**IMLAY CITY**

**DOWNTOWN DEVELOPMENT AUTHORITY**

Informational Meeting

**July 10, 2023 @ 5:00 PM**

**INFORMATIONAL MEETING MINUTES**

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

1. **CALL TO ORDER**

Vice Chairman Shattuck called the meeting to order at 5:05 pm

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

 Present: Kim Jorgensen, Stu Davis, Justin Shattuck, Mayor Joi Kempf

 Absent: Walter Bargen (arrived at 5:17 pm), Kelly Villanueva (arrived at 5:20 pm), Neil Docherty, Steve Robbins

 Also present: Christine Malzahn, Executive DDA Director, Patti Biolchini (arrived at 5:10 pm)

1. **APPROVAL OF AGENDA**

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

 All in Favor 4 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

1. **PUBLIC PARTICIPATION** – none

**6. NEW BUSINESS**

**a. Bi-Annual Information Meeting Material**

Director Malzahn presented the informational material packet she created and led the Board and meeting attendees through the 12-page document. Highlights included focus on the 2023-24 approved budget with department breakdowns of:

**FY 2023-24 APPROVED REVENUES**

City of iMLAY cITY $263,524

lAPEER cOUNTY $60,975

TOTAL REVENUES $324,500

**Departmental EXPENDITURES:**

BUILDING MAINTENANCE $4,400

SALARIES & BENEFITS $85,250

OFFICE $1,100

PROFESSIONAL SERVICES $14,350

UTILITIES $34,100

COMMUNITY PROMOTION $25,100

BEAUTIFICATION $64,000

REVENUE SHARING $35,000

COMMUNITY EVENTs $28,000

GRANTS /CAPITAL OUTLAY $32,000

Total Expenditures $323,300

The meeting material included a breakdown of Value-Added City Services that are assumed by the DDA which include:

lEASES (cn cROSSING) $1200

rEVENUE tRANSFER $35,000

Electricity $30,000

sTREETSCAPE mAINTENANCE $55,000

rEPAIRS/mAINTENANCE $3,000

tOTAL: $124,200

Malzahn also explained the history of the DDA current opt-out millages, reporting that in 2009 the Imlay City DDA voted unanimously to NOT capture the 911 Lapeer County Special Millage. This action was affirmed with a vote in August 2019 to abstain from the capture through the 2026 tax year. Correspondence in August 2019 from the DDA to the Executive Director of the Lapeer County EMS, confirms this decision for the 2020 ballot proposal.

In 2010 the Imlay City DDA voted unanimously TO capture the Senior Services Special Millage approved by the voters through December 2026 but to gift those monies back to the authority as long as the center stays in Imlay City. This action was confirmed in correspondence in 2010, 2018 and 2019. 2022 TIF capture calculations on opt-out millages are: Senior (0.243) $4086.52; MCF Oper (0.3196) $5374.71; EMS (0.8814) $14,822.49; Law Enf. (1.45) $24,384.64; Veterans (0.1813) $3,048.92. **TOTAL OPT-OUT CAPTURE $51,717.28**

**FY 2023-2024 Goals and Objectives cited:**

* + Replacing and/or repairs to brick paver areas along Third Street and Almont Ave.
	+ Purchase additional trash receptacles, pet waste disposal systems, bike racks and way-finding kiosk.
	+ Re-striping and maintenance as needed in downtown municipal areas.
	+ Conduct a market study to help determine an appropriate business mix and to identify recruiting strategies.
	+ Work with the MEDC and engage their assistance with programs they offer to expand business recruitment.
	+ Improve the viaduct with multi-use path and landscaping.
	+ Provide incentives to local business owner's including the offering of business service seminars and other special services.
	+ Host consortium events to establish a "Social District"
	+ Use the provisions of the Brownfield Redevelopment Authority to assist specific businesses or sites.
	+ Engage property owners with blighted buildings to incentivize re-development. Focus on Grainery and Nash site.
	+ Continue Farmers Market and expand and build pavilion.
	+ Seek Community Placemaking grant(s) for funding of a pavilion structure.
	+ Manage and promote Redevelopment Liquor License Program.
	+ Facilitate a license with any interested party to bring bar to downtown.
	+ Actively market municipal properties in the downtown district in accordance with city commission direction.
	+ Seek placemaking grants to re-develop pocket parks in downtown.
	+ Hire social media company to actively market downtown.
	+ Send out RFP for professional services.
1. **PUBLIC PARTICIPATION** – Kirsten Shattuck expressed her concerns over the state of the downtown. She is disgusted and wants the board to do something about the dying town. Questions what can be done about the empty buildings that are blighted, why isn’t the Board providing amenities like bike racks and fixing parking issues to help draw more people to downtown. Would like fines implemented on non-compliant building owners.
2. **BOARD MEMBER COMMENTS**
3. **ADJOURNMENT**

**MOTION** by Bargen, support by Davis to adjourn the meeting at 5:34 pm

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

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

 Christine Malzahn, DDA Executive Director

DDA APPROVED: 08-16-2023

CITY COMMISSION APPROVED: