

IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY
150 N. MAIN STREET
IMLAY CITY, MI 48444

REGULAR MEETING JULY 14, 2025
5:35 P.M.

Walter Bargaen, Chair
Neil Docherty, Vice Chair
Kim Jorgensen, Secretary
Stu Davis, Treasurer
Sheryl Davis, Board Member

Justin Shattuck, Board Member
Steve Robbins, Board Member
Joi Kempf, Board Member
Gabrielle Wise, Board Member
Barbara Yockey, Mayor

A G E N D A

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. **APPROVAL OF THE AGENDA**
5. **CONSENT AGENDA** (pgs 3-17)
 - MEETING MINUTES: Regular Meeting June 9th, Special Meeting June 24th
 - FINANCIAL REPORTS: through June 30, 2025
 - DDA Expenditure Report; Check Register Report; Credit Card Statement; Balance Sheet;
6. CORRESPONDENCE – FineLine Landscape Donation (pgs 19-20)
7. COMMITTEE REPORTS – Employment Committee
8. PUBLIC PARTICIPATION
9. **UNFINISHED BUSINESS:**
 - A. Downtown Depot Pavilion Amenities / Grant Application (pgs 21-45)
10. **NEW BUSINESS:**
 - A. Annual By-Law Review (pgs 47-51)
 - B. Officer Elections (pg 53)
 - C. FY 24-25 Budget Amendments (pgs 55-56)
 - D. DDA Event Funding Request – Community Corn Roast (pgs 57-60)
 - E. DDA Tuesday Evening Farmers Markets (pgs 61-62)
 - F. Façade Grant Application – 110 N. Almont Ave. The Print Shop (pgs 63-72)
 - G. Façade Grant Application – 244 E. Third Ave. Third & Main (pgs 73-76)
11. **CLOSED SESSION** – none
12. EXECUTIVE DIRECTOR’S REPORT (pgs 78-84)
13. MARKET MANAGER’S REPORT & DDA INTERN PROJECT REPORT (verbal)
14. PUBLIC PARTICIPATION
15. BOARD MEMBER COMMENTS
16. ADJOURNMENT

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Consent Agenda

DATE: July 14, 2025

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Items Attached:

- a. Meeting Minutes
 - June 9 Regular Meeting June 9 Closed Session
- b. Financial Reports – Ending June 30, 2025
 - DDA Expenditure Report = \$ 41,234.99
 - Check Register Report = \$ 33,091.51
 - Credit Statement –June 2025
 - Ending Fund Balance Sheet = \$ 233,214.52

Action Needed: Pass the motion(s) as recommended or amended per board discussion.

Recommendation: Motion to approve the consent agenda items as presented.

**IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY**

**June 9, 2025 Regular Meeting
MINUTES**

A regular meeting of the Downtown Development Authority was held on Monday, June 9, 2025, at the Imlay City Municipal Offices, 150 N. Main Street, Imlay City MI 48444.

1. **CALL TO ORDER** – Chair Bargaen called the meeting to order at 5:35 pm
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL** – Director Malzahn conducted the roll call.
Present: Stu Davis, Kim Jorgensen, Steve Robbins, Justin Shattuck, Joi Kempf, Mayor Barbara Yockey, Chair Walter Bargaen
Absent: Neil Docherty (unexcused)
Quorum Present
Also present, Market Manager Mindi Steffens, Police Chief Brett Selby
4. **APPROVAL OF THE AGENDA**
MOTION by Davis, supported by Shattuck to the approve the agenda items as presented.
All in Favor 7 / Nays 0
MOTION CARRIED 7/0
5. **CONSENT AGENDA**
 - A. Meeting Minutes
 - May 12th Regular Meeting Revised
 - May 19th Special Meeting, May 19th Closed Session
 - B. Financial Reports – Ending May 31, 2025
 - DDA Expenditure Report = \$ 129,535.70
 - Check Register Report = \$ 122,160.76
 - Credit Statement – May 2025
 - Ending Fund Balance Sheet = \$ 256,879.04**MOTION** by Davis, supported by Jorgensen to approve the consent agenda items as presented.
All in Favor 7 / Nays 0
MOTION CARRIED 7/0
6. **SPECIAL PRESENTATION** – Chief of Police Brett Selby, discussed his proposed Blight Ordinance. The proposal is being put forth to gain compliance from property owners who continue to leave their property in a non-contributing business state, because the current ordinance has a limited focus which is junk, garbage cast-off materials or storage. Current property/business owners who have a business open with regular hours should not see any negative effects once the ordinance is adopted. The Mayor thanked the Chief for his work on the ordinance, noting the need for updates given the long-standing issue of blight in downtown. There was also discussion on the need for clarification on what constitutes a “Special Event” vs a spontaneous gathering.
7. **COMMITTEE REPORTS** – none
8. **PUBLIC PARTICIPATION**
John Genord 235 E. Third Street, reported to the Board how great the impromptu car show was last week. He expressed disappointment as he witnessed some negativity from city officials and asked

the DDA Board to help business owners/event planners ease any red-tape so that events are not prohibitive or become a burden on the planner. He appreciates anyone's efforts to increase activity downtown to help small businesses succeed.

Shelly Vermeesch 505 Almont Ave. requested more info and details on happenings or events across the city. While she can locate DDA activities online, she finds it difficult to plan or offer suggestions to her customers on activities happening in other locations, such as the Fairgrounds.

9. UNFINISHED BUSINESS

A. Lapeer Public Safety Millage Capture

Chief Selby gave an update on the use of the funds that have been receipted by the DDA for this current tax cycle. He noted that the TIF District taxpayers do not receive any services from the Lapeer County Sheriff and that 100% of responses for downtown dispatch calls come from the Imlay City PD. If the DDA captures those funds and partners with the PD, it will allow for a more visible police presence in downtown and a safer social district.

MOTION by Yockey, supported by Jorgensen, to capture the current approved public safety millage until it expires in 2029.

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

NAYS – none

MOTION CARRIED 7/0

B. Community Center Update (former DPW Garage)

Mayor Yockey gave an update from the last subcommittee meeting, during which the approval was given to Tannis Construction to order materials and begin work on the building exterior. The work will include metal roofing, metal siding, exterior windows, roll-up doors, and moving the utility pole. Once that work is done, the City and DDA will engage the community to gather input on what activities/amenities the residents and businesses would like to see in that shared space.

No Board Action Taken

C. Downtown Depot Pavilion Update

Director Malzahn provided a project update and a list of invoiced payments approved from the contractor in the amount of \$65,328.00. Discussion was held on items still needed, including seating, trash receptacles, and a security camera system. The Board reviewed options and Mayor Yockey suggested that Director Malzahn bring back a project budget for two 8' picnic tables, two 6' picnic tables (at least one should be ADA compliant), 3 trash cans, and a camera system. The Board will review the plan and submit a grant for funding from the Four County Community Foundation.

Malzahn will submit the LCCF grant agreement, once signed by the Mayor, to receive the \$15,000 grant funding approved by the Lapeer County Community Foundation for the pavilion construction.

10. NEW BUSINESS

A. Blight Ordinance Draft Discussion

No Board Action or further discussion was held.

B. Pocket Park Project – Third Street

The Board reviewed a proposal from FineLine Landscaping for a renovation of the space including removal of all existing landscaping and benches. The total area would receive stamped concrete and new planting areas for an updated and fresh look. The proposed price is \$40,755 and did not include any seating, shade protection, lighting or other amenities.

DPW Supervisor Priehs told Malzahn that the scope of work would require an outside contractor.

MOTION by Yockey, supported by Shattuck to postpone the park project until grant funding could be obtained.

All in Favor 7 Ayes/Nays 0

MOTION CARRIED 7/0

C. Placer AI Subscription

Director Malzahn provided information on the Placer AI data platform. She shared a report that was sent to her from an online sales demonstration. The report showcased data spikes in attendance across Imlay City during specific periods of time, and focused on an assessment for the Belle Valley Plaza showing how Place AI algorithms can pinpoint matches between Imlay City demographics and potential business seeking new locations. Malzahn reported that the LDC expressed interest in co-funding an annual subscription as long as they were given user access code so they could assist in the economic development for the city as a whole. Imlay City received a quote based on population of \$10,000 for a 12-month period.

MOTION by Robbins, supported by Kempf to approve a \$2500 one-year subscription, contingent on the City Commission approving the same and the LDC funding the additional \$5,000.

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

NAYS – none

MOTION CARRIED 7/0

D. WinterFest Sponsor Request Chamber of Commerce

Director Malzahn recapped the email sent to the DDA promotions assistant from Rob Mette regarding WinterFest. She asked the Board for direction on how or if they wish to participate in this Chamber event, noting that the DDA budget already includes funding for the holiday decorations including the Christmas tree which is lit at the conclusion of the WinterFest activities at a cost of around \$15,000. Discussion was held about a location for a Kringle Market due to construction at the former DPW garage.

MOTION by Jorgensen, supported by Kempf, to participate in WinterFest with the Kringle Market.

All in Favor 7 Ayes/Nays 0

MOTION CARRIED 7/0

E. Chamber Summer Fest Funding Request

Julie Chrysler and Vicki Sefcovic discussed the Chambers SummerFest event plans, noting that this year it is a 3-day event. They are working to keep road closures and business disruptions to a minimum and plan to utilize the funding to add fireworks at the Fairgrounds again this year. Director Malzahn cautioned against using DDA funds for an activity outside the DDA TIF district. Justin Shattuck expressed concern over approving any funding for the Chamber due to recent attacks on the DDA by Chamber leadership. Chrysler and Sefcovic responded that the Chamber VP has nothing to do with SummerFest and that they were the event coordinators. They would use the DDA funds for activities in the downtown area if approved.

MOTION by Davis, supported by Jorgensen, to approve the funding request from the Chamber for SummerFest, including the DDA billboard \$864 in-kind, and \$2,500 sponsorship.

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

NAYS – none

MOTION CARRIED 7/0

11. CLOSED SESSION – For property acquisition and personnel matter.

MOTION by Robbins, supported by Shattuck to enter into closed session @ 6:57 pm

All in Favor 7 Ayes/Nays 0
MOTION CARRIED 7/0

Moved to exit closed session @ 7:33 pm

MOTION by Shattuck, supported by Jorgensen to offer a \$400 month-to-month lease to Gabrielle Wise, Likewise Photography for 150 Bancroft Street space.

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

NAYS – none

MOTION CARRIED 7/0

MOTION by Shattuck, supported by Robbins to offer Director Malzahn the opportunity to earn performance-based 5% administrative bonus from any grant monies received for new grants applied for after July 1 2025, capped at \$15,000 per year, if administrative allocations are included as eligible items in the approved grant.

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

NAYS – Yockey

MOTION CARRIED 6/1

12. EXECUTIVE DIRECTORS' REPORT

Director Malzahn provided her written report in the meeting packet for May/June 2025. She also reminded the Board that the DDA Informational Meeting is scheduled for July 14th at 5:00 pm, right before the next regular meeting.

Market Manager Steffens reported a successful market opening week, despite a few last-minute weather cancellations from vendors. Several vendors shared with her that they exceed their sales expectations for the day.

13. PUBLIC PARTICIPATION –

Gabrielle Wise – 150 Bancroft Street introduced herself to the Board and spoke to her application to be appointed. She shared her business plans to acquire a downtown location to expand her studio. She also offered to help the DDA with Social Media content. Mayor Yockey encouraged Wise to present a proposal.

14. BOARD MEMBER COMMENTS – None

15. ADJOURNMENT

MOTION by Davis, supported by Robbins to adjourn the meeting at 7:57 pm

All in Favor 7 Ayes/Nays 0

MOTION CARRIED 7/0

Next Regular DDA Board meeting date: Monday, July 14, 2025, at 5:35 PM

Respectfully submitted by: _____
Christine Malzahn, DDA Executive Director

DDA APPROVED:

CITY COMMISSION APPROVED:

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**IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY**

**June 24, 2025 Special Meeting
MINUTES**

A special meeting of the Downtown Development Authority was held on Tuesday, June 24, 2025, at the Imlay City Municipal Offices, 150 N. Main Street, Imlay City MI 48444.

1. **CALL TO ORDER** – Chair Bargaen called the meeting to order at 5:30 pm

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL** – Director Malzahn called the roll.

Present: Stu Davis, Kim Jorgensen, Justin Shattuck, Joi Kempf, Sheryl Davis, Mayor Barbara Yockey, Chair Walter Bargaen

Absent: Docherty, Robbins, Wise

Quorum Present

Also present, Market Manager Mindi Steffens, City Manager Craig Horton

4. **APPROVAL OF THE AGENDA**

***MOTION** by Davis, supported by Yockey to approve the agenda as presented*

All in Favor 7 / Nays 0

MOTION CARRIED 7/0

5. **PUBLIC PARTICIPATION** – none

6. **NEW BUSINESS**

A. Interim DDA Director

City Manager Horton was present to report findings on the one employment application received for the director position to-date. Horton informed the board that the applicant was no longer interested in the position. The Board asked Horton if he was able to assume the director's duties until an interim or permanent director was on-boarded. He agreed to do what is necessary to keep DDA efforts moving forward.

NO BOARD ACTION TAKEN

B. 14-Day Director Extension Offer

Chair Bargaen asked Malzahn if she was still willing to assist the DDA for an additional 14 days. Director Malzahn affirmed but clarified to the Board that her hours would not be during normal office hours due to her commitment in Marlette. Stu Davis expressed concerns on oversight of the actual time Malzahn would work. Malzahn confirmed her ability to check voice mails, emails, prepare the July 14th board packets and the July 14th informational meeting packet. Calculations were done that if Malzahn worked her anticipated 14 hours over the two-week time period @ \$65 per hour it would cost the DDA \$910.

***MOTION** by Jorgensen, supported Yockey, to retain Director Malzahn as a consultant to perform the directors duties at \$65 per hour.*

Roll Call: AYES – Jorgensen, Yockey, Kempf, Sheryl Davis, Stu Davis, Shattuck, Bargaen

NAYS – none

MOTION CARRIED 7/0

C. DDA Director Salary

Discussion was held on regarding the current job posting for the DDA Director at \$42,000, and whether that salary would attract a qualified candidate. Jorgensen asked if the second applicant who was interviewed two years ago was still interested in the position. The Board discussed where the job was posted. Currently it runs in the TCT and is on both the city and DDA websites.

MOTION by Jorgensen, supported Yockey, to revise the director's job posting at a salary of up to \$50,000 DOQ.

Roll Call: AYES – Jorgensen, Yockey, Kempf, Sheryl Davis, Stu Davis, Borgen

NAYS – Shattuck

MOTION CARRIED 6/1

7. PUBLIC PARTICIPATION –

Dennis Deitch expressed concerns over a conflict of interest from City Manager Horton, especially if he is the one accepting the job applications. There was some back and forth between Deitch and some Board members.

Shelly Vermeesch reminded the Board that this was public participation time and anyone was free to say what they wanted.

8. BOARD MEMBER COMMENTS –

Justin Shattuck inquired about the formation of a personnel committee. Chair Borgen asked Shattuck, Jorgensen and Yockey to serve on that sub-committee.

9. ADJOURNMENT

MOTION by Davis, supported by Yockey to adjourn the meeting at 5:54 pm

All in Favor 7 Ayes/Nays 0

MOTION CARRIED 7/0

Next Regular DDA Board meeting date: Monday, July 14, 2025, at 5:35 PM

Respectfully submitted by: _____

Christine Malzahn, DDA Executive Director

DDA APPROVED:

CITY COMMISSION APPROVED:

06/26/2025 01:33 PM

User: RENE

DB: Imlay City

PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	2024-25	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	NORM (ABNORM)	MONTH 06/30/25 INCR (DECR)	BALANCE	NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000.000 - REVENUE								
248-000.000-402.000	TAX REVENUE	324,000.00	352,370.00	352,368.87	0.00	1.13	100.00	
248-000.000-402.776	PUBLIC SAFETY CAPTURE	0.00	0.00	28,241.81	0.00	(28,241.81)	100.00	
248-000.000-402.777	SENIOR CITIZENS CAPTURE	0.00	0.00	7,626.34	0.00	(7,626.34)	100.00	
248-000.000-402.778	VETERANS CAPTURE	0.00	0.00	3,631.03	0.00	(3,631.03)	100.00	
248-000.000-549.412	GRANT REVENUE	0.00	0.00	15,000.00	0.00	(15,000.00)	100.00	
248-000.000-560.000	WINTER FEST	3,000.00	2,225.00	775.00	0.00	1,450.00	34.83	
248-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE APP	20,000.00	18,334.00	18,333.53	0.00	0.47	100.00	
248-000.000-665.000	INTEREST INCOME	0.00	0.00	1.89	0.00	(1.89)	100.00	
248-000.000-665.248	FUND BAL INTEREST	0.00	0.00	647.85	0.00	(647.85)	100.00	
248-000.000-667.000	RENTAL INCOME	0.00	250.00	250.00	0.00	0.00	100.00	
248-000.000-675.001	ROTARY PARK DONATIONS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	
248-000.000-675.500	FARMERS MARKET REVENUE	4,000.00	4,190.00	5,960.00	435.00	(1,770.00)	142.24	
248-000.000-675.600	DDA CONCERT SERIES	500.00	500.00	2,015.70	1,500.00	(1,515.70)	403.14	
248-000.000-675.800	BRICK PAVERS/BENCHES	100.00	100.00	0.00	0.00	100.00	0.00	
248-000.000-675.880	COMMUNITY PROMOTION REIMBURSEMENT	1,800.00	5,564.00	5,564.00	0.00	0.00	100.00	
248-000.000-677.000	OTHER REIMBURSEMENTS	0.00	0.00	63.92	0.00	(63.92)	100.00	
Total Dept 000.000 - REVENUE		355,400.00	385,533.00	440,479.94	16,935.00	(54,946.94)	114.25	
TOTAL REVENUES		355,400.00	385,533.00	440,479.94	16,935.00	(54,946.94)	114.25	
Expenditures								
Dept 265.000 - BUILDING MAINTENANCE								
248-265.000-921.000	ELECTRICITY	1,500.00	1,500.00	468.74	0.00	1,031.26	31.25	
248-265.000-923.000	HEAT	500.00	500.00	340.63	0.00	159.37	68.13	
248-265.000-924.000	WATER & SEWER CHARGES	500.00	500.00	191.76	0.00	308.24	38.35	
248-265.000-930.000	MISCELLANEOUS REPAIRS & MAINT	0.00	0.00	813.00	0.00	(813.00)	100.00	
Total Dept 265.000 - BUILDING MAINTENANCE		2,500.00	2,500.00	1,814.13	0.00	685.87	72.57	
Dept 705.000 - UNALLOCATED ACTIVITY								
248-705.000-703.000	WAGES & SALARIES	50,600.00	50,600.00	52,721.54	4,220.18	(2,121.54)	104.19	
248-705.000-706.000	HOURLY WAGES	15,000.00	15,000.00	15,815.50	1,188.00	(815.50)	105.44	
248-705.000-706.011	HOURLY INTERN	0.00	1,440.00	1,440.00	0.00	0.00	100.00	
248-705.000-710.000	BONUS PAY	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	
248-705.000-713.000	DEFERRED COMP CONTRIBUTION	1,100.00	1,100.00	1,165.50	88.84	(65.50)	105.95	
248-705.000-714.000	OPTICAL INSURANCE	500.00	582.00	797.75	215.98	(215.75)	137.07	
248-705.000-715.000	SOCIAL SECURITY	4,500.00	4,500.00	5,568.02	434.55	(1,068.02)	123.73	
248-705.000-716.000	HEALTH INSURANCE	23,000.00	23,000.00	24,440.24	1,788.05	(1,440.24)	106.26	
248-705.000-717.000	LIFE/DISABILITY INS	750.00	750.00	809.12	68.71	(59.12)	107.88	
248-705.000-718.000	RETIREMENT AND OPEB	3,000.00	3,000.00	2,020.50	155.48	979.50	67.35	
248-705.000-721.000	PTO/VACATION PAY-OUT	3,000.00	5,000.00	5,008.19	222.12	(8.19)	100.16	
248-705.000-727.000	OFFICE SUPPLIES	800.00	800.00	339.82	72.08	460.18	42.48	
248-705.000-730.000	POSTAGE	200.00	200.00	288.06	0.00	(88.06)	144.03	
248-705.000-740.000	OPERATING SUPPLIES	2,000.00	2,000.00	3,940.43	345.57	(1,940.43)	197.02	
248-705.000-741.000	ADVERTISING	7,000.00	7,000.00	4,635.42	218.00	2,364.58	66.22	
248-705.000-807.000	AUDIT FEES	1,000.00	1,000.00	817.37	0.00	182.63	81.74	
248-705.000-815.000	DUES/MEMBERSHIPS	1,000.00	1,278.00	1,381.07	103.76	(103.07)	108.06	
248-705.000-817.000	CONSULTING FEES	5,000.00	5,000.00	210.00	0.00	4,790.00	4.20	
248-705.000-818.000	CONTRACTED SERVICES	5,000.00	5,000.00	10,897.49	812.65	(5,897.49)	217.95	
248-705.000-826.000	LEGAL SERVICES	1,000.00	1,000.00	420.00	0.00	580.00	42.00	
248-705.000-830.000	LIABILITY INSURANCE	200.00	975.00	974.90	0.00	0.10	99.99	
248-705.000-831.000	WORKERS COMPENSATION	400.00	400.00	157.82	0.00	242.18	39.46	

PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	2024-25	2024-25	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT	USED
		ORIGINAL BUDGET	AMENDED BUDGET	NORM	(ABNORM)	MONTH 06/30/25	INCR (DECR)	NORM	(ABNORM)		

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY											
Expenditures											
248-705.000-853.000	TELEPHONE EXPENSES	1,200.00	1,200.00	1,468.70		62.90		(268.70)		122.39	
248-705.000-860.000	TRANSPORTATION & CONFERENCES	2,500.00	2,500.00	1,962.10		54.60		537.90		78.48	
248-705.000-880.000	COMMUNITY PROMOTION	14,000.00	18,514.00	29,030.88		3,264.00		(10,516.88)		156.81	
248-705.000-900.000	PRINTING & PUBLISHING	500.00	500.00	129.02		0.00		370.98		25.80	
248-705.000-921.000	ELECTRICITY	35,000.00	35,000.00	49,179.64		8,508.58		(14,179.64)		140.51	
248-705.000-930.000	MISCELLANEOUS REPAIRS & MAINT	12,000.00	19,826.00	19,897.08		21.15		(71.08)		100.36	
248-705.000-931.000	STREETSCAPE MAINTENANCE	55,000.00	55,000.00	79,881.52		5,574.65		(24,881.52)		145.24	
248-705.000-956.000	MISCELLANEOUS	4,000.00	13,000.00	15,657.22		857.35		(2,657.22)		120.44	
248-705.000-958.000	ADMINISTRATIVE/TRANSFER TO	35,000.00	35,000.00	35,000.00		0.00		0.00		100.00	
248-705.000-973.000	DEVELOPMENT COSTS-UNALLOCATED	20,000.00	20,000.00	15,679.66		426.54		4,320.34		78.40	
248-705.000-973.002	LEASES	1,300.00	2,271.00	2,271.00		0.00		0.00		100.00	
248-705.000-973.006	DDA CONCERT SERIES EXP	12,000.00	12,000.00	12,765.17		1,269.25		(765.17)		106.38	
248-705.000-973.008	BRICK/BENCH EXPENSE	100.00	100.00	0.00		0.00		100.00		0.00	
248-705.000-973.100	LAPPER DEVELOPMENT CORPORATIO	6,250.00	6,250.00	6,250.00		0.00		0.00		100.00	
248-705.000-973.300	FARMERS MARKET EXPENSE	10,000.00	10,000.00	5,094.05		502.00		4,905.95		50.94	
248-705.000-973.560	WINTER FEST	4,000.00	4,000.00	2,294.49		0.00		1,705.51		57.36	
248-705.000-973.600	ROTARY PARK EXPENSES	2,000.00	2,000.00	0.00		0.00		2,000.00		0.00	
248-705.000-975.000	CAPITAL OUTLAY	12,000.00	15,247.00	72,750.34		10,760.00		(57,503.34)		477.15	

Total Dept 705.000 - UNALLOCATED ACTIVITY		352,900.00	383,033.00	483,159.61		41,234.99		(100,126.61)		126.14	
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TOTAL EXPENDITURES		355,400.00	385,533.00	484,973.74		41,234.99		(99,440.74)		125.79	
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Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:											
TOTAL REVENUES		355,400.00	385,533.00	440,479.94		16,935.00		(54,946.94)		114.25	
TOTAL EXPENDITURES		355,400.00	385,533.00	484,973.74		41,234.99		(99,440.74)		125.79	
NET OF REVENUES & EXPENDITURES		0.00	0.00	(44,493.80)		(24,299.99)		44,493.80		100.00	

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY								
06/05/2025	TRI	86942	4381	AQUA TURF IRRIGATION	DDA CAPPED OFF LINES DUE TO NEW BU	931.000	705.000	469.65
06/05/2025	TRI	86948	102430	FINELINE LANDSCAPE CONSTRUCT	DDA LANDCAPE MAINTENANCE PAYMENT 1	931.000	705.000	2,300.00
06/05/2025	TRI	86951	MAY 2025	FIRST NATIONAL BANK OF OMAHA	DDA VARIOUS SUPPLIES	727.000	705.000	14.58
					DDA VARIOUS SUPPLIES	727.000	705.000	(34.18)
					DDA VARIOUS SUPPLIES	727.000	705.000	34.18
					DDA VARIOUS SUPPLIES	727.000	705.000	57.50
					DDA VARIOUS SUPPLIES	740.000	705.000	68.93
					DDA VARIOUS SUPPLIES	740.000	705.000	254.27
					DDA VARIOUS SUPPLIES	740.000	705.000	1.00
					DDA VARIOUS SUPPLIES	815.000	705.000	103.76
					DDA VARIOUS SUPPLIES	930.000	705.000	21.15
					CHECK TRI 86951 TOTAL FOR FU			
06/05/2025	TRI	86960	1186075	JAYS SEPTIC TANK SERVICE	DDA 120 N MAIN	818.000	705.000	390.00
06/05/2025	TRI	86961	11181	JEM ELECTRIC SERVICE	DDA PULLED WIRE BETWEEN TWO LIGHT	931.000	705.000	425.00
06/05/2025	TRI	86979	205974581	T-MOBILE USA	DDA MOBIL INTERNET	740.000	705.000	21.37
06/05/2025	TRI	86980	924012	TANIS BUILDER	GUTTERS AND BALANCE ON LABOR DDA	975.000	705.000	10,760.00
06/05/2025	TRI	86982	MAY 2025	TRI-CITY TIMES	DDA ADVERTISING	973.006	705.000	400.00
					DDA ADVERTISING	973.300	705.000	280.00
					CHECK TRI 86982 TOTAL FOR FU			
06/05/2025	TRI	86984	VC3-204033	VC3 INC	365 MICROSOFT	818.000	705.000	8.30
			VC3-204034		CLOUD DATA RECOVERY	818.000	705.000	5.15
CHECK TRI 86984 TOTAL FOR FU								13.45
06/05/2025	TRI	86986	6/02/2025	VICTOR AGUILAR	DDA FACADE GRANT	973.000	705.000	426.54
06/12/2025	HRA	1771	06/12/2025	CHRISTINE MALZAHN	OPTICAL/MEDICAL	714.000	705.000	215.98
06/12/2025	TRI	86995	8102470560	BACONS BALLOON DECOR	BALLOON PILARS FOR GRAND OPENING	973.006	705.000	100.00
06/12/2025	TRI	86997	06/05/2025	CHRISTINE MALZAHN	MILEAGE LAPEER DDA ICEC CONFERENCE	860.000	705.000	54.60
06/12/2025	TRI	87001	200325707848	DTE ENERGY	ELECTRIC- 05/01/2025 - 05/31/2025	921.000	705.000	47.40
					ELECTRIC- 05/01/2025 - 05/31/2025	921.000	705.000	2,353.78
					ELECTRIC- 05/01/2025 - 05/31/2025	921.000	705.000	958.95
					ELECTRIC- 05/01/2025 - 05/31/2025	921.000	705.000	757.50

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
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Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY

CHECK TRI 87001 TOTAL FOR FU

4,117.63

06/12/2025	TRI	87002	200185557379	DTE ENERGY	ELECTRIC-1/01/25 - 1/31/2025	921.000	705.000	49.60
			200185557379		ELECTRIC-1/01/25 - 1/31/2025	921.000	705.000	1,042.93
			200185557379		ELECTRIC-1/01/25 - 1/31/2025	921.000	705.000	2,355.18
			200185557379		ELECTRIC-1/01/25 - 1/31/2025	921.000	705.000	780.00

CHECK TRI 87002 TOTAL FOR FU

4,227.71

06/12/2025	TRI	87005	06/12/2025	IMLAY CITY AREA CHAMBER OF	SUMMER FEST SPONSORSHIP	880.000	705.000	2,500.00
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06/12/2025	TRI	87009	I186684	JAYS SEPTIC TANK SERVICE	DDA EXTRA CLEANING	931.000	705.000	80.00
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06/12/2025	TRI	87016	07027768	OUTFRONT	BILLBOARD DDA	880.000	705.000	764.00
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06/12/2025	TRI	87017	342	PAGE ONE PRINTING	DDA POSTERS	973.006	705.000	13.00
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06/12/2025	TRI	87019	6/11/2025	PETTY CASH	START UP CHANGE FOR FARMERS MARKET	973.300	705.000	60.00
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06/12/2025	TRI	87029	06/05/2025	STINE, CAITLIN	FARMERS MARKET	973.300	705.000	10.00
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06/12/2025	TRI	87030	6/05/2025	STINE, KATHY	FARMERS MARKET REIMBURSEMENT	973.300	705.000	14.00
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06/12/2025	TRI	87034	VC3-206149	VC3 INC	SERVICE CONTRACT	818.000	705.000	223.20
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06/12/2025	TRI	87036	109226900	WELLS FARGO VENDOR	PRINTERS 5/26-6/25	956.000	705.000	26.95
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06/19/2025	TRI	87040	23642	ACCUNET WEB SERVICES	DDA TAKE DOWN PAGES AND EDIT	818.000	705.000	90.00
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06/19/2025	TRI	87044	06/17/2025	BUBBLES OF FUN	DDA JUNE 24 CONCERT PERFORMANCE	973.006	705.000	350.00
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06/19/2025	TRI	87050	PAYMENT 3 2025	FINELINE LANDSCAPE CONSTRUCT	2025 MOWING CONTRACT	956.000	705.000	830.40
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06/19/2025	TRI	87051	8107219386	FRONTIER	CITY HALL PHONE	853.000	705.000	12.90
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06/19/2025	TRI	87053	06/12/2025	HISPANIC SERVICE CENTER	FARMERS MARKET	973.300	705.000	5.00
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06/19/2025	TRI	87055	6/12/2025	HOOT-N-HOLLER FARM	FARMERS MARKET	973.300	705.000	12.00
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06/19/2025	TRI	87057	1187720	JAYS SEPTIC TANK SERVICE	DDA 120 N MAIN	973.300	705.000	105.00
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06/19/2025	TRI	87063	9/26/2024	PENZLEN FARMS	FARMERS MARKET REIMBURSEMENT	973.300	705.000	34.00
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06/19/2025	TRI	87069	6/11/2025	THE PRINT SHOP	DDA BANNERS	741.000	705.000	218.00
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06/19/2025	TRI	87071	VC3-207065	VC3 INC	JUNE 365 BUSINESS	818.000	705.000	8.30
			VC3-207066		CLOUD JUNE	818.000	705.000	5.15

CHECK TRI 87071 TOTAL FOR FU

13.45

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY								
06/20/2025	TRI	87074	9/26/2024	MONTY'S FARMS	FARMERS MARKET	973.300	705.000	25.00
06/26/2025	TRI	87090	23694	ACCUNET WEB SERVICES	DPA ANNUAL COST OF EMAIL 6/15/8202	818.000	705.000	66.00
			23695		E-MAIL BOXES FOR SAM AND RUBY 6/24	818.000	705.000	30.00
				CHECK TRI 87090 TOTAL FOR FU				96.00
06/26/2025	TRI	87118	910000600601	DTE ENERGY	ELECTRIC- 113 E THIRD UNIT 2	921.000	705.000	29.58
06/26/2025	TRI	87119	910000600700	DTE ENERGY	ELECTRIC- 101 W CAPAC	921.000	705.000	19.95
06/26/2025	TRI	87123	910000610766	DTE ENERGY	ELECTRIC- 120 N MAIN	921.000	705.000	113.71
06/26/2025	TRI	87125	103364	FINELINE LANDSCAPE CONSTRUCT	DPA LANDSCAPE MAINTENANCE 2 OF 5	931.000	705.000	2,300.00
06/26/2025	TRI	87140	06/19/2025	SEAN MONTGOMERY	FARMERS MARKET	973.300	705.000	16.00
06/26/2025	TRI	87144	012	MEESCH'S	DPA ICE CREAM CUPS FOR MUSIC IN TH	973.006	705.000	406.25
				Total for fund 248 DOWNTOWN DEVELOPMENT AUTHOR				33,091.51



CITY OF IMLAY CITY
 CHRISTINE MALZAHN
 Account number ending in 9672
 Transactions for billing cycle ending 06/25/25



TRANSACTION DETAIL

Transactions

Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits
<i>Office Supplies</i>		<i>248 705 000 727 000</i>		
05-23	05-27	05436845144000424356937	DOLLARTREE IMLAY CITY MI	\$5.23
05-28	05-28	55432865148208209159003	AMAZON MKTPL*NN5KQ80U1	\$19.48 ✓
<i>Office Supplies</i>		<i>248 705 000 727 000</i>	Amzn.com/bill WA	
06-04	06-05	82305095155500047243706	CANVA* I04537-68648280	\$30.00
<i>Operating Supplies</i>		<i>248 705 000 740 000</i>	CAMDEN DE	
06-09	06-09	85411175160023000276768	PAYMENT - THANK YOU	\$521.19 CR
06-11	06-12	55432865162203168924357	AMAZON MKTPL*NH5R72SK0	\$169.99
<i>Market</i>		<i>248 705 000 973 000</i>	Amzn.com/bill WA	
06-12	06-12	55432865163203296667851	AMAZON MKTPL*NH2F97790	\$166.10
<i>Capital</i>		<i>248 705 975 000</i>	Amzn.com/bill WA	
06-12	06-12	55432865163203347590755	AMAZON MKTPL*NH64Y87T0	\$68.36
			Amzn.com/bill WA	
06-20	06-23	55506295172380466168033	BOTANAS EL PAIZA IMLAY MI	\$312.00
06-24	06-25	05436845175300220888402	KROGER #465 IMLAY CITY MI	\$78.37
		<i>Concerts 248 705 000 973 000</i>		

Fees Charged

Total Fees for this period

\$0.00

Interest Charged

Interest Charge on Purchases

\$0.00

Interest Charge on Cash Advances

\$0.00

Interest Charge on Balance Transfers

\$0.00

Total Interest for this Period

\$0.00

Charge Summary Your Annual Percentage Rate (APR) is the annual interest rate on your account (v) Variable rate (f) Fixed rate

	Annual Percentage Rate (APR)	Special Offer or Eligible Purchases APR Expiration Date	Balance Subject to Interest Rate	Days Rate Used	Interest Charge
Purchases	17.24% (v)	NA	\$537.07	33	\$0.00
Cash Advance	29.49% (v)	NA	\$0.00	33	\$0.00

2025 Total Year-to-Date

Total Fees Charged in 2025

\$0.00

Total Interest Charged in 2025

-\$19.49

06/26/2025 01:35 PM
User: RENEE
DB: Imlay City

BALANCE SHEET FOR CITY OF IMLAY CITY
Period Ending 06/30/2025

Page:

117

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.200	CASH - CHECKING ACCOUNT	232,610.79
248-000.000-001.210	CASH - CHECKING DDA	20,567.49
248-000.000-040.000	ACCOUNTS RECEIVABLE	750.00
248-000.000-101.000	PREPAID - ASSET	2,114.34
Total Assets		256,042.62
*** Liabilities ***		
248-000.000-200.100	WAGES PAYABLE	512.19
248-000.000-202.000	ACCOUNTS PAYABLE	22,315.91
Total Liabilities		22,828.10
*** Fund Balance ***		
248-000.000-390.000	FUND BALANCE	277,708.32
Total Fund Balance		277,708.32
Beginning Fund Balance		277,708.32
Net of Revenues VS Expenditures		(44,493.80)
Ending Fund Balance		233,214.52
Total Liabilities And Fund Balance		256,042.62

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Correspondence

DATE: July 14, 2025

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Items Attached: FineLine Landscaping Donation Invoice

Action Needed: No Board Action Needed

(810) 790-7015
 (800) 447-4250
services@finelinelandscaping.com



Mailing: 7934 Newark Rd
 Imlay City MI 48444
 Office: 7289 E. Imlay City Rd.
 Imlay City, MI 48444

Donation Work

Date: 6/10/25
To: City of Imlay City
Organization: City of Imlay City/DDA
Address: 150 N. Main St. Imlay City, MI 48444

As part of our commitment to supporting the community, **Fineline Landscape Construction and Maintenance** is proud to donate the following services and materials. Below is a summary of the work completed and the estimated value of our contribution.

WORK DONE IN IMLAY CITY TOWNSHIP

- Installation of (666) **Boxwoods** at \$75/ea..... \$49,950
- Installation of (75) **Bayberry Trees** at \$85/ea.....\$6,375
- Installation of (4) **4-5' Hydrangea Trees** at \$475/ea.....\$1,900
- Installation of (2) **Japanese Maple Trees** at \$525/ea..... \$1,050
- Installation of (31) **Weigelias** at \$75/ea..... \$2,325
- Installation of (107) **Mixed Hydrangeas** at \$75/ea.....\$8,025

Project Total: \$69,625

Donated By:
 Fineline Landscape Construction and Maintenance
 7934 Newark Rd. Imlay City, Mi 48444
 810-790-7015
services@finelinelandscaping.com
<https://finelinelandscaping.com>



AGENDA ITEM UB 9a. Downtown Depot Pavilion Amenities

DATE: July 14, 2025

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: The Board requested detailed quotes for picnic tables, security cameras and trash receptacles at their June meeting. Director Malzahn researched funding opportunities, targeting the Four County Community Foundation as a possibility. The FCCF accepts applications quarterly, with the next submission date of July 1 or October 1.

Director Malzahn, with authorization from Chair Barga submitted a grant on behalf of the DDA in order to meet the deadline and secure amenities for use in 2025. Funding announcements from the FCCF are expected the end of July.

Items Attached: Quotes
Grants Submission

Action Needed: No Board Action Needed

Krahn Outdoor
 819 N Van Dyke Road
 Imlay City, MI 48444

Email: llk4680@hotmail.com
 Phone: 810-721-7118

QUOTE

INVOICE # 111
 Date: 6/24/25

To:
 Imlay City DDA
 150 N. Main Street
 Imlay City, MI 48444

Salesperson	Job	Payment terms	Due date
Lilana Krahn	Sales rep	50% Deposit	TBD

Qty	Description	Unit price	Line total
4	6' ADA Complaint Octagon or rectangle style tables	1650.00	6600.00
2`	8' ADA Complaint Octagon or rectangle style tables	1850.00	3700.00
Subtotal			10300.00
Sales Tax			0.00
Total			10300.00

This is a quotation on the goods named, subject to the conditions noted below: All sales final, payment due upon receipt.

To accept this quotation, sign here and return: _____

Thank you for your business!





WWW.CNMGT.ORG

Scope of Work: Imlay City Pavilion Camera Deployment

Project Title: Imlay City Pavilion Camera Deployment

Date: June 11, 2025

Prepared For: Imlay City

Prepared By: Competitive Network Management (CNM)

1. Introduction

This Scope of Work (SOW) outlines the services and deliverables to be provided by Competitive Network Management (CNM) for the deployment of surveillance cameras at the Imlay City Pavilion. The objective is to enhance security and monitoring capabilities in and around the pavilion area by integrating new camera systems with the existing Police Department's Network Video Recorder (NVR).

2. Scope of Work

Competitive Network Management will perform the following tasks and provide the following equipment:

- **Wireless Bridge Deployment:** A wireless bridge will be deployed to establish reliable network connectivity between the pavilion and the Police Department's NVR. This will ensure seamless data transmission for the surveillance cameras.
- **NEMA Box and Network Switch Installation:** A NEMA-rated enclosure (NEMA box) will be installed under the pavilion. This enclosure will house a network switch, providing protected and centralized connectivity for the pavilion cameras.
- **Fisheye Camera Deployment:** A fisheye camera will be strategically deployed in the middle of the pavilion. This camera will provide a



complete 360-degree panoramic view of the area under the pavilion and the surrounding environment, subject to any physical obstructions.

- **180-Degree Panoramic Camera Deployment:** A 180-degree panoramic camera will be mounted to a leg of the pavilion, specifically aimed down 3rd Street. This camera will offer a broad view of the street, providing clarity for objects closer to the camera and a good overview of the street at a distance.
- **Connectivity Wiring and Mounting Equipment:** CNM will provide all necessary connective wiring (e.g., Ethernet cabling) and mounting equipment required for the secure and proper installation of all cameras and network components.
- **Camera Adoption to Police NVR:** All newly deployed cameras will be configured and adopted to the Imlay City Police Department's existing NVR system, ensuring they are accessible for recording and monitoring.

3. Responsibilities

3.1. Competitive Network Management (CNM) Responsibilities:

- Procurement, configuration, and deployment of the wireless bridge.
- Procurement and installation of the NEMA box.
- Procurement and installation of the network switch within the NEMA box.
- Procurement, installation, and configuration of the fisheye camera.
- Procurement, installation, and configuration of the 180-degree panoramic camera.
- Provision of all necessary connective wiring and mounting hardware.
- Integration and adoption of all new cameras to the Imlay City Police NVR.
- Basic functional testing of camera views and NVR integration.

3.2. Imlay City Responsibilities:

- **Power Provision:** Imlay City will be solely responsible for providing reliable electrical power to the designated location under the pavilion for the NEMA box and associated network equipment.
- **NVR Storage Assessment:** Imlay City will be responsible for assessing and addressing any additional storage needs for their Police NVR resulting from the integration of these new cameras.
- **Tree Trimming**

4. Assumptions

- Imlay City will provide accessible and sufficient power at the pavilion for the equipment.

- The Police Department's NVR is operational and accessible for camera integration.
- There is a clear line of sight for the wireless bridge deployment to ensure optimal connectivity.
- Suitable and structurally sound mounting locations are available for all cameras and the NEMA box.
- Any existing network configurations or firewall rules will allow for the integration of the new cameras without significant modification by CNM.
- No unforeseen physical obstructions will significantly impair the intended 360-degree view of the fisheye camera or the broad view of the 180-degree panoramic camera.

5. Deliverables

Upon completion of this SOW, the following deliverables will be provided:

- Fully installed and operational wireless bridge connecting the pavilion to the NVR.
- Securely installed NEMA box under the pavilion, housing a functional network switch.
- Fisheye camera installed and configured, providing a 360-degree view of the pavilion area.
- 180-degree panoramic camera installed and configured, providing a broad view down 3rd Street.
- All cameras successfully adopted and accessible on the Imlay City Police NVR.
- All necessary cabling and mounting hardware securely installed.

6. Exclusions

The following items are not included in this Scope of Work:

- Any civil works or trenching for power lines.
- Modifications or upgrades to the existing Police Department's NVR hardware or software beyond camera adoption.
- Ongoing maintenance, monitoring, or technical support for the installed cameras or network infrastructure beyond the initial deployment.
- Any repairs or replacements for pre-existing infrastructure or equipment.
- Any costs associated with increased NVR storage or network bandwidth required due to the new cameras.

7. Acceptance Criteria

Project completion and acceptance will be determined by the following:

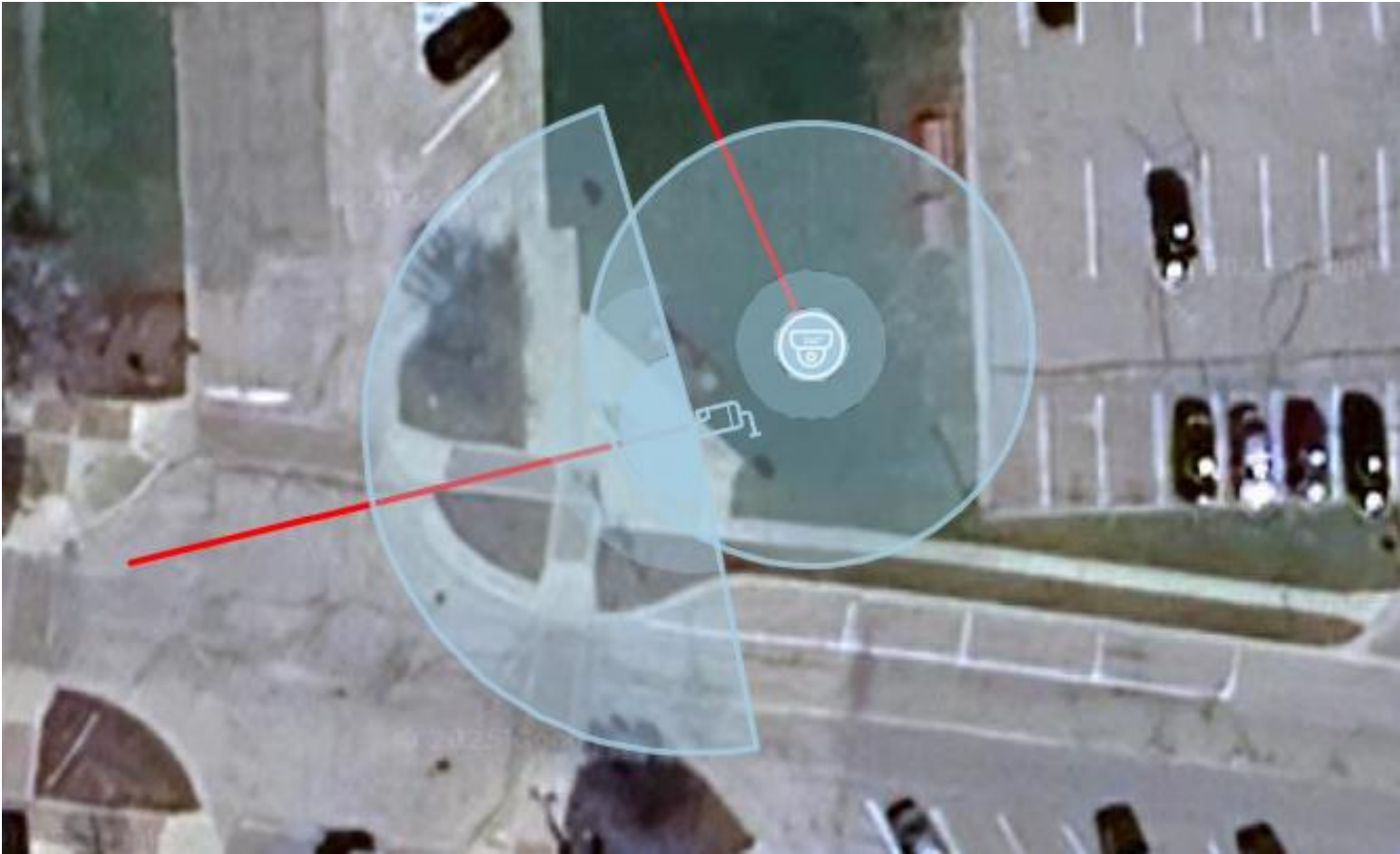
- Confirmation of wireless bridge connectivity.
- Verification that both cameras are online, streaming video, and recording to the Police NVR.
- Visual confirmation of the intended coverage areas for both cameras (360-degree for fisheye, broad street view for panoramic).
- A walkthrough with Imlay City representatives to confirm satisfactory operation of the deployed system.

8. Timeline & Cost

- **Timeline:** A detailed project timeline will be provided in a separate project plan document upon SOW approval.
- **Cost:** Detailed pricing for the services and equipment outlined in this SOW will be provided in a separate quotation.

v

Imlay City Pavilion Calculation | June 11, 2025





180 Degree

Model: Digital Watchdog DWC-MBW8Wi2TW Resolution: 4K
H AoV: 175° Distance: 56ft Width: 170.9ft PPF: 22.5
Imager: 1/1.8" Focal Length: 2.3mm Camera Height: 10.00ft Tilt: -49.22° Scene Height: 10.00ft



Day - Ideal

Dark With IR



22.5 ppf
56 ft
Away

Warning: results may vary depending on light and camera

Fisheye



Model: Digital Watchdog DWC-PVF9Di2TW Resolution: 12MP
H AoV: 360° Distance: 38ft Width: 236.4ft PPF: 33.8
Imager: 1/1.7" Focal Length: 2.1mm Camera Height: 10.00ft Tilt: -135.00° Scene Height: 10.00ft



Day - Ideal

Dark With IR

33.8 ppf
38 ft
Away

Warning: results may vary depending on light and camera



Pavilion Surveillance - DDA - City of Imlay City

Prepared For

City of Imlay City
Christine Malzahn


Document Number
C22Q1357





QUOTE #	C22Q1357
DATE	6/11/2025

Prepared For:**Christine Malzahn****City of Imlay City****150 North Main Street
Imlay City, MI 48444****Prepared By:****Matthew Little****835 Mason Street
Suite D185
Dearborn, MI 48124****P: 810-724-2135****E: ddadirector@imlaycity.org****P: 7343013370****E: matt@cnmgt.org**

PO Number	Payment Terms	Valid Through
	Net 30	Aug 4, 2024

Qty			
Cameras			
Digital Watchdog MEGApix PANO 9 Megapixel Indoor/Outdoor Network Camera - Color, Monochrome - Fisheye - TAA Compliant - 80 ft Infrared Night Vision - H.265, H.264, MJPEG - 3008 x 3000 - 2.10 mm Fixed Lens - 30 fps - CMOS - Pole Mount, Wall Mount, Ceiling Mount, Corner Mount, Gang Box Mount, Junction Box Mount - IK09 - IP66 - Vandal Proof, Impact Resistant, Water Resistant, Dust Proof	\$907.19	1	\$907.19
 <p><i>MEGApix® Pano™ 9MP 360° view fisheye outdoor IP cameras with IR can monitor an entire area, providing ultimate ROI. The 2.1mm fisheye lens provides edge-to-edge image clarity producing 9MP panoramic images at real-time 30fps. Star-Light Plus™ color in near-total darkness technology ensures quality video in any lighting condition. The camera also offers simultaneous H.265/H.264/MJPEG codec support in an IP66 vandal-resistant, discrete housing. The camera is optimized to work with the DW Spectrum™ IPVMS instant dewarping feature.</i></p>			

Qty			
DWB-MBW8WI2TW 6K 8MP, IP, IVA PANO, 2.3 ULTR WIDE	\$658.60	1	\$658.60
JUNCTION BOX/WHITE	\$49.78	1	\$49.78
WALL MOUNT FOR FLEX VARIFOCAL 6K-DWC-PV20MW	\$225.05	1	\$225.05
CTNR & POLE MNT BRACKET -WHITE 6K-VICNMW	\$50.36	1	\$50.36
Cable & Network Infrastructure			
23-4PR CAT6 SOLID PLENUM (HIT#30237-*) / Linear Foot	\$0.41	300	\$123.00
RJ45 8C CAT6 KEYSTONE MOD JACK (U-STYLE)	\$3.15	2	\$6.30
SURFACE MNT BOX 1 PORT	\$2.25	2	\$4.50
3FT CAT6 PC BOOTED	\$2.39	2	\$4.78
CNM_Cable_Acc Conduits, wire mold, back boards, jhooks, beam clamps.....	\$138.70	1	\$138.70
Ubiquiti UniFi IEEE 802.11ad 1.70 Gbit/s Wireless Bridge - 2.40 GHz, 5 GHz, 60 GHz - 1 x Network (RJ-45) - Gigabit Ethernet - Wall Mountable, Pole-mountable - 2  <p>1.7+ Gbps bi-directional Plug and Play 60 GHz Bridge with 5 GHz Radio Redundancy, UniFi Network Application, and range of up to 500 m UniFi® Building-to-Building Bridge is the ideal solution for short-range, high-throughput connectivity. Integration with the UniFi Network Application makes bridging two networks seamless. As a pack of two radios, UniFi Building-to-Building Bridge contains everything you need to get up and running within minutes. Enjoy simple, easy-to-use gigabit connectivity anywhere.</p>	\$499.99	1	\$499.99

Qty			
8 Ports - Manageable - Gigabit Ethernet - 1000Base-T - 2 Layer Supported - 9 W Power Consumption - 202 W PoE Budget - Twisted Pair - PoE Ports - Wall Mountable - 8 Ports - Gigabit Ethernet - 1000Base-T - 2 Layer Supported - 9 W Power Consumption - 202 W PoE Budget - Twisted Pair - PoE Ports - Wall Mountable	\$159.99	1	\$159.99
 <p><i>A compact, Layer 2, 8-port GbE PoE switch with versatile mounting options.</i> <i>(7) GbE PoE+ output ports (1) GbE port with optional PoE++ input 202W PoE availability with the included AC power adapter</i></p>			

Qty			
<p>QILIPSU UL94-V0 Outdoor Electrical Box 16.4"x12.4"x7.1" Waterproof Junction Box Weatherproof PC/ABS Alloy Plastic IP66 Project Electric Enclosure Grey Hinged Door</p>  <p><i>Upgraded Material:</i> This outdoor electrical box is crafted with upgraded premium PC/ABS alloy plastic, delivering superior durability and impact resistance compared to traditional ABS plastic, ensuring a more reliable and advanced solution for your various applications. Whether you are a personal DIY enthusiast, a business customer, or a government client, this product is thoughtfully engineered with you in mind to minimize maintenance and replacements, offering dependable performance for the long term</p> <p><i>UL94-V0:</i> We understand that customers seek a superior flame-retardant junction box due to fire safety concerns. That's why we have engineered this enclosure box with UL94-V0 rated flame retardant material, capable of passing the 960C Glow-Wire Test for exceptional fire protection. By choosing our enhanced flame-retardant electrical box, you can confidently eliminate fire hazards and secure the peace of mind you desire, especially for critical electrical applications</p> <p><i>IP66 Waterproof:</i> This waterproof junction box features an IP67 rating, providing reliable protection against water, dust, and other environmental challenges. Its robust design is perfect for both indoor and outdoor applications, ensuring your valuable electrical equipment stays safe in harsh environments saving you from the hassle of replacements due to water damage</p> <p><i>Easy to Customize and Install:</i> Our weatherproof project boxes are easy to drill without cracking, and the included upgraded solid mounting plate makes equipment installation simple, helping you customize any projects effortlessly while saving valuable time</p> <p><i>Versatile Solutions:</i> Our waterproof electrical box is engineered to be suitable for wide applications, such as lighting systems, routers, POE switches, CCTV cameras, Starlink devices, solar panels, irrigation systems, ham radios, LEDs, power supplies, pool controls, Wi-Fi devices, and more. This versatility broadens your opportunities and gives you more flexibility</p> <p><i>Dimensions:</i> The External size is 16.4"x12.4"x7.1" (415x315x180mm) for this waterproof box. The Internal size is detailed in our dimension drawing. Please double-check these dimensions before purchasing to ensure a perfect fit</p> <p><i>QILIPSU Unique Service:</i> At QILIPSU, we take pride in creating genuine value through exceptional products and services, all thoughtfully designed with your satisfaction in mind a commitment trusted by our esteemed loyal customers. This dedication drives everything we do and is reflected in every product we offer, each one supported by dependable after-sales service to ensure reliable support whenever you need it. If you have any questions, please don't hesitate to contact us for a prompt and helpful response</p>	\$106.74	1	\$106.74
Installation Cost	\$1,700.00	1	\$1,700.00

Qty			
CNM_Trip_Charge	\$50.75	4	\$203.00
Solution Subtotal			\$4,837.98
Sales Tax			\$0.00
Shipping			\$68.77
Grand Total			\$4,906.75
Deposit Required			\$2,208.04

Payment Options

Select your preferred payment option / purchase terms*:

☐ Credit Card Purchase (purchase amount \$5,053.95) [includes +\$147.20 payment type Surcharge]

☐ eCheck/ACH Purchase (purchase amount \$4,906.75)

☐ PayPal Purchase (purchase amount \$5,053.95) [includes +\$147.20 payment type Surcharge]

* If this quote contains lease payment options, the lease options are provided as an estimate only. Final lease payment amount is subject to credit verification and applicable taxes as required by law.

To accept this quotation, sign here and return:
Initial here if to indicate floor plan received:
Initial here to acknowledge scope received:

Thank You For Your Business!





Outdoor Roller Shade for Patio with New Operation Mode(No Need Crank), (10'W X 8'H) 420GSM New Material Patio Blinds with 95% UV Protection, Outdoor Blinds for Shading, Privacy Protection, Gray

Visit the FansaFurn Store

4.6 (35) | Search this page

50+ bought in past month

List Price: ~~\$389.99~~ Details

Price: **\$289.99**

You Save: **\$100.00 (26%)**

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Style:



Buying multiple items? [Go to multi-select](#)

Pull-down
Style with...

\$289.99
~~\$389.99~~

with Crank
No Valance

See available
options

with Crank
and Valance

\$296.56



Estimate

Barco Products, LLC
 24 N Washington Ave
 Batavia IL 60510
 (800) 338-2697
customerservice@barcoproducts.com

#SORCO82174

5/22/2025

Bill To

Christine Malzahn
 City Of Imlay City DDA
 150 N Main St
 Imlay City MI 48444

Ship To

Christine Malzahn
 City Of Imlay City
 605 Folk Ct
 Imlay City MI 48444

Terms	Due Date	PO #	Tracking
Net 15	TBD	Christine Malzahn	039994300

Item	Qty.	Unit Price	Amount
KTR2200-BK Ravinia Receptacle/ 32 Gallon Receptacle/ Black	3	\$728.85	\$2,186.55
LIFTGATE Liftgate Fees	1	\$90.00	\$90.00

Subtotal	\$2276.55
Tax Total (%)	0
Shipping	\$281.88
Total	\$2,558.43

MAKE CHECKS PAYABLE TO BARCO PRODUCTS, LLC PLEASE REMIT TO ADDRESS ABOVE.

Four County Community Foundation

Downtown Depot Pavilion Amenities Grant Application

Organization Mission Statement

Established in 1976, the Imlay City Downtown Development Authority is under the supervision and control of a DDA Board consisting of a chief executive officer of the municipality and eight to twelve members as determined by the Imlay City Commission. The function of the authority is to propose, finance, and implement public improvements in the downtown development district.

The mission of the Imlay City Downtown Development Authority is to create an atmosphere conducive to business prosperity and consumer satisfaction, while maximizing employment and encouraging business development.

To assist in the revitalization of the downtown district in Imlay City, the Imlay City Downtown Development Authority is charged with the following tasks to help promote a more vibrant downtown:

DESIGN: The Imlay City DDA is responsible for enhancing the visual quality of the business district. This means attention to all physical elements: buildings, storefronts, signs, public improvements, landscaping, merchandising displays, and promotional materials. The quality of the designed environment more than any other aspect demonstrates to the public the other qualities of the district.

PROMOTION: The DDA is also responsible for creating a positive image of the business district to attract customers and investors and rekindle community pride. Promotion includes the development of sophisticated, joint retail sales events, festivals and the creation of a consistent image through graphic and media presentation. Promotion also includes target selling of the district to investors, developers, and new businesses.

ECONOMIC RESTRUCTURING: Finally, the Imlay City DDA is responsible for assisting in all aspects of economic restructuring, including strengthening the existing economic base of the business district while diversifying its economic base. Activities include retaining and expanding existing business, recruiting new businesses to

provide a balanced mix, converting disused space into productive property and sharpening the competitiveness of Main Street's traditional merchants.

Organization Classification

- **Government**

Geographic Area Served: Four County Community Foundation serves portions of Lapeer, Macomb, Oakland, and St. Clair counties, located in SE MICHIGAN, USA. Check the map at www.4ccf.org for more information.

- **Imlay City**

Organization Official Contact (CEO, Director, Superintendent, etc.)

Official Contact First Name

Craig

Official Contact Last Name

Horton

Official Contact Title

City Manager

Official Contact Phone Number (no dashes)

8107242135

Official Contact Email

citymanager@imlaycity.org

Contact information for this Grant Request

Your First Name

Christine

Your Last Name

Malzahn

Your Title

DDA Director

Your Phone (no dashes)

8107242135

Your Email Address

ddadirector@imlaycity.org

Program Title

Downtown Depot Pavilion Amenities

Program Area

S Community improvement, capacity-building

Program Description Summary: In one short sentence, describe how you will use grant dollars to address community needs. A full program description is required in the Attachments Section. Do not use bullets or other formatting.

Funding will provide critical community access and safety at the Downtown Depot Pavilion with ADA-compliant seating, security cameras, and trash receptacles for cleanliness and usability.

Grant Request Amount: Use exact amount as described in your budget; do not round up.

\$10000.00

Total Program Cost: Include the total cost of the program you are seeking funding for.

\$20505.12

Have you sought funding from within your organization (including school district, government agency, etc.)? Why or why not?

Yes, the DDA contributed \$50,000 toward the construction of the Downtown Depot Pavilion and is now seeking additional funding to support necessary amenities that were not included in the initial project budget. At the time, the focus was on completing the primary structure to ensure the space could begin serving the public. However, due to limited internal resources and competing budget priorities, the DDA is unable to fully fund the remaining improvements such as ADA-compliant seating, security features,

and waste receptacles. These additional enhancements are essential to maximize community benefit and long-term use of the space, which is why outside grant support is now being pursued.

Are the funds requested intended to supplement, rather than replace, expenditures that are typically covered by your organization's general operating budget? Please explain (Optional)

Yes, the requested funds are intended to supplement the project by covering specific amenities—such as ADA-compliant seating, a security camera system, and trash receptacles—that fall outside the scope of the DDA's general operating budget and were not included in the original construction funding. The DDA's annual budget is primarily allocated toward ongoing downtown maintenance, promotional events, and administrative operations. While the DDA made a significant investment in the initial construction of the Downtown Depot Pavilion, additional funds are needed to ensure the space is fully accessible, safe, and functional for all community members. These enhancements are critical to maximizing the pavilion's impact, but they exceed what can be reasonably covered through general operating funds.

Our region is home to many community foundations (Lapeer County Community Foundation, Community Foundation of St. Clair County, Community Foundation for Southeast Michigan, Orion Community Foundation, the Michigan Health Endowment Fund, etc. Have you applied to any of these or other funding agencies? What was your request

The DDA applied for a \$15,000 grant from the Lapeer County Community Foundation to help us construct the pavilion. Our grant request was fully funded, and the monies helped us complete the construction portion of the project. Our plan did not include, nor did we ask for funding to help with the needed amenities from the LCCF.

Can you proceed with partial funding? Please explain.

Yes, we can proceed with partial funding by prioritizing the most essential amenities first to ensure immediate community benefit and accessibility. For example, ADA-compliant seating would be our top priority to make the space inclusive and usable for individuals with mobility challenges. This improvement directly aligns with our commitment to accessibility and equitable public use. Other important elements, such as the security camera system and trash receptacles, could be addressed through a phased implementation approach as additional funding becomes available. We are actively exploring other grant opportunities, community partnerships, and in-kind

donations to help complete the project over time. Partial funding would allow us to begin addressing critical needs while maintaining momentum toward the pavilion's full potential.

Number of people served per year through your program.

50,000

Age Group Served

All

Gender(s) Served

Both

Program Start Date: The earliest start date should be 30 days AFTER the request deadline.

August 1, 2025

Program End Date: Your Final Grant Report is due 30 days after your program end date.

September 1, 2025

REQUIRED for all Grant Requests.

The Authorization Letter and Official Signature acknowledge that the proposal is accurate and in compliance with your organization's policies. An official is someone authorized to approve the project and grant agreement. This may include superintendent, officers of a non-profit agency, or a governmental supervisor.

Enter the name and email of the contact that is authorized to approve the Grant Req

Requested on Jun 26, 2025

Walter Bargaen

walter.bargaen@choiceone.bank

Status: Completed

Collaboration: Four County Community Foundation gives priority to organizations working collaboratively with other agencies. Indicate other agencies (if any) you are working with on this project. Describe your collaborative efforts, including project partners and funding partners. All secured and pending funding should also be clearly stated within your project budget.

This project is a collaborative effort involving several community partners who actively use and support the Downtown Depot Pavilion. Gateway Assembly utilizes the space for youth gatherings, the Imlay City Farmers Market operates weekly at the site, and the Chamber of Commerce hosts key community events such as SummerFest and Merchant Trick or Treating. Additionally, the Hispanic Services Center holds fundraising events at the Pavilion. The space is also available for residents, non-residents, and local businesses to reserve for private events, further expanding its value as a shared community asset.

Upload any applicable letters of commitment from partner agencies. *(Optional)*

NONE

Evaluation of Success: Describe one or two key outcomes you expect will result from your project. Describe how you plan to measure the success of your project. Focus on why your project is important to the community. NOTE: You are required to submit a Final Grant Report within 30 days of completion of your project. In writing the report, refer back to the key outcomes described above. Your Final Grant Report also requires high-quality digital photos showing people benefitting from your project, and a financial expenditure report. Take the time to collect these items throughout your project implementation.

Two key outcomes we expect from this project are increased accessibility and enhanced community engagement. By installing ADA-compliant seating, a security camera system, durable trash receptacles, and 6-west-side roller shades to protect users from sun and weather exposure, we aim to create a more inclusive, comfortable, and safe environment for all. These additions will support year-round use of the Pavilion for public and private events.

We will measure success through increased usage of the space, documented through reservations and event attendance, as well as community feedback collected via surveys and partner input. Success will also be reflected in improved cleanliness, safety, and user satisfaction, as monitored through the security system, maintenance reports, and direct feedback. High-quality photos of the amenities in use and a complete financial expenditure report will be submitted as part of the Final Grant Report, demonstrating the impact and importance of the project to the community.

Program Complete Description: Use clear, objective language to describe the community problem and how your program will address or solve the problem. Please include a project

timeline and describe how staff/volunteers will complete the work. Designate one or two key outcomes that will result from your program's activities. Describe how you will measure and record your outcomes.

The Downtown Depot Pavilion was constructed to serve as a central gathering space in Imlay City, but it currently lacks essential amenities that ensure accessibility, comfort, cleanliness, and safety. The absence of ADA-compliant seating, a security camera system, trash receptacles, and protection from the elements limits its functionality and inclusive use by the broader community. Additionally, without these critical upgrades, the Pavilion cannot effectively support the growing number of community events, farmers markets, and public programs that depend on it as a reliable and welcoming venue.

During recent public events, users have expressed concerns about the lack of seating for seniors and individuals with mobility issues, exposure to harsh sun and weather, and the need for increased security and sanitation to promote a family-friendly environment. These unmet needs have become more pressing as the Pavilion's popularity rises and Imlay City continues to promote its downtown as a vibrant destination. The lack of infrastructure also limits the DDA's ability to attract new event organizers, vendors, and sponsors who require more professional and accommodating public spaces.

This project will address these needs by installing ADA-compliant seating to accommodate individuals with mobility challenges, a west-side roller shade to protect users from sun and weather, a security camera system to enhance safety and deter vandalism, and durable trash receptacles to help maintain a clean environment. These improvements will increase usability throughout the year and ensure the Pavilion is inclusive, secure, and event-ready.

The project timeline is as follows: In August 2025, the DDA will finalize the selection and purchase of all materials and equipment. Installation of the seating, roller shades, trash receptacles, and security system will take place in August and September 2025, with final inspections and active community use beginning in October 2025. The project will be managed by the Imlay City Downtown Development Authority Director, with support from city maintenance staff and assistance from community volunteers affiliated with the Chamber of Commerce and Farmers Market.

Two key outcomes expected from this project include improved accessibility and comfort—measured by increased use by individuals with mobility needs and positive community feedback—and enhanced safety and cleanliness, tracked through

maintenance records and security footage. Usage data, event reservations, and community surveys will be collected and analyzed to evaluate project impact. High-quality digital photos and a detailed financial expenditure report will be compiled throughout the project and submitted as part of the Final Grant Report.

Program Line-Item Budget: Budget includes all REVENUES and EXPENSES. Provide two estimates for expenses if you are requesting an amount greater than \$1000. Screenshots of catalog pages are not acceptable. It is recommended you use the 4CCF Grant Budget & Expense Report, found at www.4ccf.org Click on grants. Download, edit as needed, save as a pdf file

Four County Community Foundation Budget Form for Grant Requests and Final Grant Expense Reports		
Organization Name	City of Imlay City	
Project Title:	Downtown Depot Pavilion Amenities	
Total Project Cost:	\$	19,933.25

Revenue: list all revenue sources, including those asked for but not yet received. Insert rows as needed.	Project Budget	Project Revenue Actual
Funds requested from 4CCF	\$ 10,000.00	
Requested or received from other foundation		
Requested or received donations from businesses		
Imlay City DDA Fund	\$ 10,505.12	
Total Revenue	\$ 20,505.12	\$ -

Expenses: sum of expenses should be less than or equal to total project cost and revenue sources as listed above. Insert rows as needed.	Project Budget	Project Expenses Actual
Security System - Competitive Network Management	\$ 4,906.75	
Six Roller Shades 10' x 8'	\$ 1,739.94	
Four 6' ADA Compliant Hexagon Picnic Tables	\$ 6,600.00	
Two 8' ADA Compliant Hexagon Picnic Tables	\$ 3,700.00	
Three Ravinia Receptacle/ 32 Gallon Receptacle/ Black	\$ 2,558.43	
Labor & Delivery	\$ 1,000.00	
Total Expenses	\$ 20,505.12	\$ -

NOTE: When submitting a **Grant Request**, edit and complete columns A-C.. Keep a copy of this Budget for your Final Grant Report.

When submitting your **Final Grant Expense Report**, simply update your original Budget by entering Actual Revenue and Expenses in Column D.

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AGENDA ITEM NB 10a. DDA Bylaw Review

DATE: July 14, 2025

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: It is best practice to review DDA Bylaws annually. Director Malzahn noted several discrepancies between the 2024 bylaws and the current Board processes. Recommended edits:

1. Section 1.1 - Board Makeup – change from up to 9 members to 12 members as appointed.
2. Section 3.6 – **ORDER OF BUSINESS** – add separate line 6 for Approval of the Agenda, and add Market Managers Report to line 11.

Items Attached: Proposed 2025 DDA Bylaws

Action Needed: Pass the motion(s) as recommended or amended per board discussion.

Recommended

Motion: Motion to update and adopt the DDA Bylaws with the detailed changes per meeting discussion.

THE CITY OF IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY
BYLAWS

ARTICLE I
BOARD MEMBERSHIP

Section 1.1 – BOARD MAKEUP

The Board of Directors of the Downtown Development Authority shall be made of a board of up to 9-12 members. Members shall be appointed by the Mayor, subject to approval by the City Commission. Not less than a majority of the members shall be persons having an interest in property located in the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district. Not less than 1 of the members shall be a resident of the downtown district if the downtown district has 100 or more persons residing within it.

Section 1.2 – CONFLICT OF INTEREST

A member of the Board who has a direct interest, whether personal or financial, in any matter before the Authority shall be deemed to have a conflict of interest and shall comply with the conflict-of-interest policy as adopted by the Board.

The conflict shall be disclosed to the Board prior to any action by the Authority with respect to the matter. The disclosure shall become a part of the record. Any member making such a disclosure shall then refrain from participating in the Authority's decision-making process, which would include comments and or discussion relative to the matter. The Board members and the Authority shall comply with Michigan Public Act 317 of 1968 as amended, being Michigan Compiled Law 15.321 et. seq., or any other Michigan statute governing conflict of interest of Downtown Development Authority members then in effect.

Section 1.3 – OATH OF OFFICE

Before assuming the duties of office, a member of the Board shall qualify by taking and subscribing to the constitutional oath of office.

Section 1.4 – REMOVAL FROM BOARD

A member of the Downtown Development Authority may be removed by the City Commission, after written charges and a public hearing, for nonfeasance, misfeasance, or malfeasance in office according to the following definitions:

- Malfeasance is acting in a wrongful, dishonest, or illegal way in his/her capacity as a DDA director.
- Misfeasance is acting in a legal but harmful way to the objectives of the Authority as a DDA director.
- Nonfeasance is abstaining from voting where no conflict of interest exists.

Sufficient cause for removal includes, but is not limited to, a director of the board acquiring unexcused absences at three consecutive regular meetings, or 25 percent of such meetings in any calendar year. The member shall be deemed to have vacated their office, and the City Commission may declare said office vacant. Upon such office being declared vacant, the Mayor shall appoint with the approval of the City Commission a new member to fill such vacancy for the unexpired term.

Section 1.5 – COMPENSATION

Board members shall serve without compensation for attendance at meetings, but may be reimbursed for reasonable expenses as incurred in the performance of their duties as approved by the DDA Board.

ARTICLE II

OFFICERS

Section 2.1 – OFFICERS

The officers of the Authority shall consist of a chairperson, vice chairperson, secretary and treasurer and director if appointed.

Section 2.2 – ANNUAL ELECTION

The officers of the Authority shall be elected in July of each year by the members of the Board. Each officer shall serve for one year or until his or her successor shall take office. Vacancies in office shall be filled by election of the Board.

Section 2.3 – DUTIES OF CHAIR

The chairperson shall preside at all meetings of the Board and shall perform such other duties as they are assigned to him or her by the Board.

Section 2.4 – DUTIES OF VICE CHAIR

The vice chairperson shall preside whenever the chairperson is unavailable. If neither the chairperson nor the vice chairperson is available to preside at a meeting, a temporary presiding officer shall be elected for that meeting.

Section 2.5 – DUTIES OF SECRETARY

The Board may employ and fix the compensation of a secretary, who shall maintain custody of the official seal and records, books, documents, or other papers not required to be maintained by the treasurer. The secretary shall attend meetings of the Board and keep a record of the proceedings and shall perform such other duties delegated by the Board.

Section 2.6 – DUTIES OF TREASURER

The treasurer of the City of Imlay City will be asked to serve as the DDA treasurer. They shall keep the financial records of the Authority and who, together with the Director, if any, shall approve all accounts payable vouchers for the expenditure of funds of the Authority. The treasurer shall perform such other duties as may be delegated to him or her by the Board and shall furnish bond in an amount prescribed by the City of Imlay City Charter.

Section 2.7 – EXECUTIVE DIRECTOR

The Board may employ and fix the compensation of a director, subject to the approval of the City of Imlay City Commission. The director shall serve at the pleasure of the board. A member of the Board is not eligible to hold the position of director. Before entering upon the duties of the office, the director shall take and subscribe to the constitutional oath and furnish bond by posting a bond in the amount of \$5,000 payable to the Authority for the use and benefit of the Authority, approved by the Board, and filed with the Clerk of the City of Imlay City, if not covered by the City's Municipal Insurance policy. The premium on the bond shall be considered an operating expense of the Authority, payable from funds available to the Authority for the expense of operation. The director shall be the chief executive officer of the Authority. Subject to the approval of the Board, the director shall supervise and be responsible for the preparation of plans and the performance of the functions of the authority in the manner authorized by Public Act No. 197 of 1975. The director shall attend the meetings of the Board and shall render to the Board and the governing body a regular report covering the activities and financial condition of the Authority. If the director is absent or disabled, the Board may designate a qualified person as acting director to perform the duties of the office, the acting director shall take and subscribe to the constitutional oath and furnish a bond as required by the director. The director shall furnish the Board with information or reports governing the operations of the Authority, as the Board requires.

ARTICLE III

MEETINGS

Section 3.1 – MEETING LOCATION

Regular meetings of the Board shall be held at the municipal offices of the City of Imlay City located at 150 N. Main Street, Imlay City, MI 48444 or such other location as designated by the Board.

Section 3.2 – MEETING DATES

On or before the last regular meeting of the current calendar year, regular meeting dates for the next calendar year shall be established and approved by the DDA, a resolution setting the specific date of each regular meeting of the year shall be adopted by the City Commission with the recommendation of the Downtown Development Authority each January and posted at the City Offices. Further, notices shall be posted to comply with state law and local ordinances.

Section 3.3 – SPECIAL MEETINGS

Special meetings may be called by the chairperson, the secretary, the DDA Director, or by any two members who submit a written request to the chairperson or DDA Director.

Section 3.4 – MEETING NOTICES

Notifications for all meetings, including special meetings, informational meetings, workshops, and sub-committee meetings, shall be posted at the City offices at least 18 hours prior to the meeting or as otherwise required to comply with applicable laws and ordinances. Notifications shall also be available on the DDA website and/or published in a local newspaper of general circulation.

Section 3.5 – INFORMATIONAL MEETINGS

Two annual informational meetings of the Authority shall be held each year. One shall be held in July and one in December. Notice of these meetings shall be sent to each taxing authority from which the DDA captures funds at least 14 days prior to the meeting date. The executive director or a board-appointed representative shall present to the City Commission a summary of the bi-annual report as presented during the informational meeting.

Informational meetings shall be held for the purpose of informing the public of the goals and direction of the authority, including projects to be undertaken in the coming year. They are not for the purpose of voting on policy, budgets or other operational matters. The informational meetings may be held in conjunction with other public meetings of the authority or municipality.

Section 3.6 – ORDER OF BUSINESS

The normal order of business shall be:

1. Call to order
2. Pledge of allegiance
3. Roll call
4. Correspondence
5. Special presentation (if needed)
6. **Approval of the Agenda**
7. Consent Agenda (approval of agenda, minutes, financial reports)
8. Public participation
9. Unfinished business
10. New business
11. Executive directors report / **Market Managers report**
12. Public participation
13. Board member comments
14. Adjournment

Section 3.7 – QUORUM

A majority of the membership of the Board shall constitute a quorum for any meeting or as required by law.

Section 3.8 – MEETING CONDUCT

Meeting procedures shall follow Roberts Rules of Order as adopted by reference herein. Public participation shall be provided at every meeting. The Board chair may limit the time allocated for each participant to 3 minutes to provide for an orderly and timely meeting.

ARTICLE IV

OPERATIONAL PRODECURES

Section 4.1 – FISCAL YEAR

The fiscal year of the Authority shall be July 1st through June 30th.

Section 4.2 – ANNUAL BUDGET

The DDA Executive Director shall present to the Board a draft annual budget prior to May 1st. The Board may hold one or more workshop meetings to set priorities and goals of the authority to be included in the draft budget. The Board shall approve an annual budget prior to June 1st and send the approved budget to the City Commission who shall approve and include the DDA budget in its financial records.

Section 4.3 – RECORDS OF THE BOARD

All meetings and records of the Authority shall be open to the public. The DDA shall make proposed minutes available for public inspection within 8 business days after the meeting to which the minutes refer. The DDA shall make approved minutes available for public inspection within 5 business days after the meeting at which the minutes are approved by the public body.

Section 4.4 – AMENDMENTS

Amendments to these bylaws may be proposed at any meeting of the Board but shall be reviewed annually at its first available meeting of the calendar year to ensure compliance.

Section 4.5 – ADOPTION OF BYLAWS

Any amendment to these bylaws must be approved by at least two-thirds of the regular members of the Board and approved by the City Commission.

The undersigned DDA Executive Director of the Board of the Downtown Development Authority of the City of Imlay City hereby certifies that these Rules, as Amended and Restated, were duly adopted by the Board at a meeting held on the _____ day of _____, 2024.

Christine Malzahn, Executive DDA Director

The undersigned City Clerk of the City of Imlay City hereby certifies that these Rules, as Amended and Restated, were approved by the City Commission of the City of Imlay City at a regular meeting held on the _____ day of _____, 2024

Dawn Swaicki-Franz, Imlay City Clerk

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AGENDA ITEM NB 10c. Officer Elections

DATE: July 14, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Per the 2024 adopted DDA By-laws section 2.2 the officers of the Authority shall be elected in July of each year by the members of the Board. Each officer shall serve for one year or until his or her successor shall take office. Vacancies in office shall be filled by election of the Board.

Items Attached: see bylaws from previous agenda item

Action Needed: Pass the motion(s) as recommended or amended per board discussion.

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AGENDA ITEM NB 10a. FY 2024-25 4th Qtr. Budget Amendments

DATE: July 14, 2025

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Upon review of the FY 2024-25 budget, Director Malzahn noted that some line items for revenues and expenditures are trending out of normal. Director Malzahn recommends that 4th quarter budget adjustments be made to account for actual year-to-date expenditures and revenues.

Items Attached: Budget Amendment Form

Action Needed: Pass the motion(s) as recommended or amended per board discussion.

Recommended Action: Motion to approve the budget amendments for both revenues and expenditures as presented.

IMLAY CITY
BUDGET AMENDMENT FORM

FUND/DEPT NAME :__ 248

ORIGINATOR NAME:___ Christine Malzahn

RECEIVED : _____

REVIEWED : _____

ENTERED : _____

RETURNED : _____

ACCOUNT NUMBERS				DESCRIPTION	ORIGINAL BUDGET	PRIOR AMENDED BUDGET	REQUEST BUDGET INCREASE	REQUEST BUDGET DECREASE	NEW AMENDED BUDGET
FUND	DEPT	ACT	ACCOUNT						
248	0	0	549 412	Grant Revenue	1,800	1800	15000	0	16800
248	0	0	675 . 600	DDA Concert Series	0	0	1515.70	0	1515.7
248	0	0	675 . 500	Farmers Market Revenue	4000	4000	1770	0	5770
248	222	222	390 . 000	Fund Balance			92641.83	0	0
							110927.53		
248	705	0	921 . 000	Electricity	1500	1500	0	-1031.26	468.74
248	705	0	930 . 000	Miscellaenous Repairs & Main	0	0	813	0	813
248	705	0	703 . 000	Wages & Salaries	50600	50600	2500	0	53100
248	705	0	706 . 000	Hourly Wages	15000	15000	1000	0	16000
248	705	0	713 . 000	Deferred Comp Contribution	1100	1100	170	0	1270
248	705	0	714 . 000	Optical Insurance	500	582	220	0	802
248	705	0	715 . 000	Social Security	4500	4500	1100	0	5600
248	705	0	716 . 000	Health Insurance	23000	23000	1440.24	0	24440.24
248	705	0	717 . 000	Life/Disability Ins	750	750	100	0	850
248	705	0	718 . 000	Retirement & OPEB	3000	3000	0	-950	2050
248	705	0	721 . 000	PTO/Vacation Buyout	3000	5000	900	0	5900
248	705	0	727 . 000	Office Supplies	800	800	0	484.89	1284.89
248	705	0	730 . 000	Postage	200	200	90	0	290
248	705	0	740 . 000	Operating Supplies	2000	2000	1970.43	0	3970.43
248	705	0	741 . 000	Advertising	7000	7000	0	-1800	5200
248	705	0	815 . 000	Dues & Memberships	1000	1278	103.07	0	1381.07
248	705	0	817 . 000	Consulting Fees	5000	5000	0	-4790	210
248	705	0	818 . 000	Contracted Services	5000	5000	5897.49	0	10897.49
248	705	0	826 . 000	Legal Services	1000	1000	0	-580	420
248	705	0	831 . 000	Workers Compensation	400	400	0	-157.82	242.18
248	705	0	853 . 000	Telephone	1200	1200	268.7	0	1468.7
248	705	0	860 . 000	Transportation & Conferences	2500	2500	0	-537.9	1962.1
248	705	0	880 . 000	Community Promotion	14000	18514	10516.88	0	29030.88
248	705	0	900 . 000	Printing & Publishing	500	500	0	-129.02	370.98
248	705	0	921 . 000	Electricity	35000	35000	14179.64	0	49179.64
248	705	0	930 . 000	Miscellaenous Repiars & Maint	12000	19826	71.08	0	19897.08
248	705	0	931 . 000	Streetscape Maintenance	55000	55000	24881.52	0	79881.52
248	708	0	956 . 000	Miscellaenous	4000	13000	2657.22	0	15657.22
248	705	0	973 . 006	DDA Concert Series	12000	12000	1763.04	0	13763.04
248	705	0	973 . 300	Farmers Market	10000	10000	0	-4255.96	5744.04
248	705	0	973 . 560	WinterFest	4000	4000	0	-1705.51	2294.49
248	705	0	973 . 600	Rotary Park	2000	2000	0	-2000	0
248	705	0	975 . 000	Capital Outlay	12000	15247	57737.8	0	72984.8

128380.11 -17452.58

-17452.58

110927.53

ALL BUDGET AMENDMENT REQUESTS MUST BALANCE!!!

DEPT. HEAD: _____ CITY MGR: _____

DATE ENTERED : _____



AGENDA ITEM NB 10D. DDA Corn Roast Event

DATE: July 14, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background:

DDA Promotions Assistant Steffens would like to help the DDA bring a new fall event to downtown. The event would include a family fun fall event with live music and a free corn roast (sponsored by Monty's Farms) for all to enjoy.

Director Malzahn recommends moving \$3,000 of the budget allocation for WinterFest to cover expenses associated with this new activity.

Items Attached: Event Flyer

Action Needed: Pass the motion(s) as recommended or amended per board discussion.

Proposal for “The Sweet Corn Social”**Submitted by:** Mindi Steffens, Market Manager**Proposed Event Date:** Saturday, September 13th, 2025**Proposed Time:** 12:00 PM – 7:00 PM**Location:** Downtown Imlay City

Overview

This proposal recommends hosting a new, community-forward **Downtown Corn Roast** on **Saturday, September 13th**. A local farmer has generously offered to donate **50 dozen ears of fresh-picked sweet corn**, with more available if needed. That’s 600+ ears of local flavor ready to be roasted and served as the centerpiece of a lively fall event designed to boost community spirit and downtown traffic.

Event Features

- **Corn Roast** – Fresh roasted corn served onsite (donated)
 - **Live Music** – Local entertainment throughout the event
 - **Cornhole Tournament** – Fully organized by a trusted event partner
 - **Vendor Market** – A mix of adult and youth vendors interspersed
-

Event Objectives

- Celebrate Imlay City’s agricultural roots and small-town pride
 - Provide vending opportunities for local businesses and youth
 - Maintain community momentum through early fall
 - Increase visibility and foot traffic downtown
-

Event Footprint

The event will take place in the following areas:

- **Downtown Pavilion** (main hub for food and entertainment)
- **Main Street** from **south of City Hall to Depot Drive**
- **Third Street** from the **east side of the Pavilion to Bancroft Street**

DDA Support Requested

1. Approval of the event date, hours, and requested street closures
2. Modest financial support to cover core expenses
3. Assistance with marketing and day-of logistics

Estimated Budget

Item	Estimated Cost
Roasting Equipment Rental	\$300 – \$500
Butter, Seasonings, Napkins	\$150
Live Music	\$650 – \$1,000
Signage & Promotion	\$200
Small Dumpster Rental	\$100 – \$150
Total Estimated Budget	\$1,400 – \$2,000

Cornhole tournament will be fully handled by an event partner at no cost to the DDA. Sponsorship and in-kind contributions will be sought to help reduce overall expenses.

Next Steps

Following board approval, I will proceed with:

- Securing roasting equipment
- Finalizing entertainment lineup
- Coordinating vendor placements
- Working with our cornhole partner for tournament logistics

Closing

The **Downtown Corn Roast** is a simple, affordable, and heartwarming way to gather the community, promote local agriculture, and bring life to our downtown on a beautiful September Saturday.

Let's give Imlay City another reason to show up—and stick around.



AGENDA ITEM NB 10e. DDA Tuesday Evening Market

DATE: July 14, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: DDA Promotions Assistant Steffens would like to help the DDA start regularly scheduled Tuesday evening markets as part of the DDA Concert Series and other downtown happenings.

Items Attached: Event Flyer

Action Needed: Pass the motion(s) as recommended or amended per board discussion.



IMLAY CITY FARMERS MARKET

JOIN US FOR THE TUESDAY NIGHT MARKET

Tuesday nights from 5–8 PM during the Concerts in the Pavilion for an evening Farmers Market full of:

🍓 Fresh Produce

🧁 Baked Goods

🎨 Local Art & Handmade Goods

🍲 Downtown Dinner Options

🎵 Live Music Vibes

Grab dinner, shop small, and enjoy the show—
It's your perfect weeknight outing, right in the heart
of Imlay City!

📍 Downtown Pavilion Area

📅 Tuesdays | 5–8 PM | Starting [Insert Start Date]



AGENDA ITEM NB 10f: 110 N. Almont Ave Façade Grant Application

DATE: July 14, 2025

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: The DDA office received a grant request from Rebecca Homer on July 8, 2025. The scope of work includes the back façade removal of roofing, walls and flooring. The estimated work to be completed by the contractor is \$14,880. The applicant is seeking a grant reimbursement of \$5,000.

Items Attached: Façade Grant Application

Action Needed: Pass the motion(s) as recommended or amended per board discussion.

Recommendation: Motion to approve the façade grant reimbursement request in the amount of \$5,000.00 for 110 N. Almont Avenue.

Façade Grant Application Process and Checklist

This application must be completed and returned to the Imlay City DDA director no later than the 14 business days prior to the next regular DDA Board meeting along with:

- Na A notarized letter of permission from owner (if applicant is not the property owner).
- ☒ Documentation of DBA, LLC or Company organization documents confirming legitimate business name.
- ☒ A **detailed** written description of the project plans (scope of work, including materials and color schemes), **pictures of the current area/conditions, and a rendering or picture of proposed work** which addresses how the project complies with the Façade Grant guidelines.
- ☒ A **detailed** cost estimate for all eligible costs supported by a quote from a **minimum of two or more licensed and/or insured** contractors or suppliers. Include Contractor / Supplier's business name, address, phone number, email, license or insurance certificate and website.

MCC do this Copies of any permits necessary to complete the work.

- ☒ Completed W9 Form
- ____ Upon project completion applicant must provide pictures of completed work and proof of payment to all suppliers/contractors (CASH TRANSACTIONS NOT ACCEPTED)
- ____ The applicant has spoken to the Construction Code Authority and has received information regarding the permits needed and regulations related to this project.

Construction Code Authority Representative

Date

Grant Application

Check One: ☒ Property Owner

☐ Business Owner

Check One: ☐ Signage (\$1,500 Maximum Grant)

☐ Other Façade Improvements (\$5,000 Maximum Grant)

Rebecca Homer
Name of Applicant

110 N. Almont Ave. Imlay City
Address of Applicant

110 N. Almont Ave. Imlay City
Address of Property Proposed for Improvement

Rebecca Homer, Owner - Manager
Business Contact Person & Title

(810) 721-7500 Phone Fax Email jobs@theprintshop4u.com

Please give a detailed description of work to be done: Remove the Back Facade. They will have to remove it in a safe process, so that adds to the cost of overall job. (Roof, walls, Floor. And existing supports

The estimated improvement cost is \$ 14,880.

The 50% reimbursement is estimated to be \$ 5,000 (not to exceed \$5,000).

Please be sure that you have reviewed and submitted appropriate supporting documents outlined in the **Grant Application Process and Checklist** section of this document.

For grant reimbursement, applicant must submit documentation that all invoices pertaining to project are paid in full, along with photo(s) of completed project. Reimbursement will not be granted if documentation is not received. By signing this application, you are stating that the above information is accurate to the best of your knowledge, that you agree to the requirements and there are no delinquent accounts with the City of Imlay City. Grantee agrees to indemnify and hold harmless the City of Imlay City and the Imlay City Downtown Development Authority from any and all claims arising out of the work performed.

ATTENTION: NO WORK CAN BE COMMENCED AND/OR COMPLETED BEFORE DDA BOARD APPROVAL

Rebecca Smith
Applicant Signature

Owner
Title

7-1-25
Date

For DDA use only

Property Address _____

Project is _____ Eligible _____ Not Eligible for the Grant Program.

_____ Director has confirmed legal ownership of property via www.lapeercounty.gov.

DDA Director Signature

Date

Board Action Date: _____

Approved _____ Denied _____

If approved reimbursement check # _____

Disbursement date: _____





DDA Façade Grant Program Guidelines

Imlay City Downtown Development Authority (DDA) will consider applications for grants of up to fifty (50%) percent of the eligible costs not to exceed \$5,000. The maximum grant shall be \$5,000 per fiscal year. Projects will have to be in accordance with the guidelines below and the location must be inside of the DDA District.

Property owners and their tenants who do not pay property taxes are not eligible for the Façade Grant. Property owners and/or applicant may NOT have any delinquent taxes, unpaid fees or charges that are applicable to any portion of the land to which the application applies. ***The property where the work is to be done MUST be occupied and open to the public with regular business operating hours.***

Objectives:

- Improve/upgrade vacant or underutilized historic building to accommodate new uses.
- Enhance the unique aesthetic appeal of downtown related to its architecture by encouraging the rehabilitation of certified historic structures.
- Stimulate new investment into district buildings to increase the property value and the economic potential of participating properties.
- To facilitate improvements that add value, are appropriate to the architecture of the building, and are compatible with the downtown main street setting.

Funding Limits:

A property may be granted UP TO A TOTAL OF \$5,000 PER FISCAL YEAR PER PROPERTY, based on date/time stamp of submission, completion date and funding availability. Funding amounts may differ dependent on type of project with a maximum allowed for projects per the guidelines contained herein. A property may only be awarded an Architectural Services Grant once during any given period.

Project Description	Maximum Grant Funding
Signage (including but not limited to: free standing, attached, window graphics, text or images on awnings, marquees, related lighting and electrical fixtures)	\$1,500.00
All other eligible façade improvements as described below	\$5,000.00
Architectural Services	\$500.00

Eligible Façade Improvement Projects:

- Repair to building exterior facades.
- Masonry repair or cleaning.
- Restoration, repair, or replacement windows,
- Restoration, repair or replacement of exterior doors.
- Restoration, repair or replacement of exterior walls, chimneys, or other architectural elements.
- Exterior work necessary for conversion to a business establishment's entry or outdoor seating area.
- Removal of after-installed facades along with restoration of vintage elements.
- Lighting or other appropriate enhancements not related to signage.
- Exterior painting including porches, decks and balconies.
- Improvements or additions necessary for ADA compliance.
- Awnings that do not have imprinted text, images, etc.

Ineligible Façade Improvement Projects:

- Interior Improvements.
- Projects considered routine maintenance (cleaning, power washing, trash removal etc.)
- Labor paid to applicant, family members of applicant, or employees of applicant.
- Roofing.
- Additions to existing structures with the exceptions that are listed above.
- Purchase of furnishings or equipment.
- Repair or creation of features not compatible with original architecture.
- Costs incurred before final grant approval by DDA.
- Costs paid by the applicant in merchandise or in-kind services.
- Costs associated with Michigan Sales Tax.

General Requirements:

- For the project to be grant eligible, a completed Façade Grant Application must be approved by the Imlay City Downtown Development Authority Board of Directors **PRIOR** to the commencement of any work.
- You must include before pictures of project pertinent to application, along with a rendering where applicable.
- All work must be in accordance with the applicable local, state and federal codes. For information regarding ordinances and necessary permits please contact the Construction Code Authority 810-667-0420 or visit their website: constructioncodeauthority.com.
- All exterior code deficiencies or violations and imminent health and safety hazards must be corrected in conjunction with façade renovation.
- Applicant shall be responsible for all construction management and contracting work to be done, as well as obtaining and following all local permits and codes.

- A detailed estimate for all eligible costs must be submitted and supported by a quote from a **minimum of two** or more licensed or insured contractors or suppliers.
- Quotes must include the contractor/supplier's business name, address, phone number, email, license and/or insurance certificate, and website (if applicable).
- Upon completion of work, all invoices pertaining to the project must be paid in full. Copies of all paid receipts/checks must be submitted to the DDA office before reimbursement will be issued (cash transactions not acceptable), along with pictures of the completed work.
- Property improvements must be completed within twelve (12) months of approval or applicant will be required to resubmit application with no guarantee of funding.
- Façade Improvement Grants are limited to \$5,000 per property per budget cycle. (July 1-June 30)
- A business that changes its name (under the same ownership) and remains at the same physical location is limited to two (2) grant approvals within a three year period. (The three (3) year period of time begins on the date on which the first grant was approved).
- A business (under the same ownership and name) that changes its physical address is limited to two (2) grant approvals within a three year period. (The three (3) year period begins on the date the first grant was approved).
- Property owner and/or applicant may NOT have any delinquent taxes, unpaid fees or unpaid charges that are applicable to any portion of the land to which the application applies.
- Grantee agrees to indemnify and hold harmless the City of Imlay City and the Imlay City Downtown Development Authority from any and all claims arising out of the work performed.

Architectural Services

- Before design work by an architecture firm may begin, the DDA Director must approve the qualifications of requested architectural firm and an Architectural Services Application must be approved by the Downtown Development Authority's Board of Directors.
- Design work should be appropriate to the architecture of the building and be compatible with the downtown main street setting.
- Only a property owner may request an Architectural Services Grant.
- Only one Architectural Services Grant will be allowed per property address. Changes in property ownership, scope of design work or architecture firm will not be considered as reasons for the DDA to grant additional Architectural Services grants.
- Upon design work completion, the DDA will receive copies of all work tendered by approved architectural firm regarding the approved property.
- It is the responsibility of the architecture firm and/or property owner to ensure design meets any state, local or city ordinances and codes.
- Quotes must include the architecture firm's business name, address, phone number, email, and website (if applicable).
- Grant funding will be placed in line according to date submitted for reimbursement upon completion of work. Copies of all paid invoices pertaining to the project must be submitted to the DDA office along with pictures of the completed project.
- Design renderings must be completed within nine (9) months of approval or applicant will be required to resubmit application with no guarantee of funding.



June 26, 2025

The Print Shop
 Attn: Rebecca Homer
 110 N Almont Ave,
 48444City, MI.

RE: Exterior Rear Façade Demolition

Scope and Budget for Construction

Bid Includes:

1. Work to include:
 - a. Remove all interior debris
 - b. Remove all interior finishes.
 - c. Remove all exterior roofing.
 - d. Remove all interior and exterior walls
 - e. Remove all existing structure supports
 - f. Remove exterior façade structure, complete.
 - g. Include all tuck pointing necessary for a finished exterior once structure is removed.

2. **Allowance** of \$300 for securing doors exposed by removal of structure.

Total For Façade Work: \$14,880

ESTIMATE

LOWE'S MASONRY CONSTRUCTION, INC.

2333 Mitchell Lake Road

Attica, MI 48412

810-614-3641

July 9, 2025

Bill To:

The Print Shop

Attn: Rebecca Homer

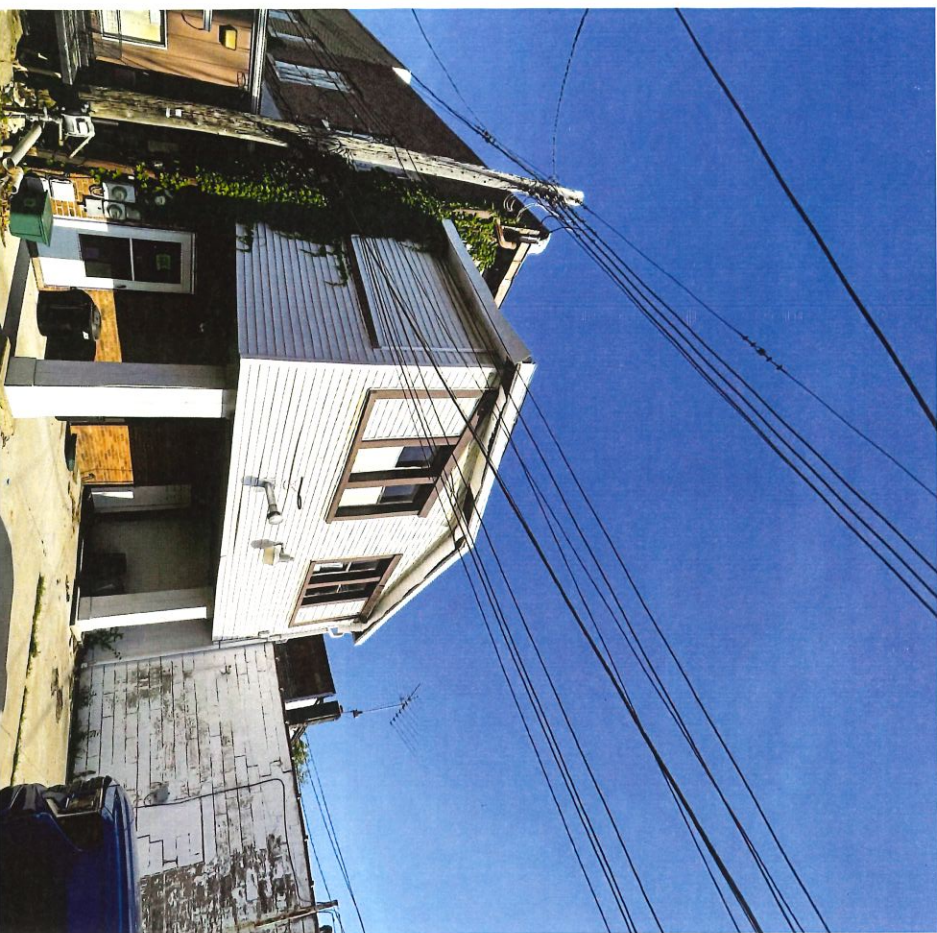
110 N. Almont Avenue

Imlay City MI 48444

DESCRIPTION	AMOUNT
Demolition of Exterior Rear Facade	\$ 15,815.00
Total	\$ 15,815.00

PRICING VALID FOR 90 DAYS







AGENDA ITEM NB 10g. 244 E. Third Street Façade Grant Application

DATE: July 14, 2025

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: The DDA office received a grant request from Gjon Marku from Third & Main. He is looking to add signage for better visibility and advertising. The new signage is estimated at \$7,000 and he is seeking a \$1,500 sign grant reimbursement.

Items Attached: Façade Grant Application

Action Needed: Pass the motion(s) as recommended or amended per board discussion.

Recommendation: Motion to approve the sign grant reimbursement request in the amount of \$1,500 for 244 E. Third Street.

Façade Grant Application Process and Checklist

This application must be completed and returned to the Imlay City DDA director no later than the 14 business days prior to the next regular DDA Board meeting along with:

- _____ A notarized letter of permission from owner (if applicant is not the property owner).
- _____ Documentation of DBA, LLC or Company organization documents confirming legitimate business name.
- _____ A **detailed** written description of the project plans (scope of work, including materials and color schemes), **pictures of the current area/conditions, and a rendering or picture of proposed work** which addresses how the project complies with the Façade Grant guidelines.
- _____ A **detailed** cost estimate for all eligible costs supported by a quote from a **minimum of two or more licensed and/or insured** contractors or suppliers. Include Contractor / Supplier's business name, address, phone number, email, license or insurance certificate and website.
- _____ Copies of any permits necessary to complete the work.
- _____ Completed W9 Form
- _____ Upon project completion applicant must provide pictures of completed work and proof of payment to all suppliers/contractors (CASH TRANSACTIONS NOT ACCEPTED)
- _____ The applicant has spoken to the Construction Code Authority and has received information regarding the permits needed and regulations related to this project.

_____ Construction Code Authority Representative

_____ Date

Grant Application

Check One: ☐ Property Owner

☒ Business Owner

Check One: ☒ Signage (\$1,500 Maximum Grant)

☐ Other Façade Improvements (\$5,000 Maximum Grant)

G. Jon Marku

Name of Applicant

244 E. Third St.

Address of Applicant

244. E. Third St

Address of Property Proposed for Improvement

G. Jon Marku

Business Contact Person & Title

(810) 728-3322

Phone

Fax

Email

gjon.marku90@gmail.com

Please give a detailed description of work to be done: new signage

The estimated improvement cost is \$ 7,000.

The 50% reimbursement is estimated to be \$ 1500- (not to exceed \$5,000).

Please be sure that you have reviewed and submitted appropriate supporting documents outlined in the **Grant Application Process and Checklist** section of this document.

For grant reimbursement, applicant must submit documentation that all invoices pertaining to project are paid in full, along with photo(s) of completed project. Reimbursement will not be granted if documentation is not received. By signing this application, you are stating that the above information is accurate to the best of your knowledge, that you agree to the requirements and there are no delinquent accounts with the City of Imlay City. Grantee agrees to indemnify and hold harmless the City of Imlay City and the Imlay City Downtown Development Authority from any and all claims arising out of the work performed.

ATTENTION: NO WORK CAN BE COMMENCED AND/OR COMPLETED BEFORE DDA BOARD APPROVAL

[Signature]
Applicant Signature

owner
Title

07/09/25
Date

For DDA use only

Property Address _____

Project is _____ Eligible _____ Not Eligible for the Grant Program.

_____ Director has confirmed legal ownership of property via www.lapeercounty.gov.

DDA Director Signature

Date

Board Action Date: _____

Approved _____ Denied _____

If approved reimbursement check # _____

Disbursement date: _____



Midthumb Signs & Lighting Service Inc

8342 Wilcox Rd Brown City, MI 48416

586-339-8874

midthumbsigns_jon@yahoo.com

Date

June 26th, 2025

To

Gjon Marku

Third & Main

244 E Third St

Imlay City, MI 48444

QTY	Description	Total
	26" by 112.5" Flag mounted sign w/graphics and bulbs around border of sign	\$ 5,325.00
	Labor to install	\$ 1,150.00

Subtotal \$ 6,475.00

Sales Tax on Materials @ 6% \$ 159.75

Total \$ 6,634.75

** Deposit of 50% is due to get started and remaining balance is due upon completion

** Permit fees are extra and will be included on final invoice

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Directors Report

DATE: **July 14, 2025**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Note From Christine: I would like to extend my heartfelt thanks to the Imlay City Downtown Development Authority for the opportunity to serve as Executive Director. It has been an honor to contribute to the growth and revitalization of our downtown district, and I am truly grateful for the trust and support I received from the board, community partners, and local businesses. This role has provided me with valuable experiences and lasting relationships, and I will always appreciate the chance to be part of such meaningful work in a community I care deeply about.

As I transition out of this role, I leave behind the enclosed directives, project updates, and other pertinent information for the board's knowledge and to assist with a smooth and successful transition for the next director.

Items Attached: Office Notes / To-Do List

Action Needed: No Board Action Needed

NOTES FOR DDA DIRECTOR

TO DO TASKS:

DPW GARAGE: get DDA added to the property deed since DDA is co-funding the renovation project, help create a community survey for interior uses/amenities. Find grant funding.

SPECIAL VOTED MILLAGE FUNDS:

1. Create MOU with IC Police (\$28,241.81)
2. Meet with Eagles to discuss Veterans Event (\$3,631.03)
3. Meet with Senior Center to discuss use of Senior Funds (\$7,626.34)

GRANTS:

IC Vendor Code for SIGMA is #CV0048382. IC Tax ID# 38--600-7180

1. DNR Passport Rec Grant for Rotary Park – Funding announced in fall 2025
2. Lapeer County Community Foundation – Final grant report submitted 6/25/25.
3. EV Charger Grant – continue to work with MDOT (they have our grant monies) to get equipment installed in Lamb Steele parking lot. Luke Wenger emailed on June 30th notifying the DDA that we would have to apply under their RFP in July to get the equipment.
See email 6/30/25 5:34 pm
4. Streetlights. The lampposts downtown are owned by DTE and the DDA pays a monthly fee to use them. Good news is if there is a problem, get the number from the post and call it into DTE or online and report it (front office staff can also file the report). DTE will be responsible for the maintenance/burned out lights, etc. The city received a grant and the DDA already paid a portion of the cities costs to convert some of the sodium lamps to LED in FY 24-25. Check on the status of that work – it is supposed to reduce the utility cost that the DDA pays monthly.
5. Four County Community Foundation Pavilion Amenities. Grant submitted on June 27th – award announcements end of July. If awarded, contract will need to be signed and final reporting due within 1-year.
6. Mahala Clayton MEDC Michigan Director has been assigned as Imlay's coach for a Patronicity Grant mahala@patronicity.com 248-787-5199. This would be the funding source for the DPW Garage interior renovation.

DDA APPROVED FAÇADE GRANTS: (waiting on applicant to submit final paperwork for reimbursement):

1. 170 S. Almont Ave. Imlay City Eagles = \$5,000
2. 126 N. Almont Ave. Centofani Chiropractic = \$1,500
3. 110 N. Almont Ave The Print Shop = \$5,000 (pending DDA approval July meeting)

The DDA has a budget line item available on a first-come-first serve annual basis. See the application for rules and guidelines.

ALMONT AVE LEASES: need to be filed with the Register of Deeds. Several have not responded to certified letter notices.

CONCERTS: See Binder for contracts and performers' checks already issued (checks are in the front pocket – all contracts are paper clipped together by week. Need to check with all contracted performers at least one week before event. Confirm arrival time and setup locations. Be sure to put beverages for them on ice morning of – coolers are in the back pool storage room at city hall

BILLBOARD: See Calendar

The DDA has an agreement with OutFront Media to rent the billboard on M53 at the RR tracks facing South. Agreement in the folder. See the folder for the current display schedule with dates for submitting artwork. Art must be sent to Brice Smith <brice.smith@outfront.com> at OutFront two weeks before the expected display. All artwork must include DDA logo banner across the bottom. Currently, the Board allows businesses to rent the Billboard for \$764 per month (must be paid in advance of artwork installation, from office staff can create a miscellaneous invoice and send to the business sponsor). Outfront Media invoices the DDA by monthly invoice.

1. Need to invoice Woods N Waters \$764 submit artwork by July 28 for 8/11 installation
2. Need to find sponsor for September and October Campaigns

CONTRACTS / CONTRACTED SERVICES:

1. August - Issue RFP for Holiday Décor
2. August - Issue RFP for Fall Tree Trimming
3. Winter of 2025 - either renew Fineline Contract or issue Streetscape RFP – current contract expires March 2026
4. Irrigation contract with AquaTurf is good until 2028
5. Make sure all contracts are updated and put on the website. Get current insurance certificates from contractors to have on file annually for auditors.
6. Jem Electric is doing some repairs on the streetlamps that are in the Lamb Steele Parking lot, the DPW is not able to do this work for us so I authorized Jem to get it fixed, Josh will send invoice once completed.

150 BANCROFT BUILDING:

The DDA owns this building and it has been used as an incubator space. Current tenant LikeWise Photo & Design is on a month to rent lease. Rent is due and payable on the first of each month beginning August 1, 2025, in the amount of Four Hundred Dollars (\$400.00). Tenant is responsible for payment of all utilities, including DTE, Consumer Energy and City of Imlay City Water & Sewer bills (which will remain in the name of Landlord). Have a miscellaneous receivable issued (Amanda or Leah can create) for amount due when water meters are read and city issues a invoice to the DDA. The DDA pays the city-issued bill and gets reimbursed from tenant for actual charges due. Gutters need to be repaired on the south side.

I sent a request 6/26 to DPW to see if they could reattach them, monitor for completion.

WEBSITE:

User: ddadirector@imlaycity.org password: SmileNow1!

The Business Directory needs to be audited for accuracy, and event activity updated weekly. Any new form, application updates for anything DDA related (by-laws, meeting information including agendas, board packets, minutes, contracts, events, financials) needs to be on the DDA website.

Julie Braun from Accunet can do the updates for you @ \$60 per hour if you email her the information or DDA staff can login and do it in-house at no cost.

STREETSCAPE:

1. FLAGS: Order 40 new 3x5 American flags each year in January (ask ED if any from prior year are usable). I liked to use local so purchased from Best Buy Flag in Lapeer. They are a great resource for the flags and needed hardware and will let you know what has worked well for us in the past. There are 41 lampposts downtown. DPW will put the flags up and remove, May/October as directed. They will also put up decorative banners. The DDA has an inventory of trivia banners, hometown hero banners, and the I AM Imlay Storyteller banners. The Hometown hero banners were just printed this year, so when they come down you will need to clean them and store them indoors to re-use next year.
2. The DDA runs a brick and bench program. Bricks are at- DPW outdoor storage. Take the brick to BAM Rock, Jefferson Road, North Branch, for the engraving. DPW will place the brick near the museum. I think there is one or two benches left to sponsor. Plaques for the benches can be purchased through Imlay City Monuments on Main Street. Pricing depends on the size of the plaque. Order forms in a folder.
3. Dumpsters on Depot Drive: The enclosures are owned and maintained by the DDA. Dumpster service is on an individual basis and directly paid to Midwest Disposal. The DDA has NOTHING to do with the garbage pickup. Often the site gets messy as people abuse the service, dump and don't pay. Letters have been written to property owners on East Third, south side, to explain the process.
4. Fence on Depot Drive by RR tracks: DDA responsibility to maintain and repair, along with the landscaping.
5. Todd Sands from Aqua Turf maintains the irrigation system. If any heads get broken off or if a leak occurs, contact him to repair.
6. Jem Electric has been my go-to for electrical issues. They did the Downtown Depot Pavilion area and the Electric Message Board sign wiring.

BUDGET:

1. Begin budget talks with Board in March. The DDA needs to approve in April so Commission can approve in May. The Commission shouldn't have any input on the budget per state law. They need to approve but really shouldn't debate it. Clerk will provide you an excel template for the new FY. See Budget folder on DDA Director drive for current and prior years.
2. The DDA has historically paid for the DDA director's membership for Rotary Club which meets every Wednesday at noon at Third and Main. I believe it is a very valuable organization to be a part of- Rotary has supported many DDA projects.
3. The DDA's audit is combined with the City's. The DDA is billed for their portion.
4. The line item "Administrative/Transfer to" is \$35,000 which the DDA pays the City for office space and services (bookkeeper, treasurer, DPW)
5. "Leases" yearly the DDA pays Canadian Rails for the fact the RR has a crossing in downtown. This invoice usually ends up with the Treasurer so check on it to make sure it is paid.

6. Yearly the DDA contributes \$6500 to the Lapeer Development Corporation. The LDC has helped with grants and will conduct retention calls with our manufacturers. Typically, the DDA Director is invited to attend these calls. I believe this is a very valuable service the DDA needs to continue to contribute to the LDC.
7. The DDA is a member of the Michigan Downtown Association with yearly dues paid in October. The MDA (Dana Walker) conducts several educational conferences every year – these are very valuable for continuing education and networking.

PROGRAMS:

1. The DDA owns the building located at 150 Bancroft. The DDA just signed a month-to month lease with Gabrielle Wise from LikeWise Photo & Design. Lease is in Bancroft Folder.
2. Façade Grant- See folders for open applications and black filing cabinet for completed grants.
3. The DDA will sponsor ribbon cuttings for grand openings, etc. The big scissors are in the closet with the red ribbon in the promotions office. If the business is also a chamber member, share the event with the Chamber. DDA will contact the two local papers, Facebook, website and email announcements. Typically, the business will supply light snacks at the ribbon cutting. The DDA has a banner (in the DDA promotions office) that is loaned out to new businesses to hang during grand openings. There is no fee to hang the banners as long as they don't remain up for more than 2 weeks. The DDA also presents a "Buck for Luck" plaque (see canva for template) as a commemorative offering.

EVENTS:

1. Farmers Market- Info in Admin Assistant office. The DDA Promotions laptop is in the Assistant's office. Funding for the food assistance programs comes from the State of MI so accurate records must be kept. Training and certifications begin in February to be able to participate. Current market manager Mindi Steffans can bring you up to speed.
2. Concert Series. See event calendar attached hereto. I have scheduled all acts for 2025. **Apply for MI Humanities Grant (check their website for application due dates).**
3. Use the Library whenever possible. They can put events on a TV screen they have in the Library and will distribute brochures, flyers, etc. They are also great if you need an activity for the Farmers Market, reading hour, concert series, etc.

OFFICE NOTES:

1. The DDA purchases stamps for all DDA mailings (there are some stamps left in the left hand top desk drawer. The DDA does not use the postage machine located in the mail room.
2. The DDA is billed for office supplies as needed, if an item is needed inform Leah.
3. The DDA is automatically billed per month for the copy machine and telephone use. The code for color copies on the machine in the mailroom is 0007.
4. All invoices to be paid go to the bookkeeper, use the rubber stamp in desk drawer to note the GL number to book the item to. Renee cuts checks on Thursdays. Once processed, you will get the check and invoice back at which time you can mail/deliver.
5. The Treasurer will assist with annual reports and personal property reimbursements. Update the website with all current financials (budget, audit

6. The DDA has a storage room at the police station. It holds holiday lighting and the movie screen. This room is kept locked, but PD also has a key. DPW usually stores the banners and flags. We also have small storage in the back foyer storage room. Sandwich boards, signage, etc. – the I AM Imlay City banners are also in there because we cleaned them when they were taken down so that they will be ready for re-installation.
7. The DDA runs the digital sign located at the police station. DDA Promotions office has the instructions and log-in information.
8. The DDA owns an inflatable movie screen with projector and it is stored in police station. The DDA hasn't had a movie series in a few years due to the expense and hassle of the equipment. Perhaps a special movie night occasionally? Order movie license through Swank Motion Pictures.
9. I did my best cleaning out folders and drawers. Many of the items /binders were here when I got here and haven't made the 7-year rule yet. The black filing cabinet has the most current stuff I've been working on for the last 2 years along with the binders on the shelf in front of the desk.
10. The DDA runs several Facebook pages: Downtown Imlay City, and the Imlay City Farmers Market. These pages are not stand alone pages and must be linked to a personal fb page. Both my assistant and I are admins on all of our pages, so as soon as you are able, please remove my admin access so I can delete them from my page.

OTHER:

1. The Bylaws were last updated in March 2024 (on July 2025 Agenda).
2. The DDA TIF Plan is set until 2034
3. The City's lawyer is Robert Siefert. Craig has contact info if you need him.
4. The DDA has a Building Loan program with the Lapeer Development Corporation. Sam Moore, director of LDC can explain.
5. All policies/ordinances are in the DDA drive under said title. This includes the city's purchasing policy. See the Clerk to get a new DDA credit card issued in your name.

RE-DEVELOPMENT READY COMMUNITY:

1. The DDA & Admin Assist Leah have been the leads on the Redevelopment Ready Community program. We have undergone several new leaders from RRC. Waiting for updated list of items to be worked on. Many grants come through this affiliation. RRC provides matching technical assistance funds for evaluated communities. James Alt, DDA Director in Lapeer, is a great resource for this and other questions.
Leah has worked on my tasks for the planning commission and zoning. She can give you an update on what tasks the DDA can assist with.

SMALL BUSINESS RESOURCES:

Small Businesses should connect with resources through the SBDC or regional support hubs.

- MI-SBDC Kettering: <https://www.kettering.edu/life-at-kettering/clubs-organizations/community-involvement/mi-sbdc>
- MI-SBDC: <https://michigansbdc.org/>

- Eastern Michigan Small Business Network: <https://www.easternmichigansmallbusinessnetwork.com/>

General information on our programs can be found on the MEDC website.

- MEDC Community Development programs: <https://www.miplace.org/programs/>
- EGLE Grants: <https://www.michigan.gov/egle/regulatory-assistance/funding>
 - Brownfield Grants and Loans: <https://www.michigan.gov/egle/about/organization/remediation-and-redevelopment/brownfields/grants-and-loans>
 - U.S. EPA Brownfield Grants: <https://www.michigan.gov/egle/about/organization/remediation-and-redevelopment/brownfields/usepa-brownfield-grants>
- Michigan Main Street Mexicantown
 - <https://southwestdetroit.com/program/mexicantown-mainstreet/>
 - <https://mainstreet.org/the-latest/news/community-spotlight-mexicantown-in-detroit-michigan>
 - Mexicantown Main Street Director, Jose Maldonado (josem@southwestdetroit.com)
 -
- Farmers Market
 - https://www.canr.msu.edu/farm_farmers_markets/
 - <https://mifma.org/>
 - <https://www.michigan.gov/mdard/food-dairy/farmersmarket/farmersmarket>
- Michigan Main Street Resources: <https://www.miplace.org/programs/michigan-main-street/>
 - Resources: <https://www.miplace.org/programs/michigan-main-street/resources/>
- Office of Rural Prosperity Rural Readiness Grants (Open now for LOI): <https://www.michigan.gov/leo/bureaus-agencies/office-of-rural-development/rural-readiness-grant-program>