

**IMLAY CITY  
DOWNTOWN DEVELOPMENT AUTHORITY**

Regular Meeting  
**June 10, 2024**  
**MEETING MINUTES**

A regular meeting of the Downtown Development Authority was held on Monday, June 10, 2024, at Imlay City Hall, 150 North Main Street, Imlay City MI 48444.

**1. CALL TO ORDER**

Chair Walt Bargaen called the meeting to order at 5:35 pm

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL** – Director Malzahn called the roll:

Present Stu Davis, Kim Jorgensen, Steve Robbins, Justin Shattuck, Mayor Kempf, Walter Bargaen,

Absent: Neil Docherty (excused)

***Quorum Present***

**4. CORRESPONDENCE** – none

**5. SPECIAL PRESENTATION** – City Master Plan Update by Caitlyn Habben, Wade Trim Community Planner

Caitlyn Habben was present to share the following information:

- General Description of DDA Area and surrounding area
- Summary of the First Impressions Tourism (FIT) Report from 2017
- Results of the Community Survey, specific to the DDA Area

She proceeded to ask Board members and the public present at the meeting to participate in a Strengths, Weaknesses, Opportunities, Threats exercise and break into groups to discuss problems and solutions. One of the goals of this discussion was to help brainstorm improvements to help with the vision of what we would like for the entire downtown development authority. This data will be included in Section 4 of the City's new master plan.

**6. COMMITTEE REPORTS**

**City Services Negotiating Committee** – Chair Bargaen provided an update on a scheduled meeting date for Thursday, June 13<sup>th</sup> @ 3:00 pm

**7. CONSENT AGENDA**

**MOTION** by Davis, supported by Docherty to approve the consent agenda items including:

Meeting Agenda; Regular Meeting Minutes May 13, 2024; Financial Reports through May 30, 2024.

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

**8. PUBLIC PARTICIPATION** – none

**9. OLD BUSINESS**

**A. Real Estate Listing – 150 Bancroft**

Brandon Rowley of Realty Executives was present to recap the activity on the Bancroft property listing. Rowley recommends to the Board that they consider reducing the price to be more aligned with other recent sales in our area.

**MOTION** by Kempf, supported by Robbins to reduce the listing price to \$139,900.

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

NAYS – none  
**MOTION CARRIED 6/0**

## 10. NEW BUSINESS

### A. 131 N. Almont Façade Grant Application

Greg Antonelli submitted a Façade Grant Application to the DDA office on May 20th. He was present to discuss building exterior maintenance needs. Chair Bargaen noted that only one contractor quote was submitted with the application and Director Malzahn noted that the façade grant rules mandate at least two bids be submitted. Antonelli reported several other verbal bids he has received.

**MOTION** by Davis, supported by Robbins to approve the Façade Grant Application for the matching amount requested \$4,225.00 (if that is the preferred vendor) pending submittal to DDA of a 2<sup>nd</sup> written bid.

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

NAYS – none

**MOTION CARRIED 6/0**

### B. 4<sup>th</sup> Qtr Budget Amendments

Year-end budget amendments are needed to close out FY 2023-24 showing a positive fund balance. Budget to actual report shows 118.06% for revenues and 90.84% in expenditures resulting in a positive addition to the ending fund balance. This is mostly due to the additional grant funding the DDA received this fiscal year.

**MOTION** by Davis, supported Shattuck to approve the 4<sup>th</sup> qtr. budget amendments as presented for department 248.

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

NAYS – none

**MOTION CARRIED 6/0**

### C. Director Salary

Director Malzahn offered to participate in an annual review if desired by the Board, she noted that her 1st anniversary date was March 2024. Malzahn requested that the Board consider at least a 5% cost of living increase be approved for the upcoming fiscal year as budgeted. Recent labor negotiations for several city bargaining units, including the office staff, have indicated a 5% COL which will be in effect July 1st.

Director Malzahn is also requesting that the Board award the FY 2023-24 budgeted \$1,000 bonus for the current fiscal year, noting that her job performance has yielded over \$80,000 in grant monies already this year.

**MOTION** by Davis, supported by Jorgensen to approve a salary bonus of \$1,000 as budgeted for Director Malzahn.

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

NAYS – none

**MOTION CARRIED 6/0**

**MOTION** by Kempf, supported by Davis to approve a cost-of-living wage increase in the amount of 5% for the Directors' salary.

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

NAYS – none

**MOTION CARRIED 6/0**

**D. 2024 Bi-Annual Informational Meeting Date**

Per the Tax Increment Financing Act 57 of 2018, DDA Authorities must hold two “informational meetings” per calendar year. Informational meetings are meetings for the purpose of informing the public of the goal and direction of the authority, including projects to be undertaken in the coming year. They are not for the purpose of voting on policy, budgets or other operational matters. The Imlay City DDA by-laws mandate that the required meetings will be held in July and December. The Board discussed quorum concerns due to the proximity of the federal holiday, noting that at least two members would not be able to attend.

**MOTION** by Davis, supported by Kempf to give notice and schedule the required July informational meeting for July 8, 2024 at 5:00 pm.

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

**E. City Master Plan (if needed)**

No Board Action or Discussion

**11. DIRECTORS REPORT**

Malzahn presented her written report in the meeting packet for June 2024. In addition, Malzahn reported:

- 1<sup>st</sup> summer concert is set for June 18<sup>th</sup> w/ice cream treats for attendees.
- Choice One Bank will be sponsoring their Ice Cream Social on July 30<sup>th</sup> (Malzahn will work to purchase ice cream novelties).
- City Commission approved the ROW lease with CN Rail for the Depot Drive area. DDA will now be responsible for the annual payments
- DDA hosted a working lunch with the Lapeer DDA’s and Friends. Special guest, Jen Swift – Regional Director for Senator Peters office was present.
- Malzahn still needs participants for the I AM Imlay City project.
- DDA Intern Ruby Hernandez was introduced to the Board and highlights of her work so far were noted.

**12. CLOSED SESSION** - for the purposes of property purchase consideration

**MOTION** by Davis, support by Kempf to enter into closed session at 7:10 pm

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

**RE-ENTER REGULAR SESSION AT 7:20 PM**

**No Board Action Taken**

**13. PUBLIC PARTICIPATION** – none

**14. BOARD MEMBER COMMENTS** – none

**15. ADJOURNMENT**

**MOTION** by Davis, supported by Robbins to adjourn the meeting at 7:25 pm

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

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

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

DDA APPROVED: 7/8/2024

CITY COMMISSION APPROVED: