

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, December 10, 2018**

A regular meeting of the Downtown Development Authority was held on December 10, 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, Tracy Aldrich, Walt Bargaen and Trish Dennis.

Absent: Kim Jorgensen, Beth Murawski, Stu Davis and Samuel Galiana.

Also present: DDA Director Dana Walker

4. ELECTION OF CHAIR PERSON

Mayor Joi Kempf stated there is a vacancy for a chairperson and Walt Bargaen has expressed interest in the position.

Motion by Villanueva, seconded by Dennis to appoint Walt Bargaen as Chairperson.

MOTION UNANIMOUSLY CARRIED

5. APPROVAL OF AGENDA

Motion by Dennis, supported by Kempf to approve the agenda as presented.

MOTION UNANIMOUSLY CARRIED

6. PUBLIC PARTICIPATION

None

7. APPROVAL OF MINUTES

REGULAR MEETING- November 2018

Motion by Kempf, supported by Dennis to approve the minutes of the Regular Meeting minutes dated November 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. Election of Chairperson

Already addressed earlier in the meeting.

b. Review of Farmers' Market, 2018

Ms. Walker stated on page 14-16 is a summary that Sarah Graver put together. Attendance was up. Vendors would like to change market hours to 10:00 a.m. to 4:00 p.m. The debit machine sales increased tremendously. Biggest attendance day was Kids Day, Ms. Walker thinks the added activities were worth it. Ms. Walker stated she would like to look at doing this two times a season. The market will be open from Mid May to Mid October. Ms. Walker stated starting in January they will be sending letters to existing vendors and potential new vendors. Last year, on average, there were eight vendors. Ms. Walker feels the new year is on track.

Board Member Bargaen inquired as to if we could co-share Farmers' Market information with vendors and DDA, have a special of the week, give out recipes using items from the market etc. Ms. Walker stated a monthly newsletter was done last year.

Board Member Teets suggested as an outreach the DDA should provide signage for the Good Samaritans who hand out food and clothes to those in need.

c. Review Winter Playground

Ms. Walker presented on page 17 the figures for Winter Playground. The DDA is splitting the costs with the Chamber. The DDA's portion is \$530.00, that does not include the "A" frame signs. More signs were needed this year and those can be reused for other events. Ms. Walker stated this year they saw the most participation from merchants than ever before. Ms. Walker stated Ian Kempf purchased the switch for the tree so we will not have the same glitch as we need this year, next year. Ms. Walker also stated that they could look into an ad in the Thumb Print News, it is a monthly paper that has local history and is distributed throughout the Thumb area. Could look at getting an ad for the month of November for next year.

Board Member Teets stated he had a craft at his business and he premade 90 crafts and they lasted one hour.

Mayor Kempf stated she got 100 crafts and had 6 left but not everyone made one.

Board Member Aldrich offered the library for as place for Santa for next year. Ms. Aldrich stated the library saw numbers were down from previous years.

Motion by Dennis, seconded by Villanueva to accept the Winter Playground report as presented.

MOTION UNANIMOUSLY CARRIED

d. Revision of Bylaws

Ms. Walker presented on page 18 the existing bylaws and stated Section 4 is not really clear. Ms. Walker stated on page 19 is a copy of bylaws from the State of Michigan and the highlighted area clarifies Section 4. Ms. Walker is suggesting to the Board that the highlighted language be used in revising the DDA's current bylaws. Ms. Walker stated if the Board were to pass this revision, it would then go before the City Commission for their approval.

Motion by Villanueva, seconded by Dennis to revise the bylaws as suggested using the wording suggested in the packet.

MOTION UNANIMOUSLY CARRIED

e. Upgrade to Car Charging Station Quote

Ms. Walker stated that as of 2019 there will officially be no parts available for the current car charging station. They are offering a special until the end of the month where the DDA could upgrade the car charging station for \$3,000.00. Ms. Walker is suggesting to wait on the upgrade for now, the charging station is still working.

10. NEW BUSINESS

a. Façade Grant Rules- Non-tax paying

Ms. Walker presented page 23-25 in the packet. There was some discussion about this and what the DDA currently follows. Ms. Walker stated she could reach out to other DDA's in the area and see what they do.

b. Façade Grant application 404 East Fourth Street, Backyard Creations & More

Ms. Walker presented the façade grant application for 404 East Fourth Street, Backyard Creations & More. This is a new store that had a soft open today. The grant request is for signage for M-53 sign and Fourth Street sign. They are requesting \$184.50. Ms. Walker stated their ribbon cutting would be in January.

Motion by Kempf, supported by Teets to approve Façade Grant to 404 East Fourth Street, Backyard Creations & More in the amount of \$184.50 as presented subject to the approval of the Zoning Administrator, Gryrome Edwards.

ROLL CALL:

Ayes: Kempf, Villanueva, Teets, Aldrich, Dennis, and Bergen

Nays: None

MOTION UNANIMOUSLY CARRIED

b. Endowment from Movie Screen to be moved to DDA Fund Balance

Ms. Walker explained the auditors had some questions about the monies that were in the endowments. Monies were from May 2008 for the movie screen rental. Originally

it was intended for Four County Foundation but they need \$10,00.00 and DDA is no longer renting and has had no interest in anyone renting the movie screen. If the Board approves, Ms. Walker can present to the City Commission to move funds from the Endowment Fund to Fund Balance.

Motion by Dennis, supported by Villanueva to have Ms. Walker make a recommendation to the City Commission to eliminate the Endowment Fund and move funds into the General Fund.

ROLL CALL:

Ayes: Villanueva, Teets, Aldrich, Dennis, Baragen and Kempf

Nays: None

MOTION UNANIMOUSLY CARRIED

10. Director's Report

Ms. Walker stated today was Backyard Creations & More's soft open. They make things with barn wood. There will be a ribbon cutting in January. Friday, December 4, 2018 at 11:00 a.m. is the ribbon cutting for Total Urgent Care. Ms. Walker stated so far there has not been any interest for @150 Pop. Ms. Walker informed the Board that the business plaques were going out this Friday and the last plaque for the homes on the historic tour was also being delivered. Ms. Walker stated 2019 there are new DDA laws that go into effect. Need to add a list of projects from previous years that are done and ones that are in the process and a Five-Year Plan showing we have a plan for the monies that are in the General Fund.

11. Member comments

Board Member Aldrich stated the library has a coat drive going on right now. They are accepting new and used coats.

12. ADJOURNMENT

Motion by Kempf, supported by Teets to adjourn the meeting at 6:24 p.m.

MOTION UNANIMOUSLY CARRIED

Submitted by Anne McAvoy: _____

Recording Secretary