

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

A regular meeting of the Downtown Development Authority was held on November 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, Kelly Villanueva, Steve Teets (arrived at 5:36 p.m.) Tracy Aldrich, Beth Murawski, Stu Davis, and Samuel Galiana.

Absent: Kim Jorgensen, Trish Dennis

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

4. ELECTION OF CHAIR PERSON

Mayor Joi Kempf stated now that Walt Bargen is no longer Mayor, he is not on the Board but he has expressed interest in continuing on the Board. Mayor Kempf also stated that now that she is Mayor she cannot continue as the Chairperson of the Board. Mayor Kempf is suggesting the election of Chairperson and appointment of Board Members be tabled until next month's meeting.

5. APPROVAL OF AGENDA

Motion by Davis, supported by Villanueva to approve the agenda with the addition of 10 e. Façade Grant, 325 N. Cedar and 10 f. Meeting Dates 2019.

MOTION UNANIMOUSLY CARRIED

6. PUBLIC PARTICIPATION

None

7. APPROVAL OF MINUTES

REGULAR MEETING- October 8, 2018

Motion by Davis, supported by Murawski to approve the minutes of the Regular Meeting minutes dated October 8, 2018.

MOTION UNANIMOUSLY CARRIED

8. FINANCIAL REPORT

a. DDA EXPENDITURE REPORT

b. BALANCE SHEET

c. CHECK REGISTER REPORT

Received and filed.

9. OLD BUSINESS

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

1. Art and Historic Walking tour of downtown

Ms. Walker stated a sample of the brochures is on page 16 of the packet. They will be larger with two maps, one for the house tours and the second for the art.

b. Art in the Rough Update

Ms. Walker stated on page 17 is the Expenses and Income for Art in the Rough. VIP ticket sales were higher than previous years and regular ticket sales were also higher. Ms. Walker stated there are some glasses and mugs left over and they are for sale in City Hall and they will be for sale throughout the year.

c. @ 150 Pop – Stockwell would like to leave one month early, Oct. 12

Ms. Walker stated the Stockwell's are out of 150 Bancroft. They brought in a carpet cleaner and left the building very clean and nice. Ms. Walker stated she has listed the availability of @150Pop on Facebook and there is also an article in the paper, so far there has not been any interest in the building.

10. NEW BUSINESS

a. Façade Grant, 147 North Almont Avenue

Ms. Walker presented on page 18 of the packet the façade grant for 147 North Almont Avenue. This was Bee Gee Shoes and an Urgent Care is going to open there. They are expecting to open in early December, December 14th is the tentative ribbon cutting. The façade grant is for the rear door. They are asking for \$2,500.00 .

Motion by Murawski, supported by Davis to approve Façade Grant for 147 North Almont Avenue but have Ms. Walker find out if it is only for the door. The estimate seems a little high. Ms. Walker will clarify.

ROLL CALL:

Ayes: Kempf, Villanueva, Teets, Aldrich, Murawski, Davis, and Galiana

Nays: None

MOTION UNANIMOUSLY CARRIED

b. Renewal of Finline Landscape Contract 2019

Ms. Walker presented the renewal contract for Finline Landscape on page 22 & 23. Ms. Walker is suggesting the Board sign Finline Landscape for another year at the same pricing and the same service.

Motion by Davis, supported by Murawski to sign Finline Landscape for another year provided contract is for same price and same service.

ROLL CALL:

Ayes: Villanueva, Teets, Aldrich, Murawski, Davis, Galiana and Kempf

Nays: None

MOTION UNANIMOUSLY CARRIED

c. Lighting of Gazebo

Ms. Walker stated she has talked with Dan Weingartz about lighting the gazebo with blue lights on the roof, white lights around the eaves and blue lights up the ramp. There will be blue lights on eight sides of the roof and copula. Ms. Walker is also suggesting an artificial tree in the center of the gazebo with a star on top. Ms. Walker would need to purchase icicle lights at about \$160.00 and labor would be \$600.00. This labor will include setting up hooks for subsequent years.

Ms. Walker stated the large Christmas tree is done. Mr. Weingartz has the equipment needed to get to the roof. Depending on the weather, Ms. Walker is suggesting Santa be in the gazebo for Winter Wonderland.

Motion by Davis, supported by Aldrich to approve lighting of the gazebo.

ROLL CALL:

Ayes: Villanueva, Teets, Aldrich, Murawski, Davis, Galiana, Kempf

Nays: None

MOTION UNANIMOUSLY CARRIED

d. Vacant Board of Directors Seat

Ms. Walker stated there was a question brought to her attention of how many Commissioners can serve on her board, there may be an incompatibility of office. Ms. Walker stated best practice states we would want a variety on the DDA Board and Commission. Ms. Walker stated she can see if there is any interest in positions on the DDA Board.

Ms. Walker also stated that after talking to the City Attorney about this, he is suggesting on page 25 in our packet, the DDA Section 4 be rewritten. On page 26 is what State law is.

Ms. Walker is suggesting changing DDA by laws at the December meeting to make amendment for City Commission to approve to change wording to be more like the State law.

e. Façade Grant, 325 N. Cedar

Ms. Villanueva asked to abstain from voting.

Motion by Teets, supported by Murawski to accept abstaining of Ms. Villanueva.

Ms. Walker presented in the supplemental packet the Façade grant for 325 N. Cedar for gutters in the amount of \$175.00.

Motion by Murawski, supported by Teets to approve Façade grant for 325 N. Cedar in the amount of \$175.00.

ROLL CALL:

Ayes: Teets, Aldrich, Murawski, Davis, Galiana and Kempf

Nays: None

MOTION UNANIMOUSLY CARRIED

f. Meeting Dates 2019

Ms. Walker presented the suggested dates for meeting dates for 2019. All meetings are on Monday except November 12, 2019 is a Tuesday. Ms. Walker is suggesting the Board to approve the suggested dates.

Motion by Davis, supported by Villanueva to approve suggested meeting dates for 2019.

MOTION UNANIMOUSLY CARRIED

10. Director's Report

Ms. Walker stated Winter Playground changed dates due to a scheduling conflict with the school. The new date is November 30, 2018. Ms. Walker stated there is more participation, more stores this year. All the events are sponsored. Ms. Walker stated she is in need of a fire pit if anyone has one that she can borrow. Ms. Villanueva stated she has one the DDA could borrow. Ms. Walker stated the parade route has been altered. The parade starts at the Lamb Steele building, goes west on Third Street to north Almont Avenue to west Caulkins. Route is changed due to a church in town having an event going on that evening. Ms. Walker stated the RRC meeting is this Thursday, there are a couple of properties they are looking at, the old DPW/sign shop. Ms. Walker stated all contractors working in the City are vested in the community. She is very pleased with how the Winter Playground is coming together. Imlay City Dental is having the warming station. Winter Playground posters are ready. The Urgent Care is hoping to be partially open in time for the Winter Playground.

11. Member comments

Mr. Teets stated he attended food truck event in Lapeer and it was a very cool idea and there was a good turnout.

12. ADJOURNMENT

Motion by Davis, supported by Teets to adjourn the meeting at 6:06 p.m.

MOTION UNANIMOUSLY CARRIED

Submitted by Anne McAvoy: _____
Recording Secretary