

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY  
MARCH 14, 2019 MINUTES**

A regular meeting of the Downtown Development Authority of the City of Imlay City was held on Thursday, March 14, 2019 at the Imlay City Hall.

The meeting was called to order at 5:35 p.m. by Chairman Bargaen.

Chairman Bargaen led the Pledge of Allegiance.

Members Present: Walt Bargaen, Joi Kempf, Kim Jorgensen, Stu Davis, Kelly Villanueva and Justin Herbert (at 6:14 p.m.).

Also Present: City Manager Youatt and former DDA Director Walker

The Board reviewed the DDA Expenditure report, the Balance Sheet and the Check Register Reports.

**OLD BUSINESS:** Former Director Walker provided an update on the Art and Historic Walk project. The map is being updated by the Print Shop and Village Printing.

Former Director Walker provided an update on the design of the new banners for Downtown. The artwork from the Schools should be in to the City by March 19<sup>th</sup>. The Print Shop is working on the design and the banners should be ready for placement by mid-May.

Former Director Walker discussed the possible rental of the billboard adjacent to the viaduct facing north is available for rent. The Billboard is available starting in May at a cost of \$ 750 per month which can be discounted to \$ 700 per month based on rental for multiple months. Walker informed the Authority Board that if they are interested, they need to contact the billboard company to reserve space as rental goes fast. The Authority agreed to obtain a contract for review and a decision at our next meeting in April.

Board member Justin Herbert arrived at 6:14 p.m.

It was moved by Davis, seconded by Villanueva to approve the agenda as amended with the Appointment of a Director Search Committee added under New Business and the resignation of Board Member Tracy Aldrich also added under New Business. Motion carried. 6 yeas.

It was moved by Davis, seconded by Jorgensen to approve the minutes of the February 11, 2019 meeting as presented. Motion carried. 6 yeas.

Former Director Walker discussed replacement of 6 windows in the Bancroft Building. Doug Halebky is renting the building on a month to month basis. City Manager Youatt reported showing the building today to someone who may be interested in opening a knitting shop.

The Authority discussed the Streetscape Flower Pots. There are 17 self-watering pots which have worked out very well. There are about 11 old ones that are difficult to water. The Authority discussed the possibility of purchasing 6 more new self-watering pots to replace the old ones.


**NEW BUSINESS:** The Board reviewed the Façade Grant Application received from LaBaron's Power Sports. Their estimated cost for the new sign is \$ 8,000. The application is for a maximum grant of \$ 1,500.00. It was moved by Villanueva, seconded by Jorgensen to approve the façade grant application for \$ 1,500 as presented. Roll Call: Ayes: Chairman Borgen, Kempf, Davis, Jorgensen, Villanueva and Herbert. Nays: None. Motion carried.

The Board discussed a proposal from Former DDA Director Walker to assist with transition to a new DDA Director by providing 8 hours of work per week at \$ 30.00 per hour. Manager Youatt asked if this would be on a contract basis versus a part-time employee and Walker agreed that it would be on a contract basis. It was moved by Davis, seconded by Villanueva to approve the proposal as submitted. Roll Call: Ayes: Chairman Borgen, Kempf, Davis, Jorgensen, Villanueva and Herbert. Nays: None. Motion carried. The Board thanked Walker for her assistance.

City Manager Youatt recommended that the Board appoint a Search Committee for reviewing applications for a new DDA Director, selecting applicants for interviews and conducting interviews for finalists for the position. Chairman Borgen suggested himself, Joi Kempf, Kim Jorgensen and City Manager Youatt to serve on the Committee. I was moved by Davis, seconded by Herbert to approve the appointments to the Search Committee as recommended. Motion carried. 6 years.

It was moved by Davis, seconded by Kempf to accept the resignation of Board Member Tracy Aldrich with regret. Motion carried. 6 years.

There being no further business, the meeting was adjourned at 6:45 p.m.

  
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Tom Youatt, Acting Secretary