

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

**REGULAR MEETING SEPTEMBER 08, 2025**  
**5:00 P.M.**

Walter Bargaen, 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: August 11<sup>th</sup>, 2025
  - FINANCIAL REPORTS: through August 31, 2025
  - DDA Expenditure Report; Check Register Report; Credit Card Statement; Balance Sheet
6. CORRESPONDENCE –
7. COMMITTEE REPORTS – Employment Committee
  - A. Director
8. PUBLIC PARTICIPATION
9. UNFINISHED BUSINESS:
  - A. Annual By-Law Review
  - B. 3<sup>RD</sup> St Treats & Beats
  - C.
10. NEW BUSINESS:
  - A. Attendance Policy Update
  - B. Personnel Matters
    - i. Letter
  - C.
11. CLOSED SESSION – As Needed
12. MARKET MANAGER'S REPORT & DDA INTERN PROJECT REPORT
13. PUBLIC PARTICIPATION
14. BOARD MEMBER COMMENTS
15. ADJOURNMENT

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**IMLAY CITY  
DOWNTOWN DEVELOPMENT AUTHORITY**

**August 11, 2025 Regular Meeting  
MINUTES**

A regular meeting of the Downtown Development Authority was held on Monday, August 11, 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 5:31 pm
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL** – Kim Jorgensen, Justin Shattuck, Joi Kempf, Gabrielle Wise, Stu Davis, Sheryl Davis, Mayor Barbara Yockey  
Absent: Steve Robbins, Chair Walter Bargaen, Neil Docherty  
Quorum Present  
Also present: Market Manager Mindi Steffens, DDA Intern Ruby Hernandez, City Manager Craig Horton
4. **APPROVAL OF THE AGENDA**  
**MOTION** by Stu Davis, supported by Mayor Yockey, to E. Boost Program and I. Code Violations Information  
All in Favor 7/0  
**MOTION CARRIED 7/0**
5. **CONSENT AGENDA**
  - A. Meeting Minutes
    - July 14<sup>th</sup> Special Meeting
    - July 14<sup>th</sup> Regular Meeting
  - B. Financial Reports – Ending July 31, 2025
    - DDA Expenditure Report = \$ 23,672.24
    - Check Register Report = \$ 17,433.79
    - Credit Statement – June 2025
    - Ending Fund Balance Sheet = \$ 208,025.10**MOTION** by Stu Davis, supported by Yockey, to approve the consent agenda items as presented.  
All in Favor 7/0  
**MOTION CARRIED 7/0**
6. **CORRESPONDENCE** – None
7. **COMMITTEE REPORTS** – Employment Committee; Mayor Yockey reported that the application for DDA Director has the requirement of a Bachelor's Degree. Removing that requirement would potentially result in more applications.  
**MOTION** by Stu Davis, supported by Yockey, to change the DDA Director application to remove the Bachelor's Degree requirement.  
All in Favor 7/0  
**MOTION CARRIED 7/0**

**IMLAY CITY  
DOWNTOWN DEVELOPMENT AUTHORITY**

**August 11, 2025 Regular Meeting  
MINUTES**

**8. PUBLIC PARTICIPATION**

One member of the public spoke.

**9. UNFINISHED BUSINESS**

**A. Downtown Depot Pavilion Amenities / Grant Application**

City Manager Horton gave an update on the Four County Community Foundation Grant. The grant was awarded in the amount of \$3,700 in support of Downtown Depot Pavilion Amenities. Horton is requesting permission to sign the grant to receive the funds. Discussion followed.

**MOTION** by Stu Davis, supported by Yockey, to accept the grant and give permission for Horton to sign the grant.

All in Favor 7/0

**MOTION CARRIED 7/0**

**B. Annual By-Law Review –**

Deferred to the next meeting

**C. DPW Update**

Bob Tanis gave an update on the ongoing work. He spoke with DTE about the pole at the back of the building. The mechanical room will be moved to another part of the building. Steel started today, and the rest of the steel will be worked on Wednesday. He will have more information about the garage doors by the end of the week. The entry doors may hold the project up a little bit. He is estimating the exterior to be done by next week if the exterior doors arrive on time. He feels the progress is good.

**NO MOTION, Information only**

**2. NEW BUSINESS**

**A. Downtown Passport**

DDA Intern Hernandez spoke about her request to run a DDA passport program. She explained that downtown businesses are willing to donate prizes. Passports would look like bingo cards. Passports would be picked up at City Hall or the pool. People would go to participating businesses and get stamps on their passports. When completed, the passport would be dropped off at City Hall for a drawing that would be held at Sweet Corn Social. There would be a total of 5 winners possible. The estimated cost would be \$42.49 total for the printing of the board and the price of the stamps. Hernandez had # 2 quotes with The Print Shop being the lowest quote.

Board member Shattuck removed himself because of a conflict of interest.

**MOTION** by Yockey, supported by Stu Davis, to allow Shattuck to abstain from voting

All in Favor 6/0

**MOTION CARRIED 6/0**

**MOTION** by Stu Davis, supported by Mayor Yockey, to approve the Downtown Passport and not to exceed a \$42.49 expenditure.

ROLL CALL Jorgenson, Wise, Stu Davis, Mayor Yockey, Sheryl Davis, Kempf,  
All in Favor 6/0

**MOTION CARRIED 6/0**

**IMLAY CITY  
DOWNTOWN DEVELOPMENT AUTHORITY**

**August 11, 2025 Regular Meeting  
MINUTES**

**B. DDA Directory Reply Card**

DDA Intern Hernandez explained that postcards are a way to update DDA records of businesses downtown and to keep a current directory. Discussion followed. Postcard stamps are \$59 for 300 with an estimated total cost of \$ 152.99.

**MOTION** by Stu Davis, supported by Kempf to have Hernandez receive one more quote on printing and not to exceed \$152.99.

ROLL CALL Jorgenson, Wise, Stu Davis, Mayor Yockey, Sheryl Davis, Shattuck, Kempf  
All in Favor 7/0

**MOTION CARRIED 7/0**

**C. Homecoming Food Truck Rally & Community Celebration**

DDA Intern Hernandez reached out to the local high school and ran a survey on social media to see if there was interest in a food truck rally during Homecoming. Hernandez would like to have 10-15 food trucks available for the community at Lamb Steele Park during the homecoming parade. Discussion followed.

**MOTION** by Stu Davis, supported by Kempf, for the DDA to be responsible for the food trucks and collaborate with the Chamber of Commerce for the community event.

All in Favor 7/0

**MOTION CARRIED 7/0**

**D. Raffle Request**

Market Manager Steffens received an engraved cutting board from a local vendor. Steffens would like to raffle the cutting board off and donate the money to a local cause of the DDA's choice. Discussion followed.

**MOTION** by Stu Davis, supported by Kempf to approve the raffle and to donate the monies received to the Hispanic Service Center.

Discussion Followed

**MOTION AMENDED** by Stu Davis, supported by Mayor Yockey, to donate the cutting board to the Hispanic Service Center for the center to raffle.

All in Favor 7/0

**MOTION CARRIED 7/0**

**E. 3<sup>rd</sup> St Treats & Beats**

Market Manager Steffens proposed a Halloween event with no street closures, a party in the pavilion, a costume contest, and games. Third and Main, Bomb Oven, and Bites would help sponsor, with a budget of \$1,500. Discussion followed.

**MOTION** by Stu Davis, supported by Shattuck to approve the event with expenditures not to exceed \$1,500.

Stu Davis withdraws the motion. Discussion follows.

**NO MOTION, Discussion Only**

**3. CLOSED SESSION – None**

**IMLAY CITY  
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**August 11, 2025 Regular Meeting  
MINUTES**

**4. EXECUTIVE DIRECTORS' REPORT – None**

**5. MARKET MANAGER'S AND DDA INTERN PROJECT REPORTS**

DDA Intern Hernandez reports on social media accounts. She also updates the board that she will be working virtually, and her last day will be August 22<sup>nd</sup>.

Market Manager Steffens reported that Tuesday is the last concert. All vendors are donating to a raffle basket. People visiting the market who purchased items would bring their receipts to her for a chance to win the basket, and she referenced her correspondence.

**6. PUBLIC PARTICIPATION**

A member of the public spoke.

**7. BOARD MEMBER COMMENTS**

Kempf states that there have always been Chamber members of the DDA board.

**8. ADJOURNMENT**

**MOTION** by Stu Davis, supported by Kempf, to adjourn the meeting at 6:57 pm.

All in Favor 7/0

**MOTION CARRIED 7/0**

Next Regular DDA Board meeting date: Monday, September 8th, 2025, at 5:35 PM

Respectfully submitted by: \_\_\_\_\_  
Gabrielle Wise, Secretary

DDA APPROVED:

CITY COMMISSION APPROVED:

REVENUE AND EXPENDITURE REPORT FOR CITY OF IMLAY CITY  
PERIOD ENDING 08/31/2025

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2025 NORM (ABNORM)	08/31/25 INCR (DECR)	NORM (ABNORM)	BALANCE			
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY										
Revenues										
Dept 000.000 - REVENUE										
248-000.000-402.000	TAX REVENUE	330,000.00	347,000.00			72,589.29	72,589.29	274,410.71	20.92	
248-000.000-402.776	PUBLIC SAFETY CAPTURE	26,000.00	26,000.00			0.00	0.00	26,000.00	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	
248-000.000-402.778	VETERANS CAPTURE	3,300.00	3,300.00			0.00	0.00	3,300.00	0.00	
248-000.000-549.412	GRANT REVENUE	10,000.00	10,000.00			0.00	0.00	10,000.00	0.00	
248-000.000-549.413	GRANT REVENUE-DEPOT PAVILION	0.00	0.00			3,700.00	3,700.00	(3,700.00)	100.00	
248-000.000-560.000	WINTER FEST	1,000.00	1,000.00			0.00	0.00	1,000.00	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	
248-000.000-581.011	LOCAL GRANT INTERN	0.00	2,000.00			0.00	0.00	2,000.00	0.00	
248-000.000-665.000	INTEREST INCOME	0.00	0.00			0.17	0.00	(0.17)	100.00	
248-000.000-665.248	FUND BAL INTEREST	3,600.00	3,600.00			0.00	0.00	3,600.00	0.00	
248-000.000-667.000	RENTAL INCOME	0.00	0.00			800.00	400.00	(800.00)	100.00	
248-000.000-675.001	ROTARY PARK DONATIONS	4,000.00	4,000.00			0.00	0.00	4,000.00	0.00	
248-000.000-675.500	FARMERS MARKET REVENUE	4,000.00	4,000.00			1,871.00	935.00	2,129.00	46.78	
248-000.000-675.600	DDA CONCERT SERIES	500.00	500.00			0.00	0.00	500.00	0.00	
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	6,000.00	6,000.00			0.00	0.00	6,000.00	0.00	
248-000.000-677.000	OTHER REIMBURSEMENTS	0.00	0.00			78.74	0.00	(78.74)	100.00	
Total Dept 000.000 - REVENUE		415,500.00	434,500.00			79,039.20	77,624.29	355,460.80	18.19	
TOTAL REVENUES										
		415,500.00	434,500.00			79,039.20	77,624.29	355,460.80	18.19	
Expenditures										
Dept 265.000 - BUILDING MAINTENANCE										
248-265.000-921.000	ELECTRICITY	500.00	500.00			0.00	0.00	500.00	0.00	
248-265.000-923.000	HEAT	500.00	500.00			0.00	0.00	500.00	0.00	
248-265.000-924.000	WATER & SEWER CHARGES	500.00	500.00			0.00	0.00	500.00	0.00	
248-265.000-930.000	MISCELLANEOUS REPAIRS & MAINT	500.00	500.00			0.00	0.00	500.00	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	0.00	60,333.65	1.09	
248-705.000-706.000	HOURLY WAGES	15,000.00	15,000.00			2,986.50	1,534.50	12,013.50	19.91	
248-705.000-706.011	HOURLY INTERN	0.00	3,690.00			2,324.00	1,155.00	1,366.00	62.98	
248-705.000-713.000	DEFERRED COMP CONTRIBUTION	1,200.00	1,200.00			27.76	0.00	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	5,310.00	5,310.00			516.28	205.75	4,793.72	9.72	
248-705.000-716.000	HEALTH INSURANCE	24,000.00	24,000.00			1,788.05	0.00	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	0.00	2,947.11	1.76	
248-705.000-721.000	PTO/VACATION PAY-OUT	3,000.00	3,000.00			721.87	0.00	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			19.85	19.85	980.15	1.99	
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	0.00	2,992.50	25.19	
248-705.000-818.000	CONTRACTED SERVICES	3,000.00	3,000.00			3,890.32	749.77	(890.32)	129.68	
248-705.000-826.000	LEGAL SERVICES	1,000.00	1,000.00			0.00	0.00	1,000.00	0.00	

REVENUE AND EXPENDITURE REPORT FOR CITY OF IMLAY CITY  
PERIOD ENDING 08/31/2025

GL NUMBER	DESCRIPTION	2025-26	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDET USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2025 NORM (ABNORM)	MONTH 08/31/25 INCR (DECR)	BALANCE NORM (ABNORM)		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
248-705.000-830.000	LIABILITY INSURANCE	1,000.00	1,000.00	1,195.62	0.00	(195.62)	119.56	
248-705.000-831.000	WORKERS COMPENSATION	200.00	200.00	15.20	15.20	184.80	7.60	
248-705.000-853.000	TELEPHONE EXPENSES	1,500.00	1,500.00	160.47	60.49	1,339.53	10.70	
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	2,064.50	1,300.50	935.50	68.82	
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	150.00	150.00	350.00	30.00	
248-705.000-921.000	ELECTRICITY	35,000.00	35,000.00	8,390.39	4,228.60	26,609.61	23.97	
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	4,726.00	2,426.00	55,274.00	7.88	
248-705.000-956.000	MISCELLANEOUS	3,000.00	3,000.00	884.30	26.95	2,115.70	29.48	
248-705.000-958.000	ADMINISTRATIVE/TRANSFER TO	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00	
248-705.000-973.000	DEVELOPMENT COSTS-UNALLOCATED	0.00	0.00	1,100.00	1,100.00	(1,100.00)	100.00	
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	1,773.98	373.98	10,226.02	14.78	
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	0.00	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	LAFEEER DEVELOPMENT CORPORATIO	6,250.00	6,250.00	6,250.00	6,250.00	0.00	100.00	
248-705.000-973.300	FARMERS MARKET EXPENSE	7,300.00	7,300.00	1,348.31	1,035.57	5,951.69	18.47	
248-705.000-973.413	DOWNTOWN DEPOT PAVILION	0.00	0.00	2,208.04	2,208.04	(2,208.04)	100.00	
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	750.00	0.00	4,000.00	0.00	
248-705.000-975.000	CAPITAL OUTLAY	12,000.00	12,000.00	0.00	0.00	11,250.00	6.25	
Total Dept 705.000 - UNALLOCATED ACTIVITY		377,200.00	396,200.00	46,518.18	22,840.20	349,681.82	11.74	
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	46,518.18	22,840.20	387,981.82	10.71	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		415,500.00	434,500.00	79,039.20	77,624.29	355,460.80	18.19	
TOTAL EXPENDITURES		415,500.00	434,500.00	46,518.18	22,840.20	387,981.82	10.71	
NET OF REVENUES & EXPENDITURES		0.00	0.00	32,521.02	54,784.09	(32,521.02)	100.00	



CHECK DISBURSEMENT REPORT FOR CITY OF IMLAY CITY  
CHECK DATE FROM 08/01/2025 - 08/31/2025

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY								
08/07/2025	TRI	87350	10/21/2024	AMY FORTI	OCTOBER 26TH MERCHANT TRICK OR TRE	880.000	705.000	175.00
08/07/2025	TRI	87353	8/06/2025	CENTOFANI CHIROPRACTIC	FACADE GRANT	973.000	705.000	1,100.00
08/07/2025	TRI	87354	910040518359	DTE ENERGY	ELECTRIC-7/01- 7/31/2025	921.000	705.000	958.10
			910040518359		ELECTRIC-7/01- 7/31/2025	921.000	705.000	47.22
			910040518359		ELECTRIC-7/01- 7/31/2025	921.000	705.000	(18.23)
			910040518359		ELECTRIC-7/01- 7/31/2025	921.000	705.000	755.70
			910040518359		ELECTRIC-7/01- 7/31/2025	921.000	705.000	2,311.66
				CHECK TRI 87354 TOTAL FOR FU				4,054.45
08/07/2025	TRI	87357	JULY 2025	FIRST NATIONAL BANK OF OMAHA	DDA	818.000	705.000	35.98
08/07/2025	TRI	87358	JULY 2025	FIRST NATIONAL BANK OF OMAHA	CITY MANAGER	818.000	705.000	30.00
			JULY 2025		CITY MANAGER	900.000	705.000	150.00
				CHECK TRI 87358 TOTAL FOR FU				180.00
08/07/2025	TRI	87365	7/31/2025	HISPANIC SERVICE CENTER	FARMERS MARKET	973.300	705.000	10.00
08/07/2025	TRI	87368	I192043	JAYS SEPTIC TANK SERVICE	120 N MAIN 2 HANDICAP UNITS JULY28	818.000	705.000	390.00
08/07/2025	TRI	87372	7/31/2025	PENZHEN FARMS	FARMERS MARKET REIMBURSEMENT 7/31	973.300	705.000	10.00
			7/31/2025		FARMERS MARKET REIMBURSEMENT 7/31	973.300	705.000	76.00
				CHECK TRI 87372 TOTAL FOR FU				86.00
08/07/2025	TRI	87375	5071826328	RICOH USA, INC.	COPIER 08/01/2025 - 8/31/2025	818.000	705.000	56.56
08/07/2025	TRI	87382	7/31/2025	STINE, KATHY	FARMERS MARKET REIMBURSEMENT	973.300	705.000	43.00
08/07/2025	TRI	87383	205974581	T-MOBILE USA	DDA TABLET	973.300	705.000	21.57
08/07/2025	TRI	87384	7/10/2025	THE PRINT SHOP	STREET BANNER	880.000	705.000	60.00
08/14/2025	TRI	87398	8107241861	FRONTIER	JULY 22 - AUG 21	853.000	705.000	10.51
08/14/2025	TRI	87406	6225207	MML WORKERS' COMP FUND	WORKERS' COMPENSATION-INSTALLMENT	831.000	705.000	15.20
08/14/2025	TRI	87411	8/13/2025	PETTY CASH	FOR WATER AND ICE DDA	973.006	705.000	8.98
08/14/2025	TRI	87416	60382298298	STAPLES	OFFICE SUPPLIES	727.000	705.000	19.85
08/14/2025	TRI	87419	JULY 2025	TRI-CITY TIMES	DDA ADVERTISING	880.000	705.000	1,120.00
			JULY 2025		DDA ADVERTISING	973.006	705.000	315.00
			JULY 2025		DDA ADVERTISING	973.300	705.000	630.00

User: RENE

DB: Imlay City

## CHECK DISBURSEMENT REPORT FOR CITY OF IMLAY CITY

CHECK DATE FROM 08/01/2025 - 08/31/2025

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY								
08/14/2025	TRI	87422	109374046	WELLS FARGO VENDOR	COPIER RENT	956.000	705.000	26.95
08/21/2025	TRI	87440	8107249386	FRONTIER	CITY HALL	853.000	705.000	49.98
08/21/2025	TRI	87446	2899	LAPEER DEVELOPMENT CORPORATI	PROFESSIONAL SERVICES FOR THE YEAR	973.100	705.000	6,250.00
08/21/2025	TRI	87450	442	PAGE ONE PRINTING	2 SIDED POSTCARDS DDA	880.000	705.000	93.00
08/21/2025	TRI	87451	8/19/2025	PETTY CASH	GAS MONEY FOR CANCELED CONCERT	973.006	705.000	50.00
08/21/2025	TRI	87455	8/15/2025	THE PRINT SHOP	DDA 2 UP B/W CUSTOMER PROVIDED FIL	880.000	705.000	27.50
08/21/2025	TRI	87459	VC3-216391	VC3 INC	AUGUST BILLING	818.000	705.000	223.20
08/28/2025	TRI	87463	08/25/2025	COMPETITIVE NETWORK MANAGEMEM	DEPOSIT FOR PAVILION CAMERAS	973.413	705.000	2,208.04
08/28/2025	TRI	87474	910000610766	DTE ENERGY	ELECTRIC- 120 N MAIN FARMERS MARKE	921.000	705.000	125.94
08/28/2025	TRI	87478	910000600700	DTE ENERGY	ELECTRIC- DDA SIGN	921.000	705.000	19.36
08/28/2025	TRI	87479	910000600601	DTE ENERGY	ELECTRIC- DDA SPRINKLER	921.000	705.000	28.85
08/28/2025	TRI	87487	659253	FINELINE LANDSCAPE CONSTRUCT	PAYMENT # 4 DDA	931.000	705.000	2,300.00
08/28/2025	TRI	87491	7/01/2025	IMLAY CITY HISTORICAL COMMIS	DDA ELECTRICAL SERVICE SPRINKLING	931.000	705.000	126.00
08/28/2025	TRI	87497	952555	MONTY'S FARMS	FARMERS MARKET	973.300	705.000	54.00
08/28/2025	TRI	87501	8/14/2025	PENZTEN FARMS	FARMERS MARKET REIMBURSEMENT	973.300	705.000	56.00
			952553		FARMERS MARKET REIMBURSEMENT	973.300	705.000	125.00
				CHECK TRI 87501 TOTAL FOR FU				181.00
08/28/2025	TRI	87506	952537	STINE, KATHY	FARMERS MARKET REIMBURSEMENT	973.300	705.000	10.00
08/28/2025	TRI	87509	VC3-216896	VC3 INC	CLOUD RECOVERY AND PROTECTION	818.000	705.000	5.31
			VC3-216880		MICROSOFT 365	818.000	705.000	8.72
				CHECK TRI 87509 TOTAL FOR FU				14.03
					Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY			20,119.95

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.200	CASH - CHECKING ACCOUNT	262,035.28
248-000.000-001.201	CASH - CHECKING HRA	500.00
248-000.000-001.210	CASH - CHECKING DDA	20,898.10
248-000.000-040.000	ACCOUNTS RECEIVABLE	400.00
248-000.000-101.000	PREPAID - ASSET	2,114.34
Total Assets		285,947.72
*** 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		32,521.02
Ending Fund Balance		263,119.62
Total Liabilities And Fund Balance		285,947.72

\* Year Not Closed



CITY OF IMLAY CITY  
CRAIG HORTON  
Account number ending in 6413  
Transactions for billing cycle ending 08/26/25



## TRANSACTION DETAIL

### Transactions

Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits
08-11	08-11	85411175223023000073277	PAYMENT - THANK YOU	\$1,122.89 CR
08-11	08-12	55457375223189681110565	MERS OF MICHIGAN LANSING MI 101 122 860	\$255.00
08-12	08-13	52653845224712117897107	YOURMEMBERSHIP 7278270046 FL 248 705 900	\$150.00
08-14	08-15	02305375227000642795323	USPS PO 2546500444 IMLAY CITY MI 248 705 880	\$173.85
08-24	08-25	82305095236500047796284	ZOOM.COM 888-799-9666 SAN JOSE CA 101 101 818	\$15.99

### 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	\$838.52	32	\$0.00
Cash Advance	29.49% (v)	NA	\$0.00	32	\$0.00

### 2025 Total Year-to-Date

Total Fees Charged in 2025

\$0.00

Total Interest Charged in 2025

\$0.00

### Contact Information

Contact us online  
card.fnbo.com

Talk To Us  
800-819-4249  
We accept calls made through  
relay services (dial 711)

Mail Payments To  
FNBO  
P.O. Box 2818  
Omaha, NE 68103-2818

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 1<sup>st</sup> through June 30<sup>th</sup>.

### Section 4.2 – ANNUAL BUDGET

The DDA Executive Director shall present to the Board a draft annual budget prior to May 1<sup>st</sup>. 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 1<sup>st</sup> 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



# Third Street Treats & Beats

## Halloween Block Party – Friday, October 31, 2025

Time: 5:00 PM – 11:00 PM

Location: Third Street, Downtown Imlay City

### Overview

This Halloween, Third Street will transform into the ultimate Halloween celebration—part family festival, part grown-up street party. *Third Street Treats & Beats* will bring together music, games, costumes, food, drinks, and downtown fun, all in one safe, walkable space. Families can enjoy kid-friendly activities and trick-or-treating early in the evening, while later hours shift into a lively Social District party for adults. It's the perfect blend of wholesome fun and downtown nightlife.

### Goals

- Increase Downtown Foot Traffic and visibility for local businesses.
- Create a Signature Annual Event that attracts residents and visitors alike.
- Promote Local Commerce through extended hours, themed specials, and vendor opportunities.
- Leverage the Social District to offer a safe, vibrant Halloween option for adults.

### Event Schedule

#### 5:00 – 8:00 PM — Treats Time

- DJ spinning kid-friendly Halloween favorites.
- Costume Parade & Contest (prizes by age group).
- Games: Pumpkin Bowling, Beanbag Toss, Witch Hat Ring Toss.
- Local cider & donuts from participating vendors.
- Downtown Trick-or-Treat at participating businesses.

#### 8:00 – 11:00 PM — Beats Time

- Dance party with DJ, fog machines, and colored lighting.
- “Monster Mash” Dance-Off with prizes.
- Social District drink specials and themed cocktails.
- Halloween Photo Booth with props.
- Adult scavenger hunt through downtown businesses.

### Business & Community Participation

- Host trick-or-treat stops or mini-games in-store.
- Offer themed food, drinks, or discounts.

- Stay open later to capture foot traffic.
- Decorate storefronts to boost the festive atmosphere.

## **Marketing & Promotion**

- Social Media Countdown: Daily posts highlighting activities, music, and business specials.
- Event Hashtag: #ThirdStreetTreatsAndBeats
- Flyers distributed in schools, local businesses, and nearby towns.
- Press releases to local media.

## **Budget Items**

- DJ & sound system rental.
- Lighting, fog machines, and decorations.
- Game materials & prizes.
- Marketing & signage.
- Photo booth rental.

**§ 151.03 DOWNTOWN DEVELOPMENT AUTHORITY BOARD.**

(A) The Authority shall be under the supervision and control of a Board consisting of the Mayor and not less than eight or more than 12 members as determined by the City Commission. Members shall be appointed by the Mayor. Not less than a majority of the members shall be persons having an interest in property located in the downtown district. Not less than one of the members shall be a resident of the downtown district, if the downtown district has 100 or more persons residing in it. Of the members first appointed, an equal number of the members, as near as is practicable, shall be appointed for one year, two years, three years, and four years. A member shall hold office until the members successor is appointed. Thereafter, each member shall serve for a term of four years. An appointment to fill a vacancy shall be made by the Mayor for the unexpired term only. Members of the Board shall serve without compensation, but shall be reimbursed for actual and necessary expenses. The Chairperson of the Board shall be elected by the Board.

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

(C) The Board shall adopt rules governing its procedures and holding of regular meetings, subject to the approval of the City Commission. Special meetings may be held when called in the manner provided in the rules of the Board. Meetings of the Board shall be open to the public.

(D) Pursuant to notice and an opportunity to be heard, a member of the Board may be removed for cause by the City Commission. Removal of a member is subject to review by the Circuit Court.

(E) All expense items of the Authority shall be publicized monthly and the financial records shall always be open to the public.

(Ord. 13.3, passed 1-20-76; Am. Ord. passed 4-19-83)

THE CITY OF IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY

**BYLAWS**

**ARTICLE I**

**BOARD MEMBERSHIP**

**Section 1.1 – BOARD MAKEUP**

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