

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
JUNE 13, 2013
FINAL**

A regular meeting of the Downtown Development Authority was held on Wednesday, June 13, 2013 at the Imlay City Hall, 150 N. Main Street, Imlay City, MI 48444

1. CALL TO ORDER

The meeting convened at 6:01 p.m.

2. ROLL CALL

Present: Steve Teets, Stu Davis, Amy Brunk, Joi Kempf, Walt Bargaen, LuAnn Valdez, Lynn Farkas, Kim Jorgensen, Sarah Norat-Phillips

Absent, excused: Kelly Villanueva

Also present: DDA Director Kim Marrone.

3. APPROVAL OF AGENDA

Motion by Davis, supported by Norat-Phillips to approve the agenda with the addition under 8. New Business, G. Façade Grant application-Fortress Comics & Gaming; the Director Evaluation would become 8H.

Unanimously carried

4. PUBLIC PARTICIPATION

5. APPROVAL OF MINUTES

A. REGULAR MEETING, APRIL 8, 2013

Motion by Davis, supported by Jorgensen to approve the minutes of the Regular Meeting dated April 8, 2013.

Unanimously carried.

B. SPECIAL MEETING, MAY 6, 2013

Motion by Davis, supported by Brunk to approve the minutes of the Special Meeting dated May 6, 2013.

Unanimously carried

C. REGULAR MEETING MAY 13, 2013.

Moved by Davis, supported by Valdez to approve the minutes of the Regular Meeting dated May 13, 2013.

Unanimously carried

6. FINANCIAL REPORT

A. DDA EXPENDITURE REPORT

B. BALANCE SHEET

C. CHECK REGISTER REPORT

Received and filed.

Marrone noted that the city has installed the new bookkeeping software, thus the new look of the reports.

7. OLD BUSINESS

A. DDA EXTENSION PROJECT

Marrone met with the project coordinator Sherrin Hood and have established a revised goals list. Board members were asked to look at the notes attached to the packet and identify projects they feel are important to fund for discussion at next month's regular meeting, which Sherrin Hood will attend.

8.

NEW BUSINESS

A. FAÇADE GRANT PROGRAM

Discussion was held regarding increasing the grant match to encourage bigger projects which would have a greater impact in the DDA district.

Motion by Davis, supported by Norat Phillips to increase the budget on Development Costs, line item 296.299.973 to \$20,000 for the next fiscal year.

Ayes: Teets, Kempf, Davis, Brunk, Bergen, Jorgensen, Norat Phillips, Valdez, Farkas.

Nays: None

Unanimously carried

Motion by Davis supported by Valdez to increase the grant program matching grant to \$1,500 maximum for signs and paint; and up to \$2,500 for other major projects.

Ayes: Teets, Kempf, Davis, Brunk, Bergen, Jorgensen, Norat Phillips, Valdez, Farkas.

Nays: None

Unanimously carried

B. GRANT APPLICATION-LEARNING DEPOT

Motion by Davis, supported by Jorgensen to approve the Learning Depot grant application as submitted for a DDA match of \$1,250.

Ayes: Teets, Kempf, Davis, Brunk, Bergen, Jorgensen, Norat Phillips, Valdez, Farkas.

Nays: None

Unanimously carried

C. GRANT APPLICATION-EAGLEWOOD STUDIOS

Motion by Davis, supported by Kempf to approve the Eaglewood Studios grant application with the contingency that the proper paperwork is submitted to the DDA for a DDA match of \$306.

Ayes: Teets, Kempf, Davis, Brunk, Bergen, Jorgensen, Norat Phillips, Valdez, Farkas.

Nays: None

Unanimously carried

D. GRANT APPLICATION-JOI KEMPF

Motion by Norat Phillips, Supported by Bergen, to approve the Joi Kempf grant application as submitted for a total match of \$521.

Ayes: Teets, Davis, Brunk, Bergen, Jorgensen, Norat Phillips, Valdez, Farkas

Abstain: Kempf

Nays: None

Unanimously carried

E. GRANT APPLICATION-TED SADDLER

Motion by Davis, supported by Valdez to approve the Ted Saddler grant application with the contingency that the proper paperwork is submitted to the DDA for a total match of \$273.

Ayes: Teets, Kempf, Davis, Brunk, Bergen, Jorgensen, Norat Phillips, Valdez, Farkas

Nays: None

Unanimously carried.

F. GRANT APPLICATION-B NATURALISTIC LLC

Motion by Davis, supported by Jorgensen to approve the B Naturalistic LLC grant application as submitted for a total match of \$350.

Ayes: Kempf, Davis, Brunk, Bergen, Jorgensen, Norat Phillips, Valdez, Farkas

Abstain: Teets

Nays: None

Unanimously carried

G. GRANT APPLICATION-FORTERSS COMICS & GAMING

Motion by Davis, supported by Valdez to approve the Fortress Comics & Gaming grant application as submitted for a total match of \$800.

Ayes: Teets, Kempf, Davis, Brunk, Bargaen, Jorgensen, Norat Phillips, Valdez, Farkas

Nays: None

Motion carried.

H. DIRECTOR EVALUATION

Marrone requested that the evaluation take place in the open meeting. Evaluation forms were distributed and discussed. Marrone was rated on several areas on a scale of 1-5, with 3 indicating that the job was being performed well as per its description and guidelines. Davis said that the director has been doing an outstanding job. Marrone requested more information regarding a comment on the evaluation about excessive hours per week. Kempf noted that the comment may have sounded negative but Marrone's score not marked down, that the comment did not correlate to the grade. Kempf explained that she made the comment based on Marrone's statements that she was working 50-60 hours per week and that they should look at ways to reduce those hours. Discussion was held regarding a former board member's request to see monthly expenditure reports. Norat Phillips noted that the incident was a matter of perception and presentation. Norat Phillips also indicated that the DDA spend more time on developing social media as a resource to promote the DDA. Kempf said that Marrone's evaluation was positive, and she did not wish to imply that the review was negative in any way.

Teets noted that the professional development of the DDA has been outstanding under the directorship of Marrone. Norat Phillips added that the advancement of Imlay City's DDA on a state level has been outstanding due to Marrone's efforts. Davis reiterated that Marrone has done an outstanding job.

9. DIRECTOR REPORT

A. PROMOTIONS

Notes were attached to the packet. Marrone noted that Third Degree Burns could not play the June 18th concert and that she contacted Tom Wearing, who agreed to fill in the spot.

Marrone inquired about the possibility of DDA sponsorship of a 'Bike Night' downtown, noting that Clay of Eaglewood studios approached her with plans for an event in July. Discussion was held regarding potential liability issues and DDA sponsorship. Consensus was reached that the DDA sponsor a Bike Night family event that would include a band, perhaps a tie-in to one of the concerts already scheduled. Marrone was also directed to discuss the matter with the attorney regarding any potential liability issues.

Marrone reminded the board of a ribbon cutting at Rite-Aid on Monday, June 17th for their Grand Re-Opening celebration.

B. ECONOMIC RESTRUCTURING UPDATE

Notes were attached to the packet. Marrone noted the SEED Group branding project is ongoing, and the city will cover half of the costs. She is also working on the MML Conference presentation for the Community Excellence Award. Marrone also noted that there is a new tenant in the industrial park.

C. DIG GRANT

Notes were attached to the packet. Marrone told the board the survey was completed last week, and the project will be out for bid in July.

Marrone noted that the City Assessment meetings were continuing to go well and attract community involvement. The next meeting is on July 10 at 7 p.m. The movie theater has been sold

to Heritage Church, which also refurbished an old movie theater near Lakeside Mall to use as a church location.

Marrone just picked up her new computer and is looking forward to having it up and running. She was disappointed in the attendance at the MDA meeting in Rochester, which drew only 30 to 35 people.

Marrone reminded the board that MSHDA grants were available for new units in downtown buildings. In order to qualify for \$35,000 per unit, Imlay City needs at least three projects; the funds are for new units only.

D. MISC.

Notes were attached to the packet.

10. MEMBER COMMENT

Jorgensen inquired about Blueberry Parade trophies. Marrone said she has had problems dealing with Jorgensen's recommended supplier, that she has had to chase the trophies down to the wire before the parade, and that his costs were not always the lowest. Jorgensen volunteered to call the supplier and resolve the problems. She will provide Marrone with a price list and guaranteed delivery date prior to placing an order.

Davis mentioned the Mud Fest event being planned by the Park Board for July 4th at the Fairgrounds. He said the park board wanted to make the entire event free to participants, so they were in need of gifts of equipment, games, and other donations for family fun.

11. ADJOURNMENT

The meeting was adjourned at 7:25 p.m.

Submitted by Catherine Minolli _____
DDA Recording Secretary