

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
OCTOBER 14, 2013  
FINAL**

A regular meeting of the Downtown Development Authority was held on October 14, 2013 at the Imlay City Hall, 150 N. Main Street, Imlay City, MI 48444

**1. CALL TO ORDER**

Chairman Steve Teets called the meeting to order at 5:37 p.m.

**2. ROLL CALL**

Present: Steve Teets, Amy Brunk, Dave Held, Stu Davis, Kelly Villanueva, Walt Bargaen

Late arrival: Joi Kempf

Absent: Lynn Farkas, Sarah Norat-Phillips, Kim Jorgensen, LuAnn Valdez

Also present: DDA Director Kim Marrone

**3. APPROVAL OF AGENDA**

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

**Unanimously carried**

**4. PUBLIC PARTICIPATION**

None

**5. APPROVAL OF MINUTES**

**A. REGULAR MEETING, SEPTEMBER 09, 2013**

**Motion** by Davis, supported by Villanueva to approve the minutes of the Regular Meeting dated September 09, 2013 as written.

**Unanimously carried.**

**6. FINANCIAL REPORT**

**A. DDA EXPENDITURE REPORT**

**B. BALANCE SHEET**

**C. CHECK REGISTER REPORT**

Received and filed.

**7. OLD BUSINESS**

**A. DIG GRANT**

Marrone informed the board that a progress meeting was held in the morning and things were going along according to schedule. There were three unexpected situations, minor in nature, that were being taken care of. Two of them may result in additional charges, but that may balance out because of other cost savings on the project. The project is on target to be completed by November 15.

Marrone suggested that the DDA host a celebration to mark the completion of this project. Villanueva suggested a balloon release; discussion was held regarding tying the celebration into the Winter Wonderland event. Consensus was reached that the DIG grant project celebration would stand on its own. Marrone will pursue ideas for the celebration. The target week may be the week of November 17, 2013.

**B. CDBG FAÇADE GRANT**

Marrone is continuing to drum up interest in the grant project. Currently there are just two businesses interested in taking part; four are needed to apply. She will go door to door in the near future to inform business-owners of the grant project and to garner interest.

**8. NEW BUSINESS**

**A. COMMERCIAL FAÇADE GRANT- PIZZA MACHINE**

A completed Façade Grant application submitted by Pizza Machine was attached to the packet. Discussion was held regarding whether or not the sign presented in the request complied with code. A signed Zoning Permit Application was included in Pizza Machine's request.

**Motion** by Davis, supported by Kempf to approve Pizza Machine's Façade Grant application as presented for a 50% reimbursement of \$583.25.

**Ayes: Teets, Bargaen, Kempf, Villanueva, Davis, Brunk, Held**

Nays: None

**Motion carries 7-0**

**B. CHAMBER OF COMMERCE SIGN**

Notes and information were attached to the packet and reviewed by the board.

**Motion** by Davis, supported by Held to spend up to \$450 for the DDA sign to be included on the new Chamber of Commerce welcome sign; and to pay the \$125 to be included on the sign.

**Ayes: Teets, Bargaen, Kempf, Villanueva, Davis, Brunk, Held**

Nays: None

**Motion carries 7-0**

**C. PURCHASE BIKE RACK**

Notes, samples and prices were attached to the packet. Discussion was held regarding the style of the bike racks, which were designed to be utilitarian and artistic. Discussion was held regarding how many bikes the artistic design racks could hold and whether they should be uniform throughout town if purchased. Consensus was reached that the bike racks be blue in color if purchased.

Held suggested the Marrone research costs on conventional design bike racks. Marrone will do so and present her findings to the board. She will also research other options for artistic design bike racks within a lower price range.

**D. GFAC GRANT**

Marrone has completed the paperwork for the grant and will submit it in a timely fashion on Oct. 15<sup>th</sup>.

**Motion** by Bargaen, supported by Kempf to support Marrone's efforts to apply for and obtain a GFAC Grant which has been very helpful in past years.

**Unanimously carried**

**E. SCULPTURE PROGRAM**

Marrone explained the sculpture program to the board. Discussion was held regarding the number of sculptures and the placement throughout town. Discussion was held regarding cost and liability. Marrone noted that many other towns have successfully taken part in the program; and that many of the artists make their sculptures available for purchase, so many of the pieces of art remain within the towns. Marrone explained that the project is an important aspect of place making, and she would pursue grant funding for the project.

**Motion** by Davis, supported by Bargaen that Marrone continue to pursue the project for Imlay City.

**Unanimously carried**

#### **F. IEDC COURSE**

Notes were attached to the packet. Marrone noted that this is the first time the MEDC Association is offering the International Certification classes, that typically out-of-state travel is required to become certified in economic development.

**Motion** by Davis, supported by Villanueva that the DDA cover the course fee of \$525 for Marrone to attend the first class.

**Ayes: Teets, Bargaen, Kempf, Villanueva, Davis, Brunk, Held**

Nays: None

**Motion carries 7-0**

### **9. DIRECTOR REPORT**

#### **A. PROMOTIONS**

Notes were attached to the packet. Discussion was held regarding the DDA hosting a tree-lighting ceremony and the associated costs of \$2,000 and up. Consensus was reached that Marrone pursue the purchase of a large star and reflective streamers for tree-lighting. Marrone will also check with the fire department to see if they could place the star on the tree with their ladder truck.

#### **B. ECONOMIC RESTRUCTURING UPDATE**

Notes were attached to the packet. Marrone mentioned scheduling a joint meeting with the city to keep communications open. Bargaen will bring it up at the commission meeting on Tues., Oct. 16. A suggested date may be Nov. 12; otherwise it may have to be pushed into January or February of 2014.

#### **C. DIG GRANT**

Notes were attached to the packet and discussed above.

#### **G. MISC**

Notes were attached to the packet.

Villanueva mentioned that she would like to see the Promotions Assistant post more on Facebook. Marrone will send links to the DDA's Facebook page and friend updates.

Kempf inquired about follow up with Ray C's regarding a damaged vehicle. Marrone will follow up.

### **10. ADJOURNMENT**

The meeting was adjourned at 6:36 p.m.

Submitted by Catherine Minolli \_\_\_\_\_  
DDA Recording Secretary