**IMLAY CITY**

**DOWNTOWN DEVELOPMENT AUTHORITY**

Rescheduled Regular Meeting

**August 16, 2023**

**MEETING MINUTES**

A regular meeting of the Downtown Development Authority was held on Wednesday August 16, 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 Director Malzahn called the roll:

Present: Walter Bargen, Kim Jorgenson, Stu Davis, Justin Shattuck, Steve Robbins, Neil Docherty, Mayor Joi Kempf

Absent: Kelly Villanueva (excused)

1. **APPROVAL OF AGENDA**

**MOTION** by Davis, support by Shattuck to approve the agenda with the addition of item 10f. City Issued Emails

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

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

Informational Meeting July 10, 2023, Regular Meeting July 10, 2023, Special Meeting July 31, 2023

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

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

1. **FINANCIAL REPORTS – July 2023**

a. DDA Expenditure Report - $20, 151.04

b. Balance Sheet - $232,152.80

c. Check Register Report - $10,245.55

Director Malzahn presented the financials through July 31, 2023 drawing attention to GL# 248-705-000-830-000 and the $3,050.72 journal entry for liability insurance that was administratively applied to the DDA accounting records by City Treasurer Sawicki-Franz. Malzahn informed the board that all expenditures must come through the director’s office prior to the funds being withdrawn and that the proper procedure was not followed for this expense. Chair Bargen will request a meeting with appropriate parties to discuss procedure and negotiate the liability expense.

1. **OLD BUSINESS**

**a. Bike Rack Purchase**

The board reviewed pricing options on the previously presented pictures of bike rack ideas. Kim Jorgenson presented an additional option that she photographed in Cheboygan. The board agreed to table this item again until further research and pricing options could be obtained.

**NO BOARD ACTION TAKEN**

**b. Portable Sound System**

Stu Davis and Director Malzahn presented sound system specs and pricing for a Behringer portable speaker with microphone, stand and cables from Sweetwater. These items are recommended and used at the Fairgrounds currently.

**MOTION** by Davis, support by Kempf to approve the purchase of sound system equipment as presented in an amount not to exceed $1,200.

Roll Call: AYES – Davis, Kempf, Shattuck, Bargen, Jorgenson, Robbins, Docherty

NAYS – none

**MOTION CARRIED 7/0**

**10. NEW BUSINESS**

**a. City Fee Schedule (DDA related fees)**

The DDA was asked to review fees associated with DDA activities that will be included in the master fee scheduled being published by the city. Fees include Farm Market Vendors, and Billboard Sponsorship.

**MOTION** by Davis, support by Jorgenson to approve the fee schedule as discussed.

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

**b. Streetscape Maintenance Contract Renewal**

Director Malzahn recapped the request presented during Monday’s discussion-only meeting made by Cindy Murray from Greenscape Solutions. She noted that the fall season prior to spring planting is the time for contractors to work with growers, selecting planting materials and quantities needed. The bid RFP issued in 2023 allows for up to three negotiated 1-year renewals. Greenscape is asking for a $2,000 increase for the 2024 planting season for the same scope of work that is in the current contract.

**MOTION** by Davis, support by Robbins to approve a 1-year contract extension with Greenscape Solutions in the amount of $42,000.

Roll Call: AYES – Davis, Robbins, Kempf, Shattuck, Bargen, Jorgenson, Docherty

NAYS – none

**MOTION CARRIED 7/0**

**c. 2023-2024 Landscape Projects**

The Board reviewed two proposals submitted by Greenscape Solutions. The first was for tree plantings in 5 areas of the downtown district for $2950 + $350 weed barrier.

**MOTION** by Davis support by Jorgenson to purchase and install 4 trees by Greenscape Solutions. Motion withdrawn after further budget discussion.

The second proposal was for plantings in 3 bump-out area along Depot Drive, they include hydrangeas and hostas planted with the existing lavender plants and a mix of Arborvitaes and hydrangeas along the rail fencing on the east side of the train viewing platform.

**MOTION** by Davis, support by Kempf to approve the landscape improvements in the Depot Drive area bump-out and rail fencing areas as proposed by Greenscape Solutions in the amount of $1750.

Roll Call: AYES – Davis, Kempf, Bargen, Jorgenson, Robbins, Docherty

NAYS – Shattuck

**MOTION CARRIED 6/1**

**d. Community Center Grant Opportunity**

Director Malzahn presented a Leo Community Center Grant opportunity funded by the State of Michigan with an August 31, 2023 submission deadline. Municipalities, especially those in underserved communities, are encouraged to apply for up to $2.5 million dollar projects for re-development or new construction of facilities designated for recreation activities. Data and feedback from current vendors and market shoppers indicates a need for a pavilion covering over Farmer’s Market, since the old fire hall location space will be sold and redeveloped for another purpose. Discussions with the Senior Center director and other non-profits who provide free activities in the downtown area were overwhelmingly positive in support of this project requesting that the proposed structure be utilized as a multi-purposed recreational facility.

**MOTION** by Shattuck support by Davis to move forward with the community center grant application.

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

**MOTION** by Robbins support by Jorgenson to approve the proposal submitted by Spicer Group in the amount of $6,000 for community grant application assistance.

Roll Call: AYES – Robbins, Jorgenson, Shattuck, Docherty, Bargen, Davis, Kempf

NAYS – none

**MOTION CARRIED 7/0**

**e. Brick Paver Removal Project**

Mayor Kempf has requested that the failing brick paver locations in the business district be removed and replaced with stamped concrete to alleviate the trip hazards that are present due to uneven surfaces. Director Malzahn has received complaints asking for a solution to the problem and has forwarded them to the DPW for investigation. A bid spec sheet was developed by DPW Supervisor Priehs, but no proposals have been received from contractors in recent attempts to get pricing by the DDA. Discussion was held by the board over whose responsibility the repairs were and that the DDA budget cannot support a project of this scope. The board would request that the city prioritize and oversee the project with some possible funding assistance by the DDA. Mayor Kempf will request a meeting with City Manager Horton, DPW Supervisor Priehs and Director Malzahn to discuss further.

**NO BOARD ACTION TAKEN**

**f. DDA City Issued E-mail Addresses**

Justin Shattuck brought attention to the board their responsibilities and liabilities that each member has when using their own personal email address should a FOIA request be submitted for communication from or to their personal addresses. Director Malzahn confirmed and suggested that it is a best practice to utilize city issued emails only in the performance of DDA board member duties. The board requested Malzahn to bring back pricing information at the next meeting for further discussion.

**NO BOARD ACTION TAKEN**

**11. DIRECTORS REPORT**

Malzahn presented her written report in the meeting packet for August 2023. Additional items discussed during the meeting included an update on the recently purchased trash cans that have been delivered, DPW will install. Sparkles the Clown is under contract for the ice cream social event and will provide face painting and balloon art for attendees. She also reported on the conversation with Pete Barnum of the Lapeer FFA. Regarding the self-water pots.

Farm Market Manager Report was also provided in the meeting packet.

**ADDED ITEM 10f. DDA Self-Watering Pots**

Director Malzahn reported that she contacted the Lapeer Chapter of the FFA, as suggested by Villanueva at a previous meeting, regarding their use of the self-watering pots longer being used by the DDA. The pots need to be moved from their current storage location due to the sale of property and if a future use is not needed the pots could be donated or sold. The FFA is very interested and will find a use for them in their programming.

**MOTION** by Shattuck, support by Robbins to donate the self-watering pots to the Lapeer FFA Chapter.

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

**12. BOARD MEMBER COMMENTS**

None

**13. ADJOURNMENT**

**MOTION** by Docherty, support by Shattuck to adjourn the meeting at 7:11 pm

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

Next Regular DDA Board meeting date: Monday September 11, 2023, at 5:35 PM

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

Christine Malzahn, DDA Executive Director

DDA APPROVED: September 11, 2023

CITY COMMISSION APPROVED: