

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

A regular meeting of the Downtown Development Authority was held on February 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, Kim Jorgensen, Kelly Villanueva, Tracy Aldrich, Stu Davis and Samuel Galiana (arrived at 5:45 p.m.).

Absent: Steve Teets, Beth Fromwiller and Beth Murawski.

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

3. APPROVAL OF AGENDA

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

MOTION UNANIMOUSLY CARRIED

4. PUBLIC PARTICIPATION

None

5. APPROVAL OF MINUTES

REGULAR MEETING- January 11, 2018

Motion by Bargaen, supported by Aldrich to approve the minutes of the Regular Meeting minutes dated January 11, 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. Kiosk for downtown
2. Continue Downtown Art in Action
3. Walking Tour of downtown

Walker requested direction from the Board as to how to spend the \$2,000.00 grant money awarded to the City for the Community Forum, First Impressions. Walker is looking for guidance from the DDA Board because the First Impressions report pointed out improvements mainly in the downtown area. Walker stated the funds need to be used by July 2018. Once the project is completed the DDA would submit receipts for reimbursement. First Impressions would like the monies used to complete something from their list of suggestions, their suggestions are listed on pages 12-13 of the packet. Walker stated she had been working on three items in particular, 1. The kiosk for downtown, 2. Continue Downtown Art in Action and 3. Walking Tour of downtown; which of these ideas would the Board like to pursue further. Ms. Walker informed the Board the kiosk would cost approximately \$6,000 to \$7,000. The bulletin board would be weather proof. The kiosk would fall under better signage and tourists assist because tourists have had a hard time finding events. The second suggestion is continuing the Downtown Art in Action, this cost \$5,000.00 last year or the Board could commission an artist for a piece of art.

Board Member Villanueva inquired as to how much was in the budget. Walker stated the 2018-2019 budget had not been created yet. Board Member Davis suggested a contest to paint the water tower but City Manager Tom Youatt stated the City just paid to have the water tower painted and it is under contract with the company with a multi-year contract.

Walker stated the DDA could start small with plaques and add each year, choose five to six places and create a map. The places could have historical background and extend to businesses that want to sponsor a plaque, this would be a good way to add foot traffic.

Board Member Aldrich stated out of the three ideas she supports the walking tour, moving away from the art side and going towards agricultural side and history of Imlay City. She also suggested a pickle store and tours of the pickle plant.

Mayor Barga added historical homes, Vlasic, Walker barn, fairgrounds, railroad, the depot and the Almont Avenue house that use to be the train stop. Mayor Barga stated he preferred something that was more complete. Put maps in Farmer's Market or Lamb Steele Park, one central place not 5-6 little plaques.

Board Member Davis stated a sign, map and app would be a good idea.

City Manager Tom Youatt stated connectivity, a central place, a common sign in each place and historical landmarks to Imlay City is a good idea.

Board Member Jorgensen stated the need for paper maps because a lot of people do not use apps.

Mayor Barga agrees on a walking tour with a central sign.

Motion by Barga, seconded by Davis to pursue a Historic Walking Tour and signs.

Unanimously carried.

b. RRC Update

Walker stated they are meeting tomorrow, they have already submitted the public participation plan and it was approved by the City Commission. They worked on a development plan – a document for developers to give feedback to us on the developing process. Walkers stated she is working on the websites. The information was hard to find, she is making the City, SEED and DDA website more user friendly.

c. Concert Series Grant Update

Walker is waiting to hear from the Michigan Council for Arts & Cultural Affairs in Flint. Walker has 6 out of the 8 concerts in the park booked. They will start the week after the Busker Festival, June 14, 2018. There will not be a concert the week of the fair and will end August 14, 2018. Lakestone Bank will be sponsoring the ice cream social again this year on June 26, 2018.

d. Irrigation Service Bid for 2018 (bids due March 2, 2018)

Walker stated bid sheets are available for the irrigation service for 2018 and they are due March 2, 2018.

e. New door for 150 Bancroft ordered

Walker informed the board that the new door for 150 Bancroft has been ordered. Walker received three quotes, Todd's Glass was the lowest at \$1,400.00. The door will be a commercial door.

f. Car Charging Station renewal/new equipment

Walker stated on page 17 of the packet is the information for the car charging station. The station is currently working but the data plan is up for renewal. Renewal for one year is \$60.00. Walker stated if it is not renewed the charging station will be useless and there are two specific people that she knows of that use the charging station and while their vehicle is charging they shop and eat downtown.

Board Member Davis stated there isn't a sign saying we have a charging station and where it is. Walker stated there is an app that is what owners use to find charging stations. The Superintendent of DPW, Ed Priehs and Ms. Walker are working on getting a sign, maybe putting it on the MDOT sign.

Walker stated the car charger will be out of date soon. The company is running a special, charging \$3,000.00 to upgrade to the latest version as opposed to \$7,000.00. Walker stated next year parts for the charging station may not be available for our current machine. The car charging station is tied to a grant the City received so Walker will look into if it is a violation of the grant to have the station removed. City Manager Tom Youatt stated it is part of the MEDC grant and we would have to talk to the grant coordinator.

Board Member Kempf inquired as to if the new machine price comes with one year of data and how long the special pricing is good for. Mayor Barga inquired as to if they make machines with air compressor so you can air up your tires while it is charging.

Walker stated she would look into this and the MEDC grant.

Motion by Davis, seconded by Villanueva to renew the \$60.00 data plan on the car charging station.

Roll Call

Ayes: Kempf, Jorgensen, Villanueva, Aldrich, Davis, Galiana and Barga

Nays: None

Unanimously carried.

8. NEW BUSINESS

a. Reading Night Friday, March 2

Walker stated Weston and Borland Elementary are having Reading Night again this year from 5:30 to 7:30. Walker stated if anyone is interested in participating to contact her.

b. MDA Lansing Day and Workshop

On page 21 is information on the MDA Lansing Day, Walker stated it is a really great workshop and if anyone is interested in going to let her know. On March 7, 2018 they will be meeting with Representative from the Capitol and on March 8, 2018 is rip off and duplicate day. Walker is excited to attend the sessions on food trucks and farmer's markets. On March 8, 2018 Walker will also be presenting.

c. Resignation of Beth Fromwiller from DDA Board

Walker stated on page 22 is the resignation letter from Beth Fromwiller.

Motion by Barga, seconded by Davis to accept Beth Fromwiller's resignation with regrets.

MOTION UNANIMOUSLY CARRIED

Walker stated if anyone has a suggestion as to someone who can fill the vacancy to contact Mayor Barga or herself so they can present the suggestion to the City Commission.

d. DDA 2018 Work Session

Walker stated last year the DDA had a work session and she found this helpful to look at the Master Plan and Budget. It may be a good time of year to look at doing that again this year. The CIP is going in front of the Planning Commission this month and then on to the City Commission. Walker suggests a work date in March.

It was inquired as to if a member of the township should be on but Walker does not believe that is allowed for in the Michigan Downtown District by-laws.

Walker stated last year there was an agenda and is looking for suggestions for this year.

8. Director's Report

Walker stated her report is on page 23 of the packet. She is working with some potential businesses coming to town. Walker stated the Mulefoot Gastropub is changing directions and renaming the restaurant. The changes will happen in May at the Mulefoot.

9. Member comment

Board Member Aldrich informed the board that the library's auction ends tomorrow, February 13, 2018. There are several new items to bid on. She stated you can view some items online on their Facebook page but in order to bid you have to come into the library. Board Member Aldrich also wanted to thank everyone who donated to the auction.

10. ADJOURNMENT

Motion by Bargaen, supported by Jorgenson to adjourn the meeting at 6:17 p.m.

MOTION UNANIMOUSLY CARRIED

Submitted by Anne McAvoy: _____
Recording Secretary

Approved: March 12, 2018