

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, March 12, 2018**

A regular meeting of the Downtown Development Authority was held on March 12, 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 Bargaen, Joi Kempf, Kelly Villanueva, Steve Teets, Beth Murawski, Stu Davis and Samuel Galiana.

Absent: Kim Jorgensen and Tracy Aldrich.

Also present: DDA Director Dana Walker and City Manager Tom Youatt

3. APPROVAL OF AGENDA

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

MOTION UNANIMOUSLY CARRIED

4. PUBLIC PARTICIPATION

None

5. APPROVAL OF MINUTES

REGULAR MEETING- February 12, 2018

Motion by Davis, supported by Bargaen to approve the minutes of the Regular Meeting minutes dated February 12, 2018.

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

1. Art and Historic Walking tour of downtown

2. Approval for Foundation Grants

a. LCCF

b. FCCF

3. Approval of DDA financial support

Walker stated on page 12 of the packet is part of the filing report First Impressions gave us. On page 12 and 13 Walker has highlighted what was discussed at last month's meeting. Walker has been working on the Art and Historical walk with Marilyn Swihart from the museum. On page 13 Walker has a sample sign for the Art and Historical Walk, is this what the Board would like to see? Page 15 is a list of historical places the museum already has done, they are continuing to add to this list. On page 16 is an example of what Plainwell, Michigan has and on page 17 is an example of the paper that would insert into the plaques marking the historical sites. On page 18 and 19 is the brochure that Marshall, Michigan has, they give this out for the walking trail and art walk. The DDA could use something similar and expand on what the museum and DDA have already done. Currently the DDA and museum have 15 commercial buildings and 5 residential homes. Some of the homes are not in the DDA district but Walker stated she feels this is okay because the grant money was to the City so some areas outside the DDA district can be highlighted. On page 20 lists the pricing for the plaques, Walker stated she received a quote from the same company that did the plaques for Plainwell, Michigan and she is waiting on quotes from The Print Shop, Craig Signs and Imlay City Monuments. Walker stated the budget she has listed is the highest it would be. The pricing would only go down from here. Walker informed the Board that Marilyn Swihart and the Museum have half of the work done already in regards to research. Board Member Davis inquired as to whether the plaques can be put at the city sidewalk not on the homes because people cannot see the plaque on the house unless they come up to the home. Mayor Barga suggested instead of flyers at each location to have a bar code or something permanent.

Walker informed the board that she has two grant requests almost completed. The requests are for LCCF and FCCF, both grant applications are due this Thursday. Walker is seeking the Boards approval to send out the grant requests in the amount of \$1,500.00 from each foundation and to approve \$1,200.00 for the DDA's portion. The project must be completed by July 2018.

Walker stated homeowners and businesses would be asked before they were added to the Walking Tour and once everything is completed Walker would organize a grand opening of the Walking Tour. The total budget for the Walking Tour will be \$6,500.00

City Manager Tom Youatt stated the City would like to participate in the project and would buy the five residential plaques.

Motion by Barga, seconded by Davis to enter into the Art and Historic Walking Tour of downtown project with the total budget of \$6,500.00

Roll Call

Ayes: Kempf, Villanueva, Teets, Murawski, Davis, Galiana, and Barga

Nays: None

Unanimously carried.

Motion by Bergen, seconded by Murawski to approve the grant applications to LCCF and FCCF for \$1,500.00 each and noted the City will fund the five residential plaques for the project.

Unanimously carried.

b. RRC Update Board of Director's qualifications

Walker stated on page 21 is an example of what the City of East Lansing has and Walker is working on this for the City. If there are any suggestions regarding this, please get those suggestions to Walker before March 27, 2018.

c. Irrigation Service bid for 2018 Contract Award

Walker stated she had the bid opening and AquaTurf has the lowest bid, he has done the work for the City in the past.

Motion by Bergen, seconded by Teets to accept the bid in the amount of \$600.00 from AquaTurf Irrigation for the Irrigation Service.

Roll Call

Ayes: Villanueva, Teets, Murawski, Davis, Galiana, Bergen, and Kempf.

Nays: None

Unanimously carried.

d. Car Charging Station renewal/new equipment

Walker stated the charging station is currently working but is quickly becoming outdated. The car charging station company is offering a special right now, \$3,000.00 to upgrade to a new station which is regularly \$7,000.00. Walker stated the Board just approved and paid \$60.00 for the data plan. Walker noted the whole parking lot is attached to grant money. If the DDA were to upgrade it would cost \$3,000.00 plus they would have to hire a certified installer. Board Member Murawski suggested letting the charging station run its time. Walker did state that the two people she knows of that use the station are from out of town. It was suggested to Walker to install the special plug that is needed rather than have the car charging equipment.

City Manager Tom Youatt asked Walker to remind him to talk with MDOT about adding the charging station to signage that is currently installed on M-53.

Mayor Bergen inquired if we can make it so we can charge for the charging service.

Motion by Villanueva, seconded by Bergen to table this until later.

Unanimously carried.

e. DDA Work Session – Monday March 26, 5:35, Lamb Steele Building

Walker stated there will be a work session on Monday, March 26, 2018 at 5:35 p.m. at the Lamb Steele Building. Walker will be sending out an agenda for that meeting.

f. Façade Grant Request Renewal Pizza Machine

Walker stated the request is the same as it was last year, the 6 month time period had lapsed and they are requesting a renewal.

Motion by Bargaen, seconded by Villanueva to grant the renewal for Pizza Machine on their previous grant request for a total of up to \$2,500.00.

Roll Call

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

Nays: None

Unanimously carried.

g. Façade Grant Request Renewal – Joe Candela

Walker stated Joe Candela came to the DDA last year wanting an awning. He found someone who can do the work, Candela will be scraping paint and tearing down existing. The total on awning is \$2,000 and the supplies cost \$251.15 so half would be \$1,125.50.

Motion by Davis, seconded by Murawski to approve Façade Grant Request for Joe Candela in the amount of \$1,125.50.

Roll Call

Ayes: Teets, Murawski, Davis, Galiana, Bargaen, Kempf and Jorgensen.

Nays: None

Unanimously carried.

8. NEW BUSINESS

a. Commercial Redevelopment Act – recommendation to the City Commission

1. 200 East Third Street (Masonic Building)

2. 430 E. Capac Road (Tietz’s Restaurant)

Walker stated there are incentives available to property owners/new owners available through the State. The whole purpose is to freeze the property taxes so the owner can fix their properties up. The freeze can be for up to 12 years. The City Commission would have to approve the abatement. The City has talked with the MEDC representative and these properties fit into the criteria for the program. The City can add more properties in the DDA district, they have to be clearly obsolete buildings. There will be a public hearing to list the two properties as commercial rehabilitation properties. There will have to be two separate resolutions, one for each building.

City Manager Tom Youatt stated this is a huge development opportunity. The City Commission has to approve the property, there has to be a significant improvement for the

City. The owner must have a clear plan. The City identifies rehabilitation areas. Mayor Barga stated there will be a Public Hearing for each property and there is going to be a process.

Youatt stated they have to have a plan and create jobs and the City can go back and rescind it if they do not follow through. Youatt explained it is like the industrial IFT. Youatt heard about the program with St. Clair Inn. It has an incentive, the owner can use it as a way to sell their building. There is a lot of structure to the program.

Motion by Barga, seconded by Davis to recommend the program to the City Commission.
Unanimously carried.

8. Director's Report

Walker stated she has not heard anything from the Michigan Council for Art and Cultural Affairs on the grant for summer concert series. Walker informed the Board Ms. Graver, the business at @150 Pop, leaves at the beginning of May. Ms. Graver is looking for space for her business, she needs about 900 square feet or less. Walker stated she went last week to Lansing Day Michigan Downtown, it went very well. There are a few bills out there on the Governor's desk, new rules for DDA on reporting. We do most of it already, there will be a few things to do. Walker feels it is a good compromise and makes them more accountable.

9. Member comment

10. ADJOURNMENT

Motion by Davis, supported by Barga to adjourn the meeting at 6:21 p.m.

MOTION UNANIMOUSLY CARRIED

Submitted by Anne McAvoy: _____

Recording Secretary

Approved: