

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, AUGUST 10 2015
DRAFT**

A regular meeting of the Downtown Development Authority was held on August 10, 2015 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, Steve Teets, Beth Fromwiller, Stu Davis, Sarah Norat-Phillips, LuAnn Valdez, Walt Bargaen

Absent: Kelly Villanueva, Dave Held, Kim Jorgensen

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 elimination of 8a 'Façade Grant-Janet O'Donnell and replacement of 8a Resolution regarding special millage Imlay City is proposing (page 17 of packet).

Unanimously carried

4. PUBLIC PARTICIPATION

None.

5. APPROVAL OF MINUTES

REGULAR MEETING JULY 13, 2015

Motion by Davis, supported by Norat-Phillips to approve the minutes dated July 13, 2015 as presented.

Unanimously carried

6. FINANCIAL REPORT

a. DDA EXPENDITURE REPORT

b. BALANCE SHEET

c. CHECK REGISTER REPORT

Received and filed.

Walker noted that on page 9 of the Amended Budget the tax revenue year-to-date balance was lower than budgeted, but the DDA had just received a check from the county, which was more than expected and will bring the balance up to about \$272,000.

Teets requested that Walker provide end-of-season totals for watering the planters around town. Walker said she will provide that and it is easy to do as it is broken out of the Promotions Assistant's pay.

7. OLD BUSINESS

a. ABC Grant

1. Update on contest

2. The Sky's the Limit-June 18, 7-9 p.m. Fairgrounds

3. Deadlines for application

Walker informed the board that the application due on August 4, 2015 has been turned in to the contest, along with three videos; the budget for the \$60,000 awarded thus far and proof of matching funds as required by the contest rules. The next deadline is November 6, 2015 at which time the Revitalization plan is due. Archive DS is working on the plan. An event will be held in October to celebrate the accomplishments achieved thus far. Walker said committee members are considering a 'Pop Up' event at area buildings, and Mike Romine is working on creating a scenario of what Imlay City could be in the future with more artists, culture, music, wine-tasting events and the like.

b. Update on Streetscape Items

Walker informed the board that the flags and new poles have been received. The old flags will be replaced around town. Walker will contact the railroad company to inquire about the bushes near the broken fencing that will be replaced.

c. M-53 Corridor Study

Walker informed the board that she has been attending all of the M-53 Corridor Study meetings and the project is nearing completion. Input will continue to be taken via the survey through August 17. The next meeting is scheduled for Sept. 3 at Imlay City Hall.

d. DDA/City participation in MEDC Façade Improvement Grant

Walker will present the information to the Imlay City Commission at their August 18, 2015 regular meeting.

e. Update on Almont and First Street Construction

The project was completed in time for the Blueberry Festival. Youatt said the project went well, and the contractor is finishing the items on a punch list. A ribbon cutting celebrating the success of the project will be scheduled in the near future.

f. Parking in Downtown

Walker informed the board that she was sending a letter to businesses on Tues., Aug. 11, 2015 regarding the 'Discover Your Downtown' event slated for August 13, 2015, and also discussing the parking situation, reminding business owners to park in the municipal lot to free up parking for customers in front of businesses.

g. Fairgrounds in the District Discussion

Walker placed the item on the agenda for continued discussion at the request of board member Stu Davis. Discussion was held regarding the impetus for bringing the Fairgrounds into the DDA district; the impact on nearby businesses and whether or not the Fairgrounds was indeed interested in becoming part of the DDA District.

Consensus was reached to seek a letter of interest from the Fairgrounds to determine whether or not they are indeed interested in becoming part of the DDA District.

h. Director's Review

Kempf noted that she was still awaiting a few reviews from board members. The Director's Review was tabled until the reviews are received and the information compiled, likely in time for the next regular meeting.

Walker noted that as part of the City's budgeting process, a 3% raise for her was worked into the budget. The raise brought her salary up from \$40,000 a year to \$41,200 a year, and became effective in July 2015.

Motion by Bargaen, supported by Norat-Phillips to ratify the City's 3% increase in the DDA Director's salary effective July 1, 2015, bringing the Director's annual salary up to \$41,200.

Roll Call:

AYES: Kempf, Fromwiller, Bargaen, Norat-Phillips, Davis, Valdez, Teets

NAYS: None

Unanimously carried

8. NEW BUSINESS

a. Resolution regarding special millage the City of Imlay City is proposing (page 17)

A Resolution To Opt Out of Capture of Proposed Street and Sidewalk Improvement Millage was attached to the packet.

Motion by Davis, supported by Norat-Phillips to adopt the Resolution as presented.

Roll Call:

AYES: Kempf, Teets, Fromwiller, Bargaen, Norat-Phillips, Davis, Valdez

NAYS: None
Unanimously carried

b. Blueberry Parade Time Change

Walker noted that the parade brings the most people to the downtown area during the Blueberry Festival, and the busiest time of the Festival is from 5-8 p.m. on Saturday. Walker said if the parade was held at 11 a.m. or noon, many more people would be downtown earlier in the day, and would likely stay at the festival longer. Consensus was reached that Walker change the Blueberry Festival Parade time to earlier in the day as noted above.

9. Director's Report (separate handout given at meeting)

Walker distributed a copy of the Director's Report to the board and discussed the items listed on the report.

10. Member comment

Teets asked Walker to check into the flags that are missing from some of the poles. Discussion was held regarding a better way to affix the flags to the poles so they don't fly off. Walker will look into the situation.

11. ADJOURNMENT

Motion by Bargaen, supported by Davis to adjourn the meeting at 6:10 p.m.

Unanimously carried

Submitted by Catherine Minolli: _____

Recording Secretary