

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
MONDAY, June 11, 2018**

A regular meeting of the Downtown Development Authority was held on June 11, 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. ROLL CALL**

Present: Walt Bargaen, Joi Kempf, Kim Jorgensen, Steve Teets, Tracy Aldrich, Trish Dennis, and Stu Davis.

Absent: Kelly Villanueva, Beth Murawski and Samuel Galiana.

Also present: DDA Director Dana Walker, City Manager Tom Youatt and Ray Krakowski.

**3. APPROVAL OF AGENDA**

**Motion** by Bargaen, supported by Aldrich with the additions of 8.f. Façade Grant Request 80 N. Main, Kitchen Design and 8.g. Façade Grant Request 134 E. Third St., Jalisco's Bakery

**MOTION UNANIMOUSLY CARRIED**

**4. PUBLIC PARTICIPATION**

City Manager Tom Youatt suggested that the DDA start the meetings with the Pledge of Allegiance. The Board agreed.

Ray Krakowski from 204/206 E. Third introduced himself. He is the new owner of this property and is present to answer questions regarding his façade grant request that is on the agenda.

**5. APPROVAL OF MINUTES**

**REGULAR MEETING- May 8, 2018**

**Motion** by Bargaen, supported by Jorgensen to approve the all minutes for above mentioned meeting as presented.

**MOTION UNANIMOUSLY CARRIED**

**6. FINANCIAL REPORT**

**a. DDA EXPENDITURE REPORT**

**b. BALANCE SHEET**

**c. CHECK REGISTER REPORT**

Received and filed.

**7. OLD BUSINESS**

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

## 1. Art and Historic Walking tour of downtown

Ms. Walker stated she has been working with Marilyn Swihart from the museum on the Art and Historic Walking Tour. Ten plaques have been ordered from Imlay City Monuments. Ms. Swihart is currently working on historic commercial buildings. A template will be ordered for the historic buildings. Ms. Walker noted Stu Davis would also be taking some pictures of the tour stops.

### **b. Façade Restoration**

Ms. Walker stated she applied for the MEDC Façade Grant. Three communities will be chosen throughout the State. Ms. Walker applied for \$175,000- a figure she estimated from previous façade grant requests. Ms. Walker stated this application process was a learning experience and feels we can move forward and be better prepared with more buildings the next time this is offered.

### **c. Busker Festival Parade and Booth Update**

Ms. Walker stated the festival is Friday and Saturday, June 15 and 16. The DDA and Lapeer Art Association will have a booth to promote Art in the Rough which will be September 29, 2018. They will also have some art displayed and for sale and will also be promoting the DDA. Ms. Walker stated she did need help manning the booth if anyone was available.

Ms. Walker informed the Board there were between 35-40 entries for the parade. This is a little less than past years. The parade starts at 5:00 p.m. The parade will start at the fairgrounds and will proceed north on Almont Avenue to Third Street, go east on Third Street to Main Street, go north on Main Street to Fourth Street, go west on Fourth and parade participants can disband at Caulkins Street or at the Polly Ann Trail. Like last year there will be two entrances for the parade people to line up at. Parade participants were asked to be at the fairgrounds before 4:30 p.m. Ms. Walker stated she would be at the fairgrounds at 2:00 p.m.

### **d. Commercial Redevelopment Act Update**

Ms. Walker stated City Manager Tom Youatt and herself spoke with Brian Garner from Taylor Butterfield. Mr. Garner gave some thoughts on this program. Ms. Walker stated they are looking at Tietz, Masonic Temple and Ruiz's buildings because these buildings are considered to be obsolete and fit the program criteria. The program is progressing.

### **e. Stockwell Embroidery Update**

Ms. Walker stated Stockwell Embroidery is in at @150 Pop and had a ribbon cutting last Saturday. They have a lot of Imlay City Spartan fan gear for sale. They are also doing parade trophies. They have a machine or two set up at @150 Pop.

## **8. NEW BUSINESS**

### **a. Website Improvement Grant, \$1,000**

Ms. Walker applied for the grant on the behalf of the City and the DDA. Received \$1,000 grant for website improvement. Mr. Youatt and Mrs. Walker will work together to update the website with AccuNet Web Services. There will be a listing of businesses on the improved website.

Board Member Teets congratulated Ms. Walker on receiving the grant.

### **b. Summer Banners, new design for next year?**

Ms. Walker explained the idea of having children from local schools create banners. Our current banners are on their last year and we will need new ones next summer. The concern is how to pick 33 children from all of the entries. Ms. Walker stated the previous banners were made with a material that would last longer maybe use a lower grade material. Ms. Walker asked the Board if this was something they would like her to pursue. The Board stated yes.

Board Member Jorgensen stated flowers look good.

### **c. Sunrise Seminars – Cooperative Advertising Opportunity**

Ms. Walker informed the Board she had the first seminar last week the Post Office came and offered different size mailers that would mail for \$0.17 each plus printing. Ms. Walker is thinking DDA could do a mailer with DDA activities on one side and new businesses and an advertisement on the other side, in the Spring and the Fall.

Mayor Borgen stated there is also a new app that you can get that will show you what you received in the mail that day. This is a free app.

### **d. Upcoming Ribbon Cuttings:**

**Studio M, 406 East Fourth Street, Thursday, June 14**

**Indigo Lavender Farms, 613 North Cedar, Saturday, June 16, 9am**

Ms. Walker stated Studio M, which is under the water tower where B Naturals use to be, is having their ribbon cutting at 5:00 p.m. on Thursday. Indigo Lavender Farms is having their ribbon cutting at 9:00 a.m. on Saturday. Board Member Dennis stated around July 4<sup>th</sup> will be the peak bloom time.

### **e. Façade Grant Request, 204 East Third Street**

Ray Krakowski, the owner of 204 East Third Street, stated he turned in an application for a façade grant. The total estimate is for \$5,380. It is for windows and doors on the back side and the side windows upstairs. It would be a commercial aluminum door with windows from Todd's Glass. This is the first phase of renovating and the color of the doors and windows would be dark bronze. Ms. Walker stated the grant amount would be for \$2,500.

Mr. Krakowski stated air conditioners, paint, satellite dishes will be removed and they will clean up the common area and sitting area outside in the near future. The Hispanic Center will be staying and he will have a small office for himself.

**Motion** by Bargaen, seconded by Teets to approve Façade Grant Request for Ray Krakowski, 204 East Third Street in the amount of \$2,500.00 for windows and doors.

**Roll Call**

Ayes: Kempf, Jorgensen, Teets, Aldrich, Dennis, Davis and Bargaen.

Nays: None

**Unanimously carried.**

**f. Façade Grant Request, 80 N. Main, Kitchen Design**

Ms. Walker stated 80. N. Main, Kitchen Design applied for a façade request. The owner is going to do the work himself so the request is for materials only. They will start with the west side of the building (the front). It will be red pole barn steel, trim will be painted white. It will be for up to \$2,500 with receipts for purchases of materials and rental equipment.

Mayor Bargaen inquired if there is a styling requirement in the guidelines. Ms. Walker stated no. Mayor Bargaen stated steel would lessen the maintenance necessary.

**Motion** by Bargaen, seconded by Dennis to approve Façade Grant Request for 80 N. Main, Kitchen Design in the amount up to \$2,500.00 for materials and rental equipment.

**Roll Call**

Ayes: Jorgensen, Teets, Aldrich, Dennis, Davis, Bargaen, and Kempf.

Nays: None

**Unanimously carried.**

Mayor Bargaen suggested the standards be discussed and possibly modified.

Board Member Teets suggested it be suggested to the business owner to lay the steel horizontally instead of up and down.

**g. Façade Grant Request, 134 E. Third, Samuel Galiana**

Ms. Walker stated 134 E. Third, Samuel Galiana is applying for a façade grant to paint the front of the store, total estimate is \$2,750.00, 50% is \$1,375.00.

**Motion** by Bargaen, seconded by Davis to approve Façade Grant Request for N. 134 E. Third, Samuel Galiana in the amount of \$1,375.00 for painting front of the building.

**Roll Call**

Ayes: Teets, Aldrich, Dennis, Davis, Bargaen, Kempf and Jorgensen.

Nays: None

**Unanimously carried.**

**8. Director's Report**

Ms. Walker stated she would email the Director's Report to the Board. Ms. Walker stated the historic tax credits on the State level are on Gov. Snyder's desk, there are preprinted postcards and she has them available for anyone who would like to send one to Gov. Snyder and to House of Representatives. Farmer's market will be at the Police station parking lot this Thursday due to the Busker Festival setting up. Ms. Walker stated she is having Ms. Graver keep track of the number of people who come each hour. Vendors are hedging towards having earlier hours.

**9. Member comment**

It was announced that Kelly was having a fundraisers on June 22, 2018 at Cedar Lanes to help her brother-in-law. Ms. Walker stated the Goodwill Plaza sold to David Juncaj and he is working on preliminary facade plans.

**10. ADJOURNMENT**

**Motion** by Davis, supported by Jorgensen to adjourn the meeting at 6:15 p.m.

**MOTION UNANIMOUSLY CARRIED**

Submitted by Anne McAvoy: \_\_\_\_\_  
Recording Secretary

**Approved:**