

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
MONDAY, JANUARY 13<sup>th</sup>, 2020**

A regular meeting of the Downtown Development Authority was held January 13<sup>th</sup>, 2020 at the Imlay City Hall, 150 N. Main Street, Imlay City, MI 48444.

**1. CALL TO ORDER**

Chair Walt Bargen called the meeting to order at 5:35 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Present: Walter Bargen, Joi Kempf, Kim Jorgensen, Stu Davis, Kelly Villanueva

Absent: Trish Dennis, Samuel Galiana, Steve Teets, Justin Herbert

Also Present: DDA Director Lorrelei Natke, Tom Natke

**4. APPROVAL OF AGENDA**

**MOTION** by Stu Davis, supported by Joi Kempf, with the addition of "9. New Business, l. Discussion about Giving Tree" and "9. New Business, m. Discussion about Motions Via Email."

**MOTION UNANIMOUSLY CARRIED.**

**5. PUBLIC PARTICIPATION**

None.

**6. APPROVAL OF MINUTES**

**REGULAR MEETING – December 9<sup>th</sup>, 2019.**

**MOTION** by Stu Davis, supported by Kelly Villanueva, to approve the minutes of the Regular Meeting minutes dated November 12<sup>th</sup>, 2019.

**MOTION CARRIED UNANIMOUSLY.**

**7. FINANCIAL REPORT**

**a. DDA Expenditure Report**

**b. Balance Sheet**

**c. Check Register Report**

Ms. Lorrelei Natke brought to attention that payouts for Façade Grants have exceeded the 2019 budget allotted for said payouts – but those Façade Grants were approved in previous fiscal budgets. City Manager Tom Youatt spoke up and said he would investigate adjustments in the budget to accommodate back payments. The Board is

interested in a way to carry over approved budget items into the next fiscal year so that this problem does not reoccur.

**8. OLD BUSINESS**

None.

**9. NEW BUSINESS**

**a. Façade Grant for 420 E. Third Street (Next Level Tattoo)**

Due to the over-budget line item on the Façade Grants, the Board has agreed to table Façade Grant approvals and discussions until the next meeting in February, at which time the budget will have been gone over and corrected.

**MOTION** to table Façade Grants until February 2020 by Stu Davis, supported by Kim Jorgensen.

**MOTION CARRIED UNANIMOUSLY.**

**b. Façade Grant for 131 N. Almont Avenue (CMB Construction)**

**MOTION** to table Façade Grants until February 2020 by Stu Davis, supported by Kelly Villanueva.

**MOTION CARRIED UNANIMOUSLY.**

In the future, the Board plans to look at the line item for Façade Grants during every discussion and approval, as well as add the line “approval subject to available funds” to the Façade Grant contract / application.

**c. Presentation of Proposed 2020 Event Calendar**

Ms. Natke and Ms. Morrow gave the Board options for dates for the 2020 Summer Concert Series and 2020 Farmers Market, including a proposed extended 10 week concert series (instead of the usual 8). In light of the over-budget issue, the Board did not want to commit to any extended season events until the line items were figured out, since the duration of the concerts and Farmers Market affect more than just the expenditures, but also the running costs and wages involved.

Approval on dates were tabled until the next meeting.

**d. Number of Façade Grants Allowed**

The verbiage on the Façade Grant application is a bit confusing in terms of how often a business can apply under certain conditions. The Board agreed that a committee needed to be placed in order to go over the full contract and make improvements.

**e. MIFMA Membership and Webinars**

Ms. Morrow would like additional training offered through the Michigan Farmers Market Association – MIFMA is offering a 7 series webinar starting January 22<sup>nd</sup> – February 12<sup>th</sup>. At non-membership prices, each webinar costs \$50, totaling at \$350. If the Imlay City Farmers Market becomes a MIFMA member, the membership costs \$150 and then each webinar would cost \$20, totaling \$290 – thus, more cost effective to become a member for the year. This cost would come from the DDA workshop line item in the budget.

**MOTION** to become a MIFMA member and pay for all of the webinar classes at \$290 by Kelly Villanueva, supported by Stu Davis.

**ROLL CALL:**

**Ayes:** Walter Bargaen, Joi Kempf, Kim Jorgensen, Stu Davis, Kelly Villanueva

**Nays:**

**MOTION CARRIED UNANIMOUSLY.**

**f. Sponsorship of Future Lapeer Economic Club Luncheons**

Ms. Natke was offered a chance to sponsor this local club and wanted Board opinion and approval. The consensus was that the DDA would not get the desired return for the \$600 sponsorship fee. The Board elected to pass.

**g. 40 US Flags**

Ms. Natke inquired if the Board would like to save money on the US Flag order the DDA makes each year by ordering generic US Flags, or if they would approve the \$800 expenditure to re-order the American-Made US Flags from Lansing.

**MOTION** by Stu Davis, supported by Joi Kempf, to re-order the \$800 American-Made US Flags.

**ROLL CALL:**

**Ayes:** Stu Davis, Walter Bargaen, Kim Jorgensen, Kelly Villanueva, Joi Kempf

**Nays:**

**MOTION CARRIED UNANIMOUSLY.**

**h. Replacement Lighting for the Community Christmas Tree**

A small electrical fire occurred in the Community Christmas Tree over New Years, which fried 2/3 of our existing Christmas lights in the tree. New lights will need to be ordered in order to replace them. At this juncture, Lorrelei suggested moving the Community Christmas tree location because our current tree is old and dying – a decision needed to be made now so that the appropriate amount of lights can be ordered. A replacement tree has already been planted, but it is not grown enough to be used in the next few years.

At the wish of City Manager Tom Youatt, and in agreement with him, the Board decided to keep the location at its current spot at the Imlay City Police Department.

**MOTION** by Stu Davis, supported by Joi Kempf, to keep the Community Christmas Tree in its current spot; to order replacement lights for that specific size tree.

**MOTION CARRIED UNANIMOUSLY.**

**i. Renewal of Music License for Summer Concert Series**

Ms. Natke proposes buying only one music license to cover our music this summer. She choose ASCAP for our singular license, since it has the largest library base. It costs \$363. If we bought 2-4, we would be spending closer to thousands.

Kim Jorgensen suggested that the DDA create a sistership with Imlay City Area Chamber of Commerce to cover the cost of the Music License(s) in Imlay City.

**MOTION** to table by Kelly Villanueva, supported by Kim Jorgensen.

**MOTION CARRIED UNANIMOUSLY.**

**j. SEED Website Domain Renewal**

The domain and annual fee for imlaySEED.com are up for renewal, but Lorrelei doesn't full understand what the charges cover, nor does the Board. They need better clarification and will bring this back before paying.

**k. Support Senate Bill 54**

**MOTION** to support Senate Bill 54, House Bill 4100, by Stu Davis, support by Kim Jorgensen.

**MOTION CARRIED UNANIMOUSLY.**

**l. Giving Tree**

There was an email sent out by Lorrelei after the previous meeting asking the Board members to approve changing the location of the Giving Tree from the Gazebo to the Library. Kelly Villanueva was against the move and was displeased with the email discussion on the topic; she felt it should have been decided in-person at a Board meeting. Kelly asked where the Board now stood on the location and/or presence of a Giving Tree next year.

**MOTION** to continue the Giving Tree next year, and to place it in its usual location in the Lamb Steele Park Gazebo, by Kelly Villanueva, supported by Joi Kempf.

**ROLL CALL:**

**Ayes:** Joi Kempf, Kelly Villanueva, Kim Jorgensen, Walter Bargaen

**Nays:** Stu Davis

**MOTION CARRIED UNANIMOUSLY.**

**m. Email Discussions and Motions**

Kelly Villanueva was also concerned with discussions and motions made via email. She expressed that timing is tough to manage and most members cannot respond in a timely manner since they are working.

City Manager Tom Youatt voiced at occasionally he has had to do a member poll via phone when topics must be addressed before the next meeting, but that no official motion can be made via email or phone, and motions will need to be ratified and officially documented at the next meeting.

Out-of-meeting matters will now be reserved for urgent matters only, with prior-communications on the topic first.

#### **10. DIRECTOR'S REPORT**

Ms. Natke states she is still in the process of the Familiaration Tour. She plans for it to occur around another event in the community, such as Busker Festival or the Lavender Festival. Her job fair is also still in progress. Joi currently has the Historic Walking Tour in her hands, waiting on her final approval before it can go to print for distribution. Lorrelei would like to launch the brochure at a local event as well, possibly with an official ribbon-cutting to bring attention to it. Lorrelei is still continuing the RRC. Christmas lights and US Flags were both in prior meeting discussions. The M-53 Billboard is spoken for now through August, which is exciting news. Ms. Natke has also put together a DDA newsletter, which she plans to distribute bi-monthly to DDA businesses and community areas.

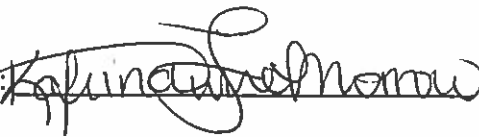
#### **11. MEMBER COMMENTS**

Walt Bargaen wants to make sure the DDA is better represented on future billboards, making sure there is a larger footer or header to acknowledge the DDA, instead of only the logo.

#### **12. ADJOURNMENT**

**MOTION** by Stu Davis, supported by Kim Jorgensen, to adjourn the meeting at 7:10 p.m.  
**MOTION CARRIED UNANIMOUSLY.**

Submitted by Katrina Morrow:



Recording Secretary