

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
MONDAY, MAY 9, 2016  
DRAFT**

A regular meeting of the Downtown Development Authority was held on May 9, 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, Stu Davis, Steve Teets, Sarah Norat Phillips

Absent: Beth Murawski, Tracy Aldrich, Kim Jorgensen

Also present: DDA Director Dana Walker, Imlay City Manager Tom Youatt arrived after roll call.

**3. APPROVAL OF AGENDA**

**Motion** by Davis, supported by Bargaen to approve the agenda as presented.

**Unanimously carried**

**4. PUBLIC PARTICIPATION**

None.

**5. APPROVAL OF MINUTES**

**REGULAR MEETING- Monday, April 13, 2016**

**Motion** by Bargaen, supported by Davis to approve the minutes dated April 13, 2016 as presented.

**Unanimously carried**

**6. FINANCIAL REPORT**

**a. DDA EXPENDITURE REPORT**

**b. BALANCE SHEET**

**c. CHECK REGISTER REPORT**

Received and filed. Walker noted that the information contained on page 9 of the packet reflect changes made with the Imlay City Clerk/Treasurer Nicole Frost to the Health Insurance line item, to Repairs & Maintenance, and to Dues & Memberships; all changes do not alter the budget, they reflect the moving of funds from one line item to another.

**7. OLD BUSINESS**

#### **a. Self-Watering Containers/Streetscape**

Walker announced that Four County Community Foundation approved a grant for \$800 toward the containers; she had initially asked for \$1,600. The order will be placed on Wednesday, May 11, and she is in the process of communicating with the Gerry Edwards regarding the placement of containers at the M-53 gateway entrance and on the police station lawn to determine height requirements. Walker noted that the Rotary Club is purchasing all the purple flowers and she will pick up soil donated for use in the 11 non-self-watering, existing containers from Scott's Hyponex. The Lapeer County Ed Tech FFA program is supplying the plants, and has offered to plant the containers and foster them in their greenhouse. The soil for the self-watering containers will be purchased locally, from Hortmark and/or Day's Greenhouses, which are owned by the same family.

Davis suggested that Walker contact Greg Dennis regarding his new lavender farm in future years to see if the DDA could tie in some lavender plants into the pots, thereby promoting a local business.

Walker told the board the new flags are up, and she intends to order more from Candace Miller's office. The new flags cost just \$10, and she hopes to have more in time for Memorial Day.

#### **b. Public Art Initiative**

A sponsorship form was attached as page 13 of the packet. Walker detailed the plans for the project, noting that they have been scaled back because both local community foundations denied the grant requests. However, the Rotary Club and DDA have committed to the project, which will now include two artists rather than four. Plans are also being discussed regarding visiting artists, and the location of the temporary "art studios" that will be set up during the project. The DDA is also seeking sponsors for the project.

Walker added that she has applied for the DIA Inside/Out program again, as well as the Michigan Sculpture initiative, both of which are at no cost to the DDA or Imlay City.

#### **c. Buy Local Campaign April**

Walker has distributed information about the campaign to local businesses within the DDA district and has secured eight participants, and is seeking two more. The 'Meet Your Neighbors' style campaign is on track to begin as planned.

#### **d. Addition of Wi-Fi to Downtown Update**

Preliminary cost estimates were attached to the packet as pages 14-15. Walker and Imlay City Manager Tom Youatt have been in discussions with Frontier Communications regarding the project and the city's phone/internet plan with the potential to bundle all

the services as a cost saving measure. Walker reminded the board that the DDA had \$21,000 in Capital Outlay budgeted through the end of the fiscal year, which is June 30, 2016. She noted that if the project were completed by then, all of those funds would be used and the monthly fees would have to be budgeted for. She reminded the board that the addition of WiFi is in line with the DDA's master plan.

At the same time Walker noted that there are other pressing matters to be considered regarding capital outlay, such as some parking lots in the DDA district. Walker encouraged the board to begin thinking of priorities for completion within the fiscal year, including repaving of Main Street between the museum and Nacho's; assisting the city with the M-53 project; or on Fourth Street, etc.

Walker asked the board to consider their choice, as if they decided to pursue the WiFi project, it would have to be put out for bid and the \$21,000 committed to the project by the end of the fiscal year.

Motion by Davis, supported by Bargaen, to move forward with the bidding process for the WiFi project.

**ROLL CALL:**

**AYES:** Kempf, Villanueva, Davis, Bargaen, Teets, Fromwiller

**NAYS:** None

**ABSTAIN:** Norat Phillips

**Motion carried 6-0.**

**e. Promotions Assistant Recommendation**

Walker interviewed five candidates for the position, and distributed the resume of the candidate she recommended, Nicholas Pugliese. Walker noted that his background check came back clear, and the information regarding a physical exam has been passed along.

**Motion** by Bargaen, supported by Davis to approve Walker's recommendation and hire Nicholas Pugliese as the new DDA Promotions Assistant.

**ROLL CALL:**

**AYES:** Kempf, Villanueva, Davis, Bargaen, Fromwiller, Teets, Norat Phillips

**NAYS:** None

**Unanimously carried.**

**f. DDA TIF Reform Updates**

Walker has been in contact with the MDA for clear updates regarding the attempts by some in Lansing to chip away at DDAs. The MDA is meeting with lobbyists as there are four committees in the House and Senate discussing TIF reform. Walker distributed an information sheet from the MDA, which provides board members with talking points. Business owners are being asked to write their Representatives and/or Senators about the importance of DDAs. Walker has spoken to Imlay City's Representative Gary Howell and Senator Mike Green regarding the proposals to reform TIF. She will put the MDA document on the DDA website and also send it via email to members, along with contact information for the State House and Senate committee members considering the TIF reforms.

8. **NEW BUSINESS**

**a. 150 Bancroft Street Lease Expires July**

A copy of the existing lease with Robert Mette that expires on July 1, 2016 was attached to the packet as pages 16-21.

Discussion was held regarding the monthly rental fee and the purpose of the building as a business incubator.

**Motion** by Davis, supported by Norat Phillips to renew the lease with Robert Mette for one year as presented, with the annual rental fee of \$5,400 to be paid upon signing of the lease.

Discussion was held regarding heavily advertising the building as a business incubator in order to create a waiting list for tenants.

Discussion was held regarding the location of the building and the challenges the location presents for some businesses. Discussion was held regarding setting a time limit for incubating businesses, so that once a business is established it can move on to another downtown building if so desired.

**Amendment to Motion** by Norat Phillips, supported by Bargaen to renew the lease with Robert Mette for a maximum of one year with notification to the tenant that the DDA is initiating a marketing effort to locate the next incubator tenant.

**ROLL CALL:**

**AYES:** Kempf, Villanueva, Davis, Bargaen, Fromwiller, Teets, Norat Phillips

**NAYS:** None

**Unanimously carried.**

**ROLL CALL ON MOTION AS AMENDED:**

**AYES:** Kempf, Villanueva, Davis, Bargaen, Fromwiller, Teets, Norat Phillips

**NAYS:** None

**Unanimously carried.**

**b. Architectural Services Grant Request Narayan Pharmacy**

A copy of the Architectural Services Grant application requesting three separate renderings by Narayan Pharmacy was attached to the packet as pages 22-23.

**Motion** by Villanueva, supported by Norat Phillips to accept the grant application with the caveat that the Imlay City DDA receive and retain copies of all three renderings prior to paying the total reimbursement fee of \$500.00.

**ROLL CALL:**

**AYES:** Kempf, Villanueva, Davis, Bargaen, Fromwiller, Teets, Norat Phillips

**NAYS:** None

**Unanimously carried.**

**c. Façade Grant, Focus Properties Request**

A copy of the completed Façade Grant application submitted by Focus Properties was attached to the packet as pages 24-26.

Motion by Villanueva, supported by Teets to approve the Façade Grant application submitted by Focus Properties as presented, for a total DDA reimbursement of \$2,000.00

**ROLL CALL:**

**AYES:** Kempf, Villanueva, Davis, Bargaen, Fromwiller, Teets, Norat Phillips

**NAYS:** None

**Unanimously carried.**

**c. Façade Grant, Discotech**

A copy of the Façade Grant request submitted by Leobardo Guerrero of Ruiz Discoteca was attached to the packet as pages 27-28. A photo of the outside of the building was also distributed to the board.

Discussion was held regarding the application, and also the sign on the Ruiz Discoteca building.

The application was rejected as incomplete as presented. Walker will gather information regarding the sign issues, and will let the applicant know that more information regarding the awning they would be using the grant reimbursement for is required.

**9. Director's Report**

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

**10. Member comment**

Villanueva expressed her appreciation that the Imlay City DDA Board is a very professional board.

**11. ADJOURNMENT**

**Motion** by Barga, supported by Davis to adjourn the meeting at 6:40 p.m.

**Unanimously carried**

Submitted by Catherine Minolli: \_\_\_\_\_

Recording Secretary