

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, December 13, 2021**

A regular meeting of the Downtown Development Authority was held December 13, 2021 at the Imlay City Hall, 150 N. Main Street, Imlay City, MI 48444.

1. CALL TO ORDER

Walter Barga called the meeting to order at 5:35 pm.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Walt Barga, Kim Jorgensen, Kelly Villaneuva, Trish Dennis, Stu Davis, Justin Shattuck

Absent: Joi Kempf, Steve Teets, Ray Krakowski

Also Present: DDA Director Lorrelei Natke, Cindy Chesnutt, Mark Clarkson, and recording secretary Mariya Stout

4. APPROVAL OF AGENDA

MOTION by Kelly Villaneuva to add discussions about Winter Playground and Art in the Rough.

MOTION by Stu Davis, support by Justin Shattuck, to approve the agenda with added discussions about Winter Playground and Art in the Rough.

MOTION UNANIMOUSLY CARRIED

5. PUBLIC PARTICIPATION

None.

6. APPROVAL OF MINUTES

REGULAR MEETING – November 8, 2021

MOTION by Stu Davis support by Trish Dennis, to approve the minutes of the Regular Meeting minutes.

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. Presentation by Cindy Chesnutt of Proposed 2022 Landscaping Project

Ms. Chesnutt proposes working on the landscaping in sections as to solve any future problems and save money in the long run.

MOTION by Stu Davis, supported by Trish Dennis, to go further with Cindy’s landscaping plans.

ROLL CALL:

AYE: Kim Jorgensen, Walt Bargaen, Kelly Villaneuva, Trish Dennis, Stu Davis, Justin Shattuck

NAY:

MOTION CARRIED UNANIMOUSLY

b. Review of changes to Façade Grant Application Process and Checklist

MOTION by Trish Dennis, supported by Stu Davis, to change the wording of the Façade Grant Application to match the grant information packet more closely.

ROLL CALL:

AYE: Walt Bargaen, Trish Dennis, Kelly Villaneuva, Kim Jorgensen, Stu Davis, Justin Shattuck

NAY:

MOTION CARRIED UNANIMOUSLY

c. First Reading of Building Loan Fund with LDC and ChoiceOne Bank

MOTION by Walt Bargaen, supported by Stu Davis, to tweak the Loan Fund document to include interior and exterior changes, as well as add interior guidelines. The bullet points within the document would also need to be more specific and have more general consistency.

ROLL CALL:

AYE: Justin Shattuck, Walt Bargaen, Kim Jorgensen, Kelly Villaneuva, Trish Dennis, Stu Davis

NAY:

MOTION CARRIED UNANIMOUSLY

c. Discussion and Action on Gifting Banners to Students

MOTION by Kim Jorgensen, supported by Trish Dennis to gift banners to students.

ROLL CALL:

AYE: Kelly Villaneuva, Kim Jorgensen, Trish Dennis, Stu Davis, Walt Bargaen, Justin Shattuck

NAY:

MOTION CARRIED UNANIMOUSLY.

c. Letter to Imlay City Chamber

Walt Bargaen will prepare and send letter

AYE: Kelly Villaneuva, Kim Jorgensen, Trish Dennis, Stu Davis, Walt Bargaen, Justin Shattuck

NAY:

MOTION CARRIED UNANIMOUSLY

c. Winter Playground Update

MOTION by Kelly Villaneuva, supported by Trish Dennis to not reschedule a new date for Winter Playground.

ROLL CALL:

AYE: Walt Bargaen, Kim Jorgensen, Kelly Villaneuva, Trish Dennis, Stu Davis, Justin Shattuck

NAY:

MOTION CARRIED UNANIMOUSLY

c. Personnel Committee Update

Discussion about Director Natke’s position and introducing a Performance Improvement Plan (PIP) for her.

MOTION tabled by Walt Bargaen to discuss next month.

c. Art in the Rough

Discussion about whether we should continue having Art in the Rough in the upcoming year.

MOTION tabled by Walt Bargaen to discuss next month.

10. DIRECTOR’S REPORT

11. MEMBER COMMENTS

12. ADJOURNMENT

MOTION by Walt Bargaen, supported by Justin Shattuck, to adjourn the meeting at 6:50 pm.

MOTION CARRIED UNANIMOUSLY

Approved January 17, 2022

Mariya Stout, Recording Secretary