

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
MONDAY, MAY 11<sup>th</sup>, 2020**

A regular meeting of the Downtown Development Authority was held May 11<sup>th</sup>, 2020 at the Imlay City Hall, 150 N. Main Street, Imlay City, MI 48444.

**1. CALL TO ORDER**

Walter Bargaen called the meeting to order at 5:35 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Present: Mayor Joi Kempf, Walter Bargaen, Trish Dennis, Kelly Villanueva, and Justin Herbert (5:38 p.m.)

Absent: Kim Jorgensen, Stu Davis, Samuel Galiana, Steve Teets

Also Present: DDA Director Lorrelei Natke, City Manager Tom Youatt

**4. APPROVAL OF AGENDA**

**MOTION** by Joi Kempf, supported by Trish Dennis with some additions.

**Additions:** 8.c Billboard Discussion and 8.d Façade Grant Spreadsheet Review

**MOTION UNANIMOUSLY CARRIED.**

**5. PUBLIC PARTICIPATION**

None.

**6. APPROVAL OF MINUTES**

**REGULAR MEETING – March 16<sup>th</sup>, 2020**

**MOTION** by Trish Dennis, supported by Joi Kempf, to approve the minutes of the Regular Meeting minutes dated March 16<sup>th</sup>, 2020.

**MOTION CARRIED UNANIMOUSLY.**

**7. FINANCIAL REPORT**

**a. DDA Expenditure Report**

**b. Balance Sheet**

**c. Check Register Report**

DDA Director Natke states we are on track with our current budget – approximately 70% of overall budget has been spent; fiscal year ends June 30<sup>th</sup>.

## **8. OLD BUSINESS**

### **a. Discussion and Action regarding work needed on Lamb Steele Park Gazebo**

DDA Director Natke was unable to responses for more quotes regarding the Gazebo; presumably because of COVID-19 restrictions during March and April. She would still like to move forward in fixing up the space, since it is both a public-used area and a promotion site used by the DDA in its Summer Concert Series. The Board would like Ms. Natke to reach out for bids again, since it looks like the restrictions are beginning to alleviate, and the Board will revisit the topic at a later date.

### **b. Discussion regarding Proposed Children's Park (N. Almont Ave)**

DDA Director Natke would like to look into the Capital Improvement line item for the Proposed Children's Park. The Board would like to review other projects that line item could fund before agreeing to use it for this project; they encouraged Ms. Natke to continue to research grants for development and see what is available

### **c. Billboard Discussion**

The billboard contract is up for renewal on August 1<sup>st</sup>, 2020. The Board would like to discuss further the pros and cons of the billboard and will decide closer to the renewal date if they will keep it. The Board feels DDA representation is poor on the billboards and would like a permanent banner along the bottom, regardless of the space lost by participating businesses. The Board believes the continuity of a banner every month will allow the DDA better recognition in town.

### **d. Façade Grant Spreadsheet Review**

The Board would like to review the Façade Grant Spreadsheet, since the line item went over budget earlier this fiscal year. In the past and currently, the line item was around \$13,000, regardless is previous years' grants had not been paid in the approved fiscal year. DDA Director Natke upped the new budget line item to \$25,000. At this time, this year's line item has been corrected and there are no outstanding costs.

## **9. NEW BUSINESS**

### **a. Discussion and Action regarding Façade Grant Request from Third & Main (Old Hiram's 244 E. Third St)**

The requested work to correct crumbling cement at the front entrance of the building, hindering the function of the front door. The Board questions if cement / sidewalk is a part of the Façade Grant program – since the sidewalk is not technically part of a building façade. The area of requested work is unclear based on the information provided and will need further review. A picture / diagram and itemized quote is required in order for the Board to go over this once more.

**b. Discussion and Action regarding Façade Grant for Johnny’s Place (Old Nick’s Country Oven 145 E. Capac Rd)**

The work on this project has already been started / completed. Ms. Natke received a consensus via email from the Board to retroactively vote to approve the work done on this project, since COVID-19 had delayed previous meeting(s) and the project needed to be done for the new business to open on time. This was a one-time exception based on the health crisis and restrictions Michigan is currently under.

**MOTION** by Trish Dennis, supported by Joi Kempf, to retroactively vote and approve the Façade Grant for Johnny’s Place for the amount of \$755.

**ROLL CALL:**

Aye: Justin Herbert, Walter Bargaen, Trish Dennis, Joi Kempf

Nay: Kelly Villanueva

**MOTION PASSED 4:1.**

**c. Discussion and Action regarding 2020-2021 DDA Budget**

DDA Director Natke presents the proposed 2020-2021 DDA Budget. No major changes have been made. Money has been added to streetscape maintenance. The line item for Community Promotions has been doubled – although COVID-19 may affect some events this year, Ms. Natke remains optimistic we will be able to move forward with them.

**MOTION** by Kelly Villanueva, supported by Justin Herbert, to approve the 2020-2021 budget as-is.

**ROLL CALL:**

Aye: Justin Herbert, Walter Bargaen, Kelly Villanueva, Trish Dennis, Joi Kempf.

Nay:

**MOTION CARRIED UNANIMOUSLY.**

**d. Discussion and Action regarding Invoice from Valley City Sign for repair of Wayfinding Sign on East side of M-53, just South of Neward Rd.**

The Wayfinding Sign in this area fell. The signage itself is fine, but the support and posts are broken and will need to be replaced; the signs are outside of warranty coverage. Valley City Sign has a TM on our signs, so we may be legally required to only use them for the repairs. At this time, their repair invoice includes additional work areas and totals \$5,598. The Board would like to see a new billing with better itemization, not including the additional work areas. They will revisit this discussion with the new billing.

**e. Discussion and Action regarding Resolution of Intent to Capture or Not Capture Extra Voted Veteran’s Affair Millage at August 2020 Election**

**MOTION** by Joi Kempf, supported by Kelly Villanueva, for DDA Director Natke to sign on behalf of Board to NOT capture the millage.

**MOTION CARRIED UNANIMOUSLY.**

**f. Discussion Of Possible Venues To Show Appreciation For Local Front-Line Workers**

DDA is very limited on what is can do on this topic; Board cannot allocate Tax-Payer Dollars to do something like this.

**10. DIRECTOR’S REPORT**

**11. MEMBER COMMENTS**

The Board would like to look into added a clause to allow for online or Zoom meetings in the future, especially if there is another state crisis which prevents the board from meeting in a regular way; explore avenues that allow for public participation.

**12. ADJOURNMENT**

**MOTION** by Trish Dennis, supported by Justin Herbert, to adjourn the meeting at 6:45 p.m.

**MOTION CARRIED UNANIMOUSLY.**

Submitted by Katrina Morrow: \_\_\_\_\_

Recording Secretary

Approved June 8, 2020