

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, August 13, 2018
DRAFT**

A regular meeting of the Downtown Development Authority was held on August 13, 2018 at the Imlay City Hall, 150 N. Main Street, Imlay City, MI 48444

1. CALL TO ORDER

Chairperson Joi Kempf called the meeting to order at 5:35 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Joi Kempf, Steve Teets, Tracy Aldrich, Trish Dennis, Beth Murawski, Stu Davis and Walt Bargaen (arrived at 5:40 p.m.).

Absent: Kim Jorgensen, Kelly Villanueva and Samuel Galiana.

Also present: DDA Director Dana Walker, City Manager Tom Youatt and one member of the community.

4. APPROVAL OF AGENDA

Motion by Dennis, supported by Teets to approve the agenda with the addition of 9. d. Garbage dumpster on Depot Drive and 9. e. Support of a Holiday Production/show in downtown.

MOTION UNANIMOUSLY CARRIED

5. PUBLIC PARTICIPATION

Alan Rosenbalm introduced himself stating he will be running for one of the City Commission seats in November. He would like to make a recommendation the DDA offer façade grants to the businesses in town. Board Member Kempf stated the DDA has a program.

6. APPROVAL OF MINUTES

REGULAR MEETING- July 9, 2018

Motion by Davis, supported by Aldrich to approve the minutes of the Regular Meeting minutes dated July 9, 2018.

MOTION UNANIMOUSLY CARRIED

7. FINANCIAL REPORT

a. DDA EXPENDITURE REPORT

b. BALANCE SHEET

c. CHECK REGISTER REPORT

Received and filed.

8. ELECTION OF OFFICERS 2018-19

MOTION by Davis, seconded by Dennis to reelect Joi Kempf for Chairperson, Kim Jorgensen for Vice Chair and Kelly Villanueva for Secretary/Treasurer.

MOTION UNANIMOUSLY CARRIED

9. OLD BUSINESS

a. Community Report Forum, First Impressions - \$2,000 Grant Update

1. Art and Historic Walking tour of downtown

Ms. Walker stated Marilyn Swihart from the museum has been working on the commercial property history and much of the history of the historic homes. The website will have the history of the houses the businesses will have their history on a plaque that is attached to the building. There will be two maps for the walking tours one with the art pieces and historic homes and one with the historic businesses. Both will have points of interest also listed on them.

b. Website Improvement Grant, \$1,000

Ms. Walker stated she has been working on updating the DDA and City's websites. Accunet, the web page provider, is upgrading their servers also so they provided 6 hours of complimentary work to be done on the website due to this we may not be using the entire \$1,000.00 that was granted to us. The new websites are looking good. On the new sites you will have the ability to buy tickets online for Art in the Rough. The sites will be more organized. DDA has received their prototype of the new site. The City will be receiving their prototype soon. The Board minutes will now be online in a more organized manner.

c. Art in the Rough Update

Ms. Walker stated Art in the Rough will be on September 29, 2018 from 6:00 p.m. to 10:00 p.m. The Chamber of Commerce is applying for the liquor license like they have done in the past. The event will be on Third Street between Main and Bancroft. Third Street will be closed between Main and Bancroft. There are some new attractions this year, a local duet Untamed Beauty, Martina Hund will be back and Joe Ferry who specializes in spray paint art. There will be a two hour VIP hour. Sponsorships so far are listed on page C of the supplemental packet. There are 18 confirmed artists and several businesses have offered to host artists in their building. It is looking like with sponsorships and sales there will be a profit with this event, Ms. Walker is suggesting the profit be used to create a reading park in the green space between two businesses in downtown, next to what use to be Lakestone Bank on Almont Avenue. Ms. Walker will be in contact with the owners of the two buildings to see if they would be willing to deed to the City their portion of the green space or lease the land to the City for the creation of a reading park. Ms. Walker is suggesting using a North Branch artist, Pam Frampton, who uses a plasma cutter to make art pieces. The ideas are on pages D and E of the supplemental packet. Ms. Walker wanted to also fully disclose that this artist is a relative of her husband. Ms. Walker stated the cost of the piece would cost \$600-\$700.00 for the steel and then labor on top of that,

total cost \$1,200.00. Ms. Walker is suggesting the profits from Art in the Rough be used to purchase this piece for the pocket park. Ms. Walker did add that if the businesses owners on either side of the green space did not want to lease or deed property to the City there is enough space along the sidewalk for this metal archway and a couple of benches.

Motion by Davis, seconded by Teets to use funds from the DDA General Funds not to exceed \$1,200.00 and these funds will be replaced with the profits from Art in the Rough.

ROLL CALL:

Ayes: Kempf, Teets, Aldrich, Dennis, Murawski, Davis, Bargaen

Nays: None

MOTION UNANIMOUSLY CARRIED

8. NEW BUSINESS

a. 2018-19 Support of the Lapeer Development corporation, \$6250

Ms. Walker stated that in the past the DDA has supported Lapeer Development Corporation in the amount of \$6,250.00. This is a budgeted line item. Ms. Walker inquired if the Board would like to continue to support the Lapeer Development Corporation.

Motion by Bargaen, supported by Davis to continue supporting the Lapeer Development Corporation in the amount of \$6,250.00.

ROLL CALL:

Ayes: Teets, Aldrich, Dennis, Murawski, Davis, Bargaen, Kempf

Nays: None

MOTION UNANIMOUSLY CARRIED

b. Façade Grant, Hispanic Service Center, 113 North Almont Avenue

Ms. Walker stated the Hispanic Service Center purchased 113 N. Almont Avenue and were seeking a façade grant for a sign at their new location. Grant request is on page F of the supplemental packet. The total project cost is \$640.00. They will be using the panel that is currently there. Ms. Walker stated she will talk to Gerry Edwards, the Zoning Administrator tomorrow to make sure there would not be any problems using the existing panel.

Motion by Davis, supported by Bargaen to grant the Façade grant to Hispanic Service Center, 113 N. Almont Avenue for a new sign in the amount of \$320.00.

ROLL CALL:

Ayes: Teets, Aldrich, Dennis, Murawski, Davis, Bargaen, Kempf

Nays: None

MOTION UNANIMOUSLY CARRIED

c. 2018-19 Support of the Michigan Downtown Association Capital Campaign-\$250

Ms. Walker stated in the past the DDA has supported the Michigan Downtown Association Capital Campaign and is asking this year for support in the sum of \$250.00. Ms. Walker stated the MDA was instrumental in keeping DDAs across the state. There

are more filing requirements but they saved the DDAs from being eliminated. Ms. Walker inquired as to whether the Board would like to continue their support of the Michigan Downtown Association.

Motion by Davis, supported by Dennis to continue their support of the Michigan Downtown Association in the amount of \$250.00.

ROLL CALL:

Ayes: Teets, Aldrich, Dennis, Murawski, Davis, Bargaen, Kempf

Nays: None

MOTION UNANIMOUSLY CARRIED

d. Garbage Dumpster on Depot Drive

Ms. Walker stated it was brought to her attention that the dumpster by the train platform has stuff/garbage laying all around it. The City does not own the dumpster nor the City have the contract with the garbage provider. Ms. Walker stated she spoke with City Manager Tom Youatt and has composed a letter to be sent to all business owners and tenants reminding them of the rules of the dumpster. Board member Davis suggested this letter be sent out every 6 months or so just to remind everyone and to let new tenants know the rules of the dumpster. Board member Teets also suggested a reminder not to load garbage on top of the dumpster be added to the letter. Chairperson Kempf questioned who is responsible for cleaning up the mess. Board member Murawski suggested talking with the dumpster provider and seeing if something could be put on the customer's bills to remind them of the rules also. It was agreed that Ms. Walker should send a letter to all business owners and the tenants downtown to remind them of the rules of the dumpster and to contact the dumpster provider to see if they would assist in cleaning up the dumpster area.

e. Support of a Holiday Production/Show in downtown

Ms. Walker stated there is a print out in the supplemental packet on page J. Ms. Walker has been in contact with Tony Stroh at Stone's Throw Theater in Lapeer. He would like to bring a holiday production to Imlay City. He is looking at December 1, 2018 at 10:00 a.m. This would mainly be a children's production. Currently there would be a small cost for the show but with sponsorships that could be reduced. Ms. Walker stated she would ask the Senior Center if their building could be used for the production. Ms. Walker stated the DDA, if the Board would like to, can support this production with promotion. Is was inquired as to if this would be on the same day as the Winter Playground. Ms. Walker stated it would not be, Winter Playground is on December 7, 2018 but this production would bring more people into the downtown area.

Motion by Davis, supported by Aldrich to support the Holiday Production/Show in downtown.

MOTION UNANIMOUSLY CARRIED

Board member Aldrich stated she would talk to the library about having a craft or something on the same day to support the production.

10. Director's Report

Ms. Walker stated the Director's report was on the last page of the supplemental packet. Tomorrow night will be the final Concert in the Park, 3rd Degree Burns will be playing. Ms. Walker stated there has been good turn outs for the concerts.

Ms. Walker stated the art pieces that were in need of repair are being worked on. Paintings will be ready in time for Art in the Rough. Mayor Bargaen inquired as to if there was a time when the artists are all there repairing the paintings so someone could bring them pizza or lunch. Ms. Walker stated artists' times are not set. Board member Teets suggested getting them a gift card for dinners etc. to show our appreciation for fixing the paintings.

Ms. Walker stated Eden's Attic bought and is moving into the old Masonic building.

The Cobra light at Rotary Park has been installed and is looking great.

Ms. Walker stated that now that the fire hall millage has gone through that all the Board members think about what might be a good use for that building.

11. Member comment

Board member Murawski inquired as to if the time of the Farmer's Market is being revisited. Ms. Walker stated the vendors have been asked and they want to go back to 10:00 am to 3:00 p.m.

Mayor Bargaen inquired as to who is allowed to use the Farmer's Market property because someone is set up down there but they do not have any signage. Ms. Walker stated that was the Good Samaritan's and they have a permit with the City to give away food and clothes to those in need.

11. ADJOURNMENT

Motion by Bargaen, supported by Dennis to adjourn the meeting at 6:22 p.m.

MOTION UNANIMOUSLY CARRIED

Submitted by Anne McAvoy: _____

Recording Secretary