**IMLAY CITY**

**DOWNTOWN DEVELOPMENT AUTHORITY**

Regular Meeting

**September 11, 2023**

**MEETING MINUTES**

A regular meeting of the Downtown Development Authority was held on Monday, September 11, 2023, at 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, Stu Davis, Steve Robbins, Mayor Joi Kempf

 Absent: unexcused - Kelly Villanueva, Neil Docherty, Kim Jorgenson; excused - Justin Shattuck

 Kim Jorgenson – arrived 5:45 pm

 ***Quorum Present***

1. **APPROVAL OF AGENDA**

 **MOTION** by Davis, support by Jorgenson to approve the agenda with the addition of item 10e, Directors Review

 All in Favor 5 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

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

Regular Meeting August 14, 2023

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

 All in Favor 5 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

1. **FINANCIAL REPORTS – August 2023**

 a. DDA Expenditure Report - $37,337.71

 b. Balance Sheet - $197,210.09

 c. Check Register Report - $30,336.94

Director Malzahn presented the financials through August 31, 2023.

1. **OLD BUSINESS**
2. **DDA Issued Email Addresses**

Director Malzahn presented pricing options for DDA issued email addresses. Agenda Item requestor Shattuck is not present.

**MOTION** by Davis, support by Robbins to table until next meeting.

 All in Favor 5 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

**10. NEW BUSINESS**

**a. EV Charging Station**

Director Malzahn presented two options to replace the outdated EV charging station currently in use in the Lamb Steele parking lot. The existing equipment is not functioning properly and cannot be updated. Discussion included current billable cost from DTE to the DDA (which is not recouped), comparing new technology for fast charging vs updating existing equipment to a comparable model.

**MOTION** by Robbins, support by Davis to approve the purchase of the CT4000 model based on 2-user tandem charging capabilities in the amount of $9,134.41.

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

 NAYS – none

**MOTION CARRIED 5/0**

**b. 2023 Summer Concert Series Report**

Director Malzahn recapped the 8-week series and presented a spread sheet with reporting data, including attendance numbers, weather conditions, total expenditures $11,542.58, total revenues $400.

**NO BOARD ACTION TAKEN**

**c. Professional Services – Community Assessment Proposals**

Two proposals submitted for the Professional Services RFP were reviewed by the board. Discussion included previous contracts for similar scope of work and the success rate from implementation. Utilizing someone local or the current DDA director vs. an outside agency may be beneficial, board member engagement in a goals workshop may vet out a priority action plan.

**MOTION** by Jorgenson, support by Kempf to reject RFP submissions and seek a proposal from Director Malzahn to provide a similar scope of work.

 All in Favor 5 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

**d. @150 POP Application – Collection Connection, LLC**

James and Merissa Beversdorf presented their application to use the Bancroft incubator space. They are currently operating as a home-based online auction house. The Bancroft site will allow for customer pickup/drop-off, merchandise displays and on-site auctions. Their proposed hours (10-2) could be expanded once additional employees are hired.

**MOTION** by Davis support by Jorgenson authorizing Director Malzahn to execute a 6-month lease commencing October 1, 2023 with Collection Connection.

All in Favor 5 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

**e. Director Malzahn Employment Review**

Review of the employment committee was made. Several members the hiring committee were not present at tonight’s meeting. Chair Bargen asked if any board members were interested in conducting a performance review for Malzahn since we are at the 6-month employment mark. Committee will consist of Mayor Joi Kempf, Chairman Bargen and

**NO BOARD ACTION TAKEN**

**11. DIRECTORS REPORT**

Malzahn presented her written report in the meeting packet for August 2023. Additional items discussed included the embankment area under the M-53 billboard maintenance performed by OutFront Media at the request of Malzahn. The final concept drawings of the Community Center Pavilion that were submitted with the grant application were provided to the board members. Malzahn asked if any board member was interested in passing out goodies on behalf of the DDA during the merchant trick or treating on October 21 from 11-1:00 pm.

**12. BOARD MEMBER COMMENTS**

None

**13. ADJOURNMENT**

**MOTION** by Davis, support by Robbins to adjourn the meeting at 6:50 pm

All in Favor 5 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

Next Regular DDA Board meeting date: Monday October 9, 2023, at 5:35 PM

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

 Christine Malzahn, DDA Executive Director

DDA APPROVED: October 9, 2023

CITY COMMISSION APPROVED: