

**IMLAY CITY  
DOWNTOWN DEVELOPMENT AUTHORITY**

Regular Meeting  
**March 11, 2024**  
**MEETING MINUTES**

A regular meeting of the Downtown Development Authority was held on Monday, March 11, 2024, at Imlay City Hall, 150 North Main Street, Imlay City MI 48444.

**1. CALL TO ORDER**

Chair Walt Bargen 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, Stu Davis, Kim Jorgensen, Neil Docherty, Walter Bargen, Mayor Joi Kempf

Absent: None

***Quorum Present***

**4. APPROVAL OF AGENDA**

**MOTION** by Davis, supported by Shattuck to approve the agenda with two additions: 9b. Committee To Negotiate Revenue Sharing with City; 10i Villaneuva Resignation Letter  
All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

**5. PUBLIC PARTICIPATION** – none

**6. CORRESPONDENCE** - none

**7. APPROVAL OF MINUTES**

a. Special Meeting February 5, 2024

**MOTION** by Davis, supported by Jorgensen to approve the minutes as presented.  
All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

**8. FINANCIAL REPORTS – February 2024**

a. DDA Expenditure Report – expenditures \$9,443.44

b. Check Register Report - \$3,452.76

c. Balance Sheet - \$442,630.63

Director Malzahn presented the financials through February 29, 2024. She reported that all GL's are trending normal except street lighting electricity due to an increase in the utility rate. Malzahn pointed out numerous administrative transfers listed in the expenditure report for the DDA fund for items that were not directly purchased by her. These charges should be negotiated and asked why they are not included in the \$35,000 administrative transfer that the DDA includes in its annual budget.

**9. OLD BUSINESS –**

a. **DDA Bylaw Updates**

Director Malzahn presented updates to the DDA bylaws. Updates are being recommended to

help the DDA version be consistent with other boards and commissions. Clarifications were also made to the procedures section of the document.

**MOTION** by Davis, supported by Robbins, supported by Robbins to update and adopt the DDA Bylaws with the detailed changes per meeting discussion.

Roll Call: AYES – Davis, Robbins, Shattuck, Docherty, Jorgensen, Borgen

NAYS – Kempf

**MOTION CARRIED 6/1**

**b. Committee to Negotiate Revenue Sharing Understanding with City**

Chair Borgen, who was absent when the negotiating sub-committee was formed, requested to add the mayor to the membership. Director Malzahn pointed out that 5 persons would present a quorum and that meetings would need to be published and open to the public. Committee members include Jorgensen, Robbins, Shattuck, and Chair Borgen.

**NO BOARD ACTION TAKEN**

**10. NEW BUSINESS**

**a. Lapeer EMS Special Millage - Russ Adams**

Lapeer County EMS director Russ Adams addressed the Board. Adams provided a history of the department and the authority that was created and under which the LC EMS operates today, on which the city of Imlay City has a seat. He went on to explain that ballot initiatives must include language listing all municipalities that would receive funds if the voters approved the millage. He expressed concerns over possible no votes if the City of Imlay City were to capture funds, and thanked the Board for previously opting out of former approved millages.

Director Malzahn reminded the Board that the DDA receives no revenue from the Lapeer County EMS, but pays for lighting and landscaping around their facility and that the DDA's job is to increase economic vitality so that taxing authorities see a growth in revenues annually. Because the DDA is currently opting out of the existing EMS millage, until 2026, a reduction in revenue for 2023 was calculated at \$16,333. She suggested that the DDA Board may want to consider opting in and entering into a revenue-sharing agreement instead. Thus, creating a more transparent financial picture and record-keeping system. Malzahn also noted that the City of Lapeer TIF district now captures all millages.

**MOTION** by Davis, to opt-out of the proposed Lapeer County EMS special millage through the year 2030.

**MOTION FAILS FOR LACK OF SUPPORT**

**MOTION** by Kempf, supported by Davis to opt-out of the proposed Lapeer County EMS special millage through the year 2026.

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

**c. Funding Request: Chamber SummerFest Billboard**

Chamber Director Chris Bishop addressed the Board, requesting that the DDA sponsor in-kind the billboard on M-53 to allow for advertising of their SummerFest event August 9<sup>th</sup> and 10<sup>th</sup>.

Bishop noted that in return the DDA would receive advertising on all of the event marketing materials and social media.

**MOTION** by Jorgensen, supported by Davis to approve the in-kind sponsorship to the Imlay City Chamber of Commerce for advertising space on the DDA Billboard during the period of July 14<sup>th</sup>-August 10<sup>th</sup> for their SummerFest Event.

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

NAYS –none

**MOTION CARRIED 7/0**

**d. DDA August 6th Concert / SummerFest Concert**

Director Malzahn recapped a conversation with Chamber Director Bishop about the busy second week of August due to the DDA concert, farmers market, SummerFest setup and 2-day event all being planned. Bishop noted that she was still looking to hire a performer for the main stage on the 10<sup>th</sup>. Malzahn is recommending that the contracted DDA artist (3<sup>rd</sup> Degree Burns) for the Tuesday concert be moved to Saturday and that the DDA be listed as a sponsor for the free community event.

**MOTION** by Robbins, supported by Jorgensen to move the DDA August 6<sup>th</sup> Summer Concert to Saturday, August 10<sup>th</sup> as a sponsor to the Chamber SummerFest event.  
All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

**e. DDA Billboard Contract / Sponsors**

Director Malzahn presented options for the Board to consider for other OutFront Media billboard locations since the Board voted previously to end the lease for the M-53 location. She also reported that she has been approached by IC businesses outside of the TIF District that would like to advertise on the space occasionally. She asked the Board to consider the options for the full contract price instead for the discounted DDA member rate. Board discussion indicated that the DDA no longer felt the billboard was useful.

**NO BOARD ACTION TAKEN**

**f. CN Lease Depot Drive**

The DDA Board

**MOTION** by Davis, supported by Docherty to accept financial liability for the lease but ask the city to execute the document and assume the general liability as outlined in the agreement.  
All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

**F. EMC Sign Replacement**

A total of four bids were presented to the Board for replacement equipment on the non-functioning Electronic Messaging Center sign located in front of the police department. Director Malzahn clarified that the equipment proposed in the lowest bid had an open cabinet and would be subject to climate conditions vs the closed cabinet on the Electromatic equipment proposed by Metro Sign.

**MOTION** by Davis, supported by Jorgensen to approve to purchase and install a new EMC sign from Metro Signs in the amount of \$18,200.00.

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

NAYS – none

**MOTION CARRIED 7/0**

**g. 150 Bancroft Property Sale**

The Board reviewed the Listing Broker Agreement drafted by Brandon Rowley, licensed realtor with Realty Executives, for the listing of 150 Bancroft. The agreement suggests a list price of \$149,900 with an agent fee of 5.5%. The Board would like to proceed with the listing but negotiate the fees down to 5%.

**MOTION** by Davis, supported by Docherty to authorize Director Malzahn to execute the Listing Agreement at a 5% agent fee.

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

NAYS – none

**MOTION CARRIED 7/0**

**h. FY 2024-2025 Budget Review**

Director Malzahn presented a draft balanced FY2024-2025 budget for review by the Board. A detailed summary of Malzahn's recommendations was read. Davis questioned why the Rotary Membership was paid by the DDA as part of the dues and memberships. Malzahn noted that the Rotary partners with the DDA on a variety of projects.

**MOTION** by Davis, supported by Docherty to approve the FY 2024-2025 Budget as presented and send it to City Commission for incorporation into the city-wide budget.

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

**MOTION CARRIED 7/0**

**g. Villaneuva Letter of Resignation**

The DDA Board received notice that DDA Vice Chair and long-standing board member was stepping down from her DDA duties effective immediately. The Board thanked her for her years of dedicated service and wished her well.

**MOTION** by Davis, supported by Robbins to accept, with regret, the letter of resignation as submitted by Kelly Villaneuva.

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

**11. DIRECTORS REPORT**

Malzahn presented her written report in the meeting packet for March 2024. She also revealed 4 final color samples of the new Spring Trivia Banners soon to be installed downtown and was thrilled to inform the Board that the grant submitted on the board's behalf to Consumers Energy for their "Put your Community on the Map" opportunity has been selected as one of the top 10 finalists. IC DDA has been invited to pitch the "I AM Imlay City" civic pride art project idea to a panel of judges on April 29<sup>th</sup> in Thompsonville at the CEDM conference.

**12. CLOSED SESSION – PROPERTY ACQUISITION**

**MOTION** by Shattuck, supported by Davis to enter into closed session at 6:55 pm  
All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

**MOTION** by Shattuck, supported by Davis to enter back into regular session at 7:13 pm  
All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

**14. BOARD MEMBER COMMENTS – none**

**15. ADJOURNMENT**

**MOTION** by Davis, supported by Shattuck to adjourn the meeting at 7:15 pm  
All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

Next Regular DDA Board meeting date: Monday, April 8, 2024, at 5:35 PM

Respectfully submitted by: \_\_\_\_\_  
Christine Malzahn, DDA Executive Director

DDA APPROVED: 4/8/2024  
CITY COMMISSION APPROVED: