

**IMLAY CITY PLANNING COMMISSION
SPECIAL JOINT MEETING MINUTES
WITH CITY COMMISSION AND DDA
TUESDAY, FEBRUARY 20, 2024
6:00 PM**

1. CALL TO ORDER

Chairman Walt Bargaen called the Special meeting to order at 6:00 PM.

2. PLEDGE OF ALLEGIANCE

Chairman Bargaen led the Pledge of Allegiance

3. ROLL CALL

Planning Commission Present: Chairman Walt Bargaen, Vice-Chairman Tom Germayne, Mayor Joi Kempf, James Blount, Frank Demske, John Lengemann (arrived at 6:07 PM), Bob Tanis

Absent: None

Also Present: Zoning Administrator Lonnie Hayes, City Manager Craig Horton, Clerk/Treasurer Dawn Sawicki-Franz and Public

City Commission Present: Mayor Joi Kempf, Mayor Pro Tem Ted Sadler, Commissioner Shane Collison, Commissioner Joe DeLuca, Commission Al Ramirez, Commissioner Bob Tanis, Commissioner Barbara Yockey

Absent: None

DDA Board Present: DDA Director Christine Malzahn, Chairman Walt Bargaen, Secretary/Treasurer Kim Jorgensen, Treasurer Stu Davis, Mayor Joi Kempf

Absent: Vice-Chair Kelly Villanueva, Neil Docherty, Steve Robbins, Justin Shattuck

4. APPROVAL OF AGENDA

MOTION by Demske seconded by Germayne to approve the agenda as presented

MOTION CARRIED UNANIMOUSLY

5. PUBLIC HEARING – 2024 DRAFT CAPITAL IMPROVEMENT PLAN (CIP)/KICKOFF OF MASTER PLAN UPDATE

A. MOTION by Demske seconded by Germayne to enter the Notice and Publications to record

MOTION CARRIED UNANIMOUSLY

B. PUBLIC HEARING OPEN

Public Hearing was opened by Chairman Walt Bargaen at 6:02 PM

1. Presentation-Caitlyn Habben from Wade Trim presented an overview of the CIP Plan and identified this as a tool to identify and prioritize the long-term (6 year) capital project requirements of a local unit of government as well as the scoring of upcoming projects. Then Habben showed charts of the Revenue forms and the Expenses requested by City department heads for the next year as well as Grants that are being pursued for upcoming projects.

2. Public Comment Time – Questions were asked by all throughout the presentation and answered by Habben as they were asked.

C. PUBLIC HEARING CLOSED

Public Hearing was closed by Chairman Walt Bargaen at 6:20 PM

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6. NEW BUSINESS:

A. CAPITAL IMPROVEMENT PLAN

MOTION by Lengemann and Seconded by Demske to adopt the Imlay City Capital Improvement Plan as presented.

ROLL CALL VOTE

Ayes: Lengemann, Demske, Tanis, Kempf, Blount, Germaine, Bargaen

Nays: None

Absent: None

MOTION CARRIED UNANIMOUSLY

B. KICKOFF MASTER PLAN UPDATE

Habben continued with her presentation giving an explanation of the Master Plan and clarified that it is required by the Michigan Planning and Enabling Act and continued clarifying that this is supporting whatever we at the City do with the zoning ordinance in our City.

Habben then asked each member in the room to answer the questions on the SWOT (Strengths, Weaknesses, Opportunities and Threats) Questionnaire. After each had time to fill out their responses, Habben asked for some to share the answers that they had entered in each category with discussion for each subject from the members in the room.

NO MOTION, PRESENTATION ONLY

7. ADJOURNMENT

MOTION by Demske supported by Blount to adjourn the meeting at 6:51 PM.

MOTION CARRIED UNANIMOUSLY

Respectfully Submitted by:

Dawn Sawicki-Franz, City Clerk/Treasurer

Approved by Planning Commission: March 26, 2024

Approved by City Commission: April 02, 2024