**IMLAY CITY**

**DOWNTOWN DEVELOPMENT AUTHORITY**

Regular Meeting

**July 10, 2023**

**MEETING MINUTES**

A regular 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**

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

1. **PLEDGE OF ALLEGIANCE**
2. **ROLL CALL** – Patti Biolchini called the roll:

 Present: Walter Bargen, Kim Jorgenson, Stu Davis, Kelly Villanueva, Justin Shattuck, Mayor Joi Kempf

 Absent: Steve Robbins (excused), Neil Docherty (un-excused)

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

**APPROVAL OF AGENDA**

 **MOTION** by Davis, support by Jorgenson to approve the agenda with the addition of item 10h. Resignation Letter from Ray Krakowski.

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

1. **PUBLIC PARTICIPATION** – none
2. **CORRESPONDENCE** - none
3. **APPROVAL OF MINUTES**

 Regular Meeting June 12, 2023

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

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

1. **FINANCIAL REPORTS – June 2023**

 a. DDA Expenditure Report

 b. Balance Sheet

 c. Check Register Report

Director Malzahn presented the financials through June 30, 2023. Fund balance is $248,945.99, check register expenditures for June total $30,030.62.

1. **OLD BUSINESS**

 **NONE**

**10. NEW BUSINESS**

**a. Giffels Webster NextSteps® for Communities Presentation – Jill Bahm**

Giffels Webster representative Jill Bahm introduced herself and discussed the NextSteps Community engagement program that GW has developed. She described the scope of work performed and listed other communities that they have partnered with previously. Director Malzahn noted that the DDA worked with Hamilton Anderson in 2002 in a similar project to assist the Board in developing community assessment data and developing an action plan.

Chair Bargen requested an RFP for professional services be drafted.

**NO BOARD ACTION TAKEN**

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

The Board reviewed the submission by Dr. Young. Shattuck noted that there was a notation on the contractor’s proposal about a credit card surcharge and wanted to make sure that the Façade match monies did not include any of those fees.

**MOTION** by Jorgenson, support by Kempf to approve the Façade Grant application for Dr. Robert

Young in the amount of $3768.

 Roll Call: AYES – Shattuck, Villanueva, Bargen, Jorgenson, Davis, Kempf

 NAYS – none

**MOTION CARRIED 6/0**

**c. Façade Grant Application – 100 E. Third Street**

The Board reviewed the submission by Toth Properties. Toth Office Manager Tina Pangburn, answered questions about the scope of work being performed on the stucco repairs. Shattuck noted that this project is exactly why the DDA developed this program and is very happy that the current blighted conditions of this property will be addressed.

**MOTION** by Shattuck, support by Jorgenson to approve the Façade Grant application for Toth Properties LLC in the amount of $5,000.

 Roll Call: AYES – Shattuck, Villanueva, Bargen, Jorgenson, Davis, Kempf

 NAYS – none

**MOTION CARRIED 6/0**

**d. Outlook Media Lease Renewal**

This annual event is typically held in September each year. Data from the 2022 expense report showed cost to the DDA at $5353.60 with revenues of $455.30. Discussion was held regarding lack of attendance, weather issues with a fall date and questions of whether or not the community supports arts and cultural events like this. Malzahn indicated that if the event was to be held again in 2023, she would need a date selected in order to begin planning and would need board member assistance with planning.

**MOTION** by Davis, support by Shattuck to authorize Director Malzahn to execute the Advertiser Agreement with OutFront Media in the amount of $10,007.00 for the advertising period of 8/14/23-8/11/24.

Roll Call: AYES – Shattuck, Villanueva, Bargen, Jorgenson, Davis, Kempf

 NAYS – none

**MOTION CARRIED 6/0**

**e. 4th Qtr. Budget Amendments**

Director Malzahn reviewed the spreadsheet she prepared with the FY 2022-23 line items that need to be amended to reflect the current budget to actual report. The FY will end with 96.45% of the approved budget being met.

**MOTION** by Bargen, support by Villanueva to approve the 4th quarter department 248 budget amendments as presented for FY 2022-2023.

Roll Call: AYES – Shattuck, Villanueva, Bargen, Jorgenson, Davis, Kempf

 NAYS – none

**MOTION CARRIED 6/0**

**f. Election of Officers**

Chair Bargen noted that officer elections are conducted annually in July per DDA by-laws. Shattuck stated he is concerned the entire Board was not present at this meeting and that the two newest members of the Board have not regularly attended the meetings therefore he did not feel it right to vote on officer elections tonight. Villanueva spoke in favor of Bargen. Davis nominated Shattuck for Vice Chair – he declined.

**MOTION** by Kempf, support by Villanueva to nominate Walt Bargen as Board Chairman

Roll Call: AYES – Kempf, Villanueva, Bargen, Jorgenson, Davis

 NAYS – Shattuck

**MOTION CARRIED 5/1**

**MOTION** by Kempf, support by Davis to nominate Kelly Villanueva for Vice Chair

Roll Call: AYES – Kempf, Villanueva, Bargen, Jorgenson, Davis

 NAYS – Shattuck

**MOTION CARRIED 5/1**

**MOTION** by Kempf, support by Villaneuva to nominate Kim Jorgenson for Secretary

Roll Call: AYES – Kempf, Jorgenson, Villanueva, Bargen, Davis

 NAYS – Shattuck

**MOTION CARRIED 5/1**

**MOTION** by Kempf, support by Jorgenson to nominate Stu Davis for Treasurer

Roll Call: AYES – Kempf, Villanueva, Bargen, Jorgenson

 NAYS – Shattuck, Davis

**MOTION CARRIED 4/2**

**g. Farm Market Requests**

Market Manager Biolchini led the discussion about items of concern for the market.

 Item #1 **Food truck permitting.** Biolchini is suggesting that the DDA waive or reduce the fee from the city-imposed amount $150. The fee is too high to attract food trucks to the market given the limited number of shoppers we have here. Director Malzahn offered to request an update to the current application at the next city commission meeting. Mayor Kempf suggested that would be appropriate to bring it to the commission unless it could be done administratively between the director and city manager. Malzahn reported that there is no record of fees being imposed on Food Truck vendors for DDA events in previous years.

 Item # 2 **Not to exceed 15 Hours per week increase.** Biolchini noted that the limit of 15 hours a week is adversely affecting her ability to effectively grow the market, fulfill the reporting requirements and advertise the market given that on-site market day management is at least 9-10 of those hours. Davis noted that in previous years there was no restriction on the number of hours the market manager could work and that the Director provided oversight on what was needed as long as it is within the approved budget.

**MOTION** by Bargen, support by Davis to remove the 15-hour per week restriction for the market manager position.

Roll Call: AYES – Kempf, Villanueva, Bargen, Jorgenson, Davis

 NAYS – Shattuck

**MOTION CARRIED 5/1**

 Item #3 **Discussion on compensation rate.** Biolchini conveyed to the board how difficult her job has been building back the market from previous years and that when she accepted this position was unaware of the negative reputation the market has and that she was basically starting from scratch to build relationships. Director Malzahn noted statewide current employment difficulties and the need to set a wage that will allow for current employee retention. She also cited the current minimum pay rate for city employees averages at least $15 per hour. Shattuck reminded the Board of the past practices of a performance review in conjunction with compensation adjustments, Jorgenson agreed that an adjustment should wait until after a few months of employment.

**MOTION** by Villanueva, support by Davis to increase the hourly wage for the Market Manager to $16 per hour.

Roll Call: AYES – Kempf, Villanueva, Bargen, Davis

 NAYS – Shattuck, Jorgenson

**MOTION CARRIED 4/2**

 Item #4 **Notification expectations.** Biolchini reported that due to unforeseen issues the decision had been made to close to market early or to move it indoors due to poor weather conditions. She is seeking understanding from the Board on expectations for notification to them when these occurrences happen. Jorgenson questioned the reasoning for closing the market early last week and that the market hours had been established as 10-4. She would like those to be adhered to, especially since it has been advertised as such. Jorgenson also questioned why some of the vendors were leaving the market earlier than the agreement states and would like the manager to find a way to ensure continuity. Market Manager expressed those vendors leaving early was due to their commitments at other markets for same day. In order for them to fully commit to this Imlay City market they would need more sale revenues.

**NO BOARD ACTION TAKEN**

**h. Resignation Letter – Ray Krakowski (added item)**

Chair Bargen noted the emailed receipt of board member Krakowski’s letter of resignation. The letter stated that due to Ray’s current business plan he felt he would no longer be an effective board member as wishes to step down. The Board thanked him for his many years of service.

**MOTION** by Bargen, support by Shattuck to regretfully accept the resignation of Ray Krakowski.

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

1. **DIRECTORS REPORT**

Malzahn presented her written report in the meeting packet for July 2023. Additional items discussed during the meeting included updates on order status for trash receptables, pet waste systems and custom bike racks. Dee’s Café outdoor seating area has been approved. Mi Ranchito restaurant will be opening in the next few weeks at the old Nachos location. An update on the DPW 4th Street repair project was provided noting that the Third Street entrance off Cedar Street will be affected by temporary closures during the construction and also during the M-DOT resurfacing construction as well. Swing Shift Orchestra has been contracted to fill the August 15th Concert Series date due to the cancellation by Della.

1. **BOARD MEMBER COMMENTS**

Shattuck complimented Director Malzahn on the Informational Meeting Packet and said he thought it looked great. He expressed his frustration regarding certain Board members not attending, they need to represent and show up consistently.

Villanueva thinks the Board is now on the right track and is pleased with the direction.

1. **ADJOURNMENT**

**MOTION** by Shattuck, support by Davis to adjourn the meeting at 7:05 pm

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

Next Regular DDA Board meeting date: Monday August 14, 2023, at 5:35 PM

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

 Christine Malzahn, DDA Executive Director

DDA APPROVED: 08-16-2023

CITY COMMISSION APPROVED: