

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, April 9, 2018**

A regular meeting of the Downtown Development Authority was held on April 9, 2018 at the Imlay City Hall, 150 N. Main Street, Imlay City, MI 48444

1. CALL TO ORDER

Chairperson Joi Kempf called the meeting to order at 5:35 p.m.

2. ROLL CALL

Present: Walt Bargen, Joi Kempf, Kelly Villanueva, Beth Murawski, and Stu Davis.

Absent: Kim Jorgensen, Steve Teets, Tracy Aldrich and Samuel Galiana.

Also present: DDA Director Dana Walker, City Manager Tom Youatt and Trish Dennis.

3. APPROVAL OF AGENDA

Motion by Davis, supported by Bargen to approve the agenda as is.

MOTION UNANIMOUSLY CARRIED

4. PUBLIC PARTICIPATION

None

5. APPROVAL OF MINUTES

CLARIFICATION OF REGULAR MEETING – February 12, 2018

REGULAR MEETING- March 12, 2018

SPECIAL MEETING – March 26, 2018

Motion by Davis, supported by Murawski to approve the all minutes for above mentioned meetings as modified.

MOTION UNANIMOUSLY CARRIED

6. FINANCIAL REPORT

a. DDA EXPENDITURE REPORT

b. BALANCE SHEET

c. CHECK REGISTER REPORT

Received and filed.

7. OLD BUSINESS

a. Community Report Forum, First Impressions – \$2,000 Grant Update

1. Art and Historic Walking tour of downtown
2. Foundation Grants

Ms. Walker stated two grants, one to Four County Community Foundation and one to Lapeer County Community Foundation, have been submitted. She has not heard from either one as of yet but they both meet this week. DDA is all set with funding from First Impressions and once the DDA has secured grant money, Ms. Walker can move forward with plaques for the Historic Walking Tour. The walking tour will include significant buildings in Imlay City, not just historic places. Ms. Walker stated she has a list from Marilyn Swihart, from the museum.

Board Member Murawski stated Marty Rankin would also be a good resource for the history of Imlay City.

b. RRC Update

Ms. Walker stated the RRC met two weeks ago, Ms. Walker will present to the City Commission next Tuesday a packet in compliance with the RRC. The packet will be a guide for new board members. At the end of the month Ms. Walker will present the Development Plan and Zoning Ordinance with steps of the process listed out to the Planning Commission. After the Development Plan is presented to the Planning Commission, Ms. Walker will present it to the City Commission. This is all part of the RRC program.

Ms. Walker stated she has been working on the DDA and City websites with Shannon Hamel, the City's receptionist, to clean up the websites and make them more user friendly. There is one community calendar. Ms. Walker and Ms. Hamel did what they could without calling a website designer. Next Ms. Walker will look into a grant for some professional assistance.

c. Renewal of Holiday Tree Lighting Service Contract Dan Weingartz

Ms. Walker stated on page 22 is the renewal proposal for the holiday tree lighting from Dan Weingartz. In the original contract there was an option to renew contract for three years, this is the third year. Ms. Walker would recommend renewing for the third year.

Motion by Murawski, seconded by Barga to renew the Holiday Tree Lighting contract from Dan Weingartz for the third year in the amount of \$5,125.00 as presented.

Roll Call

Ayes: Kempf, Villanueva, Murawski, Davis, and Barga.

Nays: None

Unanimously carried.

Ms. Walker also stated that she has been talking with DPW Superintendent, Ed Priehs, about the Holiday Tree. The tree needs to come down. Mr. Priehs stated the best place for the new Holiday Tree would be on the north end of the Police Department.

There is room in that area and anywhere else would be a delicate dig because of irrigation and DTE lines. Ms. Walker stated that Dan Weingartz stated he would take down the old Holiday Tree free of charge. Mr. Weingartz does not feel the tree will make it another year and suggests the tree be taken down in the fall.

It was stated that Bill Elling from Imlay City may be able to help move the new tree in. It will be a smaller tree than we currently have, it will be a 16 to 20' tree.

d. Approval of 2018-19 DDA Budget

Ms. Walker presented on page 23 and 24 the 2018-19 DDA Budget. Ms. Walker stated the City Commission would be looking at the Budget in May or possibly sooner. Ms. Walker used figures on past numbers. There are no major changes. This budget is what everyone saw at the work session. Ms. Walker presented for the Boards approval.

Motion by Bargen, seconded by Davis to accept the 2018-19 DDA Budget as presented.

Roll Call

Ayes: Villanueva, Murawski, Davis, Bargen and Kempf.

Nays: None

Unanimously carried.

8. NEW BUSINESS

a. Lapeer County Board of Commissioners Renewal of Millage for Senior Programs

Ms. Walker presented on page 25 of the packet a letter from the Lapeer County Board of Commissioners. They are seeking renewal of the Millage for Senior Programs. The letter is asking the DDA to send an official vote from our DDA regarding the "capturing" of any funds from the senior millage if it should pass. Ms. Walker stated in the past the DDA has opted out of capturing any funds.

Motion by Davis, seconded by Murawski that the City of Imlay City DDA hereby resolves that we will not "capture" any of the extra voted County wide millage that will be on the August 18, 2018 Primary Election that will be exclusively used for the purpose of providing County senior services for a period of four years, commencing in 2019 and understand and support its intended purpose of providing funds for meals, respite care, health care needs and other services to an expanding senior population; and further, we authorize the DDA Director, Dana Walker, to sign the attached acknowledgement/ Letter of capture Intent and return to the Lapeer County Board of Commissioners prior to April 26, 2018.

DDA Board stated Dana Walker is to sign the letter to the County Commission in hopes the DDA and County will continue to work cooperatively together during projects specific to Imlay City and/or the County.

Roll Call

Ayes: Villanueva, Murawski, Davis, Bargaen and Kempf.

Nays: None

Unanimously carried.

b. Mayor Appointment of Trish Dennis to DDA board of Directors

Mayor Bargaen will recommend to the City Commission the appointment of Trish Dennis to fill the vacant seat on the Board. Ms. Walker appreciates Ms. Dennis volunteering for this position.

c. Sponsorship of 2018 Busker Festival

Ms. Walker stated on page 28 of the packet is the sponsorship information from the Chamber of Commerce for the Busker Festival. The DDA in the past has sponsored \$1,500.00 plus \$1,000.00 in kind for the parade. Ms. Walker recommended keeping with what DDA had been doing and show continued support of \$1,500.00 plus \$1,000.00 in kind for the parade. DDA will get a premier booth and free parade entry. The Art in the Rough – Lapeer Art Association will also have space at the festival in a shared booth.

The Board inquired if the DDA would get platinum recognition with \$1,500.00 with \$1,000.00 in kind.

Motion by Bargaen, seconded by Davis to approve sponsorship of 2018 Busker Festival for \$1,500.00 plus \$1,000.00 in kind, Busker Parade as presented.

Roll Call

Ayes: Murawski, Davis, Bargaen, Kempf and Villanueva.

Nays: None

Unanimously carried.

d. PA 57 DDA Law Review

Ms. Walker presented PA 57 DDA Law Review on page 32 from the packet. Ms. Walker stated Senator Horn wrote the act and instead of gutting DDAs they are asking for more reporting from DDAs. Ms. Walker noted most of what they are asking for we already do. The highlighted areas, Ms. Walker is clarifying with Michigan Downtown Association

The Law is asking for two informational meetings a year, Ms. Walker stated she currently presents one but can increase to two at City Commission meeting. The County Commissioners would be invited to come.

Michigan Downtown Association can pull the reports from all DDAs also which will be very helpful.

This law was signed by the Governor last week and will go into effect in January 2019. The State will have to come up with a report or form everyone can fill out and understand.

8. Director's Report

Ms. Walker stated the Bancroft building has a new front door. Sarah Graver is there until the end of the month. Ms. Walker asked her to contact the local papers to let them know about her experience to give us some publicity.

Mayor Borgen inquired as to if her business grew. Ms. Walker stated that it did.

Ms. Walker stated she does not have anyone to fill the building after Ms. Graver leaves.

Mayor Borgen inquired as to if we could extend her lease to a month-by-month lease. Board Member Kempf agreed with this. It was suggested that Ms. Graver pay whatever the rent was for Mr. Mette plus utilities.

Motion by Davis, seconded by Murawski to offer to Ms. Graver to continue at the Bancroft building for \$450.00 a month plus utilities on a month-by-month basis with a 30 day notice.

Roll Call

Ayes: Murawski, Davis, Borgen, Kempf and Villanueva.

Nays: None

Unanimously carried.

9. Member comment

Board Member Murawski stated she is concerned about some façades in downtown looking bad with awnings needing in repair and wondered about telling the owners about the façade grant program. Ms. Walker stated there are several businesses in town that she will approach about the façade grant program.

Board Member Murawski also suggested hosting a pickle festival with Vlastic as a DDA in the future not this year. She stated a small festival could be done with \$15,000.00. Ms. Walker stated that at Farmer's Market they will be doing an "All About Pickles" day, this year Vlastic is celebrating 75 years. Board Member Villanueva stated the Chamber of Commerce approached Vlastic about doing a festival but they declined though they did say that a festival in April or May would be easier for them to do that one in the summer months.

Ms. Walker stated she and Ms. Graver are in touch with Michigan Extension about having a canning demonstration. Ms. Walker also stated that at the Special meeting it was brought up about having a trunk sale. Ms. Walker is looking in to having one at the Bancroft parking lot. They will need promotion and a meeting to discuss the details. She is looking

at August 4, 2018. They will have spaces to rent one spot to park your vehicle and one spot to displace your merchandise.

Trish Dennis mentioned that Richmond does a similar sale once a year, this year's sale is on April 28, 2018. They give you one spot for your vehicle, one for your merchandise for \$50.00. Last year they saw over 10,000 people at their trunk sale. Ms. Walker stated she thinks \$25.00 per vendor should be enough.

Board Member Villanueva suggested getting a booth at the Richmond sale to advertise our sale. Ms. Dennis stated we could print up flyers and the coordinator at the Richmond sale could pass out the flyers.

Board Member Villanueva suggested sending a card to Carol Gould for her retirement.

Chairperson Kempf stated the Fairgrounds and Vlasic are doing something pickle festival related in the month of May, she believes this year.

10. ADJOURNMENT

Motion by Davis, supported by Barga to adjourn the meeting at 6:28 p.m.

MOTION UNANIMOUSLY CARRIED

Submitted by Anne McAvoy: _____
Recording Secretary

Approved: