

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, JUNE 8th, 2020**

A regular meeting of the Downtown Development Authority was held June 8th, 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 5:42 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Walter Bargaen, Trish Dennis, Kelly Villanueva, Steve Teets, Stu Davis

Absent: Joi Kempf, Kim Jorgensen, Sam Galiana, Justin Herbert

Also Present: DDA Director Lorrelei Natke, City Manager Tom Youatt, Recording Secretary Katrina Morrow

4. APPROVAL OF AGENDA

MOTION by Stu Davis, support by Trish Dennis.

MOTION UNANIMOUSLY CARRIED.

5. PUBLIC PARTICIPATION

None.

6. APPROVAL OF MINUTES

REGULAR MEETING – May 11th, 2020

MOTION by Trish Dennis, supported by Stu Davis, to approve the minutes of the Regular Meeting minutes dated May 11th, 2020.

MOTION CARRIED UNANIMOUSLY.

7. FINANCIAL REPORT

a. DDA Expenditure Report

b. Balance Sheet

c. Check Register Report

8. OLD BUSINESS

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

Two additional bids were provided for the work on the gazebo – neither included work done on the roof. Original bid given includes work on the roof. Stu inquired if the budget

would be put to better use if we built a brand new gazebo, instead of doing these repairs.

MOTION by Kelly Villanueva, support by Stu Davis, to table review of these current bids in consideration of gaining new bids for an entirely new gazebo.

MOTION CARRIED UNANIMOUSLY.

b. Discussion and Action regarding previously submitted Façade Grant Application for Third & Main

Last meeting, the Board asked for a more detailed quote for this façade grant. Kelly would like a rendering or a photo of the area of work for all grants in the future.

MOTION by Trish Dennis, support by Steve Teets, to approve the façade grant for Third & Main for the amount of \$2500, with the addition that the zoning admin's signature is added to the original application.

MOTION CARRIED UNANIMOUSLY.

9. NEW BUSINESS

a. Discussion and Action regarding Façade Grant Request from Midwest Construction (112 E. Third St)

Stu was dissatisfied with how certain aspects of the request were itemized for cost.

MOTION by Kelly Villanueva, support by Steve Teets, for Trish Dennis to abstain from the vote for this item.

MOTION CARRIED UNANIMOUSLY.

MOTION by Kelly Villanueva, support by Steve Teets, to approve the façade grant for Midwest Construction for the amount of \$2500.

ROLL CALL:

AYE: Stu Davis, Walter Borgen, Steve Teets, Kelly Villanueva

NAY:

MOTION CARRIED UNANIMOUSLY.

b. Discussion and Action regarding Façade Grant Request from Somewhere in Time Photography (150 E. Third St)

MOTION by Trish Dennis, support by Stu Davis, for Steve Teets to abstain from the vote for this item.

MOTION CARRIED UNANIMOUSLY.

MOTION by Kelly Villanueva, support by Trish Dennis, to approve the façade grant for Somewhere in Time Photography for the amount of \$2500.

ROLL CALL:

AYE: Trish Dennis, Kelly Villanueva, Walter Borgen, Stu Davis

NAY:

MOTION CARRIED UNANIMOUSLY.

c. Discussion and Action regarding repair of Wayfinding Sign on East side of M-53, just South of Newark Rd.

This topic was discussed at previous meeting; the invoice from Valley City Sign was separated at Board request to reflect each repair individually. At this time, the Board would like to move forward with repairs, which the intention to look into new signage for the city when the signs need to be repaired or replaced in the future.

MOTION by Trish Dennis, support by Steve Teets, to approve all repairs by Valley City Sign listed in 9.c, 9.d, and 9.e, which the addition of approval for repair on a fourth sign not listed, as long as the repair on this additional sign is \$1662 or less. 9.c is approved for the cost of \$3936.

ROLL CALL:

AYE: Kelly Villanueva, Steve Teets, Trish Dennis, Stu Davis, Walter Bargaen

NAY:

MOTION CARRIED UNANIMOUSLY.

d. Discussion and Action regarding repair of Wayfinding Sign on north side of Newark Rd, just west of the car wash

This topic was discussed at previous meeting; the invoice from Valley City Sign was separated at Board request to reflect each repair individually. At this time, the Board would like to move forward with repairs, which the intention to look into new signage for the city when the signs need to be repaired or replaced in the future.

MOTION by Trish Dennis, support by Steve Teets, to approve all repairs by Valley City Sign listed in 9.c, 9.d, and 9.e, which the addition of approval for repair on a fourth sign not listed, as long as the repair on this additional sign is \$1662 or less. 9.d is approved for the cost of \$1662.

ROLL CALL:

AYE: Kelly Villanueva, Steve Teets, Trish Dennis, Stu Davis, Walter Bargaen

NAY:

MOTION CARRIED UNANIMOUSLY.

e. Discussion and Action regarding repair of electronic sign in front of Police Station

This topic was discussed at previous meeting; the invoice from Valley City Sign was separated at Board request to reflect each repair individually. At this time, the Board would like to move forward with repairs, which the intention to look into new signage for the city when the signs need to be repaired or replaced in the future.

MOTION by Trish Dennis, support by Steve Teets, to approve all repairs by Valley City Sign listed in 9.c, 9.d, and 9.e, which the addition of approval for repair on a fourth sign not listed, as long as the repair on this additional sign is \$1662 or less. 9.e is approved for the cost of \$948.

ROLL CALL:

AYE: Kelly Villanueva, Steve Teets, Trish Dennis, Stu Davis, Walter Bargaen

NAY:

MOTION CARRIED UNANIMOUSLY.

f. Discussion and Action regarding renewal of Billboard Contract

Board discussed how local businesses have been happy to utilize the billboard, but due to the unique situation of COVID-19, the positive impact has not been able to be fully utilized. Still, the billboard has been a good investment, and the Board would like to renew, even acknowledging the monthly cost is raising. When the contract restarts in August, Board requested a committee be in place in order to generate opportunity for all Downtown Businesses to use the billboard.

MOTION by Trish Dennis, support by Steve Teets, to renew the billboard contract for 2020-2021, with the addition that businesses are required to place a non-refundable deposit to reserve their time on the billboard.

MOTION CARRIED UNANIMOUSLY.

g. Discussion and Action regarding Special Event License for Third & Main

DDA Director Lorrelei Natke is looking for approval to apply for the special event license for Third & Main Event Center to operate during the Friday evening Bike Night, stating June 19th and continuing every Friday throughout the Summer. This would be a liquor license through the Imlay City DDA for Third & Main Event Center to operate outside and sell liquor during specific event date / hours. The business will cover the cost of the license, and they will be listing the Imlay City DDA as additionally insured on their insurance policy.

MOTION by Steve Teets, support by Kelly Villanueva, to approve the first license done through the Imlay City DDA, with the set parameters that the business covers the cost, puts the DDA / City of Imlay City on their insurance, and has experienced bartenders operating their distribution on our applied license.

MOTION CARRIED UNANIMOUSLY.

10. DIRECTOR’S REPORT

11. MEMBER COMMENTS

The Board would like to make a special acknowledgement to thank Tom Youatt for his service as City Manager for Imlay City. He did an amazing job and will be missed in our town.

12. ADJOURNMENT

MOTION by Steve Teets, supported by Trish Dennis, to adjourn the meeting at 6:38 p.m.

MOTION CARRIED UNANIMOUSLY.

Submitted by Katrina Morrow: _____

Recording Secretary