

**IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY**

**December 9, 2024 Regular Meeting
MINUTES**

A regular meeting of the Downtown Development Authority was held on Monday, December 9, 2024, at Imlay City Municipal Offices, 150 N. Main Street, Imlay City MI 48444.

1. CALL TO ORDER

Chair Walt Barga called the meeting to order at 5:21 pm

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL – Director Malzahn called the roll.

Present: Justin Shattuck, Kim Jorgensen, Stu Davis, Steve Robbins, Joi Kempf, John Genord, Mayor Barbara Yockey, Chairman Walter Barga

Absent: Neil Docherty, Jessica Montoya

Also Present: Chris Bishop

Quorum Present

4. CONSENT AGENDA

MOTION by Davis, supported by Robbins to approve the consent agenda items as presented.

Consent agenda items include:

- Meeting Agenda; Meeting Minutes: Nov 4th Special Meeting; Nov 4th Closed Session
- Financial Reports – Ending November 30, 2024
- DDA Expenditure Report = \$ 25,917.87; Check Register Report = \$ 15,216.42;
- Credit Statement – Oct & Nov; Ending Fund Balance Sheet = \$ 221,638.01;
- FY24-25 City administrative transfers; November Totals \$5,690.99

All in Favor 8 / Nays 0 - MOTION CARRIED UNANIMOUSLY

5. CORRESPONDENCE – none

6. SPECIAL PRESENTATION – none

7. COMMITTEE REPORTS

338 Third Street Negotiating Committee – Item will be discussed during IC Holdings Meeting

8. PUBLIC PARTICIPATION –

- Rob Mette presented on behalf of the IC Chamber of Commerce, claiming 100% ownership of 4 fire pits purchased in 2023 via check to Tractor Supply. The pits were used during WinterFest 2024 and were removed by Chamber members from municipal property after the event to be stored at their location. They will no longer need storage of their items (firepits, Santa chair, backdrop etc.).
- Michon Thompson spoke on behalf of Kaylee Kaeding, St. Paul Lutheran Church Youth Director thanked the DDA for the assistance at WinterFest during setup, she requested clearer communication going forward on dates/times, but that all went well during this year's event and they were pleased to participate.

9. UNFINISHED BUSINESS

None

10. NEW BUSINESS

A. 202 E. Third Street Façade Grant Application

John Lengemann submitted a Façade Grant Application (only one estimate was included) to the DDA. He is seeking funding for building exterior improvements in the amount of \$5,000.00. The Board reviewed the application.

MOTION by Genord, supported by Jorgensen to approve the Façade Grant request in the amount of \$5,000 as submitted.

Roll Call: AYES – Genord, Jorgensen, Shattuck, Kempf, Davis, Robbins, Yockey, Bargaen
NAYS – none

MOTION CARRIED 8/0

B. Revenue Sharing MOU – Public Safety

The DDA reviewed a Memorandum of Understanding that was drafted by Director Malzahn. The MOU establishes the terms and conditions under which the DDA will capture the revenue generated by the 1.45 mils Lapeer County Special Voted Public Safety millage within the DDA’s Tax Increment Financing (TIF) District beginning in 2025 and transfer these funds as a gift to the ICPD. These funds will be dedicated exclusively to public safety improvements and services within the boundaries of the Imlay City TIF District. Director Malzahn recommended that the MOU be in effect for a single fiscal year.

MOTION by Davis, supported by Shattuck to authorize Director Malzahn and Board Chair Walt Bargaen to enter into a revenue-sharing agreement with the Imlay City Police Dept as presented.

Roll Call: AYES – Davis, Shattuck, Genord, Jorgensen, Kempf, Robbins, Yockey, Bargaen
NAYS – none

MOTION CARRIED 8/0

C. Revenue Sharing MOU – Senior Services

The DDA reviewed a Memorandum of Understanding that was drafted by Director Malzahn. The MOU establishes the terms and conditions under which the DDA will capture the revenue generated by the .3916 mils Lapeer County Special Voted Senior Services millage within the DDA’s Tax Increment Financing (TIF) District beginning in 2025 and transfer these funds as a gift to the Imlay City Senior Center. These funds will be dedicated exclusively to support the local Imlay City seniors and their families within the city of Imlay City and Imlay Township. Director Malzahn recommended that the MOU be in effect for a single fiscal year.

MOTION by Yockey, supported by Jorgensen to authorize Director Malzahn and Board Chair Walt Bargaen to enter into a revenue-sharing agreement with the Imlay City Senior Center as presented.

Roll Call: AYES – Yockey, Jorgensen, Davis, Shattuck, Genord, Kempf, Robbins, Bargaen
NAYS – none

MOTION CARRIED 8/0

D. Revenue Sharing MOU – Veterans

The DDA reviewed a Memorandum of Understanding that was drafted by Director Malzahn. The MOU establishes the terms and conditions under which the DDA will capture the revenue

generated by the 1.850 mills Lapeer County Special Voted Veterans millage within the DDA's Tax Increment Financing (TIF) District beginning in 2025 and transfer these funds as a gift to the Imlay City VFW Post 2492. These funds will be dedicated exclusively to support the local Imlay City veterans and their families within the city of Imlay City and Imlay Township. Director Malzahn recommends that the MOU be in effect for a single fiscal year.

MOTION by Davis, supported by Robbins to authorize Director Malzahn and Board Chair Walt Barga to enter into a revenue-sharing agreement with Imlay City VFW Post 2492 as presented.

Roll Call: AYES – Davis, Robbins, Jorgensen, Shattuck, Genord, Kempf, Yockey, Barga
NAYS – none

MOTION CARRIED 8/0

E. Irrigation Services Proposals

The DDA reviewed proposals submitted to the RFP issued for Irrigation Services to assist with the sprinkler system infrastructure in the DDA District. Two submissions were received Aqua Turf (current provider) (\$600 start-up and winterization, \$80 hr for repairs as needed) and Techseven Company from Shelby Twp. (\$2280 start-up and winterization).

MOTION by Davis, supported by Genord to retain the services of Aqua Turf for the purpose of providing irrigation system services in the amount of \$600 annually and enter into a contract for a 3-year term ending December 31, 2027.

Roll Call: AYES – Davis, Genord, Robbins, Jorgensen, Shattuck, Kempf, Yockey, Barga
NAYS – none

MOTION CARRIED 8/0

F. Landscape / Annual Flowers Proposals

The DDA reviewed proposals submitted to the RFP issued for Landscape Services to assist with the annual flower plantings and maintenance in the DDA District. Two submissions received - GreenScape Solutions (current provider) (\$35,000 annual plantings, no submission for bid item #2 maintenance) and Fineline Landscape (\$36,785 annual plantings, \$11,500 maintenance = \$48,285). Director Malzahn recommended awarding the contract to Fineline for a 1-year contract to ensure that the flowers planted are warranted and maintained throughout the year.

MOTION by Yockey, supported by Jorgensen to retain the services of Fineline Landscape for the purpose of providing landscape services and annual flower planting in the amount of \$48,285 and enter into a one-year contract ending December 2025.

Roll Call: AYES – Yockey, Jorgensen, Genord, Robbins, Kempf, Barga
NAYS – Davis, Shattuck

MOTION CARRIED 6/2

G. Rotary Park Improvement Project

Director Malzahn presented an improvement concept plan for Rotary Park that she has worked to create with Dana Walker. The plan had been previously reviewed by the IC Rotary Club and the IC Parks & Rec, both organizations are in support of the project. The Imlay City Parks Master Plan does not have any long term plans to fund capital improvements to that park area in the DDA district.

The Board expressed interest and would be supportive but was concerned over committing to a specific dollar amount since the proposal did not contain final costs. Malzahn discussed the grant application processes stating that in order to apply, proof of matching funds is usually required.

MOTION by Jorgensen, supported by Genord to proceed with the Rotary Park improvement project, pending Parks Commission approvals, with a funding commitment of 10% of project costs.
Roll Call: AYES – Jorgensen, Genord, Davis, Robbins, Shattuck, Kempf, Yockey, Barga
NAYS – none

MOTION CARRIED 8/0

Vice Chair Docherty arrived at meeting at 6:02 pm

H. Municipal Parking Lease Renewals

Director Malzahn asked for a discussion regarding DDA-facilitated lease agreements with several property owners for the use of their property as municipal parking that is set to expire in 2025. These leases allowed private parking areas, mainly behind the businesses on Almont Ave to be used for public parking. In exchange, the owners received maintenance and repairs to these areas. Joi Kempf talked about her properties on Depot Drive that were under a similar lease agreement but have since expired and the areas reverted to the property owners.

The Board requested better documentation of the areas in question to ensure that the cost borne by the city is beneficial to the public not just the property owners.

MOTION by Yockey, supported by Genord to table the lease renewals, pending review of detailed area maps and current building ownership.

All in Favor 9/ Nays 0

MOTION CARRIED UNANIMOUSLY

11. EXECUTIVE DIRECTORS REPORT

Director Malzahn provided her written report in the meeting packet for November 2024.

12. PUBLIC PARTICIPATION –

Rob Mette spoke on behalf of the IC Chamber of Commerce, regarding the fire pits again.

13. BOARD MEMBER COMMENTS

Mayor Barb Yockey commented on how great WinterFest was and the need for clear written agreements.

14. ADJOURNMENT

MOTION by Davis, supported by Genord to adjourn the meeting at 6:19 pm

All in Favor 9 Ayes/Nays 0

MOTION CARRIED 9/0

Next Regular DDA Board meeting date: Monday, January 13, 2025, at 5:35 PM

Respectfully submitted by: _____

Christine Malzahn, DDA Executive Director

DDA APPROVED:12/9/2024

CITY COMMISSION APPROVED: