

**IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY**

Regular Meeting
March 13, 2023

MEETING MINUTES

A regular meeting of the Downtown Development Authority was held on Monday March 13, 2023 at the Imlay City Hall, 150 North Main Street, Imlay City MI 48444.

1. CALL TO ORDER

Chairman Barga called the meeting to order at 5:35 pm

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL – Interim DDA Director Walker called the roll:

Present: Walter Barga, Kim Jorgensen, Kelly Villanueva, Justin Shattuck, Ray Krakowski

Absent: Mayor Joi Kempf, Stu Davis

Also Present: Dana Walker, Interim DDA Director, Christine Malzahn, Incoming DDA Director

4. APPROVAL OF AGENDA

MOTION by Shattuck, support by Krakowski to approve the agenda with the addition of New Business item 9g. FARMERS MARKET

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

5. PUBLIC PARTICIPATION – none present

6. APPROVAL OF MINUTES

Regular Meeting February 13, 2023, Special Meeting February 28, 2023

MOTION by Krakowski, support by Shattuck to approve the minutes as presented

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

7. FINANCIAL REPORTS – February 2023

a. DDA Expenditure Report

b. Balance Sheet

c. Check Register Report

Walker reviewed the DDA financials as presented.

8. OLD BUSINESS

a. **Director of the City DDA update**

Walker provided an update on the hiring of new DDA Director Malzahn, reported that Malzahn was present for a few hours today to review and prepare for tonight's meeting. Malzahn will report for full-time work schedule on Monday March 20th.

NO BOARD ACTION TAKEN

b. Façade Grant 234 E. Third Street update

Walker reported having received insurance documentation for the installation of new windows at the property, Board discussed whether a licensed contractor was a requirement for approval of the façade grant per Board policy.

MOTION by Shattuck, support by Krakowski to approve the Façade Grant Request with Insurance documentation as guarantee of liability.

Roll Call: AYES - Shattuck, Krakowski, Bargaen, Jorgensen, Villanueva. NAYS – none

MOTION CARRIES UNANIMOUSLY

c. Update of 3 parcels (Old DPW, Old Fire, Old Sign Shop)

1.) Proposal by Preservation Forward in regard to Old Sign Shop

Walker presented an update on City business regarding the Old Sign Shop as it relates to the RFP the LD has created. Walker reported the poor conditions evident upon entering the premises and the Lapeer Development Corporation the building will need significant rehab to be usable. Upon Walker's request, Preservation Forward submitted a proposal for services to have Jessica Flores prepare a report on rehab possibilities with approximate cost calculations along with possible grant funding options. Walker recommended that the Board approve the scope of work included in the proposal as a plan B option for the property pending the results of the RFP if a purchase agreement could not be reached with the City.

MOTION by Villanueva, to approve the expenditure of \$2625.00 for the scope of work included in the proposal.

MOTION FAILS DUE TO LACK OF SUPPORT

9. NEW BUSINESS

a. 2023 Streetscape contract and bid process

Board discussed the scope of work done last year in resolving previous issues of over-mulching. Walker reminded the Board that there was no contract for the work performed in 2022 and no formal bid process was executed. Per Board policy, Walker recommended that a 2023 Streetscape RFP be issued for the upcoming season.

MOTION by Villanueva, support by Jorgenson requesting that the DDA Director issue an updated Streetscape RFP.

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

b. 2023 Tree Lighting Contract bid process

Walker noted to the Board that 2022 Holiday Lighting Contract expired in February 2023 without an option to extend the agreement. Per Board policy, Walker recommended that a 2023 Holiday Lighting RFP be issued for the upcoming season(s).

MOTION by Shattuck, support by Villanueva requesting that the DDA Director issue an updated Tree Lighting RFP.

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

c. 2023 Irrigation Contract extension to Aqua Turf

Walker noted the option to extend the current vendor contract with Aqua Turf for 2023 season and that no bid process would be necessary, unless the Board wanted to entertain other options.

MOTION by Krakowski, support by Villanueva to extend the current contract an additional year to Aqua Turf.

Roll Call: AYES - Shattuck, Krakowski, Bargaen, Jorgensen, Villanueva. NAYS – none

MOTION CARRIES UNANIMOUSLY

d. DDA proposed budget FY 2023-2024

Walker presented a balanced draft budget which includes total estimated revenues of \$324,500 (\$290,000 in TIF tax capture and the balance from Lapeer County, rents and events). Total appropriations are in the amount of \$324,500, which includes an increase in salaries (\$44,000) and benefits (\$22,000) to the new director. The Board reviewed other proposed changes and discussed use of PY Fund Balance.

MOTION by Krakowski, support by Villanueva to approve the FY 2023-2024 Budget as presented with minor changes requested by Clerk Sawicki. DDA Director to submit it for review to City Council at their budget workshop on March 20, 2023.

Roll Call: AYES - Shattuck, Krakowski, Bargaen, Jorgensen, Villanueva. NAYS – none

MOTION CARRIES UNANIMOUSLY

e. Suggested 2023-24 DDA projects and review of Development Plan

Walker led discussion based on the current TIF plan. The plan includes an extensive list of public improvements, promotions/marketing, business recruitment and retention, as well as real estate. Walker encouraged the Board to meet at a work session to refine the list and prioritize some of the items so that progress can be measured at a six-month review of the new Director. Other proposed development plan ideas included use of PY fund balance as a budget amendment for Streetscape, since that time is currently over-budget, light replacement long M-53, landscaping on M-53 under the railroad crossing, repave/strip parking areas on Third and Almont Ave, Depot Drive resurfacing, removal of existing brick pavers along Third Avenue with stamped concrete replacement, additional streetscape improvements, work with PD to prohibit Jake braking by large trucks along M-53.

NO BOARD ACTION TAKEN

f. Example of Work Plan/Committee Goals

Walker presented a MainStreet organization model that has been adopted by Ortonville for Board consideration. This approach uses four pillars to help categorizes and prioritize goals. She recommends that the Board work with the new Director using this model.

NO BOARD ACTION TAKEN

g. Farmers Market

Walker presented a job description for a Farmer’s Market Manager & Promotions Assistant. Scope of work to include assisting the DDA Director in managing the weekly market and creating marketing/promotional materials. The proposed position will be up to 18 hours per week during the months of June, July, August with additional seasonal work from May-October.

MOTION by Shattuck, support by Jorgensen to publish the employment opportunity up to \$14 per hour.

Roll Call: AYES - Shattuck, Krakowski, Bargaen, Jorgensen, Villanueva. NAYS – none

MOTION CARRIES UNANIMOUSLY

10. INTERIM DIRECTORS REPORT

Walker presented her report for March 2023. Highlights include the search for the new DDA Director, submitting the FY 23-24 budget, attending the open house for Hannan House and hosting the ribbon cutting, worked on filling remaining billboard spots, worked with LDC and EGLE with the 3 City parcels, reviewed Imlay City’s Redevelopment Ready Community Status, City’s Master Plan and Zoning Ordinances, communication with Preservation Forward, met with landscape company from 2022 to discuss future Streetscape projects, reviewed 20223 Concert Series, budget and talent lineup.

11. BOARD MEMBER COMMENTS

Board member Shuttuck discussed his research on Placemaking, he would like to see this Board work in this direction. Also mentioned was a new possible candidate to fill one of two vacancies on the Board.

12. ADJOURNMENT

MOTION by Krakowski, support by Jorgenson to adjourn the meeting at 7:15pm

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

Next Regular DDA Board meeting date: Monday April 10, 2023, at 5:35 PM

Respectfully submitted by: _____
Christine Malzahn, DDA Executive Director

APPROVED: 4/10/23

CITY COMMISSION APPROVED: