

**IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY**

**February 10, 2025 Regular Meeting
MINUTES**

A regular meeting of the Downtown Development Authority was held on Monday, February 10, 2025, at the Imlay City Municipal Offices, 150 N. Main Street, Imlay City MI 48444.

1. **CALL TO ORDER** - Chair Walt Bargaen called the meeting to order at 5:35 pm
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL** – Director Malzahn called the roll.
Present: Justin Shattuck, Kim Jorgensen, Stu Davis, Steve Robbins, Joi Kempf, Mayor Barbara Yockey, Chairman Walter Bargaen
Absent: Jessica Montoya, Neil Docherty, John Genord
Quorum Present
4. **CONSENT AGENDA**
MOTION by Davis, supported by Yockey to approve the consent agenda items as presented.
Consent agenda items include:
 - Meeting Agenda
 - Meeting Minutes: January 13th Regular Meeting
 - Financial Reports – Ending January 2025 - DDA Expenditure Report = \$55,417.57.
Check Register Report = \$12,167.73; Credit Statement – January 2025
Ending Fund Balance Sheet = \$416,915.28.
 - FY24-25 City administrative transfers; January Totals \$5,385.40**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. **City Services MOU**
The Board reviewed the revised MOU draft that was presented to Chair Walter Bargaen. The changes reflect a fixed administrative transfer of \$35,000 annually and the DDA capture of interest earned on its fund balance monthly. The rate earned will be the rate posted for the city’s general checking account. The agreement will be for a one-year term.
The Board also reviewed a streetlamp location map and a proposal from DTE to convert the remaining 39 of 144 street lamps in the DDA district to LED. City commission has approved a cost share for this project as a city-wide initiative to reduce utility costs.
MOTION by Davis, supported by Robbins to approve the MOU for city services as revised and to approve the cost share of \$8,869.14 for the conversion of 39 streetlamps in the DDA District to LED.
Roll Call: AYES – Davis, Robbins, Jorgensen, Kempf, Shattuck, Yockey, Bargaen
NAYS – none
MOTION CARRIED 7/0

10. NEW BUSINESS

A. 126 N. Almont Façade Grant Request

The Board reviewed a completed façade grant application from Dr. Ernest Centofanti for brick repair work at his location. The Board questioned the application form and the Boards desire to fund routine maintenance or for repairs to commercial locations that are not open to the public at least 5-days a week. The Board would like to review the façade grant application at an upcoming meeting.

MOTION by Davis, supported by Yockey to approve the façade grant reimbursement request in the amount of \$1,100.00 for 126 N. Almont Avenue.

Roll Call: AYES – Davis, Yockey, Shattuck, Jorgensen, Kempf, Robbins, Bergen

NAYS – none

MOTION CARRIED 7/0

B. Hispanic Services Center Funding Request

HSC director presented plans for their main fundraising event Cinco DeMayo. This year's event will be held on May 3rd and is in partnership with Gateway Church. She is seeking advertising sponsorship from the DDA to offset event costs. The Board requested that Third Street and Almont Avenue NOT be closed to traffic unless there were specific event activities happening in the area.

MOTION by Bergen support by Robbins for Chair Bergen to abstain from voting on this agenda item since he serves as the Board Chair on the HSC Board of Directors.

All in Favor 7 Ayes/Nays 0

MOTION CARRIED 7/0

MOTION by Robbins, supported by Jorgensen to approve the funding request for \$1800 plus an in-kind advertising sponsorship on the DDA billboard for the HSC Cinco De Mayo event.

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

ABSTAIN - Bergen

NAYS – none

MOTION CARRIED 6/0/1

C. Strategic Plan Work Session

Director Malzahn presented information on two qualified consultants to help facilitate a strategic planning session. Malzahn noted that the Board, the Downtown and the director would benefit from having a list of goals and priorities that was driven from board members input. Several Board members expressed doubt and effectiveness, since this step was taken years ago and did not result in positive changes. Malzahn stated that in order for this effort to be successful it will require participation, ownership and engagement from everyone to successfully implement its directives.

MOTION by Yockey, supported by Kemp to hire Kaitlyn Habben from Wade Trim to facilitate a strategic Planning Work session on Monday, March 3rd for \$500.

Roll Call: AYES – Yockey, Kempf, Robbins, Shattuck, Bergen

NAYS – Jorgensen, Davis

MOTION CARRIED 5/2

CLOSED SESSION - NONE

11. EXECUTIVE DIRECTORS REPORT

Director Malzahn provided her written report in the meeting packet for January 2025.

12. **PUBLIC PARTICIPATION –**

Mike Vermeesch asked if there was any update on the RAP 3.0 façade Subgrant submission

13. **BOARD MEMBER COMMENTS – none**

14. **ADJOURNMENT**

MOTION by Davis, supported by Yockey to adjourn the meeting at 6:35 pm

All in Favor 7 Ayes/Nays 0

MOTION CARRIED 7/0

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

Respectfully submitted by: _____

Christine Malzahn, DDA Executive Director

DDA APPROVED: APPROVED 3/10/25

CITY COMMISSION APPROVED: