

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

REGULAR MEETING AUGUST 11, 2025
5:35 P.M.

Walter Bargen, Chair
Kim Jorgensen, Vice Chair
Gabrielle Wise, Secretary
Stu Davis, Treasurer
Sheryl Davis, Board Member

Justin Shattuck, Board Member
Steve Robbins, Board Member
Joi Kempf, Board Member
Neil Docherty, Board Member
Barbara Yockey, Mayor

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF THE AGENDA
5. CONSENT AGENDA
 - MEETING MINUTES: Special Meeting July 14th, 2025, Regular Meeting July 14th
 - FINANCIAL REPORTS: through July 31, 2025
 - DDA Expenditure Report; Check Register Report; Credit Card Statement; Balance Sheet
6. CORRESPONDENCE –
7. COMMITTEE REPORTS – Employment Committee
8. PUBLIC PARTICIPATION
9. UNFINISHED BUSINESS:
 - A. Downtown Depot Pavilion Amenities / Grant Award **pgs. 18-20**
 - B. Annual By-Law Review **pgs. 21-24**
 - C.
10. NEW BUSINESS:
 - A. Downtown Passport **pgs. 25-27**
 - B. DDA Directory Reply Card **pgs. 28-30**
 - C. Homecoming Food Truck Rally & Community Celebration **pgs. 31-32**
 - D. Raffle Request **pg. 33**
 - E.
11. CLOSED SESSION – none
12. MARKET MANAGER’S REPORT & DDA INTERN PROJECT REPORT **pgs. 34-38**
13. PUBLIC PARTICIPATION
14. BOARD MEMBER COMMENTS
15. ADJOURNMENT

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**IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY**

**July 14, 2025 Special Meeting
MINUTES**

A special meeting of the Downtown Development Authority was held on Monday, July 14, 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 5:00 pm
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL** – Kim Jorgensen, Justin Shattuck, Joi Kempf, Gabrielle Wise, Steve Robbins, Mayor Barbara Yockey, Chair Walter Bargaen
Absent: Stu Davis, Sheryl Davis, Vice Chair Neil Docherty
Quorum Present
Also present: Market Manager Mindi Steffens, DDA Intern Ruby Hernandez, and City Manager Craig Horton

4. **SEMI-ANNUAL REVIEW**

Discussion of the pocket park on Third Street and Almont Avenue. Three bike racks are in place. DDA does provide community events along with Façade Loans.

Mayor Yockey asked if we would distribute the newly printed brochures at City Hall. Chair Bargaen asked about inserting the brochures in the Tri-City Times, and Jorgensen informed of the cost, being \$35 per 1,00 units.

Farmer's Market Pavilion is getting great raves, and a lot of interest is out there for public use, reported by Market Manager Steffens. Also, it was discussed about adding an additional Farmers Market on Tuesday evenings from pm to 8:30 pm to join the concerts. Will approve at the regular meeting.

Shattuck informed the board of the Boost Program. The city of Centerline is currently hosting this program with its DDA with a \$5,000 match. Reimbursements for improvements inside their business. This is available for new, existing, and current businesses relocating to their district with \$5,000 per applicant, and \$15,000 limit per year. Suggested to pull \$20,000 from the Landscaping Budget line, with \$10,000 budgeted for the Boost Program. It is very similar to Centerline's program. Streetscape is now \$55,000. Fineline Contract expires next year, 2026.

Mayor Yockey and Chair Bargaen thanked Shattuck for his efforts in putting this together for the good of the district.

Chair Bargaen asked City Manager Horton about starting with \$15,000 for three applicants. City Manager Horton will look into this. He also stated that making buildings in the district more attractive will provide more money/funds for the DDA.

Shattuck reached out to Centerline for more information, but did not get a response by meeting time.

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The NIA passed the Opt-Out Program in the county; the NIA will move forward. NIA will capture tax monies the same way as the DDA captures. The corner of M-21 and M-53 will be cleared and leveled to Belle River.

5. ADJOURNMENT

MOTION by Bargen, supported by Mayor Yockey, to adjourn the meeting at 5:29 pm.

All in Favor 7 Ayes/Nays 0

MOTION CARRIED 7/0

Respectfully submitted by: _____
Kim Jorgensen, Secretary

DDA APPROVED:

CITY COMMISSION APPROVED:

**IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY**

**July 14, 2025 Regular Meeting
MINUTES**

A regular meeting of the Downtown Development Authority was held on Monday, July 14, 2025, at the Imlay City Municipal Offices, 150 N. Main Street, Imlay City MI 48444.

1. **CALL TO ORDER** – Chair Bargen called the meeting to order at 5:31 pm
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL** – Kim Jorgensen, Justin Shattuck, Joi Kempf, Gabrielle Wise, Steve Robbins, Mayor Barbara Yockey, Chair Walter Bargen
Absent: Stu Davis, Neil Docherty, Sheryl Davis
Quorum Present
Also present: Market Manager Mindi Steffens, DDA Intern Ruby Hernandez, Police Chief Brett Selby, and Code Enforcement Officer Charles Cutajar
4. **APPROVAL OF THE AGENDA**
MOTION by Mayor Yockey, supported by Robbins, to remove New Business A. Annual By-Laws and to add H. Boost Program and I. Code Violations Information
All in Favor 7/0
Motion Carried 7/0
5. **CONSENT AGENDA**
 - A. Meeting Minutes
 - June 9th Regular Meeting Revised, June 9th Closed Session
 - June 24th Special Meeting
 - 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**MOTION** by Kempf, supported by Mayor Yockey, to approve the consent agenda items as presented.
All in Favor 7/0
MOTION CARRIED 7/0
6. **CORRESPONDENCE** – Chair Bargen requested Jorgensen to inquire at the Tri City Times about publishing an article about Fine Line Landscapes' generous donation of the downtown streetscape.
7. **COMMITTEE REPORTS** – Employment Committee; Mayor Yockey reported that 5 applications, at meeting time, had been submitted for the DDA Directors position. The committee met and will continue to review and interview.
8. **PUBLIC PARTICIPATION**
None

**IMLAY CITY
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**July 14, 2025 Regular Meeting
MINUTES**

9. UNFINISHED BUSINESS

A. Downtown Depot Pavilion Amenities / Grant Application

City Manager Horton gave an update that no action was needed at this time concerning the pavilion. Director Malzahn submitted a grant to The Four County Community Foundation totaling \$ 10,000 for amenities for the new pavilion.

MOTION No Motion, informational only

10. NEW BUSINESS

A. Annual By-Law Review – Removed

B. Officer Elections

Chair Bargaen opened officer elections

Bargaen nominated by Kempf, supported by Jorgensen, for Walt Bargaen to remain as Chair.

MOTION by Mayor Yockey, supported by Robbins, to accept Bargaen to remain as Chair.

All in Favor 7 Ayes/Nays 0

MOTION CARRIED 7/0

Jorgensen was nominated by Mayor Yockey, and Shattuck was nominated by Kempf for Vice-Chair.

The vote was 4/3 in favor of Jorgensen

MOTION by Robbins, supported by Mayor Yockey, to accept Jorgensen as Vice-Chair

All in Favor 7 Ayes/Nays 0

MOTION CARRIED 7/0

Kempf was nominated by Jorgensen for Secretary. Kempf declined. Wise was nominated by Kempf.

MOTION by Robbins, supported by Shattuck, to accept Wise as Secretary

All in Favor 7 Ayes/Nays 0

MOTION CARRIED 7/0

Davis was nominated by Shattuck, supported by Robbins, to remain as Treasurer

C. FY 24-25 Budget Amendments

Board Discussion

MOTION by Robbins, supported by Mayor Yockey, to approve the budget amendment of \$ 17,452.58

ROLL CALL: Ayes – Robbins, Mayor Yockey, Jorgensen, Shattuck, Wise, Kempf, Bargaen

Nays – None

MOTION CARRIED 7/0

D. DDA Event Funding Request – Community Corn Roast

DDA Market Manager Steffens requested that the DDA host a sweet corn social on Saturday, September 13th, 2025, from 12 pm to 7 pm. To be held at the Downtown Depot Pavilion, to include vendors, a kids' market, and music. Monty Farms will donate 50 dozen ears of corn to the event. Discussion on ways to fund the new event.

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MOTION by Mayor Yockey, supported by Kempf, to move \$ 2000 out of the \$ 3000 for Winterfest/Kringle Market budget for use during the Sweet Corn Social

ROLL CALL: Ayes – Mayor Yockey, Kempf, Wise, Shattuck, Jorgensen, Robbins, Bargaen
Nays - None

MOTION CARRIED 7/0

E. DDA Tuesday Evening Farmers Markets

DDA Market Manager Steffens requested a new market on Tuesday evening during concerts. Suggesting market times to be 5 pm-8:30 pm and to start July 15th, 2025, which would run until September 15th, 2025.

MOTION by Wise, supported by Robbins, to approve the Tuesday evening Farmers Market.

All in Favor 7 Ayes/Nays 0

MOTION CARRIED 7/0

F. Façade Grant Application – 110 N. Almont Ave., The Print Shop

Rebecca Homer and Amanda Jackman from The Print Shop requested façade funding for safety concerns on the outside back of their newly purchased building. The estimated work costs of \$ 14,880.

MOTION by Jorgensen, supported by Shattuck, to approve the façade grant up to \$ 5000.

ROLL CALL: Ayes – Jorgensen, Shattuck, Wise, Kempf, Mayor Yockey, Robbins, Bargaen

Nays – None

MOTION CARRIED 7/0

G. Façade Grant Application – 244 E. Third St., Third & Main Bomb Oven and Bites

Gjon Marku from Third & Main Bomb Oven and Bites requested a façade grant for a lighted sign for the front of the building. The estimated work costs of \$ 7,000.

MOTION by Shattuck, supported by Robbins, to approve the façade grant for a lighted sign for \$1,500.

ROLL CALL: Ayes – Shattuck, Robbins, Kempf, Jorgensen, Wise, Mayor Yockey, Bargaen

Nays - None

MOTION CARRIED 7/0

H. Boost Program

Discussion was had. Shattuck will chair the new Boost Program for inside improvements to the DDA district businesses.

MOTION No Motion, informational only

I. Code Violation

Chief Selby updated the board on his department's efforts on code violations within the DDA district. To date, there have been 35 warnings, 43 violations, with 90% compliance.

Chief Selby also updated the board regarding golf cart use within the district and is recommending that the public should be able to vote on this topic.

Chair Bargaen inquired about the Van Dyke property, which was the former massage parlor.

Chief Selby informed the board that the property is now city-owned and is up for sale.

11. CLOSED SESSION – None

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12. EXECUTIVE DIRECTORS' REPORT – None

13. MARKET MANAGER'S AND DDA INTERN PROJECT REPORTS

Market Manager Steffens gave an update on the farmers' market and stated that Penzien Farms is to start on Thursday and that the market has been successful. Intern Hernandez reported that the concerts are going great, and the food vendors during the last concert were local Mexican restaurants, El Ranchito's, and Botanas El Paiza.

14. PUBLIC PARTICIPATION

A member of the public spoke to encourage all businesses to come together and said there is good energy in the downtown.

A member of the public introduced a prospective business owner who is interested in opening a vintage antique store and a possible coffee house/gathering place.

15. BOARD MEMBER COMMENTS

Kempf and Jorgensen agreed that the meeting was positive.

16. ADJOURNMENT

MOTION by Shattuck, supported by Mayor Yockey, to adjourn the meeting at 6:36 pm.

All in Favor 7 Ayes/Nays 0

MOTION CARRIED 7/0

Next Regular DDA Board meeting date: Monday, August 11th, 2025, at 5:35 PM

Respectfully submitted by: _____

Kim Jorgensen, Secretary

DDA APPROVED:

CITY COMMISSION APPROVED:

CHECK DISBURSEMENT REPORT FOR CITY OF IMLAY CITY
CHECK DATE FROM 07/01/2025 - 07/31/2025

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY								
07/10/2025	TRI	87205	200055909421	DTE ENERGY	ELECTRIC- DOWNTOWN CITY	921.000	705.000	955.42
			200055909421		ELECTRIC- DOWNTOWN CITY	921.000	705.000	46.89
			200055909421		ELECTRIC- DOWNTOWN CITY	921.000	705.000	(28.74)
			200055909421		ELECTRIC- DOWNTOWN CITY	921.000	705.000	2,319.61
			200055909421		ELECTRIC- DOWNTOWN CITY	921.000	705.000	707.70
CHECK TRI 87205 TOTAL FOR FU								4,000.88
07/10/2025	TRI	87206	07/01/2025	EZ PRODUCTIONS	AUGUST 5TH CONCERT DDA	973.006	705.000	700.00
07/10/2025	TRI	87207	07012025	FIGGINS, STEVE	AUGUST 12 CONCERT DDA	973.006	705.000	500.00
07/10/2025	TRI	87208	7/01/2025	IMLAY CITY PHARMACY	FACADE GRANT	973.000	705.000	1,500.00
07/10/2025	TRI	87209	I189138	JAYS SEPTIC TANK SERVICE	120 N MAIN DDA	818.000	705.000	390.00
07/10/2025	TRI	87212	07/01/2025	MELISSA BURNS	JULY 29 CONCERT PERFORMANCE DDA	973.006	705.000	200.00
07/10/2025	TRI	87213	7/03/2025	MONTY'S FARMS	FARMERS MARKET	973.300	705.000	93.00
07/10/2025	TRI	87217	INUSO3501	PLACER LABS	PLATFORM ACCESS MARKET REPORT 6/24	818.000	705.000	2,500.00
07/10/2025	TRI	87219	7/03/2025	STINE, KATHY	FARMERS MARKET REIMBURSEMENT	973.300	705.000	35.00
07/10/2025	TRI	87220	979854	TANIS BUILDER	DDA BUILD STAGE	975.000	705.000	750.00
07/10/2025	TRI	87223	109303507	WELLS FARGO VENDOR	COPIER RENTAL 6/26 - 7/25/2025	956.000	705.000	26.95
07/17/2025	TRI	87234	104183	FINELINE LANDSCAPE CONSTRUCT	2025 MOWING CONTRACT PAYMENT 3 DDA	931.000	705.000	2,300.00
			104182		2025 MOWING CONTRACT PAYMENT # 4	956.000	705.000	830.40
CHECK TRI 87234 TOTAL FOR FU								3,130.40
07/17/2025	TRI	87237	8107219386	FRONTIER	CITY HALL PHONE	853.000	705.000	49.98
07/17/2025	TRI	87246	7471207	MICHIGAN MUNICIPAL LIABILITY	POOL RENEWAL 7/01/2025 - 7/01/2026	830.000	705.000	1,195.62
07/17/2025	TRI	87248	7/10/2025	MONTY'S FARMS	FARMERS MARKET	973.300	705.000	54.00
07/17/2025	TRI	87251	5071692086	RICOH USA, INC.	COPIER -7/01/2025 - 7/31/2025	818.000	705.000	13.48
07/24/2025	TRI	87260	1002	CHRISTINE MALZAHN	CONSULTING DDA	817.000	705.000	1,007.50
07/24/2025	TRI	87278	7/17/2025	MONTY'S FARMS	FARMERS MARKET	973.300	705.000	25.00
07/24/2025	TRI	87282	07088971	OUTFRONT	BILLBOARD 7/14/2025-8/10/2025	880.000	705.000	764.00
07/24/2025	TRI	87285	7/17/2025	PENZHEN FARMS	FARMERS MARKET REIMBURSEMENT	973.300	705.000	45.00
07/24/2025	TRI	87293	7/17/2025	STINE, KATHY	FARMERS MARKET REIMBURSEMENT	973.300	705.000	55.00

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY								
07/31/2025	TRI	87316	910000600601	DTE ENERGY	ELECTRIC- 113 E THIRD UNIT 2	921.000	705.000	30.12
07/31/2025	TRI	87317	910000600700	DTE ENERGY	ELECTRIC- 101 W CAPAC	921.000	705.000	19.91
07/31/2025	TRI	87321	910000610766	DTE ENERGY	ELECTRIC-120 N MAIN	921.000	705.000	110.88
07/31/2025	TRI	87342	VC3-213333	VC3 INC	JULY BILLING	818.000	705.000	223.20
			VC3-212537		CLOUD DAT AND RECOVERY	818.000	705.000	5.15
			VC3-212538		MICROSOFT 365 APPS	818.000	705.000	8.72
CHECK TRI 87342 TOTAL FOR FU								237.07

Total for fund 248 DOWNTOWN DEVELOPMENT AUTHOR

17,433.79

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE 07/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/25 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET			NORM	(ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000.000 - REVENUE								
248-000.000-402.000	TAX REVENUE	330,000.00	347,000.00	0.00	0.00	347,000.00	0.00	0.00
248-000.000-402.776	PUBLIC SAFETY CAPTURE	26,000.00	26,000.00	0.00	0.00	26,000.00	0.00	0.00
248-000.000-402.777	SENIOR CITIZENS CAPTURE	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00	0.00
248-000.000-402.778	VETERANS CAPTURE	3,300.00	3,300.00	0.00	0.00	3,300.00	0.00	0.00
248-000.000-549.412	GRANT REVENUE	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00	0.00
248-000.000-560.000	WINTER FEST	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00
248-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE APP	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00	0.00
248-000.000-581.011	LOCAL GRANT INTERN	0.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00
248-000.000-665.248	FUND BAL INTEREST	3,600.00	3,600.00	0.00	0.00	3,600.00	0.00	0.00
248-000.000-667.000	RENTAL INCOME	0.00	0.00	400.00	400.00	(400.00)	100.00	0.00
248-000.000-675.001	ROTARY PARK DONATIONS	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00	0.00
248-000.000-675.500	FARMERS MARKET REVENUE	4,000.00	4,000.00	620.00	620.00	3,380.00	15.50	0.00
248-000.000-675.600	DDA CONCERT SERIES	500.00	500.00	0.00	0.00	500.00	0.00	0.00
248-000.000-675.800	BRICK PAVERS/BENCHES	100.00	100.00	0.00	0.00	100.00	0.00	0.00
248-000.000-675.880	COMMUNITY PROMOTION REIMBURSEMENT	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00	0.00
248-000.000-677.000	OTHER REIMBURSEMENTS	0.00	0.00	78.74	78.74	(78.74)	100.00	0.00
Total Dept 000.000 - REVENUE		415,500.00	434,500.00	1,098.74	1,098.74	433,401.26	0.25	
TOTAL REVENUES								
		415,500.00	434,500.00	1,098.74	1,098.74	433,401.26	0.25	
Expenditures								
Dept 265.000 - BUILDING MAINTENANCE								
248-265.000-921.000	ELECTRICITY	500.00	500.00	0.00	0.00	500.00	0.00	0.00
248-265.000-923.000	HEAT	500.00	500.00	0.00	0.00	500.00	0.00	0.00
248-265.000-924.000	WATER & SEWER CHARGES	500.00	500.00	0.00	0.00	500.00	0.00	0.00
248-265.000-930.000	MISCELLANEOUS REPAIRS & MAINT	500.00	500.00	0.00	0.00	500.00	0.00	0.00
Total Dept 265.000 - BUILDING MAINTENANCE		2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	
Dept 705.000 - UNALLOCATED ACTIVITY								
248-705.000-703.000	WAGES & SALARIES	61,000.00	61,000.00	666.35	666.35	60,333.65	1.09	
248-705.000-706.000	HOURLY WAGES	15,000.00	15,000.00	1,452.00	1,452.00	13,548.00	9.68	
248-705.000-706.011	HOURLY INTERN	0.00	3,690.00	1,169.00	1,169.00	2,521.00	31.68	
248-705.000-713.000	DEFERRED COMP CONTRIBUTION	1,200.00	1,200.00	27.76	27.76	1,172.24	2.31	
248-705.000-714.000	OPTICAL INSURANCE	500.00	500.00	0.00	0.00	500.00	0.00	
248-705.000-715.000	SOCIAL SECURITY	5,000.00	5,310.00	310.53	310.53	4,999.47	5.85	
248-705.000-716.000	HEALTH INSURANCE	24,000.00	24,000.00	1,788.05	1,788.05	22,211.95	7.45	
248-705.000-717.000	LIFE/DISABILITY INS	750.00	750.00	0.00	0.00	750.00	0.00	
248-705.000-718.000	RETIREMENT AND OPEB	3,000.00	3,000.00	52.89	52.89	2,947.11	1.76	
248-705.000-721.000	PTO/VACATION PAY-OUT	3,000.00	3,000.00	721.87	721.87	2,278.13	24.06	
248-705.000-722.000	SICK LEAVE PAYOUT	800.00	800.00	0.00	0.00	800.00	0.00	
248-705.000-727.000	OFFICE SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	
248-705.000-730.000	POSTAGE	200.00	200.00	0.00	0.00	200.00	0.00	
248-705.000-740.000	OPERATING SUPPLIES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	
248-705.000-741.000	ADVERTISING	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00	
248-705.000-807.000	AUDIT FEES	900.00	900.00	0.00	0.00	900.00	0.00	
248-705.000-815.000	DUES/MEMBERSHIPS	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00	
248-705.000-817.000	CONSULTING FEES	4,000.00	4,000.00	1,007.50	1,007.50	2,992.50	25.19	
248-705.000-818.000	CONTRACTED SERVICES	3,000.00	3,000.00	3,140.55	3,140.55	(140.55)	104.69	
248-705.000-826.000	LEGAL SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	
248-705.000-830.000	LIABILITY INSURANCE	1,000.00	1,000.00	1,195.62	1,195.62	(195.62)	119.56	
248-705.000-831.000	WORKERS COMPENSATION	200.00	200.00	0.00	0.00	200.00	0.00	

PERIOD ENDING 07/31/2025

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	07/31/2025 NORM (ABNORM)	MONTH 07/31/25 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
248-705.000-853.000	TELEPHONE EXPENSES	1,500.00	1,500.00	99.98	99.98	1,400.02	6.67
248-705.000-860.000	TRANSPORTATION & CONFERENCES	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
248-705.000-880.000	COMMUNITY PROMOTION	3,000.00	3,000.00	764.00	764.00	2,236.00	25.47
248-705.000-880.001	BILLBOARD	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
248-705.000-900.000	PRINTING & PUBLISHING	500.00	500.00	0.00	0.00	500.00	0.00
248-705.000-921.000	ELECTRICITY	35,000.00	35,000.00	4,161.79	4,161.79	30,838.21	11.89
248-705.000-930.000	MISCELLANEOUS REPAIRS & MAINT	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
248-705.000-931.000	STREETSCAPE MAINTENANCE	60,000.00	60,000.00	2,300.00	2,300.00	57,700.00	3.83
248-705.000-956.000	MISCELLANEOUS	3,000.00	3,000.00	857.35	857.35	2,142.65	28.58
248-705.000-958.000	ADMINISTRATIVE/TRANSFER TO	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00
248-705.000-973.002	LEASES	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
248-705.000-973.005	DDA WORKSHOP EXPENSES	500.00	500.00	0.00	0.00	500.00	0.00
248-705.000-973.006	DDA CONCERT SERIES EXP	12,000.00	12,000.00	1,400.00	1,400.00	10,600.00	11.67
248-705.000-973.008	BRICK/BENCH EXPENSE	100.00	100.00	0.00	0.00	100.00	0.00
248-705.000-973.010	FACADE GRANTS	24,000.00	24,000.00	1,500.00	1,500.00	22,500.00	6.25
248-705.000-973.011	BOOST PROGRAM	0.00	15,000.00	0.00	0.00	15,000.00	0.00
248-705.000-973.100	LAPEER DEVELOPMENT CORPORATIO	6,250.00	6,250.00	0.00	0.00	6,250.00	0.00
248-705.000-973.300	FARMERS MARKET EXPENSE	7,300.00	7,300.00	307.00	307.00	6,993.00	4.21
248-705.000-973.551	SEASONAL DECORATIONS	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00
248-705.000-973.560	WINTER FEST	2,000.00	0.00	0.00	0.00	0.00	0.00
248-705.000-973.563	FALL FEST	0.00	2,000.00	0.00	0.00	2,000.00	0.00
248-705.000-973.600	ROTARY PARK EXPENSES	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
248-705.000-975.000	CAPITAL OUTLAY	12,000.00	12,000.00	750.00	750.00	11,250.00	6.25
Total Dept 705.000 - UNALLOCATED ACTIVITY		377,200.00	396,200.00	23,672.24	23,672.24	372,527.76	5.97
Dept 966.000 - CONTRIBUTIONS							
248-966.000-965.776	CONTRIBUTION TO PUBLIC SAFETY	26,000.00	26,000.00	0.00	0.00	26,000.00	0.00
248-966.000-965.777	CONTRIBUTION TO SENIORS	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00
248-966.000-965.778	CONTRIBUTION TO VETERANS	3,300.00	3,300.00	0.00	0.00	3,300.00	0.00
Total Dept 966.000 - CONTRIBUTIONS		36,300.00	36,300.00	0.00	0.00	36,300.00	0.00
TOTAL EXPENDITURES		415,500.00	434,500.00	23,672.24	23,672.24	410,827.76	5.45
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		415,500.00	434,500.00	1,098.74	1,098.74	433,401.26	0.25
TOTAL EXPENDITURES		415,500.00	434,500.00	23,672.24	23,672.24	410,827.76	5.45
NET OF REVENUES & EXPENDITURES		0.00	0.00	(22,573.50)	(22,573.50)	22,573.50	100.00



CITY OF IMLAY CITY
CHRISTINE MALZAHN
Account number ending in 9672
For billing cycle ending 07/25/2025

New Balance
\$35.98

Minimum Payment
\$35.00

Payment Due
08/22/2025

Your Account Summary

Previous Balance \$849.53
Payments -\$849.53
Other Credits \$0.00
Purchases \$35.98
Balance Transfers \$0.00
Cash Advances \$0.00
Fees Charged \$0.00
Interest Charged \$0.00
New Balance \$35.98

Statement Closing Date 07/25/25
Days in Billing Cycle 30
Total Credit Limit \$15,500.00
Available Credit \$0.00
Cash Limit \$3,100.00
Available Cash \$0.00

Your Payment Information

New Balance \$35.98
Minimum Payment Due \$35.00
Past Due Amount \$0.00
Payment Due Date 08/22/2025

Manage your business expenses with convenient online access.



- Make secure online payments
- Access current and historical statements, up to 7 years old
- Monitor monthly expenses

Log in today to explore all the online possibilities!

Your account is now closed.

To help us prevent any unauthorized use of your account, please:

- Cut your cards in half and dispose of all credit cards or consolidation checks that correspond to this account number.
- Contact and cancel any merchants or bill paying services that may periodically post charges to your account.

If your account has a balance, please make at least a minimum payment each month until your balance is paid in full. Thank you for the opportunity to serve you.



CITY OF IMLAY CITY
CHRISTINE MALZAHN
Account number ending in 9672
Transactions for billing cycle ending 07/25/25

TRANSACTION DETAIL



Transactions

Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits
06-30	07-01	15270215181001800274072	FACEBK *L3SGMUYJF2 Menlo Park CA	\$2.99
07-03	07-03	15270215184001101553049	FACEBK *QNRQHVVUJF2 Menlo Park CA	\$2.99
07-04	07-07	82305095185500044964431	CANVA* I04567-61792185 CAMDEN DE	\$30.00
07-07	07-07	85411175188023000430744	PAYMENT - THANK YOU	\$849.53 CR

Fees Charged

Total Fees for this period	\$0.00	Interest Charged	\$0.00
		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
17.24% (v)	NA		\$342.06	30	\$0.00
29.49% (v)	NA		\$0.00	30	\$0.00

**CITY OF IMLAY CITY**

CRAIG HORTON

Account number ending in 6413

For billing cycle ending 07/25/2025

New Balance
\$1,122.89

Minimum Payment
\$35.00

Payment Due
08/22/2025

Your Account Summary

Previous Balance \$325.47

Payments -\$325.47

Other Credits \$0.00

Purchases \$1,122.89

Balance Transfers \$0.00

Cash Advances \$0.00

Fees Charged \$0.00

Interest Charged \$0.00

New Balance \$1,122.89

Statement Closing Date 07/25/25

Days in Billing Cycle 30

Total Credit Limit \$15,500.00

Available Credit \$14,377.00

Cash Limit \$3,100.00

Available Cash \$3,100.00

Your Payment Information

New Balance \$1,122.89

Minimum Payment Due \$35.00

Past Due Amount \$0.00

Payment Due Date 08/22/2025

Manage your business expenses with convenient online access.



- Make secure online payments
- Access current and historical statements, up to 7 years old
- Monitor monthly expenses

Log in today to explore all the online possibilities!



CITY OF IMLAY CITY
CRAIG HORTON
Account number ending in 6413
Transactions for billing cycle ending 07/25/25



TRANSACTION DETAIL

Transactions				Credits (CR) and Debits
Trans Date	Post Date	Reference Number	Transaction Description	
06-26	06-27	52653845177716548877031	YOURMEMBERSHIP 7278270046 FL <i>248 705 900</i>	\$150.00
07-07	07-07	85411175188023000430710	PAYMENT - THANK YOU	\$325.47 CR
07-14	07-15	55432865195204706218907	FRONTIER COMMUNICATION 800-921-8101 OH <i>See att.</i>	\$926.90
07-14	07-15	55436875196641961926928	MI CORPORATIONS DIV LANSING MI <i>248 705 818</i>	\$30.00
07-24	07-25	82305095205500053114361	ZOOM.COM 888-799-9666 SAN JOSE CA <i>10/10/818</i>	\$15.99

Fees Charged		Interest Charged	
Total Fees for this period	\$0.00	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				
17.99%	N/A	N/A	\$655.54	30	\$0.00				

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.200	CASH - CHECKING ACCOUNT	207,172.45
248-000.000-001.201	CASH - CHECKING HRA	500.00
248-000.000-001.210	CASH - CHECKING DDA	20,587.67
248-000.000-040.000	ACCOUNTS RECEIVABLE	478.74
248-000.000-101.000	PREPAID - ASSET	2,114.34
Total Assets		230,853.20
*** 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 - 24-25		277,708.32
Net of Revenues VS Expenditures - 24-25		(47,109.72)
*24-25 End FB/25-26 Beg FB		230,598.60
Net of Revenues VS Expenditures - Current Year		(22,573.50)
Ending Fund Balance		208,025.10
Total Liabilities And Fund Balance		230,853.20

* Year Not Closed

July 29, 2025

Imlay City Downtown Development Authority
Christine Malzahn
150 N. Main Street
Imlay City, MI 48444

Grant Number: **2025390**

Dear Christine Malzahn:

Congratulations! Four County Community Foundation has awarded **Imlay City Downtown Development Authority** a grant for **\$3,700.00** from its **Imlay City Community Fund** in support of **Downtown Depot Pavilion Amenities**. The review committee recommends the DDA consults with their insurance agency for assistance with purchasing security cameras and other related equipment.

To receive your grant check, sign the enclosed **Grant Agreement** and return it to the Foundation office. A return envelope is included for your convenience.

At the completion of your program or project, you are required to submit a **Final Grant Report**. The Final Grant Report (mailed with your grant check), is used to communicate the positive impact of grants and to secure future funding from donors. Your organization *must* submit this report to be eligible for future funding.

I would like to make a special request. Please invite me to a work session, an event, or an activity related to your grant project. I would like to see the work that you are doing in our community! I have a big check that can be used for press photos. Email me your availability for photos.

Four County Community Foundation is proud to be a partner in this program. The Foundation applauds your efforts to improve the quality of life in our local community and wishes you continued success!

Sincerely,



Kathy Dickens
Executive Director
kdickens@4ccf.org

Enclosures: Grant Agreement Form
Return Envelope



**141 S. Main Street
Suite A
Romeo, MI 48065**

**tel: 810.798.0909
fax: 810.798.0908
web: 4ccf.org**



**Four County
Community Foundation**

**141 S. Main Street
Suite A
Romeo, MI 48065**

**tel: 810.798.0909
fax: 810.798.0908
web: 4ccf.org**

Grant Agreement

Four County Community Foundation awards this Grant to **Imlay City Downtown Development Authority** from its **Imlay City Community Fund**. This agreement is a mechanism that ensures funds will be used for the purpose stated in the grant request. It contains terms and conditions necessary to retain the Foundation's nonprofit status.

Grantee Organization: Imlay City Downtown Development Authority

Contact: Christine Malzahn

Grant Number: 2025390

Grant Amount: \$3,700.00

Program Title: Downtown Depot Pavilion Amenities

Conditions: Payment upon receipt of signed Grant Agreement

1. Expenditure of Grant Funds

- A. This grant is awarded for the purpose described above and in accord with the submitted budget. The program is subject to modification only with the Foundation's prior written approval.
- B. Grantees agree to spend all funds awarded as proposed in the application as well as any conditions set forth by the Foundation. Grantees are required to maintain adequate documentation.
- C. Grantees are required to return all unused funds to the Foundation within 60 days of the program completion.
- D. The grant period is one year from date of check issuance.

2. Publicity

- A. Four County Community Foundation will be credited with program support in all written and oral interviews associated with this program.
- B. The undersigned is required to email three or more high-quality digital photographs of the *program in action* to mbrown@4ccf.org. Include the grant number and program title.
- C. When you upload photos to social media sites, please tag Four County Community Foundation's Facebook page (@4CountyCommunityFoundation) and/or Instagram account (@4ccf).
- D. In signing this agreement, you acknowledge all photos may be used for Four County Community Foundation social media and publications.

3. Limits of Commitment

- A. Unless otherwise stipulated in writing, this award is granted with the understanding that the Foundation has no obligation to provide additional support to the Grantee.
- B. For additional funding, an application must be submitted through the normal grant procedure.

4. Reports to the Foundation

- A. The Grantee will provide the Foundation with a written detailed *Final Grant Report* within thirty (30) days of completion of the program using the form you will receive with your check.
- B. If your organization has overdue Final Grant Reports, future applications will not be considered.

Your expected program completion date: _____

5. Compliance

- A. Failure to comply with all terms of this agreement will affect any future consideration of additional grant requests.
- B. This grant is intended to comply with current and applicable laws pursuant to the provisions of the Internal Revenue Code and regulations issued thereunder pertaining to charitable organizations. The terms of this agreement shall be considered binding on all parties.

Grantee:

Signature of Grantee

Date

Printed Name of Grantee

Signature of Superintendent/President/Chairperson

Date

Print Name and Title

To request a publicity photo presentation utilizing the Foundation's "Big Check," please indicate two convenient times and locations and/or contact Kathy Dickens - kdickens@4ccf.org

Four County Community Foundation:

Executive Director

Date

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 PROCEDURES

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 _____, 2025.

, 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 _____, 2025

Dawn Swaicki-Franz, Imlay City Clerk

Presented by: Ruby Hernandez - DDA Intern

Event Dates: August 18 – September 8, 2025

Winner Announcement: September 13, 2025 at the Sweet Corn Social

Purpose of the Event

The Downtown Passport Program is designed to encourage community engagement and increase foot traffic to participating downtown businesses. By incentivizing visits through an interactive passport system, the goal is to create greater awareness of local establishments, support the downtown economy, and foster community involvement.

Event Timeline

- Program Launch: Monday, August 18, 2025
 - Program Ends: Friday, September 5, 2025 (includes Labor Day Weekend)
 - Winner Announcement: Saturday, September 13, 2025 at the Sweet Corn Social
-

How the Program Works

1. Community members pick up a Downtown Passport Board from any of the following locations:
 - City Pool
 - City Hall
 2. Participants visit participating downtown businesses and receive a unique stamp from each location.
 3. Once completed, passports can be **dropped off at City Hall** for entry into the prize drawing.
 4. Completed passports will be entered into a drawing for a chance to win prizes donated by local businesses.
-

Prizes Donated by Local Businesses

- Meeches Ice Cream: One free cup or cone
- Third and Main: Gift card
- Jalisco's: Gift card
- Heavenly Sweets: Lunch meal
- Vanguard Cards: Gift Card

Winners will be selected through a random drawing and announced during the Sweet Corn Social event on September 13

Business Participation and Materials


All businesses listed on the passport have approved their participation. Each will be given a specific stamp to mark the passports of visiting participants. In preparation for high participation volume, back-up stamps will also be purchased in case of loss or ink depletion.

Budget Overview

Item	Description	Estimated Cost
Passport Board Printing	200 boards from The Print Shop	\$27.50
Stamps	50 self-inking assorted emoji stamps from Tiny Mills	\$14.99
Total Estimated Cost		\$42.49

Stamp details: "Tiny Mills 50 Pcs Emoji Assorted Stamps for Kids Self-Ink Stamps (50 Different Designs)" — Available on Amazon for \$14.99 (\$0.30 per stamp).

DRAFT for Downtown Passport Boards (NOT Finalized)

City Hall	Armando's Vaquerita and Grocery Store	City Pool	J&J's Liquidation Store	MI Technology Management
Botanas El Paiza	Urgent Care	Meeches Ice Cream	Third & Main	Police Station
Old World Tattoo	The Print Shop		Vanguard Sports Cards & Memorabilia	Imlay City Florist
Ruth Hughes Memorial District Library	Joys Nails	Jalisco's Deli	Hispanic Service Center	Heavenly Sweets
Happy Little Quilt Shop	Glamour Paws	State Farm Tricia Kotranza	Churchill Insurance Agency	JG's Used Book Store

Directory Reply Card Printing & Postage Proposal

Prepared for: Downtown Development Authority

Purpose: Downtown Passport Business Outreach & Website Directory Updates


To maintain accurate information for our Downtown Business Directory and to track participation in the Downtown Passport Program, directory reply cards will be distributed to participating businesses. These cards will allow businesses to confirm their involvement, update contact information, and help ensure the online directory reflects current, verified data.

Printing Quotes

Two quotes were collected for producing the directory reply cards:

- **The Print Shop:** \$0.85 per card (pricing begins at quantities of 251)
- **Romeo Printing:** \$93.00 total for 250 cards (approximately \$0.37 per card)


Romeo Printing is the more cost-effective option and is currently the recommended printer.

 **orders romeoprinting.com**
To You

Jul 9

Ok, Thank you Ruby!
here is your quote for:
4x6 Postcards, BLK/WHT, Double Sided, Matt 100#
Cover:
250 pc: \$93
300 pc: \$110

You can send a digital proof for exactly what you want printed or we can design something for you if needed. (a design fee would apply if you want us to do that) Let me know if you have any questions or if you would like something printed up!

		110 N. Almont Ave Imley City, MI 48444 Phone: 810-721-7500 Email: jobs@theprintshopku.com		Date: 7-9-25	<input checked="" type="checkbox"/> QUOTE <input type="checkbox"/> INVOICE
Business / Name: DDA		Email: Ruby Hernandez		Phone: (810) 969-7577	
QTY	DESCRIPTION	COST PER	TOTAL		
25-50	Postcard 4x6	1.10 ea			
101	"	.90 ea			
251	"	.85 ea			
Full Color, 2-sided 4x6 MATE FINISH					
Check all that apply:		Design Set up / Layout Prep / Finish	Apply / Assemble Fold / Cut Installation	LABOR COSTS:	
Notes:				SUBTOTAL:	
				TAX:	
				TOTAL:	
				Payment #1:	
				New Balance:	
				Payment #2:	
				Balance:	
PLEASE CIRCLE ONE:				Payment #1 Date	
Called				Method	
Texted				Payment #2 Date	
Emailed				Method	
QUOTES ON PRODUCT & LABOR ARE GOOD FOR 30 DAYS AND SUBJECT TO CHANGE					

Postage Requirements

Each directory reply card will be pre-stamped to simplify the return process for participating businesses. We propose purchasing:

- **Three (3) coils of 100:**
2024 U.S. Flags Forever First-Class Postage Stamps
 - **Quantity:** 300 stamps total
 - **Total Cost:** \$59.99
 - **Type:** USPS Forever First-Class (valid for 1 oz. letters)
 - **Source:** [Stamps Online Co.](#)

These Forever stamps are valid indefinitely and cover the full USPS First-Class letter rate, allowing for easy return of the cards without added cost to businesses.



STAMPS ONLINE STORE

2024 US Flags Booklets / Rolls Forever First Class Postage Stamps

🔥 77 sold in last 19 hours

★★★★★ 502 reviews

\$59.99 USD

Shipping calculated at checkout.

QTY

1 Coil of 100 (100 Stamps)

3 Coil of 100 (300 Stamps)

10 Coil of 100 (1000 Stamps)

50 Coil of 100 (5000 Stamps)

Return Process & Deadline

I will personally distribute the directory reply cards to each participating business. Each card will include **prepaid postage**, allowing businesses to conveniently **mail them back** without any additional cost. All completed reply cards should be returned by **September 29th** to ensure the business directory is fully updated in time for the **October DDA meeting**. This process helps us maintain accurate records and stay organized as we plan for future events.

Estimated Project Costs

Item	Quantity	Estimated Cost
Directory Reply Cards (Romeo)	250-300	\$93.00
Forever Stamps (3 coils of 100)	300 stamps	\$59.99
Total Estimated Cost	—	\$152.99

Benefits of This Proposal

- Provides businesses with a prepaid, simple method to confirm their directory listing
- Improves accuracy and accountability within the Downtown Directory
- Keeps the Passport Program organized and up to date
- Encourages timely responses without the burden of postage for the recipients

Directory Reply Card Examples:

Downtown Imlay City 2007 / 2008 Directory Reply Card

Business Name THE PINCUSHION

Business Address 113 E. THIRD ST IMLAY CITY

Business Contact Information: Phone 816-724-7065

Hours of Operation:

Monday 9:30 - 5:00 PM Fax _____

Tuesday _____ Email _____

Wednesday _____

Thursday _____ Website _____


Friday _____

Saturday 9:30 - 4:30 PM

Sunday _____

Phrase / slogan that describes your business (optional)
EVERYTHING FOR THE QUILTER

Imlay City Downtown Development Authority
150 N Main Street
Imlay City, MI 48444

UNITED STATES POSTAGE
 FIFTY DOWNS
02 1P \$00.24⁰
0002339187 FEB 27 2007
MAILED FROM ZIP CODE 48444

Please completely fill out and place in the mail by
TUESDAY, MARCH 13, 2007

Brad Barrett
Downtown Development Authority
150 North Main Street
Imlay City, MI 48444

145

Proposal: Homecoming Food Truck Rally & Community Celebration

Date of Event: Thursday, September 26, 2025

Time: 3:30 PM – 6:30 PM

Location: Downtown Depot Pavilion & Lamb Steel Park (during the Homecoming Parade)

Overview:

I am proposing that the DDA host a **Homecoming Food Truck Rally** in conjunction with the community's Homecoming Parade. This event would take place at the **Downtown Depot Pavilion** and **Lamb Steel Park**, creating a festive, family-friendly atmosphere in the heart of downtown.

This initiative directly responds to public interest — in our recent **public feedback form**, **31.7% of respondents expressed a desire for food truck rallies** in Imlay City. This event will serve as a **pilot** to test community engagement and determine whether it's an event worth repeating in the future.

Objectives:

- Create a community-wide Homecoming celebration for families, residents, students, and alumni
- Activate the downtown area with food, music, and business participation
- Respond to public demand for more food truck events
- Strengthen the connection between the DDA, Imlay City High School, and local businesses

Food Truck Participation:

We are aiming to bring in **10 to 15 food trucks**.

- We will utilize the **same application and fee structure** as our Farmers Market to streamline the process.
- Vendors will be selected with variety and crowd appeal in mind.

Business Involvement:

Downtown businesses will be invited to participate by:

- Offering Homecoming-themed promotions or extended hours

- Decorating storefronts in school spirit colors
 - Hosting sidewalk sales, activities, or giveaways
-

Promotional Banner Initiative:

To enhance visibility and promote unity, we propose creating a **“Downtown Imlay City” banner** to be hung at the **Depot Pavilion** during the event.

- Businesses can **contribute a percentage of the cost** to have their **logo featured** on the banner.
 - This serves as both a promotional opportunity and a show of support for community events.
-

School Involvement:

If approved, we plan to reach out to **Imlay City High School** to:

- Inform them of the event and invite student and faculty participation
 - Specifically **invite the high school choir and band** to perform at the Pavilion after the parade to create a celebratory atmosphere and highlight local talent
-

Benefits:

- Responds directly to public input and interest
 - Supports local food vendors and small businesses
 - Drives foot traffic to downtown
 - Encourages collaboration with the school district and builds community pride
 - Establishes the foundation for a long-term Homecoming tradition in Imlay City
-

Requested Board Action:

Approval to:

1. Move forward with planning the **Homecoming Food Truck Rally** on September 26th
2. Use the **Farmers Market application and fee structure** for food truck vendors
3. Coordinate with city staff, food vendors, and downtown businesses
4. Design and install a **Downtown Imlay City sponsor banner** for the Pavilion
5. Reach out to **Imlay City High School**, inviting the **choir and band** to perform after the parade

Proposal: Cutting Board Raffle to Benefit
Hispanic Service Center
Presented by: Mindi Steffens, Farmers
Market Manager & DDA Promotions Assistant
Date: 8/11/2025



The Backstory (*because every good idea starts with a good story*):

A few weeks ago, one of our talented Farmers Market vendors handcrafted a gorgeous cutting board, laser-etched with a detailed illustration of a market stand and the words Imlay City Farmers Market. It caught the eye of Sam Galiana, owner of Jalisco's Deli, who bought it—and then generously donated it back to us for a raffle.

The following week, the artisan returned with a second cutting board, also donated, with encouragement to keep the raffle going.

It's one of those heartwarming, small-town moments where generosity keeps paying it forward—and now, we have the chance to turn that into something bigger for our community.

The Proposal:

I'm requesting board approval to:

- Host a raffle featuring the two donated cutting boards (timing below).
- Donate 100% of funds raised to the Hispanic Service Center, an active vendor and vital nonprofit within our DDA district that provides resources, advocacy, and support for local families.

Additional Details:

Ticket Sales:

Tickets would be available for purchase at the Farmers Market throughout August and September.

Bonus: If I can find a volunteer to help man a raffle table, I'd also love to offer ticket sales at the Sweet Corn Social—a perfect opportunity to catch a crowd and increase awareness.

Drawing Date:

The winner will be drawn on Wednesday, October 2nd at 12:00 PM during the regular Farmers Market.

Promotion & Outreach:

We'll share raffle info through our social channels, vendor network, and market tent to maximize participation and community support.

Why It Matters:

- Promotes collaboration between vendors, small businesses, and nonprofits.
- Raises funds for a locally rooted, culturally important organization doing real work for real people.
- Shines a light on the generosity and creativity that defines our market.
- Builds momentum for future community-focused fundraising efforts.

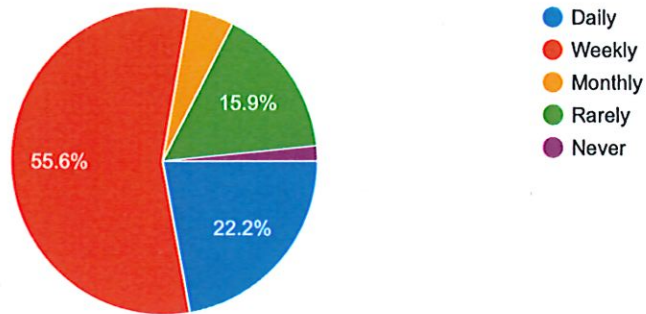
With your approval, I'd love to move forward and make this a standout success—one raffle ticket at a time.

Public Survey Results

Presented by Ruby Hernandez

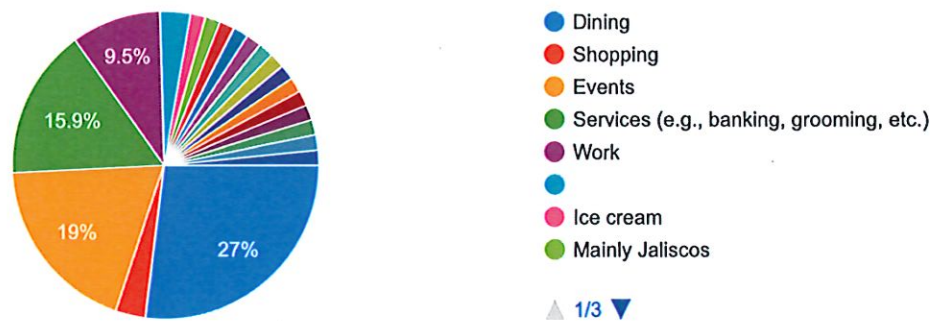
How often do you visit downtown Imlay City?

63 responses



What brings you downtown most often?

63 responses

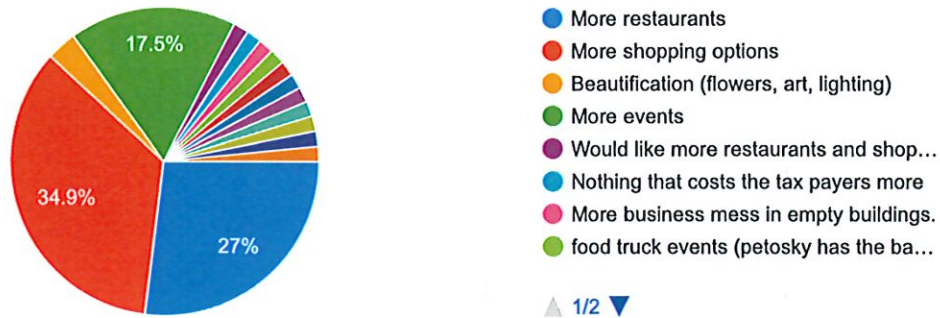


1.6% (1 Person) -

- To hang out
- FamilyDentist
- post office
- Specialty food (bakery, ice cream)
- Nothing
- my job
- Na
- Walking

What would make you visit downtown more often?

63 responses



1.6% (1 person) More events and more shopping options. Shops having longer hours. Farmers market ends before im even off work. Keep town historic and dont modernize. Get rid of that blue painted building in town. (the same person) Healthy food, healthy grocery store, I think town needs to open their mind, Boutiques and family breweries, More shopping and events All of the above, Starbucks.

Survey Question: What Businesses Would You Like Downtown?

From the responses, these business types were most requested:

1. Clothing Stores & Gift Shops
 - Adult/teen clothing, boutiques, resale, Michigan-made gifts, Hallmark-style stores
2. More Restaurants (Non-Mexican)
 - Italian, delis, diners, cafes, healthier options; many felt there are already too many Mexican restaurants
3. Coffee Shops & Bakeries
 - Real coffee shops with indoor seating, espresso drinks, full bakeries, cozy spots to relax or work
4. Kid & Teen-Friendly Businesses
 - Arcades, roller skating, indoor activities, safe teen hangouts, family cafés
5. Hardware, Grocery & General Retail
 - Hardware store, butcher shop, smoothie/juice bars, healthier or organic grocery options
6. Breweries, Bars & Wineries
 - Family-friendly breweries/wineries, small bars or pubs for casual socializing

Survey Question: What improvements would you like to see in the DDA district?

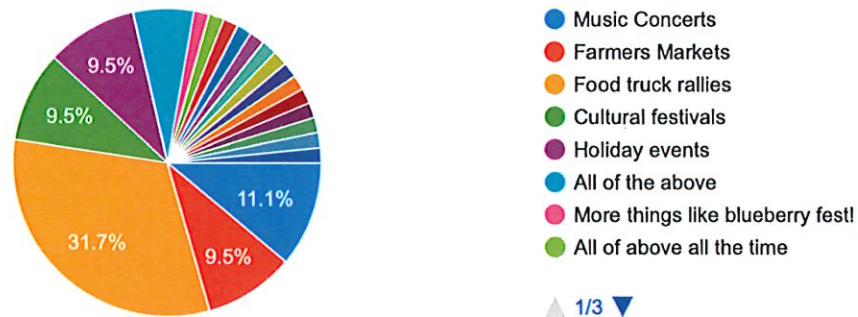
Key themes from responses:

Improvements Wanted in the DDA District:

- Fix and fill vacant storefronts; improve building appearances
- More family- and kid-friendly events and outdoor venues
- Better beautification: cleaner streets, consistent storefronts, more garbage cans
- Support for diverse businesses and job growth
- Enhanced advertising and transparency about events and the district
- Create a safer, more welcoming, family-friendly atmosphere
- Improve sidewalks, parking, and outdoor seating options

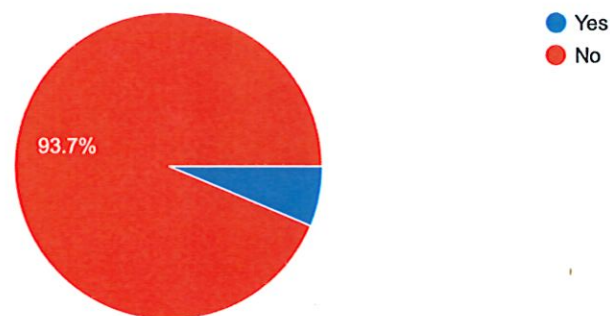
What kinds of events would you like to see downtown?

63 responses



Are you a business owner in or near the DDA district?

63 responses

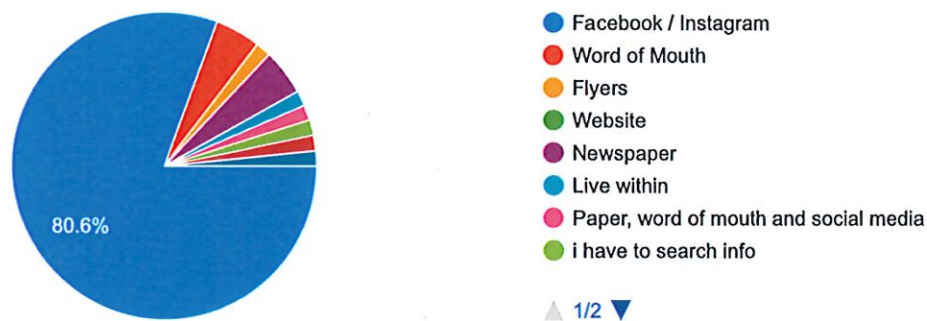


Follow Up question: If yes, what support would you like to receive from the DDA? (6 Responds)

- All set
- Advertising for events at local big restaurants and gas stations to bring money to businesses
- If DDA uses Tiffa funds would it be possible to create a partnership with the school district to improve things like concessions, restrooms and dugouts? I know other districts use Tiffa/DDA funds for those purposes.
- More involvement with existing businesses. We need to focus on making the businesses we have thrive. Not bringing in more competitors to compete with what we already have or is in the works.
- Helping spread the word on our business and what we offer. Helping to focus on the fact that yes we do have multiple of the same businesses but they all still deserve the love and support of the community.
- Get rid of the eye sore businesses that use the store fronts as storage

How do you typically hear about downtown events or news?

62 responses



1.6% (1 person)-

- Fb and flyers! Post flyers at high traffic areas. Make a one page calendar for businesses to hang on their front doors or windows
- It depends on the event, it could be all of the above

Survey Question: What do you love most about downtown Imlay City?

Summarized:

- Small-town, family-owned business vibe and friendly community
- Beautiful historic buildings, new gardens, and landscaping
- Walkability and calm, safe atmosphere
- Local shops like the ice cream store, sweet shops, and unique food spots
- Community events like concerts and farmers markets
- Growing sense of life and positive improvements recently
- The town's charm, history, and hometown pride

Survey Question: What one thing would you change or add if you could?

Top Changes or Additions Desired:

- More family- and youth-friendly attractions (e.g., roller rink, playground, ice rink, kid events)
- Fix and fill vacant storefronts; improve building facades
- Increase diverse dining options and new businesses
- Better events and more outdoor venues
- Improve sidewalks, parking, and accessibility
- More advertising and communication about happenings
- Beautify the downtown with consistent storefronts and landscaping
- Make downtown more inviting and lively