

**IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY**

Special Meeting
November 4, 2024
MEETING MINUTES

A regular meeting of the Downtown Development Authority was held on Monday, November 4, 2024, at Imlay City Fire Hall, 571 E. Borland, Imlay City MI 48444.

1. CALL TO ORDER

Chair Walt Barga called the meeting to order at 5:33 pm

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL – Director Malzahn called the roll.

Present: Kim Jorgensen, Stu Davis, Jessica Montoya, Justin Shattuck, John Genord, Steve Robbins, Mayor Joi Kempf, Chairman Walter Barga

Absent: Neil Docherty (excused), Barbara Yockey (arrived 5:41 pm)

Also Present: Chris Bishop, Sam Moore

Quorum Present

4. CONSENT AGENDA

MOTION by Davis, supported by Shattuck to approve the consent agenda items as presented. Consent agenda items include:

Meeting agenda with additions; regular meeting minutes October 14, 2024

FINANCIAL REPORTS – through October 31, 2024; DDA Expenditure Report, Check Register Report

Director Malzahn reported that tax revenue was received for \$70,624.56 and MI Community Stabilization funds were received of \$18,333.53, which is less than anticipated in our budget.

Balance Sheet; City Allocated Expense Report

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

5. CORRESPONDENCE – none

6. SPECIAL PRESENTATION – none

7. COMMITTEE REPORTS

338 Third Street Negotiating Committee – Item will be discussed during closed session

8. PUBLIC PARTICIPATION - none

9. UNFINISHED BUSINESS –

A. City/DDA Revenue Sharing MOU / City Services Negotiating Committee Recommendation

The Board reviewed a Memorandum of Understanding, drafted by city manager Horton detailing the results from meetings the negotiating committee held with city management. Terms of the MOU include an annual administrative transfer of 15% of the total DDA annual city tax capture to help offset city-borne costs associated with the downtown area. The revenue sharing will include services utilized by the DDA for city staff (bookkeeper, clerk/treasurer, etc) plus office space. Furthermore, the DDA agrees to continue to pay the monthly utility charges to operate the street lighting in the downtown area (but not those on municipal-owned properties), monthly usage fees for office equipment, insurance coverage on all DDA assets, and for lawn care maintenance of the grass in the downtown area parks/depot drive.

Under this new MOU the DDA will now capture monthly interest income on its fund balance and will look to reduce utility costs by converting the downtown lights to LED.

MOTION by Davis, supported by Robbins to approve the Revenue Sharing Agreement as presented, pending confirmation on interest payments from the city treasurer.
All in Favor 9/ Nays 0 - **MOTION CARRIED UNANIMOUSLY**

B. 2024 Farmers Market Final Report

Market Manager Chris Bishop presented her completed reporting documents with state agencies for the 2024 market season. Detailed reports for sales and attendance were provided to the Board. Discussion was held for potential changes to next season's market (times, number of weeks, location etc)

NO BOARD ACTION NEEDED

10. NEW BUSINESS

A. Façade Grant Application

Director Malzahn recommended the following amendments be made to the Façade Grant Application to better align the grant program to the mission of the DDA. Add the following point to the guidelines:

- The property where the work is to be done **MUST** be occupied and open to the public with regular business operating hours.

Add the following point under the ineligible projects list:

- Projects considered routine maintenance (cleaning, power washing, trash removal etc.)

MOTION by Davis, supported by Jorgensen to amend the Façade Grant Application as presented.

All in Favor 9/ Nays 0 - **MOTION CARRIED UNANIMOUSLY**

B. 2025 Regular Meeting and Event Dates

Director Malzahn presented a list of proposed meeting, concert and informational meeting dates. In accordance with the open meetings act the meetings must be published annually and easily available to the public. Malzahn will post on the DDA website and publish in the TCT newspaper.

MOTION by Davis, supported by Yockey to approve and publish the 2025 calendar dates for meetings and events as presented and to cancel the November 18, 2024 regular meeting due to lack of agenda items.

All in Favor 9/ Nays 0 - **MOTION CARRIED UNANIMOUSLY**

C. Annual Audit Report

The DDA is required by law to have an annual audit completed by an independent professional. Per the city-awarded contract, King & King Accounting performs this billable service for the DDA as part of the City of Imlay City annual audit. Director Malzahn provided DDA-related results to the Board. The full audit report will be presented to the City Commission at their November 19th meeting.

The DDA was invoiced and paid \$817.37 to King and King this fiscal year.

NO BOARD ACTION NEEDED

CLOSED SESSION - for the purposes of property acquisition

MOTION by Davis supported by Robbins to enter closed session at 5:59 pm

All in Favor 9/ Nays 0 - **MOTION CARRIED UNANIMOUSLY**

RE-ENTER REGULAR SESSION AT 6:09 PM

MOTION by Davis, supported by Robbins for support of the offer to purchase the three city-owned parcels by the IC Holdings Corporation.

Roll Call: AYES – Davis, Robbins, Jorgensen, Montoya, Genord, Bargaen

NAYS –Shattuck, Yockey, Kempf

MOTION CARRIED 6/3

11. DIRECTORS REPORT

Malzahn provided her written report in the meeting packet for November 2024. At the meeting Malzahn also reported that she ordered more c7 lamps for the holiday decorations because the DPW in preparations noted a shortage. She also reported a new business was coming to 151 E. Third Street, and that the owner had reached

out to her. Malzahn drafted a MOU for the sharing of the Fire Hall space for the Kringle Market based on an understanding reached at the city commission meeting with lease tenant J&J Liquidators.

12. PUBLIC PARTICIPATION – none

13. BOARD MEMBER COMMENTS – none

14. ADJOURNMENT

MOTION by Davis, supported by Shattuck to adjourn the meeting at 6:20 pm

All in Favor 9 Ayes/Nays 0

MOTION CARRIED 5/0

Next Regular DDA Board meeting date: Monday, December 9, 2024, at 5:35 PM

Respectfully submitted by: _____

Christine Malzahn, DDA Executive Director

DDA APPROVED: 12/9/2024

CITY COMMISSION APPROVED: