

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
FEBRUARY 11, 2013
FINAL**

A regular meeting of the Downtown Development Authority was held on Monday, February 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 6:02 p.m.

2. ROLL CALL

Present: Steve Teets, Sarah Norat-Phillips, Kim Jorgensen, Stu Davis, Amy Brunk, Lynn Farkas, Kelly Villanueva

Absent: LuAnn Valdez, Margaret Guerrero

Late arrival: Joi Kempf

Also present: DDA Director Kim Marrone.

3. APPROVAL OF AGENDA

Motion by Davis supported by Villanueva to approve the agenda with the addition of 8E 'Dog.'

Unanimously Carried

4. PUBLIC PARTICIPATION

None

5. APPROVAL OF MINUTES

A. REGULAR MEETING JANUARY 09, 2013

Motion by Davis supported by Norat-Phillips to approve the minutes of January 09, 2013 with the correction in Member Comment that Davis heard about the church tour in Ohio, he did not attend it.

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 with changes and additions, including the digital sign, the new total for the project was \$90,801.70.

Motion by Davis, supported by Jorgensen to accept the proposal in an amount not to exceed \$100,000.00

Ayes: Teets, Kempf, Villanueva, Davis, Brunk, Jorgensen, Norat-Phillips, Farkas

Nays: None

Unanimously carried

B. COMMUNITY ASSESSMENT PROJECT

Notes were attached to the packet regarding the March 7, 2013 meeting. Marrone is spreading the word and sending personal invitations. Discussion was held regarding making the invitation

special, and printing it on card stock. Board members agreed to add to Marrone's list of recipients if they have any suggestions.

8. NEW BUSINESS

A. DDA EXTENSION PROJECT

Discussion was held regarding the DDA's sunset date of December, 2014. Marrone has discussed options regarding a new 10 year plan with neighboring DDA Directors and professionals, including LSL Planning, a company which the city is currently using for planning purposes.

Motion by Villanueva, supported by Brunk to hire LSL Planning for the the DDA Extension Project for a total amount not to exceed \$8,000.

Ayes: Teets, Kempf, Villanueva, Davis, Brunk, Jorgensen, Norat-Phillips, Farkas

Nays: none

Unanimously carried.

B. GFAC GRANT

Marrone informed the board that she was pleased that the DDA received another GFAC grant for the summer concert series. However, she received conflicting letters of approval in differing amounts. She is seeking clarification from the GRAC. Marrone noted that the summer concert schedule is almost complete.

C. VISIONING FOR 2013-2014

Discussion was held regarding project goals for the coming year and for budgeting purposes. Projects of interest include building a sidewalk under the train viaduct and developing the vacant lot on Caulkins Street into a park.

Marrone also noted that she would like to include an Imlay City High School student on the board as an honorary member. Consensus was reached that Marrone pursue the idea.

D. IRRIGATION CONTRACT

Notes were attached to the packet.

Motion by Jorgensen, supported by Davis to renew the Irrigation Contract with the existing company.

Ayes: Teets, Kempf, Villanueva, Davis, Brunk, Jorgensen, Norat-Phillips, Farkas.

Nays: None

Unanimously carried.

E. DOG

Villanueva noted that currently there is no dog park in Lapeer County. She would like the board to consider the idea of Imlay City becoming a 'dog friendly' community; spreading the word and publicizing businesses/places which allow pets.

9. DDA DIRECTOR'S REPORT

A. PROMOTIONS UPDATE

Notes were attached to the packet. Marrone informed the board she is very pleased with the performance of the new promotions assistant, Julianne Bagley.

Designs created by Bagley for the banner project were attached to the packet. Consensus was reached to use the first design, which depicted a hand and many hands growing out from it in the shape of a tree. Villanueva suggested the hand be turned around and modified slightly to resemble Michigan's distinctive 'mitten.' All agreed. The word 'in' following 'By Local' will also be removed.

B. ECONOMIC RESTRUCTURING UPDATE

Notes were attached to the packet.

C. MISC.

Notes were attached to the packet.

10. MEMBER COMMENT

None.

11. ADJOURNMENT

Teets adjourned the meeting at 6:57 p.m.

Submitted by Catherine Minolli _____
DDA Recording Secretary