

**IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING**

Monday, February 13, 2023

A REGULAR MEETING OF THE Downtown Development Authority was held on Monday, February 13, 2023 at the Imlay City Hall, 150 North Main Street, Imlay City, MI 48444

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Walter Bargaen, Kim Jorgensen, Kelly Villanueva, Stu Davis, Ray Krakowski, Justin Shattuck

Absent: Mayor Joi Kempf

Also Present: Dana Walker, Interim DDA Director, Craig Horton, City Manager

4. APPROVAL OF AGENDA

MOTION by Davis, support by Jorgensen to approve the agenda as presented.

MOTION UNANIMOUSLY CARRIED.

5. PUBLIC PARTICIPATION

6. APPROVAL OF MINUTES

Regular Meeting, January 9, 2023

Special Meeting, January 23, 2023

MOTION by Davis, support by Shattuck, to approve the Regular Meeting Minutes of January 9, 2023 and the Special Meeting Minutes of January 23, 2023.

MOTION UNANIMOUSLY CARRIED

7. FINANCIAL REPORTS – January 2023

a. DDA Expenditure Report

b. Balance Sheet

c. Check Register Report

Walker reviewed the DDA Budget as presented. She noted that the DDA budget process will begin in March and the Board is welcomed and encouraged to participate in process.

8. OLD BUSINESS

a. Façade Grant Adjustment Request, Third Street Lofts

Walker and Krakowski reviewed the application originally approved by the Board in July of 2022. Walker noted Krakowski's final bill was higher (\$6500) than the original estimate (\$5865). As of February 13, 2023, Krokowski had received \$2574 toward the originally approved façade grant of \$2932.50.

MOTION by Davis, support by Shattuck, to approve the request of an additional \$676.00 to represent a 50% match of the actual cost of the project.

MOTION UNANIMOUSLY CARRIED AFTER A ROLL CALL VOTE.

Krakowski abstained from the vote.

b. Façade Grant 234 E. Third Street

MOTION by Davis, support by Krakowski, to grant the Façade Grant request for 234 East Third Street

in the amount of \$5000 with the condition that the applicant provide proof of the contractor's certificate of liability insurance and contractor's license.

MOTION UNANIMOUSLY CARRIED AFTER A ROLL CALL VOTE.

c. Update of 3 parcels (Old DPW, Old Fire, Old Sign Shop)

Walker and Horton reviewed the properties and stated Sam Moore from the Lapeer Development Corporation had been working with the City of Imlay City to create two Request For Proposals for the Sign Shop and Old Fire Hall. The City Commission will review the RFPs at the February 21 Commission meeting. Walker noted she had contacted a firm specializing in historical rehabilitation in regards to the Old Sign Shop.

d. Recommendation of Personnel Committee re. Director Applications

The Personnel Committee will interview 3 candidates for the DDA director on Tuesday, February 21, 2023. The Committee will then make a recommendation to the full Board in regards to candidates having a second interview with the full Board.

9. NEW BUSINESS

a. Welcome of Hannan House to @150 Pop

Walker noted that Hannan House will hold a ribbon cutting on Friday, March 3, at Noon. The Board agreed that the tenant could use the current @ 150 POP sign as a base during the lease.

b. DDA Board of Directors

Walker noted that per PA 57 of 2018, the law requires a DDA Board to consist of 9 members, one of which is the chief executive officer of the municipality. The Board will work on recommendations for an additional 2 board members.

c. DDA Reporting Requirements

Walker reviewed the reporting requirements within PA 57 of 2018 for all DDAs. Leah Mills from the City office has been working on adding all necessary documents to the DDA website. Updates to portions of the website are still needed and can be handled by the new director upon arrival along with scheduling the 2 required yearly informational meetings.

d. DDA payment in full for Billboard space November/December 23- Winter Fest

The Board confirmed that the DDA would waive any fees associated with the promotion of Winter Fest 2023 on the billboard located on M53 and the railroad tracks.

10. INTERIM DIRECTOR'S REPORT

Walker reviewed the report highlighting the Redevelopment Ready Community program through the MEDC. She suggested that the future DDA director take the lead on finishing the process as it would produce tremendous benefits and opportunities for the City and DDA. Walker suggested having a work session in the future with the new director and the Board to work on strategic planning, goals of the DDA.

11. MEMBER COMMENTS

Villanueva asked that Walker contact the landscape contractor and have a contract in place before the planting season begins.

12. ADJOURNMENT

MOTION by Shattuck, support by Davis, to adjourn the meeting at 6:49pm.

MOTION UNANIMOUSLY PASSED.

Dana Walker, Interim Director

APPROVED: March 13th, 2023

City Commission Approved: 03-21-2023