

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
MONDAY, May 13, 2019**

A regular meeting of the Downtown Development Authority was held on May 13, 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 5:36 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Present: Joi Kempf (arrived 5:47 p.m.), Kim Jorgensen, Kelly Villanueva, Trish Dennis, Stu Davis, and Walt Bargaen

Absent: Steve Teets, Justin Herbert and Samuel Galiana

Also present: City Manager Tom Youatt, Deputy Clerk Anne McAvoy, and Farmer's Market Director Katrina Morrow

**4. APPROVAL OF AGENDA**

**Motion** by Davis, supported by Jorgensen to approve the agenda as presented.

**MOTION UNANIMOUSLY CARRIED**

**5. PUBLIC PARTICIPATION**

Ms. Katrina Morrow introduced herself and stated the first day for Farmers' Market will be this week. She stated she had 6 to 8 vendors for opening day and got two more today. The Board asked how she found the vendors. She stated she put up posters, Facebook, emailed old vendors and networking.

**6. APPROVAL OF MINUTES**

**REGULAR MEETING- April 8, 2019**

**Motion** by Davis, supported by Villanueva to approve the minutes of the Regular Meeting minutes dated April 8, 2019.

**MOTION UNANIMOUSLY CARRIED**

**SPECIAL MEETING- April 15, 2019**

**Motion** by Dennis, supported by Davis to approve the minutes of the Special Meeting minutes dated April 15, 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 everything is in place and expects to have the brochures by the end of this week, early next week from the Print Shop.

**b. New banners for downtown lampposts update**

Ms. Natke stated the Print Shop is working on the new banners and they will be up before Memorial Day.

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

Ms. Natke is working a preparing a letter for the businesses stating if they wanted to participate it would be \$300.00 to \$350.00 a month to be on the billboard. It is available August 2019 to August 2020. It was discussed by the Board that only two or three businesses at a time on the billboard.

**d. Art in the Rough – September 28, 2019**

Ms. Natke stated she had been in contact with Lapeer City's DDA Director and Jackie at the Lapeer Art Association. There are four artists signed up so far.

**e. Children's Reading Park - RFP update**

Ms. Natke stated she is still going over files and she will have a better update next month.

**9. NEW BUSINESS**

**a. Budget Review 2019-20**

City Manager Tom Youatt stated the Budget was being presented to the Board tonight for their approval so it could be presented in a Public Hearing at the next City Commission meeting. Mr. Youatt and former DDA Director Ms. Walker worked on the Budget before Ms. Natke was hired. Mr. Youatt stated there was not much change from last year.

**Motion** by Dennis, supported by Kempf to accept the 2019-20 Budget as presented.

**ROLL CALL:**

**Ayes:** Kempf, Jorgensen, Villanueva, Dennis, Davis, and Bargaen.

**Nays:** None

**MOTION CARRIED 6 to 0**

**b. Sponsorship of Busker Festival, \$1,500 + Parade Sponsorship**

Ms. Natke presented the sponsorship of the Busker Festival \$1,500 + Parade sponsorship. Ms. Natke stated it was just like last year.

**Motion** by Davis, supported by Jorgensen to approve \$1,500.00 Busker Festival sponsorship and parade.

**ROLL CALL:**

**Ayes:** Jorgensen, Villanueva, Dennis, Davis, Bargaen and Kempf.

**Nays:** None

**MOTION CARRIED 6 to 0**

Ms. Natke stated she would be meeting with Julie Salsido about how the parade set up works.

**c. Façade Grant 105 East Third Street**

Ms. Natke presented the application for façade grant for 105 East Third Street.

**Motion** by Davis, supported by Jorgensen to approve \$2,500.00 for façade grant for 105 East Third Street on the conditions the address is clarified and the Zoning Administrator approves.

**ROLL CALL:**

**Ayes:** Villanueva, Dennis, Davis, Borgen, Kempf and Jorgensen.

**Nays:** None

**MOTION CARRIED 6 to 0**

**d. Products at Farmer's Market containing CBD oils**

Ms. Natke discussed with the Board the approval of vendors who sell products with CBD oils at the Farmers' Market. The Board stated CBD oils would be okay.

**e. New Laptop for Farmers' Market office**

Ms. Natke presented two quotes for an office laptop for Farmers' Market because Ms. Morrow's computer was not working properly.

**Motion** by Kempf, supported by Villanueva to approve purchase of a new computer from CC's for Farmers' Market in the amount of \$679.98 as presented.

**ROLL CALL:**

**Ayes:** Dennis, Davis, Borgen, Kempf, Jorgensen and Villanueva.

**Nays:** None

**MOTION CARRIED 6 to 0**

**f. Discussion re food truck for market and proposed rules changes**

Ms. Natke stated she would like to change the rules to allow for multiple vendors selling similar items. There will not be businesses that are franchised, it will be home grown, handcrafted items and farmers. Ms. Natke stated she had 12 committed vendors at this time. City Manager Tom Youatt suggested a complete list of farmers' market rules with the suggested revisions be presented at the next board meeting.

Ms. Natke presented to the Board the idea of having food trucks at the Farmers' Market. She feels this could be a good draw to get people to the farmers' market. She currently has a Cuban American food truck that is interested in setting up at farmers' market. The Board agreed it was a good idea as long it complied with the City

ordinances. City Manager Tom Youatt stated the food trucks would need to purchase a permit from the City in order to participate.

**10. Director's Report**

Ms. Natke stated she is looking to fill two more dates for the Summer Concerts series. Ms. Natke informed the Board that the air conditioning unit was stolen from 150 Bancroft. There is a \$250.00 deductible and she will be getting quotes to replace the unit. Ms. Natke stated the First Impressions walking tour is looking nice. She is working on reading information for RDC. Artwork for the banners is very cute and we will have enough artwork to have banners through Spring of 2020. Ms. Natke is waiting to pick up the flowers for downtown from the FFA. Dr. Jim Sillers has offered to help May 22<sup>nd</sup> and 23<sup>rd</sup> with planting. Ms. Natke stated she is talking with Mr. Barragan from Fineline Landscaping to see when planting around the City can be done. He was suggesting after Memorial Day due to the chance of frost. Last year planting was done on June 10<sup>th</sup> or 12<sup>th</sup>. Ms. Natke stated Art in the Rough is in planning.

**11. Member Comments**

None.

**12. ADJOURNMENT**

**Motion** by Davis, supported by Dennis to adjourn the meeting at 6:31 p.m.

**MOTION UNANIMOUSLY CARRIED**

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

Approved: