

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY, January 17, 2022**

A regular meeting of the Downtown Development Authority was held on January 17, 2022 at the Imlay City Hall, 150 N. Main Street, Imlay City, MI 48444.

1. CALL TO ORDER

Walter Barga called the meeting to order at 5:35 pm.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Walt Barga, Kim Jorgensen, Kelly Villanueva, Steve Teets, Stu Davis, Ray Krakowski, Justin Shattuck

Absent: Tricia Dennis, Joi Kempf

Also Present: DDA Director Lorrelei Natke, City Manager Craig Horton, Recording Secretary Mariya Stout.

4. APPROVAL OF AGENDA

MOTION by Walt Barga to add a discussion about Spicer Training.

MOTION by Stu Davis, support by Justin Shattuck, to approve the agenda with an added discussion about Spicer Training.

MOTION UNANIMOUSLY CARRIED

5. PUBLIC PARTICIPATION

None

6. APPROVAL OF MINUTES

REGULAR MEETING – December 13, 2021

MOTION by Stu Davis, support by Kim Jorgensen, to approve the minutes of the Regular Meeting minutes of December 13, 2022.

MOTION CARRIED UNANIMOUSLY

7. FINANCIAL REPORT

a. DDA Expenditure Report

b. Balance Sheet

c. Check Register Report

8. OLD BUSINESS

a. Proposed Landscaping Items

Ms. Natke explains the new landscaper's plans for the flower beds around the downtown area.

MOTION by Stu Davis, supported by Justin Shattuck, to go forward with the proposed landscaping items.

ROLL CALL:

AYE: Walt Bargen, Kim Jorgensen, Kelly Villanueva, Steve Teets, Stu Davis, Ray Krakowski, Justin Shattuck

NAY:

MOTION CARRIED UNANIMOUSLY

b. Final Review of Changes to the Façade Grant Application Checklist

It was requested that the DDA Director make the Façade Grant Application Checklist more cohesive with the information packet.

MOTION by Steve Teets, supported by Justin Shattuck, to approve the Façade Grant Application Checklist.

MOTION CARRIED UNANIMOUSLY

c. Second Reading of Building Loan Fund with ChoiceOne Bank

The DDA is renewing its Building Loan Fund with ChoiceOne Bank to help businesses improve the interiors and exteriors of buildings.

MOTION by Stu Davis, supported by Justin Shattuck, to approve the proposed Building Loan Fund.

MOTION CARRIED UNANIMOUSLY

9. NEW BUSINESS

a. Irrigation Service Bid for 2022

MOTION by Stu Davis, supported by Kelly Villanueva, to approve the publishing of the Irrigation Service Bid for 2022.

ROLL CALL:

MOTION CARRIED UNANIMOUSLY

b. 2022 MACA Grant Request Authorization for Concert Series

The DDA Director requested authorization to apply for 2022 MACA Grant for the Summer Concert Series.

MOTION by Stu Davis, supported by Kim Jorgensen, to approve the application for 2022 MACA Grant for the Summer Concert Series.

MOTION CARRIED UNANIMOUSLY

c. 2022 Michigan Humanities Council Grant Request Authorization for Concert Series

The DDA Director requested authorization to apply for 2022 Michigan Humanities Council Grant for the Summer Concert Series.

MOTION by Stu Davis, supported by Kim Jorgensen, to approve the application for 2022 Michigan Humanities Council Grant for the Summer Concert Series.

MOTION CARRIED UNANIMOUSLY

d. New Banners for Downtown Lampposts

The DDA Director proposed seasonal banners for the posts in the downtown area. The board likes the idea but would prefer the banners to be larger than the current ones.

e. 2022 Event Schedules

The Board requested Director create a strategy/plan for each event to be discussed at the next meeting (February).

f. 150 POP Business Mentor

The DDA Board requested that a member of the Board mentor new businesses approved for entrepreneurial opportunity at 150 Bancroft.

Joi Kempf joined the meeting at 5:55 pm.

g. Timetable for Placement and Removal of Holiday Decorations

The Board requested that holiday decorations remain in place in the downtown until the end of January.

MOTION by Steve Teets, supported by Kim Jorgensen, that display of holiday decorations are to remain in place until the end of January each season.

MOTION CARRIED UNANIMOUSLY

h. Spicer Training

Walt Barga proposes Director and Board attendance at a training to be provided by The Spicer Group, to educate our members regarding the operation of downtown development authorities and their requisite duties and methods to achieve goals.

Walt Barga left the meeting at 6:11 pm.

10. DIRECTOR'S REPORT

11. MEMBER COMMENTS

12. ADJOURNMENT

MOTION by Steve Teets, with support by Justin Shattuck, to adjourn meeting at 6:24 pm.

MOTION CARRIED UNANIMOUSLY

Approved February 21, 2022

Mariya Stout, Recording Secretary