

**IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY**

Regular Meeting
August 12, 2024
MEETING MINUTES

A regular meeting of the Downtown Development Authority was held on Monday, August 12, 2024, at Imlay City Hall, 150 North Main Street, Imlay City MI 48444.

1. CALL TO ORDER

Chair Walt Barga called the meeting to order at 5:35 pm

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL – Director Malzahn called the roll.

Present: Kim Jorgensen, Steve Robbins, Justin Shattuck, Jessica Montoya, Mayor Joi Kempf, Walter Barga

Absent: Neil Docherty (excused), Stu Davis (excused)

Quorum Present

4. CORRESPONDENCE – none

5. SPECIAL PRESENTATION – none

6. COMMITTEE REPORTS

City Services Negotiating Committee – Chair Barga acknowledged an email communication from City Manager Horton.

338 Third Street Negotiating Committee – Director Malzahn reported that the committee met earlier in the day and recommended using the closed session agenda item later in the meeting to discuss further.

7. CONSENT AGENDA

MOTION by Shattuck, supported by Jorgensen to approve the consent agenda items as presented including: Meeting agenda; Regular meeting July 8, 2024; Information Meeting July 8, 2024; Special Meeting July 22, 2024; FINANCIAL REPORTS – through July 31, 2024; DDA Expenditure Report, Check Register Report DDA Credit Card Statement; Balance Sheet; City Allocated Expense Report

All in Favor 6 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

8. PUBLIC PARTICIPATION – none

9. UNFINISHED BUSINESS – none

10. NEW BUSINESS

A. Shop, Dine Explore, Enjoy Street Banners

Director Malzahn presented her designs, production estimates and recommended the creation of 30 new banners to be installed in the CBD. The banners will be created for generic uses to enhance the downtown streetscape. The banners will be used to replace the current hometown hero display and will be displayed for a 8-week timeframe.

MOTION by Robbins, supported by Shattuck to approve the purchase of 30 trivia banners for installation along Third Street and Almont Avenue from The Print Shop in the amount of \$1525.00

Roll Call: AYES –Robbins, Shattuck, Jorgensen, Montoya, Kempf, Bargaen

NAYS – none

MOTION CARRIED 6/0

B. Fire Hall Improvements

Director Malzahn presented several estimates for interior/ exterior power washing, concrete repairs and floor coating. The Board discussed usage of the space for the market and other events and the need for some basic maintenance.

MOTION by Robbins, supported Kempf to approve the maintenance work at 338 E. Third Street, including power washing and concrete repairs in the amount of not to exceed \$6000.

Roll Call: AYES – Robbins, Kempf, Montoya, Shattuck, Jorgensen, Bargaen

NAYS – none

MOTION CARRIED 6/0

C. Wayfinding Sign Repairs / Replacements

The Board reviewed the original specs for the 2004 wayfinding sign project. Discussion was had about the DDA’s responsibility to maintain that project or to remove the signs that are no longer viable. There is an immediate need to repair the 5 directional signs that are faded and peeling along Van Dyke in MDOT ROW. Those signs require specific materials to meet MDOT requirements. Malzahn submitted an inventory/condition report showing the majority of pedestrian signs have started to show wear and will need to be addressed soon, the destination signs are still in general good condition.

MOTION by Jorgensen, supported by Robbins to approve the sign repairs estimate as presented by Valley Sign Company in the amount of \$16,057.

Roll Call: AYES – Jorgensen, Robbins, Kempf, Montoya, Shattuck, Bargaen

NAYS – none

MOTION CARRIED 6/0

D. Fall Décor Discussion and Budget Allocation

Director Malzahn presented several concept designs for fall décor. She recommended that 3-4 select areas in the CBD be decorated for the season to keep costs down. The Chamber of Commerce is paying forward their straw bales’ leftover from SummerFest, which Malzahn now has stored in the back of the fire hall. Jorgensen recommended using White Feather Farms for mums/pumpkins etc. since they are the donors of the straw.

MOTION by Jorgensen, supported by Kempf to approve a fall decoration budget – not to exceed \$2500.

Roll Call: AYES – Jorgensen, Kempf, Robbins, Montoya, Bargaen

NAYS – Shattuck

MOTION CARRIED 5/1

11. DIRECTORS REPORT

Malzahn presented her written report in the meeting packet for July 2024. In addition, Malzahn gave an update on the EV Charger grant, the bike rack project, market manager report, and took updates for the board member list.

12. CLOSED SESSION - for the purposes of property purchase consideration

MOTION by Robbins, support by Jorgensen to enter closed session at 6:08 pm

All in Favor 6/ Nays 0 - **MOTION CARRIED UNANIMOUSLY**

RE-ENTER REGULAR SESSION AT 6:50 PM

MOTION by Shattuck, support by Robbins to proceed with negotiations between the DDA and City Manager to acquire the 3 city-owned parcels including the old fire hall, DPW and former sign shop.
All in Favor 6/ Nays 0 - **MOTION CARRIED UNANIMOUSLY**

13. PUBLIC PARTICIPATION – none

14. BOARD MEMBER COMMENTS – none

15. ADJOURNMENT

MOTION by Shattuck, supported by Robbins to adjourn the meeting at 6:58 pm
All in Favor 6 Ayes/Nays 0 - **MOTION CARRIED UNANIMOUSLY**

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

Respectfully submitted by: _____
Christine Malzahn, DDA Executive Director

DDA APPROVED: **APPROVED 9/9/24**

CITY COMMISSION APPROVED: