

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, JUNE 13, 2016
DRAFT**

A regular meeting of the Downtown Development Authority was held on June 13, 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, Beth Fromwiller, Stu Davis, Tracy Aldrich, Stu Davis, Beth Murawski, Beth Fromwiller, Kim Jorgensen

Absent: Walt Bargaen, Steve Teets, Sarah Norat-Phillips

Also present: DDA Director Dana Walker and Imlay City Manager Tom Youatt.

3. APPROVAL OF AGENDA

Motion by Fromwiller, supported by Davis to approve the agenda with the addition of 7g. Façade Grant, Joi Kempf.

Unanimously carried

4. PUBLIC PARTICIPATION

None.

5. APPROVAL OF MINUTES

REGULAR MEETING- Monday, May 9, 2016

Motion by Davis, supported by Murawski to approve the minutes dated May 9, 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 some minor adjustments may be made before the fiscal year ends on June 30, 2016.

7. OLD BUSINESS

a. Self-Watering Containers/Streetscape

Walker informed the board that the containers are planted and in place, and the streetscape flowers include a wider variety that is pleasing to the eye. Walker noted that the Imlay City Fire Department graciously volunteered to fill the self-watering containers and to refill them when necessary during the season. The sponsorship plaques which include the Imlay City Rotary Club, the Imlay City DDA and the Four County Community Foundation as collaborators on the self-watering container project are ready to be attached to a pole and placed in front of the containers. Walker anticipates doing so soon. Three American flags are not flying at the moment as the brackets are missing. Walker has ordered them from a local company, Better Buy Flags in Lapeer.

b. Public Art Initiative

Information and applications for participating in the inaugural project were attached to the packet as pages 14-25. Two local artists applied to participate in the program. Walker informed the board that the artists would be 'resident artists' for four weeks, and would be housed in the old sign shop, which would be open to the public during the program.

Artists would be required to create the large works of public art over a four week period, and the artworks would become the property of the Imlay City DDA. The artists will be compensated \$1,400.00 each for their participation at the end of the project.

Motion by Murawski, supported by Jorgensen to accept the applications from artist Hunter Pope of Imlay City and artist Randy Hughes of Marlette for participation in the DDA's first Public Art Initiative project.

ROLL CALL:

AYES: Kempf, Villanueva, Davis, Aldrich, Fromwiller, Murawski, Jorgensen

NAYS: None

Motion unanimously carried

c. Buy Local Campaign April

The 'Buy Local' campaign is ready to go as planned. Walker informed the board that arrangements are underway to have the photos taken, and that will be done soon.

d. Addition of Wi-Fi to Downtown Update

Bids on the project are due by June 23. Walker informed the board that they do not have to make a decision on the capital outlay before the end of the fiscal year as the funds would roll into the Fund Balance and the DDA Board could designate the funds, with the approval of the Imlay City Commission, in July of 2016 or thereafter.

e. 150 Bancroft Lease Expires July

A copy of the revised lease was attached to the packet as pages 26-32.

Motion by Davis, supported by Murawski to approve renewal of the lease with Robert Mette Financial as written for the annual sum of \$5,400.00 payable upon signing, which represents a full year's rent pain in full.

ROLL CALL:

AYES: Kempf, Villanueva, Davis, Jorgensen, Fromwiller, Aldrich, Murawski

NAYS: None

Unanimously carried.

f. Façade Grant Discotech

A complete Façade Grant Application from Leo Guerrero for 143 N. Almont Ave. was attached to the packet as pages 33-37.

Motion by Davis, supported by Murawski to approve the Façade Grant Application as presented for a total 50% reimbursement by the DDA in the sum of \$1,570.05.

ROLL CALL:

AYES: Kempf, Villanueva, Davis, Jorgensen, Fromwiller, Aldrich, Murawski

NAYS: None

Unanimously carried.

g. Façade Grant Joi Kempf

A complete Façade Grant Application from Joi Kempf for properties at 144 E. Third Street and 109 E. Third Street was distributed to board members.

Walker noted that this was a new application being submitted, as the former one which was approved would take too long to complete because the contractor was very busy.

Motion by Davis, supported by Aldrich to allow Joi Kempf to abstain from voting on the matter.

Unanimously carried.

Motion by Davis, supported by Aldrich to approve the Façade Grant Application as presented for a total 50% DDA reimbursement of \$985.00.

ROLL CALL:

AYES: Kempf, Villanueva, Davis, Jorgensen, Fromwiller, Aldrich, Murawski

NAYS: None

ABSTAIN: Joi Kempf

Unanimously carried.

8. NEW BUSINESS

a. Request for Special Meeting of the DDA Board of Directors-WiFi Bid

As noted above, Walker informed the board that a special meeting was not required as the decision regarding the capital outlay did not have to be made before the end of the fiscal year, which is June 30, 2016.

b. Request to change DDA Board of Directors Regular July meeting date

Walker asked the board to consider changing the date of the next regular meeting from July 11 to July 18 as she has a conflict in her schedule.

Motion by Jorgensen, supported by Villanueva to approve the change in the July regular meeting date to July 18, 2016 at 5:35 p.m. at Imlay City Hall.

Unanimously carried.

9. Director's Report

A copy of the Director's Report was attached to the packet.

10. Member comment

Villanueva noted that B & B Landscaping was out in full force and got the streetscape project done in a timely manner.

11. ADJOURNMENT

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

Unanimously carried

Submitted by Catherine Minolli: _____

Recording Secretary