

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
MONDAY, July 10, 2017  
DRAFT**

A regular meeting of the Downtown Development Authority was held on July 10, 2017 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 5:36 p.m.

**2. ROLL CALL**

Present: Walt Bargen, Joi Kempf, Kim Jorgensen, Beth Fromwiller, Beth Murawski and Stu Davis. Samuel Galiana arrived at 5:47 pm.

Absent: Kelly Villanueva, Steve Teets, and Tracy Aldrich.

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

**3. APPROVAL OF AGENDA**

**Motion** by Bargen, supported by Davis to approve the agenda

**MOTION UNANIMOUSLY CARRIED**

**4. PUBLIC PARTICIPATION**

**5. APPROVAL OF MINUTES**

**REGULAR MEETING- June 12, 2017**

**Motion** by Davis, supported by Bargen to approve the minutes of the Regular Meeting minutes dated June 12, 2017.

**MOTION UNANIMOUSLY CARRIED**

**6. FINANCIAL REPORT**

**a. DDA EXPENDITURE REPORT**

**b. BALANCE SHEET**

**c. CHECK REGISTER REPORT**

Received and filed.

**7. OLD BUSINESS**

**a. Downtown Art in Action**

Walker has received applications from six applicants. Walker suggests that the Board approve all six. There are four Imlay City School students and two more experienced artists. Walker suggests they be given a stipend of \$750 and have one or two arts working at a time. Ian Kempf has offered to be the manager. Davis suggested pair up a more experienced artist with a student. Each artist will sign up to work a particular time and

will sign a contract. The art they produce will be owned by the DDA. They will be paid after work is complete and after they have worked their set hours.

**b. @ 150 Pop**

Walker presented a proposed application form. The proposed application is on page 15 of the packet. On page 16 it was suggested that the order of education be changed to start with high school and move on up in education. It was also suggested the application clearly state that with the application the Board needs to be presented with a detailed business plan. Kempf inquired how the DDA will find potential pop up businesses. Walker stated she would use Facebook, newspaper, and host entrepreneurial meet up at the location. Also Walker will contact people who have shown interest before. Walker suggests that all applications and allow potential businesses to adjust their applications as needed. This program is to be a kick start for businesses to be used one time.

**c. Summer Activities Update**

Walker stated that the Concert in the Park series has had bad weather three out of the four dates so far but have still had decent crowds. They had to move the event to Heritage Church a few times and recently had to be moved to the Eagles Club. Tomorrow July 11<sup>th</sup>, 2017 the event is Arts and Scraps and Ray Champion Magic. The Ruth Hughes Library will also have a craft. Walker informed the Board Farmer's Market on Saturday is picking up. Mulefoot Gastropub demonstrations are well received. This week there will be music. Little Sprouts program is going well. Pop Up in the park is not going as well as she thought it would. There is a list of scheduled pop ups in the Director's report.

**d. Art in the Rough – Saturday, September 30**

Walker informed the board the VIP tent sponsor this year will be Milnes. They will be meeting in two weeks. Art in the Rough will be September 30<sup>th</sup>, 2017 from 5:00 p.m. to 9:00 p.m. The VIP portion of the event will be at the Mulefoot Gastropub from 4:00 p.m. to 5:00 p.m. Untamed Beauty will provide live music. Martina Hahn will be there also.

**e. Proposal for South Main Street Improvements DDA contribution**

City Manager Tom Youatt will be setting up a meeting with the Department heads to determine which projects to be done and a time frame.

**f. DTE LED Conversion Proposal**

Walker stated on page 18 is the cost to convert five more lights along Depot Drive. The cost to the DDA is \$2,215.00. On page 19 is the cost to add lights on the west side of the train depot, between the depot platform and the dumpster. The cost to do this would cost \$4,703.88. Walker suggests that the Board holds this project until South Main Street project has been determined and then decide on the lighting.

**g. Façade Grant Request – 112 East Third Street**

Walker explained Louise Topie turned in a request for a façade grant in November. Walker stated that she should have had Topie split her project up better so that work could be covered as it was done. Walker is asking if work that has been done fall into the façade grant. Kempf suggested the grant request be altered to only include mason work. Walker stated the first step is to decide if Board will approve \$2,500.00 payment on the previous façade grant request and second step is to approving Topie being able to apply for something else that was listed on the original façade grant request because the scope of work was too large.

**Motion** by Davis, supported by Jorgenson to approve the Façade Grant for Louise Topie for mason work in the amount of \$2,500.00 and make an exception due to permit delays. Also allow work included on the first façade grant request to be re-requested because the scope of work was too large.

**ROLL CALL:**

**Ayes:** Kempf, Jorgenson, Fromwiller, Murawski, Davis, Galiana, Bargaen

**Nays:** None

**MOTION UNANIMOUSLY CARRIED**

**8. NEW BUSINESS**

**a. Food Truck Event**

Walker stated Sean Macaroni from Macaroni Pizza contacted her about hold a food truck rally. There would be 10-12 trucks at the event. Mr. Macaroni has relationships will other food truck owners. He would do a lot of the work in organizing the event. The event would be held in the Lamb Steele Park. Galiana suggested that if DDA supported this that they do it on a Sunday. There are not enough restaurants open on Sundays in Imlay City. Walker stated she would make sure the vendors had permits and food licenses. She would also contact other communities he has worked with. Board members discussed concerns about making sure there would not be any conflicts with parking for the senior center and the pool. Bargaen suggested DDA has a local chairperson to oversee the event.

**b. Donation to MDA**

Walker stated DDA is a member of the MDA and has donated to them in the past. MDA has supported the DDA in the past. The past donation was \$100.00. Monies go directly towards funds at the Capitol. MDA is the Michigan Downtown Association. Board suggests it be considered a contribution and not a donation.

**Motion** by Murawski, supported by Jorgenson to making a contribution of \$100.00 to the Michigan Downtown Association.

**ROLL CALL:**

**Ayes:** Jorgenson, Fromwiller, Murawski, Davis, Galiana, Bargaen, Kempf

**Nays:** None

**MOTION UNANIMOUSLY CARRIED**

**c. Board Elections**

Walker stated it was time for board elections for Chair, Vice Chair and Treasurer/Secretary.

Bergen nominated Joi Kempf for Chair, supported by Davis.

Nominations closed.

**NOMINATION UNANIMOUSLY CARRIED**

Kempf asked for nominations for Vice Chair.

Bergen nominated Kim Jorgenson for Vice Chair, supported by Murawski.

Nominations closed.

**NOMINATION UNANIMOUSLY CARRIED**

Kempf asked for nominations for Treasurer.

Davis nominated Kelly Villaneuva for Treasurer/Secretary, supported by Bergen.

Nominations closed.

**NOMINATION UNANIMOUSLY CARRIED**

**d. Façade Grant Request – Val Tech**

Walker stated on page 23 is the façade grant request from Val Tech. They would like to put a new sign on M-53. This sign would have their new logo. Zoning Administrator, Gerry Edwards has already approved the new sign. The cost for the new sign is \$1,360.00, DDA portion would be \$680.00.

**Motion** by Jorgenson, supported by Murawski to approve the Façade Grant Request for Val Tech in the amount of \$680.00.

**ROLL CALL:**

**Ayes:** Fromwiller, Murawski, Davis, Galiana, Bergen, Kempf, Jorgenson

**Nays:** None

**MOTION UNANIMOUSLY CARRIED**

**e. Façade Grant Request – Pizza Machine**

Walker presented façade grant request from Pizza Machine on page 27. Pizza Machine would like to install a new awning with lighting on the front and side of the store in the amount of \$6,711.00. Request is for \$2,500.00.

**Motion** by Bergen, supported by Jorgenson to approve the Façade Grant for a new awning and lighting for Pizza Machine in the amount of \$2,500.00.

**ROLL CALL:**

**Ayes:** Fromwiller, Murawski, Davis, Galiana, Bergen, Kempf, Jorgenson

**Nays:** None

**MOTION UNANIMOUSLY CARRIED**

**f. Façade Grant Request – Atkins Insurance**

Walker presented the façade request for Atkins Insurance for galvanized awning on page 30 in the amount of \$7,124.00. Request is for \$2,500.00. Work will begin on July 11<sup>th</sup>, 2017.

**Motion** by Jorgenson, supported by Murawski to approve the Façade Grant for Atkins Insurance for a new galvanized awning in the amount of \$2,500.00.

**ROLL CALL:**

**Ayes:** Fromwiller, Murawski, Davis, Galiana, Bergen, Kempf, Jorgenson

**Nays:** None

**MOTION UNANIMOUSLY CARRIED**

**g. Sponsorship request for Blueberry Festival**

Walker requested that the Board consider donating \$1,500.00 to the Blueberry Festival for the Downtown Stage Entertainment.

**Motion** by Murawski, supported by Jorgenson to approve donating \$1,500.00 to the Blueberry Festival for the parade.

**ROLL CALL:**

**Ayes:** Fromwiller, Murawski, Galiana, Bergen, Kempf, Jorgenson

**Nays:** Davis

**MOTION CARRIED 6- Ayes 1- Nay**

**h. Façade Grant Request – Kelly’s Pet Salon**

Walker presented the request for a Façade Grant Request from Kelly’s Pet Salon for fixing and repairing the deck in the amount of \$2,100.00. The request is for \$1,050.00. Walker stated the request is different than the normal façade grant request so she included copies of the guidelines for a grant. The Board discussed all the aspects of the request and the guidelines of the grant program.

**Motion** by Davis, supported by Murawski to approve the Façade Grant for Kelly’s Pet Salon for fixing and repairing the deck in the amount of \$1,050.00.

**ROLL CALL:**

**Ayes:** Murawski, Davis, Galiana, Bergen, Kempf, Jorgenson, Fromwiller, Galiana

**Nays:** None

**MOTION UNANIMOUSLY CARRIED**

**9. Director’s Report**

Walker stated Eden’s Attic is now open. Walker will be attending Main Street program on July 18<sup>th</sup>, 2017. Rotary bought a couple of benches for Rotary Park on First Street. The DPW will be setting them. Art in Action will be presenting at conference in Howell on October 4<sup>th</sup> and 5<sup>th</sup>, 2017. Walker reminded Board members to vote every day for Michigan Municipal League contest. Walker stated there is a legitimate interest in two or three possible different buildings. There is financing behind the interest and it looks to be coming to the district area. Walker has applications for Art in Action. The new plaques

for the murals that are on the Mulefoot Gastropub building have arrived. They will be attached to the building.

**10. Member comment**

**11. ADJOURNMENT**

**Motion** by Bergen, supported by Jorgenson to adjourn the meeting at 6:44 p.m.

**MOTION UNANIMOUSLY CARRIED**

Submitted by Anne McAvoy: \_\_\_\_\_

Recording Secretary