**APPROVED 12/11/23**

**IMLAY CITY**

**DOWNTOWN DEVELOPMENT AUTHORITY**

Regular Meeting

**November 13, 2023**

**MEETING MINUTES**

A regular meeting of the Downtown Development Authority was held on Monday, October 9, 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** – Director Malzahn called the roll:

Present: Walter Bargen, Stu Davis, Steve Robbins, Justin Shattuck, Mayor Joi Kempf

Absent: unexcused - Kim Jorgensen, Kelly Villaneuva, Neil Docherty,

***Quorum Present***

1. **APPROVAL OF AGENDA**

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

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

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

Regular Meeting October 9 2023

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

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

1. **FINANCIAL REPORTS – October 2023**
2. DDA Expenditure Report - $12,283.55
3. Check Register Report - $16,924.25
4. Balance Sheet - $233,875.10

Director Malzahn presented the financials through October 31, 2023. Noting that budget amendments for the 1st qtr FY 2023-24 are on the agenda for tonight's meeting

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

Director Malzahn presented pricing options for DDA issued email addresses. She also expressed concerns over using personal emails in her professional correspondence with the board, specifically noting ones that do not go directly to a mailbox that is monitored solely by a board member. Discussion followed weighing the merits of archived addresses vs basic service. Mayor Kemp noted that she already has a city issued address and will not need one for the DDA.

**MOTION** by Shattuck, supported by Robbins to approve the basic mailbox service from civic clarity for up to 8 board members @ $36 per mailbox.

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

NAYS – none

MOTION CARRIED 5/0

**b. EV Charging Station Grant**

Director Malzahn presented the final grant application for board approval of the DDA’s Department of Transportation "Electric Vehicle Charging Station Reliability funding opportunity submission. The total amount requested in the grant is $16,446.56 and will require a DDA match of $3,191.78.

**MOTION** by Bargen supported by Robbins authorizing Director Malzahn to submit the application as presented on behalf of the DDA.

Roll Call: AYES – Davis, Robbins, Kempf, Bargen, Shattuck.

NAYS – none

MOTION CARRIED 5/0

**MOTION** by Davis support by Shattuck to accept the revised proposal from Fortecha Power, subject to grant funding approval, for the purchase and install of a new level 2 EV charging station in the amount of $3,289.31

Roll Call: AYES – Davis, Robbins, Kempf, Bargen, Shattuck.

NAYS – none

MOTION CARRIED 5/0

**c. WinterFest Event Updates**

Director Malzahn provided updates on the planning for WinterFest with Chris Bishop and Patti Biolchini. Notable items were the change in parade route due to concerns from the police, 10 businesses signed up for the kid’s activity areas, the billboard artwork has been installed and a website page for the event has been created. Director Malzahn also asked the Board for volunteers to help on event day.

**NO BOARD ACTION NEEDED**

**10. NEW BUSINESS**

**a. 1st Qtr Budget Amendments**

Director Malzahn presented budget amendments in the amount of $10,400. She reported that the DDA has received additional Local Community Stabilization Funds in the amount of $22,374.52. These funds will help offset the unbudgeted consulting fees incurred for the community center grant proposal.

**MOTION** by Davis, supported by Robbins to accept the 1st qtr Budget Amendments as presented.

Roll Call: AYES – Davis, Robbins, Kempf, Bargen, Shattuck.

NAYS – none

**MOTION CARRIED 5/0**

**b. Farm Market Year-End Report**

DDA Market Manager Patti Biolchini presented the data she collected for the 2023 season.

The market was a success seeing a growth in both vendors and shoppers. All required reporting documents have been submitted, and she informed the board that after much effort, the DDA has received $575 back from food assistance programs for the 2022 market season that failed to be submitted.

**MOTION** by Davis, supported by Robbins to accept the year-end market report as presented by Biolchini.

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

**c. 2024 Meeting and Event Dates**

Malzahn presented a proposed list of regular meeting dates, summer concert series dates, farmers market, 2 informational meeting dates for the 2024 calendar year.

**MOTION** by Bargen, supported by Kempf to accept the 2024 meeting dates and event calendar as presented.

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

**d. Second Annual Informational Meeting Date**

Malzahn presented a draft agenda for the required second informational meeting to be held in 2023. She is recommending that the meeting be held at 5:00 pm on the same date of the December regular meeting for December 11, 2023.

**MOTION** by Kempf, supported by Robbins to post a meeting notice for the 2nd Annual Informational Meeting to be held on December 11 @ 5:00 PM just prior to our regular meeting.

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

**c. Recreational Marijuana in Downtown Discussion**

Director Malzahn reported that she has been serving on the ad-hoc marijuana committee created by the city commission. The committee has been investigating the process needed and anticipated outcomes of approving recreational marijuana in the downtown area in advance of an independent ballot initiative that would result in the loss of local control. Malzahn is seeking input from the DDA so that she is representing the DDA board effectively at the ad-hoc meeting table. Overall, the board is not opposed to the city allowing rec mj and wants them to be proactive instead of reactive in their decision making.

**NO BOARD ACTION NEEDED**

**f. Third Street Boulevard Flag Purchase**

Director Malzahn presented an estimate from Better Buy Flag and reported to the board that the flag currently being flown at the Third Street and M53 entrance to downtown is showing some wear and needs to be replaced. Historically the DDA has paid for this item. Shattuck asked to make sure that the old one was properly disposed of.

**MOTION** by Davis, supported by Robbins to approve the purchase of a 20’30’ US nylon flag from Better Buy Flag in the amount of $1080.00

Roll Call: AYES – Davis, Robbins, Kempf, Bargen, Shattuck.

NAYS – none

**MOTION CARRIED 5/0**

**g. Facade Grant Application - Imlay City Eagles 170 S. Almont Avenue**

Debi Hopp, on behalf of the Imlay City Eagles, has submitted a facade grant request in the amount of $5,000. The work includes sign replacement, power washing and paint purchase for a do-it-yourself exterior update of their building. Board discussion included concerns over the application stipulations that 3 bids must be presented, noting that only one was submitted. The application may be for a sign OR facade indicated in a check one or the other area but not both on the same application. There is also no provision for do-it-yourself work because the application must include proof of insurance and contractor license information. Chair Bargen expressed concerns over painting at this time of year and its effectiveness. The board would encourage the Eagles to re-apply and adhere to the program rules.

**MOTION** by Bargen, supported by Kempf to approve the facade grant request of $5,000 for sign replacement, power washing and paint purchase.

Roll Call: AYES – none

NAYS – Davis, Robbins, Kempf, Bargen, Shattuck.

**MOTION FAILS 5/0**

**11. DIRECTORS REPORT**

Malzahn presented her written report in the meeting packet for November 2023. Additional items brought forward included the approval announcement of a $30,000 MEDC grant to be used for a master plan, capital improvement plan and a DDA visioning session. Copies of the parks and rec survey were passed out asking for the board to complete the survey and share with others to gain as much input as possible. Malzahn also reported that King and King will be presenting the city audit findings (DDA is part of that report) at the November 21st commission meeting. She will plan to attend on behalf of the DDA.

**12. MARKET MANAGER REPORT**

Patti explained that product and vendor availability was an issue in 2023 and that she would prefer to have a full active opening day market vs. a poor showing as reasons why July 11th was chosen for a start date of the 2024 market season.

**13. EXECUTIVE CLOSED SESSION**

Board Chair Bargen indicated that he had not yet received all of the performance reviews back from the other board members and asked Director Malzahn if she would agree to another postponement of her 6-month review. Malzahn noted her disappointment but agreed to the delay asking that any salary increase be made retroactively to the month of September.

**NO MOTION TO CONVENE EXECUTIVE SESSION WAS MADE**

**14. BOARD MEMBER COMMENTS**

None

**15. ADJOURNMENT**

**MOTION** by Davis, support by Robbins to adjourn the meeting at 6:58 pm

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

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

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

Christine Malzahn, DDA Executive Director

DDA APPROVED: 12/11/2023

CITY COMMISSION APPROVED: