

**IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY**

**January 13, 2025 Regular Meeting
MINUTES**

A regular meeting of the Downtown Development Authority was held on Monday, January 13, 2025, at the Imlay City Municipal Offices, 150 N. Main Street, Imlay City MI 48444.

1. **CALL TO ORDER** - Chair Walt Bargen called the meeting to order at 5:33 pm
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL** – Director Malzahn called the roll.
Present: Neil Docherty, Kim Jorgensen, Stu Davis, Steve Robbins, Joi Kempf, John Genord, Mayor Barbara Yockey, Chairman Walter Bargen
Absent: Jessica Montoya, Justin Shattuck
Also Present: Chris Bishop, Chief Brett Selby
Quorum Present
4. **CONSENT AGENDA**
MOTION by Davis, supported by Jorgensen to approve the agenda as presented.
All in Favor 8 / Nays 0 - MOTION CARRIED UNANIMOUSLY

MOTION by Davis, supported by Yockey to approve the consent agenda items as presented.
Consent agenda items include:
 - Meeting Agenda
 - Meeting Minutes: Dec 9th Informational Meeting; Dec 9th Regular Meeting
 - Financial Reports – Ending December 31, 2024 - DDA Expenditure Report = \$33,612.27; Check Register Report = \$ 25,239.73; Credit Statement – Oct & Nov; Ending Fund Balance Sheet = \$ 277,708.32;
 - FY24-25 City administrative transfers; November Totals \$5,106.65**All in Favor 8 / Nays 0 - MOTION CARRIED UNANIMOUSLY**
5. **CORRESPONDENCE** – none
6. **SPECIAL PRESENTATION** – none
7. **COMMITTEE REPORTS** - none
8. **PUBLIC PARTICIPATION** – none
9. **UNFINISHED BUSINESS**
 - A. **Municipal Parking Lease Renewals**
The board reviewed additional aerial maps and property listings for the parcels with lease renewals. Discussion was held on whether to renew based on cost savings to the city, or to renew the agreements to keep a steady parking lot inventory.
MOTION by Davis, supported by Genord to pursue lease renewals with the property owner for an additional 15 years.
Roll Call: AYES – Davis, Genord, Jorgensen, Kempf, Davis, Robbins, Yockey, Bargen
NAYS – none
MOTION CARRIED 8/0

B. City Services MOU update

The Board reviewed the revised MOU draft that was presented to Director Malzahn. Under the revised terms the DDA would now capture monthly interest income on its fund balance at the rate that the city earns on its general checking account only (currently at 3.31%) and the city is moving forward with a grant from DTE to reduce utility costs by converting the downtown lights to LED.

MOTION by Davis, supported by Docherty to reject MOU as presented and continue to negotiate with city leadership regarding interest calculations.

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

NAYS – none

MOTION CARRIED 8/0

10. NEW BUSINESS

A. 150 Bancroft Incubator Space Request

The Board reviewed a completed application from prospective tenant Gabrielle Wise with LikeWise Photo & Designs. She is seeking use of the incubator space on Bancroft Street as a temporary home for her recently created business. Gabby was present to answer questions from the Board and share her business plan with them. Director Malzahn asked if the Board would like to remove the property from all real estate listings.

MOTION by Davis, supported by Jorgensen to create and execute a 6-month lease agreement with LikeWise Photo & Designs while continuing the active real estate listing.

Roll Call: AYES – Genord, Jorgensen, Kempf, Davis, Robbins, Yockey, Bargaen

NAYS – none

MOTION CARRIED 8/0

B. Business Spotlight Podcasts

As part of the TIF District Marketing Plan, director Malzahn is seeking to develop an Imlay City Community Spotlight Podcast. The plan would include the creation of 12+ unique podcasts that would be focused on business spotlights but also touch on community events – like the Farmers Market and other happenings. Other podcast topics could include MEDC assistance options, Michigan SBDC resources, and vacant property spotlights.

The MittTV studio and staff will be used to create the episodes at a cost of \$180 per hour.

MOTION by Davis, supported by Genord to create 12 Imlay City DDA Podcasts with audio and video at the MittTV Studio in an amount not to exceed \$2160.

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

NAYS – none

MOTION CARRIED 8/0

C. Social District Proposal & Management Plan

Police Chief Brett Selby presented his social district proposal. He recapped what a social district is, how one is formed and the ordinance needed for a community to establish a Social District.

Director Malzahn then presented her social district management plan. The management plan mandates how the district functions, policing, waste management, hours of operation, etc.

Malzahn also presented some pricing on district logo labels (required to be on all beverage containers) and signage. Expenditures on these items will be discussed at a later date, once the district is formally established and the liquor license holders are approved by the MLC.

MOTION by Davis, supported by Robbins to approve the Imlay City Social District Management Plan as part of the Social District Proposal and send to City Commission for a resolution of approval.

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

NAYS – none

MOTION CARRIED 8/0

Jorgensen left the meeting @ 6:19 pm

D. WinterFest 2024 Financial Report

Director Malzahn recapped the 2024 WinterFest financials. The DDA spent \$2904.75 and the Chamber expenses totaled \$572.50. Additionally the cost for the holiday décor totaled \$14,995.87 which includes installation and \$7245.87 for new bulbs and décor items.

NO BOARD ACTION NEEDED

CLOSED SESSION - for the purposes of property acquisition

MOTION by Davis supported by Yockey to enter closed session at 6:26 pm

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

RE-ENTER REGULAR SESSION 7:01 PM

MOTION by Docherty, supported by Robbins to have the DDA fund \$50,000 grant match for the IC Holdings RAP 3.0 Grant Application for the DPW garage property.

Roll Call: AYES – Docherty, Robbins, Davis, Kempf, Genord, Yockey, Bargaen

NAYS – none

MOTION CARRIED 7/0

Genord left the meeting @ 7:02 pm

11. EXECUTIVE DIRECTORS REPORT

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

Added comments included: The DDA received a \$10 Chamber Buck coupon, there is a new pharmacy set to open in the Hungry Howies Plaza in May 2025. The bike rack/information kiosks are being finalized and delivered in mid-February. Market Manager Bishop reported receipt of the Senior Fresh monies for the 2024 market season and recapped the I AM Imlay City project.

12. **PUBLIC PARTICIPATION** – none

13. **BOARD MEMBER COMMENTS** – none

14. ADJOURNMENT

MOTION by Davis, supported by Yockey to adjourn the meeting at 7:05 pm

All in Favor 6 Ayes/Nays 0

MOTION CARRIED 6/0

Next Regular DDA Board meeting date: Monday, February 10, 2025, at 5:35 PM

Respectfully submitted by: _____

Christine Malzahn, DDA Executive Director

DDA APPROVED: 2/10/25

CITY COMMISSION APPROVED: