

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, OCTOBER 10, 2016**

A regular meeting of the Downtown Development Authority was held on October 10, 2016 at the Imlay City Hall, 150 M. Main Street, Imlay City, MI 48444.

1. CALL TO ORDER

Chairperson Joi Kempf called the meeting to order at 5:37 PM

2. ROLL CALL

Present: Beth Fromwiller, Steve Teets, Stu Davis, Sarah Norat-Phillips, Tracy Aldrich, Kelly Villanueva, Beth Murawski, Joi Kempf

Absent: Walt Bargaen, Kim Jorgensen

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

3. APPROVAL OF AGENDA

MOTION by Davis, supported by Norat-Phillips to approve the agenda.

UNANIMOUSLY CARRIED

4. PUBLIC PARTICIPATION

None.

5. APPROVAL OF MINUTES

MOTION by Davis, supported by Norat-Phillips to approve the minutes dated September 12, 2016 as written.

UNANIMOUSLY CARRIED

6. FINANCIAL REPORT

- a. DDA EXPENDITURE REPORT
- b. BALANCE SHEET
- c. CHECK REGISTER REPORT

Walker notes that a line item on pg 9 was erroneously labeled under "miscellaneous" and the error will be corrected.

7. OLD BUSINESS

a. MEET YOUR NEIGHBOR ROUND 2

Walker noted that currently there are 7 participants for Meet Your Neighbor Round 2 and pictures will be taken next week. Participants can be from Meet Your Neighbor Round 1.

b. POTENTIAL PROJECTS FISCAL 2016-2017

1. LED street lights on Almont - November 2016

2. Repaving Main south of Third Street
3. WIFI to public areas (Farmers' Market / Lamb Steele Park)
4. Staining Train Depot
5. Signage - Third and M53, Almont near tracks
6. Pocket Park by CSB on Almont
7. Wayfinding at Entrance of M53 and Third
8. Other

Walker noted the possibility of temporarily closing down a section of street (S. Main Street between Nacho's and Mulefoot) in order to showcase the potential for a public gathering area with a sculpture or fountain, following the example of downtown Berkley, MI. Discussion was held on the matter, and the board noted the difficulty in closing a section of street would lie in the need to reroute traffic and parking elsewhere.

Walker noted the staining of the train depot is nearly complete and is satisfied with the quality of work.

c. LED LIGHT ON CORNER OF ALMONT AND FOURTH

Walker noted the inclusion of two streetlights at Almont and Fourth Streets in DTE Energy's conversion to LED.

MOTION by Davis, supported by Villanueva, to include two streetlights at Almont and Fourth for LED conversion.

AYES: Villanueva, Davis, Fromwiller, Teets, Norat-Phillips, Aldrich, Murawski, Kempf

NAYS: None.

MOTION CARRIED 8-0.

d. STREETScape 2017 RECOMMENDATIONS BY COMMITTEE

Walker noted that weeding and tulip bulb planting in bump outs and containers could be performed by an employee on hourly wage. Walker also noted that many currently planted perennials can be split, thus cutting costs for landscaping moving forward. Walker noted the bids for mulch and planting could be combined or done individually.

Discussion was held regarding the order and extent of landscaping for the remaining autumn months and the following spring.

MOTION by Davis, supported by Teets, to proceed with putting out bids for mulch/planting for spring and to hire an hourly wage laborer to plant bulbs.

UNANIMOUSLY CARRIED

e. ART IN THE ROUGH REVIEW AND FUTURE

Walker referenced the expense/profit report for Art in the Rough 2016 on P16. Discussion was held on what to do with the net profit of 202 dollars. Walker suggested the amount be split between the DDA and the Chamber.

MOTION by Davis, supported by Norat-Phillips, to split the 202 dollar profit between the DDA and the Chamber.

AYES: Villanueva, Davis, Fromwiller, Teets, Norat-Phillips, Aldrich, Murawski, Kempf

NAYS: None.

MOTION CARRIED 8-0.

Discussion was then held on the future of the Art in the Rough event. Walker noted that the event shows great potential and should be continued. Norat-Phillips noted that a budget for outside-of-area marketing should be created. Murawski suggested food trucks be involved for future events. Walker noted that ticket prices and cost of art for purchase will be examined for future events. The board suggested for future events a committee be formed to assist with planning. The board noted that it was a worthy project and should be continued.

8. NEW BUSINESS

a. DEPOT DRIVE LEASE

Walker noted that current leases with residents/owners regarding parking spots along Depot Drive (north side, along buildings) will be terminated. Residents/owners will be notified. As a result, the city will no longer maintain snow upkeep and the parking areas will become private.

9. DIRECTOR'S REPORT

A copy of the Director's Report will be prepared and emailed to board members within the week. Walker noted that the Farmers' Market is nearing the end of the season and a survey will be conducted to assess potential changes in days and times for next year's market. Walker also noted the possibility of contacting organizers of the Imlay-local car show to relocate to the downtown area next spring and summer. In addition, autumn streetscapes are nearly complete, though cornstalks will not be placed on lamp posts along Almont. Walker noted that she has received some entrepreneurial interest in vacant storefronts downtown.

10. MEMBER COMMENT

None.

11. ADJOURNMENT

MOTION by Davis, seconded by Murawski to adjourn the meeting at 6:13 PM.

UNANIMOUSLY CARRIED