

Imlay City Downtown Development Authority  
Regular Meeting  
Monday, June 8<sup>th</sup>, 2009

**1. CALL TO ORDER**

Chairperson Teets called the regular meeting to order at 7:00 p.m.

**2. ROLL CALL**

Present: Rod Warner, Steve Teets, Stu Davis, David Held, Brian Hill, Kim Jorgensen

Absent, Excused: Kelly Villanueva, Sally Reinhardt

Absent, Unexcused: Wendi Blatt

Late arrival: Joi Kempf

Also Present: DDA Director Nancy Jean Brinker, Imlay City Manager Amy Planck, Dennis Squires, Diane Rankin, Amy Brunk

**3. APPROVAL OF AGENDA**

**Motion** by Davis, supported by Hill to approve the amended agenda.

**Unanimously Carried**

**4. PUBLIC PARTICIPATION**

Dennis Squires and Diane Rankin are both from Corner Stone Staffing and were attending for an agenda item. There was not any additional public participation.

**5. APPROVAL OF MINUTES**

**A. Regular Meeting Monday, May 11, 2009**

**B. Special Meeting Thursday, May 21, 2009**

Updated copies of the Special Meeting Minutes were distributed at the time of the meeting due to an error found on the set in the packet.

**Motion** by Davis, supported by Hill to approve the minutes from Monday, May 11 and the amended minutes from Thursday, May 21<sup>st</sup>.

**Unanimously Carried**

**6. FINANCIAL REPORT**

**A. DDA Expenditure/Revenue Report**

**B. Balance Sheet**

**Motion** by Davis, supported by Jorgensen to approve the reports as presented.

**Unanimously Carried**

**7. OLD BUSINESS**

**A. Façade Improvement Initiative**

Brinker's notes indicated that the final payment for the project was being processed and the final pay authorizations were with the property owners. There is still paperwork that needs to be completed to close out the grant.

**B. Polly Ann Trail Walk 6.6.09**

Brinker indicated that the event was a success and raised over \$2,000 in sponsorship dollars.

**C. Halo Business Grant**

Brinker informed the board that the Imlay City Chamber of Commerce has opted not to participate in the program. The Imlay City DDA is planning on applying for a grant through Four County Community Foundation. Brinker requested to adopt the resolution prepared.

**Motion** by Held, supported by Warner to adopt the prepared resolution for the Four County Community Foundation Grant.

**Unanimously Carried**

**D. Me & My Daddy Photo Contest**

Brinker updated the board on the details of the project and noted the donations from the local businesses.

**E. DDA Grant**

**I. Focus Studio**

**Motion** by Davis, supported by Kempf to accept the grant application from Focus Studio for a complete project of \$238.50 and reimburse \$119.25.

**Unanimously Carried**

**8. NEW BUSINESS**

**A. 150 Bancroft**

Brinker explained that Corner Stone Staffing is interested in leasing the DDA Property located at 150 Bancroft Street on a month to month basis at \$650 per month. Corner Stone Staffing had previously indicated to Brinker that after the new company is settled, a normal lease would be ideal. It was also discussed that Corner Stone Staffing will need to provide 90 day written notice to the DDA before vacating the premises.

**Motion** by Davis, supported by Held to accept the proposed terms, allow the Director to negotiate any other terms to execute the agreement and add to the terms that if Corner Stone Staffing is on a month to month basis after 12 months that the rent will be increased.

**Unanimously Carried**

**B. American Tree**

**I. Third Street Pocket Park**

This project is on the plans to be completed. Discussion was held if this was still the board's intent. A cost estimate was included in the packet.

**Motion** by Held, supported by Davis to accept the plans and cost estimate from American Tree for \$3,557.71.

**In Favor:** Warner, Teets, Davis, Held, Hill

**Opposed:** Kempf and Jorgensen

**II. 150 Bancroft**

Discussion was held regarding the landscaping on our building and a few maintenance items that need to be completed. An estimate for the landscaping was included from American Tree.

**Motion** by Jorgensen, supported by Kempf to accept the plans and cost estimate from American Tree for \$1,134.73.

**Unanimously Carried**

**Motion** by Davis, supported by Held to put up to 9 square feet of concrete at the rear entrance of 150 Bancroft.

**Unanimously Carried**

**III. Resetting Brick Pavers**

Discussion was held regarding some of the brick pavers in the downtown area that need to be reset for safety issues. There was a quote from American Tree included, however, due to the bid process we need to receive at least two more quotes.

**Motion** by Warner, supported by Hill to have the brick pavers reset at a cost not to exceed \$1,985.

**Unanimously Carried**

**C. MSHDA Grant**

The DDA received a letter from MSHDA explaining that the grant the DDA had previously applied for was completely cut due to funding and budget changes.

**D. Outdoor Advertising**

Brinker's notes indicated that the desired billboard the DDA was interested in was not available. The company had sent an alternate billboard that Brinker did not recommend.

**E. Potted Plants**

Discussion was held if the DDA should expand their potted plants into other areas of the downtown region. It was decided to keep the program as is at this time.

**9. DDA DIRECTOR REPORT**

**A. Ribbon Cuttings**

**I. Benny & the Jets**

The Ribbon Cutting Ceremony will be on Friday, June 12<sup>th</sup>, 2009.

**II. Leontina Gowns**

The Ribbon Cutting Ceremony will be on Friday, June 18<sup>th</sup>, 2009.

**B. Promotions**

**I. Meeting Notes**

Notes were included in the packet from the previous Promotions Meeting.

**II. Night on the Downtown**

Brinker discussed details for the upcoming event on 6.23.09.

**10. ADJOURNMENT**

Chairperson Teets adjourned the meeting at 7:47 p.m.

Submitted by Nancy Jean Brinker, Director \_\_\_\_\_