

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, November 8th, 2021**

A regular meeting of the Downtown Development Authority was held November 8th, 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 ALLEGIANCE

3. ROLL CALL

Present: Joi Kempf, Walter Bargaen, Kim Jorgensen, Kelly Villanueva, Trish Dennis, Steve Teets, Stu Davis, Justin Shattuck

Absent: Ray Krakowski

Also Present: DDA Director Lorrelei Natke, Imlay City Chamber of Commerce Director Shannon Hamel, Imlay City Chamber of Commerce President Rob Mette, Imlay City Chamber of Commerce Vice President John Powell, and recording secretary Mariya Stout

4. APPROVAL OF AGENDA

MOTION by Trish Dennis to add an Executive Session to the Agenda.

MOTION by Kelly Villanueva, support by Walter Bargaen, to approve the agenda with added Executive Session.

MOTION UNANIMOUSLY CARRIED

5. PUBLIC PARTICIPATION

Rob Mette, president of the Imlay City Chamber of Commerce, brought up some concerns with the working relationship between the Chamber of Commerce and the DDA. He would like to see more communication between the two organizations. He also suggested that a representative from each board attend the other's meetings.

6. APPROVAL OF MINUTES

REGULAR MEETING – October 18th, 2021

MOTION by Trish Dennis support by Stu Davis, to approve the Regular Meeting with no changes.

MOTION CARRIED UNANIMOUSLY

7. FINANCIAL REPORT

a. DDA Expenditure Report

- b. Balance Sheet**
- c. Check Register Report**

Ray Krakowski joined the meeting at 5:40 PM.

8. OLD BUSINESS

a. Discussion and Action to Increase Façade Grant Project Amount to \$10,000

MOTION by Trish Dennis, supported by Stu Davis, to amend the program from \$5,000 to \$10,000 without changing any other aspects of the program. The board would also need to have an updated read-through of the application process in the next meeting.

ROLL CALL:

AYE: Joi Kempf, Walt Bargaen, Kim Jorgensen, Kelly Villanueva, Trish Dennis, Steve Teets, Stu Davis, Ray Krakowski, Justin Shattuck

NAY:

MOTION CARRIED UNANIMOUSLY

a. Further Discussion regarding Vacant Building Assessments

Discussion only of information and emails shared with the DDA Director by the City Manager regarding other municipalities that are applying assessments to owners of vacant buildings.

9. NEW BUSINESS

a. Discussion and Action to Put Handicap Rail at Old Fire Hall

Director Natke brought information and quote for handrail at the east entrance to the old fire hall (not ADA compliant). As this is a city-owned building, the Board directed that the issue be sent to the Commission.

b. Discussion and Action to Continue Building Loan Fund with LDC and ChoiceOne Bank

Director Natke has informed the board that the current Loan Fund with LDC and ChoiceOne bank has been overdue for a contract renewal.

MOTION by Walt Bargaen, supported by Steve Teets, to approve the continuation of the Loan Fund with LDC and ChoiceOne Bank.

ROLL CALL:

AYE: Trish Dennis, Ray Krakowski, Walt Bargaen, Kim Jorgensen, Kelly Villanueva, Joi Kempf, Steve Teets, Stu Davis, Justin Shattuck

NAY:

MOTION CARRIED UNANIMOUSLY

c. Discussion and Action to Change Authorized Signers on Building Loan Fund Program

MOTION by Walt Bargaen, supported by Steve Teets, to approve the updating of authorized signers on the Building Loan Fund Program to be Craig Horton (City Manager), Dawn Sawicki-Franz (Clerk-Treasurer) and DDA Director, Lorrelei Natke.

AYE: Kelly Villanueva, Joi Kempf, Walt Bargaen, Ray Krakowski, Kim Jorgensen, Trish Dennis, Steve Teets, Stu Davis, Justin Shattuck

NAY:

MOTION CARRIED UNANIMOUSLY

d. Discussion and First Reading of Updated Building Loan Fund Program

Discussion regarding whether to add interior spaces to loan program.

MOTION by Trish Dennis, supported by Justin Shattuck, to support the updated Building Loan Fund Program for facades only at this time.

ROLL CALL:

AYE: Trish Dennis, Kim Jorgensen, Ray Krakowski, Walt Bargaen, Kelly Villanueva, Joi Kempf, Justin Shattuck, Steve Teets, Stu Davis

NAY:

MOTION CARRIED UNANIMOUSLY.

e. Discussion and Action on POP Application of Friends Helping Friends, Inc.

Director Natke has presented the application for Friends Helping Friends, Inc. to occupy the POP space for 6 months starting in April 2022. After those 6 months, Friends Helping Friends, Inc. intends to occupy a permanent commercial space within Imlay City.

MOTION by Kelly Villanueva, supported by Trish Dennis, to accept Friends Helping Friends Inc. occupying the POP space for six months starting in April 2022.

ROLL CALL:

AYE: Trish Dennis, Ray Krakowski, Walt Bargaen, Kim Jorgensen, Kelly Villanueva, Joi Kempf, Steve Teets, Stu Davis, Justin Shattuck

NAY:

MOTION CARRIED UNANIMOUSLY

f. Discussion and Action on POP Application of Tracy B's Sweets and Eats

Discussion only that the application should be re-submitted in six months' time when the date of occupation is closer.

MOTION by Trish Dennis, supported by Joi Kempf, to table this discussion.

ROLL CALL:

AYE: Walt Bargaen, Justin Shattuck, Joi Kempf, Trish Dennis, Ray Krakowski, Steve Teets, Kim Jorgensen, Kelly Villanueva, Stu Davis

NAY:

MOTION CARRIED UNANIMOUSLY

f. Discussion and to Purchase New Holiday Lighting for Trees

Director Natke has brought up the suggestion of purchasing commercial lights for the trees in town. She also confirmed that there is room in the budget for this purchase.

MOTION by Stu Davis, supported by Steve Teets, to purchase new holiday lighting for the trees in town.

ROLL CALL:

AYE: Trish Dennis, Ray Krakowski, Walt Bargaen, Kim Jorgensen, Kelly Villanueva, Joi Kempf, Steve Teets, Stu Davis, Justin Shattuck

NAY:

MOTION CARRIED UNANIMOUSLY

10. DIRECTOR’S REPORT

11. MEMBER COMMENTS

Stu Davis would like the city as a whole to do a better job with communicating with its citizens. He believes that there should be more communication of events between the city and the citizens.

Kelly Villaneuva wanted to confirm that the Giving Tree this year would be both at the gazebo and advertised as such. She would like to see more advertising for the Giving Tree leading up to Winter Playground.

The board advised that if no landscaping single source quote from Sincat Enterprises by next meeting, they would look at other avenues, extend with present company or send out for new bids.

12. EXECUTIVE SESSION

MOTION by Trish Dennis, supported by Justin Shattuck, to begin the executive session at 6:49 pm.

ROLL CALL:

AYE: Trish Dennis, Ray Krakowski, Walt Bargaen, Kim Jorgensen, Kelly Villanueva, Joi Kempf, Steve Teets, Stu Davis, Justin Shattuck

NAY:

MOTION CARRIED UNANIMOUSLY

MOTION by Kim Jorgensen, supported by Trish Dennis, to end the executive session at 7:27 pm.

ROLL CALL:

AYE: Trish Dennis, Ray Krakowski, Walt Bargaen, Kim Jorgensen, Kelly Villanueva, Joi Kempf, Steve Teets, Stu Davis, Justin Shattuck

NAY:

MOTION CARRIED UNANIMOUSLY

13. ADJOURNMENT

MOTION by Trish Dennis, supported by Justin Shattuck, to adjourn at 7:31 pm.

MOTION CARRIED UNANIMOUSLY

_____ Dated: November 12, 2021
Mariya Stout, Recording Secretary