

**IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY**

Regular Meeting
April 8, 2024
MEETING MINUTES

A regular meeting of the Downtown Development Authority was held on Monday, April 8, 2024, at Imlay City Hall, 150 North Main Street, Imlay City MI 48444.

1. **CALL TO ORDER**
Chair Walt Bargaen called the meeting to order at 5:35 pm
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL** – Director Malzahn called the roll:
Present: Justin Shattuck, Stu Davis, Kim Jorgensen, Neil Docherty, Walter Bargaen, Mayor Joi Kempf
Absent: Steve Robbins (arrived 5:40)
Quorum Present
4. **CORRESPONDENCE** - none
5. **SPECIAL PRESENTATION** – Director Malzahn and Justin Shattuck presented the “I AM Imlay City” Consumers Energy grant pitch to the board in advance of the competition pitch being presented at the CEDM Conference on April 29th.
6. **COMMITTEE REPORTS**
City Services Negotiating Committee – Chair Bargaen provided an update that no meetings have been scheduled as of yet due to the lack of availability of city administration.
7. **CONSENT AGENDA**
MOTION by Davis, supported by Shattuck to approve the consent agenda items including: Meeting Agenda; Regular Meeting Minutes March 11, 2024; Closed Session Minutes March 11, 2024; Financial Reports through March 30, 2024.
All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**
8. **PUBLIC PARTICIPATION** – none
9. **OLD BUSINESS** – none
10. **NEW BUSINESS**
 - A. **Hispanic Services Funding Request**
The Board reviewed a funding request submitted by the Hispanic Services Center. Center Director Lourdes Emke was present to answer Board questions. The event will be held on May 4, 2024 in the same location as last year. DDA funds will be used for event advertising.
MOTION by Davis, supported by Kempf to approve the funding request for advertising the Hispanic Services Center Cinco DeMayo 2024 event in an amount of \$1,000.00
Roll Call: AYES – Davis, Kempf, Robbins, Shattuck, Docherty, Jorgensen, Bargaen
NAYS – none

MOTION CARRIED 7/0

B. Millage Capture Determination

Director Malzahn requested clarification of Board action regarding all current and future Lapeer County Special Voted Millages. Previous board minutes documenting opt-out status, opt-out status with gift back notations, and current opt-out requests by Lapeer EMS and the Lapeer County Commissioners for their proposed 2024 Veterans Services millage have differing positions. Director Malzahn recommended that the DDA Board consider options and best practices moving forward for all current and future ballot proposals and how those dollars directly impact the city of Imlay City and the DDA area taxpayers. Malzahn noted that the Lapeer Main Street now captures all special voted millages. Board members asked for clarification on the monetary amount for each item and reviewed a spreadsheet with the calculations. Davis expressed concerns about how DDA capture would be perceived. Malzahn recommended that the DDA capture all monies and enter into revenue-sharing agreements with local agencies to gift back the funds in a show of support annually.

Lapeer County EMS

MOTION by Kempf, supported Docherty to confirm opt-out status through 2026 for Lapeer County EMS.

Roll Call: AYES – Kempf, Docherty, Davis, Robbins, Shattuck, Jorgensen, Borgen

NAYS – none

MOTION CARRIED 7/0

Lapeer County Senior Services

MOTION by Jorgensen, supported by Robbins to capture Senior Services Millage and enter into a revenue sharing agreement to gift back tax capture to Imlay City Senior Center beginning winter tax bill 2024.

Roll Call: AYES – Jorgensen, Robbins, Davis, Shattuck, Docherty, Kempf, Borgen

NAYS – none

MOTION CARRIED 7/0

Lapeer County Public Safety

MOTION by Robbins, supported by Docherty to capture Lapeer County Public Safety millage and enter into a revenue sharing agreement to gift back tax capture to Imlay City Public Safety departments beginning winter tax bill 2024.

Roll Call: AYES – Robbins, Docherty, Davis, Shattuck, Jorgensen, Kempf, Borgen

NAYS – none

MOTION CARRIED 7/0

Lapeer County Veterans

MOTION to amend the original motion by Davis to NOT CAPTURE funding from Veterans Services due to possible negative impact to DDA.

Roll Call: AYES – Davis, Robbins, Shattuck, Docherty, Jorgensen, Kempf, Borgen

NAYS – none

MOTION CARRIED 7/0

AMENDED MOTION by Jorgensen, supported by Kempf to hereby resolve that we intend to "capture" funds from the extra voted countywide millage that will be on the August 2024 primary election ballot; authorizing Christine Malzahn to sign the Acknowledgment/Letter of Capture Intent and return to the Lapeer County Board of Commissioners; and enter into a revenue sharing agreement to gift back tax capture to Imlay City VFW Post 2492 if voter-approved.

Roll Call: AYES – Jorgensen, Kempf, Robbins, Shattuck, Docherty, Borgen

NAYS – Davis
MOTION CARRIED 6/1

All future Lapeer County Special Voted Millages

No Board action was taken on the request to confirm all future Lapeer County special-voted ballot initiatives.

C. Summer Intern Position

Director Malzahn presented a funding opportunity from the Four County Community Foundation's Return to Earn paid summer intern program. Ruby Hernandez, one of the Farm Market manager applicants, was not offered the position due to her school obligations, however, Malzahn is recommending that she be hired to assist with marketing, promotions, and website updates geared toward improving DDA communications with our Hispanic residents.

MOTION by Davis, supported by Robbins to hire Ruby Hernandez as a summer intern at a rate of \$10.00 per hour, 20 hours per week for 14 weeks, co-funded by the Four County Community Foundation at \$2,000 for marketing, promotions, and communication assistance.

Roll Call: AYES – Davis, Robbins, Jorgensen, Shattuck, Docherty, Kempf, Borgen
NAYS – none

MOTION CARRIED 7/0

D. Landscape Architect Request for Proposal Results

The Board reviewed RFP submissions from 4 firms: Johnson Hill Land Ethics - \$17,460; PEA Group - \$86,000; Grissim Metz Associates - \$31,400; Fishbeck - \$121,500. Jorgensen asked for the locations of the firms, noting she would prefer to use a firm that has previously worked with the city or located nearby. Comparisons were discussed. Malzahn noted that the open master-plan survey currently being circulated, would hopefully provide input from responders for what residents would like to see in those locations. She noted that it may be advantageous to pause the project and wait until the survey closes to move the project forward.

MOTION by Jorgensen, supported by Docherty to reject all Landscape Architect proposals submitted in response to the RFP.

Roll Call: AYES – Jorgensen, Docherty, Davis, Robbins, Shattuck, Kempf, Borgen
NAYS – none

MOTION CARRIED 7/0

MOTION by Davis, supported by Jorgensen to approve an amount not to exceed \$17,000 for landscape concept plans from a firm TBD by Director Malzahn.

Roll Call: AYES – Davis, Jorgensen, Robbins, Shattuck, Docherty, Kempf, Borgen
NAYS – none

MOTION CARRIED 7/0

E. Board Member Vice Chair Election

Chair Borgen reported that he had previously spoken with Docherty about assuming the vice-chair position. Docherty is willing to assume the duties since the seat was vacated by Villaneuva.

MOTION by Jorgensen, supported by Robbins to nominate Neil Docherty to serve as DDA vice chair effective immediately.

Roll Call: AYES – Jorgensen, Robbins, Davis, Kempf, Shattuck, Docherty, Borgen
NAYS – none

MOTION CARRIED 7/0

F. Board Member Appointments

The current Board membership consists of 7 members with 2 vacancies created by recent resignations. Discussion was held on how to fill the open seats. Director Malzahn offered to post a help-wanted ad on Facebook and the DDA website.

NO BOARD ACTION TAKEN

G. Farm Market Manager / DDA Promotions Candidate

Director Malzahn reported that she has received 4 applications and interviewed 3 candidates. Christina Maupin was present, introduced herself and offered to answer questions from the Board.

MOTION by Davis, supported by Kempf to accept the recommendation to hire Christina Maupin as the Farm Market Manager/DDA Promotions Asst at a rate of \$16 per hour.

Roll Call: AYES – Davis, Kempf, Robbins, Shattuck, Docherty, Jorgensen, Borgen

NAYS – none

MOTION CARRIED 7/0

H. Pine Tree Replacement

The Board reviewed estimates from Schutz’s Tree Farm and Weingartz Tree to remove a diseased pine tree and replace it with a 14’ concolor fir. The estimates also include watering for a 6-month period 2x per week. Director Malzahn reported that she would be attending the Parks and Rec meeting to ask for their support and possible funding assistance with the project.

MOTION by Davis, supported by Kempf to approve the removal of existing pine located near the gazebo and installation of new 16’ Concolor Pine at a price not to exceed \$3,100.

Roll Call: AYES – Davis, Kempf, Robbins, Shattuck, Docherty, Jorgensen, Borgen

NAYS – none

MOTION CARRIED 7/0

I. Re-Development Proposal RFP Results

The DDA Board reviewed a business proposal that was received as a result of the RPF for the 3 city-owned parcels. Only one submission was received, and Director Malzahn was requesting authorization to draft a letter of support and present it to the city commission at their next meeting. Mayor Kempf said it probably was not needed and that the city commissioners already would know that the DDA is eager to have an economic boost from redeveloping that area. Davis suggested that the DDA board NOT support one single proposal, and encourage more developers to look at the opportunity.

NO BOARD ACTION TAKEN

11. DIRECTORS REPORT

Malzahn presented her written report in the meeting packet for April 2024. She also reported that the 150 Bancroft property listing is live, and a grant submission was completed for the bike rack/informational message centers and submitted to Four County Community Foundation requesting \$8,000.

12. PUBLIC PARTICIPATION – none

13. BOARD MEMBER COMMENTS – none

14. ADJOURNMENT

MOTION by Davis, supported by Robbins to adjourn the meeting at 7:00 pm
All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

Next Regular DDA Board meeting date: Monday, May 13, 2024, at 5:35 PM

Respectfully submitted by: _____
Christine Malzahn, DDA Executive Director

DDA APPROVED: 05/13/2024
CITY COMMISSION APPROVED: