

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, October 12th, 2020**

A regular meeting of the Downtown Development Authority was held October 12th, 2020 at the Imlay City Hall, 150 N. Main Street, Imlay City, MI 48444.

1. CALL TO ORDER

Joi Kempf called the meeting to order at 5:57 pm.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Joi Kempf, Kim Jorgensen, Kelly Villanueva, Steve Teets, Stu Davis, Ray Krakowski

Absent: Walter Bargaen, Trish Dennis, Samuel Galiana, Justin Herbert

Also Present: DDA Director Lorrelei Natke, City Manager Craig Horton

4. APPROVAL OF AGENDA

MOTION by Stu Davis, support by Kim Jorgensen, to approve the agenda as-is.

MOTION UNANIMOUSLY CARRIED.

5. PUBLIC PARTICIPATION

None.

6. APPROVAL OF MINUTES

REGULAR MEETING – September 14th, 2020

MOTION by Stu Davis, support by Steve Teets, to approve the minutes of the Regular Meeting minutes dated September 14th, 2020.

MOTION CARRIED UNANIMOUSLY.

7. FINANCIAL REPORT –

a. DDA Expenditure Report

b. Balance Sheet

c. Check Register Report

8. OLD BUSINESS

a. Art in the Rough Update

Event went very well. Despite COVID-19, we had record participation and record attendance. Over \$2500 was earned via ticket sales, and even though we opted out of

local sponsorships, the event was under the line-item budget. Director Natke would like to thank all volunteers for their hard work to make this year a success.

9. NEW BUSINESS

a. Discussion & Action on Special License for Third & Main Event on 10/29/2020

Third & Main is helping host the last Imlay City Car Show for the 2020 season and would like to advertise to a larger crowd with a license involved. Seeking DDA to submit for their license since their location license has not gone through yet.

MOTION by Stu Davis, support by Steve Teets, to allow DDA to apply for the Third & Main Event license for 10/29/2020.

ROLL CALL:

AYE: Joi Kempf, Kim Jorgensen, Kelly Villanueva, Steve Teets, Stu Davis, Ray Krakowski

NAY:

MOTION CARRIED UNANIMOUSLY.

b. Discussion & Action Regarding Replacement of Light Fixtures at 150 Bancroft

There are existing light ballast issues in the building. DDA called for JEM Electric Service to make the replacements, and there is a rebate program through DTE to upgrade all the lights to the best current technology. Total of the entire project after rebate will be \$720.00.

MOTION by Stu Davis, support by Steve Teets, to approve the lighting upgrades at 150 Bancroft for the total of \$720.00.

ROLL CALL:

AYE: Kelly Villanueva, Ray Krakowski, Kim Jorgensen, Stu Davis, Joi Kempf, Steve Teets

NAY:

MOTION CARRIED UNANIMOUSLY.

c. Discussion and Action Regarding Cost Sharing for Cement Floor Repairs at the New Fire Hall

Director Natke would like to utilize part of the DDA budget to help the City of Imlay City cover the cost to repair the cement floors at the new fire hall location. The new location is located within the DDA district still. She would like to help get the project moving forward before the weather turns so that the building can be used by our fire department now. The current contract bid costs \$31,650. There is an understanding this money may or may not be reimbursed with time.

MOTION by Stu Davis, support by Kim Jorgensen, to cover the full contract bid up to \$31,650 out of the DDA budget in order to get the repairs done now.

ROLL CALL:

AYE: Kim Jorgensen, Stu Davis, Kelly Villanueva, Steve Teets, Ray Krakowski, Joi Kempf

NAY:

MOTION CARRIED UNANIMOUSLY.

d. Discussion & Action Regarding 2020 Winter Playground

Upon previous discussion and approval, the 2020 date is set to happen Saturday, December 5th. Director Natke is operating on the idea that the event will need to be scaled back due to COVID-19 restrictions in the state of Michigan. Board would still like to do a parade for the events, would like to ask Imlay City Area Chamber of Commerce for their help with said parade, and even suggested doing a reverse parade where citizens drive their cars through a decorated area. It was agreed children will not be able to sit on Santa's lap, but the Board would still like Santa on site, talked about a letters-to-Santa drop-off, and possibly a virtual interaction with Santa. They would still like to move forward with the community gathering for the tree lighting. Board also agreed that if there is a concerning second wave of the virus, the event would need to be canceled.

e. Discussion and Action Regarding Location of the Community Christmas Tree

Board is okay with the purposed new location of the Community Christmas Tree, located on the South-end of Lamb Steele Park. They would also like the smaller tree on M-53 to be decorated as well.

f. Discussion and Action Regarding Budget Line Item for DDA Event Workers

Board Member Steve Teets commends the many volunteers and family members who help the DDA put on events. He notes that these helpers will all day long with little to no compensation, and he would like to see the DDA introduce a line item to compensate day-of event helpers. Board says there should already be money in the budget for these helpers, and for Director Natke to talk with City Manager Craig Horton on how the compensation should be paid out (minimum wage laws, who can legally be paid, etc.).

g. Overview of 2021 DDA Event Dates by Katrina Morrow

Katrina presented for Board approval on 2021 Event Dates hosted specifically by her position, plus proposed dates for other DDA/City events. Thursday Farmers Market will run for 24 weeks through May 20th – October 28th, with possible closing dates interrupted by other city events. Tuesday Summer Concert Series will have 10 dates, paired with a Tuesday Evening Farmers Market, running from June 8th – August 24th, with two closed dates on July 6th (for 4th of July) and July 20th or 27th (in concurrence with the Eastern Michigan Fair Week). Katrina also proposed a once-a-month Food Truck Rally downtown, happening on the fourth Saturday of each month from May through October (6 dates) with hopes to pair other downtown happenings with these events, in order to bring more foot traffic from out of town. May 22 could be paired with the opening of the new Imlay City Splash Pad; June 26 could be the weekend for Imlay City's 150 + 1 celebration; July 24 could be the new date for Art in the Rough (Board often discusses moving the event out of September for warmer weather); August

28 does not yet have a paired idea; September 25 could be paired with an Autumn Fest in Downtown Imlay City; and October 23rd could be paired with a Downtown Imlay City Merchant Trick or Treat. Board gave approval to Katrina to move forward on planning 2021 with these dates.

10. DIRECTOR’S REPORT

11. MEMBER COMMENTS

Board would like Director Natke to pull the self-watering planters in for the winter season instead of decorating them this year.

12. ADJOURNMENT

MOTION by Stu Davis, supported by Kelly Villanueva, to adjourn the meeting at 7:11 pm.

MOTION CARRIED UNANIMOUSLY.

Approved November 9th, 2020

Submitted by Katrina Morrow: _____

Recording Secretary