

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, May 8, 2017
DRAFT**

A regular meeting of the Downtown Development Authority was held on May 8, 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 5:35 p.m.

2. ROLL CALL

Present: Walt Bargaen, Joi Kempf, Kim Jorgensen, Steve Teets, Beth Murawski, and Stu Davis. Beth Fromwiller and Samuel Galiana arrived at 5:40 and Kelly Villanueva arrived at 5:41

Absent: Tracy Aldrich

Also present: DDA Director Dana Walker, Imlay City Manager Tom Youatt, Farmer's Market Manager Sarah Graver

3. APPROVAL OF AGENDA

Motion by Bargaen, supported by Davis to approve the agenda with the additions of 8 f. Industrial Park Street Light, g. Façade Grant Daisy's Way, correct Updates from Special March 28 meeting to e. and move 7 b. Entertainment Coordinator Position Recommendation, Sarah Graver to 8 h.

MOTION UNANIMOUSLY CARRIED

4. PUBLIC PARTICIPATION

5. APPROVAL OF MINUTES

REGULAR MEETING- April 10, 2017

Motion by Davis, supported by Murawski to approve the minutes of the Regular Meeting minutes dated April 10, 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. Bancroft Building Lease Up June 30, 2017

i. Downtown Art in Action

Walker presented the idea of using the Bancroft Street building for Downtown Art in Action for the month of August. She noted that the sign shop was not available this year. With the Bancroft Street building work could be done both inside and outside in the parking lot. Ian Kempf has offered to be the project manager for the month of August. Artists will submit an application and the board will review and decide which artists to board and what the rate will be. The artists may be commissioned for shorter time frames rather than for the whole month. With this option more artists may be commissioned. Walker is suggesting that the DDA provide canvas/board and materials for weather proofing and the artists to supply all other materials. The proposed budget is \$6,000.00. Walker announced that the DDA did receive \$3,000.00 from an anonymous donor. Walker is proposing the DDA put in \$2,000.00 and Walker will work to get \$1,000.00 from sponsors. The Bancroft Street building will be vacant for the month of July if the board approves using the building for this purpose. Davis suggested budget as written but DDA expense be for \$3,000.00 in case \$1,000.00 couldn't be obtained from sponsors. Borgen suggested a meet and greet before the kick off and get sponsors at the meet and greet.

Motion by Davis, supported by Teets to approve the Downtown Art in Action budget with DDA portion being \$3,000.00.

ROLL CALL:

Ayes: Kempf, Jorgensen, Villanueva, Teets, Fromwiller, Murawski, Davis, Galiana, Borgen

Nays: None

MOTION UNANIMOUSLY CARRIED

ii. @ 150 Pop

Walker stated the Bancroft Street building will be empty in September. There is room in the budget to absorb this project. With @ 150 Pop, a pop-up business would use the building for up to six months to get their business started and then hopefully would become established in a vacant building in the DDA district after the pop-up start. There would be an application process. An example of the application is on page 16. Business would have to have a business plan, marketing, experience, set hours, which would all be approved by the DDA. The DDA would collect a security deposit to cover incidentals and utilities. Walker explained the DDA's responsibility in the contract would be to provide small business classes, connect new business with property owners who have vacant buildings. The pop-ups could also be open to hobbyists like the Lego guy. The application process outlines the DDA responsibilities and the business owner's responsibilities.

Kempf questioned how @150 Pop would affect Art in Action. Walker explained that Art in Action would kick off then after Art in Action a pop-up would move in. Davis asked about the possibility of having multiple vendors at one time. Barga asked about the possibility of there being a utility fee. Murawki suggested the name be @ Studio 150. It was questioned how long would a pop-up be in the building. Walker is suggesting a one to six month commitment. The idea is to promote a new business to stay in Imlay City but Walker suggests the board remains open to different ideas.

Motion by Teets, supported by Davis to approve @ 150 Pop.

MOTION UNANIMOUSLY CARRIED

b. Summer Activities Update

Walker stated all ten concerts have been booked for the summer series. Couple of concerts are new, some are returning. Flyers and posters are being printed by Page One and should have this week. Will need some A frame signs for advertising.

Walker informed the board that Thursday's Farmer's Market, opening day, had to be cancelled due to rain so Saturday's market was the first day. Customers are very excited about a Saturday market. Couple of vendors did not come, there were five vendors who came Saturday but customers were told that more vendors would be coming. The community is excited about the market. There were 92 customers at the market Saturday. Thirteen kids planted seeds. Next Saturday will be a cooking event with Mulefoot Gastropub. They will meet at 11:15 to shop for products. Attendees will be given a recipe card and shopping list and will see a demonstration on how to prepare the items bought at Farmer's Market.

Walker announced Wednesdays there will be a pop-up in the Lamb Steele Park. DDA district businesses will have a pop-up demonstrations to display their business in the park. Walker suggested Sue Howard at Extreme Dance to do a demonstration one week. The DDA will advertise the demonstration one week in advance. These will start once school is out or during the concert series.

d. Art in the Rough – Saturday, September 30

Walker informed the board she met with Lapeer Art Association. They will be selling VIP tickets. Only 40 will be available at \$50.00 a ticket. Included with the VIP ticket will be a commemorative glass, drink, appetizers, raffle ticket, and a meet and greet with the artists at the Mulefoot Gastropub from 4:00 p.m. to 5:00 p.m. in the Beer Garden. The goal is to sell 115 tickets at \$15.00 a ticket. Ten artists are currently committed to coming. Martina Hahn will be doing speed painting demonstration and there will be live music. Teets stated Somewhere in Time could be used for additional space. Walker stated they were running out of spaces to put artists due to the liquor license only covering a small area.

e. Updates from Special March 28 Meeting

i. Depot Drive, Rowe and Signage

Walker has not heard from Rowe Engineering yet on the project. Ed Priehs, Superintendent of the DPW, ordered speed limit signs. It will be posted at 15 MPH. Board questioned who decided what the speed limit should be. Bargaen stated it is recommended by public safety- Chief Pike. This area warrants slower speeds. The Depot Drive project includes Main Street and Depot Drive. Walker is not sure how Doug at Rowe Engineering will split it up. Fromwiller questioned whether there was any chance this project could be added on to another city project to save money. Walker stated she may be able to get grant money for Depot Drive.

ii. Sign at 53 and Third

Walker stated she thought the sign would be around \$68,000.00. Valley City Sign is interested in providing a price. Ed Priehs, Superintendent of DPW, thought there might be utilities in the area. There is \$30,000 in Capitol Outlay so this might have to be budgeted over several years. Fromwiller stated she liked the new signs down M-53 near larger cities. Some concern was expressed that the arch sign may not be seen and that arch signs are pricey.

8. NEW BUSINESS

a. Budget Adjustment for Development Costs – Unallocated

Walker explained there are several new Façade Grant applications. Walker wanted to bring to the board's attention that there will be a need to move funds if all grants are approved and all the projects are completed before June 30th. Walker stated there is a potential to need \$5,000.00 more for grants. She stated this could come out of the health care line item because it will not be used this fiscal year.

Motion by Teets, supported by Jorgenson to approve moving of funds as needed.

ROLL CALL:

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

Nays: None

MOTION UNANIMOUSLY CARRIED

b. Façade Grant Paul Atkins

Walker stated Paul Atkins submitted an application which is on page 18. There are two phases to this project. The second phase will be in the new fiscal year.

Motion by Jorgenson, supported by Teets to approve the Façade Grant for Paul Atkins in the amount of \$2,500.00.

ROLL CALL:

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

Nays: None

MOTION UNANIMOUSLY CARRIED

c. Façade Grant Springfield Industries

Walker stated Springfield Industries submitted an application for Façade Grant. They will be putting signage out front of their building. The DDA portion would be \$2,022.50. Walker corrected the figures because tax was included in the initial amount and that is not included for the DDA portion.

Motion by Teets, supported by Bargaen to approve the Façade Grant for Springfield Industries in the amount of \$2,022.50.

ROLL CALL:

Ayes: Teets, Fromwiller, Murawski, Davis, Galiana, Bargaen, Kempf, Jorgenson, Villanueva

Nays: None

MOTION UNANIMOUSLY CARRIED

d. Façade Grant for Joe Candela

Walker stated that the building that Joe Candela owns, all three units have been rented out. He would like to put on a new metal awning and paint the exterior door. Mr. Candela will be doing the painting so he is request is for the painting materials.

Motion by Teets, supported by Bargaen to approve the Façade Grant for Joe Candela in the amount of \$688.08.

ROLL CALL:

Ayes: Fromwiller, Murawski, Davis, Galiana, Bargaen, Kempf, Jorgenson, Villanueva, Teets

Nays: None

MOTION UNANIMOUSLY CARRIED

c. Updates on New Businesses in Town

Walker stated there is a new ice cream shop at 125 N. Almont Avenue. Farmers Insurance moved into 235 E. Third Street. A new antique store will be going in were the Bible Bookstore was. An escape room will be opening at 100 E. Third Street. And Daisy's Dog Training is going in in Liebler Insurance office building. The owner has it set up like a house so dogs learn in a home like setting. Carol Douglas at Compass Home Health Care is leaving but Output Entertainment will be expanding into that location. The Hungry Howies' complex is being remodeled. The project will include improvements to the water supply to that location.

d. Industrial Park Street Light

Walker stated there was a request for a light at Folk Court and Industrial Parkway by a business. There is a map in the packet outlining where this light would be. Walker stated this is a responsibility of the DDA and this area is very dark at night. The CIAC amount is \$1,134.22.

Walker stated the board has two choices. They could postpone until the new fiscal year or they could make an adjustment to the budget. This should come out of the Capitol Improvements. There currently is not a light there. Walker talked with Ed Priehs, Superintendent of the DPW, and he recommends a light be installed there. Bargaen suggested getting documentation from either the City Manager, Tom Youatt, or Superintendent of the DPW, Ed Priehs stating their recommendation.

Motion by Davis, supported by Teets to approve Industrial Park Street Light in the amount of \$1,134.22.

ROLL CALL:

Ayes: Fromwiller, Murawski, Davis, Galiana, Bargaen, Kempf, Jorgenson, Villanueva, Teets

Nays: None

MOTION UNANIMOUSLY CARRIED

e. Façade Grant Daisy's Way

Walker stated she talked with Jeff Liebler and he is on board with adding Daisy's Way sign to his current sign. Walker suggests approving grant with the condition the sign has the Zoning Administrator, Gerome Edward's approval.

Motion by Teets, supported by Villaneuva to approve the Façade Grant for Daisy's Way in the amount of \$177.50 With Gerome Edward's approval.

ROLL CALL:

Ayes: Murawski, Davis, Galiana, Bargaen, Kempf, Jorgenson, Villanueva, Teets, Fromwiller

Nays: None

MOTION UNANIMOUSLY CARRIED

f. Entertainment Coordinator Position Recommendation, Sarah Graver

Walker is recommending Sarah Graver to fill the position of Entertainment Coordinator. Walker has been very impressed with Ms. Graver's work so far as Farmer's Market Manager. There was a very nice press release done recently. Ms. Graver has a lot of contacts. Walker stated the position was advertised as \$10.00 an hour and Ms. Graver is aware of this.

Motion by Jorgenson, supported by Davis to approve hiring Sarah Graver to fill the position of Entertainment Coordinator.

ROLL CALL:

Ayes: Davis, Galiana, Bargaen, Kempf, Jorgenson, Villanueva, Teets, Fromwiller, Murawski

Nays: None

MOTION UNANIMOUSLY CARRIED

9. Director's Report

Walker stated the egg promotion went well. A couple of businesses gained new customers from this promotion. Walker is thinking of something similar for the fall. First Impression promotion is coming up in May or June. Walker stated there is a ribbon cutting on Tuesday, May 16, 2017 for 301 E. First Street at 12:00 p.m. The Chamber of Commerce is hosting a social media seminar the last Thursday in May. The seminar is open to non-chamber members. It is a very good seminar. The seminar tells you what you need to do on social media. It is \$10 to attend and includes lunch.

Teets questioned lighting for Depot Drive and was inquiring about price for LED overhead lights. Walker is looking into adding lighting to the train depot platform.

Davis asked about whether a tree near McDonald's was a city tree or a privately owned tree. The tree blocks the line of vision when leaving McDonald's and entering M-53. Davis has talked to McDonald's and they believe it is a city tree. Walker stated she would look into this.

10. Member comment

11. ADJOURNMENT

Motion by Teets, supported by Bargaen to adjourn the meeting at 6:34 p.m.

MOTION UNANIMOUSLY CARRIED

Submitted by Anne McAvoy: _____
Recording Secretary