

**IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY**

Regular Meeting
September 9, 2024
MEETING MINUTES

A regular meeting of the Downtown Development Authority was held on Monday, September 9, 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 5:33 pm

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL – Director Malzahn called the roll.

Present: Kim Jorgensen, Steve Robbins, Justin Shattuck, Neil Docherty, Stu Davis, Mayor Joi Kempf, Chairman Walter Barga

Absent: Jessica Montoya (excused)

Also Present: Chris Bishop, Sam Moore

Quorum Present

4. CONSENT AGENDA

Add items 10G Downtown Day; 10H MiPDM Application

MOTION by Davis, supported by Docherty to approve the consent agenda items as presented including:

Meeting agenda with additions; Regular meeting minutes August 12, 2024

FINANCIAL REPORTS – through August 31, 2024; DDA Expenditure Report, Check Register Report

DDA Credit Card Statement; Balance Sheet; City Allocated Expense Report

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

5. CORRESPONDENCE – none

6. SPECIAL PRESENTATION – none

7. COMMITTEE REPORTS

City Services Negotiating Committee – Chair Barga has sent a meeting request to city management for a follow-up meeting.

338 Third Street Negotiating Committee – Item will be discussed during closed session

8. PUBLIC PARTICIPATION – Barb DiMarzo requested special consideration of her Façade Grant Application which was not submitted to the DDA office to be included on the agenda. She is requesting a \$1,000 match for paint work to the front window area and the side of the building. The Board reviewed her documentation.

MOTION by Davis, supported by Jorgensen to approve the grant request for 200 E. Third pending verification by Director Malzahn that all grant application requirements have been met.

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

NAYS – none

MOTION CARRIED 7/0

9. UNFINISHED BUSINESS – none

10. NEW BUSINESS

A. Façade/Sign Grant Application 301 E. First Street – Mette Financial

The Board reviewed the application submission. Rob Mette was present to speak on his behalf, noting that his application only includes one quote. He would prefer only to use local business partners, therefore only requested a quote from The Print Shop.

MOTION by Jorgensen, supported by Robbins to approve the sign grant application in the amount of \$350.00 as submitted

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

NAYS – none

MOTION CARRIED 7/0

B. Officer Elections

Chairman Walt Bargaen opened the floor for nominations.

Board Chair – nomination by Davis of Justin Shattuck; nomination by Kempf of Walter Bargaen

Motion to close nominations Davis, supported by Robbins.

Ballot vote: Shattuck 2 votes; Bargaen 5 votes.

MOTION CARRIES 5/2 in favor of Walter Bargaen as Board Chair

Vice-Chair – nomination by Robbins of Neil Docherty

Motion to close nominations by Robbins, supported by Kempf

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

Secretary – nomination by Davis of Kim Jorgensen

Motion to close nominations by Davis, supported by Shattuck

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

Treasurer – nomination by Robbins of Stu Davis

Motion to close nominations by Shattuck, supported by Robbins

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

C. I AM Imlay City Storytelling Project

Director Malzahn presented a spread sheet list of the 26 storytellers who have completed their videos. She asked the Board if they would like her to proceed with an October 2024 reveal with those participants or extend the project until next spring in order to recruit more participants and reach the original target of 40 storytellers. The Board agreed that they would like to move the release date to next May and will help spread the word to interested parties.

NO BOARD ACTION TAKEN

D. Merchant Trick or Treating

The Board reviewed a special event permit for the October 26th Merchant Trick or Treating & Party in the Market event drafted by Director Malzahn. Malzahn reported that she is working with the Chamber to plan for the event. The Chamber will be coordinating the Merchant Trick or Treating portion and the DDA will coordinate the party in the park. The park area will include an inflatable corn maze and two other inflatable games, a costume contest with prizes, DJ, and cider & donuts. Events time is from 11:00 am -3:00 pm

MOTION by Davis, supported by Jorgensen to use \$1,000 of the funds previously approved for fall décor for this fall event and to submit the special event permit as shown.

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

NAYS – none

MOTION CARRIED 7/0

Kempf and Robbins were excused from the meeting @ 6:10 pm

E. WinterFest 2024

The Board reviewed the special event permit for the December 7th WinterFest event drafted by Director Malzahn. Malzahn is collaborating with the Chamber to plan the event again for this year. Details are still being finalized but will include a Kringle Market, Lunch with Santa, Live Nativity, Night Parade and Tree Lighting Ceremony.

MOTION by Davis, supported by Docherty to submit the WinterFest Special Event Permit to city commission as presented.

Roll Call: AYES – Davis, Docherty, Jorgensen, Shattuck, Bargaen

NAYS – none

MOTION CARRIED 5/0

F. 2024 Summer Concert Report

Director Malzahn presented the final report as required to meet the terms of the \$4000 MACC grant received. She noted that expenses totaled \$12,648 and revenues were \$4500, so the line item is under budget by roughly \$4,000.

MOTION by Davis, supported by Shattuck to accept the 2024 Summer Concert Final Report as presented. All in Favor 5/ Nays 0 - **MOTION CARRIED UNANIMOUSLY**

G. Downtown Day

Director Malzahn presented information on the Michigan Downtown Association's Annual Downtown Day. The event this year will be held on September 28th. Malzahn is collaborating with the city of Lapeer and Almont to produce a short video showcasing all three Lapeer downtowns and will feature a cover soundtrack to "Downtown" by Petula Clark with a video montage of businesses and downtown sites from all three communities. The video will be released on social media and as a kick-off to a separate MDA networking event held in downtown Lapeer on Sept 26th.

MOTION by Davis, supported by Docherty to budget \$1000 for Downtown Day marketing and expenses.

Roll Call: AYES – Davis, Docherty, Jorgensen, Shattuck, Bargaen

NAYS – none

MOTION CARRIED 5/0

H. MiPDM Application

Director Malzahn presented a continuing education opportunity that she is requesting enrollment in through the Michigan Downtown Association. This is a year-long course designed to increase proficiencies in 16 targeted areas of downtown management.

MOTION by Davis, supported by Jorgensen to fund the \$200 non-refundable application fee for enrollment into the MDA MiPDM course.

Roll Call: AYES – Davis, Jorgensen, Docherty, Shattuck, Bargaen

NAYS – none

MOTION CARRIED 5/0

11. DIRECTORS REPORT

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

12. CLOSED SESSION - for the purposes of property acquisition

MOTION by Davis supported by Shattuck to enter closed session at 6:24 pm
All in Favor 5/ Nays 0 - **MOTION CARRIED UNANIMOUSLY**

RE-ENTER REGULAR SESSION AT 6:45 PM

MOTION by Davis, supported by Docherty to authorize Chairman Walt Barga to execute the purchase agreement and issue the \$1000 earnest deposit money.

Roll Call: AYES – Davis, Docherty, Jorgensen, Shattuck, Barga

NAYS – none

MOTION CARRIED 5/0

MOTION by Davis, supported by Docherty to authorize \$2500 for attorney fees to assist with lease/property agreements.

Roll Call: AYES – Davis, Docherty, Jorgensen, Shattuck, Barga

NAYS – none

MOTION CARRIED 5/0

13. PUBLIC PARTICIPATION – none

14. BOARD MEMBER COMMENTS – none

15. ADJOURNMENT

MOTION by Davis, supported by Docherty to adjourn the meeting at 6:55 pm

All in Favor 4 Ayes/Nays 1 - **MOTION CARRIES 4/1**

Next Regular DDA Board meeting date: Monday, October 14, 2024, at 5:35 PM

Respectfully submitted by: _____
Christine Malzahn, DDA Executive Director

DDA APPROVED: **10-14-24**

CITY COMMISSION APPROVED: