**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY**

**REGULAR MEETING**

**MONDAY, DECEMBER 08, 2014**

**DRAFT**

A regular meeting of the Downtown Development Authority was held on December 8, 2014 at the Imlay City Hall, 150 N. Main Street, Imlay City, MI 48444.

1. **CALL TO ORDER**

Chairperson Steven Teets called the meeting to order at 5:37 p.m.

1. **ROLL CALL**

Present: Walt Bargen, Steve Teets, Stu Davis, Kim Jorgensen, Dave Held, Beth Fromwiller

Joi Kempf, Kelly Villanueva,

Absent: Sarah Norat-Phillips; LuAnn Valdez

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

1. **APPROVAL OF AGENDA**

**Motion** by Bargen, supported by Villanueva to approve the agenda with the additions of 8c. 810 Studio Photography façade grant application; 8d. Constant Contacts; and 8e. Fire Department.

**Unanimously carried**

1. **PUBLIC PARTICIPATION**

None.

1. **APPROVAL OF MINUTES**

**NOVEMBER 10, 2014**

**Motion** by Davis, supported by Bargen to approve the minutes dated November 10, 2014 as presented.

**Unanimously carried**

1. **FINANCIAL REPORT**
2. **DDA EXPENDITURE REPORT**
3. **BALANCE SHEET**
4. **CHECK REGISTER REPORT**

Received and filed.

Discussion was held regarding the possibility of providing a year-to-date trial balance budget report at each meeting. Youatt indicated it would be possible to obtain one from the city clerk/treasurer and Walker will request same for future meetings. Walker will also number the pages in the packet to correspond with agenda items.

1. **OLD BUSINESS**

**a. Rotary Park Update**

Walker briefed the board on the status of the grant request. Thus far $13,100 has been dedicated toward the project. The city is still awaiting word from the DNR with regard to the grant; Walker will also assist the Rotary Club in applying for grant funds through the Greater Flint Arts Council.

 **b. Farmers Market Final Numbers**

A balance sheet reflecting the Farmers Market final numbers was attached to the packet. Discussion was held regarding the increase in attendance and vendors at the market and reimbursement from the state for the various food assistance programs.

Bargen recommended that the DDA board seriously consider the possibility of utilizing the old DPW building as a site of a future, enclosed Farmers Market and to beautify and improve the grounds around it. Bargen believes it would be an outstanding opportunity for the DDA and the City to make the historic building a focal point for visitors and to take a proactive approach with showing interest in the building to city officials. Consensus supporting Bargen’s idea was reached. A committee was formed to look into the possibility, research structure designs, etc. and report back to the DDA Board. Committee volunteers are Bargen, Davis, Held, Jorgensen and Kempf.

**c. Façade Grant Financial Update**

A balance sheet for the fiscal year 2014-2015 was attached to the packet.

**d. Board of Directors Officers Elections**

DDA bylaws regarding the election of officers and officer’s posts were attached to the packet.

Bargen nominated Joi Kempf for the position of Chairman.

**Motion** by Davis, supported by Bargen to nominate Joi Kempf as Chairman and to close the nomination process and vote a unanimous ballot.

**Unanimously carried.**

Villanueva nominated Dave Held for the position of Vice Chairman.

**Motion** by Davis, supported by Bargen to nominate Dave Held as Vice Chairman and to close the nomination process and vote a unanimous ballot.

**Unanimously carried.**

Held nominated Kelly Villanueva for the position of Secretary/Treasurer.

**Motion** by Bargen, supported by Davis to nominate Kelly Villanueva as Secretary/Treasurer and to close the nomination process and vote a unanimous ballot.

**Unanimously carried.**

 **NEW BUSINESS**

**a. Façade Grant Committee**

Discussion was held regarding the board’s desire to update the Façade Grant Application process. The item will remain on the agenda under old business until the desired changes/updates are made by the committee.

**b. Metal Christmas Tree loaned to Fairgrounds**

Discussion was held regarding the DDA’s metal Christmas tree; set up and storage of same.

**Motion** by Davis to donate the metal Christmas tree to the Fairgrounds.

Motion by Bargen, supported by Held to amend Davis’s motion to loan the metal Christmas tree to the Fairgrounds.

Unanimously carried.

**Motion** by Bargen, supported by Held to loan the metal Christmas tree to the Fairgrounds.

**Unanimously carried**

**c. 810 Studio Photography Façade Grant Request**

A façade grant request from 810 Studio Photography was distributed to the board.

**Motion** by Villanueva, supported by Held to approve the façade grant request from 810 Studio Photography as presented for a total DDA reimbursement of $87.50.

 **ROLL CALL**

 **AYES:** Teets, Kempf, Villanueva, Bargen, Held, Jorgensen, Davis, Fromwiller

 **NAYS:** None

**Unanimously carried**

**d. Constant Contacts**

Walker discussed the merits of creating an e-mail list to help spread information about DDA events, programs, offerings, etc. to the community. Walker is familiar with the Constant Contacts plan and costs associated with a one year membership.

**Motion** by Teets, supported by Villanueva to allow Walker to proceed with Constant Contacts for increasing e-mail communications and notifications between the DDA and the community.

 **ROLL CALL**

 **AYES:** Teets, Kempf, Villanueva, Bargen, Held, Jorgensen, Davis, Fromwiller

 **NAYS:** None

**Unanimously carried**

**e. Fire Department**

Davis recommended that the DDA use the $15,000 they had set aside for assisting the Fire Department with the purchase of a generator toward Christmas decorations now that the Fire Department’s generator problem has been resolved. Discussion was held regarding the merits of improving the Christmas decorations for the benefit of the DDA District and the city. Discussion was held regarding the possibility of creating a Community Christmas Tree for a ‘tree lighting ceremony’ every year, whether it be to plant a small tree and/or utilize an existing tree and purchase decorations for it. Discussion was also held regarding improving the decorations in the M-53 corridor.

The Christmas Decoration Committee will meet to discuss what needs to be purchased as well as to research items that are on sale. Youatt volunteered to help on the Christmas Decoration Committee.

**9. DIRECTOR’S REPORT**

The Director’s Report was distributed to the board. Walker is working on improving the SEED Group website to make it more interactive and informative.

**10. MEMBER COMMENT**

Teets suggested that Walker begin researching option for classes to offer businesses and residents in the DDA District.

 **11. ADJOURNMENT**

**Motion** by Jorgensen, supported by Bargen to adjourn the meeting at 6:36 p.m.

**Unanimously carried**

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

Recording Secretary