

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
MONDAY, February 13, 2017  
DRAFT**

A regular meeting of the Downtown Development Authority was held on February 13, 2017 at the Imlay City Hall, 150 N. Main Street, Imlay City, MI 48444.

**1. CALL TO ORDER**

Vice-Chairperson Kim Jorgensen called the meeting to order at 5:37 p.m.

**2. ROLL CALL**

Present: Kim Jorgensen, Walt Bargaen, Stu Davis, Tracy Aldrich, Steve Teets

Absent: Beth Fromwiller, Beth Murawski, Joi Kempf

Late arrival: Kelly Villanueva

Also present: DDA Director Dana Walker, Imlay City Manager Tom Youatt, Ann McEvoy, employee of the City of Imlay City.

**3. APPROVAL OF AGENDA**

**Motion** by Davis, supported by Bargaen to approve the agenda with the addition of the name 'Samuel Galiana' to 7 c.

**Unanimously carried**

**4. PUBLIC PARTICIPATION**

None.

**5. APPROVAL OF MINUTES**

**REGULAR MEETING- January 9, 2017**

**Motion** by Davis, supported by Bargaen to approve the minutes dated January 9, 2017 as presented

**Unanimously carried**

**6. FINANCIAL REPORT**

**a. DDA EXPENDITURE REPORT**

**b. BALANCE SHEET**

**c. CHECK REGISTER REPORT**

Received and filed.

**7. OLD BUSINESS**

**a. Winter Playground review**

Information listing proposed projects was attached to the packet as page 13 and 14. Walker noted that the Winter Playground event offers a lot to the community in relation to its low cost.

**b. LED Conversion on Third Street and Bancroft.**

Information was attached to the packet as page15-16.

**Motion** by Teets, supported by Villanueva to allow Walker to spend up to \$24,000 for the LED conversion project.

**ROLL CALL:**

**AYES:** Villanueva, Davis, Bargaen, Teets, Aldrich, Jorgensen

**NAYS:** None

**Motion carried 6-0**

**c. Recommendation to the Board of Directors-Samuel Galiana**

Walker informed the board that Samuel Galiana, owner of Jalisco's, will by Mayor Walt Bargaen's recommendation to the Imlay City Commission to fill the vacant position on the DDA board.

**d. Market Manager Job Description**

The revamped Market Manager Job Description was attached to the packet as pages 17-19.

**Motion** by Teets, supported by Davis, to approve the Market Manager Job Description as presented.

**Unanimously carried**

**e. Summer Entertainment Coordinator Position**

The revamped Summer Entertainment Coordinator Position Job Description was attached to the packet as pages 20-21.

**Motion** by Teets, supported by Davis, to approve the Market Manager Job Description as presented.

**Unanimously carried**

**8. NEW BUSINESS**

**a. Façade Grant Request Kitty's Place**

A completed Façade Grant Request from Kitty Schuster of Kitty's Place was attached to the packet as pages 22-23.

Motion by Bargaen, supported by Davis to approve the Façade Grant Request from Kitty Schuster of Kitty's Place as presented for the 50% total DDA reimbursement of \$600.00.

**ROLL CALL:**

**AYES:** Villanueva, Davis, Bargaen, Teets, Aldrich, Jorgensen

**NAYS:** None

**Motion carried 6-0**

**b. Façade Grant Request Charlee Jack Designs**

A completed Façade Grant Request from Robert J. Harrison of Charlee Jack Designs was attached to the packet as pages 24-28.

Motion by Teets, supported by Villanueva to approve the Façade Grant Request from Robert J. Harrison of Charlee Jack Designs as presented for the 50% total DDA reimbursement of \$312.53.

**ROLL CALL:**

**AYES:** Villanueva, Davis, Bargaen, Teets, Aldrich, Jorgensen

**NAYS:** None

**Motion carried 6-0**

**c. Resignation of Catherine Minolli**

A copy of Recording Secretary Catherine Minolli's letter of resignation was attached to the packet as page 29.

**Motion** by Bargaen, supported by Villanueva to accept the resignation with regrets.

**d. Director's Review**

A handout summarizing the results of the Director's Review was distributed to the board. The handout reflected the Director's overall average score of 4 out of a possible 5 points.

**e. 2017 Blueberry Parade start time**

Walker reiterated that the new parade start time of 4 p.m. which was implemented last year was well received. Consensus was reached to start the parade at 4 p.m. again this year (2017). Walker will check with the Eastern Michigan State Fair Manager in an attempt to avoid some congestion in the lineup with 4-H families arriving at the same time as the parade entries are being staged.

**f. 2017 Farmers Market Vendor Requirements**

Consensus was reached to remove the “unofficial” requirement to not allow multiple produce/other vendors at the market. Walker will also look into the possibility of offering a Saturday Farmers Market, perhaps with special incentive pricing for vendors.

**g. Weston and Borland schools 2<sup>nd</sup> Annual Community Reading Night March 2**

Consensus was reached to again support the Annual Community Reading Night hosted by Weston and Borland schools from 5:30-7:30 p.m. on March 2. Students and teachers will visit businesses in the DDA district during the event.

**h. Contract Extension for Aqua Turf**

A copy of last year’s contract was attached to the packet as pages 30-31. Consensus was reached to present information regarding the irrigation contract to Aqua Turf again this year and Walker will report back to the board.

**i. Contract extension for Weingartz-Tree lighting**

Last year’s proposal was attached to the packet as page 32. Walker will again get with Weingartz regarding this year’s tree lighting and report back to the board.

**9. Director’s Report**

A copy of the Director’s Report was attached to the packet as page 33. Walker noted that the Lapeer Art Association will work with Imlay City for this fall’s Art in the Rough project.

Discussion was held regarding another Art Initiative project, perhaps with welders or other sculptors. Walker will look into the possibilities.

Walker asked the board to begin to think about the future of the Bancroft Building. Villanueva suggested that the board tour the building as a group. Bargaen noted that the DDA should also mentor the businesses that rent the building to help assure that they will be successful and hopefully relocate to an empty building downtown.

**10. Member comment**

Villanueva noted that the gazebo at Rotary Park is in need of some work. Bargaen said the Rotary Club will look into it. City Manager Tom Youatt said he would take a look as well.

**11. ADJOURNMENT**

**Motion** by Davis supported by Villanueva to adjourn the meeting at 6:34 p.m.

**Unanimously carried**

Submitted by Catherine Minolli: \_\_\_\_\_

Recording Secretary