

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, MARCH 14 2016
DRAFT**

A regular meeting of the Downtown Development Authority was held on March 14, 2016 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: Joi Kempf, Kelly Villanueva, Walt Bargaen, Beth Fromwiller, Beth Murawski, Kim Jorgensen, Sarah Norat Phillips, Stu Davis, Tracy Aldrich

Absent: Steve Teets

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 8d. 'Blueberry Festival Parade.'

Unanimously carried

4. PUBLIC PARTICIPATION

None.

5. APPROVAL OF MINUTES

REGULAR MEETING Monday, February 16, 2016-cancelled lack of quorum

Bargaen noted that minutes should not be approved for a meeting that did not happen.

REGULAR MEETING- Thursday, February 18, 2016

Motion by Bargaen, supported by Jorgensen to approve the minutes dated February 18, 2016 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. Self-Watering Containers/Streetscape

Notes regarding the costs of the self-watering containers being considered by the DDA were attached to the packet as page 13. Walker noted that the Imlay City Rotary Club approved up to \$1,200 for use to purchase about five self-watering containers. It remains to be seen if Rotary International will approve another grant, which will not be determined until the summer. Consensus was reached that if the additional Rotary International grant is approved, the DDA could purchase more pots at the time.

Walker is also worked on a \$1,600 grant through Four County Community Foundation, which is due in April. She noted that if the DDA will put in the labor for planting the pots, the Rotary Club would purchase the flowers. Walker also noted that the Rotary Club will purchase 12" x 12" signs for each grouping of pots; the DDA logo and Four County will also be added to the signs.

b. Job Fair co-sponsored with Almont Review

Walker noted that the job fair was a tremendous success, with several employment connections made and much positive feedback from the businesses that participated. Davis suggested that Walker and Almont DDA Director Nancy Boxey contact the Lapeer DDA next time to make the next job fair even bigger.

c. Buy Local Campaign April

Notes were attached regarding the upcoming advertising campaign as pages 14-15 of the packet. Discussion was held regarding the handout that will be distributed to local businesses within the DDA District to give to customers when they make a purchase. The handout will be modified to put the 'Buy Local, Dine Local, Support Local' message at the top of the handout; the 'Thank You' will be put at the bottom. The form will be printed on colored paper; and the '68 cents is reinvested locally' sentence will be bolded, and the word 'cents' will be replaced with the cent symbol. Walker will also look for an eye-catching 'Buy Local' image to use on the handout.

d. Addition of Wi-Fi to Downtown Update

Walker informed the board that the Lapeer County ISD has changed the route for the Wi-Fi addition, which benefits Imlay City and also reduces the "rush time" that the DDA and city officials have to determine how to complete the process. Walker is obtaining quotes on the cost of equipment and on the monthly fees for the service.

Norat Phillips noted that four connection points were needed and so far they are the police station, the pool, Imlay City Hall, and the old DPW building.

e. Bench sponsorship request update

Fundraisers are ongoing at the salon interested in sponsoring a memorial bench with a portrait plaque. They are waiting for a good photo of the deceased colleague so that Imlay City Monuments can do a proof of the plaque.

f. Grant from Greater Flints Arts Council

Walker informed the board that the DDA has received another grant from the GFAC in the amount of \$2,795 for the summer concert series. A listing of the bookings for the 2016 season was included in the Director's Report on page 21 of the packet.

8. NEW BUSINESS

a. Focus Real Estate Architecture Service Grant Request

An application from Focus Real Estate for the DDA's new Architecture Service Grant was attached to the packet. Walker noted that the business is interested in participating in the large grant offered by the MEDC.

Motion by Murawski, supported by Davis to approve the Architecture Service Grant from Focus Real Estate for a total DDA reimbursement of \$500.

ROLL CALL:

AYES: Kempf, Villanueva, Murawski, Davis, Bargaen, Jorgensen, Aldrich, Norat Phillips, Fromwiller

NAYS: None

Unanimously carried.

b. Suncrest Millage capture-request for DDA not to capture

A copy of a letter from the Lapeer County Department of Human Services and DDA meeting minutes dated August 12, 2013 were attached to the packet as pages 19-20. Discussion was held regarding the original request that the DDA not capture Suncrest millage funds, which as noted in the minutes was agreed upon by the DDA from the date August 12, 2013 forward.

Motion by Villanueva, supported by Davis that the Imlay City DDA will not capture from the Lapeer County Suncrest Millage.

ROLL CALL:

AYES: Kempf, Villanueva, Murawski, Davis, Bargaen, Jorgensen, Aldrich, Norat Phillips, Fromwiller

NAYS: None

c. 2016-17 Budget process to begin

Walker referred board members to the budget on page 9 of the packet. She noted that the budget process is about to get underway, and asked board members to take a look at the budget to make any suggestions that may be included in the process.

d. Blueberry Festival Parade

Walker discussed the board's prior agreement to move the time of the Blueberry Festival Parade, which is sponsored by the DDA, up to noon on Sat., July 23. Walker discussed the time change with the interim police chief, who indicated it presented a problem with regard to scheduling officers for the parade route at the new time.

Discussion was held regarding the benefits of having an earlier parade; Walker will continue to press for an earlier parade, hopefully at 3 p.m. or if not at 4 p.m. Barga mentioned that volunteers with visible, official looking vests could also be placed around the parade route to take some pressure off of the police. Walker will discuss this with the police department as well.

9. Director's Report

A copy of the Director's Report was attached to the packet, and items discussed per above.

10. Member comment

None

11. ADJOURNMENT

Motion by Davis, supported by Barga to adjourn the meeting at 6:12 p.m.

Unanimously carried

Submitted by Catherine Minolli: _____

Recording Secretary