

IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, September 13, 2021

DRAFT

A regular meeting of the Downtown Development Authority was held September 13, 2021 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 PM.

2. PLEDGE OF ALLGIANCE

3. ROLL CALL

Present: Walter Bargaen, Kim Jorgensen, Tricia Dennis (5:38 PM), Ray Krakowski, Kelly Villanueva, Steve Teets, Stu Davis

Absent: Joi Kempf, Justin Herbert

4. APPROVAL OF AGENDA

MOTION by Stu Davis, support by Kelly Villanueva, to approve agenda with additions: 9.i Discussion and Action Regarding Façade Grant of Anthony Schlau (80 N. Main St.) and 9.j Discussion about DDA Events

5. PUBLIC PARTICIPATION

None.

6. APPROVAL OF MINUTES

MOTION by Steve Teets, support by Stu Davis, to approve June minutes as-is.

MOTION by Stu Davis, support by Kelly Villanueva, to approve August minutes as-is.

7. FINANCIAL REPORT –

a. DDA Expenditure Report

b. Balance Sheet

c. Check Register Report

8. OLD BUSINESS

a. Discussion and Action about Custom Bar Purchase from Backyard Creations

During the Sesquicentennial event, the DDA's current bar was damaged and Director Natke is concerned repairs will exceed the cost of purchasing the new bar, which is still actively available. The Board would like Natke to get some repair estimates first, before looking into purchase.

9. NEW BUSINESS

a. Discussion and Action regarding Member Resignation of Justin Herbert

MOTION by Ray Krakowski, support by Tricia Dennis, to accept with regrets.

MOTION CARRIED.

b. Discussion and Action regarding New Board Member Application

Application is of Justin Shattuck, in attendance.

MOTION by Stu Davis, support by Kelly Villanueva, to accept the Justin Shattuck's application, to take it in front of City Commission for official approval.

MOTION CARRIED.

- c. **Discussion and Action regarding Reappointing Stu Davis for New Term (June 2025)**
MOTION by Kelly Villanueva, support by Kim Jorgensen.
MOTION CARRIED.
- d. **Election of Officers**
Previous Election of Officers occurred in January; should have been reapproved at the new fiscal year in July.
MOTION by Stu Davis, support by Tricia Dennis, to keep the officers elected the same as they were in January 2021; no change.
MOTION CARRIED.
- e. **Discussion and Action Regarding Landscaping Bid Process**
Local farmers would like to curate our 2022 landscaping season's flowers for planting. Going through the farmers would save in our budget. It's also been suggested to only mulch in the downtown every 3 years instead of annually, which would save in the budget as well. Director Natke would like "simplify the process" by doing separate bids for flowers, planting, maintenance, and every 3rd year mulching. Member Dennis expresses concern for a maintenance-only bid and suggests local volunteering opportunities and rewards. Additionally, based on current maintenance grievances, Board supports Director in withholding final payment if work is not up to standard throughout the season. Structure of the bids is up to Director – bids will be out by October 1st, 2021.
- f. **Discussion and Action Regarding Expansion of Façade Grant Loan Program**
Director Natke would like to increase the monetary amount granted for facades. This would include expanding the budget and setting a larger match limit. Board would like to see proposal and recommended guidelines before approving.
TABLED.
- g. **Resignation of Farmers Market Manager**
Katrina Morrow is resigning from her position by the end of 2021. She would like to see her responsibilities for market reporting is completed by herself before stepping away entirely, and will stay on to alleviate the transition and training of the new person. Written resignation is sent to Director Natke and City Manager Horton.
MOTION by Stu Davis, support by Tricia Dennis, to accept with regrets.
MOTION CARRIED.
- h. **Discussion and Action for Special Event Liquor License for Bike Night Custom Chopper Drawing**
MOTION by Tricia Dennis, support by Stu Davis, to approve.
MOTION CARRIED.
- i. **Discussion and Action Regarding Façade Grant of Anthony Schlau (80 N. Main St.)**
MOTION by Stu Davis, support by Kim Jorgensen, to approve the face grant application and match payment of \$_____.
ROLL CALL:
AYE: Walter Bargaen, Kim Jorgensen, Tricia Dennis, Ray Krakowski, Steve Teets, Stu Davis
NAY: Kelly Villanueva
MOTION CARRIED.

j. **Discussion about DDA Events**

Board discussed how DDA events were affected in 2020 and 2021 and the continuation and practices regarding those events moving forward. Board would like to see committees put together for planning and day-of operations, as well as member training on how these events benefit the Imlay City Community.

10. Director's Report

11. Member Comments

12. Adjournment

Adjournment at 6:43 PM by Stu Davis, support by Steve Teets.