**IMLAY CITY**

**DOWNTOWN DEVELOPMENT AUTHORITY**

Regular Meeting

**October 9, 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** – Executive Director Malzahn called the roll:

Present: Walter Bargen, Stu Davis, Kim Jorgensen, Kelly Villaneuva, Neil Docherty, Mayor Joi Kempf

Steve Robbins – arrived 6:04 pm

Absent: unexcused - Justin Shattuck

***Quorum Present***

1. **APPROVAL OF AGENDA**

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

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

1. **PUBLIC PARTICIPATION** – comments were heard from Mark Clarkson regarding his proposed 5k run to coincide with Art-In-The-Rough 2024.
2. **CORRESPONDENCE** - none
3. **APPROVAL OF MINUTES**

Regular Meeting September 11, 2023

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

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

1. **FINANCIAL REPORTS – September 2023**
2. DDA Expenditure Report - $25,876.08
3. Check Register Report - $18,841.72
4. Balance Sheet - $169,701.52

Director Malzahn presented the financials through September 31, 2023. Noting that budget amendments for the 1st qtr FY 2023-24 will be on the agenda for the November meeting

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 Jorgensen to table until next meeting.

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

Steve Robbins – arrived 6:04 pm

**b. EV Charging Station**

Director Malzahn presented two new proposals (Graybar and Fortecha Power) that included installation, since last month’s approved proposal did not include that scope of work. Al Landosky and Paul Skalny of Fortecha Power spoke on their proposal for equipment and install, along with details of a possible grant funding opportunity through the Department of Transportation. This NEVI Grant if funded would cover the equipment replacement cost at 100%.

**MOTION** by Davis, support by Villaneuva to rescind the approval to purchase a CT4000 model based on 2-user tandem charging capabilities in the amount of $9,134.41 made at the 9/11/2023 meeting.

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

**MOTION** by Davis, support by Jorgensen requesting Malzahn to apply for a NEVI Grant with equipment to replace the non-available EV charging equipment with assistance from the Fortecha Power group.

Roll Call: AYES – Davis, Jorgensen, Robbins, Docherty, Villaneuva, Kempf, Bargen

NAYS – none

**MOTION CARRIED 7/0**

**10. NEW BUSINESS**

1. **Façade Grant Application – 109 Almont Ave**

The DDA received a façade grant application for 109 Almont Avenue from Janet O’Donnell. The total project is estimated at $2650 for paint and repairs to the roof tiles. The applicant is requesting a reimbursement in the amount of $1,900.

**MOTION** by Davis, support by Kempf to approve the façade grant reimbursement request in the amount of $1,900

Roll Call: AYES – Davis, Kempf, Robbins, Docherty, Villaneuva, Jorgensen, Bargen

NAYS – none

**MOTION CARRIED 7/0**

**b. WinterFest 2023**

Director Malzahn presented a completed WinterFest special event permit and provided an update on the overall event planning with Chamber Director Chris Bishop. Preliminary details for the annual event will include a kringle market, horse-drawn wagon rides, breakfast with Santa, kids crafts, holiday pinata, warming stations, evening parade and tree lighting ceremony.

**MOTION** by Davis, support by Robbins to accept the WinterFest special event permit application as presented and submit to city commission for approval at their next meeting.

Roll Call: AYES – Davis, Jorgensen, Robbins, Docherty, Villaneuva, Kempf, Bargen,

NAYS – none

**MOTION CARRIED 7/0**

**c. Imlay City Façade Corporation**

DDA Director Malzahn provided documentation on the existence and status of the DDA owned Imlay City Façade Corporation (a domestic non-profit) formally incorporated in 1996. The IRS has notified the DDA that it is delinquent in its tax filings for the past 3-years. The oversight and management had been historically provided by the Lapeer Development Corporation. Malzahn informed the board that she is willing to assume the responsibility and management of the non-profit if the board so chooses, but would request additional compensation commensurate with the additional duties.

**MOTION** by Davis, support by Docherty to appoint Christine Malzahn as director of the Imlay City Façade Corp 501(c)3 non-profit.

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

**d. Imlay City Public Safety Millage**

Malzahn presented information on the proposed city ballot initiative seeking approval from the voters to establish a public safety millage. City Manager Horton has asked the DDA to officially opt-out of receiving revenues from the taxpayers for the 6-year period. Board discussion and recommendation from director Malzahn suggested a meeting be held with city administration to negotiate and understand DDA revenue sharing and other paid city value added services. Chair Bargen will request a meeting.

**NO BOARD ACTION TAKEN**

**11. DIRECTORS REPORT**

Malzahn presented her written report in the meeting packet for September 2023. Additional items discussed included the Michigan Arts Culture Council Mini Grant. Review comments were distributed and Malzahn informed the board that the grant submission was not awarded.

**12. MARKET MANAGER REPORT**

Farmers market report was submitted in board packet. Board member Villaveuva inquired about a performance review for Patti, Malzahn indicated that it was in process and that Patti would be present at next months meeting for a summary report for the 2023 market season.

**13. BOARD MEMBER COMMENTS**

None

**14. ADJOURNMENT**

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

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

Next Regular DDA Board meeting date: Monday November 13, 2023, at 5:35 PM

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

Christine Malzahn, DDA Executive Director

DDA APPROVED: November 13, 2023

CITY COMMISSION APPROVED: