

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

**MEETING NOVEMBER 13, 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 October 9, 2023 (pgs 2-4)
8. FINANCIAL REPORTS – October 2023 (pgs 5-10)
  - 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 11-13)
  - b. EV Charging Station Grant (pgs 15-20)
  - c. WinterFest Event Updates (pgs 21-23)
10. **NEW BUSINESS**
  - a. 1<sup>st</sup> Qtr Budget Amendments (pgs 25-28)
  - b. 2023 Farm Market Year-End Report (pgs 29-32)
  - c. 2024 DDA Meeting Dates (pgs 33-36)
  - d. Second Annual Informational Meeting Date (pgs 37-38)
  - e. Recreational Marijuana in Downtown Discussion (pgs 39-45)
  - f. Third Street Boulevard Flag Purchase (pgs 47-48)
  - g. Façade Grant Application – Imlay City Eagles (pgs 49-67)
11. EXECUTIVE DIRECTOR’S REPORT (pgs 69-71)
12. **EXECUTIVE CLOSED SESSION** – Employment Review (closed at the request of the employee)
13. BOARD MEMBER COMMENTS
14. ADJOURNMENT

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**IMLAY CITY  
DOWNTOWN DEVELOPMENT AUTHORITY**

Regular Meeting  
**October 9, 2023**  
**MEETING MINUTES**

A regular meeting of the Downtown Development Authority was held on Monday, October 9, 2023, at Imlay City Hall, 150 North Main Street, Imlay City MI 48444.

1. **CALL TO ORDER**  
Chairman Bargen called the meeting to order at 5:35 pm
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL** – Executive Director Malzahn called the roll:  
Present: Walter Bargen, Stu Davis, Kim Jorgensen, Kelly Villaneuva, Neil Docherty, Mayor Joi Kempf  
Steve Robbins – arrived 6:04 pm  
Absent: unexcused - Justin Shattuck  
*Quorum Present*
4. **APPROVAL OF AGENDA**  
**MOTION** by Davis, support by Villaneuva to approve the agenda as presented.  
All in Favor 5 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**
5. **PUBLIC PARTICIPATION** – comments were heard from Mark Clarkson regarding his proposed 5k run to coincide with Art-In-The-Rough 2024.
6. **CORRESPONDENCE** - none
7. **APPROVAL OF MINUTES**  
Regular Meeting September 11, 2023  
**MOTION** by Davis, support by Villaneuva to approve the minutes as presented.  
All in Favor 5 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**
8. **FINANCIAL REPORTS – September 2023**
  - a. DDA Expenditure Report - \$25,876.08
  - b. Check Register Report - \$18,841.72
  - c. Balance Sheet - \$169,701.52

Director Malzahn presented the financials through September 31, 2023. Noting that budget amendments for the 1<sup>st</sup> qtr FY 2023-24 will be on the agenda for the November meeting
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 Jorgensen to table until next meeting.

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

Steve Robbins – arrived 6:04 pm

**b. EV Charging Station**

Director Malzahn presented two new proposals (Graybar and Fortecha Power) that included installation, since last month's approved proposal did not include that scope of work. Al Landosky and Paul Skalny of Fortecha Power spoke on their proposal for equipment and install, along with details of a possible grant funding opportunity through the Department of Transportation. This NEVI Grant if funded would cover the equipment replacement cost at 100%.

**MOTION** by Davis, support by Villaneuva to rescind the approval to purchase a CT4000 model based on 2-user tandem charging capabilities in the amount of \$9,134.41 made at the 9/11/2023 meeting.

All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

**MOTION** by Davis, support by Jorgensen requesting Malzahn to apply for a NEVI Grant with equipment to replace the non-available EV charging equipment with assistance from the Fortecha Power group.

Roll Call: AYES – Davis, Jorgensen, Robbins, Docherty, Villaneuva, Kempf, Borgen

NAYS – none

**MOTION CARRIED 7/0**

**10. NEW BUSINESS**

**a. Façade Grant Application – 109 Almont Ave**

The DDA received a façade grant application for 109 Almont Avenue from Janet O'Donnell. The total project is estimated at \$2650 for paint and repairs to the roof tiles. The applicant is requesting a reimbursement in the amount of \$1,900.

**MOTION** by Davis, support by Kempf to approve the façade grant reimbursement request in the amount of \$1,900

Roll Call: AYES – Davis, Kempf, Robbins, Docherty, Villaneuva, Jorgensen, Borgen

NAYS – none

**MOTION CARRIED 7/0**

**b. WinterFest 2023**

Director Malzahn presented a completed WinterFest special event permit and provided an update on the overall event planning with Chamber Director Chris Bishop. Preliminary details for the annual event will include a kringle market, horse-drawn wagon rides, breakfast with Santa, kids crafts, holiday pinata, warming stations, evening parade and tree lighting ceremony.

**MOTION** by Davis, support by Robbins to accept the WinterFest special event permit application as presented and submit to city commission for approval at their next meeting.

Roll Call: AYES – Davis, Jorgensen, Robbins, Docherty, Villaneuva, Kempf, Borgen,

NAYS – none

**MOTION CARRIED 7/0**

**c. Imlay City Façade Corporation**

DDA Director Malzahn provided documentation on the existence and status of the DDA owned Imlay City Façade Corporation (a domestic non-profit) formally incorporated in 1996. The IRS has notified the DDA that it is delinquent in its tax filings for the past 3-years. The oversight and management had been historically provided by the Lapeer Development Corporation. Malzahn informed the board that she is willing to assume the responsibility and management of the non-profit if the board so chooses, but would request additional compensation commensurate with the additional duties.

**MOTION** by Davis, support by Docherty to appoint Christine Malzahn as director of the Imlay City Façade Corp 501(c)3 non-profit.

All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

**d. Imlay City Public Safety Millage**

Malzahn presented information on the proposed city ballot initiative seeking approval from the voters to establish a public safety millage. City Manager Horton has asked the DDA to officially opt-out of receiving revenues from the taxpayers for the 6-year period. Board discussion and recommendation from director Malzahn suggested a meeting be held with city administration to negotiate and understand DDA revenue sharing and other paid city value added services. Chair Bergen will request a meeting.

**NO BOARD ACTION TAKEN**

**11. DIRECTORS REPORT**

Malzahn presented her written report in the meeting packet for September 2023. Additional items discussed included the Michigan Arts Culture Council Mini Grant. Review comments were distributed and Malzahn informed the board that the grant submission was not awarded.

**12. MARKET MANAGER REPORT**

Farmers market report was submitted in board packet. Board member Villaveuva inquired about a performance review for Patti, Malzahn indicated that it was in process and that Patti would be present at next months meeting for a summary report for the 2023 market season.

**13. BOARD MEMBER COMMENTS**

None

**14. ADJOURNMENT**

**MOTION** by Davis, support by Docherty to adjourn the meeting at 7:05 pm

All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

Next Regular DDA Board meeting date: Monday November 13, 2023, at 5:35 PM

Respectfully submitted by: \_\_\_\_\_  
Christine Malzahn, DDA Executive Director

DDA APPROVED:

CITY COMMISSION APPROVED:

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PERIOD ENDING 11/30/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 11/30/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDCD & USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000.000 - REVENUE						
248-000.000-402.000	TAX REVENUE	290,000.00	66,536.44	0.00	223,463.56	22.94
248-000.000-549.412	GRANT REVENUE	2,000.00	0.00	0.00	2,000.00	0.00
248-000.000-550.000	ART IN THE ROUGH REVENUE	6,000.00	0.00	0.00	6,000.00	0.00
248-000.000-560.000	WINTER PLAYGROUND	2,000.00	25.00	25.00	1,975.00	1.25
248-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE APP	12,000.00	22,374.52	0.00	(10,374.52)	186.45
248-000.000-665.000	INTEREST INCOME	0.00	0.47	0.00	(0.47)	100.00
248-000.000-667.000	RENTAL INCOME	1,000.00	344.40	0.00	655.60	34.44
248-000.000-675.500	FARMERS MARKET REVENUE	3,500.00	5,149.00	0.00	(1,649.00)	147.11
248-000.000-675.600	DDA CONCERT SERIES	2,500.00	445.00	0.00	2,055.00	17.80
248-000.000-675.800	BRICK PAVERS/BENCHES	100.00	0.00	0.00	100.00	0.00
248-000.000-675.880	COMMUNITY PROMOTION REIMBURSEMENT	5,400.00	2,725.00	1,200.00	2,675.00	50.46
248-000.000-677.000	OTHER REIMBURSEMENTS	0.00	575.00	0.00	(575.00)	100.00
Total Dept 000.000 - REVENUE		324,500.00	98,174.83	1,225.00	226,325.17	30.25
TOTAL REVENUES						
324,500.00			98,174.83	1,225.00	226,325.17	30.25
Expenditures						
Dept 705.000 - UNALLOCATED ACTIVITY						
248-705.000-703.000	WAGES & SALARIES	44,000.00	14,231.55	1,324.62	29,768.45	32.34
248-705.000-706.000	HOURLY WAGES	8,000.00	5,190.25	312.00	2,809.75	64.88
248-705.000-710.000	BONUS PAY	1,000.00	0.00	0.00	1,000.00	0.00
248-705.000-714.000	OPTICAL INSURANCE	500.00	0.00	0.00	500.00	0.00
248-705.000-715.000	SOCIAL SECURITY	4,500.00	1,475.28	145.44	3,024.72	32.78
248-705.000-716.000	HEALTH INSURANCE	21,200.00	9,435.08	1,887.97	11,764.92	44.51
248-705.000-717.000	LIFE/DISABILITY INS	750.00	245.47	0.00	504.53	32.73
248-705.000-718.000	RETIREMENT AND OPRB	2,300.00	519.52	58.45	1,780.48	22.59
248-705.000-721.000	PTO/VACATION PAY-CUT	3,000.00	662.31	331.15	2,337.69	22.08
248-705.000-727.000	OFFICE SUPPLIES	800.00	241.81	0.00	558.19	30.23
248-705.000-730.000	POSTAGE	200.00	72.93	0.00	127.07	36.47
248-705.000-740.000	OPERATING SUPPLIES	100.00	286.42	0.00	(186.42)	286.42
248-705.000-741.000	ADVERTISING	9,000.00	37.20	0.00	8,962.80	0.41
248-705.000-807.000	AUDIT FEES	1,500.00	0.00	0.00	1,500.00	0.00
248-705.000-815.000	DUES/MEMBERSHIPS	1,500.00	791.67	0.00	708.33	52.78
248-705.000-817.000	CONSULTING FEES	500.00	9,012.00	8,063.00	(8,512.00)	1,802.40
248-705.000-818.000	CONTRACTED SERVICES	2,000.00	75.00	0.00	1,925.00	3.75
248-705.000-826.000	LEGAL SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
248-705.000-830.000	LIABILITY INSURANCE	200.00	183.81	0.00	16.19	91.91
248-705.000-831.000	WORKERS COMPENSATION	400.00	114.04	57.02	285.96	28.51
248-705.000-853.000	TELEPHONE EXPENSES	1,200.00	445.62	50.00	754.38	37.14
248-705.000-860.000	TRANSPORTATION & CONFERENCES	2,500.00	404.78	0.00	2,095.22	16.19
248-705.000-880.000	COMMUNITY PROMOTION	16,000.00	3,102.00	0.00	12,898.00	19.39
248-705.000-900.000	PRINTING & PUBLISHING	0.00	112.50	0.00	(112.50)	100.00
248-705.000-921.000	ELECTRICITY	30,000.00	10,821.01	0.00	19,178.99	36.07
248-705.000-923.000	HEAT	400.00	0.00	0.00	400.00	0.00
248-705.000-930.000	MISCELLANEOUS REPAIRS & MAINT	3,000.00	28.30	0.00	2,971.70	0.94
248-705.000-931.000	STREETSCAPE MAINTENANCE	55,000.00	28,442.08	0.00	26,557.92	51.71
248-705.000-956.000	MISCELLANEOUS	6,000.00	3,605.03	53.90	2,394.97	60.08
248-705.000-958.000	ADMINISTRATIVE/TRANSFER TO	35,000.00	0.00	0.00	35,000.00	0.00
248-705.000-973.000	DEVELOPMENT COSTS-UNALLOCATED	20,000.00	3,768.00	0.00	16,232.00	18.84
248-705.000-973.002	LEASES	1,200.00	0.00	0.00	1,200.00	0.00
248-705.000-973.006	DDA CONCERT SERIES EXP	12,000.00	7,354.07	0.00	4,645.93	61.28
248-705.000-973.008	BRICK/BENCH EXPENSE	100.00	0.00	0.00	100.00	0.00

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 11/30/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDC & USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-705.000-973.100	LAPPEER DEVELOPMENT CORPORATIO	6,250.00	6,250.00	0.00	0.00	100.00
248-705.000-973.300	FARMERS MARKET EXPENSE	8,000.00	8,920.40	0.00	(920.40)	111.51
248-705.000-973.550	ART IN THE ROUGH EXPENSE	6,000.00	0.00	0.00	6,000.00	0.00
248-705.000-973.560	WINTER PLAYGROUND	2,000.00	0.00	0.00	2,000.00	0.00
248-705.000-975.000	CAPITAL OUTLAY	12,000.00	6,022.74	0.00	5,977.26	50.19
Total Dept 705.000 - UNALLOCATED ACTIVITY		320,100.00	121,850.87	12,283.55	198,249.13	38.07
TOTAL EXPENDITURES		320,100.00	121,850.87	12,283.55	198,249.13	38.07
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		324,500.00	98,174.83	1,225.00	226,325.17	30.25
TOTAL EXPENDITURES		320,100.00	121,850.87	12,283.55	198,249.13	38.07
NET OF REVENUES & EXPENDITURES		4,400.00	(23,676.04)	(11,058.55)	28,076.04	538.09

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
10/04/2023	TRI	83408	ECONOMIC CLUB OF LAPEER COUNTY	2024 MEMBERSHIP	815.000	705.00	191.67
10/04/2023	TRI	83412	FIRST NATIONAL BANK OF OMAHA	DDA SWEET WATER	727.000	705.00	(27.29)
				DDA SWEET WATER		0	
				DDA SWEET WATER		930.000	23.31
				CHECK TRI 83412 TOTAL FOR FUND 248:		975.000	1,199.90
							<u>1,195.92</u>
10/04/2023	TRI	83415	FRONTIER	HARD LINE PHONES 8/22/2023 - 9/21/202	853.000	705.00	7.36
10/04/2023	TRI	83417	GREENSCAPE SOLUTIONS	FINAL PAYMENT ON 2023 MAINTENANCE CON	931.000	705.00	2,000.00
10/04/2023	TRI	83426	PENZIIEN FARMS	FARMERS MARKET REIMBURSEMENT	973.300	705.00	264.00
10/04/2023	TRI	83433	SPICER GROUP, INC.	LEO GRANT PAVILION DESIGN DDA	817.000	705.00	949.00
10/04/2023	TRI	83436	THOMAS GRASS	FARMERS MARKET	973.300	705.00	20.00
10/12/2023	TRI	83443#	CITY OF IMLAY CITY	DDA WATER BILL 150 BANCROFT	924.000	265.00	99.21
				DDA DEPOT DRIVE SPRINKLER	931.000	705.00	974.13
				CHECK TRI 83443 TOTAL FOR FUND 248:			<u>1,073.34</u>
10/12/2023	TRI	83447	DTE ENERGY	ELECTRIC- CITY	921.000	705.00	44.57
				ELECTRIC- CITY		921.000	1,195.79
				ELECTRIC- CITY		921.000	1,239.30
				CHECK TRI 83447 TOTAL FOR FUND 248:			<u>2,479.66</u>
10/12/2023	TRI	83451	HOETTELL HOMESTEADS	FARMERS MARKET	973.300	705.00	92.00
10/12/2023	TRI	83457	OUTFRONT	BILLBOARD DDA 10/09/ - 11/05/2023	880.000	705.00	764.00
10/12/2023	TRI	83459	PENZIIEN FARMS	FARMERS MARKET REIMBURSEMENT	973.300	705.00	229.00
10/12/2023	TRI	83460	RICOH USA, INC.	COPIER -	956.000	705.00	63.38
10/12/2023	TRI	83465	STINE, KATHY	FARMERS MARKET REIMBURSEMENT	973.300	705.00	28.00
10/12/2023	TRI	83466	THOMAS GRASS	FARMERS MARKET	973.300	705.00	20.00
10/12/2023	TRI	83467	TRI-CITY TIMES	DDA ADVERTISING	973.300	705.00	546.00
10/13/2023	TRI	83469	CHRISTINE MALZAHN	MI SMALL BUSINESS DEVELOPMENT CTR MILL	860.000	705.00	49.78
10/19/2023	TRI	83473	CITY OF IMLAY CITY	DDA SPRINKLER METER	931.000	705.00	1,635.31
10/19/2023	TRI	83482	HOETTELL HOMESTEADS	FARMERS MARKET	973.300	705.00	25.00
10/19/2023	TRI	83486	JW CREATIONS	FARMERS MARKET	973.300	705.00	5.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
10/19/2023	TRI	83488	MORTIMER LUMBER	WHITE ALUM ELBOW 150 BANCROFT	930.000	705.00	4.99
10/19/2023	TRI	83491	PENZLIEN FARMS	FARMERS MARKET REIMBURSEMENT	973.300	705.00	273.00
10/19/2023	TRI	83495	ROBERT YOUNG DDS	FACADE GRANT GL973000	973.000	705.00	3,768.00
10/19/2023	TRI	83498	THOMAS GRASS	FARMERS MARKET	973.300	705.00	50.00
10/26/2023	TRI	83523	DTE ENERGY	ELECTRIC- 113 E THIRD	921.000	705.00	27.94
10/26/2023	TRI	83524	DTE ENERGY	ELECTRIC- 101 W CAPAC	921.000	705.00	17.19
10/26/2023	TRI	83528	DTE ENERGY	ELECTRIC- 120 N MAIN	921.000	705.00	254.75
10/26/2023	TRI	83529	DTE ENERGY	ELECTRIC- 333 E THIRD	921.000	705.00	21.96
10/26/2023	TRI	83550	SCOTT'S LAWN MAINTENANCE	2023 GROUNDS MAINTENANCE CONTRACT	956.000	705.00	840.00
				PAYMENT 6 OF 6		0	
10/26/2023	TRI	83553	THOMAS GRASS	FARMERS MARKET	973.300	705.00	28.00
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORI							16,924.25

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT



**CITY OF IMLAY CITY**  
 Account number ending in 9672  
 Transactions for billing cycle ending 10/25/23



**TRANSACTION DETAIL**

**Transactions**

Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits
09-25	09-26	55429503268715737051714	SWEETWATER SOUND 2604328176 IN	\$38.69
09-27	09-28	55436873271642711799493	MI CORPORATIONS DIV LANSING MI	\$20.00
10-08	10-10	55432863281209896560125	AMZN Mktp US*TE6ON3150 Amzn.com/bill WA	\$181.67
10-09	10-10	85411173283023000063296	PAYMENT - THANK YOU	\$1,195.92 CR
10-12	10-13	55310203285083765518270	AMZN MKTP US*TE1RG1M41 SEATTLE WA	\$113.97
10-15	10-16	55310203288083708500796	AMZN MKTP US*TP46Z2MX2 SEATTLE WA	\$135.95
10-17	10-18	12302023290900802377061	Canva US Inc. Kent DE	\$1.00 CR
10-17	10-18	55310203291083730107318	AMZN MKTP US*TP8X28VA1 SEATTLE WA	\$34.99
10-17	10-18	12302023290900202479061	Canva US Inc. Kent DE	\$1.00
10-19	10-20	55432863292203389917345	AMZN Mktp US Amzn.com/bill WA	\$87.96 CR
10-19	10-20	55432863292203398747196	AMZN Mktp US Amzn.com/bill WA	\$18.99 CR
10-19	10-20	55310203292083005366689	AMZN MKTP US SEATTLE WA	\$113.97 CR
10-19	10-20	55432863292203435017058	AMZN Mktp US*TD3G72Z52 Amzn.com/bill WA	\$139.98

**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
<b>Total Interest for this Period</b>	<b>\$0.00</b>

**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	\$787.06	30	\$0.00

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
<b>*** Assets ***</b>		
248-000.000-001.200	CASH - CHECKING ACCOUNT	169,984.88
248-000.000-001.210	CASH - CHECKING DDA	19,512.64
248-000.000-040.000	ACCOUNTS RECEIVABLE	575.00
248-000.000-072.000	DUE FROM LAPEER COUNTY	66,536.44
248-000.000-101.000	PREPAID - ASSET	5,793.89
<b>Total Assets</b>		<b>262,402.85</b>
<b>*** Liabilities ***</b>		
248-000.000-200.100	WAGES PAYABLE	2,290.88
248-000.000-202.000	ACCOUNTS PAYABLE	26,236.87
<b>Total Liabilities</b>		<b>28,527.75</b>
<b>*** Fund Balance ***</b>		
248-000.000-390.000	FUND BALANCE	272,201.43
<b>Total Fund Balance</b>		<b>272,201.43</b>
<b>Beginning Fund Balance - 22-23</b>		<b>272,201.43</b>
<b>Net of Revenues VS Expenditures - 22-23</b>		<b>(25,609.63)</b>
<b>*22-23 End FB/23-24 Beg FB</b>		<b>246,591.80</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(12,716.70)</b>
<b>Ending Fund Balance</b>		<b>233,875.10</b>
<b>Total Liabilities And Fund Balance</b>		<b>262,402.85</b>

\* Year Not Closed



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## **AGENDA ITEM OB 9a: DDA Issued Email Addresses**

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**DATE:** November 13, 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 Grant

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**DATE:** November 13, 2023

**TO:** DDA Board Members

**FROM:** Christine Malzahn, DDA Executive Director

**Background:** The US Department of Transportation is issued a notice of funding opportunity for municipalities to access capital to replace non-functioning EV chargers through a 80/20 grant. This grant called the "Electric Vehicle Charger Reliability and Accessibility Accelerator" has a submission deadline of 11/13/23. Director Malzahn, with the assistance of Paul Skalny of Fortecha Power, has drafted a grant submission on behalf of the Imlay City DDA requesting funding in the amount of \$13,157.25 with a match of \$3,289.31 from the DDA for a total project cost of \$16,446.56.

**Items Attached:** Electric Vehicle Charger Reliability and Accessibility Accelerator Grant Application

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

**Recommended**

**Motion:** Motion authorizing Director Malzahn to submit the grant application as presented.



**City of Imlay City Downtown Development Authority**  
**"Electric Vehicle Charger Reliability and Accessibility Accelerator"**  
**Grant Application**

Project Description:	Replacement of the current, single port, Level 2 ChargePoint charger (the "Current Non-Functioning Charger"), located at 120 North Main Street, Imlay City, Michigan, with an ENERGY STAR certified and UL listed new Leviton EV Series 4000 Universal LTE Dual Port Level 2 Gateway charger (the "New Replacement Charger").
Station Location(s)	120 N. Main St. Imlay City, MI 48444
Number of Repair or replacement	One (1)
Number of broken/non-operational ports	One (1)
Is upgrade required to comply with 23 CFR 680? Yes/No – if yes, please specify how the upgrade will comply with 23 CFR 680	Yes, it will comply with 23 CFR 680. Please see narrative for details
Station ID from the AFSL Alternative Fuel Station Locator	312527
Estimated Date of Operation	Within Three (3) Months after Award
Total Project Cost	\$16,446.56
Amount of Funding Requested Under this NOFO	\$13,157.25
Total Federal Funding (including funding received under this NOFO)	\$13,157.25
Are matching funds restricted to a specific project component? If so, which one? Yes/No	NO
Is the proposed project included in an EV infrastructure plan (State EV Infrastructure Deployment Plan under NEVI or other plan)? If so, please identify plan. Yes/No	NO
If known, identify the contractors or subcontractors to be used on the project, if awarded.	Contractors: Fortecha Power, LLC and American Renewable Energy Company

## **Project Description**

This Project entails the replacement of the current, single port, Level 2 ChargePoint charger (the “Current Non-Functioning Charger”), located at 120 North Main Street, Imlay City, Michigan, with an ENERGY STAR certified and UL listed new Leviton EV Series 4000 Universal LTE Dual Port Level 2 Gateway charger (the “New Replacement Charger”). The Replacement Charger will be installed by an EVITP certified electrician and qualified technicians approximately within three (3) months after award of the grant and be owned and operated by the Downtown Development Authority (DDA). The Station ID taken from the Alternative Fuel Station Locator is 312527. The Total Project Cost is \$16,446.56, of which \$13,157.25 of Federal funding is requested under the grant. The remaining 20% of the Project Cost - \$3,289.31 - will be funded with earmarked funding in the capital outlay general ledger of the DDA.

Established in 1870, Imlay City has grown from an area built around a railroad, to become a comprehensive city that offers a full range of services to residents and the surrounding communities. Imlay City is located in the southeast portion of Lapeer County, approximately 55 miles north of Detroit and halfway between Flint and Port Huron. The city encompasses 2.5 square miles and is located immediately north of Interstate 69 on M-53. Imlay City’s proximity to highway infrastructure, including I-69, I-94 and I-75 (via I-69) enhances Imlay City’s capability for long-term development, local and intra-county commerce and development of the arts.

Imlay City has a traditional downtown district which is funded by a city adopted Tax Increment Financing (TIF) plan. First created in 1976 and updated in 2014, the implementation of the TIF plan is under the authority of the Downtown Development Authority (DDA) The TIF plan was developed with community input and stakeholder engagement, identifying the needs of Imlay City residents and businesses as a means to build a roadmap to success.

The DDA board makeup consists of eight mayor-appointed volunteers who serve four-year terms, the chief executive officer of the municipality (elected mayor) and one full-time employed director who administrates the day-to-day activities of the DDA. The function of the authority is to propose, finance and implement public improvements in the DDA district according to the TIF plan. Priorities were established and a specific list was developed in the plan providing directions to build a vibrant downtown area while bringing valuable services and amenities to our residents, thus improving our economic prosperity through business investment which will create job opportunities.

Included among the public improvement projects to be implemented under the TIF plan was the installation of an EV charging station. The original ChargePoint equipment installation was implemented in 2018 and the unit, while at end of life for technology and repair parts, is still located on its original site at 120 North Main Street in the Farmers Market municipal parking lot. It is currently listed as “temporarily unavailable” on the Alternative Fueling Station Locator website due to the non-functioning unit. The DDA began seeking grant funding options for the replacement of the original equipment in March of 2023 and has identified the replacement project to be completed in its FY 2023-2024 budget with cost-share funding earmarked in the capital outlay general ledger.

The DDA Board and the Imlay City Commission directs the DDA and its activities. The Board employs a director, Christine Malzahn, who serves as the administrative officer of the authority, and will be the prime contact for this project. Mrs. Malzahn has a 25+ year history of successfully coordinating public events for not-for-profit organizations, both as a former Village Manager, board member, and currently as part of the

municipality administrative team in Imlay City. Mrs. Malzahn also has significant experience in program analysis and evaluation as well as producing final grant reports.

With her extensive skill set Mrs. Malzahn will be able to execute the required programmatic progress reports and expenditure reports utilizing the grants.gov platform. As a full-time (40-hour) employee she will be available for the required scheduled check-in calls; to submit monthly narrative progress reports; monthly financial reports; quarterly reporting; and any final reporting submissions under the terms of the grant agreement.

BSA software is used for all revenue and expenditures accounting. Dedicated bookkeeping and treasurer staffing have independent controls. Two-person payment authorization is required (requestor, department head and bookkeeper). Financial reports are provided at every regular public meeting and would include grant activities.

Mrs. Malzahn recently requested proposals from several EV charging station providers. The results were reviewed at a public DDA meeting and the board directed Malzahn to apply for Electric Vehicle Charger Reliability and Accessibility Accelerator grant opportunity.

Fortecha Power, LLC ("Fortecha Power") and the American Renewable Energy Company, LLC ("ARECO") proposed the installation of the New Replacement Charger, which includes installation, enterprise management software, a ChargePoint charging network subscription, concrete mounting, and a 5-year maintenance/service warranty package. Fortecha Power and ARECO estimated the timeframe for installation of the New Replacement Charger from time of award the grant within three (3) months.

The replacement of the Current Non-Functioning Charger with the New Replacement Charger will meet all of the minimum standards and requirements identified in 23 CFR Part 680 that are applicable to AC Level 2 chargers to include, but not limited to, the following:

- The installation, operation, and maintenance of the New Replacement Charger, which is ENERGY STAR certified, UL Listed, and complies with UL 2594, UL 2231-1, UL 2231-2, and NEC Article 625, will be conducted by EVITP certified electricians and qualified technicians of electric vehicle infrastructure.
- The DDA will ensure public transparency for how the price will be determined and set for EV charging at the Imlay City charging station.
- Each charging port of the New Replacement Charger will have permanently attached J1772 connectors and will be able to charge any J1772-compliant vehicle and will have a continuous power delivery rating of at least 7.2 kW (30A @ 208/240V).
- The Imlay City charging station will be available for use and accessible to the public 24 hours per day, 7 days per week, year-round, and meet all Public-Use requirements.
- The New Replacement Charger will be listed with all chargers on ChargePoint's mapping network.
- The Imlay City charging station will provide for secure payment methods, accessible to persons with disabilities, which at a minimum will include a contactless payment method that accepts major debit and credit cards, and either an automated toll-free phone number or a short message/messaging system (SMS) that provides the EV charging customer with the option to initiate a charging session and submit payment; will not require a membership for use; will not delay, limit, or curtail power flow to vehicles on the basis of payment method or membership; and will provide access for users that are

limited English proficient and accessibility for people with disabilities. Automated toll-free phone numbers and SMS payment options will clearly identify payment access for these populations.

- The New Replacement Charger will be maintained in compliance for a period of 5 years through an Assure Warranty that covers labor for repairs from events such as vandalism, abuse and accidents, 24/7 proactive station health monitoring, proactive dispatch of repair technicians when required, unlimited software configuration changes, and monthly reports and detailed quarterly reports of station's performance metrics (utilization, performance, energy usage, etc.).

### Funding Description

UEI: VLSMUXEJ32X6

Contractors: Fortecha Power and ARECO; Subcontractors – TBD

**Leviton EV Series 4000 Universal LTE Dual Port Level 2, 7.2kW Gateway Charger** **\$9,088.79**

Includes: Public-Use Charging, Touch Screen Display and POS, Wi-Fi Connectivity, Card Reader for Chip Reading/Tapping, Upgraded Custom Cable Length, Meets all Public-Use Requirements

**Electrical Installation – Level 2\*** **\$1,000.00**

Installation conducted by EVITP certified electricians and qualified technicians of electric vehicle infrastructure. Expected timeframe for installation: within three (3) months from grant award.

**5-Year EV Series Enterprise Management Software** **\$2,919.34**

Public-Use Charging Subscription to EV Series Charging Management Software

**5-Year ChargePoint Charging Network Subscription** **\$0.00**

Charger is listed with all national chargers on ChargePoint's mapping network

**Concrete Mounting for EV4000 Series** **\$246.65**

Secure mounting structure to ensure charging stations are durable and properly mounted

**5-Year Assure Maintenance/Service and Warranty Package** **\$3,191.78**

Includes: 5-year product warranty, operations and maintenance package for Public-Use charging

**Total Cost** **\$16,446.56**

**Amount of Federal Funding Requested** **\$13,157.25**

**Amount of Matching Funds (20%) - Earmarked in the DDA capital outlay general ledger** **\$3,289.31**

\* The installation will include anchoring the new unit with the concrete mounting structure to the existing concrete pad behind the two security bollards. The electrical conduit run is already established via the removal of the existing charger. The charger is fed (240 VAC single phase) through an exterior distribution panel with an existing 50 Amp breaker. The conduit run is approximately 70 ft. Should the breaker size be upgraded to a higher amperage, the existing conduit run would be used if the wire size is required to be

upsized. After installation, the RFID card reader and software support package would be installed and the control of said software would be left with the DDA.

### **Organizational Information**

There are no exceptions to the anticipated award terms and conditions as contained in Section F, Federal Award Administration Information. The only preexisting intellectual property relates to the charger hardware and software provided. The city of Imlay City does not and will not have any data rights to the hardware or software during and after the award period of performance.

The UEI is identified in the Funding Description.

As part of the City of Imlay City's annual audit, every department's accounting, purchasing, and property control system has been subject to the audit process. Imlay City has contracted with King & King CPA's LLC to perform this service. This independent audit has met requirements for the State of Michigan and no additional state or federal audit has been required.

For Fiscal Year (FY) ending June 30, 2022, a city audit was completed September 28, 2022 and certified on December 6, 2022. A summary report is attached.

The city of Imlay City does not have any conflicts of interest which would affect the ability to perform the proposed project in an impartial and objective manner.

The city of Imlay City has had no contract/agreement terminated for convenience of the Government with the past 3 years and no contracts/agreement terminated for default with the past 5 years.

The city of Imlay City understands the requirement of 2 CFR 170 and Appendix A thereto, and acknowledges that it understands the requirement, has the necessary processes and systems in place, and is fully prepared to comply with the reporting described in the term if it receives funding resulting from this NOFO.

The city of Imlay City does not have any violations of Federal criminal law involving fraud, bribery, or gratuity violations.



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## AGENDA ITEM OB 9c: WinterFest Special Event

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**DATE:** November 13, 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. As planning is ongoing Director Malzahn will be providing updates and information as it becomes available.

**Items Attached:** Revised event detail listing

**Action Needed:** No Board Action Needed

**REVISED** Details for WinterFest – Saturday December 9<sup>th</sup> (event to run 10:00 am – 8:00 pm):

**Breakfast with Santa 10:00 am – 11:00 am (reservation required):**

To be held inside El Ranchito

**Kringle Market and Food Trucks 10:00 am – 4:00 pm:**

To be held inside the Old Fire Hall

**Kids Craft Stations 10:00 am-4:00 pm:**

Specific locations TBD, but will be setup either inside retail stores or under canopy tents along the municipal sidewalks on Third Street and Almont Avenue

**Emergency Vehicle – First Responders Display/Demonstration 12:00 pm – 4:00 pm – Third and Main parking area.** Access to the parking areas and Depot Drive to be barricaded off Saturday at 8:00 am – re-open at 6:30 pm. as soon as all parade entries leave the staging area. This is the area between El Ranchito and Third & Main – south of Third Street to the Historical Museum.

**Horse Drawn Wagon Rides 2:00 – 5:00 pm:**

Final route TBD but initial route to be Lamb Steel Park loading area; exit on to Third Street; turn right on to Bancroft; Bancroft north to 5<sup>th</sup> street turn right; 5<sup>th</sup> Street east to N. Main turn right; N. Main south to 4<sup>th</sup> street turn left; 4<sup>th</sup> street to Lamb Steele Alley turn right back to loading/unloading area. The horses/driver are accustomed to street traffic, and while it may cause delays to vehicles behind the wagon, the activity should not require road closures.

**Warming Stations (Time TBD):**

Locations TBD – but limited to Third Street, Almont Ave, Farm Market and Lamb Steele Park Areas – on municipal sidewalks or grassy areas. Hot cocoa and smores available – sponsored by the Parks and Rec Commission

**Parade:**

Please hang NO PARKING notices along parade route as required prior to 8:00 am Saturday Dec 9<sup>th</sup> so that vehicles parked along Third and Almont after 4:00 pm on Saturday can be towed away.

Road closures to commence at 5:00 pm (once parade has passed streets can be re-opened).

Parade to begin promptly at 6:00 PM.

Staging along Depot Drive – (staging to start at 5:00 pm)

Parade Route - from staging area enter onto Third Street (westbound) to Almont Avenue - turn right (northbound) on Almont Avenue to Fourth Street –

Turn right (eastbound) on Fourth Street to Main Street –

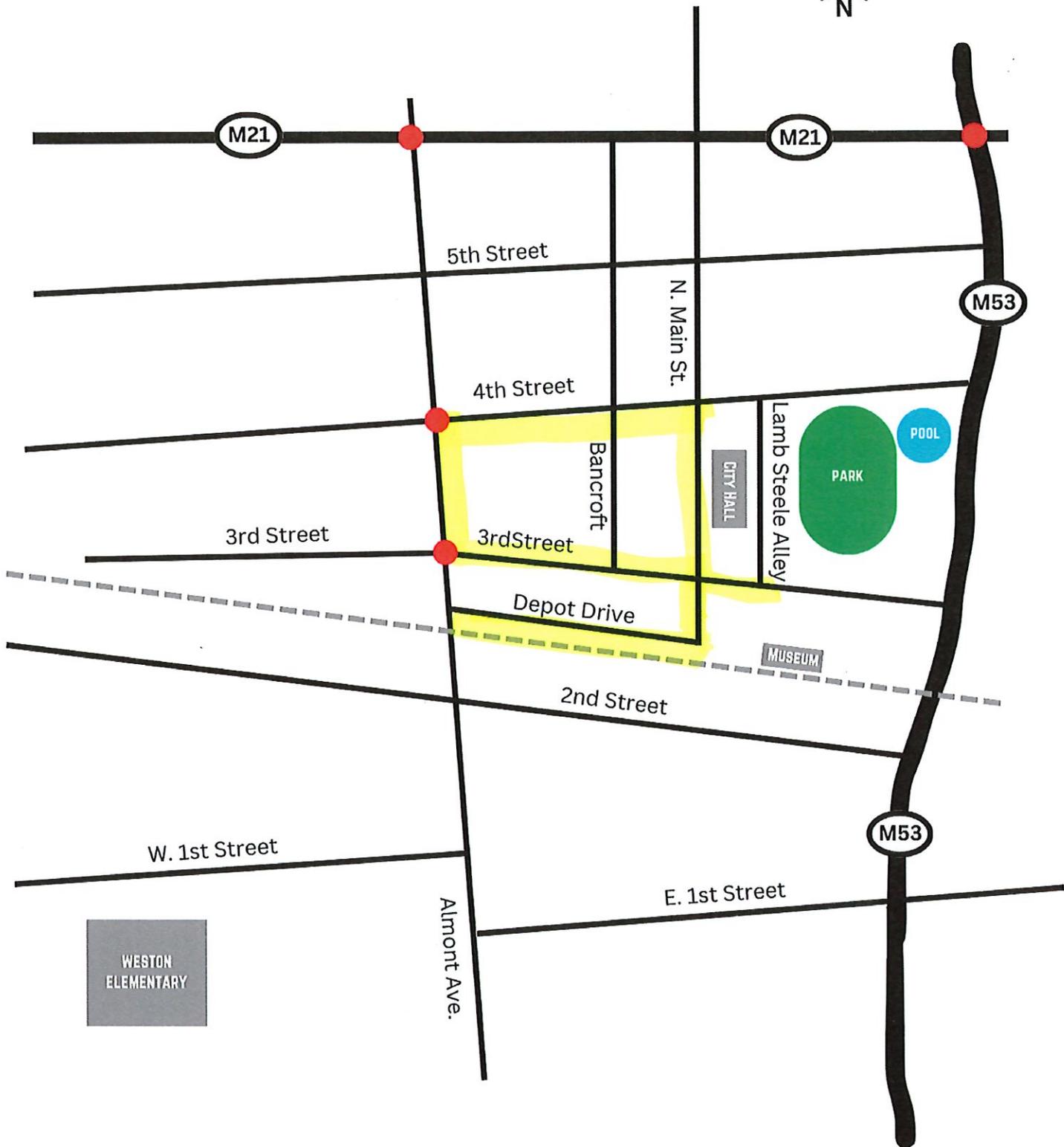
Turn right (southbound) on Main Street –

Turn left (eastbound) on Third to Lamb Steele Park or vehicles may leave the parade route to M53

(see yellow highlighted map)

**Tree Lighting 6:45ish-8:00 pm:**

The parade route will end in Lamb Steele Park and the crowd will gather around the unlit tree near the gazebo area and Santa will help us light the tree after the mayor presents a key to the city. Visits with Santa available in the gazebo after the tree lighting.



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## AGENDA ITEM NB 10a: 1<sup>st</sup> Qtr FY 2023-2024 Budget Amendments

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DATE: **November 13, 2023**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

**Background:** Best practices in municipal accounting include making necessary quarterly budget amendments to align actual financial positions for revenues and expenditures. Director Malzahn is presenting her findings and recommendations for the 1<sup>st</sup> quarter of the current fiscal year.

**Items Attached:** Budget Amendment Form  
Revenue & Expenditure report ending 10/31/2023

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

**Recommended Motion:** Motion to approve the budget amendments as presented for department 248.

IMLAY CITY

BUDGET AMENDMENT FORM

FUND/DEPT NAME : \_\_ 248  
 ORIGINATOR NAME: \_\_ Christine Malzahn

RECEIVED : \_\_\_\_\_  
 REVIEWED : \_\_\_\_\_  
 ENTERED : \_\_\_\_\_  
 RETURNED : \_\_\_\_\_

ACCOUNT NUMBERS			DESCRIPTION	ORIGINAL BUDGET	PRIOR AMENDED BUDGET	REQUEST BUDGET INCREASE	REQUEST BUDGET DECREASE	NEW AMENDED BUDGET	
FUND	DEPT	ACT							ACCOUNT
248	705	0	740 . 000	Operating Supplie	100	100	300	0	400
248	705	0	817 . 000	Consulting Fees	500	500	8000	0	8500
248	705	0	900 . 000	Printing & Publish	0	0	500	0	500
248	705	0	973 . 300	Farmers Market	8000	8000	1600	0	9600
248	0	0	675 . 500	Farmers Market	3500	5149	0	-1600	3549
248	0	0	573 . 000	Community Stabili	12000	22374.52	0	-8800	13574.52
			.		0	0	0	0	0
			.		0	0	0	0	0
			.		0	0	0	0	0
			.		0	0	0	0	0
			.		0	0	0	0	0
			.		0	0	0	0	0
					10400			-10400	

ALL BUDGET AMENDMENT REQUESTS MUST BALANCE!!!

DEPT. HEAD: \_\_\_\_\_ CITY MGR: \_\_\_\_\_ DATE ENTERED : \_\_\_\_\_

USER: RENE  
DB: Imlay City

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 10/31/2023	ACTIVITY FOR MONTH 10/31/2023	AVAILABLE BALANCE	% BDT USED
				INCREASE (DECREASE)		

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

Revenues						
Dept 000.000 - REVENUE	BALANCE FORWARD	0.00	0.00	0.00	0.00	0.00
248-000.000-402.000	TAX REVENUE	290,000.00	66,536.44	66,536.44	223,463.56	22.94
248-000.000-549.412	GRANT REVENUE	2,000.00	0.00	0.00	2,000.00	0.00
248-000.000-550.000	ART IN THE ROUGH REVENUE	6,000.00	0.00	0.00	6,000.00	0.00
248-000.000-551.200	STATE GRANT (MSHDA)	0.00	0.00	0.00	0.00	0.00
248-000.000-551.300	STATE GRANT (MEDC)	0.00	0.00	0.00	0.00	0.00
248-000.000-555.000	ART INITIATIVE REVENUE	0.00	0.00	0.00	0.00	0.00
248-000.000-560.000	WINTER PLAYGROUND	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	22,374.52	22,374.52	(10,374.52)	186.45
248-000.000-574.000	STATE REVENUE SHARING	0.00	0.00	0.00	0.00	0.00
248-000.000-607.000	CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00
248-000.000-665.000	INTEREST INCOME	0.00	0.47	0.00	(0.47)	100.00
248-000.000-665.004	INTEREST INCOME - BONDS	0.00	0.00	0.00	0.00	0.00
248-000.000-667.000	RENTAL INCOME	1,000.00	0.00	0.00	655.60	34.44
248-000.000-673.300	SALE OF PROPERTY	0.00	0.00	0.00	0.00	0.00
248-000.000-675.000	MISC/DONATIONS	0.00	0.00	0.00	0.00	0.00
248-000.000-675.001	ROTARY PARK DONATIONS	0.00	0.00	0.00	0.00	0.00
248-000.000-675.500	FARMERS MARKET REVENUE	3,500.00	5,149.00	180.00	(1,649.00)	147.11
248-000.000-675.600	DDA CONCERT SERIES	2,500.00	445.00	0.00	2,055.00	17.80
248-000.000-675.800	BRICK PAVERS/BENCHES	100.00	0.00	0.00	100.00	0.00
248-000.000-675.880	COMMUNITY PROMOTION REIMBURSEMENT	5,400.00	1,525.00	0.00	3,875.00	28.24
248-000.000-677.000	OTHER REIMBURSEMENTS	0.00	575.00	0.00	(575.00)	100.00
248-000.000-695.000	PROCEEDS FROM DEBT ISSUANCE	0.00	0.00	0.00	0.00	0.00
248-000.000-699.000	CARRYOVER/ FUND BALANCE	0.00	0.00	0.00	0.00	0.00
Total Dept 000.000 - REVENUE		324,500.00	96,949.83	89,090.96	227,550.17	29.88

TOTAL REVENUES

Expenditures  
Dept 000.000 - REVENUE  
248-000.000-718.200 MERS - ADD'L CITY CONTRIBUTION

Total Dept 000.000 - REVENUE		0.00	0.00	0.00	0.00	0.00
Dept 265.000 - BUILDING MAINTENANCE		0.00	0.00	0.00	0.00	0.00
248-265.000-830.000	LIABILITY INSURANCE	0.00	0.00	0.00	0.00	0.00
248-265.000-921.000	ELECTRICITY	1,500.00	0.00	0.00	1,500.00	0.00
248-265.000-923.000	HEAT	500.00	0.00	0.00	500.00	0.00
248-265.000-924.000	WATER & SEWER CHARGES	400.00	99.21	99.21	300.79	24.80
248-265.000-930.000	MISCELLANEOUS REPAIRS & MAINT	2,000.00	0.00	0.00	2,000.00	0.00
248-265.000-956.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
Total Dept 265.000 - BUILDING MAINTENANCE		4,400.00	99.21	99.21	4,300.79	2.25

Dept 705.000 - UNALLOCATED ACTIVITY						
248-705.000-703.000	WAGES & SALARIES	44,000.00	12,906.93	3,145.96	31,093.07	29.33
248-705.000-706.000	HOURLY WAGES	8,000.00	4,878.25	1,280.00	3,121.75	60.98
248-705.000-710.000	BONUS PAY	1,000.00	0.00	0.00	1,000.00	0.00
248-705.000-714.000	OPTICAL INSURANCE	500.00	0.00	0.00	500.00	0.00
248-705.000-715.000	SOCIAL SECURITY	4,500.00	1,329.84	337.23	3,170.16	29.55

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 10/31/2023	MONTH 10/31/2023	ACTIVITY FOR 10/31/2023	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)					
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
248-705.000-716.000	HEALTH INSURANCE	21,200.00		7,547.11	1,887.97	13,652.89	35.60	
248-705.000-717.000	LIFE/DISABILITY INS	750.00		245.47	61.10	504.53	32.73	
248-705.000-718.000	RETIREMENT AND OPEB	2,300.00		461.07	129.22	1,838.93	20.05	
248-705.000-718.200	MERS - ADD'L CITY CONTRIBUTION	0.00		0.00	0.00	0.00	0.00	
248-705.000-718.800	MERS - EMPLOYEE CONTRIBUTION	0.00		0.00	0.00	0.00	0.00	
248-705.000-721.000	PTO/VACATION PAY-OUT	3,000.00		331.16	165.58	2,668.84	11.04	
248-705.000-722.000	SICK LEAVE PAY-OUT	0.00		0.00	0.00	0.00	0.00	
248-705.000-725.000	FEEES	0.00		0.00	0.00	0.00	0.00	
248-705.000-727.000	OFFICE SUPPLIES	800.00		197.17	(27.29)	602.83	24.65	
248-705.000-730.000	POSTAGE	200.00		72.93	0.00	127.07	36.47	
248-705.000-740.000	OPERATING SUPPLIES	100.00		286.42	0.00	(186.42)	286.42	
248-705.000-741.000	ADVERTISING	9,000.00		37.20	0.00	8,962.80	0.41	
248-705.000-786.000	SIGNS	0.00		0.00	0.00	0.00	0.00	
248-705.000-807.000	AUDIT FEES	1,500.00		0.00	0.00	1,500.00	0.00	
248-705.000-815.000	DUES/MEMBERSHIPS	1,500.00		791.67	191.67	708.33	52.78	
248-705.000-817.000	CONSULTING FEES	500.00		949.00	949.00	(449.00)	189.80	
248-705.000-818.000	CONTRACTED SERVICES	2,000.00		75.00	0.00	1,925.00	3.75	
248-705.000-826.000	LEGAL SERVICES	2,000.00		0.00	0.00	2,000.00	0.00	
248-705.000-830.000	LIABILITY INSURANCE	200.00		183.81	0.00	16.19	91.91	
248-705.000-831.000	WORKERS COMPENSATION	400.00		57.02	0.00	342.98	14.26	
248-705.000-853.000	TELEPHONE EXPENSES	1,200.00		351.20	57.36	848.80	29.27	
248-705.000-860.000	TRANSPORTATION & CONFERENCES	2,500.00		404.78	49.78	2,095.22	16.19	
248-705.000-880.000	COMMUNITY PROMOTION	16,000.00		3,102.00	764.00	12,898.00	19.39	
248-705.000-900.000	PRINTING & PUBLISHING	0.00		112.50	0.00	(112.50)	100.00	
248-705.000-921.000	ELECTRICITY	30,000.00		10,821.01	2,801.50	19,178.99	36.07	
248-705.000-923.000	HEAT	400.00		0.00	0.00	400.00	0.00	
248-705.000-930.000	MISCELLANEOUS REPAIRS & MAINT	3,000.00		28.30	28.30	2,971.70	0.94	
248-705.000-931.000	STREETSCAPE MAINTENANCE	55,000.00		23,442.08	2,609.44	31,557.92	42.62	
248-705.000-956.000	MISCELLANEOUS	6,000.00		3,551.13	903.38	2,448.87	59.19	
248-705.000-958.000	ADMINISTRATIVE/TRANSFER TO	35,000.00		0.00	0.00	35,000.00	0.00	
248-705.000-973.000	DEVELOPMENT COSTS-UNALLOCATED	20,000.00		3,768.00	3,768.00	16,232.00	18.84	
248-705.000-973.002	LEASES	1,200.00		0.00	0.00	1,200.00	0.00	
248-705.000-973.005	DDA WORKSHOP EXPENSES	0.00		0.00	0.00	0.00	0.00	
248-705.000-973.006	DDA CONCERT SERIES EXP	12,000.00		7,354.07	0.00	4,645.93	61.28	
248-705.000-973.008	BRICK/BENCH EXPENSE	100.00		0.00	0.00	100.00	0.00	
248-705.000-973.100	LAPSER DEVELOPMENT CORPORATIO	6,250.00		6,250.00	0.00	0.00	0.00	
248-705.000-973.300	FARMERS MARKET EXPENSE	8,000.00		8,920.40	0.00	(920.40)	111.51	
248-705.000-973.550	ART IN THE ROUGH EXPENSE	6,000.00		0.00	0.00	6,000.00	0.00	
248-705.000-973.560	WINTER PLAYGROUND	2,000.00		0.00	0.00	2,000.00	0.00	
248-705.000-973.600	ROTARY PARK EXPENSES	0.00		0.00	0.00	0.00	0.00	
248-705.000-975.000	CAPITAL OUTLAY	12,000.00		6,022.74	1,199.90	5,977.26	50.19	
248-705.000-993.000	PRINCIPAL	0.00		0.00	0.00	0.00	0.00	
248-705.000-994.000	INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	
Total Dept 705.000 - UNALLOCATED ACTIVITY		320,100.00		104,478.26	21,882.10	215,621.74	32.64	
TOTAL EXPENDITURES		324,500.00		104,577.47	21,981.31	219,922.53	32.23	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		324,500.00		96,949.83	89,090.96	227,550.17	29.88	
TOTAL EXPENDITURES		324,500.00		104,577.47	21,981.31	219,922.53	32.23	
NET OF REVENUES & EXPENDITURES		0.00		(7,627.64)	67,109.65	7,627.64	100.00	



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## AGENDA ITEM NB 10b: 2023 Farm Market Season Final Report

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**DATE:** November 13, 2023

**TO:** DDA Board Members

**FROM:** Patti Biolchini

**Background:** The 2023 DDA Farmers Market has successfully completed the 22-week Thursday market days. Market Manager Biolchini is providing you with detailed reports on this year's activities.

**Items Attached:** 2023 Financial report  
Weekly metrics report  
4-Year market comparison

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

**Recommended Motion:** Motion to receive the year-end report for the 2023 market season.

**Budget-ImlayCityDDA Farmers Market  
2023 Season**

	<u>Detail</u>	<u>Attendance</u>	<u>Expense</u>	<u>Revenue/Vendor Fees</u>	<u>Food Assistance Programs</u>
18 week season	Newspaper Ads	3716	\$1,689.50	\$5,514	\$5,858
	Print Ads/Advertising		\$861.00		
	Credit Card Service/Clover		\$405.19		
			\$2,955.69	\$5,514	

**Imjay City Market Tracker**

Week	Hourly attendance												Total	Notes	# of Vendors
	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4							
15-Jun	0	3	26	32	3	0	0	0	64	Rain and hail at noon, so closed early	6				
22-Jun	0	4	54	29	20	25	16	6	154	sunny and hot at 80 degrees	7				
29-Jun	0	3	37	36	40	63	8	0	187	sunny and hot, also air quality alerts	13				
6-Jul	0	5	38	41	32	58	0	0	174	in firehouse, most vendors had to leave at 2pm	9				
13-Jul	0	4	39	63	42	45	43	25	261	in firehouse, 67 degrees and sunny	12				
20-Jul	2	26	37	55	49	28	18	0	215	in firehouse, storm closed market at 2:30	12				
27-Jul	5	18	74	50	63	50	36	8	304	in firehouse, 85 degrees and sunny	12 plus food truck				
3-Aug	0	3	55	63	74	79	35	21	330	in firehouse, 85 degreesnd sunny	14 plus food truck				
10-Aug	0	7	72	49	52	61	20	11	272	in firehouse, 77 degrees and sunny	12 plus food truck				
17-Aug	0	5	41	44	27	16	3	0	136	in firehouse, storms came in a 1pm	12 plus food truck				
24-Aug	0	11	35	34	40	40	33	19	212	in firehouse, sprinkles in morning only	12 plus food truck				
31-Aug	0	18	47	54	40	43	23	40	265	in firehouse, 78 degrees and sunny	13 plus a food truck				
7-Sep	0	3	42	31	60	13	8	0	157	in firehouse, no Penzien, light rain	6 plus a food truck				
14-Sep	0	16	58	27	28	36	35	12	212	in firehouse, 67 degrees and sunny	12 plus a food truck				
21-Sep	0	7	49	48	50	30	32	12	228	in firehouse, 73 degrees and sunny	9 plus a food truck				
28-Sep	0	0	29	30	50	46	34	13	202	in firehouse, cloudy and sprinkles	9 plus a food truck				
5-Oct	0	9	30	22	23	20	14	0	118	in firehouse, rainy all day	9 plus a food truck				
12-Oct	0	42	49	26	28	15	25	40	225	in firehouse, vendors had record sales	11 plus a food truck				
<b>Total</b>															
<b>Hourly</b>															
<b>Attenda</b>	7	184	812	734	721	668	383	207	3716						





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## AGENDA ITEM NB 10c: 2024 Regular Meeting & Event Dates

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**DATE:** November 13, 2023

**TO:** DDA Board Members

**FROM:** Christine Malzahn, DDA Executive Director

**Background:** Open Meetings Act requires the annual publication of all regular meetings dates of the DDA along with the time and location for public notice. The list of dates suggested by Director Malzahn will also be incorporated into the city-wide meeting calendar and will be updated on the DDA website prior to the beginning of the new calendar year, once approved by the board.

**Items Attached:** 2024 Regular Meeting Calendar  
2024 Special Event Calendar  
Internal Department Meeting Calendar

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

**Recommended**

**Motion:** Motion to approval publish the 2024 calendar dates for meetings and events as presented.

Imlay City  
Downtown Development Authority

## 2024 REGULAR MEETING CALENDAR

January 8<sup>th</sup>

July 8<sup>th</sup>

February 12<sup>th</sup>

August 12<sup>th</sup>

March 11<sup>th</sup>

September 9<sup>th</sup>

April 8<sup>th</sup>

October 14<sup>th</sup>

May 13<sup>th</sup>

November 4<sup>th</sup>\*

\* change due to Veterans Day

June 10<sup>th</sup>

December 9<sup>th</sup>

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2<sup>nd</sup> Monday of each month (except holidays) @ 5:35 pm

**SUMMER CONCERT SERIES**

8-Weeks  
Tuesday's 7:00 pm

- June 8
- June 25
- July 2
- July 9
- July 16
- July 30
- August 6
- August 13

**FARMERS MARKET**

14-Weeks  
Thursday's 9:00 am-2:00 pm

- July 11
- July 18
- July 25
- August 1
- August 8
- August 15
- August 22
- August 28
- September 5
- September 12
- September 19
- September 26
- October 3
- October 10

**ART IN THE ROUGH**

One Day Event  
6:00 pm – 9:00 pm

TBD

**WINTERFEST**

One Day Event  
10:00 am – 8:00 pm

Saturday - December 7

**INFORMATIONAL MEETINGS**

2x per year  
5:00 pm - 5:30 pm

- July 8
- December 9

# 2024 SCHEDULE OF MEETINGS IMLAY CITY BOARDS AND COMMISSIONS

To Be Adopted: December 03, 2023

## JANUARY

Monday	Tuesday	Wed	Thur	Friday
New Years Day Observed 1	2	3	4	5
	City Commission	Housing Board		
DDA Meeting 8	Parks & Rec. 9	10	11	12
MLK Day 15	16	17	18	19
Bank Holiday 22	City Commission	Dept. Head 24	Zoning Comm. 25	26
	Planning Comm.			Payroll Deposited #2
29	30	31		

## JULY

Monday	Tuesday	Wed	Thur	Friday
1	2	3	Independence Day Observed 4	5
Housing Board	City Commission			
DDA Meeting 8	Parks & Rec. 9	10	11	12
15	16	17	18	19
22	City Commission	Dept. Head 24	Zoning Comm. 25	26
	Planning Comm.			Payroll Deposited #15
29	30	31		

## FEBRUARY

Monday	Tuesday	Wed	Thur	Friday
		0	1	2
Housing Board 6	City Commission 6	7	8	9
DDA Meeting 12	Parks & Rec. 13	14	15	16
Pres. Day 19	20	Budget W.S. Dis 21	Zoning Comm. 22	23
Bank Holiday 26	City Commission	Planning Comm.		Payroll Deposited #4
	Primary Election	Budget Discussion	Dept. Head 28	29

## AUGUST

Monday	Tuesday	Wed	Thur	Friday
			1	2
Housing Board 5	Primary Election 6	City Commission 7	8	9
DDA Meeting 12	Parks & Rec. 13	14	15	16
19	20	21	Zoning Comm. 22	23
	City Commission	Dept. Head 28		Payroll Deposited #17
	Planning Comm.		29	30

## MARCH

Monday	Tuesday	Wed	Thur	Friday
				1
Housing Board 4	City Commission 5	6	7	8
Budgets ret. to C 11	12	13	14	15
DDA Meeting 18	Parks & Rec. 19	D.H. Bud. Meet Week 20	21	22
	City Commission	Dept. Head 27	Zoning Comm. 28	29
C.C. Bud. work session 25	Planning Comm. 26			Good Friday Observed

## SEPTEMBER

Monday	Tuesday	Wed	Thur	Friday
Labor Day 2	3	Housing Board 4	5	6
	City Commission			Payroll Deposited #18
DDA Meeting 8	Parks & Rec. 10	11	12	13
16	17	18	Lamb Steele Board 19	20
	City Commission	Dept. Head 25	Zoning Comm. 26	27
	Planning Comm. 24			
30				

## APRIL

Monday	Tuesday	Wed	Thur	Friday
				1
Housing Board 1	Draft Budget review 2	3	4	5
DDA Meeting 8	City Commission 9	10	11	12
15	Parks & Rec. 16	17	18	19
	City Commission	Budget on Display 24	Lamb Steele Board 25	26
22	Planning Comm. 23		Zoning Comm. 28	
29	30			

## OCTOBER

Monday	Tuesday	Wed	Thur	Friday
				1
	City Commission 1	2	3	4
Housing Board 7	Parks & Rec. 8	9	10	11
Columbus Day 14	15	16	17	18
DDA Meeting 21	City Commission 22	Dept. Head 23	Zoning Comm. 24	25
	Planning Comm. 29			
28		30	31	

## MAY

Monday	Tuesday	Wed	Thur	Friday
		1	2	3
Housing Board 6	Budget Public Hear 7	8	9	10
DDA Meeting 13	City Commission 14	15	16	17
20	Parks & Rec. 21	Dept. Head 22	Zoning Comm. 23	24
Memorial Day 27	City Commission 28	29	30	31
	Planning Comm. 30			Payroll Deposited #11

## NOVEMBER

Monday	Tuesday	Wed	Thur	Friday
				1
				Payroll Deposited #22
4	5	6	7	8
	General Election	City Commission		
Veteran's Day Observed 11	Parks & Rec. 12	13	14	15
	18	19	20	Zoning Comm. 21
	City Commission 26	Dept. Head 27	Thanksgiving Day 28	Day After T.G. 29
	Planning Comm. 28			Payroll Deposited #24

## JUNE

Monday	Tuesday	Wed	Thur	Friday
				1
Housing Board 3	City Commission 4	5	6	7
DDA Meeting 10	Parks & Rec. 11	12	13	14
17	18	19	20	21
	City Commission	Dept. Head 26	Zoning Comm. 27	28
	Planning Comm. 25			Payroll Deposited #13
24				

## DECEMBER

Monday	Tuesday	Wed	Thur	Friday
				1
Housing Board 2	City Commission 3	4	5	6
DDA Meeting 9	Parks & Rec. 10	11	12	13
16	17	18	19	20
	City Commission	Observe 24	Observe 25	26
	Christmas Eve 30	Christmas Day 31		Payroll Deposited #26
	New Years Eve			

City Commission 7:00 p.m. 1st & 3rd Tue. in Chambers    
 DDA Meeting 5:35 p.m. 2nd Mon. in Chambers    
 All Groups = CITY HOLIDAYS 12  
Planning Comm. 6:00 p.m. 4th Tue. in Chambers    
 Parks & Rec. 6:00 p.m. 2nd Tue. in Chambers    
 Lamb Steele Board 5:35 p.m. As Needed in Chambers    
 Note: There are 26 Pays in 2024  
Zoning Comm. 6:00 p.m. 4th Thur. in Chambers    
 Housing Board 6:00 p.m. 1st Mon. in Chambers    
 Department Head 9:00 a.m. 4th Wed. in Chambers    
 There are 262 "paid" days or 2096 F/T hours  
 For the Non 24 hour Departments  
 NOTE: All Dates, Times and Locations (including Holidays) are subject to change.    
 "Other" Bank Holiday Pres. Day, Columbus Day




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## AGENDA ITEM NB 10d: Bi-Annual Informational Meeting Date

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**DATE:** November 13, 2023

**TO:** DDA Board Members

**FROM:** Christine Malzahn, DDA Executive Director

**Background:** Per the Tax Increment Financing Act 57 of 2018, DDA Authorities must hold two “informational meetings” per calendar year. Informational meetings are meetings for the purpose of informing the public of the goal and direction of the authority, including projects to be undertaken in the coming year. They are not for the purpose of voting on policy, budgets or other operational matters.

The Imlay City DDA by-laws mandate that the required meetings will be held in July and December.

**Items Attached:** Draft Meeting Agenda – December 11, 2023

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

**Recommended Motion:** Motion to give notice and schedule the required December informational meeting for December 11, 2023 at 5:00 pm., prior to the regular monthly DDA meeting at 5:30 pm

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

**INFORMATIONAL MEETING DECEMBER 11, 2023**  
**5:00 PM**

Walter Barga, 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. **NEW BUSINESS**
  - a. Bi-Annual Information Report
7. PUBLIC PARTICIPATION
8. BOARD MEMBER COMMENTS
9. ADJOURNMENT



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## **AGENDA ITEM NB 10e: Recreational Marijuana in Downtown Discussion**

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**DATE:** November 13, 2023

**TO:** DDA Board Members

**FROM:** Christine Malzahn, DDA Executive Director

**Background:** An ad-hoc marijuana committee has been formed by the city commission, including Director Malzahn and other department heads. The committee has met several times to discuss an ordinance allowing for recreational marijuana to be zoned use within the city limits.

Director Malzahn is seeking input from the DDA board to bring back to the ad-hoc committee, should they move forward with an ordinance allowing rec dispensaries in the DDA district.

**Items Attached:** Anderson Grandstaff letter dated 10/23/23

**Action Needed:** No Board Action Needed

ANDERSON GRANDSTAFF

PHONE

(231) 838-7917

EMAIL

Anderson.j.grandstaff@gmail.com

ANDERSON J. GRANDSTAFF, ESQ.

238 N. Summit Street, Apt 1  
Ypsilanti, MI 48197

October 23, 2023

Robert J. Seibert, Esq.  
SEIBERT AND DLOSKI, PLLC  
19500 Hall Road, Suite 101  
Clinton Township, MI 48038  
[rseibert@seibertanddloski.com](mailto:rseibert@seibertanddloski.com)

Re: Ordinance for Recreational Marihuana in Imlay City

Hello Bob:

I hope this letter finds you well. As you know, my client is presently contemplating whether to circulate a petitioned ordinance that would permit the operation of recreational marihuana retailers within Imlay City pursuant to the Michigan Regulation and Taxation of Marihuana Act (MRTMA). When we spoke recently via telephone, you indicated that your client, the municipal government of Imlay City, was willing to consider passing a recreational marihuana ordinance, but that your client was not necessarily willing to enter into direct negotiations with my client regarding the substantive parameters of that ordinance. At the conclusion of our call, I told you that I would consult with my client and ask their leadership to identify the primary issues and concerns that they feel must be addressed by Imlay City's recreational marihuana ordinance. It is my hope that, by candidly discussing my client's concerns with you and by explaining the rational bases for those concerns, Imlay City will be willing to work with my client and to ensure that its concerns are adequately reflected and addressed in the recreational marihuana ordinance enacted by the City. However, my client has also indicated that, if Imlay City is unwilling to address these concerns in its drafted ordinance, or if Imlay City decides to adopt an ordinance that will not produce a viable and sustainable environment for local marihuana businesses, then my client will simply proceed with its plans to circulate a petition for a recreational marihuana ordinance which addresses those concerns.

### *Background and General Trends in the Michigan Cannabis Industry*

Before discussing my client's position regarding the Imlay City ordinance, it will be useful to provide some relevant background information. During one of our previous phone calls, you and I discussed how the overall number of Michigan retailers that are exclusively authorized to sell only medical marijuana has been in a steady decline, and how this occurred even though the Michigan cannabis industry was experiencing record growth as a whole during the same period. My client believes, with good reason, that this relative decline in the importance of medical marijuana retailers has largely been driven by several interrelated economic and regulatory factors which significantly changed the Michigan cannabis industry in the years following the enactment of the Michigan Regulation and Taxation of Marihuana Act (MRTMA). When marihuana sales were first authorized following the passage of the MRTMA in 2018, the available supply of marihuana was inadequate to meet heavy consumer demand, and thus, the cost of marihuana was relatively high. At that time, medical marihuana retailers possessed several advantages which insulated them from competition from recreational retailers. For example, because many medical marijuana retailers had already been operating for years prior to the passage of the MRTMA, they enjoyed better name and brand recognition than their recreational competitors. Additionally, because medical marijuana patients were not required to pay a state excise tax on their marihuana products, possession of a medical marihuana patient card effectively gave those patients a significant discount.

However, in the years following passage of the MRTMA, many of the competitive advantages held by medical marihuana businesses steadily eroded. During this period, the Michigan Cannabis Regulatory Agency (CRA) issued a plethora of licenses to newly formed marijuana grower and retailer businesses. These actions drastically increased the

overall supply of sellable marijuana in Michigan, which decreased the relative price of marijuana in the state. This in turn led more and more marijuana retailers to begin cutting their prices in order to attract more customers. As shown in the following chart, the wholesale price of marijuana dropped precipitously during this period as a direct result of the confluence of these forces:

## Michigan wholesale marijuana flower prices

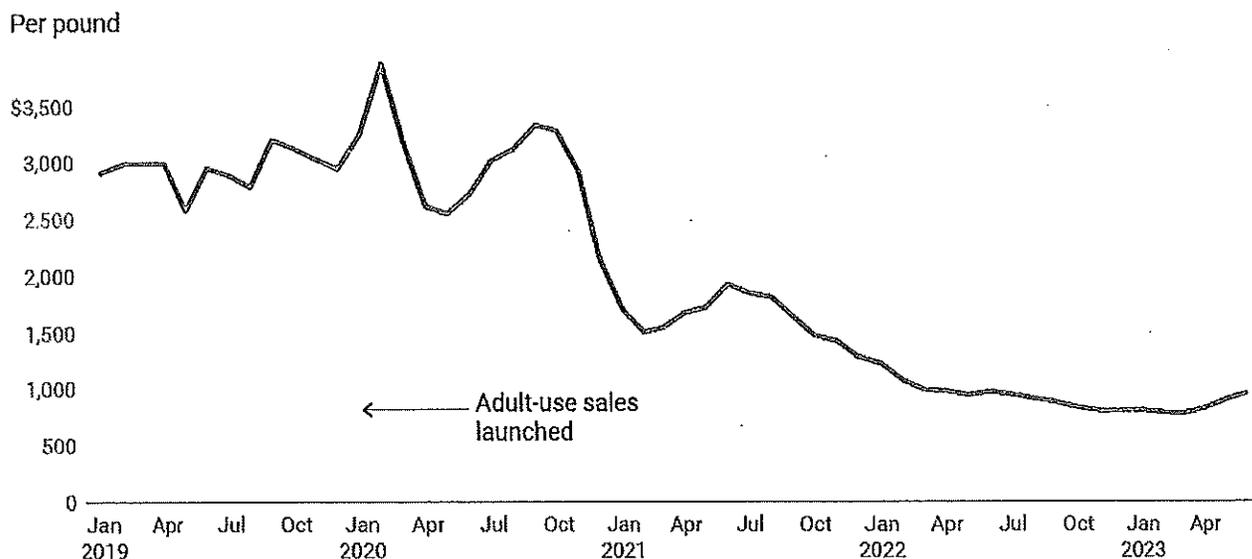


Chart: © 2023 MJBiz, a division of Emerald X, LLC • Source: LeafLink • Created with Datavrapper

The factors discussed above produced a cannabis market that was highly favorable to consumers, who could now purchase marijuana at lower prices from a number of different local businesses. However, this increased supply also produced trends in the cannabis industry that were highly detrimental to the business interests of medical marijuana retailers. An increasing number of medical marijuana patients began to conclude that there was no practical point in renewing their patient cards, because they could simply buy the same marijuana products from recreational retailers. The CRA did little to discourage this trend, and in fact, the Agency began steadily erasing the differences between medical and recreational retailers, to the point where the regulatory environments facing the two kinds of retailers are now nearly identical. Moreover, many recreational retailers were able to stock and sell marijuana at much lower prices because they could draw from a much larger client base than medical marijuana retailers and because recreational retailers could count on making up for their lower profit margins via increased sales volume.

To be clear, recreational retailers have also faced their own unique problems over the past several years. Perhaps the greatest challenge facing recreational retailers has been the dramatic proliferation of recreational marijuana retailers, which has produced a glut of retailers and has left the retailer division of the Michigan cannabis industry highly saturated. Put simply, many of the recreational retailers presently operating in Michigan have acted in reliance on business models which either assumed stable marijuana prices, or drastically underestimated the levels of competition that their businesses would face from other recreational retailers. These unrealistically optimistic business models often encouraged entrepreneurs to expand their operations to smaller municipalities with little forethought or market research, only to find that their new businesses in those markets did not produce a significant return. This has produced an unusual situation where many recreational retailers that were once predominant in the Michigan cannabis industry, such as Lume and Skymint, have been forced to close unprofitable stores or even declare bankruptcy, during a period when the larger Michigan cannabis industry has continued to experience steady growth.

It is no coincidence that this trend of failing marijuana retailer businesses has been especially pronounced in smaller and more rural Michigan municipalities, because retailers operating in those municipalities face several unique problems. To begin with, many of these municipalities simply lack the population necessary to simultaneously support multiple marijuana retailers. A successful recreational marijuana retailer usually requires a stable customer base, and the bedrock of that customer base will almost always be formed by local residents of the municipality that provide stable patronage for their favored store. When multiple recreational retailers operate in close proximity within the same small municipality, this dedicated pool of consumers is spread too thin, to the detriment of all the retailers involved. This is especially problematic if the smaller municipalities in question are located within driving distance of larger towns and cities that also contain multiple licensed marijuana retailers, because the retailers located in the smaller municipality will also face competition from retailers in the larger city.

With that said, there are also several unique potential advantages available for entrepreneurs seeking to open new recreational marijuana retail businesses in smaller or more rural municipalities. At a time when the local cannabis markets of larger Michigan municipalities are highly saturated, these smaller municipalities represent an untapped potential market. Many of these smaller municipalities are situated in underserved areas in which few recreational retailers are presently operating. Residents of such municipalities are often forced to drive long distances to purchase their marijuana products and many of those residents would be eager to patronize a recreational retailer if that business was located near their homes and demonstrated a firm commitment to support their local interests.

Entrepreneurs who are interested in opening recreational marijuana retailers within smaller Michigan municipalities presently face an interesting quandary. Although those entrepreneurs are highly motivated to open their business in underserved and potentially lucrative regional markets, they are also understandably concerned that their new business may fail due to factors that are largely outside of their control. An informed and responsive local municipal government is perhaps the most important factor for ensuring the successful operation of the recreational marijuana retailers operating in that municipality. Establishing limits on the available number of recreational licenses that are realistic and sustainable is perhaps the most important role of the municipal government in this context. All too often, well-intentioned municipal governments will, in their eagerness to open new businesses and attract new tax revenue, fail to impose reasonable quantitative limitations on the number of municipal licenses that they make available for recreational retailers. Such short-sighted policies often result in an unsustainable proliferation of recreational marijuana retailers in the nearby area. Small but highly saturated regional cannabis markets often produce intense levels of competition, which in turn leads to situations where the newly licensed businesses are forced to compete by dramatically lowering their prices, or by assuming unsustainable levels of debt in the hopes that their competitors will close before they do. Many of the recreational retailers located in these crowded markets will eventually fail, and even the businesses which endure will have faced substantial hardship.

Municipal governments also have a critical role to play in the establishment of sensible zoning restrictions and business regulations that permit recreational retailers to operate their businesses in a manner that is congruent with local interests. Even in cases where the municipal governments of smaller municipalities impose reasonable limitations on the number of available retailer licenses, they often fail to consider how their zoning restrictions and business regulations will affect the placement of the licensed businesses. Just as it is much easier for a retailer to succeed when the local government implements well-reasoned regulatory and zoning ordinances, it is also much harder for a retailer to succeed when those ordinances are poorly thought out or unrealistic. When the zoning ordinances and business regulations applicable to recreational retailers are overly restrictive, they can have the effect of forcing multiple businesses to operate only a few blocks away from their competitors. Such close proximity can decrease the amount of "foot traffic" experienced by those businesses, which in turn can negatively affect the ability of those businesses to attract a solid customer base.

*Critical Issues for the Operation of Recreational Retailers in Imlay City*

My client's position regarding the scope and parameters of a recreational marijuana ordinance for Imlay City can be succinctly summarized with the following three statements:

1. **Imlay City should permit the operation of recreational marijuana retailers under the same zoning and regulatory conditions applicable to the operation of medical marijuana retailers;**

My client believes that the trends and factors discussed above explain why the entities previously selected to receive medical marijuana licenses from Imlay City pursuant to the 2022 Charter Amendment have not yet opened for business. Put simply, although the owners of those businesses have already invested considerable time and effort applying for their medical licenses, they are also understandably apprehensive about opening medical marijuana retailers in an already-crowded Michigan cannabis market, because they feel that there is no longer a viable business model for medical retailers operating in smaller municipalities. Given the state of the Michigan cannabis market, the best way for Imlay City to increase local resident access to medical marijuana products and promote strong and viable local businesses is for the City to pass a new ordinance which allows the operation of recreational marijuana retailers.

My client believes that the licensing requirements, and the time, place, and manner restrictions imposed by the new recreational ordinance should be modeled upon, and substantially similar to, the regulations and restrictions that are already applicable to medical marijuana licensees under the 2022 Charter Amendment previously enacted by Imlay City. In my client's opinion, the regulations and restrictions imposed by the 2022 Charter Amendment were quite reasonable and there are no compelling reasons for Imlay City to impose additional or substantially different requirements on recreational marijuana retailers.

2. **The new recreational ordinance enacted by Imlay City should restrict the number of recreational marijuana licenses to no more than two (2) recreational licenses.**

As explained above, recreational retailers operating in smaller municipalities already face several unique challenges. For these new businesses to prosper, they must attract and maintain a stable customer base, and a significant portion of that customer base will undoubtedly be composed of local residents from Imlay City and from other potential customers living within a small radius of their business location. These new recreational retailers will undoubtedly compete to maintain their customer base not only with each other, but with every other recreational retailer located within driving distance of their facility.

The most recent federal census taken in 2020 indicates that there are approximately 3,585 people living within the municipal borders of Imlay City, and that those borders are approximately 2.45 square miles in area. In other words, Imlay City is a less populous, but compact municipality. Imlay City is somewhat larger than most of its neighboring municipalities including Dryden (951), Almont (2,846), and Capac (1,890), and it is highly likely that some residents of those communities will patronize the new recreational retailers once they open in Imlay City. However, Imlay City is also situated less than 35 miles away from populous municipalities with numerous established recreational marijuana retailers, including Flint, Sterling Heights, and Rochester Hills, and the relative proximity of competing businesses situated in those larger municipalities has the potential to disrupt the viability of the potential customer base for the new recreational retailers operating in Imlay City.

My client believes that, given these demographic and geographic factors, Imlay City can realistically support a maximum of two (2) recreational marijuana retailers. My client also believes that if Imlay City's new ordinance were to authorize more than two recreational retailers, that would result in intense local competition between those new businesses, which would greatly reduce their overall viability and would likely cause one or more of those retailers to fail. It is also important to note that Imlay City has very little to lose by initially implementing relatively tight restrictions

on the number of available recreational retailer licenses. If after a few years the City determines that the newly licensed businesses have been able to achieve sustainable growth and the City is interested in authorizing new establishments, then the City can always pass a new ordinance permitting the issuance of additional recreational licenses. However, the best way for Imlay City to ensure the success of the new recreational retailers in the short term is to enact an ordinance which insulates those businesses from mutually destructive competition until they have had an opportunity to establish their customer base.

3. The new recreational ordinance should benefit the two (2) entities previously selected to receive provisional medical marijuana licenses, either by providing a mechanism for those entities to automatically receive provisional recreational licenses, or by providing a significant point advantage to recreational marijuana applications submitted by those entities.

The new ordinance enacted by Imlay City should also contain provisions that adequately recompense the two (2) entities previously selected to receive medical marijuana retailer licenses pursuant to the 2022 Charter Amendment. Such relief is clearly justified for equitable reasons. These entities have invested considerable time, effort, and capital in applying for their medical marijuana licenses and in securing the properties where their businesses will be located, and they did so with the understanding that, once they opened for business, they would only face competition from one other local medical marijuana retailer. If Imlay City enacts a new recreational ordinance without making any effort to ameliorate the harms that such an ordinance would pose to the interests of these entities, it would be directly invalidating a core assumption of the business model for these entities, an action which has the potential to drastically undermine the profitability of those planned businesses. The current medical licensees may be left with substantial debts and real estate assets that they are unable to effectively utilize, and the investors who funded those entities would have no realistic method of recouping their investment. Business owners placed in such a precarious position would likely be greatly disgruntled, and either those entities or their investors may be tempted to seek redress by filing suit against the municipal government of Imlay City.

The best way to diffuse potential animosity and/or litigation arising from the passage of a recreational marijuana ordinance is to provide the entities which previously received medical marijuana licenses from Imlay City pursuant to the 2022 Charter Amendment with concrete incentives to support the new ordinance. The best method of accomplishing this goal would be to simply include a mechanism within the new recreational ordinance which allows those two entities to acquire one of the recreational marijuana retailer licenses issued by Imlay City and which allows those entities to operate a recreational marijuana retailer at the locations which the City previously approved for the operation of medical marijuana retailers. Several municipalities which previously allowed only medical marijuana retailers but subsequently transitioned toward systems which also permitted recreational marijuana retailers, including Ann Arbor, Kalamazoo, and Battle Creek, included mechanisms in their recreational marijuana ordinances which effectively "grandfathered in" local businesses that were previously selected to receive medical marijuana licenses and allowed those businesses to operate recreational retail businesses at the same locations that were previously authorized for medical marijuana retailers. As an alternative, the City could draft the scoring mechanisms of the new recreational ordinance in a manner that awards additional points to applications submitted by current medical marijuana licensees, thereby giving those licensees a competitive, but not insurmountable edge over other applicants.

Either of these options would be quite defensible from a legal standpoint. As you are likely aware, the MRTMA provides that municipalities which seek to limit the number of available municipal marijuana licenses must include application criteria that are designed to select the applicants who are best suited to operate in compliance with the MRTMA. One of the best ways to evaluate an applicant's propensity for MRTMA compliance is whether the applicant has a prior history of operating a marijuana business in compliance with the MRTMA, which is why the medical marijuana ordinance previously passed by Imlay City provided strong point incentives to applicants who could show that they had previous experience operating a cannabis business or who could demonstrate that they possessed a pre-authorization from the CRA to operate a marijuana business. A recent series of opinions issued by Michigan Courts

October 23, 2023

Page | 6

interpreting municipal marijuana applications in the context of the MRTMA has reaffirmed that an applicant's propensity for MRTMA compliance remains a critical requirement, but those opinions also indicate that municipalities have wide discretion to favor applicants who demonstrate a commitment to furthering local interests. When Imlay City selected the two entities who received medical marijuana licenses, it did so not only because those entities demonstrated a strong likelihood of compliance with the MRTMA, but also because they demonstrated a strong commitment to goals and ideals that directly benefited Imlay City, including their commitment to hiring a certain percentage of their employees from among residents of Imlay City and their commitment to utilizing local contractors for construction and repairs. In other words, Imlay City has already determined that the medical marijuana licensees are likely to comply with the MRTMA and that those licensees have demonstrated a commitment to furthering local municipal interests, and several actions taken by the licensees have demonstrated their genuine intent to follow through on their commitments. In summary, Imlay City not only has the discretion to reward the commitments made by its current medical marijuana licensees by making it easier for those licensees to obtain recreational retailer licenses, but doing so would clearly be in the City's best interests.

### *Model Ordinances*

For your reference and review, I have attached two different versions of a model ordinance drafted by my client. Both versions of the model ordinance call for Imlay City to issue two (2) recreational marijuana retailer licenses, and both call for the implementation of licensing criteria substantially similar to Imlay City's medical marijuana ordinance. The main difference between the two ordinances lies in their respective approaches to current medical marijuana retailer licensees. The first model ordinance provides a direct mechanism for current medical marijuana licensees to acquire a recreational marijuana retailer license, without the need to submit any additional applications. The second model ordinance requires current medical marijuana retailer licensees to apply for a recreational marijuana retailer license, but rewards those current licensees by giving them a competitive point advantage for their applications.

If you have any questions for me regarding this communication, please feel free to contact me via telephone at (231) 838-7917 or via email at [Anderson.j.grandstaff@gmail.com](mailto:Anderson.j.grandstaff@gmail.com). Thank you very much for your attention to this matter. I look forward to hearing from you.

Best regards,

**Anderson J. Grandstaff**

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## AGENDA ITEM NB 10f: Third Street Boulevard Flag Purchase

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**DATE:** November 13, 2023

**TO:** DDA Board Members

**FROM:** Christine Malzahn, DDA Executive Director

**Background:** Historically the DDA has borne the costs for the purchase of a large US Flag that is hung at the Third Street and M-53 intersection. The flag is showing some wear and is in need of replacement.

**Items Attached:** Better Buy Flag Estimate

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

**Recommended**

**Motion:** Motion to approval the purchase of a 20'x30' US Nylon flag from Better Buy Flag in the amount of \$1080.00

**Better Buy Flag**  
**(810) 969-4063**  
 1047 Roods Lk Rd  
 Lapeer, MI 48446

# Estimate

Number E363

Date 10/31/2023

Bill To Christine M  
 Imlay City DDA  
 Imlay City, MI, 48444

Ship To

PO Number	Terms	Customer #	Ship	Via	Project

Item #	Description	Quantity	Price Each	Tax1	Amount
	20x30 US Nylon		\$1,080.00	✓	\$1,080.00

Shipping Cost \$0.00

Sub Total \$1,080.00

Sales Tax 6.00% on \$1,080.0 \$0.00

Amount Paid \$0.00

Discount \$0.00

Amount Due \$1,080.00

Total \$1,080.00




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## AGENDA ITEM NB 10g: Façade Grant Application – Imlay City Eagles

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**DATE:** November 13, 2023

**TO:** DDA Board Members

**FROM:** Christine Malzahn, DDA Executive Director

**Background:** The DDA office has received a façade grant application from Debi Hopp of the Imlay City Eagles on November 6<sup>th</sup>. The applicant is requesting funding for new signage and materials for a do-it-yourself paint project. Note that that application submission, at the time of board packet distribution, is missing page two of the form (signatures and request amount) as well as project before and after pictures. The applicant has been informed of the missing items and she will supply asap.

**Items Attached:** Application and supporting documents

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

**Recommended Motion:** Motion to approve the façade grant request in the amount of \$\_\_\_\_\_.

November 6, 2023

To The Imlay City DDA Board

Let me start by introducing myself, my name is Debi Hopp, member of the Imlay City Eagles and I'm representing the Imlay City Eagles by submitting this documentation.

Our hope is to get approval from the Imlay City DDA Board for the available Grant money for making improvements to our building located at 170 S. Almont Ave in Imlay City.

I have submitted two quotes for review on the Power Washing of the building, one by Red Beard Solutions, Inc., located in Lapeer and another by Stevie D Productions, located in Imlay City.

Also enclosed is a quote from Signs by Crannie, located in Flint for the front of the building sign and the North side small sign, to be replaced after building improvements. I was unable to get anymore quotes for the sign replacements due to the time restraint, no other company was able to come out and quote before I had to submit the paperwork. I'm still in process of contacting other companies to quote.

Regarding the painting of our building, our goal is to do this ourselves to save on labor costs, I did get a quote for paint from Mr. Paint, Paper & Sawdust, located in Imlay City for the cost of the paint.

Also submitted is the cost of paint from Home Depot that we can purchase on our own.

In closing, I hope that you will consider our application. Our main priority and goal is to make our building compliant and in standing with the other businesses in downtown Imlay City.

If you have any further questions or concerns, please feel free to reach out to me at the number listed below.

Regards and thank you for your time!



Debi Hopp

Imlay City Eagles Member

586.531.8374

NOTE: We are looking at options on removing the back portion of the building in the near future.



### 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.

\_\_\_\_\_  
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)

Imlay City Fraternal Order of Eagles #4082  
Name of Applicant

170 S. Almont Ave, Imlay City MI 48444  
Address of Applicant

SAME AS ABOVE  
Address of Property Proposed for Improvement

Kance Johnson-Secretary  
Business Contact Person & Title

810 724-1954  
Phone

810 724-0397  
Fax

Aerie 4082 SECRETARY  
Email @ G-mail.com

Please give a detailed description of work to be done:

Power Washing  
Exterior, painting and replacing  
two signs.

The estimated improvement cost is \$ Varies per quote.  
The 50% reimbursement is estimated to be \$ \_\_\_\_\_ (not to exceed \$5,000).

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

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

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

Walter Hopp      Eagles Member      11/8/23  
Applicant Signature      Title      Date

**For DDA use only**

Property Address \_\_\_\_\_

Project is \_\_\_\_\_ Eligible \_\_\_\_\_ Not Eligible for the Grant Program.

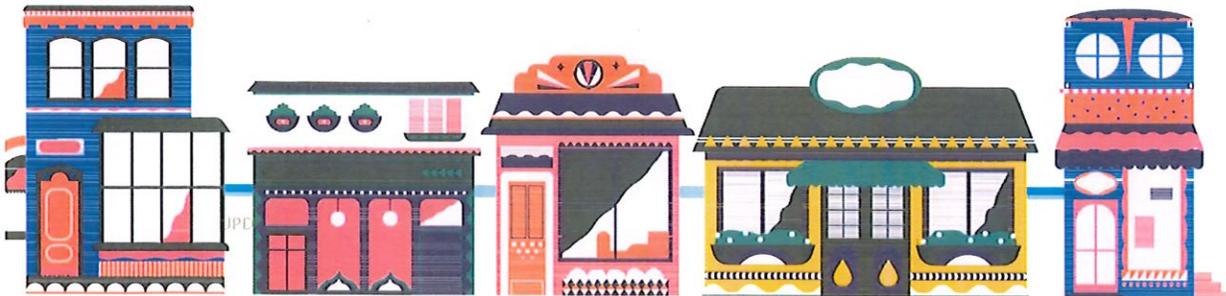
\_\_\_\_\_ Director has confirmed legal ownership of property via [www.lapeercounty.gov](http://www.lapeercounty.gov).

\_\_\_\_\_

DDA Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Board Action Date: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

If approved reimbursement check # \_\_\_\_\_ Disbursement date: \_\_\_\_\_



## Christine Malzahn

---

**From:** connell debi <duchess32003@yahoo.com>  
**Sent:** Thursday, November 9, 2023 4:11 PM  
**To:** Christine Malzahn  
**Subject:** Re: DDA

Hi Christine,

In answer to your questions:

The estimated improvement cost :

Power Washing by Stevie D Productions is 3400.00

The Paint by Mr. Paint, Paper & Sawdust is 2159.09

The Cost of the Signs by Crannie is 3515.29

Total Cost of all three items are 9074.38

We are asking for a 5,000.00 reimbursement cost, not to exceed 5,000.00 as per Grant application.

Please let me know if you need anything further.

Debi Hopp  
 586.531.8374

On Thursday, November 9, 2023 at 02:38:55 PM EST, Christine Malzahn <ddadirector@imlaycity.org> wrote:

~~U z/\$cW# sfsz~~

DDA Executive Director

City of Imlay City

150 North Main Street

Imlay City, Michigan 48444

Office: 810-724-2135 ext. 1307

Email: ddadirector@imlaycity.org

**Proposal Submitted To:**

IMLAYCJ001  
Imlay City Eagles  
Attn: Debbie Hopp  
170 S. Almont Ave  
Imlay City, MI 48444- USA

Phone: (586) 531-8374 Ext.  
Fax:  
Email [duchess32003@yahoo.com](mailto:duchess32003@yahoo.com)

**Job Name** Imlay city Eagles

**Job Location**  
Imlay City Eagles  
170 S. Almont Ave  
Imlay City, MI 48444- USA

Proposal No	Proposal Date	Payment Terms	Contact	Page
014612	10/12/2023	50%Down/Bal upon Comp.	Dan K	Page 1 of 1

Quantity	Description	Unit Price	Extended Price
1	4' x 8' face with vinyl decoration 48" x 42" non lit sign with tracking 250 pack 6" changeable copy letters with storage cabinet	\$2,274.80	\$2,274.80
1	Installation of new face in lighted cabinet. Install new non lit sign. Paint lighted cabinet.	\$1,104.00	\$1,104.00

PRICE QUOTATION GOOD FOR 10 DAYS.

The client is responsible for supplying production ready, vectorized artwork of logos and custom letter styles in an eps or ai format.

PRICES DO NOT INCLUDE PERMIT FEES OR PRIMARY ELECTRICAL TO SIGNS.

TERMS – 50% DEPOSIT DOWN, BALANCE DUE AT TIME OF INSTALLATION.

WARRANTY - one year all parts and labor barring vandalism or acts of God.

PRICES as indicated above are minimal estimates for art or sign work only. Photostats, typography, photographs, overtime, changes and or time additions, delays caused by the client, special consultations and all other expenses that cannot be estimated accurately in advance will be billed extra unless otherwise specified herein.

FINISHED art, mechanicals, and signs will be released for use by the client only. Mechanicals, original art, sketches and materials other than signs originated by the designer are the property of the designer, and will be held for the client, unless otherwise shown.

SPECIAL conditions on the client's purchase orders in no way negate the above conditions of sale. In ordering the work described above, the client accepts all of these conditions whether noted on his purchase or not.

IF UNUSUAL conditions (ie. access, ledge, water, rock, etc.) are encountered in the installation, this contract is binding; however, an additional cost based on our labor, plus 15% on sub-contractor and materials or equipment will be added to the above price.

THE CLIENT agrees to pay all costs of collection in the event of default of payment by the client, including a reasonable attorney's fee. In the event of delinquent payments, the client will be charged a rate of 1 1/2% interest for every month, after the first 30 days.

THE SIGN SHALL REMAIN THE PROPERTY of Signs by Crannie, Inc. until paid for in full. In the event the client is delinquent in payment by more than 45 days Signs by Crannie, Inc. reserves the right to remove the signage from the premise without notice of the client. And the client shall hold Signs by Crannie, Inc. free of any liability what so ever.

SALESPERSON: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCEPTED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

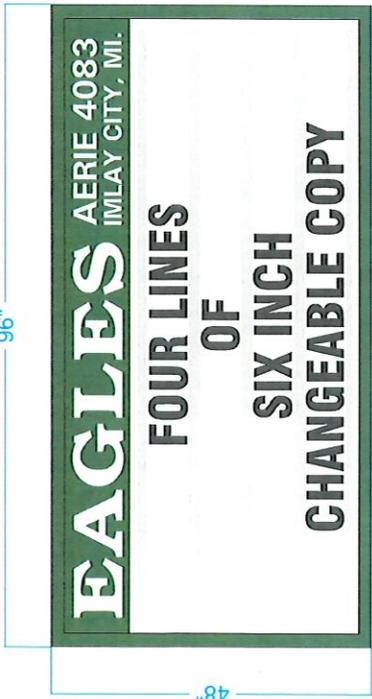
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

For: Imlay City Eagles

Taxable: \$2,274.80  
NonTaxable: \$1,104.00  
SalesTax: \$136.49  
Freight: \$0.00  
Permits: \$0.00  
**Total: \$3,515.29**

*Thank You*

96"

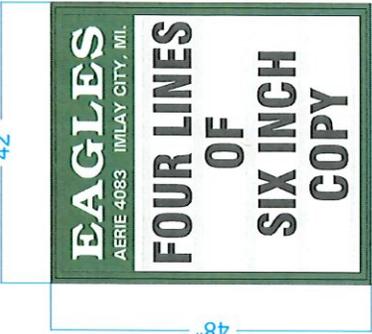


48"

**Wall Sign #1 - Qty. 1**

- Existing Double Face, Illuminated Cabinet
- New Polycarbonate Face w/ 3M 126 Dark Emerald Green Vinyl
- Paint Cabinet Dark Green To Match Face

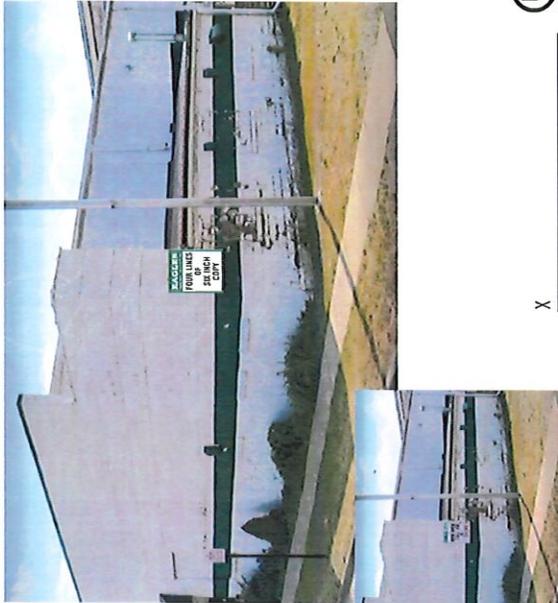
42"



48"

**Wall Sign #2 - Qty. 1**

- New Single Face, Non-Illuminated Sign
- Polycarbonate Face w/ 3M 126 Dark Emerald Green Vinyl
- Ext. Alum. H-Frame Painted Dark Green To Match Face
- Mounted Flush To Wall



X  
Signature for approval of artwork. Proceed to production as shown



4145 Market Place  
Farmington, Michigan 48507  
810-487-0000  
www.SignsByCrammie.com

Customer: Imlay City Eagles #4082  
Address: 170 S. Almont Ave  
Imlay City, MI 48444

Salesperson: Dan Kivett  
Date: 11-8-23  
Drawn By: G. Alumbaugh  
Scale: 1/2"=1'-0"

Filename: ImlayCityEagles-082-23-Wall Sign  
Revision: X



ORIGINAL NETWORK DESIGNS & LAYOUTS ARE THE SOLE PROPERTY OF SIGNS BY CRAMMIE AND MAY NOT BE REPRODUCED, DISPLAYED, TRANSMITTED TO ANYONE IN FULL OR IN PART WITHOUT THE WRITTEN CONSENT OF SIGNS BY CRAMMIE. ©2023 Signs By Crammie

ExecAsst

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**From:** ExecAsst  
**Sent:** Thursday, November 09, 2023 10:56 AM  
**To:** ExecAsst



Sent from my iPhone

ExecAsst

From: ExecAsst  
Sent: Thursday, November 09, 2023 10:56 AM  
To: ExecAsst



Sent from my iPhone

ExecAsst

From: ExecAsst  
Sent: Thursday, November 09, 2023 10:56 AM  
To: ExecAsst



Sent from my iPhone

ExecAsst

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From: ExecAsst  
Sent: Thursday, November 09, 2023 10:57 AM  
To: ExecAsst



Sent from my iPhone

ExecAsst

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From: ExecAsst  
Sent: Thursday, November 09, 2023 10:57 AM  
To: ExecAsst



Sent from my iPhone

ExecAsst

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**From:** ExecAsst  
**Sent:** Thursday, November 09, 2023 10:57 AM  
**To:** ExecAsst



Sent from my iPhone

**INTEGRITY**  
**MASONRY SOLUTIONS LLC**  
 VALUES OVER PERSONAL GAIN

Brick Repair • Concrete • Cultured Stone • Porches  
 Paver Patios & Walkways • Paver Repair  
 Brick Repair • Fireplaces • Bonded & Insured

2731 Graham Rd., Imlay City, MI 48444  
 (810) 423-8011 • (810) 627-8246  
 www.facebook.com/integrityMasonrySolutionsLLC

Date: 10-28-25  
 Debbie - Member  
 Home Phone: 586) 531-8374

Other Contact: \_\_\_\_\_  
 Source: DUESNESS 32003 @ yahoo.com  
 Job #: \_\_\_\_\_

Homeowner(s): Imlay City Eagles Club  
 Address: 170 S. Almont Ave.  
 City: Imlay City State: \_\_\_\_\_ Zip: 48444

**JOB SPECIFICATIONS:**

\* Tuck Point Around "Repair Zone"  
 \* Replace Block that is irreparable  
 \* Repair Block (if able)

\* \* Member Stated West Portion of Building (west of Down Spout on South Side) will Not be repaired due to Demo in Near Future. The rest of Building will be considered "Repair Zone"

\* \* Damage & level of repair is Subject to Change after Power washing. - Price may vary due to this.  
 CURRENT BRICK SIZE AND/OR COLOR: \_\_\_\_\_  
 Total AS IS - \$18,500. -

**REPLACEMENT BRICK SIZE AND/OR COLOR:**

I, the homeowner, accept and authorize replacement brick that I have chosen and its size, color, texture and name. I understand that it may not be an exact match to my existing brick.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Acceptance of Contract: The prices quoted, specifications and conditions are hereby accepted.  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print: \_\_\_\_\_ Date: \_\_\_\_\_

Form of Payment: \_\_\_\_\_  
 Check #: \_\_\_\_\_  
 CC #: \_\_\_\_\_  
 Cash: \_\_\_\_\_

Deposit \$ \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Total Due Upon Completion: \$ \_\_\_\_\_

TERMS: Payment of the contract price shall be paid in the manner following:



## Red Beard Solutions Inc

170 South Almont Avenue  
Imlay City, MI 48444

(586) 531-8374

duchess32003@yahoo.com

ESTIMATE	#206
TOTAL	\$8,625.00

### CONTACT US

3141 N Summers Rd  
Imlay City, MI 48444

(810) 417-1005

addam@solutionsbyredbeard.com

*Adam*

## ESTIMATE

Services	qty	unit price	amount
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Power wash to remove all loose paint from cap block down to bottom block.	25.0	\$250.00	\$6,250.00
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345 linear feet starting at the down spout on the south side of building (where the club meets the machine shop in the back) to the end of the outdoor patio on the north side.

Approximately 20 hours of pressure washing.

Not including water. A sufficient water source must be available during the wash at owners expense.

Paint needs to be tested for lead content. Red Beard can arrange for paint to be tested. Estimate is void if lead is found in the paint.

Additional charge for clean up of large paint debris. All debris may not be picked up due to smaller pieces being nearly impossible to recover.

Customer has stated all loose blocks, mortar and other building surfaces are not Red Beard Solution Inc responsibility if further damage is made due to pressure washing or cleanup. (Debi Hopps)

All terrain basket lift	1.0	\$1,500.00	\$1,500.00
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Man lift and mobilization.

Commercial building softwash	350.0	\$2.50	\$875.00
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Prepare the "machine shop" portion of the building for paint.

Services subtotal: \$8,625.00

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**STEVIE D PRODUCTIONS**

# Power Washing Imlay City Eagles 4082

Prepared for: Debbi Hopp

Prepared by: Steven Depa, Owner

October 14, 2023

Proposal number: 1

## POWER WASH 2 SIDES & THE FRONT OF BUILDING

Description	Quantity	Unit Price	Cost
Power Washing Building	1	\$2,400	\$2,400
Boom Lift Rental	1	\$1,000	\$1,000
			\$0
<b>Total</b>			<b>\$3,400</b>

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You're shopping  
Port Huron (ft...  
OPEN until 9 pm

Delivering to  
48059

Search



Cart | 0 items

Home / Paint / Exterior Paint / Masonry Paint

Internet # 100133275 Model # 27005 Store SKU # 338966

Best Seller

BEHR  
5 gal. White Flat Latex Masonry, Stucco and Brick Interior/Exterior Paint

★★★★★ (2297) Questions & Answers (773)



46 gallons  
@ 137.00 per 5 gallon  
bucket would need  
approximately 10  
\$1,370.00

Share Print

\$137.00

Pay \$112.00 after \$25 OFF your total qualifying purchase upon opening a new card. [Apply for a Home Depot Consumer Card](#)

Port Huron (ft Gratiot) Store

✓ 4 in stock Aisle 03, Bay 014

Sheen: Flat/Matte

Flat/Matte  Satin

Container Size: 5 Gallon

1 Gallon  5 Gallon

Pickup at Port Huron (ft Gratiot)

Delivering to 48059

<p><b>Pickup</b></p> <p>Today</p> <p>4 in stock</p> <p>FREE</p>	<p><b>Delivery</b></p> <p>Nov 7 - Nov 9</p> <p>992 available</p> <p>FREE</p>
---	--



# Proposal

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

Proposal Submitted To: <i>Troy City Eagles</i>	Job Name	Job #
Address	Job Location <i>EXTERIOR of BLDG.</i>	Date of Plans
<i>40 DEBBIE HOPP</i>	Date <i>10/12/23</i>	
Phone #	Fax #	Architect

We hereby submit specifications and estimates for:

*THIS BID IS FOR PURCHASING PAINT ONLY AT  
STERLWILLIAMS*

*EAGLE MEMBERS TO SUPPLY THEIR OWN LABOR*

*THE PAINT GALLON AMOUNT WAS FIGURED AT  
46 GALLONS @ 44.28 PER GALLON*

	<i>2036.88</i>
<i>TAX</i>	<i>122.21</i>
	<hr/>
	<i>2159.09</i>

*\* THE PRICE OF PAINT IS NOT GUARANTEED  
PAST DECEMBER 2023*

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

\$ \_\_\_\_\_ *2159.09* Dollars

with payments to be made as follows: \_\_\_\_\_

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 FISHER*

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 \_\_\_\_\_

Signs By Crannie, Inc.  
 4145 Market Place  
 Flint, MI, 48507- USA  
 Phone: (810)-487-0000 Fax: (810)-487-0711  
 www.signsbycrannie.com



**Job Name** Imlay city Eagles

**Proposal Submitted To:**

IMLAYCI001  
 Imlay City Eagles  
 Attn: Debbie Hopp  
 170 S. Almont Ave  
 Imlay City, MI 48444- USA

Phone: (586) 531-8374 Ext.  
 Fax:  
 Email [duchess32003@yahoo.com](mailto:duchess32003@yahoo.com)

**Job Location**

Imlay City Eagles  
 170 S. Almont Ave  
 Imlay City, MI 48444- USA

Proposal No 014612      Proposal Date 10/12/2023      Payment Terms Bal upon Comp.      Contact Dan K      Page Page 1 of 1

Quantity	Description	Unit Price	Extended Price
1	3' x 5' face with vinyl decoration 2' x 3' non lit sign with tracking 250 pack 6" changeable copy letters with storage cabinet	\$2,055.20	\$2,055.20
1	Installation of new face in lighted cabinet. Install new non lit sign. Paint lighted cabinet.	\$1,104.00	\$1,104.00

**PRICE QUOTATION GOOD FOR 10 DAYS.**

The client is responsible for supplying production ready, vectorized artwork of logos and custom letter styles in an eps or ai format.

**PRICES DO NOT INCLUDE PERMIT FEES OR PRIMARY ELECTRICAL TO SIGNS.**

**TERMS - DEPOSIT DOWN, BALANCE DUE AT TIME OF INSTALLATION.**

**WARRANTY - one year all parts and labor barring vandalism or acts of God.**

PRICES as indicated above are minimal estimates for art or sign work only. Photostats, typography, photographs, overtime, changes and or time additions, delays caused by the client, special consultations and all other expenses that cannot be estimated accurately in advance will be billed extra unless otherwise specified herein.

FINISHED art, mechanicals, and signs will be released for use by the client only. Mechanicals, original art, sketches and materials other than signs originated by the designer are the property of the designer, and will be held for the client, unless otherwise shown.

SPECIAL conditions on the client's purchase orders in no way negate the above conditions of sale. In ordering the work described above, the client accepts all of these conditions whether noted on his purchase or not.

IF UNUSUAL conditions (ie. access, ledge, water, rock, etc.) are encountered in the installation, this contract is binding; however, an additional cost based on our labor, plus 15% on sub-contractor and materials or equipment will be added to the above price.

THE CLIENT agrees to pay all costs of collection in the event of default of payment by the client, including a reasonable attorney's fee. In the event of delinquent payments, the client will be charged a rate of 1 1/2% interest for every month, after the first 30 days.

THE SIGN SHALL REMAIN THE PROPERTY of Signs by Crannie, Inc. until paid for in full. In the event the client is delinquent in payment by more than 45 days Signs by Crannie, Inc. reserves the right to remove the signage from the premise without notice of the client. And the client shall hold Signs by Crannie, Inc. free of any liability what so ever.

Taxable:	\$2,055.20
NonTaxable:	\$1,104.00
SalesTax:	\$123.31
Freight:	\$0.00
Permits:	\$0.00
<b>Total:</b>	<b>\$3,282.51</b>

*Thank You*

SALESPERSON: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCEPTED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

For: Imlay City Eagles

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## Director's Report – November 2023

### Promotions/Events

- On-going Social media postings and engagement with downtown merchants on Facebook including construction updates and DPW projects.
- Held several planning meetings with Chris Bishop for WinterFest Saturday December 9, 2023 10am-8pm, began meeting with business owners to ask for their participation.

### @150 Bancroft

- Requested DPW to fix the downspouts and light issue at the Bancroft building.

### Farmer's Market

- Assisted Patti Biolchini with end-of season reporting.
- Executed food assistance program contract.

### Economic Development

- Completed Imlay City Façade Corp delinquent tax fillings.
- Drafted EV Charging Station Grant.
- Working with LDC to arrange for a small business development seminar with City of Lapeer and Almont.
- Submitted grant application to MEDC for technical assistance money for City Master Plan and CIP Plan.

### Place Making/Streetscape

- Completed end-of-season contract obligations with GreenScape Solutions. Began discussion for next season plantings with Cindy.
- Met with business owners to update them on the Brick Paver removal project.
- Began arranging for pick-up of the veteran banners.
- Arranged for pickup of holiday décor and met with contractor to discuss installation.

### Billboard:

- Submitted artwork for WinterFest and King & King Billboard – January install.
- Continued marketing campaign for 2024 calendar.

### Meetings and Other:

- Completed Citizen Planner Classes.
- Attended department head meeting.
- Attended Lapeer Economic Luncheon.
- Attended the planning meeting for the upcoming Emergency Training exercise with CN Rail.
- 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 the Regular meeting.
- Sent notices for second annual informational meeting
- Sent press release and letters of MACC Grant award
- Attended the Michigan Downtown Association fall conference in Birmingham Nov 1-3rd.
- Attended the City Commission meeting on Nov 7<sup>th</sup> – WinterFest Event Permit Approval.
- Hosted the monthly meeting with Lapeer and Almont DDA directors and "friends"
- Attended the Spark Grant park meeting to offer input on "what is missing in our parks"
- Attend the Veterans Park Ribbon Cutting Ceremony on Nov 9th

## Christine Malzahn

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**From:** Christine Malzahn <ddadirector@imlaycity.org>  
**Sent:** Friday, October 13, 2023 11:02 AM  
**To:** jkempf@imlaycity.org; justin@happylittlequiltshop.com; kellyspetsalon@outlook.com; ndocherty@internationalte.com; steve@steverobbins.net; emailstu430@gmail.com; Tri-City Times; walter.bargen@choiceone.com; ddapromotions@imlaycity.org  
**Subject:** Week Ending October 13th  
**Attachments:** 2023.10.09 DRAFT Meeting Minutes.docx

Happy Fall Friday Everyone,

Here is my weekly re-cap of office activities for this week.

First, I need someone to help with the grand opening/ribbon cutting ceremony for Celebration Specialists next Saturday 10/21. They have scheduled the event for 10:00 am – just prior to merchant trick or treating. Walt has agreed to pass out the candy but is not available to be here early enough for the ribbon cutting, and I will be in North Carolina for the weekend and unable to present the DDA's Buck for Luck plaque commemorating their big day. Can anyone else attend on behalf of the DDA?

Attached are the draft minutes from Mondays meeting – let me know if you see anything that needs to be corrected.

Good news on the EV charger – I was able to get the current station listed on the “unavailable” site list, so it looks like we will be able to apply for the NEVI grant to pay for that equipment upgrade. I have started the process, and am waiting for the treasurer to grant me access to the SAM.gov account so that I am able to apply for you.

I attended the Parks and Rec meeting on Tuesday evening to discuss their participation in WinterFest. They have agreed to help with the burn barrels/warming stations. I also briefly discussed CBD pocket parks and their future upgrades. I will re-connect with DTE now that I have addresses assigned to each of the areas and see about bringing electricity to those areas.

I also attended the marijuana ad-hoc committee on Wednesday morning. This committee was formed so that the city commission can consider an ordinance for recreational marijuana to stay ahead of a citizen led ballot initiative which would change the city charter. This was a very good meeting and a lot of great ideas were discussed. I will plan to add this as a discussion agenda item for our November meeting to gather your input.

The last market day was well attended on Thursday. I spoke to most of the vendors and they all seem excited to come back next year as they have seen the growth that Patti was able to achieve this year.

Yesterday I went to Kettering in Flint to meet with Janis Mueller from the Small Business Development Center. They have a lot of FREE resources for business development and will be a great resource to have in our toolbox. I brought back a box of their educational material to share and will look to plan a education night and invite all our business owners to attend.

Incase you have not heard, Chris Bishop's father has passed away. So please keep her in your prayers during this difficult time.

Hope you all enjoy a nice cozy fire, snuggled up with a good book and a cup of hot cider this weekend since it will be cold and rainy!

## Christine Malzahn

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**From:** Christine Malzahn <ddadirector@imlaycity.org>  
**Sent:** Friday, October 27, 2023 1:14 PM  
**To:** 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; ddapromotions@imlaycity.org  
**Subject:** Week Ending October 27 DDA Update  
**Attachments:** 2023.11.13 Agenda.doc

Hello Everyone,

Here is a quick recap of some key happenings in the DDA office. Also attached is the meeting agenda for Nov. 13<sup>th</sup> (sorry it looks to be a long one).

I was out last Friday on a PTO day, and unfortunately went home Monday and Tuesday not feeling well. But I hit the ground running again on Wednesday and am working feverishly on WinterFest (some changes to the parade due to safety concerns from the PD). We have applications available now for parade entries and market vendors. Patti began reaching out our list of participants to spread the word. The website page is a work in progress, several Facebook posts have been made. I am finalizing the billboard artwork to get that submitted by Nov 1<sup>st</sup>.

Paul Skanley is editing the grant narrative that I've drafted for the EV Charging Station and is helping with the budget. We are planning to get everything uploaded and ready to submit next week.

Hopefully you saw that we were approved for our Summer Concert series grant for \$4000. Announcement letters have been sent to our regional and state legislators along with a press release submitted to the papers. I have also started contacting some of the artists that I would like to have included next year (Swing Shift Orchestra, Lapeer Symphony Orchestra, Full Circle Project, 3<sup>rd</sup> Degree Burns and Elvis to name a few). Hoping to get them under contract.

I received an email on the LEO community center grant notifying all applicants that due to the overwhelming number of entries they need another month to properly score them all. They plan to announce the awards in December now. I also heard from the Doghouse CoffeeHouse and unfortunately, they have put their plans to expand here in downtown Imlay on hold. They just can't make the numbers work with the low foot traffic we have here. Both of us are hoping that Sage Creek Winery will help change that.

The veterans' banners are down and I am beginning to reach out to the owners to have them returned. I am inviting each of them to attend the ribbon cutting ceremony for the new flag at Veterans Park on Thursday Nov 9<sup>th</sup> @ 5:00 pm. I hope you can all join us there for that event... we will be testing out our new sound system for the speakers.

All of the required tax filings have been completed and I confirmed with the IRS that the Imlay City Facade Corp is back in good standing. The Board of Directors will need to schedule a meeting soon to review bylaws and financial status – this will not be part of a regular DDA meeting, since the ICFC is its own entity and not subject to public meetings.

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

*Christine Malzahn*

DDA Executive Director  
 City of Imlay City  
 150 North Main Street