**APPROVED 1/8/2024**

**IMLAY CITY**

**DOWNTOWN DEVELOPMENT AUTHORITY**

Regular Meeting

**December 11, 2023**

**MEETING MINUTES**

A regular meeting of the Downtown Development Authority was held on Monday, November 13, 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 5:22 pm

1. **PLEDGE OF ALLEGIANCE**
2. **ROLL CALL** – Director Malzahn called the roll:

 Present: Walter Bargen, Steve Robbins, Justin Shattuck, Mayor Joi Kempf, Kim Jorgensen, Kelly Villaneuva, Neil Docherty, Stu Davis (arrived 5:25),

 ***Quorum Present***

1. **APPROVAL OF AGENDA**

 **MOTION** by Docherty, supported by Villaneuva to approve the agenda as presented.

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

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

Regular Meeting November 13, 2023

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

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

1. **FINANCIAL REPORTS – November 2023**
2. DDA Expenditure Report - $22,799.25
3. Check Register Report - $21,541.13
4. Balance Sheet - $502,388.19

Director Malzahn presented the financials through November 31, 2023. She reported that the tax transfer from the city has been received in the amount of $263,334.41 with $66,536.44 still pending from Lapeer County. These receipts will result in an additional $39,000 in unanticipated revenue for this fiscal year.

Stu Davis (arrived 5:25)

1. **OLD BUSINESS**

**WinterFest Event Wrap-Up**

Director Malzahn presented a spread sheet of expenses and revenues for the WinterFest event held jointly by the DDA and the Chamber of Commerce. The event saw record attendance and the market vendors reported record sales at the Kringle Market. Chris Bishop thanked the board for its support of this joint community event and she appreciated working alongside Malzahn and Biolchini. Bishop noted several complaints she received about a single parade entrant from the Christmas Haunted House, characters dressed as demonic Christmas characters were scaring the kids and not appropriate, she has addressed this with the business owner and apologies were received. Overall, the event was a huge success and generated a $975 profit after expenses due to our generous sponsors. Those funds will be used at next years event, as there are plans to expand our activities.

**NO BOARD ACTION NEEDED**

**10. NEW BUSINESS**

* 1. **2023 Audit Report**

 Director Malzahn presented the audit summary sheet as provided by King and King Accountants at the November 21st city commission meeting. The DDA portion of the annual city audit was performed by King & King and all activities were found in good standing.

**NO BOARD ACTION NEEDED**

* 1. **Billboard Sponsorship IC Fire Department**

 Fire Chief Keith Klobucar has asked the DDA to waive the fee for a artwork change on the M53 billboard for the FD now hiring campaign. He reported that he is extremely short staffed and needs to recruit new paid-on call firefighters asap.

**MOTION** by Davis, supported by Shattuck to waive the $415 fee and use the space when available to promote the FD whenever possible.

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

 NAYS – none

 **MOTION CARRIED 8/0**

* 1. **Façade Grant Application – 325 Cedar Street Grooming By Erika**

**MOTION** by Villaneuva, supported by Davis to allow Kelly Villanueva to abstain from voting on this matter since she is the building owner.

 All in Favor 8 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

 The board reviewed the façade grant application submitted by Erika Winningham to help cover the costs for new signage as she transitions her new business at that location.

**MOTION** by Davis, supported by Jorgensen to approve the faced grant funding request in the amount of $690.50 for signage at 325 N. Cedar Street.

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

 NAYS – none

 ABSTAIN - Villaneuva

 **MOTION CARRIED - 7 Ayes / Nays 0 / 1 Abstain**

* 1. **\*ADDED AGENDA ITEM - Façade Grant Application – 325 Cedar Street Grooming By Miranda**

 Due to the timing of contractors Villaneuva requested that a special meeting be called to review the application that was not submitted in time to be included in the board packet or meeting agenda. Chair Bargen will allow the late addition to the agenda due to the holiday schedule.

**MOTION** by Villaneuva, supported by Davis to allow Kelly Villanueva to abstain from voting on this matter since she is the building owner.

 All in Favor 8 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

 Malzahn passed out application packets of the grant application submitted by Miranda Snipes. The application was received by the city hall staff at 3:00 pm on Monday December 11th. She reported that she did not have time to review any of the information but was able to make copies if the board wanted to review the submission.

**MOTION** by Davis, supported by Kempf, to approve the façade grant request of $400 for new signage at 325 Cedar Street pending approval of submitted documents by Director Malzahn.

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

 NAYS – none

 ABSTAIN - Villaneuva

 **MOTION CARRIED - 7 Ayes / Nays 0 / 1 Abstain**

**11. DIRECTORS REPORT**

Malzahn presented her written report in the meeting packet for December 2023. Additional items brought forward included an update to former 150 Bancroft tenant on the outstanding utility bill and security deposit. Marla Beale communicated to Malzahn that she appreciated the extension to her lease and would forgo the balance of her security deposit after the outstanding invoice was paid and wishes the DDA to use those funds to pay-it-forward. Malzahn also urged the board to get the their new ICDDA emails up and running, she provided additional instruction sheets.

**13. EXECUTIVE CLOSED SESSION**

**MOTION** by Shattuck, supported by Robbins enter in to closed session for the purpose of employee review @ 5:53pm.

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

 NAYS – none

**MOTION CARRIED 8/0**

**MOTION** by Robbins, supported by Davis enter back in to regular session @ 6:45 pm.

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

 NAYS – none

**MOTION CARRIED 8/0**

**MOTION** by Docherty, supported by Robbins to approve the compensation package as negotiated in closed session for Director Malzahn retroactive to her 6-month anniversary date.

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

 NAYS – none

**MOTION CARRIED 8/0**

**14. BOARD MEMBER COMMENTS**

Shattuck wished everyone happy holidays and thanked Mayor Kempf for appointing him as he serves another year of his term.

**15. ADJOURNMENT**

**MOTION** by Shattuck, support by Robbins to adjourn the meeting at 6:53 pm

All in Favor 8 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

Next Regular DDA Board meeting date: Monday January 11, 2024, at 5:35 PM

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

 Christine Malzahn, DDA Executive Director

DDA APPROVED: JANUARY 8, 2024

CITY COMMISSION APPROVED: