downtown Association. She stated her last day is February 28, 2019. She will be gone Monday through Wednesday next week for vacation.

Ms. Walker stated she would be happy to come in a couple of hours per week if the Board would like, until the position is filled.

Board Member Davis asked her to help hire the new DDA Director. Ms. Walker stated she would help the new DDA director get settled.

**g. Director Position**

Ms. Walker asked where the Board would like to post the opening and the job description is in the supplemental packet. The Board would like the job opening posted in the MML and Michigan Downtown Association immediately and list on Facebook, the Tri City Times and Lapeer County Press, Linked In and Indeed.com. Also make position available until filled.

**10. Director's Report**

Ms. Walker presented the Director's report as a supplement to the packet. Ms. Walker stated Heather Sample has a day care she currently runs out of her home but she is looking to move. She will present to the Planning Commission on February 26, 2019 to move the day care to 131 N. Almont Avenue.

Board Member Villanueva inquired as to if Art in the Rough would continue. Ms. Walker stated we have a lot of help and support from Lapeer Art Association and think we should continue.

Ms. Walker stated she was a calendar with a time line already set up for activities throughout the year.

**11. Member comments**

Board Member Dennis congratulated Ms. Walker and stated she will be missed.

**12. ADJOURNMENT**

**Motion** by Dennis, supported by Davis to adjourn the meeting at 6:40 p.m.

**MOTION UNANIMOUSLY CARRIED**

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