

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MARCH 11, 2013
DRAFT**

A regular meeting of the Downtown Development Authority was held on Monday, March 11, 2013 at the Imlay City Hall, 150 N. Main Street, Imlay City, MI 48444

1. CALL TO ORDER

Chairperson Steve Teets called the regular meeting to order at 6:01 p.m.

2. ROLL CALL

Present: Steve Teets, Stu Davis, Amy Brunk, Lynn Farkas, Kelly Villanueva, Joi Kempf, LuAnn Valdez

Absent: Margaret Guerrero, Kim Jorgensen, Sarah Norat-Phillips

Also present: DDA Director Kim Marrone.

3. APPROVAL OF AGENDA

Motion by Davis supported by Villanueva to approve the agenda with the addition of 8C.' LDC Funding.'

Unanimously Carried

4. PUBLIC PARTICIPATION

None

5. APPROVAL OF MINUTES

A. REGULAR MEETING FEBRUARY 11, 2013

Motion by Davis supported by Brunk to approve the minutes of February 11, 2013.

Unanimously Carried

6. FINANCIAL REPORT

A. DDA EXPENDITURE/REVENUE REPORT

Received and filed.

B. BALANCE SHEET

Received and filed.

C. CHECK REGISTER REPORT

Received and filed.

7. OLD BUSINESS

A. WAYFINDING

Marrone informed the board that removal of the largest signs will begin in the coming days. The project was expected to last about three weeks, with the digital sign being installed in the third week.

Valdez suggested a dedication ceremony. The board will meet at 5:30 p.m. on April 8 for a group photo which will be issued in conjunction with a press release.

B. COMMUNITY ASSESSMENT PROJECT

Notes were attached to the packet. Marrone has received the MRC initial report, and noted that the sessions went well and were a success. A follow up meeting is slated for April 18 at 7 p.m. at City Hall. The planner, Sherrin Hood, will also receive all the results and information from the Assessment Project.

C. DDA EXTENSION PROJECT

Notes were attached to the packet. Sherrin Hood will be at the April 8th meeting to kick off the project.

8. NEW BUSINESS

A. DIRECTOR EVALUATION

The board will conduct the director's evaluation in the same manner as last year. Reviews will be filled out and e-mailed to Kempf. The review committee will consist of Villanueva, Kempf and Valdez.

B. GFAC GRANT RESOLUTION

A grant support resolution was included in the packet.

Motion by Valdez, supported by Villanueva to adopt the Resolution in Support of Imlay City Downtown Development Authority's Submission of a Michigan Community Development Block Grant to the Michigan Economic Development Corporation as presented.

Ayes: Teets, Kempf, Villanueva, Davis, Brunk, Valdez, Farkas

Nays: None

Unanimously carried.

C. LDC FUNDING

Information was distributed to the board. Marrone explained that the LDC is asking all DDAs to increase their funding as state funding has been decreased. Marrone noted that the LDC has become a better partner over the past year.

Motion by Villanueva, supported by Brunk to increase the DDA's contribution to the LDC to \$6,250.00

Ayes: Teets, Kempf, Villanueva, Davis, Brunk, Valdez, Farkas

Nays: None

Unanimously carried

9. DDA DIRECTOR'S REPORT

A. PROMOTIONS UPDATE

Notes were attached to the packet. Marrone will e-mail the changes to the Buy Local banners to the board members.

B. ECONOMIC RESTRUCTURING UPDATE

Notes were attached to the packet.

C. MISC.

Notes were attached to the packet. Board members are to continue to think about and prioritize projects they'd like to see done. Kempf reiterated her interest in archway sign over M-53; Brunk mentioned the sidewalk under the viaduct project. A dog park and the Caulkins Street park was also discussed as potential priority projects.

10. MEMBER COMMENT

None.

11. ADJOURNMENT

Teets adjourned the meeting at 6:45 p.m.

Submitted by Catherine Minolli _____
DDA Recording Secretary