APPROVED 7/10/2023

**IMLAY CITY**

**DOWNTOWN DEVELOPMENT AUTHORITY**

Regular Meeting

**June 12, 2023**

**MEETING MINUTES**

A regular meeting of the Downtown Development Authority was held on Monday June 8, 2023, at the Imlay City Hall, 150 North Main Street, Imlay City MI 48444.

1. **CALL TO ORDER**

Chairman Bargen called the meeting to order at 5:32 pm

1. **PLEDGE OF ALLEGIANCE**
2. **ROLL CALL** – Executive DDA Director Malzahn called the roll:

Present: Walter Bargen, Kim Jorgensen, Stu Davis, Kelly Villanueva, Ray Krakowski, Justin Shattuck, Neil Docherty

Absent: Steve Robbins (excused), Mayor Joi Kemp (excused), Patti Biolchini (excused)

Also present: Christine Malzahn, Executive DDA Director

1. **APPROVAL OF AGENDA**

**MOTION** by Davis, support by Jorgensen to approve the agenda with the addition of two items – 19i Sound System, 10j. Citizen Planner Education Opportunity.

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

1. **PUBLIC PARTICIPATION** – none
2. **CORRESPONDENCE** - none
3. **APPROVAL OF MINUTES**

Regular Meeting May 8, 2023

**MOTION** by Davis, support by Shattuck to approve the minutes as presented.

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

1. **FINANCIAL REPORTS – May 2023**

a. DDA Expenditure Report

b. Balance Sheet

c. Check Register Report

Director Malzahn presented the financials through May 31, 2023. Fund balance is $274,748.31 check register expenditures for May total $12,615.42. Malzahn also reported that the DDA has rents due for the billboard in the amount of $1800 and noted on this month’s check register report that the Grand Trunk Railway lease for the crossing on Almont Ave has increased by $271 putting that line item over budget for FY 23 as it was budgeted for $1000. Next years budget was also approved for $1000 and will not cover the increase.

1. **OLD BUSINESS**

**NONE**

**10. NEW BUSINESS**

**a. CN Lease Agreement**

Director Malzahn reported that the proposed lease in the board packet was forwarded to her by City Manager Horton, citing that it was for ROW access to Depot Drive and the municipal lot surrounding the viewing platform. Malzahn was able to locate in the City archives the original leases and a listing of all the areas that the proposed lease covers (from Vlasic to the Grainery). Based on that list from 1942 the majority of infrastructure installed in the ROW appears to be outside the DDA boundaries and therefore not the responsibility of the DDA to assume the liability and enter into the 5-year agreement as requested by Grand Trunk Western Railway.

**MOTION** by Davis, support by Villanueva to table until further research can be done by City Manager Horton to determine if this lease is only for property in the DDA District.

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

**b. Public Improvement Purchases**

Director Malzahn presented proposals from three vendors for additional trash receptacles needed in the CBD. They include: NW Corner of Third and Almont, NW Corner of Fourth and Almont, pocket park by Botanas and the farmer’s market. One additional replacement is needed for the container currently at King & King due to deterioration. Discussion was held regarding the need to match the existing style or slowly replacing the other deteriorating containers with new recycled plastic models with a 50-year warranty at a cheaper price point.

**MOTION** by Shattuck, support by Villanueva to approve the purchase of 5 black – 32 gallon recycled plastic trash receptacles w/ rain bonnet lid in the amount of $817.70 each plus shipping from Barco.

Roll Call: AYES – Shattuck, Villanueva, Bargen, Krakowski, Docherty, Jorgensen, Davis

NAYS – none

**MOTION CARRIED 7/0**

Director Malzahn also presented options for several pet waste disposal systems, noting three areas of need including: Rotary Park, Lamb Steele Park and Fourth/Almont area. Lengthy discussion was held over install locations and whether a trash receptacle on the bag unit was needed for disposal, as well as the reminder that this would be an on-going maintenance item to ensure that bags were restocked regularly.

**MOTION** by Jorgensen, support by Krakowski to approve the purchase of 2 Pet Waste disposal systems including signage in the amount of $388.85 each + shipping

Roll Call: AYES – Jorgensen, Krakowski, Bargen, Docherty

NAYS – Villanueva, Shattuck, Davis,

**MOTION CARRIED 4/3**

Board materials also included some designs for bike racks as there are currently no other options for bikers to secure their bikes while dining or shopping other than the lamppost or benches. Director Malzahn reported that she is working with several metal works companies to present pricing on custom designs to be installed as a dual-purpose art piece/bike rack rather than purchasing the stock metal tube varieties. This item was tabled until pricing could be brought back.

**c. 150 Bancroft Lease Agreement**

Malzahn presented the current lease agreement with Marla Beale which expires on July 31, 2023 and informed the board that Ms. Beale is continuing her search for a new permanent location but has been unsuccessful so far. Discussion was held and noted that tenants in the past had their leases extended into a month-to-month agreement with rents due ranging from $250-$500 per month. Shattuck noted that current sq. ft rents in the CBD average $12 sq .ft. Malzahn stated that she has received no inquires of interest from any other party to occupy that space.

**MOTION** by Krakowski, support by Davis to authorize director Malzahn to execute a month-to-month agreement for up to 6 months at a rate of $400 per month.

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

**d. Art-In-The-Rough Event Date Discussion**

This annual event is typically held in September each year. Data from the 2022 expense report showed cost to the DDA at $5353.60 with revenues of $455.30. Discussion was held regarding lack of attendance, weather issues with a fall date and questions of whether or not the community supports arts and cultural events like this. Malzahn indicated that if the event was to be held again in 2023, she would need a date selected in order to begin planning and would need board member assistance with planning.

**MOTION** by Krakowski, support by Villanueva to cancel the 2023 event and re-envision a new version of Art-In-The-Rough to be held in 2024.

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

**e. Bi-Annual Information 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. Director Malzahn suggested this meeting take place prior to the regular monthly meeting and that no more than 30 minutes would be necessary to issue the report of activities

**MOTION** by Shattuck, support by Krakowski to give notice and schedule the required July informational meeting for July 10, 2023 at 5:00 pm.

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

**f. Goals & Objectives Workshop Meeting Date**

Director Malzahn presented excerpts from the DDA TIF plan with status notes on items listed on the specific tasks indicated. It has been discussed at previous meetings and requested from Malzahn for the Board to provide direction and set a priority list for its use of TIF funds. An information sheet from Giffels and Webster for their NextSteps community assessment program was included in the Board packet as a possible resource to assist the board in identifying target areas.

**NO board action taken** for meeting date, but requested Malzahn to make inquiries with GW on a presentation

**g. DDA Board Member Community Engagement**

Discussion centered around the upcoming concert in the park series and attendance by individual board members at specific dates to engage stakeholders. Malzahn suggested that magnetic name badges may help assist with name/face recognition when at public events. The Board agreed that the name badges are a good idea and to proceed.

**NO VOTE TAKEN**

**h. DDA Freezer Purchase**

Discussion focused on the DDA Concert on June 27th at which Choice One Bank will be generously sponsoring an ice cream social event. Director Malzahn reported that bank manager Amy Brunk requested some sort of freezer be obtained to alleviate the melting that has occurred at past events with just using coolers. Malzahn offered a solution with the purchase of a plug-in freezer to be stored at the village hall and also used by the pool staff for their concession offerings throughout the summer season.

**MOTION** by Shattuck, support by Davis to approve the purchase of a 7.0 cu ft. freezer in the amount of $344.99 from Amazon as presented.

Roll Call: AYES – Shattuck, Davis, Villanueva, Bargen, Krakowski, Docherty, Jorgensen

NAYS – none

**MOTION CARRIED 7/0**

**i. DDA Sound System Purchase**

Board member Davis requested the DDA consider purchasing a portable sound system that could be utilized for DDA and/or civic events where a need for amplification is necessary. Malzahn added that it would be nice to have equipment to introduce recorded music at events like the farm market or ribbon cuttings. Board members expressed concerns over liability/ care of the equipment if lent out to non DDA events and whether or not if was a proper function of the DDA.

**MOTION** by Davis, support by Shattuck to explore other price options for purchase and/or rental

Roll Call: AYES – Shattuck, Davis

NAYS – Villanueva, Bargen, Krakowski, Docherty, Jorgensen

**MOTION FAILS 5/2**

**j. Citizen Planner Educational Opportunity**

Office staff shared an educational opportunity offered by the MSU Extension at its Citizen Planner Course. The course is a 6-week series held on Wednesday evenings from 6-9 pm. The City has indicated that some or all of the costs for the classes could be covered. Interested parties will need to pre-register if able to attend all of the dates.

**NO board action taken for attendee enrollment, but if members were interested to let office staff know so that they could be registered ASAP.**

1. **DIRECTORS REPORT**

Malzahn presented her written report for June 2023. Additional items included the status of a new Hometown Hero Banner in production and receipt of one additional previously made banner. Those will be installed as soon as it is printed. Malzahn thanked the board for her attendance at the Michigan Downtown Association Summer Workshop held in Alpena. It was a very beneficial networking and education opportunity and she was excited to begin implementing some successful strategies used in other communities. She also noted that she would be attending the next Planning Commission meeting in hopes to engage them in the Redevelopment Ready process so that they could begin updating required documents. Acknowledgment of the new lavender plants in the bed areas along depot drive by Indigo Farms was also reported.

Included in the packet was the June Farm Market Report from Patti Boilchini, Market Manager

1. **BOARD MEMBER COMMENTS**
2. **ADJOURNMENT**

**MOTION** by Bargen, support by Davis to adjourn the meeting at 7:08 pm

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

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

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

Christine Malzahn, DDA Executive Director

APPROVED: July 10, 2023

CITY COMMISSION APPROVED: