

**IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY**

Regular Meeting
January 8, 2024
MEETING MINUTES

A regular meeting of the Downtown Development Authority was held on Monday, January 8, 2024, at 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** – Director Malzahn called the roll:
Present: Walter Barga, Steve Robbins, Justin Shattuck, Mayor Joi Kempf, Stu Davis (noted he must excuse himself at 6pm for a prior commitment)
Kelly Villaneuva (excused), Kim Jorgensen (unexcused), Neil Docherty (unexcused)
Quorum Present
4. **APPROVAL OF AGENDA**
MOTION by Davis, supported by Robbins to approve the agenda as presented.
All in Favor 5 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**
5. **PUBLIC PARTICIPATION** – none
6. **CORRESPONDENCE** - received
7. **APPROVAL OF MINUTES**
 - a. Informational Meeting December 11, 2023
MOTION by Davis, supported by Shattuck to approve the minutes as presented.
All in Favor 5 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**
 - b. Regular Meeting December 11, 2023
MOTION by Davis, supported by Kempf to approve the minutes as presented.
All in Favor 5 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**
 - c. Closed Meeting December 11, 2023
MOTION by Davis, supported by Shattuck to approve the minutes as presented.
All in Favor 5 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**
8. **FINANCIAL REPORTS – December 2023**
 - a. DDA Expenditure Report – revenues \$4655.00 expenditures \$25181.28
 - b. Check Register Report - \$13,763.75
 - c. Balance Sheet - \$469,467.06

Director Malzahn presented the financials through December 31, 2023. She reported grant money has been received from MACC for the summer concert series.
9. **OLD BUSINESS - None**

10. NEW BUSINESS

a. Holiday Lighting Decoration Purchase

Annually the DDA requests the DPW to install winter decorations on the lampposts along Third Street and Almont Avenue. DPW Supervisor Ed Priehs has reported that the snowflakes, which are approximately 20 years old are at end-of-line on the wiring and they need to be replaced. There are total of 30 and Director Malzahn is suggesting replacements of 10 each year over the next three years, noting that the bulb brightness will not be the same when comparing old bulbs with new ones or changing up the design to include more color, since the current décor theme is difficult to separate street lamp from holiday décor.

MOTION by Davis to purchase 10 snowflakes and 10 wreaths.

MOTION FAILS FOR LACK OF SUPPORT

MOTION by Davis to purchase 15 snowflakes in the amount of \$18,000.

MOTION FAILS FOR LACK OF SUPPORT

MOTION by Davis, supported by Robbins to have director Malzahn choose the new décor in an amount not to exceed \$9,000.

Roll Call: AYES – Davis, Robbins, Kempf, Bargaen.

NAYS – Shattuck

MOTION CARRIED 4/1

b. Façade Grant Application – 151 Third Street

A Façade/Sign Grant Application for 151 E. Third Street was submitted to the DDA office on December 27, 2023 for work estimated at \$3800.00. Gayle Coulter is requesting a reimbursement in the amount of \$1900.00 for glass and awning replacement.

MOTION by Davis, supported by Kempf to approve the grant application for awning and window work in a reimbursement amount of \$1900, pending documentation of permits for contractor work.

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

NAYS – none

MOTION CARRIED 5/0

Stu Davis left the meeting @ 6:00 pm

c. Capital Improvement Plan Project Discussion

Director Malzahn presented a list of proposed projects, seeking input and prioritization from the board. She reported that the DDA has an audited fund balance of \$261,364, with additional funds available in the current budget from: Misc. \$2,000; Art-In-Rough \$6,000; Capital Outlay \$5,900; Unanticipated Revenue \$30,900. The CIP projects list from department heads has a submission deadline of Jan 12th to Wade-Trim for review. Malzahn's list included:

FY 2023-2024 Proposed Goals Projects / Expenditures:

- EV Charging Station - \$3,290 / \$13,157 grant
- LED Sign on M53 Replacement \$10,000
- Bike Racks / Community Information Signs \$15,000
- Outdoor Camera System – (Lamb Steele Park) \$2,000
- Downtown Banners \$6,000
- Lamb Steele Park Christmas Tree Replacement \$2,500

FY 2024-2025 or future years proposed Goals Projects / Expenditures

- WinterFest \$2,000 - *Do we want to expand this event (2024 date Dec 14th)*
- Streetscape \$40,000 / \$20,000 grants - *Reduced costs from prior year – fewer annual plants. Grants for new trees – water feature?*
- Rotary Park Improvements \$10,000 - *additional grants from the IC Rotary Club, Four County Foundation, Lapeer County Community Foundation*

- Restriping municipal parking lots and on-street parking areas \$2,000 - *DPW to pay contractor – DDA picks up cost of materials*
- Property Acquisition \$200,000 - \$500,000 – *must remediate blighted buildings and use a recruitment tool*
- Pocket Parks (one on Third Street, two on Almont Avenue) \$30,000 - *Still working with DTE for infrastructure costs – need electrician and site plans developed*
- Lamb Steele Park Improvements \$50,000 / \$450,000 grants - *Community Pavilion / public restrooms, playscape*
- Open Access Network \$5,000 + \$350 monthly- *LCISD to install additional fiber cable – will need provider to access to any user Could use City’s broadband in Lamb Steele & Famer’s Market areas but need firewall and password management to limit users – good option for Farmers Market vendors*
- Social District Creation (*would need liquor license holders to apply*)

Additional revenue for projects could be generated by eliminating the billboard rental \$16,000, selling the Bancroft building \$190,000. Negotiating the annual administrative transfer to the city general fund \$35,000.

NO BOARD ACTION TAKEN – NO QUORUM

d. February Meeting Schedule

Director Malzahn reported that she has a conflict for the regular DDA board meeting scheduled for February 12th. Patti Biolchini is prepared to take meeting minutes and Malzahn will prepare meeting packets and agenda in advance of her absence. The Board reviewed their calendars and agrees to move the February meeting to the 5th. The Board will also hold an Imlay City Façade Corp meeting immediately following the adjournment of the DDA meeting. The Board was also informed by Malzahn that the Planning Commission will host a consortium meeting for the purpose of the new Master Plan creation on February 20th @ 6:00 pm all are encouraged to attend and provide input to that master plan process.

11. DIRECTORS REPORT

Malzahn presented her written report in the meeting packet for January 2024.

14. BOARD MEMBER COMMENTS - None were heard

15. ADJOURNMENT

MOTION by Shattuck, support by Robbins to adjourn the meeting at 6:50 pm
All in Favor 8 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

Next Special DDA Board meeting date: Monday February 5, 2024, at 5:35 PM

Respectfully submitted by: _____
Christine Malzahn, DDA Executive Director

DDA APPROVED: 2/5/2024
CITY COMMISSION APPROVED: