

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, OCTOBER 14th, 2019**

A regular meeting of the Downtown Development Authority was held October 14th, 2019 at the Imlay City Hall, 150 N. Main Street, Imlay City, MI 48444.

1. CALL TO ORDER

Mayor Joi Kempf called the meeting to order at 5:36 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Joi Kempf, Trish Dennis, Stu Davis, Steve Teets, Kelly Villanueva, and Justin Herbert

Absent: Walt Bargen, Kim Jorgensen, and Samuel Galiana

Also Present: DDA Director Lorrelei Natke. In audience: Tom Youatt (City Manager)

4. APPROVAL OF AGENDA

MOTION by Steve Teets, supported by Trish Dennis, with no additions.

MOTION UNANIMOUSLY CARRIED.

5. PUBLIC PARTICIPATION

None.

6. APPROVAL OF MINUTES

REGULAR MEETING ~ September 16th, 2019

MOTION by Steve Teets, supported by Trish Dennis, to approve the minutes of the Regular Meeting minutes dated September 16th, 2019.

MOTION CARRIED UNANIMOUSLY.

7. FINANCIAL REPORT

a. DDA Expenditure Report

b. Balance Sheet

c. Check Register Report

8. OLD BUSINESS

a. Art & Historic Walk Update

Ms. Lorrelei Natke stated we are on the final draft and ready to send the project to print after tonight. Board reviewed the draft and stated everything looks correct. They discussed a possible grand introduction during the Winter Playground event on December 7th, 2019. They also agreed that 1000 should be printed and later distributed in the community via permanent, weather-proof stations located at: The Farmer Market lot, the Clock Tower, and the Polly Ann Trail. Other places of interest are the hotels in town and the library.

b. M-53 Billboard Update

Discussed the updated October billboard, featuring downtown Imlay City in general. There was discussion on getting more downtown businesses to sign onto the billboard from now on and to start a special campaign to get the downtown business on board for each calendar month.

Board discussed having up to 3 businesses on the billboard each month, splitting the cost at \$200 per third, with the DDA absorbing the unpaid portion of the billboard free each month – this would allow for up to 3 businesses to use the billboard each month.

Stu Davis made a motion to lock this pricing into place, but it was decided they had previously discussed and agreed upon a pricing method in a different meeting, so Stu Davis rescinded his motion.

c. POP 150 Update

Ms. Lorrelei Natke stated the Urban Tactics ribbon-cutting ceremony was well attended, and the DDA is continuing its efforts to drum up extra business for them.

d. Art in the Rough Update

Ms. Lorrelei Natke attached the cost-income spreadsheet in the Board packet for member to go over. She stated there was positive feedback about the event from the businesses and the attendees, and many seem excited to come back to next year's Art in the Rough. Board discussed details of interest for next year, including an earlier time or date, more street lighting, blinking signs, and possible alcohol vendors.

9. NEW BUSINESS

a. Façade Grant for 147 N. Almont Avenue (Total Urgent Care)

Total Urgent Care in Downtown Imlay City is working on their building by replacing the doors and windows. Some of the work has already been started, but Board could not confirm what part of the estimate/invoice was completed at this point. According to the façade grant contract, work cannot be started before Board approves the grant.

MOTION by Trish Dennis, supported by Steve Teets, to approve half of the cost of Façade Grant for 147 N. Almont Avenue, totaling to \$2100.

ROLL CALL:

Ayes: Justin Herbert, Trish Dennis, Stu Davis

Nays: Joi Kempf, Kelly Villanueva, Steve Teets

MOTION NOT CARRIED.

Mayor Joi Kempf suggest the façade grant be resubmitted with the work that has not been started yet, and that Ms. Lorrelei Natke include the rule in the “important info” box at the top of the grant for future reference.

b. Discussion and Action to Remove Dana Walker, Patricia Lucus, and Nicole Frost from the DDA bank account; and Add Lorrelei Natke, Quentin Bishop, and Lynn Eustler

MOTION by Steve Teets, supported by Justin Herbert, to abstain Justin Herbert.

MOTION CARRIED UNANIMOUSLY.

c. Discussion re Rural Development Grant for New Farmers Market Building

Tom Youatt found a grant fund to help fund moving the Imlay City Farmers Market inside. After the completion of the new fire hall, the old fire hall will be vacant. Ms. Lorrelei Natke sought the approval of the Board before working on the grant.

Board stated this was a matter that should be added to the City Commission meeting, with the support from the DDA board.

d. Discussion Regarding Payment of Façade Grant Approval for 80 Main Street (Tony Schlaud)

Ms. Lorrelei Natke states the façade grant was previously approved, but payment was tabled and remains unpaid due to the recipient’s unpaid taxes. Since then, the taxes have been paid. The work is completed and \$2198.12 is still owed.

Board agrees that the recipients end of the contract has been fulfilled, and since the situation has been administratively controlled, DDA can now make payment.

e. Fineline Landscape

In the past, Fineline Landscape signed on a 3-year contract, converting to a 1-year contract afterwards, as long as the same price maintained (\$29,905). Ms. Lorrelei Natke would like to add flowers on the interior of the flower beds, so that the landscaping looks more complete from the sidewalk point-of-view, rather than just from the street. This change would up the contract price to \$34,510.

Board stated that is we are changing the price or scope of the project contracted, then the bid will need to be reopened and advertised. There are two options: extend the current project for the next 1-year contract as-is (no new projects, no price change) or we can add the new portion of the project and open for re-bid.

Board decided to table the discussion and add it to next month's agenda.

10. DIRECTOR'S REPORT

Director's Report was mostly covered in the Old Business section of the agenda. Ms. Lorrelei Natke stated the Christmas Lights have been picked up today, in preparation of Winter Playground.

11. MEMBER COMMENTS

None.

12. ADJOURNMENT

MOTION by Stu Davis, supported by Trish Dennis, to adjourn the meeting at 6:27 p.m.
MOTION CARRIED UNANIMOUSLY.

Submitted by Katrina Morrow:

Recording Secretary

