

**IMLAY CITY  
DOWNTOWN DEVELOPMENT AUTHORITY**

Regular Meeting

**July 22, 2024**

**SPECIAL MEETING MINUTES**

A regular meeting of the Downtown Development Authority was held on Monday, July 22, 2024, at Imlay City Hall, 150 North Main Street, Imlay City MI 48444.

**1. CALL TO ORDER**

Chair Walt Barga 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, Justin Shattuck, Walter Barga, Steve Robbins (arrived 5:48 pm)

Absent: Neil Docherty, Mayor Joi Kempf

**Quorum Present**

**4. AGENDA APPROVAL**

**MOTION** by Davis, supported by Shattuck to approve the agenda as presented.

All in Favor 4 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

**5. PUBLIC PARTICIPATION** – none

**6. OLD BUSINESS**

**A. Wayfinding Signage Repairs**

Director Malzahn presented findings on the contract with Valley Signs regarding proprietary rights on repairs. She reported that there are no restrictions, however after the DPW Supervisor inspected two sign locations he noted that heavy equipment will be needed for removal, and the DPW will not be able to assist with the project. Malzahn also reported that the type of vinyl used in the original project could not be removed effectively enough to allow for the re-usage of the aluminum panels.

**MOTION** by Davis to approve the replacement of the 5 deteriorated signs in the amount of \$16,057 by Valley Signs.

**MOTIONS FAILS DUE TO LACK OF SUPPORT**

Director Malzahn will issue an RFP for the work needed to repair/replace the existing signage.

**7. NEW BUSINESS**

**A. Farmers Market / DDA Events Coordinator**

Director Malzahn presented Chris Bishop as a replacement for the Farm Market Manager and DDA Events Coordinator.

**MOTION** by Davis, supported by Jorgensen to approve the employment of Chris Bishop as the new market manager/events coordinator at a rate of \$17 hr, up to 20 hours per week.

Roll Call: AYES – Davis, Jorgensen, Robbins, Shattuck, Barga

NAYS – none

**MOTION CARRIED 5/0**

**B. Fire Hall Improvements / Acquisition**

Director Malzahn reported that the pending purchase of the fire hall will not move forward. The City Commission agrees that the farmers market should continue in that location for the season and possible future uses that benefit the city should be investigated further. The property needs routine maintenance and updates to make it a more enjoyable experience for all. She will work to bring estimates for power-washing and painting the interior, along with some repairs to the concrete flooring.

**ACTION** to form a sub-committee to negotiate with the city to acquire the fire hall property consisting of Jorgensen, Robbins, and Docherty.

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

**11. DIRECTORS REPORT**

Malzahn reported that she has had the irrigation meter shut-off for now and is looking for the sprinkler system plans from the 2004 Streetscape project when it was installed. Current contractor Aqua Turf indicated that the high usage may be due to a leak. Still, he is unable to locate the valve box to isolate the leak unless he excavates the entire area.

**13. PUBLIC PARTICIPATION** – Mike Vermeesch asked where he could find the environmental reports for city-owned parcels.

**14. BOARD MEMBER COMMENTS** – none

**15. ADJOURNMENT**

**MOTION** by Shattuck, supported by Davis to adjourn the meeting at 6:10 pm

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

Next Regular DDA Board meeting date: Monday, August 12, 2024, at 5:35 PM

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

Christine Malzahn, DDA Executive Director

DDA APPROVED: 08/12/24

CITY COMMISSION APPROVED: