

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
SPECIAL MEETING MINUTES
MONDAY, JUNE 21st, 2021**

A special meeting of the Downtown Development Authority was held June 21st, 2021 at the Imlay City Hall, 150 N. Main Street, Imlay City, MI 48444.

1. CALL TO ORDER

Mayor Joi Kempf called the meeting to order at 5:37 pm.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Mayor Joi Kempf, Kim Jorgensen, Trish Dennis, Kelly Villanueva, Steve Teets, Stu Davis, Justin Herbert

Absent: Walter Barga, Samuel Galiana, Ray Krakowski

Also Present: DDA Director Lorrelei Natke and Recording Secretary Katrina Morrow

4. APPROVAL OF AGENDA

MOTION by Stu Davis, support by Steve Teets, to approve the agenda as-is.

MOTION UNANIMOUSLY CARRIED.

5. PUBLIC PARTICIPATION

None.

6. APPROVAL OF MINUTES

REGULAR MEETING – May 10th, 2021.

MOTION by Trish Dennis, support by Steve Teets, to approve the minutes of the Regular Meeting minutes as-is.

MOTION CARRIED UNANIMOUSLY.

7. FINANCIAL REPORT –

a. DDA Expenditure Report

b. Balance Sheet

c. Check Register Report

8. OLD BUSINESS

None.

9. NEW BUSINESS

a. Discussion and Action Regarding Façade Grant Application of Silver Grill

Board isn't sure the work described in the application is considered "façade" and would like the applicant to clarify what they want done with a more detailed itemization and pricing estimates. No vote will take place. The Board will revisit this application when done to the above specifications.

b. Discussion and Action Regarding Façade Grant Application of Dr. Leobardo Guerrero

MOTION by Steve Teets, supported by Kim Jorgensen, to approve the façade grant for Leobardo Guerrero, with a maximum payout of \$2500.

ROLL CALL:

AYE: Justin Herbert, Stu Davis, Steve Teets, Kelly Villanueva, Trish Dennis, Kim Jorgensen, Joi Kempf

NAY:

MOTION CARRIED UNANIMOUSLY.

c. Discussion and Action Regarding Façade Grant Application of Shear Hair

MOTION by Trish Dennis, supported by Stu Davis, to approve the façade grant for Shear Hair, with a maximum payout of \$2500 – as long as photos are forwarded to the DDA Director to share with the board.

ROLL CALL:

AYE: Joi Kempf, Justin Herbert, Kim Jorgensen, Stu Davis, Trish Dennis, Steve Teets, Kelly Villanueva

NAY:

MOTION CARRIED UNANIMOUSLY.

d. Discussion and Action Regarding Façade Grant Application of 220 E Third St

MOTION by Stu Davis, supported by Justin Herbert, to approve the façade grant for 220 E Third St, with a maximum payout of \$2500.

ROLL CALL:

AYE: Kim Jorgensen, Kelly Villanueva, Trish Dennis, Joi Kempf, Justin Herbert, Steve Teets, Stu Davis

NAY:

MOTION CARRIED UNANIMOUSLY.

e. Discussion and Action Regarding Sharing Costs of Sesquicentennial’s Historical Booklet

Board discussed and agreed that this was not a DDA obligation; the funds should be asked of the City of Imlay City.

f. Discussion and Action Regarding Support to Apply for Grant Funds to Replace the Tornado Warning System

MOTION by Steve Teets, supported by Justin Herbert, to support the DDA Director’s efforts to apply for grant opportunities regarding the Tornado Warning System.

MOTION CARRIED UNANIMOUSLY.

g. Discussion and Action Regarding DDA Sponsorship of the Tuesday Evening Car Show

This topic has been tabled until the Board can put together a DDA Sponsorship application that addresses what is expected of the DDA and the event applicant in this situation.

h. Discussion and Action Regarding Resignation of Board Member Samuel Galiana

MOTION by Trish Dennis, supported by Kelly Villanueva, to accept the resignation of Samuel Galiana.

MOTION CARRIED UNANIMOUSLY.

i. Discussion and Action Regarding Director and Assistant Compensation

City employees receive a standard 2.5% annual raise; the DDA employees are not subject to this automatic raise, so they came to the Board for discussion. Board would need to review its employees before a raise can be approved. Any compensation changes will be retroactive to July 1st if approved by Board.

When the review is brought to the Board for vote, they will operate in a closed session for that discussion.

j. Discussion and Action Regarding Façade Grant Application of 4th Street Antiques

MOTION by Kim Jorgensen, supported by Justin Herbert, to approve the façade grant for 4th Street Antiques, with a maximum payout of \$2500.

ROLL CALL:

AYE: Justin Herbert, Stu Davis, Steve Teets, Kelly Villanueva, Trish Dennis, Kim Jorgensen, Joi Kempf

NAY:

MOTION CARRIED UNANIMOUSLY.

10. DIRECTOR’S REPORT

11. MEMBER COMMENTS

The Board would like to see the remaining balance of the Façade Grant line item as part of the Financial Report portion of the packet at future meetings. They also discussed some changes to be made to the Façade Grant application to make it more applicant and board friendly when it comes to an accurate exchange of information for approvals.

12. ADJOURNMENT

MOTION by Steve Teets , supported by Stu Davis, to adjourn the meeting at 7:13 pm.
MOTION CARRIED UNANIMOUSLY.

Katrina Morrow, Recording Secretary

APPROVED: September 13, 2021