

**IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
SEPTEMBER 9, 2013
DRAFT**

A regular meeting of the Downtown Development Authority was held on September 09, 2013 at the Imlay City Hall, 150 N. Main Street, Imlay City, MI 48444

1. CALL TO ORDER

Chairman Steve Teets called the meeting to order at 5:38 p.m.

2. ROLL CALL

Present: Steve Teets, Amy Brunk, LuAnn Valdez, Dave Held, Kim Jorgensen, Stu Davis

Late arrival: Joi Kempf, Kelly Villanueva, Walt Bargaen

Absent, excused: Lynn Farkas, Sarah Norat-Phillips

Also present: DDA Director Kim Marrone

3. APPROVAL OF AGENDA

Motion by Davis, supported by Brunk to approve the agenda as written.

Unanimously carried

4. PUBLIC PARTICIPATION

None

5. APPROVAL OF MINUTES

A. REGULAR MEETING, AUGUST 12, 2013

Motion by Bargaen, supported by Brunk to approve the minutes of the Regular Meeting dated August 12, 2013 as written.

Unanimously carried.

6. FINANCIAL REPORT

A. DDA EXPENDITURE REPORT

B. BALANCE SHEET

C. CHECK REGISTER REPORT

Received and filed.

7. OLD BUSINESS

A. DIG GRANT

Marrone informed the board that she attended a pre-construction meeting. The bids came in higher than expected, and the low bid was almost \$100,000 over budget. Since then, they have been able to whittle down the overage to about \$45,000. Construction is to start in 1.5 weeks and is expected to take 45 days to complete.

Davis inquired about the size of the pipes being used in the project; Marrone assured Davis and the board that the DPW supervisor provided input into the engineering plans and what has been engineered is sufficient for the project.

Motion by Jorgensen, supported by Held that the DDA cover the additional DIG Grant Project costs of \$42,510 from its fund balance.

Ayes: Bargaen, Teets, Kempf, Villanueva, Davis, Brunk, Jorgensen, Valdez, Held

Nays: None

Motion carries 9-0

B. CDBG FAÇADE GRANT

Notes and information were attached to the packet. Marrone informed the board that five people attended the meeting regarding the program and she has received interest from two business owners. She will continue to work on developing interested business owners for the project; a minimum of three are required. They have until the end of September to specify their interest.

C. 150 Bancroft Building

Marrone informed the board that Cornerstone is obligated to pay rent until mid-November, but they will be vacating the building by the end of September. The current rent for the building is set at \$650.

Discussion was held regarding potential future uses of the building, including renting it out to another business; using it as a business incubator and/or the possibility of using it to house the DDA and perhaps the chamber.

Motion by Jorgensen, supported by Borgen to pursue renting the building for \$500 per month for a six month term.

Ayes: Borgen, Teets, Kempf, Davis, Brunk, Jorgensen, Valdez, Held

Nays: Villanueva

Motion carries 8-1

8. NEW BUSINESS

A. MML Meeting-Community Excellence Award

Marrone informed the board that she and Borgen will be attending the MML conference to compete for the award. A video presentation created as part of Imlay City SEED Group's submission for consideration to the award was set up for presentation after the meeting.

B. MARKETING MATERIALS

SEED Group marketing materials were attached to the packet and reviewed by the board.

9. DIRECTOR REPORT

A. PROMOTIONS

Notes were attached to the packet. Marrone noted that the meetings are not well-attended. Discussion was held regarding changing the day/time of the meetings. Consensus was reached that Promotions Meetings be held on the first Monday of the month at 8 a.m. at the Silver Grill. A meeting will be held at 8 a.m. on Sept. 23 at the Silver Grill to make up for the September meeting which no one attended.

B. ECONOMIC RESTRUCTURING UPDATE

Notes were attached to the packet.

C. DIG GRANT

Notes were attached to the packet.

C. MISC

Notes were attached to the packet.

10. ADJOURNMENT

The meeting was adjourned at 6:24 p.m.

Submitted by Catherine Minolli _____
DDA Recording Secretary