

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

MEETING OCTOBER 9, 2023
5:35 P.M.

Walter Bargaen, Chair
 Kelly Villanueva, Vice-Chair
 Kim Jorgensen, Secretary-Treasurer
 Stu Davis, Treasurer

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

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PUBLIC PARTICIPATION
6. CORRESPONDANCE - none
7. APPROVAL OF MINUTES
 Regular Meeting September 11, 2023 (pgs 3-5)
8. FINANCIAL REPORTS – September 2023 (pgs 7-12)
 - a. DDA Expenditure Report
 - b. Check Register Report
 - c. DDA Credit Card Statement
 - d. Balance Sheet
9. **OLD BUSINESS**
 - a. DDA Issued Emails Addresses (pgs 13-15)
 - b. EV Charging Station (pgs 17-25)
10. **NEW BUSINESS**
 - a. Façade Application – 109 Almont Avenue (pgs 27-42)
 - b. WinterFest Event (pgs 43-47)
 - c. Imlay City Façade Corporation (pgs 49-63)
 - d. Imlay City Public Safety Millage Opt-Out (pgs 65-67)
11. EXECUTIVE DIRECTOR’S REPORT (pgs 69-72)
12. FARM MARKET MANAGER REPORT (pg 73)
13. BOARD MEMBER COMMENTS
14. ADJOURNMENT

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**IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY**

Regular Meeting
September 11, 2023
MEETING MINUTES

A regular meeting of the Downtown Development Authority was held on Wednesday September 11, 2023, at the Imlay City Hall, 150 North Main Street, Imlay City MI 48444.

1. **CALL TO ORDER**
Chairman Barga called the meeting to order at 5:35 pm
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL** – Executive Director Malzahn called the roll:
Present: Walter Barga, Stu Davis, Steve Robbins, Mayor Joi Kempf
Absent: unexcused - Kelly Villanueva, Neil Docherty, Kim Jorgenson; excused - Justin Shattuck
Kim Jorgenson – arrived 5:45 pm
Quorum Present
4. **APPROVAL OF AGENDA**
MOTION by Davis, support by Jorgenson to approve the agenda with the addition of item 10e, Directors Review
All in Favor 5 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**
5. **PUBLIC PARTICIPATION** – none
6. **CORRESPONDENCE** - none
7. **APPROVAL OF MINUTES**
Regular Meeting August 14, 2023
MOTION by Davis, support by Jorgenson to approve the minutes as presented.
All in Favor 5 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**
8. **FINANCIAL REPORTS – August 2023**
 - a. DDA Expenditure Report - \$37,337.71
 - b. Balance Sheet - \$197,210.09
 - c. Check Register Report - \$30,336.94

Director Malzahn presented the financials through August 31, 2023.
9. **OLD BUSINESS**
 - a. **DDA Issued Email Addresses**
Director Malzahn presented pricing options for DDA issued email addresses. Agenda Item requestor Shattuck is not present.
MOTION by Davis, support by Robbins to table until next meeting.
All in Favor 5 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

10. NEW BUSINESS

a. EV Charging Station

Director Malzahn presented two options to replace the outdated EV charging station currently in use in the Lamb Steele parking lot. The existing equipment is not functioning properly and cannot be updated. Discussion included current billable cost from DTE to the DDA (which is not recouped), comparing new technology for fast charging vs updating existing equipment to a comparable model.

MOTION by Robbins, support by Davis to approve the purchase of the CT4000 model based on 2-user tandem charging capabilities in the amount of \$9,134.41.

Roll Call: AYES –Robbins, Davis, Kempf, Bargaen, Jorgenson

NAYS – none

MOTION CARRIED 5/0

b. 2023 Summer Concert Series Report

Director Malzahn recapped the 8-week series and presented a spread sheet with reporting data, including attendance numbers, weather conditions, total expenditures \$11,542.58, total revenues \$400.

NO BOARD ACTION TAKEN

c. Professional Services – Community Assessment Proposals

Two proposals submitted for the Professional Services RFP were reviewed by the board. Discussion included previous contracts for similar scope of work and the success rate from implementation. Utilizing someone local or the current DDA director vs. an outside agency may be beneficial, board member engagement in a goals workshop may vet out a priority action plan.

MOTION by Jorgenson, support by Kempf to reject RFP submissions and seek a proposal from Director Malzahn to provide a similar scope of work.

All in Favor 5 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

d. @150 POP Application – Collection Connection, LLC

James and Merissa Beversdorf presented their application to use the Bancroft incubator space. They are currently operating as a home-based online auction house. The Bancroft site will allow for customer pickup/drop-off, merchandise displays and on-site auctions. Their proposed hours (10-2) could be expanded once additional employees are hired.

MOTION by Davis support by Jorgenson authorizing Director Malzahn to execute a 6-month lease commencing October 1, 2023 with Collection Connection.

All in Favor 5 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

e. Director Malzahn Employment Review

Review of the employment committee was made. Several members the hiring committee were not present at tonight's meeting. Chair Bargaen asked if any board members were interested in conducting a performance review for Malzahn since we are at the 6-month employment mark. Committee will consist of Mayor Joi Kempf, Chairman Bargaen and

NO BOARD ACTION TAKEN

11. DIRECTORS REPORT

Malzahn presented her written report in the meeting packet for August 2023. Additional items discussed included the embankment area under the M-53 billboard maintenance performed by OutFront Media at the request of Malzahn. The final concept drawings of the Community Center Pavilion that were submitted with the grant application were provided to the board members. Malzahn asked if any board member was interested in passing out goodies on behalf of the DDA during the merchant trick or treating on October 21 from 11-1:00 pm.

12. BOARD MEMBER COMMENTS

None

13. ADJOURNMENT

MOTION by Davis, support by Robbins to adjourn the meeting at 6:50 pm
All in Favor 5 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

Next Regular DDA Board meeting date: Monday October 9, 2023, at 5:35 PM

Respectfully submitted by: _____
Christine Malzahn, DDA Executive Director

DDA APPROVED: September 11, 2023

CITY COMMISSION APPROVED:

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User: RENE
DB: Imlay City

PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/23	AVAILABLE BALANCE	% BDT USED
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Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

Revenues							
Dept 000.000 - REVENUE	TAX REVENUE	290,000.00	290,000.00	0.00	0.00	290,000.00	0.00
248-000.000-402.000	GRANT REVENUE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-000.000-549.412	ART IN THE ROUGH REVENUE	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
248-000.000-550.000	WINTER PLAYGROUND	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE APP	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00
248-000.000-665.000	INTEREST INCOME	0.00	0.00	0.15	0.00	(0.15)	100.00
248-000.000-667.000	RENTAL INCOME	1,000.00	1,000.00	344.40	250.00	655.60	34.44
248-000.000-675.500	FARMERS MARKET REVENUE	3,500.00	3,500.00	3,585.00	690.00	(85.00)	102.43
248-000.000-675.600	DDA CONCERT SERIES	2,500.00	2,500.00	445.00	0.00	2,055.00	17.80
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	5,400.00	5,400.00	1,525.00	325.00	3,875.00	28.24
248-000.000-677.000	OTHER REIMBURSEMENTS	0.00	0.00	575.00	0.00	(575.00)	100.00
Total Dept 000.000 - REVENUE		324,500.00	324,500.00	6,474.55	1,265.00	318,025.45	2.00

Expenditures							
Dept 265.000 - BUILDING MAINTENANCE	ELECTRICITY	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
248-265.000-921.000	HEAT	500.00	500.00	0.00	0.00	500.00	0.00
248-265.000-923.000	WATER & SEWER CHARGES	400.00	400.00	0.00	0.00	400.00	0.00
248-265.000-924.000	MISCELLANEOUS REPAIRS & MAINT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 265.000 - BUILDING MAINTENANCE		4,400.00	4,400.00	0.00	0.00	4,400.00	0.00

Total Dept 705.000 - UNALLOCATED ACTIVITY							
248-705.000-703.000	WAGES & SALARIES	44,000.00	44,000.00	9,760.97	3,311.54	34,239.03	22.18
248-705.000-706.000	HOURLY WAGES	8,000.00	8,000.00	3,598.25	1,276.00	4,401.75	44.98
248-705.000-710.000	BONUS PAY	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
248-705.000-714.000	OPTICAL INSURANCE	500.00	500.00	0.00	0.00	500.00	0.00
248-705.000-715.000	SOCIAL SECURITY	4,500.00	4,500.00	992.61	336.92	3,507.39	22.06
248-705.000-716.000	HEALTH INSURANCE	21,200.00	21,200.00	5,659.14	1,887.97	15,540.86	26.69
248-705.000-717.000	LIFE/DISABILITY INS	750.00	750.00	184.37	64.31	565.63	24.58
248-705.000-718.000	RETIREMENT AND OPEB	2,300.00	2,300.00	331.85	107.62	1,968.15	14.43
248-705.000-721.000	PTO/VACATION PAY-OUT	3,000.00	3,000.00	165.58	0.00	2,834.42	5.52
248-705.000-727.000	OFFICE SUPPLIES	800.00	800.00	224.46	27.29	575.54	28.06
248-705.000-730.000	POSTAGE	200.00	200.00	72.93	6.93	127.07	36.47
248-705.000-740.000	OPERATING SUPPLIES	100.00	100.00	286.42	0.00	(186.42)	286.42
248-705.000-741.000	ADVERTISING	9,000.00	9,000.00	37.20	23.25	8,962.80	0.41
248-705.000-807.000	AUDIT FEES	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
248-705.000-815.000	DUES/MEMBERSHIPS	1,500.00	1,500.00	600.00	350.00	900.00	40.00
248-705.000-817.000	CONSULTING FEES	500.00	500.00	0.00	0.00	500.00	0.00
248-705.000-818.000	CONTRACTED SERVICES	2,000.00	2,000.00	75.00	0.00	1,925.00	3.75
248-705.000-826.000	LEGAL SERVICES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-705.000-830.000	LIABILITY INSURANCE	200.00	200.00	3,050.72	0.00	(2,850.72)	1,525.36
248-705.000-831.000	WORKERS COMPENSATION	400.00	400.00	57.02	0.00	342.98	14.26
248-705.000-853.000	TELEPHONE EXPENSES	1,200.00	1,200.00	293.84	131.10	906.16	24.49
248-705.000-860.000	TRANSPORTATION & CONFERENCES	2,500.00	2,500.00	355.00	355.00	2,145.00	14.20
248-705.000-880.000	COMMUNITY PROMOTION	16,000.00	16,000.00	2,338.00	1,603.00	13,662.00	14.61
248-705.000-900.000	PRINTING & PUBLISHING	0.00	0.00	112.50	0.00	(112.50)	100.00
248-705.000-921.000	ELECTRICITY	30,000.00	30,000.00	8,019.51	2,703.44	21,980.49	26.73
248-705.000-923.000	HEAT	400.00	400.00	0.00	0.00	400.00	0.00

User: RENE
DB: Imlay City

PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT
		ORIGINAL BUDGET	AMENDED BUDGET				

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
248-705.000-930.000	MISCELLANEOUS REPAIRS & MAINT	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
248-705.000-931.000	STREETScape MAINTENANCE	55,000.00	55,000.00	18,832.64	5,000.00	36,167.36	34.24
248-705.000-956.000	MISCELLANEOUS	6,000.00	6,000.00	2,647.75	866.95	3,352.25	44.13
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	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
248-705.000-973.002	LEASES	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
248-705.000-973.006	DDA CONCERT SERIES EXP	12,000.00	12,000.00	7,354.07	578.83	4,645.93	61.28
248-705.000-973.008	BRICK/BENCH EXPENSE	100.00	100.00	0.00	0.00	100.00	0.00
248-705.000-973.100	LAPPER DEVELOPMENT CORPORATIO	6,250.00	6,250.00	6,250.00	0.00	0.00	100.00
248-705.000-973.300	FARMERS MARKET EXPENSE	8,000.00	8,000.00	7,242.16	2,440.45	757.84	90.53
248-705.000-973.550	ART IN THE ROUGH EXPENSE	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
248-705.000-973.560	WINTER PLAYGROUND	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-705.000-975.000	CAPITAL OUTLAY	12,000.00	12,000.00	4,822.84	4,805.48	7,177.16	40.19

Total Dept 705.000 - UNALLOCATED ACTIVITY		320,100.00	320,100.00	83,364.83	25,876.08	236,735.17	26.04
TOTAL EXPENDITURES		324,500.00	324,500.00	83,364.83	25,876.08	241,135.17	25.69

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		324,500.00	324,500.00	6,474.55	1,265.00	318,025.45	2.00
TOTAL EXPENDITURES		324,500.00	324,500.00	83,364.83	25,876.08	241,135.17	25.69
NET OF REVENUES & EXPENDITURES		0.00	0.00	(76,890.28)	(24,611.08)	76,890.28	100.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
09/07/2023	TRI	83239	COOL BEANS	FARMERS MARKET	973.300	705.00	15.00
09/07/2023	TRI	83242	FIRST NATIONAL BANK OF OMAHA	DDA CONCERT MARKET AND OFFICE SUPPLIES	727.000	705.00	27.29
				DDA CONCERT MARKET AND OFFICE SUPPLIE	973.006	705.00	78.66
				DDA CONCERT MARKET AND OFFICE SUPPLIE	973.006	705.00	82.68
				DDA CONCERT MARKET AND OFFICE SUPPLIE	973.006	705.00	7.99
				DDA CONCERT MARKET AND OFFICE SUPPLIE	973.300	705.00	24.95
				CHECK TRI 83242 TOTAL FOR FUND 248:			221.57
09/07/2023	TRI	83244	GREENSCAPE SOLUTIONS	CONTRACT WORK STREET SCAPE	931.000	705.00	5,000.00
09/07/2023	TRI	83245	HINTZ MICHAEL	FARMERS MARKET	973.300	705.00	47.00
09/07/2023	TRI	83246	HOETTELL HOMESTEADS	FARMERS MARKET	973.300	705.00	45.00
09/07/2023	TRI	83251	MICHIGAN DOWNTOWN ASSOCIATION	MEMBERSHIP DUES 10/01/2023 - 10/01/2024	815.000	705.00	350.00
09/07/2023	TRI	83254	OUTFRONT	DDA POSTERS PRODUCTION POSTERS 08/14/2023-9/10/2023	880.000	705.00	75.00
				CHECK TRI 83254 TOTAL FOR FUND 248:			764.00
							839.00
09/07/2023	TRI	83256	PENZIEN FARMS	FARMERS MARKET REIMBURSEMENT	973.300	705.00	126.00
09/07/2023	TRI	83259	STINE, KATHY	FARMERS MARKET REIMBURSEMENT	973.300	705.00	56.00
09/14/2023	TRI	83264	BAC TO BASICS FARM	FARMERS MARKET	973.300	705.00	53.00
09/14/2023	TRI	83265	BARCO PRODUCTS COMPANY	RECEPACLE WITH RAIN BONNET FOR DDA	975.000	705.00	4,805.48
						0	
09/14/2023	TRI	83274	DTE ENERGY	ELECTRIC-STREET LIGHTS	921.000	705.00	1,183.77
				ELECTRIC-STREET LIGHTS	921.000	705.00	43.84
				ELECTRIC-STREET LIGHTS	921.000	705.00	1,229.38
				CHECK TRI 83274 TOTAL FOR FUND 248:			2,456.99
09/14/2023	TRI	83292	OUTFRONT	BILLBOARD DDA 9/11 - 10/08/2023	880.000	705.00	764.00
09/14/2023	TRI	83293	QUADIENNT	POSTAGE	730.000	705.00	6.93
09/14/2023	TRI	83299	STINE, KATHY	FARMERS MARKET REIMBURSEMENT	973.300	705.00	13.00
09/14/2023	TRI	83302	TRI-CITY TIMES	ADVERTISING DDA	973.006	705.00	409.50
				ADVERTISING DDA	973.300	705.00	1,087.50
				CHECK TRI 83302 TOTAL FOR FUND 248:			1,497.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
09/14/2023	TRI	83306	WELLS FARGO VENDOR	COPIER	956.000	705.00	26.95
09/20/2023	TRI	83312	BAC TO BASICS FARM	FARMERS MARKET	973.300	705.00	20.00
09/20/2023	TRI	83325	HOETTELL HOMESTEADS	FARMERS MARKET	973.300	705.00	160.00
09/20/2023	TRI	83330	PENZIEN FARMS	FARMERS MARKET REIMBURSEMENT	973.300	705.00	354.00
09/20/2023	TRI	83336	STINE, KATHY	FARMERS MARKET REIMBURSEMENT	973.300	705.00	34.00
09/20/2023	TRI	83337	THOMAS GRASS	FARMERS MARKET	973.300	705.00	22.00
09/20/2023	TRI	83339	TRI-CITY TIMES	ADVERTISING CITY	741.000	705.00	23.25
09/28/2023	TRI	83370	DTE ENERGY	ELECTRIC- 101 W CAPAC	921.000	705.00	16.71
09/28/2023	TRI	83373	DTE ENERGY	ELECTRIC- 120 N MAIN	921.000	705.00	229.74
09/28/2023	TRI	83378	FRONTIER	PHONE BILL 9/10/2023-10/09/2023	853.000	705.00	57.52
09/28/2023	TRI	83385	MICHIGAN DOWNTOWN ASSOCIATION	MDA ANNUAL CONFERENCE 11/02/2023-- 11/03/2023	860.000	705.00	355.00
09/28/2023	TRI	83386	MITTEL	FINAL PAYMENT ON THIS ACCOUNT THEY WT	853.000	705.00	23.58
09/28/2023	TRI	83388	PENZIEN FARMS	FARMERS MARKET REIMBURSEMENT	973.300	705.00	306.00
09/28/2023	TRI	83392	SCOTT'S LAWN MAINTENANCE	2023 CONTRACT PAYMENT 5TH PAYMENT	956.000	705.00	840.00
09/28/2023	TRI	83394	STINE, KATHY	FARMERS MARKET REIMBURSEMENT	973.300	705.00	34.00
09/28/2023	TRI	83395	THOMAS GRASS	FARMERS MARKET	973.300	705.00	43.00
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							18,841.72



CITY OF IMLAY CITY
 Account number ending in 9672
 Transactions for billing cycle ending 09/25/23



TRANSACTION DETAIL

Transactions					Balance	Total
Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits		
					00	\$998.00
					99	\$28.99
08-25	08-28	55432863237206689980341	AMZN Mktp US Amzn.com/bill WA	\$27.29 CR	50	\$37.50
					99	\$14.99
08-30	08-31	02305373242200078571117	IMLAY CITY HARDWARE 26 IMLAY CITY MI	\$23.31	00	\$89.00
09-15	09-15	85411173258023000141663	PAYMENT - THANK YOU	\$221.57 CR		
09-21	09-22	55429503264719054162009	SWEETWATER SOUND 2604328176 IN	\$1,199.90		

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	18.24% (v)	NA	\$327.61	32	\$0.00
Cash Advance	30.49% (v)	NA	\$0.00	32	\$0.00

Balance: \$1,168.48
 Payment: \$32.86
 Minimum: -\$32.86
 Maximum: \$70.11
 Total: \$1,238.59
 Payment: -\$1,238.59
 Balance: \$0.00

2023 Total Year-to-Date

Total Fees Charged in 2023 \$0.00

Total Interest Charged in 2023 \$0.00

Contact Information

Contact us online
card.fnbo.com

Talk To Us
 1-800-819-4249
 (TDD Telecommunications Device
 for the Deaf: 1-800-925-2833)

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

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 well. So, if for some
 items.

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.200	CASH - CHECKING ACCOUNT	168,569.66
248-000.000-001.210	CASH - CHECKING DDA	18,226.56
248-000.000-040.000	ACCOUNTS RECEIVABLE	575.00
248-000.000-101.000	PREPAID - ASSET	5,793.89
Total Assets		193,165.11
*** Liabilities ***		
248-000.000-200.100	WAGES PAYABLE	2,290.88
248-000.000-202.000	ACCOUNTS PAYABLE	21,172.71
Total Liabilities		23,463.59
*** Fund Balance ***		
248-000.000-390.000	FUND BALANCE	272,201.43
Total Fund Balance		272,201.43
Beginning Fund Balance - 22-23		272,201.43
Net of Revenues VS Expenditures - 22-23		(25,609.63)
*22-23 End FB/23-24 Beg FB		246,591.80
Net of Revenues VS Expenditures - Current Year		(76,890.28)
Ending Fund Balance		169,701.52
Total Liabilities And Fund Balance		193,165.11

* Year Not Closed



AGENDA ITEM OB 9a: DDA Issued Email Addresses

DATE: October 9, 2023

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Board member Justin Shattuck requested an agenda item be added to last months meeting to discuss responsibilities and liabilities with the usage of personal email addresses as compared with DDA issued email addresses. The Board requested Director Malzahn to bring back pricing options for creation and storing of all email communication for board members.

Items Attached: Civic Clarity Proposal

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



PROPOSAL FOR
IMLAY CITY DDA EMAIL



Prepared by
Julie Braun
Sr. Project Manager
Civic Clarity Website Service
civicclarity.com
248-684-8715

September 4, 2023

Email Annual Cost Quote

Basic Service

We offer RackMail email service, which is web-based (like gmail). You are optionally able to remotely access your email using another device you own, like a phone, or a desktop. While we do provide you with IMAP settings so you can set up your device, we cannot offer support for your devices. Each mailbox has 25G of storage.

\$36/mailbox

Email Archiving

Email Archiving is a separate service that works in tandem with our RackMail email service offering a strong layer of compliance capability.

Compliance building - Email Retention is a key component of a compliance plan.

Legal preparedness - Email Archiving technology helps to proactively prepare your organization for e-discovery.

Message recovery - Has a user accidentally deleted an email? Don't worry, with one click administrators can forward the messages of any individual user back to that user's inbox, eliminating stress over lost or deleted emails.

Disaster recovery and business continuity - How safe is your email? With Email Archiving your messages stay safe and accessible from 2 data centers at opposite sides of the United States.

****Every mailbox on the domain receives archiving. The service does not allow a domain to pick which mailboxes are archived.**

\$120/mailbox

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AGENDA ITEM OB 9b: EV Charger Station

DATE: October 9, 2023

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Last month the board approved the purchase of an updated EV charging station to replace the outdated unit currently located in the Farmers Market Parking area. During the purchasing process Director Malzahn identified a deficiency in the quote, in that it did not include costs for installation. The purchase has been put on hold so that the Board could reconsider the purchase with the revisions to the quote.

Items Attached: Revised Graybar Quote
Approved Graybar Quote
American Renewal Energy Quote

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

Recommended

Motion: Motion to approve the purchase and installation of a new ChargePoint CT4021 EV Charging Station with 1-year cloud management and assure plans in the amount of \$9094.34.

401 E ELM ST
LANSING MI 48912-1007
Phone: 517-827-6200
Fax: 517-487-0532

To: City of Imlay
401 E. ELM ST.
LANSING MI 48912
Attn: Christine Malzahn
Phone:
Email:
Fax:

Date: 09/06/2023
Project Name: CITY OF IMLAY- CT4021
GB Quote #: 0244269706
Purchase Order Nbr:
Release Nbr:
Additional Ref#:
Revision Nbr: 1
Valid From: 09/06/2023
Valid To: 10/06/2023
Contact: CONNOR BLAKE
Email: connor.blake@graybar.com

Proposal

We appreciate your request and take pleasure in responding as follows

Notes: * Lead time is 2-3 weeks. Freight is included."Subject to credit approval"

Item	Item Type	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext. Price
100		1	CHARGEPOINT	CT4021-GW1	DUAL OUTPUT GATEWAY OPTION BOLLARD UNIT	\$4,243.53	1	\$4,243.53
GB Part#:26377214 Ship From:Drop Ship-Factory								
200		1	CHARGEPOINT	CT4001-CCM	BOLLARD CONCRETE MOUNTING KIT.	\$0.01	1	\$0.01
GB Part#:26377218 Ship From:Drop Ship-Factory								
300		1	CHARGEPOINT	CT4000-PMGMT	CT4000 POWER MANAGEMENT KIT.	\$0.01	1	\$0.01
GB Part#:26377219 Ship From:Drop Ship-Factory								
400		1	CHARGEPOINT	CPSUPPORT-AC TIVE	INITIAL STATION ACTIVATION AND CONF SERV	\$0.01	1	\$0.01
GB Part#:26377192 Ship From:Drop Ship-Factory								

This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval). For more information call 1-800-241-7408 to speak with a leasing specialist.

Subject to the standard terms and conditions set forth in this document. Unless otherwise noted, freight terms are F.O.B. shipping point prepaid and bill. Unless noted the estimated ship date will be determined at the time of order placement.

Revised

To: City of Imlay
401 E. ELM ST.
LANSING MI 48912
Attn: Christine Malzahn

Date: 09/06/2023
Project Name: CITY OF IMLAY- CT4021
GB Quote #: 0244269706

Proposal

We appreciate your request and take pleasure in responding as follows

Item	ItemType	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext.Price
500		2	CHARGEPOINT	CPCLD-COMMER CIAL-1	1YR PREPAID COMMERCIAL CLOUD PLAN	\$0.01	1	\$0.02

GB Part#:26377237

Ship From:Drop Ship-Factory

600		1	CHARGEPOINT	CT4000-ASSUR E1	1YR PREPAID ASSURE PLAN	\$0.01	1	\$0.01
-----	--	---	-------------	--------------------	----------------------------	--------	---	--------

GB Part#:26377252

Ship From:Drop Ship-Factory

700		1	R W MERCER	INSTALLATION AND LABOR		\$4,850.75	1	\$4,850.75
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GB Part#:NOF RW6 R W MERCER

Ship From:Drop Ship-Factory

Item Note: Mobilize to site, Lockout source and disconnect charger. Build new charger, secure to existing foundation and install cord management system. Power on and connect to Chargepoint network. Pull in additional charger circuit through existing underground conduit and terminate to panel.

Total in USD (Tax not included): \$9,094.34

This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval). For more information call 1-800-241-7408 to speak with a leasing specialist.

Subject to the standard terms and conditions set forth in this document. Unless otherwise noted, freight terms are F.O.B. shipping point prepaid and bill. Unless noted the estimated ship date will be determined at the time of order placement.

To: City of Imlay
401 E. ELM ST.
LANSING MI 48912
Attn: Christine Malzahn

Date: 09/06/2023
Project Name: CITY OF IMLAY- CT4021
GB Quote #: 0244269706

Proposal

We appreciate your request and take pleasure in responding as follows

Item	Item Type	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext. Price
GRAYBAR ELECTRIC COMPANY, INC.								
TERMS AND CONDITIONS OF SALE								
1., ACCEPTANCE OF ORDER; TERMINATION - Acceptance of any order is subject to credit approval and acceptance of order by Graybar Electric Company, Inc. ("Graybar") and, when applicable, Graybar's suppliers. If credit of the buyer of the goods or services ("Buyer") becomes unsatisfactory to Graybar, Graybar reserves the right to terminate upon notice to Buyer and without liability to Graybar.								
2., PRICES AND SHIPMENTS - Unless otherwise quoted, prices for goods shall be those in effect at time of shipment, which shall be made F.O.B. shipping point, prepaid and bill. Unless otherwise indicated in the applicable quotation or statement of work, prices for services shall be those in effect at the time of completion. The contract price for goods and or services shall be increased by the amount of any applicable tariff, excise, fee, assessment, levy, charge or duty of any kind whatsoever, imposed, assessed or collected by any governmental body, whether or not reflected in the costs charged to Graybar, and Graybar may increase its cost for goods and or services appropriately to take into account such increases in Graybar's costs.								
3., RETURN OF GOODS - Credit may be allowed for goods returned with prior approval. A deduction may be made from credits issued to cover cost of handling. Returns will not be accepted for services or any material which has been modified at the request of or by Buyer. In addition, no custom orders may be returned.								
4., TAXES - Prices shown do not include sales or other taxes imposed on the sale of goods or services. Taxes now or hereafter imposed on sales, shipments or services will be added to the purchase price. Buyer agrees to reimburse Graybar for any such tax or provide Graybar with acceptable tax exemption certificate.								
5., DELAY IN DELIVERY - Graybar is not to be accountable for delays in delivery of goods or services occasioned by acts of God, failure of its suppliers to ship or deliver on time, or other circumstances beyond Graybar's reasonable control, including, but not limited to, sourcing, shipment or delivery issues caused by, related to or resulting from COVID-19 or other similar national or global health situations. Factory shipment or delivery dates are best estimates, and in no case shall Graybar be liable for any consequential or special damages arising from any delay in provision of services, shipment or delivery.								
6., LIMITED WARRANTIES - Graybar warrants that all goods sold are free of any security interest and will make available to Buyer all transferable warranties (including without limitation warranties with respect to intellectual property infringement) made to Graybar by the manufacturer of the goods. Buyer acknowledges that the performance of any service which alters the manufacturer provided goods as indicated in the statement of work may void the manufacturer's warranty. Graybar shall use the same care and skill a similarly situated provider of like services would exercise following commonly accepted industry practices in the performance of its duties under this agreement. GRAYBAR MAKES NO OTHER EXPRESS OR IMPLIED WARRANTIES, AND SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PURPOSE. UNLESS OTHERWISE AGREED IN WRITING BY AN AUTHORIZED REPRESENTATIVE OF GRAYBAR, PRODUCTS SOLD HEREUNDER ARE NOT INTENDED FOR USE IN OR IN CONNECTION WITH (1) ANY SAFETY APPLICATION OR THE CONTAINMENT AREA OF A NUCLEAR FACILITY, OR (2) IN A HEALTHCARE APPLICATION, WHERE THE GOODS HAVE POTENTIAL FOR DIRECT PATIENT CONTACT OR WHERE A SIX (6) FOOT CLEARANCE FROM A PATIENT CANNOT BE MAINTAINED AT ALL TIMES.								
7., LIMITATION OF LIABILITY - Buyer's remedies under this agreement are subject to any limitations contained in manufacturer's terms and conditions to Graybar, a copy of which will be furnished upon written request. Furthermore, Graybar's liability shall be limited to either repair or replacement of the goods, re-performance of the services, or refund of the purchase price, all at Graybar's option, and IN NO CASE SHALL GRAYBAR BE LIABLE FOR INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES. In addition, claims for shortages, other than loss in transit, must be made in writing not more than five (5) days after receipt of shipment. Unless otherwise agreed in the applicable statement of work, acceptance of services will occur not more than five (5) days after completion of performance.								
8., WAIVER - The failure of Graybar to insist upon the performance of any of the terms or conditions of this agreement or to exercise any right hereunder shall not be deemed to be a waiver of such terms, conditions, or rights in the future, nor shall it be deemed to be a waiver of any other term, condition, or right under this agreement.								
9., MODIFICATION OF TERMS AND CONDITIONS - These terms and conditions, and any associated statement of work, supersede all other communications, negotiations, and prior oral or written statements regarding the subject matter of these terms and conditions. No change, modification, rescission, discharge, abandonment, or waiver of these terms and conditions shall be binding upon Graybar unless made in writing and signed on its behalf by a duly authorized representative of Graybar. No conditions, usage of trade, course of dealing or performance, understanding or agreement, purporting to modify, vary, explain, or supplement these terms and conditions shall be binding unless hereafter made in writing and signed by the party to be bound. Any proposed modifications or additional terms are specifically rejected and deemed a material alteration hereof. If this document shall be deemed an acceptance of a prior offer by Buyer, such acceptance is expressly conditional upon Buyer's assent to any additional or different terms set forth herein.								
10., REELS - When Graybar ships returnable reels, a reel deposit may be included in the invoice. The Buyer should contact the nearest Graybar service location to return reels.								
11., CERTIFICATION - Graybar hereby certifies that these goods were produced in compliance with all applicable requirements of Sections 6, 7, and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under Section 14 thereof. This agreement is subject to Executive Order 11246, as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Veterans' Readjustment Assistance Act of 1974, as amended, E.O. 13496, 29 CFR Part 471, Appendix A to Subpart A, and the corresponding regulations, to the extent required by law. 41 CFR 60-1.4, 60-741.5, and 60-250.5 are incorporated herein by reference, to the extent legally required.								
12., FOREIGN CORRUPT PRACTICES ACT - Buyer shall comply with applicable laws and regulations relating to anti-corruption, including, without limitation, (i) the United States Foreign Corrupt Practices Act (FCPA) 15 U.S.C. §§ 78dd-1, et. seq.) Irrespective of the place of performance, and (ii) laws and regulations implementing the Organization for Economic Cooperation and Development's Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the U.N. Convention Against Corruption, and the Inter-American Convention Against Corruption in Buyer's country or any country where performance of this agreement or delivery of goods will occur.								
13., ASSIGNMENT - Buyer shall not assign its rights or delegate its duties hereunder or any interest herein without the prior written consent of Graybar, and any such assignment, without such consent, shall be void.								
14., GENERAL PROVISIONS - All typographical or clerical errors made by Graybar in any quotation, acknowledgment or publication are subject to correction. This agreement shall be governed by the laws of the State of Missouri applicable to contracts to be formed and fully performed within the State of Missouri, without giving effect to the choice or conflict of law provisions thereof. All suits arising from or concerning this agreement shall be filed in the Circuit Court of St. Louis County, Missouri, or the United States District Court for the Eastern District of Missouri, and no other place unless otherwise determined in Graybar's sole discretion. Buyer hereby irrevocably consents to the jurisdiction of such court or courts and agrees to appear in any such action upon written notice thereof.								
15., PAYMENT TERMS - Payment terms shall be as stated on Graybar's invoice or as otherwise mutually agreed. As a condition of the sales agreement, a monthly service charge of the lesser of 1-1/2% or the maximum permitted by law may be added to all accounts not paid by net due date. Visa, MasterCard, American Express, and Discover credit cards are accepted at point of purchase only.								
16., EXPORTING - Buyer acknowledges that this order and the performance thereof are subject to compliance with any and all applicable United States laws, regulations, or orders. Buyer agrees to comply with all such laws, regulations, and orders, including, if applicable, all requirements of the International Traffic in Arms Regulations and/or the Export Administration Act, as may be amended. Buyer further agrees that if the export laws are applicable, it will not disclose or re-export any technical data received under this order to any countries for which the United States government requires an export license or other supporting documentation at the time of export or transfer, unless Buyer has obtained prior written authorization from the United States Office of Export Control or other authority responsible for such matters.								
17., CANCELLATION; CHANGES FOR SERVICES - Buyer may cancel or make changes to a statement of work up to five (5) business days prior to commencement of the work. All changes and cancellations after such date are subject to Graybar's prior written approval in Graybar's sole and absolute discretion. Buyer shall pay to Graybar amounts necessary to cover cancellation, restocking fees and other charges applicable to the cancelled goods or services including those incurred or committed to by Graybar.								

Subject to the standard terms and conditions set forth in this document. Unless otherwise noted, freight terms are F.O.B. shipping point prepaid and bill. Unless noted the estimated ship date will be determined at the time of order placement.

Original²¹
Approved 9/11/23

401 E ELM ST
LANSING MI 48912-1007
Phone: 517-827-6200
Fax: 517-487-0532

To: City of Imlay
401 E. ELM ST.
LANSING MI 48912
Attn: Christine Malzahn
Phone:
Email:
Fax:

Date: 09/06/2023
Project Name: CITY OF IMLAY- CT4021
GB Quote #: 0244269706
Purchase Order Nbr:
Release Nbr:
Additional Ref#:
Revision Nbr:
Valid From: 09/06/2023
Valid To: 10/06/2023
Contact: CONNOR BLAKE
Email: connor.blake@graybar.com

Proposal

We appreciate your request and take pleasure in responding as follows

Notes: * Lead time is 2-3 weeks. Freight is included.

Item	ItemType	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext.Price
100		1	CHARGEPOINT	CT4021-GW1	DUAL OUTPUT GATEWAY OPTION BOLLARD UNIT	\$4,048.53	1	\$4,048.53
GB Part#:26377214 Ship From:Drop Ship-Factory								
200		1	CHARGEPOINT	CT4001-CCM	BOLLARD CONCRETE MOUNTING KIT.	\$89.41	1	\$89.41
GB Part#:26377218 Ship From:Drop Ship-Factory								
300		1	CHARGEPOINT	CT4000-PMGMT	CT4000 POWER MANAGEMENT KIT.	\$47.06	1	\$47.06
GB Part#:26377219 Ship From:Drop Ship-Factory								
400		1	CHARGEPOINT	CPSUPPORT-AC TIVE	INITIAL STATION ACTIVATION AND CONF SERV	\$349.41	1	\$349.41
GB Part#:26377192 Ship From:Drop Ship-Factory								

This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval). For more information call 1-800-241-7408 to speak with a leasing specialist.

Subject to the standard terms and conditions set forth in this document. Unless otherwise noted, freight terms are F.O.B. shipping point prepaid and bill. Unless noted the estimated ship date will be determined at the time of order placement.

Original -
Approved 22/11/23

To: City of Imlay
401 E. ELM ST.
LANSING MI 48912
Attn: Christine Malzahn

Date: 09/06/2023
Project Name: CITY OF IMLAY- CT4021
GB Quote #: 0244269706

Proposal

We appreciate your request and take pleasure in responding as follows

Item	ItemType	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext.Price
500		2	CHARGEPOINT	CPCLD-COMMER CIAL-5	5YR PREPAID COMMERCIAL CLOUD PLAN	\$1,280.00	1	\$2,560.00
GB Part#:26377241 Ship From:Drop Ship-Factory								
600		1	CHARGEPOINT	CT4000-ASSUR E5	5YR PREPAID ASSURE PLAN	\$2,040.00	1	\$2,040.00
GB Part#:26377256 Ship From:Drop Ship-Factory								
Total in USD (Tax not included):								\$9,134.41

This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval). For more information call 1-800-241-7408 to speak with a leasing specialist.

Subject to the standard terms and conditions set forth in this document. Unless otherwise noted, freight terms are F.O.B. shipping point prepaid and bill. Unless noted the estimated ship date will be determined at the time of order placement.

ALLAN J. LANDOSKY**Fortecha Power LLC**

760 Mellish Dr., Lapeer, MI 48446 248-321-7985 Al.Landosky@FortechaPower.com

September 29, 2023

Christine Malzahn
Imlay City DDA
ddadirector@imlaycity.org
810-724-2135

Ms. Malzahn,

Attached for your review is the quotation for purchase and installation of a 2 unit EV Level 2 Charge Station. Please review and contact me if you have questions or need any adjustments or modifications to the quotation. I am available at your request. Thank you for the opportunity, and your time.

Sincerely,

Al Landosky
Director of Engineering
Fortecha Power LLC

CONFIDENTIALITY NOTICE: The information contained in this e-mail communication and any attached documentation is privileged, confidential or otherwise protected from disclosure and is intended only for the use of the designated recipient(s). It is not intended for transmission to, or receipt by, any unauthorized person. The use, distribution, transmittal or re-transmittal by an unintended recipient of this communication is strictly prohibited without express approval in writing or by e-mail. If you are not the intended recipient of this email, please delete it from your system without copying it and notify the above sender so that our e-mail address may be corrected.

**AMERICAN
RENEWABLE**



ENERGY COMPANY

INVOICE

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2023 Downtown Development Authority

American Renewable Energy Company
332 S. Michigan Avenue, Suite 121 #5476,
Chicago, IL, 60604s

+1 (800) 735-7347
www.theareco.com

BILL TO

American Renewable Energy Company
332 S. Michigan Ave.,
Suite 121 #5476
Chicago, IL, 60540

Estimate Number: 0039

Estimate Date: October 2nd, 2023

Expires On: December 7th, 2023

Product Line: ARE CO. EV Series 4000

Grand Total (USD): \$12,597.62

ITEMS	QUANTITY	PRICE	AMOUNT DUE
ARE CO. EV Series 4000 Universal LTE Dual Port Level 2 Gateway 7.2kW Dual Port Level 2 Charger - Public-Use Charging available - Touch Screen Display & POS - 5-Year Product Warranty - Wi-Fi Connectivity - POS - Card reader allows for chip reading/tapping - Upgraded Custom Cable Length - Charger to meet all Public-Use requirements	1	\$9,088.79	\$9,088.79
Electrical Installation - Level 2 Certified Installation specialist Expected Timeframe: 2-3 weeks	1	\$1,500.00	\$1,500.00
ARE CO. EV Series- Enterprise Management Software - Public-Use Charging Subscription to EV Series Charging Management Software (1-year) - Powered by ChargePoint - Subscription to EV Series Charging Management Software (1-year) *Additional years can be added- First Year is FREE	1	\$0.00	\$0.00

**AMERICAN
RENEWABLE**



ENERGY COMPANY

INVOICE

25

2023 Downtown Development Authority

American Renewable Energy Company
332 S. Michigan Avenue, Suite 121 #5476,
Chicago, IL, 60604s

+1 (800) 735-7347
www.theareco.com

ITEMS	QUANTITY	PRICE	AMOUNT DUE
ChargePoint Charging Network Subscription -Your Charger will be listed with all national chargers on ChargePoint's mapping network	1	\$0.00	\$0.00
Concrete Mounting for EV4000 Series - EV stations requires to the process of installing EV Charging stations on a concrete surface, typically using a secure mounting structure. This type of installation ensures that the charging stations are, durable, and properly anchored to the ground.	1	\$246.65	\$246.65
1-year Maintenance/Service and Warranty Package - 1-year product warranty - Regular Maintenance can be scheduled anytime through the EV Series App - Operations & Maintenance package for Public-Use Charging (1- year plan)	1	\$1,049.10	\$1,049.10
		SUB-TOTAL	\$11,884.54
		Sales Tax	6% (in Imlay City, MI)
		TOTAL	\$12,597.62

Please sign & return by 12/7/23 to al.landosky@fortechapower.com & customer-support@theareco.com

CUSTOMER SIGNATURE

DATE

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AGENDA ITEM NB 9a: Façade Grant Application Janet O'Donnell-DeRochis - 109 Almont Avenue

DATE: October 9, 2023

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: A Façade Grant Application for 109 Almont Avenue was submitted to the DDA office on September 8, 2023 for work estimated at \$2650. Ms. Janet O'Donnell is requesting a reimbursement in the amount of \$1,350.

Items Attached: Façade Grant Application
Work Estimates (Mr. Paint)
Insurance Certificate

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

Recommended

Motion: Motion to approval the façade application for 109 Almont Avenue for the reimbursement amount of \$1900.



Façade Grant Application Process and Checklist

The application must be completed and returned to the Imlay City DDA director along with:

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

I have talked to Nathan-Lonnie

Sept-18-23

Construction Code Authority Representative

Date

Grant Application

Check One: Property Owner

Business Owner

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

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

Janet O' Donnell - DeLochis

Name of Applicant

200 Elk Lake Rd

Address of Applicant

109 Almont Duly City, Mich

Address of Property Proposed for Improvement

109 Almont Duly City, Mich

Business Contact Person & Title

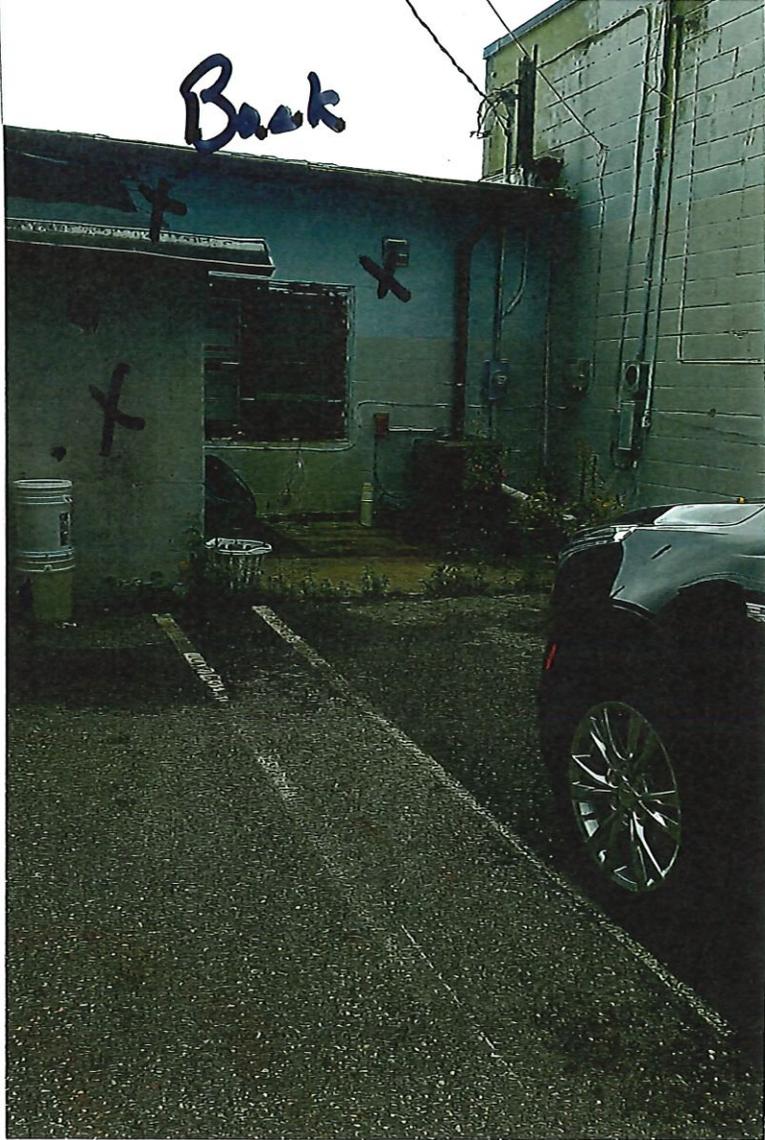
586-255-3108

Phone

Fax

Nellie48412 @ Mad. Con

Email





Proposal

Mr. Paint, Paper & Sawdust
729 N. Fairgrounds Rd.
Imlay City, MI 48444
810-724-1271 810-441-7088

Proposal Submitted To: <u>JAN O'DONNELL</u>	Job Name: <u>Jay's Apts</u>	Job #
Address: <u>109 ALMONT AVE.</u>	Job Location	
<u>Imlay City Mich</u>	Date: <u>9/12/23</u>	Date of Plans
Phone #: <u>586-255-3108</u>	Fax #	Architect

We hereby submit specifications and estimates for:

REPAIR AND PAINT SOUTH WALL & BACK WALL

WASH WALLS & SCRAPE WHERE NEEDED

CAULK ALL CRACKS

GLAZE WINDOWS ON BACK

CLEAN & REPAIR EGETROUGHS

REMOVE STEEL BARS ON BACK WINDOWS

PAINT BOTH WALLS, EGETROUGHS, WINDOWS & BACK DOOR

COLOR TO MATCH DENTISH OFFICE NEXT DOOR

TOTAL LABOR & MATERIALS

2650.⁰⁰

WORK COMP & LIABILITY INS.
THRU LIEBLER INS.

We propose hereby to furnish material and labor — complete in accordance with the above specifications for the sum of:

\$ 2650.⁰⁰ Dollars

with payments to be made as follows: PAYMENT UPON COMPLETION

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted [Signature]

Note — this proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.
Payments will be made as outlined above.

Signature _____

Date of Acceptance _____

Signature _____

Proposal

Mr. Paint, Paper & Sawdust
729 N. Fairgrounds Rd.
Imlay City, MI 48444
810-724-1271 810-441-7088

Proposal Submitted To: <i>JAN O'Donnell</i>	Job Name <i>Joy's Nails</i>	Job #
Address <i>109 ALMONT AVE</i>	Job Location	
<i>Imlay City MI</i>	Date	Date of Plans
Phone # <i>586-255-3108</i>	Fax #	Architect

We hereby submit specifications and estimates for:

This Bid is A ADDITION TO BID DATED 9/12/23

REPAIR CLAY WALL CAPS ON SOUTH WALL

TOTAL LABOR & MATERIALS

1150.⁰⁰

*Work Comp & Liability Ins
THRU LIEBLER INS.*

We propose hereby to furnish material and labor — complete in accordance with the above specifications for the sum of:

\$ _____ *1150.⁰⁰* Dollars

with payments to be made as follows: *PAYMENT UPON COMPLETION*

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted *Richard Astien*

Note — this proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____

Date of Acceptance _____

Signature _____



CERTIFICATE OF LIABILITY INSURANCE

FISHKIZ

OP ID: D1

DATE (MM/DD/YYYY)

09/25/2034

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Liebler Agency, Inc. #1 Brown City Office 4232 Main Street, PO Box 220 Brown City, MI 48416 Liebler Agency, Inc.		810-346-2738		CONTACT NAME: Liebler Agency, Inc.	
		PHONE (A/C, No, Ext): 810-346-2738		FAX (A/C, No): 810-346-2148	
		E-MAIL ADDRESS:			
		INSURER(S) AFFORDING COVERAGE		NAIC #	
		INSURER A: Hastings Mutual Insurance Co.		14176	
		INSURER B:			
		INSURER C:			
		INSURER D:			
		INSURER E:			
		INSURER F:			

INSURED
 Mr. Paint, Paper & Sawdust
 Richard Fisher
 729 N. Fairgrounds Road
 Imlay City, MI 48444

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CPP6081814	09/11/2023	09/11/2024	EACH OCCURRENCE	\$ 500,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 500,000
							GENERAL AGGREGATE	\$ 1,000,000
							PRODUCTS - COMP/OP AGG	\$ 1,000,000
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	0006081820	09/11/2023	09/11/2024	PER STATUTE	
							OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



Pre

Janet
 109 ALMONT ST
 Imlay City, Mi 48412
 (586) 255-3108

Northeastern Painting Company

3842 Huron St.
 North Branch, Mi 48461
 Phone: (810) 614-9975
 Email: b.gossman@nepaintingco.com
 Web: nepaintingco.com

Estimate # 299
 Date 09/07/2023

Description	Rate	Quantity	Total
-------------	------	----------	-------

Exterior Painting	\$4,100.00	1	\$4,100.00
-------------------	------------	---	------------

This estimate is for the backside and parking lot side of 109 Almont st. in Imlay City, pictures of areas provided below. All areas to be painted will be prepped and coated with customers color of choice. NPC will remove bars on windows and repair the windows to the best of our ability. This estimate includes all costs including labor and all materials needed to complete this project. Payment is due in full upon completion.



Subtotal	\$4,100.00
Total	\$4,100.00

By signing this document, the customer agrees to the services and conditions outlined in this document. 36

Brian Gossman

Janet Odonnell

657912

Statement

DATE 8-2-2023

TERMS

TO
Joy's Nails
Imlay City
(810) 724-5697

IN ACCOUNT WITH
Tim Bullion Painting
810-728-1043

- Painting of Exterior south wall and East wall's previously painted areas
- pressure wash and scrape loose paint to ensure adhesion of paint
- apply 2 coats (One Color)
- caulk any cracks on surfaces
- materials included!
- 50% down due at beginning of job

CURRENT <input checked="" type="checkbox"/>	OVER 30 DAYS	OVER 60 DAYS	TOTAL AMOUNT \$ 1875.00
---	--------------	--------------	------------------------------------

Back Wall
Up to Roof-

Mav Services LLC
 54349 Jeffery Dr Macomb, MI 48042
 Phone [586-980-1014]

INVOICE NO. 0002

DATE: 8-27-2023

BILL TO	SHIP TO	INSTRUCTIONS
Janet odonell	Same as recipient	Make checks payable to: MAV SERVICES LLC ADRIAN VUKSANI

	DESCRIPTION	UNIT PRICE	TOTAL
Window frames	Replace any rotten wood/ remove metal poles, prime wood frames, and put two coats of finish	\$500	\$500
Wood trim on building	Scrap all debre from wood trim and prepare for paint, prime coat and 2 coats of finish on paint	\$200	\$200
Materials	All materials needed for job, plastic, tape, and paint	\$100	\$100

SUBTOTAL	\$800
TOTAL DUE BY DATE	\$800

Thank you for your business!

X 1750⁰⁰
 800

 2555.00

Mav Services LLC
 54349 Jeffery Dr Macomb, MI 48042
 Phone [586-980-1014]
 Email [Adrianvuksani@yahoo.com]

INVOICE NO.	DATE
-------------	------

BILL TO	SHIP TO	INSTRUCTIONS
Janet odonell	Same as recipient	Make checks payable to: MAV SERVICES LLC ADRIAN VUKSANI

	DESCRIPTION	UNIT PRICE	TOTAL
LABOR	Labor 1-2 guys 3 days of work	\$1,500	\$1,500
Materials	Materials needed to finish project	\$250	\$250

SUBTOTAL \$1,750

TOTAL DUE BY DATE \$1,750

Thank you for your business!

Fwd: Ridgewalk Condo's - GL Cert

inbox

Jeremey Knapp <krappj@ridgewalkcondos.com>

to: nellie48412@gmail.com

Quote for 109 N. Almont Ave. Inlay City, MI
\$5450 includes power washing, all labor and materials
Thank You

\$5450.00

----- Forwarded message -----

From: Brian Pyscher <brianpyscher150@gmail.com>

Date: Wed, Sep 6, 2023 at 10:30 AM

Subject: Ridgewalk Condo's - GL Cert

To: Jeremey Knapp <krappj@ridgewalkcondos.com>

Hi Jeremey,

As requested your GL cert, you can forward this over to your vendor as well

Thanks

Brian Pyscher

Insurance Centre, LLC

Direct 810-744-9570

800-673-5933

<http://inscncnre.com/>

*To -
DPA -
Jeremey*

Knapp's Painting 
(810) 338-9524 

Over 25 Years Experience
Residential & Commercial • All Phases of Painting
Powerwashing and Deck Restoration
- FREE Estimates -



JEREMEY KNAPP
Owner



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/01/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Centre, LLC 3718 DAVISON RD FLINT MI 48506-4206		CONTACT NAME: Brian J Pyscher PHONE (A/C, No, Ext): 810-744-9570 E-MAIL ADDRESS: brianpyscher150@gmail.com FAX (A/C, No): 810-744-3261	
INSURED Jeremy Knapp Knapp's Painting 2226 Imlay City Rd Lapeer MI 48446		INSURER(S) AFFORDING COVERAGE INSURER A : Grange Insurance Co INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

REVISION NUMBER: 01

COVERAGES CERTIFICATE NUMBER: 01

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			2857462	05/31/2023	05/31/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ SUB MED EXP (Any one person) \$ SUB PERSONAL & ADV INJURY \$ SUB GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ SUB \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						EACH OCCURRENCE \$ AGGREGATE \$ \$ PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION S <input type="checkbox"/>						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						
A	General Liability			2857462	05/31/2023	05/31/2024	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 The above policy has been paid in full

CERTIFICATE HOLDER
 Ridgewalk Condo Association
 130 Timber Ridge Dr

Vassar

MI 48768

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED ACCORDANCE WITH THE POLICY PROVISIONS.

 AUTHORIZED REPRESENTATIVE
 Brian Pyscher


 9.6.23
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AGENDA ITEM NB 10b: WinterFest Special Event

DATE: October 9, 2023

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Annually the DDA has co-sponsored a winter special event for the community to celebrate the holiday season. This year the DDA continues to work with the Chamber of Commerce to plan, promote and enhance the activities for the daylong celebration to be held on December 9, 2023.

Items Attached: Special Event Application

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

Recommended Motion: Motion to accept the permit as drafted and submit to City Commission for approval.

Permit No. _____

Imlay City Special Events Permit Application

Please complete application and mail or fax to the following:

City Manager- Imlay City
150 N. Main Street
Imlay City, Michigan 48444
(810)724-1861 fax

All applications must be submitted at least sixty (60) days in advance of the proposed event date. The application will be reviewed to assure that the event is in compliance with City codes/ordinances. If denied, a letter will be mailed and/or faxed within twenty-one (21) business days of receipt of request.

**Limited Liability Insurance may be required. If insurance is required, it is understood that the following be Additional Insureds: City of Imlay City, including all elected officials and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and their board members, employees, and volunteers. It is understood and agreed by naming the City of Imlay City as additional insured, cover is afforded is considered to be primary and any other insurance the City of Imlay City may have in effect shall be considered secondary and/or excess.*

EVENT INFORMATION:

Event Date: December 9 Type of Event: Winter Fest

Time frame of Event: 10:00am - 8:00pm Location: Third & Main

Does this event require a route to be mapped out? yes (Please attach proposed route)

Is this event a Fireworks display? No (Please attach a current application for fireworks other than consumer or low impact. You can find this form at www.michigan.gov)

Does this event require DPW barricades or cones? [Y] [N]

Does this event require police assistance? yes Estimated # of Participants: _____

- Will this event involve sales of any product or require a food service license? [Y] [N]
- Will this event require any additional allowable signage for the event? [Y] [N]

Please describe the event in detail: (attach additional sheet if necessary)
Annual holiday parade & tree lighting ceremony.
See attached draft timeline

NAME OF ORGANIZATION OR SPONSOR

DDA & Chamber of Commerce

Representative/Organization Name

150 N. Main Imlay City MI 48444

810 724 2135 ext 1307 ddadirector@imlaycity.org

Event Contact Information

Christine Maltzahn 586 801 0166 Chris Bishop - 810 542 3256
205 N. Main 5588 Lom Rd
Romeo, MI 48065 Attica, MI 48412

dda director@imlaycity.com icchamber@gmail.com

By submitting this request, I/We/Our organization hereby agree(s) to abide by all rules and policies of the City of Imlay City. I/We also agree that all information submitted in this Special Event Application is true and accurate to the best of my/our knowledge and I/We hereby request that the Imlay City-City Commission consider my/our application for approval. I/We agree at my/our expense to defend, indemnify, save and hold harmless the City of Imlay City, its officers, employees and agents against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses (including without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed, incurred by or asserted against myself/us by reason of or resulting from my/our use of City Property as described herein.

Christine Maltzahn 10/2/23

FOR OFFICIAL USE ONLY

- DPW Superintendent Approval Date
Fire Chief Approval Date
Police Chief Approval Date
City Manager Approval Date
City Commission Approval Date





DECEMBER 9, 2023

10:00 AM - 8:00 PM

BREAKFAST WITH SANTA

EL RANCHITA - 10 AM (RESERVATIONS REQUIRED)

HORSE DRAWN WAGON RIDES

2-7 PM ROUTE TBD

LITTLE ELVES CRAFT WORKSHOPS

12-4 PM DOWNTOWN MERCHANTS

SKATING RINK

10 AM - 6 PM

KRINGLE MARKET

10 AM - 8 PM

THIRD AND MAIN PARKING AREA

HOLIDAY PARADE 6:00 PM

STAGING IN SCHOOL PARKING LOT -PARADE ROUTE - 1ST STREET TO ALMONT AVE TO 3RD STREET TO MAIN STREET TO LAMB S -PARADE ROUTE - 1ST STREET TO ALMONT AVE TO 3RD STREET TO MAIN STREET TO LAMB STEELE PARKTEELE PARK

FOOD TRUCKS

11 AM - 8 PM

THIRD AND MAIN PARKING AREA

STORIES WITH MRS. CLAUS

2-4 PM IMLAY FLORIST

TREE LIGHTING CEREMONY

7 PM LAMB STEELE PARK

HOLIDAY PINATA'S

5 PM - HISPANIC SERVICES CENTER

WARMING STATIONS

THROUGHOUT DOWNTOWN AND LAMB STEELE PARK



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AGENDA ITEM NB 10c: Imlay City Façade Corp.

DATE: October 9, 2023

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Records show that in January 1996 a domestic non-profit was incorporated with the aid of the Lapeer Development Corporation for the purposes of promoting economic growth in the business district of the City of Imlay City; to promote aesthetic improvements in the business district; to promote business and activities within the business district; to promote historical renovation/preservation within the business district; to correct and prevent deterioration in the business district; and to promote the cultural and recreational opportunities within the business district.

Items Attached: Articles of Incorporation
Meeting minute excerpt 12/1995
LARA – Domestic Non-Profit fact sheet
Choice One Bank statement
IRS Delinquent Tax Notices
Non-Profit Annual Report 2021 & 2022

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

Recommended

Motion: Motion to appoint Christine Malzahn as the director of the Imlay City Façade Corp allowing her to execute the required reporting.

MICHIGAN DEPARTMENT OF COMMERCE - CORPORATION AND SECURITIES BUREAU		
Date Received		(FOR BUREAU USE ONLY)
JAN 09 1996		FILED
Name Lapeer Development Corporation		JAN 12 1996
Address 449 McCormick Drive		Administrator MICHIGAN DEPARTMENT OF COMMERCE Corporation & Securities Bureau
City Lapeer	State MI	Zip Code 48446
EFFECTIVE DATE:		

Document will be returned to the name and address you enter above.

739-626

ARTICLES OF INCORPORATION
For use by Domestic Nonprofit Corporations
(Please read information and instructions on the last page)

Pursuant to the provisions of Act 162, Public Acts of 1982, the undersigned corporation executes the following Articles:

ARTICLE I

The name of the corporation is: Imlay City Facade Corporation

ARTICLE II

The purpose or purposes for which the corporation is organized are: To promote economic growth in the Business District of the City of Imlay City; to promote aesthetic improvements in the Business District; to promote business and activities within the Business District; to promote historical renovation/preservation within the Business District; to correct and prevent deterioration in the Business District; and to promote the cultural and recreational opportunities within the Business District of the City of Imlay City.

ARTICLE III

The corporation is organized upon a Nonstock basis.
(Stock or Nonstock)

1. If organized on a stock basis, the total number of shares which the corporation has authority to issue is _____ . If the shares are, or are to be, divided into classes, the designation of each class, the number of shares in each class, and the relative rights, preferences and limitations of the shares of each class are as follows:

ARTICLE III (cont.)

2. a. If organized on a nonstock basis, the description and value of its real property assets are: (if none, insert "none")
None
- b. The description and value of its personal property assets are: (if none, insert "none")
None
- c. The corporation is to be financed under the following general plan:
Donations and grants from the City of Imlay City, the Downtown Development Authority of Imlay City, businesses and the general public.
- d. The corporation is organized on a Directorship basis.
(Membership or Directorship)

ARTICLE IV

1. The address of the registered office is:
449 McCormick Drive Lapeer, Michigan 48446
(Street Address) (City) (ZIP Code)
2. The mailing address of the registered office, if different than above:
_____, Michigan _____
(Street Address or P.O. Box) (City) (ZIP Code)
3. The name of the resident agent at the registered office is:
Patricia Crawford Lucas

ARTICLE V

The name(s) and address(es) of the incorporator(s) is (are) as follows:

Name	Residence or Business Address
Gary Nolin	464 South Almont Ave., Imlay City, MI 48444
John Cramer	6694 Lierman Rd., Imlay City, MI 48444
Thomas Bradley	6696 Lierman Rd., Imlay City, MI 48444
Henry D. Nichols	1410 Cedar Drive, Imlay City, MI 48444
Carol Coenen	2780 North VanDyke Rd., Imlay City, MI 48444
Fred Mainville	6760 Hunter Creed Rd., Imlay City, MI 48444
Donald Capman	215 West Sixth Street, Imlay City, MI 48444
Steve Teets	150 East Third Street, Imlay City, MI 48444
Beverly Waller	Tri County Bank, 422 Main, PO Box 100, Brown City, MI 48416
Rod Dewey	475 North Main, Imlay City, MI 48444
Marty Rankin	316 Engle Street, Imlay City, MI 48444
John Mulder	210 East Third Street, Imlay City, MI 48444
Non Voting Members	
Patricia Crawford Lucas	449 McCormick Drive, Lapeer, MI 48446
Amy Stryker	City of Imlay City, 150 N. Main St., Imlay City, MI 48444
James V. Creech	City of Imlay City, 150 N. Main St., Imlay City, MI 48444

Use space below for additional Articles or for continuation of previous Articles. Please identify any Article being continued or added. Attach additional pages if needed.

ARTICLE VI

The number of directors of the corporation shall be equal to the number of board members of the Downtown Development Authority of the City of Imlay City (including the board member position reserved for the City Executive Officer of the City of Imlay City).

The directors of the corporation shall consist of the board members of the Downtown Development Authority of the City of Imlay City (including the Chief Executive Officer of the City of Imlay City).

The term of each director shall be equal to his or her term on the Downtown Development Authority of the City of Imlay City.

** Please see attached minutes authorizing the Executive Director, Mr. James V. Creech, to sign documentation regarding the Imlay City Facade Corporation.

I, (We), the incorporator(s) sign my (our) name(s) this 13th day of December, 19 95.

James V. Creech

DOWNTOWN DEVELOPMENT AUTHORITY

MINUTES OF A REGULAR MEETING

December 13, 1995

The Regular Meeting of the Downtown Development Authority was called to order by Chairman Rankin at 7:32 P.M.

Present: Martin Rankin, Rod Dewey, John Cramer, John Mulder, Henry Nichols, Carol Coenen, Steven Teets, Fred Mainville, Gary Nolin *

Absent: Donald Capman, Beverly Waller, Tom Bradley,

Also Present: Director Jim Creech, Donald Scherzer of Spicers Engineering, Patricia Crawford-Lucas - LDC Director, Citizen Council members Warner Hoeksema, Harry Diehl, and Peter Ecklund of John Axe office.

* Gary Nolin took his seat 7:40 P.M.

Moved by Dewey, supported by Cramer, MOTION CARRIED, to approve the following minutes as presented:

Regular Meeting	-----	07/19/95
Special Meeting	-----	08/16/95
Special Meeting	-----	09/06/95

Moved by Dewey, supported by Coenen, MOTION CARRIED, to accept the financial reports as presented.

Citizens from the floor - None

Discussion was held regarding authorization of one person to sign for articles of incorporation. The State requested the word "loan" be removed from the title. Rankin suggested Director Jim Creech be authorized to sign. Moved by Dewey, supported by Nichols, MOTION CARRIED, to authorize Jim Creech to sign for the board any articles of incorporation and to rename FACADE LOAN INC. to IMLAY CITY FACADE CORP.

Peter Ecklund was present and went over the plan and debt schedule. He said to stay at 80% spending of captured amount. He explained that the life of the project must be extended to be able to pay off the cost of the bond. The \$995,000 figure is to keep the bond issue more easy. The time frame of bond sale was discussed and the

steps of a bond sale was possible for February with construction out to bid in February or March, start in April or May, and completion in September or October of 1996. Warner Hoeksema of the Citizens Council asked about millage and if there was an increase in millage. Mr. Ecklund addressed that issue. Motion by Dewey, supported by Mulder, MOTION CARRIED, to amend the financing plan.

Henry Nichols asked about performance guarantees.

Donald Scherzer of Spicers Engineering stated they are planning to put into bids and contracts a penalty clause.

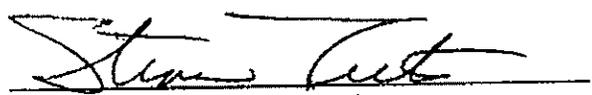
Citizens Committee - None

Donald Scherzer discussed the brick paver addition to the plan. He explained his reservation about the use of the pavers. The commission approved the moving of the pavers to the front of entrances instead of over the waterline.

Letter of resignation from board member Beverly Waller was presented. Moved by Dewey, supported by Cramer, MOTION CARRIED, to accept the resignation with regrets. Donald Richards, Robert Muir and Walt Bargaen were suggested as replacement candidates to be presented to the City Commission.

Moved by Cramer, supported by Coenen, MOTION CARRIED, to adjourn the meeting.

Meeting adjourned at 8:15 P.M.


Steven Teets, Secretary



LARA

Domestic Nonprofit Corporation

Agency: Licensing and Regulatory Affairs

Nonprofit corporations are those formed in which members may not receive any profits of the corporation. A nonprofit corporation is formed under the [Michigan Nonprofit Corporation Act](#). Some purposes for which nonprofit corporations are commonly formed are those involving religious, educational and charitable activities.

Nonprofit Corporation Information

File nonprofit Articles of Incorporation with the Michigan Department of Licensing & Regulatory Affairs, Corporations Division at 517-241-6470 to determine name availability and to request forms. Forms are also available on this website under the link [Corporations](#).

Contact the Internal Revenue Service at 800-829-4933 to obtain the publication "Tax-Exempt Status for your Organization" (Publication [557](#)) and the accompanying package "Application for Recognition of Exemption" (Form [1023](#)).

The Michigan Department of Treasury no longer has an application process for tax exemption from Michigan Sales and Use Tax for nonprofit organizations. Organizations exempted by statute, organizations granted exemption from Federal income tax under the Internal Revenue Code section 501(c)(3) or 501(c)(4) or organizations that had previously received an exemption letter from the Michigan Dept. of Treasury are entitled to sales and use tax exemption. A copy of the federal exemption letter or a letter previously issued by the Michigan Dept. of Treasury must accompany a completed Michigan Sales and Use Tax Certificate of Exemption, form [3372](#).

Any questions, please contact the Michigan Department of Treasury, Sales, Use and Withholding Tax office, 517-636-6925.

Most charitable nonprofits must also file with the Attorney General's Charitable Trust Section. Forms and instructions are available at the [Attorney General's website](#). Call 517-335-7571 if you have questions or need forms mailed to you.

LARA

Domestic Nonprofit Corporation



Date 9/29/23 Page 1
 Primary Account Acct Ending 4465

IMLAY CITY FACADE CORP
 150 N MAIN ST
 IMLAY CITY MI 48444

***CHECKING ACCOUNT

Account Title: IMLAY CITY FACADE CORP

BUSINESS CHECKING		Acct Ending 4465	Statement Dates	9/01/23 thru 10/01/23
Account Number			Days in Period	31
Beginning Balance		1,697.15		
Deposits/Credits		.00		
Checks/Debits		.00		
Service Charge		.00		
Interest Paid		.00		
Ending Balance		1,697.15		

	Total For This Period	Total Year-to-Date
Total overdraft Fee	\$.00	\$.00
Total Returned Item Fees	\$.00	\$.00

DAILY BALANCE SUMMARY	
Date	Balance
9/01	1,697.15

Dawn Sawicki-Franz

From: Walter Bargaen <walter.bargaen@choiceone.bank>
Sent: Tuesday, May 2, 2023 1:39 PM
To: Dawn Sawicki-Franz
Subject: RE: Imlay City Facade Corp Account

Dawn,

The tax id # 38-3271929 is issued to the Imlay City Façade Corporation. It was a 501 (c) (3). I think the Articles of Incorporation were filed 1/12/1996. The registered office is 449 McCormick Drive Lapeer.

There is an active line of credit # 7713614 with zero owed and an available amount of \$90,000 and a maturity of 1/26/27.

Respectfully,

**walter j. bargaen**

Vice President, Governmental & School Districts

direct (810) 538-1966

cell (810) 417-2344

customer support 888.775.6687

email walter.bargaen@choiceone.bank

83 W Nepessing St., Lapeer, MI 48446

send large files to my [transfer site](#)

Enhanced Security - choiceone.bank

From: Dawn Sawicki-Franz <treasurer@imlaycity.org>
Sent: Tuesday, May 2, 2023 1:09 PM
To: Walter Bargaen <walter.bargaen@choiceone.bank>
Subject: Imlay City Facade Corp Account

The e-mail below is from an external source. Please do not reply, open attachments, or click links from an unknown or suspicious origin.

Hi Walt,

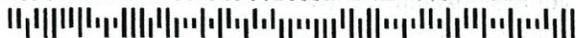
I am looking for information re: the Imlay City Façade Corp Account ending in 4465. This account is in my log in at ChoiceOne. I print the statement each month for my file and email a copy to Laura Tandy at the LDC and to the DDA Director as I was told to do way back when. DDA Director Christine Malzahn being new is asking about it and I have no good answers for her. It seems to be connected with an EIN number ending in 1929 which is not the City's number. Laura Tandy at the Lapeer Development Corp is asking about it since Christine raised the questions. I thought perhaps you could give me history on this account.

Thank you for your help!



Department of the Treasury
Internal Revenue Service
Ogden, UT 84201-0016

189540.358273.349096.28331 1 AB 0.537 922



IMLAY CITY FACADE CORPORATION
% PATRICIA LUCAS
449 MCCORMICK DR
LAPEER MI 48446-2555



Notice	CP259A
Tax period	June 30, 2022
Notice date	September 4, 2023
Employer ID number	38-3271929
To contact us	Phone 877-829-5500 FAX 855-214-7520

Page 1 of 4



189540

Message about your June 30, 2022 Form 990/990-EZ or 990-N

You didn't file a required annual tax return

Our records show that you haven't filed one of the following required forms for the June 30, 2022 tax year:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990-EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax Exempt Organizations Not Required to File Form 990 or Form 990-EZ

If you haven't filed the required return within the last four weeks, you must complete the Response form at the end of this notice and send it to us no later than October 4, 2023.

What you need to do immediately

If you already filed the required return

- If you filed within the last four weeks using the same name and employer ID number (EIN) listed above, disregard this notice.
- If you filed more than four weeks ago or used a different name or EIN, complete the Response form at the end of this notice and mail it to us or fax your form to 855-214-7520 using either a fax machine or online fax service. Protect yourself when sending digital data by understanding the fax service's privacy and security policies.

If you're required to file a Form 990 or 990-EZ for June 30, 2022 but haven't done so

- You're required to file electronically. Use your e-file provider to submit your return and any required schedules. You must also complete the Response form at the end of this notice and mail it to us or fax your form to 855-214-7520.
- If you file your return late, we will charge a penalty.

If you're required to file a June 30, 2022 Form 990-N but haven't done so

Form 990-N is only available to file electronically. You can find information about filing at www.irs.gov/990n, which will direct you to a site where you can prepare and file your return for free. File your return as soon as possible.

If you don't think you have to file a June 30, 2022 Form 990, 990-EZ or 990-N

Complete the Response form at the end of this notice and mail it to us or fax your form to 855-214-7520.



Department of the Treasury
Internal Revenue Service
Ogden, UT 84201-0016

59

Notice	CP259A
Tax period	June 30, 2022
Notice date	September 4, 2023
Employer ID number	38-3271929

Page 3 of 4

INTERNAL REVENUE SERVICE
OGDEN, UT 84201-0016



189540

Fold here

Response form

Complete both sides of this form and send it to us.

Provide your contact information

If your address has changed, make the changes below.

IMLAY CITY FACADE CORPORATION

% PATRICIA LUCAS

449 MCCORMICK DR

LAPEER MI 48446-2555

<input type="checkbox"/> a.m.	<input type="checkbox"/> a.m.
<input type="checkbox"/> p.m.	<input type="checkbox"/> p.m.
Primary Phone	Best time to call
Secondary Phone	Best time to call

1. Indicate whether any of the following circumstances apply to you

If you already filed a Form 990 or 990-EZ

I already filed my tax return for June 30, 2022, and I'm enclosing confirmation of electronic filing as verification.

Name(s) shown on the return

Employer Identification number (EIN) listed on the return

Is this EIN different from the one on this notice? Yes No

Form(s) filed

Tax period(s) ending date

Date tax return was e-filed

If you are filing late

You may be subject to late filing penalties under Internal Revenue Code Section 6652(c)(1)(A) when a return is filed late, unless the organization shows that the late filing was due to reasonable cause.

Continued on back...



Department of the Treasury
Internal Revenue Service
Ogden, UT 84201-0016

Notice	CP259A
Tax period	June 30, 2021
Notice date	September 4, 2023
Employer ID number	38-3271929
To contact us	Phone 877-829-5500 FAX 855-214-7520

Page 1 of 4

189539.358273.349096.28331 1 AB 0.537 922

 IMLAY CITY FACADE CORPORATION
 % PATRICIA LUCAS
 449 MCCORMICK DR
 LAPEER MI 48446-2555



189539

Message about your June 30, 2021 Form 990/990-EZ or 990-N

You didn't file a required annual tax return

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- Form 990, Return of Organization Exempt From Income Tax
- Form 990-EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax Exempt Organizations Not Required to File Form 990 or Form 990-EZ

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Form 990-N is only available to file electronically. You can find information about filing at www.irs.gov/990n, which will direct you to a site where you can prepare and file your return for free. File your return as soon as possible.

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Complete the Response form at the end of this notice and mail it to us or fax your form to 855-214-7520.



Department of the Treasury
Internal Revenue Service
Ogden, UT 84201-0016



61

Notice	CP259A
Tax period	June 30, 2021
Notice date	September 4, 2023
Employer ID number	38-3271929

Page 3 of 4

INTERNAL REVENUE SERVICE
OGDEN, UT 84201-0016



189539

Fold here

Response form

Complete both sides of this form and send it to us.

Provide your contact information

If your address has changed, make the changes below.

IMLAY CITY FACADE CORPORATION
% PATRICIA LUCAS
449 MCCORMICK DR
LAPEER MI 48446-2555

<input type="checkbox"/> a.m.	<input type="checkbox"/> a.m.
<input type="checkbox"/> p.m.	<input type="checkbox"/> p.m.
Primary Phone	Best time to call
Secondary Phone	Best time to call

1. Indicate whether any of the following circumstances apply to you

If you already filed a Form 990 or 990-EZ

I already filed my tax return for June 30, 2021, and I'm enclosing confirmation of electronic filing as verification.

Name(s) shown on the return _____

Employer Identification number (EIN) listed on the return _____
Is this EIN different from the one on this notice? Yes No

Form(s) filed _____	Tax period(s) ending date _____	Date tax return was e-filed _____
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If you are filing late

You may be subject to late filing penalties under Internal Revenue Code Section 6652(c)(1)(A) when a return is filed late, unless the organization shows that the late filing was due to reasonable cause.

Continued on back...

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
NONPROFIT CORPORATION ANNUAL REPORT
2021



Due October 1, 2021 File Online at www.michigan.gov/corpfileonline

Identification Number 800825300	Corporation name IMLAY CITY FACADE CORPORATION
Resident agent name and mailing address of the registered office QUENTIN L BISHOP 449 MCCORMICK DRIVE LAPEER, MI 48446	
<p>FILED</p> <p>FILED</p> <p>CORPORATIONS DIVISION</p> <p>OCT 08 2021</p> <p>CORPORATIONS DIVISION</p>	
The address of the registered office 449 MCCORMICK DRIVE LAPEER, MI 48446	
<p>RECEIVED</p> <p>OCT 01 2021</p> <p>LARA \$20.00</p>	

To certify there are **NO CHANGES** from the previously filed report, check this box and **PROCEED TO ITEM 6** for signature. No other sections can be completed if box is checked

1 Mailing address of registered office in Michigan if changed (may be a P O Box)	2 Resident Agent if changed <i>Dana Miller</i>
--	---

3 The address of the registered office in Michigan if changed (a P O Box may not be designated as the address of the registered office)

4 The purposes and general nature and kind of business in which the corporation engaged in during the year covered by this report
Downtown Development Activities

5 **NAME and BUSINESS OR RESIDENCE ADDRESS** (Print legible and complete names and addresses)

	President	<i>Walter Bergen</i>	<i>1875 S Cedar St</i>	<i>Imlay City MI 48444</i>
If different than President	Secretary	<i>Trish Dennis</i>	<i>613 N. Cedar St.</i>	<i>Imlay City MI 48444</i>
	Treasurer	<i>Trish Dennis</i>	<i>613 N. Cedar St</i>	<i>Imlay City MI 48444</i>

If the corporation is a private foundation or formed to provide care to a dentally underserved population, check the following box. If box is checked the board shall consist of 1 or more directors. The board of all other corporations shall consist of 3 or more directors

Required Director(s)	Director	<i>Kim Jorgensen</i>	<i>681 N Blacks Corners Rd</i>	<i>Imlay City, MI 48444</i>
	Director	<i>Stu Davis</i>	<i>430 W Almont Ave.</i>	<i>Imlay City, MI 48444</i>
	Director	<i>Kelly Villanueva</i>	<i>360 W. Fifth Street</i>	<i>Imlay City, MI 48444</i>

6. Signature of authorized officer or agent <i>Dana M. Theelle</i>	Title <i>Interim Executive Director</i>	Date <i>9/14/2021</i>	Phone (Optional) <i>810. 667 0080</i>
---	--	--------------------------	--

FILE ONLINE AND SAVE time by going to www.michigan.gov/corpfileonline. You will get an immediate response and you can elect to receive future notices by email to the resident agent. The agent will also be sent an email when a document is filed or a CID/PIN is requested.

Report due October 1, 2021.

Filing Fee \$20.00.

or mail your completed report with a check or money order payable to the State of Michigan, return to
Corporations Division
P O Box 30767
Lansing, MI 48909
(517) 241-6470

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
NONPROFIT CORPORATION ANNUAL REPORT

2022



Due October 1, 2022 File Online at www.michigan.gov/corpfileonline

Identification Number 800825300	Corporation name IMLAY CITY FACADE CORPORATION
Resident agent name and mailing address of the registered office DANA MILLER 449 MCCORMICK DRIVE LAPEER, MI 48446	
<p>FILED</p> <p>NOV 17 2022</p> <p>RECEIVED 601-13-2322</p> <p>CORPORATIONS DIVISION</p> <p>LARA \$20.00</p>	
The address of the registered office 449 MCCORMICK DRIVE LAPEER, MI 48446	

To certify there are **NO CHANGES** from the previously filed report, check this box and **PROCEED TO ITEM 6** for signature No other sections can be completed if box is checked

1 Mailing address of registered office in Michigan if changed (may be a P O Box)	2 Resident Agent if changed
--	-----------------------------

3 The address of the registered office in Michigan if changed (a P O Box may not be designated as the address of the registered office)

4 The purposes and general nature and kind of business in which the corporation engaged in during the year covered by this report
Finance

5 **NAME and BUSINESS OR RESIDENCE ADDRESS** (Print legible and complete names and addresses)

	President
If different than President	Secretary
	Treasurer

If the corporation is a private foundation or formed to provide care to a dentally underserved population, check the following box If box is checked the board shall consist of 1 or more directors The board of all other corporations shall consist of 3 or more directors.

Required Director(s)	Director
	Director
	Director

6. Signature of authorized officer or agent <i>X</i>	Title <i>Executive Director</i>	Date <i>7/28/22</i>	Phone (Optional) <i>810-667-0080</i>
---	------------------------------------	------------------------	---

FILE ONLINE AND SAVE time by going to www.michigan.gov/corpfileonline. You will get an immediate response and you can elect to receive future notices by email to the resident agent The agent will also be sent an email when a document is filed or a CID/PIN is requested

or mail your completed report with a check or money order payable to the State of Michigan, return to
Corporations Division
P O Box 30767
Lansing, MI 48909
(517) 241-6470

Report due October 1, 2022.

Filing Fee \$20.00.

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AGENDA ITEM NB 10d: Imlay City Public Safety Millage Opt-Out

DATE: October 9, 2023

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: The DDA office has received a request for the board to consider a vote to opt-out of the special public safety millage the city is seeking from the voters on the February 2024 ballot.

Items Attached: Tri-City Times news article

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

Recommended

Motion: Motion to authorize Christine Malzahn to submit correspondence to the City Commission in support of a 6-year opt-out from capturing the Public Safety Millage if approved by the majority of Imlay City voters on the February 2024 ballot.

Imlay City Commission mulls Public Safety concept

by David Fredrick | Aug 9, 2023

Tax assessment or millage possible for funding

IMLAY CITY — While further discussing Imlay City Police Chief Brett Selby's Succession Plan at their meeting last week, the Imlay City Commission explored funding options that eventually led to an idea of the city possibly developing a Public Safety Department.

"In the Chief's proposal, there are some new positions for additional staffing," explained City Manager Craig Horton. "We do not have the funding in our budget currently to add two positions to the police department."

Horton went on to say, "there are several other areas, like inspections of homes, rental property, fire inspections, those sorts of things that are not being done either."

The city manager said if the commission chose to move forward with the concept of a Public Safety Department, there were some options for being able to fund new positions.



A concerned citizen stands at the podium and addresses the Imlay City Commission regarding the use of the city fire siren.

"It is certainly within the Commission's rights to levy a tax assessment citywide, to help pay for additional staff. You could also do a Public Safety millage, that if successful, would fund both the police and fire departments."

In Chief Selby's proposal, the city would hire two additional staff along with promotions within the department.

Horton also suggested the Fire Chief, currently a part time position, could become full time with the Chief taking on the responsibilities of inspector as well as fire department duties.

The police department, following Commission approval, took the first step of hiring additional staff, welcoming Javier Sanchez to the department.

Sanchez was at Tuesday's meeting to greet the Commission. Chief Selby said the new officer was beginning classes at an Oakland County police academy the following day.

The Chief was able to secure a grant to fund his new officer's schooling and uniforms and first nine months of work.

City Manager Horton told the Commission representatives from each department would have to meet and come up with financial information as to what a tax levy would look like, or how many mills it would take if a ballot proposal was voted on.

Due to a narrow window of opportunity for a millage issue yet this fall, City Manager Horton said if the board decided to let the public have a say with a ballot question, the soonest it could be voted on is in February of 2024.

Most members of the Commission appeared to be in favor of the Public Safety Department concept and agreed further discussion needed to take place to iron out details.

Further, most agreed that the two departments would remain as they are, using their own budgets. The biggest change would be in where the funding for the departments comes from.

In other Commission news, members once again heard from a concerned citizen who lives near the fire whistle by city hall. The resident stated, "we are being terrorized" by the fire siren. The citizen said he feels something else could be done to alert the firefighters to a call.

Fire Chief Rick Horton was in attendance at the meeting and informed the crowd, "I agree. It has gone off a lot. But, we have also been busier than normal in both June and July, so it has gone off more."

The Chief said the department responded to 21 calls in June and another 23 in July. "That is double the call volume for those months that we normally have," Horton stated.

The Chief told the Commission he, "totally disagrees with shutting off the siren. We can't pick and choose when it goes off, for what type of calls. If we get dispatched, it's going off."

Chief Horton also reported to the board that the new set of Jaws of Life have arrived and are in service. The department is awaiting the arrival of a new fire truck that could take up to 36 months to be delivered.



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Director's Report – October 2023

Promotions/Events

- On-going Social media postings and engagement with downtown merchants on Facebook.
- Held several planning meetings with Chris Bishop for WinterFest Saturday December 9, 2023 10am-8pm.
- Assisted marketing of Chamber Merchant Trick or Treating and Tailgating events.

@150 Bancroft

- No activity this month

Farmer's Market

- Continue to assist Patti Biolchini with market operations and reporting.

Economic Development

- Assisting new business, Celebration Specialist, as they move in to 227 E. Third Street
- Working with MEDC, LDC and the Wingards in their search for a downtown location to bring a second location for their coffeehouse here.
- Working on updates to the business directory and creating a contact information database.
- Toured the downtown area with Kathy Dickens, Director of the Four County Foundation. We are looking to collaborate on a community partner project to recruit a new business and improve a blighted/vacant building.
- Prepared Imlay City Façade 2023 annual report and 2023 tax filling.

Place Making/Streetscape

- Working with the DPW and landscape contractor for fall-clean-up and removal of grass/bushes in Lamb Steele. Park storm drain areas.
- Processing EV charging station upgrades.

Billboard:

- Installation for both Rotary billboards was completed.
- Completed artwork for King & King Billboard – January install.
- Began marketing campaign for 2024 calendar.

Meetings and Other:

- Attended 4 weekly Citizen Planner classes.
- Attended Lapeer Community Foundation non-profit ½ day seminar.
- Attended Monthly Department Head Meeting.
- Attended Rotary Club weekly meetings.
- Processed invoices, check requests, and mailed payments.
- Made updates to the DDA website for current meeting information.
- Prepared meeting agendas, action item sheets, board packets for both the Regular meeting.
- Submitted a letter of support for the city commission public safety brick paver replacement project.
- Assisted with installation and setup of the new municipal phone system.

It is a continued pleasure to serve the Imlay City Downtown Development Authority businesses and community as your Executive Director.

Next DDA Board Meeting – Monday, November 13, 2023

Christine Malzahn

From: Christine Malzahn <ddadirector@imlaycity.org>
Sent: Friday, September 15, 2023 10:34 AM
To: ddapromotions@imlaycity.org; jkempf@imlaycity.org; justin@happylittlequiltshop.com; kellyspetsalon@outlook.com; ndocherty@internationalte.com; steve@steverobbins.net; emailstu430@gmail.com; walter.bargen@choiceone.com; Tri-City Times
Subject: Week ending September 15th Update
Attachments: 2023.09.11 DRAFT Meeting Minutes.docx

Happy Friday Everyone,

Here is my re-cap of office activities for the past week. Attached are the draft meeting minutes from Monday's meeting. Please let me know if you see anything that needs to be revised.

I spent a fair amount of time helping get the new municipal phone system up and running. Now when you call the office you will be able to dial extensions directly instead of always going through reception (DDA extension is 1307).

I have drafted the lease agreement with Collection Connection, her and I are set to meeting later this morning. The new lease will commence 10/1/23.

A request for a final meter read for the water/sewer has been submitted to the DPW so that I can invoice Marla for any remaining charges before I issue her a refund check for her security deposit.

The EV Charging station has been ordered (the ChargePoint CT4021 IS a TWO PLACE unit) and we are awaiting an install date.

We have a new business (coffeeshop) that is interested in opening a second location for their roastery here in downtown. We toured a few available properties on Tuesday and have set up a few for more this afternoon.

I received notice that the Imlay City Façade Corp (this is a non-profit set up in 1996 for use by the DDA) is delinquent in required reporting. Walt and I are working on tracking down documents for this entity so that we can resolve the issue as quickly as possible.

Citizen Planner classes kicked off this past Wednesday evening. The syllabus is quite large, but breaking it up over a 6-week timeframe is doable and the material being covered will help us in our future planning/goals. I'm glad to be attending these classes with Walt, Steve and Joi.

Three bids were received for the brick paver removal in downtown. They came in at \$43,600, \$53,500 and \$117,312. This item is on the city commission agenda for Tuesday to discussion. They will plan to ask the DDA for co-funding of the project so be thinking about how/if you want to use fund balance.

Have a great fall-ish weekend. Go Lions!

Christine Malzahn

DDA Executive Director
 City of Imlay City
 150 North Main Street
 Imlay City, Michigan 48444
 Office: 810-724-2135 ext. 1307

Christine Malzahn

From: Christine Malzahn <ddadirector@imlaycity.org>
Sent: Friday, September 22, 2023 9:05 AM
To: jkempf@imlaycity.org; ddapromotions@imlaycity.org; walter.bargen@choiceone.com; emailstu430@gmail.com; steve@steve Robbins.net; ndocherty@internationalte.com; kellyspetsalon@outlook.com; justin@happylittlequiltshop.com; Tri-City Times
Subject: Week Ending September 22nd Update

Hello All,

Here is a quick highlight of this weeks happenings.

I met with the DPW Supervisor on Monday to discuss the three storm drainage areas in Lamb Steele Park. These 3 areas have been in need of some attention for awhile with the large fountain grasses and overgrown bushes. Ed has offered to use DPW labor to do the work and the DDA would pay for material costs. I am waiting to hear back from our landscape firm to see if she can repurpose any of the plants in other areas (especially Depot Drive) and will plan to back this an October agenda item.

Tuesday morning, I attended the Lapeer Community Foundation education workshop for non-profit recruitment and funding strategies. The info will be useful for the DDA's non-profit – Imlay City Façade Corp. (also an agenda item for October).

Chris Bishop and I met on Wednesday to work on our joint Chamber/DDA Winter Fest Event. Mark your calendars for Saturday December 9th 10:00 am-8:00 pm, and think about ways that your business want to be involved in that event.

I had several other meetings with companies that have resources we may consider as we work on that community assessment/action plan.

Working with two property owners on their façade grant applications (Janet Odonell and Coulture Realty).

The lease agreement has been signed and keys turned over to Collection Connection for the Bancroft building. She was very eager to get started and asked if I could get her the keys last Monday, which I was able to accommodate.

The new EV charging station upgrade is on hold while I sort out some installation problems that I did not account for and was not included in our pricing. I am waiting on pricing from electricians for the needed infrastructure work.

It was a fairly slow market day on Thursday with a reduction of vendors. Patti continues to reach out to find new suppliers, but as the season winds down for produce it is proving difficult. Still the weather cooperated and she continues to be grateful to be in the old firehall. Her and I are working get an increase in our DoubleUp Food bucks' allocation since those funds from the state are running low.

And lastly, I continue to work with a new potential business owner to find a building that will suit their needs, and work with Kathy Dickens from the Four County Foundation who is also interested in purchasing a building to assist in re-development of a blighted slight and potentially bring a new business to downtown.

Have a great weekend and let me know if you have any questions!

Christine Malzahn

From: Christine Malzahn <ddadirector@imlaycity.org>
Sent: Friday, September 29, 2023 12:03 PM
To: jkempf@imlaycity.org; justin@happylittlequiltshop.com; kellyspetsalon@outlook.com; justin@happylittlequiltshop.com; ndocherty@internationalte.com; steve@steverobbins.net; emailstu430@gmail.com; Tri-City Times; ddapromotions@imlaycity.org
Subject: Week Ending September 29th
Attachments: WinterFest Logos.final.pdf

Happy Friday Everyone,

Here is a quick recap of some of this weeks activities.

You have probably noticed that fall clean up has begun by our landscape contractor. They are busy removing the annuals and doing general cleanup. The DPW has offered to assist with cleaning up the 3 storm drain areas surrounding Lamb Steele Park. Ed and I met and walked these areas to address our concerns. The end-of-life bushes and grass plants will be removed, the storm drains raised, the areas filled with topsoil and everything seeded for reversion to grass. Cindy will be re-planting a few of the salvaged items from those areas (mostly daylilies) in the empty bed areas along Depot Drive instead of purchasing new.

The DPW will be removing the veterans' banners in downtown and I will work on returning them to the sponsors.

The new portable sound system has officially arrived, I'm working to unpack it and make sure I know how it operates.

227 E. Third Street has a new business moving into that location – Celebration Specialists. It is a group of three women who each specializes in a specific area of party planning (cakes, décor, day-of management etc.) They are hoping to be open in mid-October and are eager to have a ribbon cutting celebration.

I continue to work with Don and Ulyana who are seeking a location for their second coffeehouse here in Imlay City. They envision a coffeehouse/bakery by day and bar/grill by evening and are eager to help us to establish a social district using a re-development liquor license. I have engaged the MEDC community development team to possibly assist with grant funding on this project. More to come as this develops.

The Imlay City Façade Corp has taken a considerable amount of my time in locating records and planning for the execution of required compliance reporting.

I am making progress on the development of an email/phone contact list as well as updates to the business directory on our website.

WinterFest planning is on-going, and I have secured El Ranchito as the location for Breakfast with Santa. In case you didn't mark your calendars – this annual event will be on December 9th from 10-8 this year and will be an agenda item for the next few meetings. Attached is a pdf file showing the two event logos I developed, your feedback is welcome on which you prefer.

Thursday's market day was a success even though it was quite cold and rainy in the morning. No Forks Given food truck was on-site and reported good sales for them, along with the other vendors. We only have two market days left for the season (Oct 5 & 12th) – so if you haven't yet made it to the market, please make a point to stop in and see the fabulous job that Patti is doing as the Market Manager.

Christine Malzahn

From: ddapromotions@imlaycity.org
Sent: Wednesday, October 4, 2023 5:13 PM
To: Christine Malzahn
Subject: September Farmers Market Update

September Farmers Market Update:

I am still utilizing the old firehall for the Farmers Market and will continue to do so until the sale to Sagecreek goes through. Vendors and customers alike love utilizing the firehall for the market. Having a roof over our heads and not having to worry about product getting wet, or too hot, makes the market so much more enjoyable for everyone.

Attendance has gone down this month from 250, on average, per market in August, to 200 per market in September. Although this is not much of a decline for the month, it surely is a large drop compared to the July high of 300 people per market average. That being said, the vendors have told me that their sales numbers remain constant meaning the people that are attending are also buying!

I am mainly using Facebook to advertise for the Market and have had good numbers (2500) each week that have seen the post. I also have been cold calling local businesses and speaking with the HR Managers to let them know of the food truck available each week. Food trucks continue to be happy with their daily sales. I have noticed that I have the best luck with food trucks that are relatively new to the business because they are eager to get their name out there and I help them advertise, which they are very appreciative of.

It's still a struggle to attract new vendors. Many vendors work during the week and others say that the larger paydays come from festivals. I do continue to try and recruit new vendors though and try what I can to attract them via advertising. It's a slow process but vendors are taking notice, finally, about how wonderful our market is and many say that they are interested in taking part next season.

I appreciate your support and if there are any questions you have, please feel free to contact me at anytime.

Thank you and Happy Fall,

Patti Biolchini
Farm Market Manager
City of Imlay City
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ddapromotions@imlaycity.org