APROVED 6/12/2023

**IMLAY CITY**

**DOWNTOWN DEVELOPMENT AUTHORITY**

Regular Meeting

**May 8, 2023**

**MEETING MINUTES**

A regular meeting of the Downtown Development Authority was held on Monday May 8, 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 Jorgenson , Mayor Joi Kempf, Stu Davis, Steve Robbins, Kelly Villanueva, Ray Krakowski

Absent: Justin Shattuck (excused), Neil Docherty (excused)

Also present: Christine Malzahn, Executive DDA Director and Patti Biolchini, Market Manager/DDA Assistant

1. **APPROVAL OF AGENDA**

**MOTION** by Davis, support by Jorgenson to approve the agenda.

All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

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

Regular Meeting April 10, 2023

**MOTION** by Bargen, support by Robbins to approve the minutes as presented.

All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

1. **FINANCIAL REPORTS – April 2023**

a. DDA Expenditure Report

b. Balance Sheet

c. Check Register Report

Director Malzahn presented the financials through May 3, 2023. Fund balance is $302,816.79, expenditures for April total $8,852.69. Malzahn also reported that the 3rd qtr budget amendments approved last month have been completed with the City Treasurer and are reflected on the current budget to actual report in the board packets. The DDA has expended 82.57% of its budget for FY 2022/2023.

1. **OLD BUSINESS**
2. **Farm Market Manager/DDA Promotions Introduction**

Director Malzahn introduced Patti Biolchini, the new Market Manager. She also updated the board that Katrina Morrow, the old Market Manager, came and gave her and Patti a brief overview of how the market was run in the past. Patti greeted board members and expressed enthusiasm for the upcoming market season. Stu Davis questioned the market operating hours and Director Malzhan explained that the hours were set based on the vendor’s input.

**NO board action needed**

1. **Facade Grant Application and Guidelines Proposed Changes**

Malzahn presented additional items that were revised based on further review of the Grant Application and input from DDA Board last month.

**MOTION** by Bargen, support by Robbins to approve the proposed changes as presented.

All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

1. **Hometown Hero’s Banners**

Malzahn reported that she had 19 banners returned from families to be hung. Also asked the board to approve design and printing of 6 generic military banners including Army, Navy, Marines, Coast Guard, Air Force and “Rosies” to be installed where needed. The board discussed setting a time frame for how long banners are to be hung because the last time they were hung for 8 months. No deadline set.

**MOTION** by Davis, support by Villanueva to approve the design and printing of 6 generic military Army, Navy, Marines, Coast Guard, Air Force, “Rosies” in the amount of $435 to be installed where needed in the Hometown Hero Banners.

Roll Call: AYES – Bargen, Krakowski, Villanueva, Robbins, Jorgenson, Davis, Mayor Kempf

NAYS – none

**MOTION CARRIED UNANIMOUSLY**

**9. NEW BUSINESS**

**a. Holiday Lighting Purchase**

Holiday Lighting Contractor Dan Weingartz, based on an inventory count, has requested additional lights to replace the strands no longer working or at end-of-life. 3 quotes were given including Bronners $2,097.00, Northern Lights $2,232.00 and Amazon Pricing $2140.80. Director Malzhan recommends accepting Bronner’s Proposal.

**MOTION** by Bargen, support by Robbins to approve the purchase of 12 100’ lighted cord C9 lights and 10 7’ white cord icicle lights from Bronners in the amount of $2,097.00 + shipping costs to be paid from the Winter Playground budgeted line item.

Roll Call: AYES - Bargen, Krakowski, Villanueva, Robbins, Jorgenson, Mayor Kempf, Davis

NAYS – none

**MOTION CARRIED UNANIMOUSLY**

**b. Chamber of Commerce Summerfest Funding Request**

Davis expressed concern about setting a precedence in supporting non-profit entities using DDA funds. Malzahn confirmed that the event was being held with our district and this was an allowable expenditure of funds for advertising purposes, similar to the support provided to the Hispanic Services Center for their Cinco De Mayo celebration.

**MOTION** by Jorgenson, support by Krakowski to approve the in-kind sponsorship to the Imlay City Chamber of Commerce for advertising space on the DDA Billboard during the period of July 17th-August 13th for the SummerFest Event.

Roll Call: AYES - Bargen, Krakowski, Robbins, Jorgenson, Mayor Kempf

NAYS –Davis, Villanueva

**MOTION CARRIED 5/2**

**c. Revitalization Grant Opportunity Discussion**

Malzahn gave an overview of the RAP 2.0 grant and expressed concern over the time commitment needed to apply for a grant of this size. She also reported that in talks with Sam Moore, director of the Lapeer Development Corporation that the County is looking at applying for this grant on a regional or county level. This would assistant cities like Imlay who do not have the staffing needed to facilitate the process alone. Malzahn presented a vision board from a project developed in 2015 for the Lapeer Grainery location. Discussion was had regarding not moving forward until a commitment is given by the City since this is an enormous project and needs cooperation from all entities involved.

**MOTION** by Bargen, support by Robbins to move forward with getting commitment from the City and/or Lapeer Development Corporation in continuing efforts for grant funding.

All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

1. **DIRECTORS REPORT**

Malzahn presented her written report for May 2023 and requested written bios from each board member to update the directory, other updates included M-53 sidewalk construction update, flowers install date of May 21st, and reported that she will be attending to education and networking opportunities – the MDA Summer Workshop in Alpena June 1 & 2nd, the 6-week Redevelopment Ready Community webinar series beginning May 18th.

1. **BOARD MEMBER COMMENTS**

Chair Bargen requested that there is a write-up in the paper regarding the sidewalk going in on M-53. In addition, he noted that the cobblestone in certain areas of town is sinking. Director Malzhan then updated board on 3 projects she is eyeing for grass, mulch and weeding. He suggested that she ask Scotts for donation of topsoil. Director Malzhan was also asked about the homemade arch that the city has in storage and what the plans are for it in the future.

1. **ADJOURNMENT**

**MOTION** by Bargen, support by Kempf to adjourn the meeting at 6:36 pm

**MOTION CARRIED UNANIMOUSLY**

Next Regular DDA Board meeting date: Monday June 12, 2023, at 5:35 PM

Respectfully submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Christine Malzahn, DDA Executive Director

APPROVED: 6/12/2023

CITY COMMISSION APPROVED: