

**IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY**

Regular Meeting
October 14, 2024
MEETING MINUTES

A regular meeting of the Downtown Development Authority was held on Monday, October 14, 2024, at Imlay City Hall, 150 North Main Street, Imlay City MI 48444.

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL – Director Malzahn called the roll.

Present: Kim Jorgensen, Neil Docherty, Stu Davis, Mayor Joi Kempf, Chairman Walter Bargen

Absent: Jessica Montoya, Justin Shattuck (excused), Steve Robbins (excused)

Also Present: Chris Bishop

Quorum Present

4. CONSENT AGENDA

MOTION by Kempf, supported by Jorgensen to approve the consent agenda items with an addition to old business: Bancroft Property Listing Discussion. Consent agenda items include:

Meeting agenda with additions; regular meeting minutes September 9, 2024

FINANCIAL REPORTS – through September 30, 2024; DDA Expenditure Report, Check Register Report

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

All in Favor 5 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

5. CORRESPONDENCE – none

6. SPECIAL PRESENTATION – none

7. COMMITTEE REPORTS

City Services Negotiating Committee – Chair Bargen reported that a meeting date has been set for the sub-committee to meet with city management on October 16th.

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

8. PUBLIC PARTICIPATION

Mike Vermeesch informed the Board about their lease at 218 E. Third Street and plans to open an ice cream/sandwich shop at that location. They hope to be open for business in the Spring of 2025.

9. UNFINISHED BUSINESS –

Bancroft Property Listing Discussion (added item)

Director Malzahn brought to the attention of the Board that the MLS listing with Brandon Rowley has expired for the Bancroft property. She reported that through her conversations with the realtor, he thought that the building was adequately priced and it would take time to find the right buyer for the unique space. Rowley noted that overall commercial property sales are down. Docherty asked if the listing was on Loop.net and suggested that if it wasn't already, that it should be asap.

MOTION by Davis, supported by Docherty to keep the property listed with Rowley and to have it advertised on Loop.net.

All in Favor 5/ Nays 0 - **MOTION CARRIED UNANIMOUSLY**

10. NEW BUSINESS

A. Streetscape Request for Proposal

Director Malzahn presented a draft of the request for proposal (RFP) for landscape/annual flowers planting and maintenance. Per the City's purchasing policy, the contracted work must be received by sealed bid. Malzahn noted that the contract with the current contractor, GreenScape Solutions, expires April 2025.

MOTION by Davis, supported by Docherty to approve the Streetscape RFP as drafted and authorize it to be advertised to interested parties.

All in Favor 5/ Nays 0 - **MOTION CARRIED UNANIMOUSLY**

B. Irrigation System Maintenance Request for Proposal

Director Malzahn presented a draft of the RFP for irrigation system maintenance. Per the City's purchasing policy, the contracted work must be received by sealed bid. Malzahn noted that the current contractor, Aqua Turf, contract expired April 2024.

MOTION by Davis, supported by Jorgensen to approve the Irrigation RFP as drafted and authorize it to be advertised to interested parties.

All in Favor 5/ Nays 0 - **MOTION CARRIED UNANIMOUSLY**

C. DDA Equipment Purchase

The Farmer's Market is in need of a blower to help with clean-up after market day. The Board reviewed a recommended model with pricing for the purchase from Vinkiers Ace Hardware.

MOTION by Davis, supported by Docherty to approve the purchase of an EGO Power Leaf Blower at \$269 from Vinkier's Ace Hardware in Almont

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

NAYS – none

MOTION CARRIED 5/0

D. Hometown Hero Purchase

Director Malzahn asked the Board how it wishes her to proceed with the Hometown Hero banners. She reported that many of them have deteriorated from the weather while on display this season. Malzahn is recommending that new banners be created with an updated design. The existing nominees paid a fee of \$60 to have a banner made and hung. Malzahn would like to return those to the owners and suggests that the DDA fund the creation of the new banners and hopes to recruit new participants.

MOTION by Davis, supported by Docherty to approve the creation and purchase of new Hometown Hero banners for spring 2025 installation at a cost of \$1700.

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

NAYS – none

MOTION CARRIED 5/0

E. Community Pavilion Grant

The Board reviewed two funding opportunities through the EPA and the MEDC RAP 3.0 programs that would be a good fit for the proposed community center pavilion. The MEDC grant requires a 50% match. The EPA grant is 100% funding but requires the structure to meet EPA goals and objectives. Director Malzahn is recommending that the board move towards the EPA grant and approve the same contractor, Spicer, to make necessary updates to the concept drawing and budget for submission. Spicer will charge an hourly rate per their engagement proposal that was provided to the Board at the meeting.

MOTION by Davis, supported by Docherty to approve the Spicer Group proposal for grant assistance work on the community pavilion center.

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

NAYS – none

MOTION CARRIED 5/0

F. RAP 3.0 Façade Subgrants

Director Malzahn re-capped a new funding opportunity through the MEDC that allows for existing Façade Corp's to apply for up to \$500,000 to be used for building renovations at a 50% match from the property owners.

MOTION by Davis, supported by Docherty to authorize Director Malzahn to proceed with a RAP 3.0 application submission on behalf of the DDA/Imlay City Façade Corp.

Roll Call: AYES – Davis, Docherty, Jorgensen, Kempf, Bergen

NAYS – none

MOTION CARRIED 5/0

CLOSED SESSION - for the purposes of property acquisition

MOTION by Davis supported by Jorgensen to enter closed session at 6:09 pm

All in Favor 5/ Nays 0 - **MOTION CARRIED UNANIMOUSLY**

RE-ENTER REGULAR SESSION AT 6:23 PM

MOTION by Davis, supported by Docherty to allow Docherty to abstain from the vote due to a personal conflict.

All in Favor 5/ Nays 0 - **MOTION CARRIED UNANIMOUSLY**

MOTION by Davis, supported by Kempf to approve the budget proposal with a 5% GM allocation and to move the property purchase forward.

Roll Call: AYES – Davis, Kempf, Jorgensen, Bergen

NAYS – none

ABSTAIN - Docherty

MOTION CARRIED 4/0/1

G. MEDC Real Estate Re-Development RAP Grant

The Board reviewed a grant opportunity from the MEDC for real estate re-development. This is a rolling fund that the Façade Corp could apply for to be used for DDA properties, once the purchase is closed.

MOTION by Davis, supported by Docherty to authorize Director Malzahn to proceed with an RAP 3.0 application submission for the 118 Third Street property redevelopment.

All in Favor 5/ Nays 0 - **MOTION CARRIED UNANIMOUSLY**

11. DIRECTORS REPORT

Malzahn presented her written report in the meeting packet for October 2024. At the meeting Malzahn also reported that she has been accepted into the MDA MiPDM program. The Wayfinding signage is scheduled for install on November 11th, two new DDA board member appointments were made at the city commission meeting (John Genord and Barbara Yockey), Third and Main has new owners and the take-over will begin in November, and the bike racks are just about ready for installation, just waiting on DPW approvals.

Market Manager Bishop recapped market activities and discussed survey results from the vendors with suggestions for next season.

12. PUBLIC PARTICIPATION –

13. BOARD MEMBER COMMENTS – none

14. ADJOURNMENT

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

All in Favor 5 Ayes/Nays 0 - **MOTION CARRIED 5/0**

Next Regular DDA Board meeting date: Monday, November 18, 2024, at 5:35 PM

Respectfully submitted by: _____
Christine Malzahn, DDA Executive Director

DDA APPROVED: 11-4-2024

CITY COMMISSION APPROVED: