

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, July 8, 2019**

A regular meeting of the Downtown Development Authority was held on July 8, 2019 at the Imlay City Hall, 150 N. Main Street, Imlay City, MI 48444

1. CALL TO ORDER

Chairperson Walt Bargaen called the meeting to order at 5:41 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Mayor Joi Kempf, Steve Teets (arrived at 5:43 p.m.), Trish Dennis, Stu Davis, and Walt Bargaen

Absent: Kim Jorgensen, Kelly Villanueva, Justin Herbert and Samuel Galiana

Also present: City Manager Tom Youatt, DDA Director Lorrelei Natke and Deputy Clerk Anne McAvoy

4. APPROVAL OF AGENDA

Motion by Davis, supported by Kempf to approve the agenda with the addition of 9. f. Election of Officers

MOTION UNANIMOUSLY CARRIED

5. PUBLIC PARTICIPATION

None

6. APPROVAL OF MINUTES

REGULAR MEETING- June 10, 2019

Motion by Davis, supported by Dennis to approve the minutes of the Regular Meeting minutes dated June 10, 2019.

MOTION UNANIMOUSLY CARRIED

7. FINANCIAL REPORT

a. DDA EXPENDITURE REPORT

b. BALANCE SHEET

c. CHECK REGISTER REPORT

8. OLD BUSINESS

a. Art and Historic Walk Update

Ms. Natke stated she is trying to fix some inconsistency that are on the map. She is hoping to have maps out by the end of the month.

b. Rental of Billboard located at M-53 & Third Street Update

Ms. Natke stated the DDA would be using the billboard August and September for advertising Art in the Rough, a spot on the billboard is also offered as an incentive for larger sponsorships of the Art in the Rough.

After September Ms. Natke is suggesting having no more than three businesses on the sign per month. Ms. Natke is working on the letter that will be given to the DDA district businesses explaining the billboard and how much it will cost.

Ms. Natke stated she is still working on getting bus tours here for Art in the Rough and is expecting 30 to 40 artists.

c. Evidence of email approval of Façade Grant Application for IC Strikes

Ms. Natke stated she received a consent vote to approve the Façade Grant Application for IC Strikes for reimbursement of 50% of total sign cost, less sales tax, all documentation is included in the packet.

9. NEW BUSINESS

a. Special Liquor License Application for Art in the Rough Event and accompanying letter from Mayor evidencing status as municipality

Ms. Natke presented information concerning obtaining Special Liquor License for Art in the Rough Event. She stated that in the past we have gone through the Chamber of Commerce to get the license and the insurance and we would give them in-kind \$2,500.00 sponsorship but after some research she has discovered that there is only about \$350.00 in physical fees associated in getting the license ourselves. She did state the DDA could get a license under Hiram's but that would suspend Hiram's license during the event. The Board discussed and would like to proceed with obtaining their own Special Liquor License then we have it for future events too.

Motion by Davis, supported by Dennis to submit and obtain Special Liquor License for the Art in the Rough, the Mayor will be signing the letter and the license application will be signed by Board Member Walt Bargaen and DDA Director Lorrelei Natke.

ROLL CALL:

Ayes: Kempf, Teets, Dennis, Davis and Bargaen

Nays: None

MOTION CARRIED 5 to 0

b. Façade Grant for 355 N. Cedar Street (Lovely Finds)

Ms. Natke presented the façade grant for 355 N. Cedar Street (Lovely Finds).

Motion by Davis, supported by Teets to approve Façade Grant for 355 N. Cedar Street (Lovely Finds) in the amount of \$2,500.00, as presented

ROLL CALL:

Ayes: Teets, Dennis, Davis, Bargaen, Kempf

Nays: None

MOTION CARRIED 5 to 0

c. Proposal for Additional Flower Plantings in Downtown (see attached Director's Report and quote from Fineline Landscaping.)

Ms. Natke stated some of the flower plantings look incomplete but Ms. Walker drove through town she stated they did what was contracted. Ms. Natke presented a quote for \$3,750.00 to fill in the bare spots. The Board discussed planting this late and the possibility of being able to split the perennials that we currently have in the fall to help

fill in the bare areas. City Manager Tom Youatt stated the Board needed to keep in the mind that last year the DDA went over budget on the flowers. The Board decided to leave the plants the way they are for now and would have the RFP in the fall be more specific in how the plants would be planted so there were not any bare spots.

d. **Discussion re PA57 requirement of 2 information meetings per calendar year.**

Ms. Natke stated as part of the requirements of the PA57 the DDA needed to have two informational meetings per year and she does not believe that has been done. The Board stated that the former DDA director did have one informational meeting this year in front of the City Commission. Ms. Natke stated she would plan on having a meeting in the fall.

e. **Discussion re lease at 150 Bancroft**

Ms. Natke presented to the Board that she has had two places contact her because they are interested in @150Pop. The Board discussed the guidelines and if either of these businesses would be a good fit and also discussed how this would affect the current tenant. The Board would like to review the guidelines for program at the next meeting.

f. **Election of Officers**

It is time for election of officers, all positions are for one year.

Chairperson accepted nomination for Chairperson. Walt Bargaen was nominated.

Motion by Davis, supported by Kempf to accept the nomination of Walt Bargaen for Chairperson.

MOTION UNANIMOUSLY CARRIED

Chairperson accepted nomination for Vice Chairperson. Kim Jorgensen was nominated.

Motion by Davis, supported by Kempf to accept the nomination of Kim Jorgensen for Vice Chairperson.

MOTION UNANIMOUSLY CARRIED

Chairperson accepted nomination for Secretary/Treasurer. Trish Dennis was nominated.

Motion by Davis, supported by Teets to accept the nomination of Trish Dennis for Secretary/Treasurer.

MOTION UNANIMOUSLY CARRIED

10. Member Comments

None

12. ADJOURNMENT

Motion by Teets, supported by Davis to adjourn the meeting at 6:35 p.m.

MOTION UNANIMOUSLY CARRIED

Submitted by Anne McAvoy: _____
Recording Secretary

Approved: