

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

A regular meeting of the Downtown Development Authority was held on March 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 5:36 p.m.

2. ROLL CALL

Present: Walt Bargaen, Kim Jorgensen, Steve Teets, Tracy Aldrich, Beth Fromwiller, Beth Murawski, Stu Davis, and Samuel Galiana. Kelly Villanueva came late.

Absent: Joi Kempf

Also present: DDA Director Dana Walker, Imlay City Manager Tom Youatt

3. APPROVAL OF AGENDA

Motion by Bargaen, supported by Davis to approve the agenda with the addition of 8 i. 'Façade Grant, Narayan's '

Unanimously carried

4. PUBLIC PARTICIPATION

City Manager Tom Youatt talked about the M-53 Corridor Plan. He had a meeting with MDOT. The plan is to reduce lanes from Second Street to M-21, four lanes to three lanes. The lane conversion will be for a one year trial basis then we can reevaluate if the lane conversion helped with traffic control. Once we reevaluate we can implement this or another plan with the 2018 sanitary sewer project. The City is advertising the public hearing scheduled for April 4th, 2017 before the regular City Commission meeting. Walker encourages all board members to attend. Youatt told the board that there will be a ribbon cutting at the police department for the Lapeer County Sheriff and Michigan State Police. They will have an office at our police department. This will give us more police presence. The ribbon cutting is March 17th, 2017 at 2:00 p.m.

5. APPROVAL OF MINUTES

REGULAR MEETING- February 13, 2017

Motion by Bargaen, supported by Davis to approve the minutes dated February 13, 2017.

Unanimously carried

6. FINANCIAL REPORT

a. **DDA EXPENDITURE REPORT**

b. **BALANCE SHEET**

c. **CHECK REGISTER REPORT**

Received and filed.

7. OLD BUSINESS

a. Market Manager and Entertainment Coordinator Position Update

Walker noted that the two positions applications are due Thursday, March 16th, 2017 at 4:30 p.m. We have received a few applications so far for the Market Manager position and a few have shown interest in the Entertainment Coordinator Position.

b. Review – Annual Community Reading Night – March 2

Walker stated ten businesses participated in this event. The schools were very happy with the turn out. Walker appreciates the businesses participation and welcomes any suggestions they would have. Aldrich stated they had 150 people at the library for this event.

c. Summer Activities Update

Walker noted that half of the concerts for the summer concert series are scheduled. Several of the performers from last year will be returning. The Blueberry Parade will be at 4:00 p.m. on July 22nd. The parade route will be the same as last year, straight on Almont Avenue. She is working with Ian Kempf to reduce the congestion of the parade participates and the 4H participants arriving at the fairgrounds at the same time. Farmer's Market will kick off on May 4th, 2017, adding a Saturday market this year. Thursday market hours will be 1:00 p.m. to 6:00 p.m. and Saturday hours will be 9:00 a.m. to 1:00 p.m. Getting a good response from vendors on the additional day. Walker is lining up an acoustic soloist to perform either the 3rd or 4th Saturday of the month 10:00 a.m. to 12:00 p.m.

d. Art in the Rough – Saturday, September 30. Request of DDA Funds

Walker informed the board that this year we will be working with Lapeer Art Association. She thinks we will have better attendance this year because the event won't be competing with other events that are going on and because of the LAA's involvement. The a-frame signs will not be an expense this year and workers will not be needed with year with the involvement of LAA. Overall the event will be the same with a few things different. Talking about adding food vendors, lowering ticket price, offering a VIP ticket with a meet and greet with the artists and is coming up with more ideas to grow the event. Walker would like to establish a budget not to exceed \$500. A more structured budget with be forthcoming.

Motion by Bargaen, supported by Davis to approve budget up to \$500.

ROLL CALL:

AYES: Jorgensen, Villanueva, Teets, Aldrich, Fromwiller, Murawski, Davis, Galiana, Bargaen

NAYS: None

Unanimously carried

e. Downtown Art in Action

Walker stated last year we commissioned two artists to paint 14 paintings. Promotions committee would like to see this again this year. The old sign shop may not be available this year for the artists to use. We need to think about other buildings we could use. Bancroft building may be an option. Walker thinks a four week commitment might be too much for artists. We may want to offer a shorter time period. Last year artists were paid \$1,400 each plus supplies and renovations to the sign building cost a total of \$3,500. Last year Rotary, Lions and Frontier gave sponsorships. Davis suggested more artists over an eight week time period. Teets thought the idea of more variety sounded good. If given enough time a sculptor may be nice. Walker will put together a budget and time frame.

f. Contract Extension for Weingartz – Tree Lighting

Walker suggested the extension of Mr. Weingartz contract. We would keep the price for 2nd year for lighting of downtown and police department. There is one change of a 20% hold back until the end of the job.

Motion by Barga, supported by Davis to approve Contract Extension for Weingartz – Tree Lighting.

ROLL CALL:

AYES: Jorgensen, Villanueva, Teets, Aldrich, Fromwiller, Murawski, Davis, Galiana, Barga

NAYS: None

Unanimously carried

g. Contract Extension for Aqua Turf

Walker is suggesting the extension of the contract with Aqua Turf contract. There are no changes to the contract.

Motion by Davis, supported by Barga to approve the Contract Extension for Aqua Turf.

ROLL CALL:

Ayes: Villanueva, Teets, Aldrich, Fromwiller, Murawski, Davis, Galiana, Barga, Jorgensen

Nays: None

Unanimously carried

h. MEDC Façade Grant Withdraw

Walker explained that two properties were needed to participate in the MEDC Façade Grant. Our participation has been officially withdrawn with regret. One of the stipulations is the building cannot be for sale and one of the applicants property is for sale.

8. NEW BUSINESS

a. Dinner on Third

This would entail closing down a section of Third Street from 5:00 p.m. to 8:00 p.m. There would be a community table with a community style dinner. Local restaurants would provide food. A rain date would also be scheduled. Investigate further. Have event be an adult only theme but not adult beverages. Board wants to look into this more.

b. Vacationland Advertising

The Chamber of Commerce would like to co-advertise with the DDA in Vacationland. It would be a full page ad. It would advertise the Chamber and the DDA, Farmer's Market and Shop Local. At the bottom of the ad there is room for eight businesses to sponsor the advertisement. It is \$200 for a business to participate. The DDA would pay \$550 for the advertisement. The booklets would be out at MDOT welcome areas and other tourist areas. Deadline to get in this year's book is April.

The Board discussed that they are already doing the Chamber guide which is all on Imlay City. This will be done April or May, proceeds from this book goes back to Chamber. This advertisement is similar to the Vacationland. Aldrich noted that there might be a different audience with the Vacationland book. Teets suggested to try and see if we could get eight businesses to advertise on the page.

Motion by Teets, supported by Murawski to split Vacationland Advertising with Chamber of Commerce at the cost of \$550 depending on getting eight businesses participation at \$200 each.

ROLL CALL:

Ayes: Teets, Aldrich, Fromwiller, Murawski, Davis, Galiana, Bargaen, Jorgensen, Villanueva

Nayes: None

Unanimously carried

c. Budget Review Fiscal 2017-18

Walker presented the budget for 2017-18. On page 20 of the packet is the projected income for the year. This year's income has very similar numbers to last years. Walker doesn't see tremendous increase or decrease. The rental income will be decreased on Bancroft building. There will be an increase for Farmer's Market by \$4,000. On page 19 of the packet is the projected expenses for the year. The first three lines are for the Bancroft building, if it is rented, DDA will have to pay City taxes on the property and taxes are not prorated. Wages have dropped a little bit. At this time Walker is not taking medical but put left that in the budget. Electricity was left the same. Outdoor movie expense is no longer included. Development cost unallocated \$13,000 is the Façade Grant. Capital Outlay is for infrastructure repair. Walker inquired if there were any suggestions or questions.

d. Bancroft Building Lease Expires June 30, 2017

Walker informed the Board that the current tenant, Rob Mette, found another place in downtown. She would like to set up a walk through with the board members on April 10th, 2017 at 5:30 p.m. to give a tour of the Bancroft building before the regular meeting. Walker suggested that maybe this building could be used for Art in Action. Discussion was held about some other usage of the building. Wondering if it could be used as a meeting space to be rented to the community. It was noted that it is not a very big space and couldn't hold very many people. It was suggested the lease be kept a short term lease.

e. Façade Request Kaluk Construction

Kaluk Construction is seeking façade grant for signage not to exceed \$200.00 for the DDA portion.

Kelly Villanueva requested to abstain from the vote due to Kaluk Construction is her tenant.

Motion by Bargaen, supported by Murawski to accept Kelly Villanueva abstain from voting on this matter.

Motion carries 7-0 (Jorgensen left meeting early)

Motion by Davis, supported by Bargaen to grant Façade Request Kaluk Construction not to exceed \$200 for DDA portion.

Roll Call:

Ayes: Aldrich, Fromwiller, Murawski, Davis, Galiana, Bargaen, Teets.

Nayes: None

Unanimously carried

f. Façade Request Kelly's Pet Salon

Façade request for door, hardware and gutters for Kelly's Pet Salon in the amount not to exceed \$900.00.

Motion by Murawski, supported by Bargaen to grant Façade Request Kelly's Pet Salon in the amount of \$

Roll Call:

Ayes: Fromwiller, Murawski, Davis, Galiana, Bargaen, Teets, Aldrich

Nayes: None

Unanimously carried

Kelly Villanueva abstained from voting.

g. MDA Advocacy Day and Conference Review

There is talk in Legislation to diminish revenue on TIF Reform. MDA is looking to bring their own language regarding TIF Reform to legislation. It was a good two day conference. Walker has a Four Step Recruitment Plan to bring to the SEED group.

h. DDA Board 'Work' Meeting

Walker suggests a separate 'Work' meeting in April and May, separate from the regular board meeting. This meeting would look at Capitol Outlay priorities and Bancroft building. DDA has a master plan with these things listed but needs priorities. It was discussed that if there was a 'Work' meeting that there be an agenda and that they stick to it. Walker will put together some dates.

i. Façade Grant, Narayan's

A façade grant application was submitted for up to \$2,500.00 to put in a handicap entrance in the front of the building. It was discussed as to whether this fits the criteria and intent of the façade grant. It was decided this application does not fit the guidelines for this grant.

9. Director's Report

A copy of the Director's Report was attached to the packet. Walker pointed out there is a Manufacturers Luncheon on April 6th, 2017. Walker has placed the order for flowers for Downtown. Fineline Landscaping is to put down mulch.

10. Member comment

Bargen inquired about the Thursday car cruise. They want to stay at TSC. Youatt suggested trying to entice them to come to the downtown area.

11. ADJOURNMENT

Motion by Bargen, supported by Davis to adjourn the meeting at 6:43 p.m.

Unanimously carried

Submitted by Anne McAvoy: _____
Recording Secretary