

**IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY**

Special Meeting
February 5, 2024
MEETING MINUTES

A special meeting of the Downtown Development Authority was held on Monday, February 5, 2024, at Imlay City Hall, 150 North Main Street, Imlay City MI 48444.

1. CALL TO ORDER

Vice Chair Villaneuva called the meeting to order at 5:35 pm

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL – Director Malzahn called the roll:

Present: Steve Robbins, Justin Shattuck, Kelly Villaneuva, Stu Davis, Kim Jorgensen, Neil Docherty

Absent: Walter Bergen (excused), Mayor Joi Kempf

Quorum Present

4. APPROVAL OF AGENDA

MOTION by Davis, supported by Shattuck to approve the agenda with two additions: 10f Biolchini Resignation Letter; 10g Imlay City SEED Website

All in Favor 6 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

5. PUBLIC PARTICIPATION – none

6. CORRESPONDENCE - none

7. APPROVAL OF MINUTES

a. Regular Meeting January 8, 2024

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

All in Favor 6 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

8. FINANCIAL REPORTS – January 2024

a. DDA Expenditure Report – revenues \$16.00; expenditures \$18,779.87

b. Check Register Report - \$12,074.82

c. Balance Sheet - \$450,874.07

Director Malzahn presented the financials through January 31, 2024. She reported that all GL's are trending normal except payroll expenses.

9. OLD BUSINESS –

a. **CIP Project List**

Director Malzahn presented a list of proposed CIP projects and other items that she wished to get direction on from the board. The Board reviewed the list and provided the following action:

Remaining FY 2023-2024 Proposed Goals Projects / Expenditures:

- EV Charging Station - \$3,290 / \$13,157 grant – **(Grant approved – project will be completed by spring 2024)**

- LED Sign Replacement \$26,000 (**Costs have increased – waiting on 2 additional bids**)
- Bike Racks / Community Information Signs \$15,000 (**Design renderings and pricing will be presented to the DDA in March**)
- Outdoor Camera System – (Lamb Steele Park) \$2,000 (**On hold until coordinated with PD**)
- Downtown Banners \$6,000 (**Board approved initial Trivia Banner project at \$1,500**)
- Lamb Steele Park Christmas Tree Replacement \$2,500 (**waiting for spring pricing from Dan Weingartz – will proceed**)

FY 2024-2025 Proposed Goals Projects / Expenditures

- Billboard \$16,000 (**Discussion on location, not visible to traffic. Villaneuva noted it was a good idea in the beginning, but may not be useful any longer, Board can use the money to repair the LED sign instead**)

MOTION by Docherty, supported by Davis, supported by Robbins to not renew the lease in August 2024 for the current billboard location.

All in Favor 6 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

- Administrative Transfer \$35,000 (**The Board wants to know what services the DDA receives for this fee**)

MOTION by Jorgensen, supported by Davis to form a subcommittee to negotiate with city administration on the transfer amount going forward. Committee members include Jorgensen, Robbins, Bargaen, Shattuck.

All in Favor 6 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

- WinterFest \$2,000 (**Increase budget to \$4,000 – work on date with Chamber, second weekend in 2024 would make the event date Dec 14th – this is too close to the holiday, but may conflict with other surrounding community events**)
- Streetscape \$40,000 / \$20,000 grants (**Board recommended reducing this budget for next fiscal year – find ways to reduce this annual cost**)
- Rotary Park \$10,000 (**The Board will help with maintenance but not at this level, wants a proposal from Rotary on what improvements they want to make**)
- Restriping \$2,000 (**Include this item in the budget for next year – coordinate with DPW**)
- Property Acquisition \$200,000 - \$500,000 (**The Board wants to make this a priority and work with the Imlay City Façade Corp to remediate vacant and blighted buildings**).

MOTION by Davis, supported by Robbins to sell Bancroft property and use proceeds as seed money for property acquisition.

All in Favor 6 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

- Pocket Parks \$30,000 (**Director will issue the RFP and report back for development costs**)

- Lamb Steele Park Improvements \$50,000 / \$450,000 grants (**still waiting for award announcement from LEO on the Community Center Grant submission made by the DDA last September**)
- Open Access Network \$5,000 + \$350 monthly (**Director Malzahn recommends holding this for now until it can be coordinated with the PD**)

10. NEW BUSINESS

a. Landscape Architect RFP

The Board reviewed the RFP that Director Malzahn created for Landscape Architect Consultant Services. Malzahn noted that requirements on most grant applications sought, to help fund the costs of developing the pocket park areas downtown, will require a site plan and cost estimates. The RFP will be posted on our DDA website, published in the newspaper, and placed on BidNet with the goal of obtaining multiple responses. The Board would also like to see if GreenScape Solutions (the current streetscape maintenance provider) can submit a proposal.

MOTION by Davis, supported by Docherty to post the request for Landscape Architect Services as presented.
All in Favor 6 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

b. Summer Concert Date Change

Director Malzahn noted that the event calendar previously approved included July 2nd as a summer concert date. That date has presented challenges in contracting performers and is requesting a change to the schedule.

MOTION by Jorgensen, supported by Shattuck to change the July 2nd concert date to August 20th due to the holiday week.
All in Favor 6 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

c. Spring/Summer Trivia Banners

Director Malzahn presented four concept renderings of her proposed trivia banner display. The design includes four different color combinations with the same design scheme. She would like to create a total of 30 new banners for downtown each with a different trivia fun fact provided by the Historical Museum. The banners will cost \$48 each and will be installed on the downtown lamp posts mid-spring.

MOTION by Robbins, supported by Shattuck to approve the purchase and installation of 30 new trivia banners at a total cost of \$1,500.00.

Roll Call: AYES – Robbins, Shattuck, Davis, Docherty, Jorgensen, Villanueva
NAYS – none

MOTION CARRIED 6/0

d. DDA Bylaw Review

Director Malzahn presented revised bylaws along with a list of the specific changes compared to the bylaw document approved last April. The Board would like more time to review those changes.

MOTION by Shattuck, supported by Docherty to table the bylaw review until next month.
All in Favor 6 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

e. Snow Removal Ordinance

The DDA Board held a lengthy debate about the proposed snow removal ordinance. There is concern about enforcement without a courtesy warning notice. The 10-hour window will be an excessive burden on business owners who do not live locally. There were also concerns about the language prohibiting the placing of snow in the street for the DPW to then haul away. The

Board is recommending changes to the language and then requests the city commission adopt the revised ordinance. Language changes include:

1. 18-24 hours for compliance
2. Remove the line “are prohibited from shoveling, pushing or blowing snow from sidewalks into a public street” unless we can include language for where the snow may be placed.
3. Add in: annual notice must be provided in writing to all addresses of the requirements.

MOTION by Shattuck, supported by Davis to send the proposed snow ordinance with changes to City Commission.

All in Favor 6 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

f. Market Manager Resignation Letter

The Board received a copy of Ms. Biolchini’s letter of resignation, citing her desire to move on to other ventures. She thanked Director Malzahn and the Board for the opportunity to work on behalf of the DDA and grow the Imlay City Farmers Market last season.

MOTION by Davis, supported by Jorgensen to accept, with regrets, the resignation of Patti Biolchini effective immediately, and to post the employment opportunity.

All in Favor 6 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

g. SEED Website

Director Malzahn presented an invoice for \$400 from Accu Net for website hosting and domain name renewal that is due on 2/13/2024. Board member Shattuck had earlier reviewed the website content and offered to the Board that it was outdated. The SEED oversight committee no longer meets and there is no desire on behalf of the DDA to resume efforts.

MOTION by Shattuck, supported by Robbins to not renew the domain name and website hosting by AccuNet effective February 12, 2024.

All in Favor 6 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

11. DIRECTORS REPORT

Malzahn presented her written report in the meeting packet for February 2024. She also provided a picture of the outdoor lighted candy cane that was part of the order placed with Bronners for the new holiday décor. The order also included a 4’ star for the top of the Christmas tree, red c7 lamps that will be switched out on the old snowflakes to update the lighting on those that will still be used, and new multi-color led strands that will be added to the lamp posts with the garland to add more color to the overall décor. She spent just under \$7,000 on the order.

14. BOARD MEMBER COMMENTS – Vice Chair Villaneuva inquired about Heavenly Treats new business in town.

15. ADJOURNMENT

MOTION by Davis, supported by Shattuck to adjourn the meeting at 7:34 pm

All in Favor 6 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

Next Special DDA Board meeting date: Monday, March 11, 2024, at 5:35 PM

Respectfully submitted by: _____
Christine Malzahn, DDA Executive Director

DDA APPROVED: March 11, 2024

CITY COMMISSION APPROVED: