APPROVED 5/8/23

**IMLAY CITY**

**DOWNTOWN DEVELOPMENT AUTHORITY**

Regular Meeting

**April 10, 2023**

**MEETING MINUTES**

A regular meeting of the Downtown Development Authority was held on Monday April 10, 2023, at the Imlay City Hall, 150 North Main Street, Imlay City MI 48444.

1. **CALL TO ORDER**

 Chairman Bargen called the meeting to order at 5:35 pm

1. **PLEDGE OF ALLEGIANCE**
2. **ROLL CALL** – Executive DDA Director Malzahn called the roll:

 Present: Walter Bargen, Kim Jorgensen, Justin Shattuck, Mayor Joi Kempf, Stu Davis, Steve Robbins

 Absent: Kelly Villanueva, Ray Krakowski

 Also Present: Christine Malzahn, Executive DDA Director

1. **APPROVAL OF AGENDA**

 **MOTION** by Davis, support by Robbins to approve the agenda with the addition of New Business item 9i. Cinco De Mayo Funding and New Business item 9j. DDA Computer Purchase

 All in Favor 6 / Nays 0 - **MOTION UNANIMOUSLY CARRIED**

1. **PUBLIC PARTICIPATION** – none
2. **APPROVAL OF MINUTES**

 Regular Meeting March 13, 2023

 **MOTION** by Davis, support by Shattuck to approve the minutes as presented.

 All in Favor 6 / Nays 0 - **MOTION UNANIMOUSLY CARRIED**

1. **FINANCIAL REPORTS – March 2023**

 a. DDA Expenditure Report

 b. Balance Sheet

 c. Check Register Report

 Malzahn reviewed the DDA financials as presented.

1. **OLD BUSINESS**
2. **Façade Grant Confirmation**

Malzahn explained that the meeting minutes of Dec 1, 2022, do not reflect a roll call vote approving the agenda item. As a matter of procedure, a copy of the meeting minutes must accompany an invoice for reimbursement as verification of Board action. Since the minutes do not include this action, it is necessary to have a confirmation vote this month.

**MOTION** by Davis, support by Jorgenson to confirm the approval of the Façade Grant for IC Strikes in the amount of $2441.09.

 Roll Call: AYES - Shattuck, Bargen, Jorgensen, Robbins, Davis, Mayor Kempf

 NAYS – none

**MOTION CARRIES UNANIMOUSLY**

1. **Summer Concert Series Update**

Malzahn reported that all performance contracts have been executed, and that this budget line item has exhausted all allocated funds. Board discussed the option of cancelling some concert dates or utilizing prior year fund balance to cover expenditures until June 30, 2023. Music performers and dates are:

 June 13th – Project Full Circle (Soft Classic Rock)

 June 20th - Kevin Herzog - (Pop, Rock)

 June 27th – Bob Marshall Band (Country Western)

 July 11th – Motor City Josh & The Big Three (Rockin Blues)

 July 18 – Acoustic Ash (Motown)

 August 1st – Bernadette Kathryn & Lonely Days Band (Detroit’s County Rebel)

 August 8th – Pat Smillie Band (Soulful Motown)

 August 15 – Della (Soulful Singer/Songwriter)

**MOTION** by Davis, support by Jorgensen to confirm the entertainment line-up for the 2023 8-week summer concert series in the amount of $6,650.

 Roll Call: AYES - Shattuck, Bargen, Jorgensen, Robbins, Davis, Mayor Kempf

 NAYS – none

**MOTION CARRIES UNANIMOUSLY**

1. **Hometown Hero’s Banners**

Malzahn reported that she only has three banners from last year’s installation and that no new submissions have been received in the DDA office. Board direction is needed as to how they wish to proceed. The board agreed that they want to continue the program and requested the director to contact the families who made nominations last year to see if they would like to return their banner and have it re-installed again this year.

**MOTION** by Davis, support by Robbins to move forward with the installation of existing banners and application acceptance of new honorees.

 All in Favor 6 / Nays 0 - **MOTION UNANIMOUSLY CARRIED**

**9. NEW BUSINESS**

 **a. 2023 Landscape Bid Review**

The board reviewed the RFP and the submissions for the 2023 season. Bids were received by American Tree $55,946.00; Yard Services Inc. $49,200.00; Fine Line Construction $41,625.00; GreenScape Solutions $40,000.00

**MOTION** by Davis, support by Kempf to accept the proposal as submitted from GreenScape Solutions in the amount of $40,000 for the 2023 season.

 Roll Call: AYES - Shattuck, Bargen, Jorgensen, Robbins, Davis, Mayor Kempf

 NAYS – none

**MOTION CARRIES UNANIMOUSLY**

 **b. Façade Grant Application – Dr. Young 110 W. Third Street**

The Board reviewed Dr. Young’s submitted application and noted that no rendering was present. This is a requirement of the application. Malzahn reported that the line item for façade grants has been exhausted for the 2022-2023 fiscal year, and that the Board could table the approval to request the missing application items, which could delay the expense until after July 1st or deny with the option to reapply next year.

**MOTION** by Davis, support by Robbins to deny the application based on funding availability and urge the applicant to re-submit after July 1, 2023.

 Roll Call: AYES - Shattuck, Bargen, Jorgensen, Robbins, Davis, Mayor Kempf

 NAYS – none

**MOTION CARRIES UNANIMOUSLY**

1. **Façade Grant Application Proposed Changes**

Malzahn reviewed the current application and has made recommendations for consideration by the Board. Per Board discussion additional changes are requested and would like the revised item brought back at a later date for further review.

**NO BOARD ACTION TAKEN**

1. **Social Media Policy**

Director Malzahn reported that upon hire she noted that there is no policy with the sole purpose of governing social media accounts that she would be given administrative access to. Currently the DDA Director and/or Farmers Market Manager have administrative access and oversight to the following Facebook pages: Downtown Imlay City; Imlay City Farmers Market; and Art In The Rough. It was also noted that there are several other pages that are active but not administered by DDA personnel. The Board believes it would be in the best interest of the City if the policy was consistent across all City Social Media sites and recommends that Director Malzahn forward a request to the City Commission for consideration. Mayor Kempf stated that she believes that the Police Department has a policy in place and the two should be compared.

**MOTION** by Davis, support by Shattuck to send the proposed Social Media Policy to City Commission for approval.

All in Favor 6 / Nays 0 - **MOTION UNANIMOUSLY CARRIED**

1. **DDA 3rd Qtr Budget Amendment(s)**

Director Malzahn led a review of the FY 2022-23 budget noting that both revenues and expenditures are trending out of normal levels. While the additional revenue will help offset some unanticipated expenses the use of fund balance will be necessary to balance the budget. Fiduciary responsibility must be used during the next three months of operations so as to not exceed the other line items that are also trending over the 75 percentiles.

**MOTION** by Davis, support by Jorgensen to approve a budget amendment transferring in $30,000 from prior year fund balance to line items within dept. 705.000 as needed to correct exceedances.

 Roll Call: AYES - Shattuck, Bargen, Jorgensen, Robbins, Davis, Mayor Kempf

 NAYS – none

**MOTION CARRIES UNANIMOUSLY**

1. **DDA By-Laws Review**

At the DDA March 13, 2023, meeting a review of the current DDA by-laws was requested for April’s meeting. Upon review by Director Malzahn and the Board, several recommendations were made. They include reducing its board membership to 9 members, adding Board Member Comments to the Order of Business, deleting section 9 in its entirety, scheduling the two required meetings in July and December to meet the statute.

**MOTION** by Davis, support by Shattuck to accept the By-Laws as amended.

All in Favor 6 / Nays 0 - **MOTION UNANIMOUSLY CARRIED**

1. **Goals and Objectives Meeting**

Chair Bargen led the discussion and the need to schedule a meeting soon to prioritize specific projects which align with the direction the current Board feels important. This will assist the Director not only in job duties but will also help in determining benchmarks by which to gauge job performance. Board education opportunities will also be sought out as supported in the current budget.

**NO BOARD ACTION TAKEN**

1. **Downtown Light Pole Flags**

The former Director advised that new flags were needed for installation on 40 downtown light poles. These flags will hang in place from May to Veterans Day in November.

**MOTION** by Davis, support by Robbins to approve the purchase of 40 (forty) 3x5’ Nylon flags from Heritage Flag & Banner in the amount of $1200.00 to be paid from Streetscape Maintenance.

 Roll Call: AYES - Shattuck, Bargen, Jorgensen, Robbins, Davis, Mayor Kempf

 NAYS – none

**MOTION CARRIES UNANIMOUSLY**

1. **Cinco De Mayo Funding Request**

Director Malzahn reported that the Hispanic Services Center is planning a Cinco De Mayo Celebration event in downtown on Friday May 5th from 12:00 noon-4:00 pm. The location of the event will be the same as last year’s (Farmer’s Market and Third & Main areas) and is to include live strolling musicians, children’s activities, dancers, and vendors. They would like participation from the DDA for financial assistance with advertising costs.

**MOTION** by Jorgensen, support by Robbins to approve funding for the Cinco De Mayo 2023 event in an amount not to exceed $1,000.00.

 Roll Call: AYES - Shattuck, Bargen, Jorgensen, Robbins, Davis, Mayor Kempf

 NAYS – none

**MOTION CARRIES UNANIMOUSLY**

1. **DDA Computer Purchase**

The HP laptop owned by the DDA currently has no off-site/offline backup for its hard drive contents. Director Malzahn recommended that the DDA have two-way connectivity to the shared hard drive server that other department heads utilize for common items as well as those that need to be archived for mandatory retention. A desktop system would be required instead of a laptop computer in order to meet the requirements of the City.

**MOTION** by Shattuck, support by Davis to approve the purchase of a desktop computer with single Microsoft Office Business license in the amount of $1549.69.

 Roll Call: AYES - Shattuck, Bargen, Jorgensen, Robbins, Davis, Mayor Kempf

 NAYS – none

**MOTION CARRIES UNANIMOUSLY**

1. **INTERIM DIRECTORS REPORT**

Malzahn presented her written report for April 2023

1. **BOARD MEMBER COMMENTS**

No comments were given.

1. **ADJOURNMENT**

**MOTION** by Shattuck, support by Davis to adjourn the meeting at 7:23 pm

All in Favor 6 / Nays 0 - **MOTION UNANIMOUSLY CARRIED**

Next Regular DDA Board meeting date: Monday May 8, 2023, at 5:35 PM

Respectfully submitted by: Christine Malzahn, DDA Executive Director

DDA BOARD APPROVED: 5/8/2023

CITY COMMISSION APPROVED: