

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

MEETING DECEMBER 11, 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 (pgs 3-6)
 Regular Meeting November13, 2023
8. FINANCIAL REPORTS – November 2023 (pgs 7-13)
 - a. DDA Expenditure Report
 - b. Check Register Report
 - c. DDA Credit Card Statement
 - d. Balance Sheet
9. **OLD BUSINESS**
 - a. WinterFest Event Wrap-Up (pgs 15-17)
10. **NEW BUSINESS**
 - a. 2023 Audit Report (pgs 19-20)
 - b. Billboard Sponsorship IC Fire Department (pgs 21-23)
 - c. Façade Grant Application – 325 Cedar Street Grooming By Erika (pgs 25-34)
11. EXECUTIVE DIRECTOR’S REPORT – (pgs 35-37)
12. **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
November 13, 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 Bargaen called the meeting to order at 5:35 pm

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL – Director Malzahn called the roll:

Present: Walter Bargaen, Stu Davis, Steve Robbins, Justin Shattuck, Mayor Joi Kempf

Absent: unexcused - Kim Jorgensen, Kelly Villaneuva, Neil Docherty,

Quorum Present

4. APPROVAL OF AGENDA

MOTION by Shattuck, supported by Davis to approve the agenda as presented.

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

5. PUBLIC PARTICIPATION – none

6. CORRESPONDENCE - none

7. APPROVAL OF MINUTES

Regular Meeting October 9 2023

MOTION by Davis, supported by Robbins to approve the minutes as presented.

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

8. FINANCIAL REPORTS – October 2023

a. DDA Expenditure Report - \$12,283.55

b. Check Register Report - \$16,924.25

c. Balance Sheet - \$233,875.10

Director Malzahn presented the financials through October 31, 2023. Noting that budget amendments for the 1st qtr FY 2023-24 are on the agenda for tonight's meeting

9. OLD BUSINESS

a. DDA Issued Email Addresses

Director Malzahn presented pricing options for DDA issued email addresses. She also expressed concerns over using personal emails in her professional correspondence with the board, specifically noting ones that do not go directly to a mailbox that is monitored solely by a board member. Discussion followed weighing the merits of archived addresses vs basic service. Mayor Kemp noted that she already has a city issued address and will not need one for the DDA.

MOTION by Shattuck, supported by Robbins to approve the basic mailbox service from civic clarity for up to 8 board members @ \$36 per mailbox.

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

NAYS – none

MOTION CARRIED 5/0

b. EV Charging Station Grant

Director Malzahn presented the final grant application for board approval of the DDA's Department of Transportation "Electric Vehicle Charging Station Reliability funding opportunity submission. The total amount requested in the grant is \$16,446.56 and will require a DDA match of \$3,191.78.

MOTION by Bargaen supported by Robbins authorizing Director Malzahn to submit the application as presented on behalf of the DDA.

Roll Call: AYES – Davis, Robbins, Kempf, Bargaen, Shattuck.

NAYS – none

MOTION CARRIED 5/0

MOTION by Davis support by Shattuck to accept the revised proposal from Fortecha Power, subject to grant funding approval, for the purchase and install of a new level 2 EV charging station in the amount of \$3,289.31

Roll Call: AYES – Davis, Robbins, Kempf, Bargaen, Shattuck.

NAYS – none

MOTION CARRIED 5/0

c. WinterFest Event Updates

Director Malzahn provided updates on the planning for WinterFest with Chris Bishop and Patti Biolchini. Notable items were the change in parade route due to concerns from the police, 10 businesses signed up for the kid's activity areas, the billboard artwork has been installed and a website page for the event has been created. Director Malzahn also asked the Board for volunteers to help on event day.

NO BOARD ACTION NEEDED

10. NEW BUSINESS

a. 1st Qtr Budget Amendments

Director Malzahn presented budget amendments in the amount of \$10,400. She reported that the DDA has received additional Local Community Stabilization Funds in the amount of \$22,374.52. These funds will help offset the unbudgeted consulting fees incurred for the community center grant proposal.

MOTION by Davis, supported by Robbins to accept the 1st qtr Budget Amendments as presented.

Roll Call: AYES – Davis, Robbins, Kempf, Bargaen, Shattuck.

NAYS – none

MOTION CARRIED 5/0

b. Farm Market Year-End Report

DDA Market Manager Patti Biolchini presented the data she collected for the 2023 season. The market was a success seeing a growth in both vendors and shoppers. All required reporting documents have been submitted, and she informed the board that after much effort, the DDA has received \$575 back from food assistance programs for the 2022 market season that failed to be submitted.

MOTION by Davis, supported by Robbins to accept the year-end market report as presented by Biolchini.

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

c. 2024 Meeting and Event Dates

Malzahn presented a proposed list of regular meeting dates, summer concert series dates, farmers market, 2 informational meeting dates for the 2024 calendar year.

MOTION by Bargaen, supported by Kempf to accept the 2024 meeting dates and event calendar as presented.

All in Favor 5 / Nays 0 - MOTION CARRIED UNANIMOUSLY

d. Second Annual Informational Meeting Date

Malzahn presented a draft agenda for the required second informational meeting to be held in 2023. She is recommending that the meeting be held at 5:00 pm on the same date of the December regular meeting for December 11, 2023.

MOTION by Kempf, supported by Robbins to post a meeting notice for the 2nd Annual Informational Meeting to be held on December 11 @ 5:00 PM just prior to our regular meeting.

All in Favor 5 / Nays 0 - MOTION CARRIED UNANIMOUSLY

c. Recreational Marijuana in Downtown Discussion

Director Malzahn reported that she has been serving on the ad-hoc marijuana committee created by the city commission. The committee has been investigating the process needed and anticipated outcomes of approving recreational marijuana in the downtown area in advance of an independent ballot initiative that would result in the loss of local control. Malzahn is seeking input from the DDA so that she is representing the DDA board effectively at the ad-hoc meeting table. Overall, the board is not opposed to the city allowing rec mj and wants them to be proactive instead of reactive in their decision making.

NO BOARD ACTION NEEDED

f. Third Street Boulevard Flag Purchase

Director Malzahn presented an estimate from Better Buy Flag and reported to the board that the flag currently being flown at the Third Street and M53 entrance to downtown is showing some wear and needs to be replaced. Historically the DDA has paid for this item. Shattuck asked to make sure that the old one was properly disposed of.

MOTION by Davis, supported by Robbins to approve the purchase of a 20'30' US nylon flag from Better Buy Flag in the amount of \$1080.00

Roll Call: AYES – Davis, Robbins, Kempf, Bargaen, Shattuck.

NAYS – none

MOTION CARRIED 5/0

g. Facade Grant Application - Imlay City Eagles 170 S. Almont Avenue

Debi Hopp, on behalf of the Imlay City Eagles, has submitted a facade grant request in the amount of \$5,000. The work includes sign replacement, power washing and paint purchase for a do-it-yourself exterior update of their building. Board discussion included concerns over the application stipulations that 3 bids must be presented, noting that only one was submitted. The application may be for a sign OR facade indicated in a check one or the other area but not both on the same application. There is also no provision for do-it-yourself work because the application must include proof of insurance and contractor license information. Chair Bargaen expressed concerns over painting at this time of year and its effectiveness. The board would encourage the Eagles to re-apply and adhere to the program rules.

MOTION by Bargaen, supported by Kempf to approve the facade grant request of \$5,000 for sign replacement, power washing and paint purchase.

Roll Call: AYES – none

NAYS – Davis, Robbins, Kempf, Barga, Shattuck.

MOTION FAILS 5/0

11. DIRECTORS REPORT

Malzahn presented her written report in the meeting packet for November 2023. Additional items brought forward included the approval announcement of a \$30,000 MEDC grant to be used for a master plan, capital improvement plan and a DDA visioning session. Copies of the parks and rec survey were passed out asking for the board to complete the survey and share with others to gain as much input as possible. Malzahn also reported that King and King will be presenting the city audit findings (DDA is part of that report) at the November 21st commission meeting. She will plan to attend on behalf of the DDA.

12. MARKET MANAGER REPORT

Patti explained that product and vendor availability was an issue in 2023 and that she would prefer to have a full active opening day market vs. a poor showing as reasons why July 11th was chosen for a start date of the 2024 market season.

13. EXECUTIVE CLOSED SESSION

Board Chair Barga indicated that he had not yet received all of the performance reviews back from the other board members and asked Director Malzahn if she would agree to another postponement of her 6-month review. Malzahn noted her disappointment but agreed to the delay asking that any salary increase be made retroactively to the month of September.

NO MOTION TO CONVENE EXECUTIVE SESSION WAS MADE

14. BOARD MEMBER COMMENTS

None

15. ADJOURNMENT

MOTION by Davis, support by Robbins to adjourn the meeting at 6:58 pm
All in Favor 5 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

Next Regular DDA Board meeting date: Monday December 11, 2023, at 5:35 PM

Respectfully submitted by: _____
Christine Malzahn, DDA Executive Director

DDA APPROVED:

CITY COMMISSION APPROVED:

Check Date Bank Check # Payee Description Account Dept Amount

Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY
 11/02/2023 TRI 83563 FRONTIER HARD LINES 853.000 705.00 44.42

11/02/2023 TRI 83565 GREENSCAPE SOLUTIONS FINAL INVOICE FOR 2023 SEASON 931.000 705.00 5,000.00

11/02/2023 TRI 83575 SPICER GROUP, INC. LEO GRANT PAVILLION DESIGN 817.000 705.00 8,063.00

11/02/2023 TRI 83577 STAPLES PAPER 727.000 705.00 44.64

11/03/2023 TRI 83580 WELLS FARGO VENDOR 9/26/2023-10/25/2023 956.000 705.00 26.95
 10/26/2023 - 11/25/2023 956.000 705.00 26.95

CHECK TRI 83580 TOTAL FOR FUND 248: 53.90

11/03/2023 TRI 83581 MML WORKERS' COMP FUND WORKERS' COMPENSATION-INSTALLMENT 831.000 705.00 57.02
 PAYMENT #1 0

11/09/2023 TRI 7(S) VC3 INC CREDIT ON CHECK 82033 THEY CASHED WHE ** VOIDED **

DATA CLOUD RECOVERY AND PER USER ** VOIDED **

CLOUD PROTECTION AND DATA RECOVERY ** VOIDED **

OFFICE 365 AND MICROSOFT 365 ** VOIDED **

11/09/2023 TRI 83582 AMAZON CAPITAL SERVICES OCT 2023 727.000 705.00 9.16
 0

CHECK TRI 83582 TOTAL FOR FUND 248: 44.80

11/09/2023 TRI 83588# DTE ENERGY ELECTRIC- CITY 921.000 265.00 1,201.40
 ELECTRIC- CITY 921.000 705.00 1,253.62
 ELECTRIC- CITY 921.000 705.00 45.74

CHECK TRI 83588 TOTAL FOR FUND 248: 2,500.76

11/09/2023 TRI 83608 RICOH USA, INC. COPIER - CITY HALL 956.000 705.00 170.23
 COPIER - CITY HALL 956.000 705.00 37.06

CHECK TRI 83608 TOTAL FOR FUND 248: 207.29

11/16/2023 TRI 83618 AQUA TURF IRRIGATION WINTERIZED IRRIGATION DDA 931.000 705.00 300.00

Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
11/16/2023	TRI	83625	FIRST NATIONAL BANK OF OMAHA	DDA CREDIT CARD	741.000	705.00	1.00
				DDA CREDIT CARD	741.000	705.00	(1.00)
				DDA CREDIT CARD	931.000	705.00	135.95
				DDA CREDIT CARD	956.000	705.00	20.00
				DDA CREDIT CARD	973.300	705.00	34.99
				DDA CREDIT CARD	973.560	705.00	(113.97)
				DDA CREDIT CARD	973.560	705.00	139.98
				DDA CREDIT CARD	973.560	705.00	(87.96)
				DDA CREDIT CARD	973.560	705.00	(18.99)
				DDA CREDIT CARD	973.560	705.00	181.67
				DDA CREDIT CARD	973.560	705.00	113.97
				DDA CREDIT CARD	975.000	705.00	38.69
				CHECK TRI 83625 TOTAL FOR FUND 248:			444.33
11/16/2023	TRI	83626	FRONTIER	FRONTIER RING CENTRAL	853.000	705.00	58.91
11/16/2023	TRI	83630	JANET O'DONNELL	FACADE GRANT	973.000	705.00	1,900.00
11/16/2023	TRI	83632	MIDWEST COMMERCIAL	DDA KEY THE STORAGE LOCK AT POLICE D	930.000	705.00	203.86
11/16/2023	TRI	83633	MML WORKERS' COMP FUND	WORKERS' COMPENSATION-INSTALLMENT #3	831.000	705.00	57.02
11/16/2023	TRI	83637	OUTFRONT	FLINT POSTERS	880.000	705.00	764.00
11/16/2023	TRI	83639	TRI-CITY TIMES	DDA FARMERS MARKET	973.300	705.00	273.00
11/16/2023	TRI	83642	VC3 INC	DEC 2023			** VOIDED **
11/16/2023	TRI	83643	KING & KING CPAS, LLC	CREDIT ON CHECK 82033 THEY CASHED WHE			** VOIDED **
11/16/2023	TRI	83643	KING & KING CPAS, LLC	DEC 2023			** VOIDED **
11/21/2023	TRI	83664	DTE ENERGY	2022-23 AUDIT AND MQS FORM 5074 RSAR	807.000	705.00	800.70
11/21/2023	TRI	83664	DTE ENERGY	ELECTRIC- 101 W CAPAC	921.000	705.00	17.27
11/21/2023	TRI	83665	DTE ENERGY	ELECTRIC- 113 E THIRD	921.000	705.00	27.95
11/21/2023	TRI	83666	DTE ENERGY	ELECTRIC- 333 E THIRD	921.000	705.00	22.15

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
11/21/2023	TRI	83667	DTE ENERGY	ELECTRIC- 120 N MAIN	921.000	705.00	250.26
11/21/2023	TRI	83670	FRONTIER	CURRENT PHONE BILL 11/10 - 12/09/2023	853.000	705.00	59.14
11/21/2023	TRI	83675	STAPLES	BAND AID, INDEX MAKER CITRUS BLAST	727.000	705.00	1.76
11/30/2023	TRI	83683	ACCUNET WEB SERVICES	WINTER FEST AND MAILBOX	818.000	705.00	105.00
				WINTER FEST AND MAILBOX	973.560	705.00	72.00
				CHECK TRI 83683 TOTAL FOR FUND 248:			<u>177.00</u>
11/30/2023	TRI	83710	MIDWEST COMMERCIAL	DPA CHANGE LOCKS POLICE STATION	930.000	705.00	117.95
11/30/2023	TRI	83713	PAGE ONE PRINTING	WINTEREST POSTERS	973.560	705.00	50.00
				Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORI			21,541.13

#-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

User: DAMN
DB: Imlay City

PERIOD ENDING 11/30/2023

2023-24 ORIGINAL BUDGET

2023-24 AMENDED BUDGET

ACTIVITY FOR MONTH 11/30/2023

INCREASE (DECREASE)

AVAILABLE BALANCE

% BDT USED

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

Revenues

GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	ACTIVITY FOR MONTH 11/30/2023 INCREASE (DECREASE)	NORMAL (ABNORMAL)	AVAILABLE BALANCE	% BDT USED
Dept 000.000 - REVENUE							
248-000.000-400.000	BALANCE FORWARD	0.00	0.00	0.00	0.00	0.00	0.00
248-000.000-402.000	TAX REVENUE	290,000.00	290,000.00	263,334.41	(39,870.85)	113.75	
248-000.000-549.412	GRANT REVENUE	2,000.00	2,000.00	0.00	2,000.00	0.00	
248-000.000-550.000	ART IN THE ROUGH REVENUE	6,000.00	6,000.00	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	2,000.00	255.00	0.00	1,745.00	12.75
248-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE APP	12,000.00	22,375.00	0.00	0.48	100.00	
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	0.00	0.00	(0.64)	0.00	
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	1,000.00	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	5,148.00	1,025.00	(1,376.00)	126.73	
248-000.000-675.600	DDA CONCERT SERIES	2,500.00	2,500.00	0.00	2,055.00	17.80	
248-000.000-675.800	BRICK PAVERS/BENCHES	100.00	100.00	0.00	100.00	0.00	
248-000.000-675.880	COMMUNITY PROMOTION REIMBURSEMENT	5,400.00	5,400.00	1,200.00	2,675.00	50.46	
248-000.000-677.000	OTHER REIMBURSEMENTS	0.00	0.00	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	336,523.00	265,814.41	(26,591.41)	107.90	

TOTAL REVENUES

Expenditures

Dept 000.000 - REVENUE							
248-000.000-718.200	MERS - ADD'L CITY CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.000 - REVENUE		0.00	0.00	0.00	0.00	0.00	0.00
Dept 265.000 - BUILDING MAINTENANCE							
248-265.000-830.000	LIABILITY INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
248-265.000-921.000	ELECTRICITY	1,500.00	1,500.00	1,201.40	298.60	80.09	
248-265.000-923.000	HEAT	500.00	500.00	0.00	500.00	0.00	
248-265.000-924.000	WATER & SEWER CHARGES	400.00	400.00	0.00	300.79	24.80	
248-265.000-930.000	MISCELLANEOUS REPAIRS & MAINT	2,000.00	2,000.00	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	4,400.00	1,201.40	3,098.39	29.56	

Dept 705.000 - UNALLOCATED ACTIVITY							
248-705.000-703.000	WAGES & SALARIES	44,000.00	44,000.00	2,980.39	28,112.68	36.11	
248-705.000-706.000	HOURLY WAGES	8,000.00	8,000.00	632.00	2,489.75	68.88	
248-705.000-710.000	BONDS PAY	1,000.00	1,000.00	0.00	1,000.00	0.00	
248-705.000-714.000	OPTICAL INSURANCE	500.00	500.00	0.00	500.00	0.00	
248-705.000-715.000	SOCIAL SECURITY	4,500.00	4,500.00	287.67	2,882.49	35.94	
248-705.000-716.000	HEALTH INSURANCE	21,200.00	21,200.00	1,887.97	11,764.92	44.51	
248-705.000-717.000	LIFE/DISABILITY INS	750.00	750.00	61.10	443.43	40.88	

User: DAMN
DB: Imlay City

PERIOD ENDING 11/30/2023

GL NUMBER	DESCRIPTION	2023-24	2023-24	MONTH	ACTIVITY FOR	AVAILABLE	%
		ORIGINAL BUDGET	AMENDED BUDGET	11/30/2023	INCREASE (DECREASE)	BALANCE	

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

Expenditures							
248-705.000-718.000	RETIREMENT AND OPER	2,300.00	2,300.00	116.90	1,722.03	25.13	
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	3,000.00	331.15	2,337.69	22.08	
248-705.000-722.000	SICK LEAVE PAY-OUT	0.00	0.00	0.00	0.00	0.00	
248-705.000-725.000	FEES	0.00	0.00	0.00	0.00	0.00	
248-705.000-727.000	OFFICE SUPPLIES	800.00	800.00	10.92	547.27	31.59	
248-705.000-730.000	POSTAGE	200.00	200.00	0.00	127.07	36.47	
248-705.000-740.000	OPERATING SUPPLIES	100.00	400.00	0.00	113.58	71.61	
248-705.000-741.000	ADVERTISING	9,000.00	9,000.00	0.00	8,962.80	0.41	
248-705.000-766.000	STGNS	0.00	0.00	0.00	0.00	0.00	
248-705.000-807.000	AUDIT FEES	1,500.00	1,500.00	800.70	699.30	53.38	
248-705.000-815.000	DUES/MEMBERSHIPS	1,500.00	1,500.00	35.64	672.69	55.15	
248-705.000-817.000	CONSULTING FEES	500.00	10,123.00	8,063.00	1,111.00	89.02	
248-705.000-818.000	CONTRACTED SERVICES	2,000.00	2,000.00	105.00	1,820.00	9.00	
248-705.000-826.000	LEGAL SERVICES	2,000.00	2,000.00	0.00	2,000.00	0.00	
248-705.000-830.000	LIABILITY INSURANCE	200.00	200.00	0.00	16.19	91.91	
248-705.000-831.000	WORKERS COMPENSATION	400.00	400.00	114.04	228.94	42.77	
248-705.000-853.000	TELEPHONE EXPENSES	1,200.00	1,200.00	168.05	636.33	46.97	
248-705.000-860.000	TRANSPORTATION & CONFERENCES	2,500.00	2,500.00	0.00	2,095.22	16.19	
248-705.000-880.000	COMMUNITY PROMOTION	16,000.00	16,000.00	764.00	12,134.00	24.16	
248-705.000-900.000	PRINTING & PUBLISHING	0.00	500.00	0.00	387.50	22.50	
248-705.000-921.000	ELECTRICITY	30,000.00	30,000.00	1,616.99	17,562.00	41.46	
248-705.000-923.000	HEAT	400.00	400.00	0.00	400.00	0.00	
248-705.000-930.000	MISCELLANEOUS REPAIRS & MAINT	3,000.00	3,000.00	321.81	2,649.89	11.67	
248-705.000-931.000	STREETS/CAPE MAINTENANCE	55,000.00	55,000.00	435.95	26,121.97	52.51	
248-705.000-956.000	MISCELLANEOUS	6,000.00	6,000.00	281.19	2,167.68	63.87	
248-705.000-958.000	ADMINISTRATIVE/TRANSFER TO	35,000.00	35,000.00	0.00	35,000.00	0.00	
248-705.000-973.000	DEVELOPMENT COSTS-UNALLOCATED	20,000.00	20,000.00	1,900.00	14,332.00	28.34	
248-705.000-973.002	LEASES	1,200.00	1,200.00	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	12,000.00	0.00	4,645.93	61.28	
248-705.000-973.008	BRICK/BENCH EXPENSE	100.00	100.00	0.00	100.00	0.00	
248-705.000-973.100	LAPPER 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	9,600.00	307.99	157.74	98.36	
248-705.000-973.550	ART IN THE ROUGH EXPENSE	6,000.00	6,000.00	0.00	6,000.00	0.00	
248-705.000-973.560	WINTER PLAYGROUND	2,000.00	2,000.00	336.70	1,663.30	16.84	
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	12,000.00	38.69	5,938.57	50.51	
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	332,123.00	21,597.85	200,743.96	39.56	
TOTAL EXPENDITURES		324,500.00	336,523.00	22,799.25	203,843.35	39.43	

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		324,500.00	336,523.00	265,814.41	(26,591.41)	107.90	
TOTAL EXPENDITURES		324,500.00	336,523.00	22,799.25	203,843.35	39.43	
NET OF REVENUES & EXPENDITURES		0.00	0.00	243,015.16	(230,434.76)	100.00	

CITY OF IMLAY CITY
 Account number ending in 9672
 Transactions for billing cycle ending 11/27/23

TRANSACTION DETAIL

Transactions

Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits
11-02	11-03	22715653306010009703022	City of Birmingham Birmingham MI <i>Conferences Transportation 248 705 000 860 000</i>	\$20.00 ✓
11-03	11-06	22715653307010009737334	City of Birmingham Birmingham MI	\$18.00 ✓
11-03	11-06	55421353308330173191956	TOWNSEND HOTEL BIRMINGHAM MI Arival Date: 23/11/01 Folio Number: 27219420	\$435.82 ✓
11-06	11-07	55310203310083758232144	AMAZON.COM*N81ZF1ZI3 SEATTLE WA	\$35.73 ✓
11-06	11-08	55421353311330117010762	TOWNSEND HOTEL BIRMINGHAM MI Arival Date: 23/11/06 Folio Number: xxxxxxxxxx	\$37.82 CR <i>Taxes</i>
11-15	11-15	55432863319201317590514	AMZN Mktp US*D62PH1XL3 Amzn.com/bill WA <i>Community Promotion 248 705 000 800 000</i>	\$64.80 ✓
11-15	11-16	55310203319083331875352	AMZN MKTP US*4X4F50JZ3 SEATTLE WA	\$115.78 ✓
11-16	11-17	12302023320001901946064	Canva* 03971-66755842 Kent DE <i>Operational supplies 248 705 000 740 000</i>	\$119.99 ✓
11-20	11-20	85411173324023000327593	PAYMENT - THANK YOU	\$444.33 CR ✓
11-23	11-24	82301023327900010695578	SIGNS365.COM 800-2658830 MI <i>Winter Playground 248 705 000 973 560</i>	\$46.75 ✓
11-23	11-24	82301023327900010610791	SIGNS365.COM 800-2658830 MI	\$16.00 ✓
11-26	11-27	55432863330201829686565	AMZN Mktp US*PE7WW18S3 Amzn.com/bill WA <i>Winter Playground 248 705 000 973 560</i>	\$160.20 ✓

Fees Charged

Total Fees for this period **\$0.00**

Interest Charged

Interest Charge on Purchases	\$0.00
Interest Charge on Cash Advances	\$0.00
Interest Charge on Balance Transfers	\$0.00
Total Interest for this Period	\$0.00

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

	Annual Percentage Rate (APR)	Special Offer or Eligible Purchases APR Expiration Date	Balance Subject to Interest Rate	Days Rate Used	Interest Charge
Purchases	18.24% (v)	NA	\$834.65	33	\$0.00

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.200	CASH - CHECKING ACCOUNT	407,910.98
248-000.000-001.210	CASH - CHECKING DDA	20,223.94
248-000.000-072.000	DUE FROM LAPEER COUNTY	66,536.44
248-000.000-101.000	PREPAID - ASSET	7,716.83
Total Assets		502,388.19
*** Liabilities ***		
248-000.000-202.000	ACCOUNTS PAYABLE	10,589.42
Total Liabilities		10,589.42
*** Fund Balance ***		
248-000.000-390.000	FUND BALANCE	272,201.43
Total Fund Balance		272,201.43
Beginning Fund Balance - 22-23		272,201.43
Net of Revenues VS Expenditures - 22-23		(10,837.42)
*22-23 End FB/23-24 Beg FB		261,364.01
Net of Revenues VS Expenditures - Current Year		230,434.76
Ending Fund Balance		491,798.77
Total Liabilities And Fund Balance		502,388.19

* Year Not Closed

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AGENDA ITEM NB 10a: 2022-2023 Audit Report Summary

DATE: December 13, 2023

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Annually as part of the City of Imlay City fiscal year audit, DDA accounts and practices are examined by an independent auditing firm. The audited results were presented by King and King to the city commission board on November 21, 2023. The DDA is invoiced for its share of the work performed by King & King.

Items Attached: King & King Audit Summary

Action Needed: No Board Action Needed

Event Activities

December 9, 2023

- 1 Breakfast With Santa 10 am**
El Ranchita 100 Third Avenue
- 2 Kringle Market & Food Trucks 10-4 pm**
Old Fire Hall - 338 E. Third Street
- 3 1st Responder Vehicle Display 12-4 pm**
Corner of Third and Main

Kids Craft Workshops 12-4 pm

Inside these downtown merchants

- 4 Ruth Hughes Library - 211 North Almont Ave.**
Kids Craft
- 5 King & King Accountants - 143 N. Almont Ave.**
Ornament Making
- 6 The Print Shop 4U - 110 N. Almont Ave.**
Calendar Making
- 7 Happy Little Quilt Shop - 112 E. Third St.**
Personalized Stocking
- 8 Imlay City Florist - 144 E. Third St.**
Carnation Reindeer
- 9 The Balanced Chef - 218 E. Third St.**
Cookie Decorating

- 10 Tricia Kotranza - State Farm Insurance - 223 E. Third St.**
Ornament Making
- 11 Celebration Specialists - 229 E. Third St.**
Fingerprint Ornament Making
- 12 Kringle Market - 338 E. Third St.**
Feathered Friends Feeder

- 13 Live Nativity 2-4 pm**
Farmers Market - corner of Third and Main

- 14 Horse Drawn Wagon Rides 2-5 pm**
Lamb Steele parking area

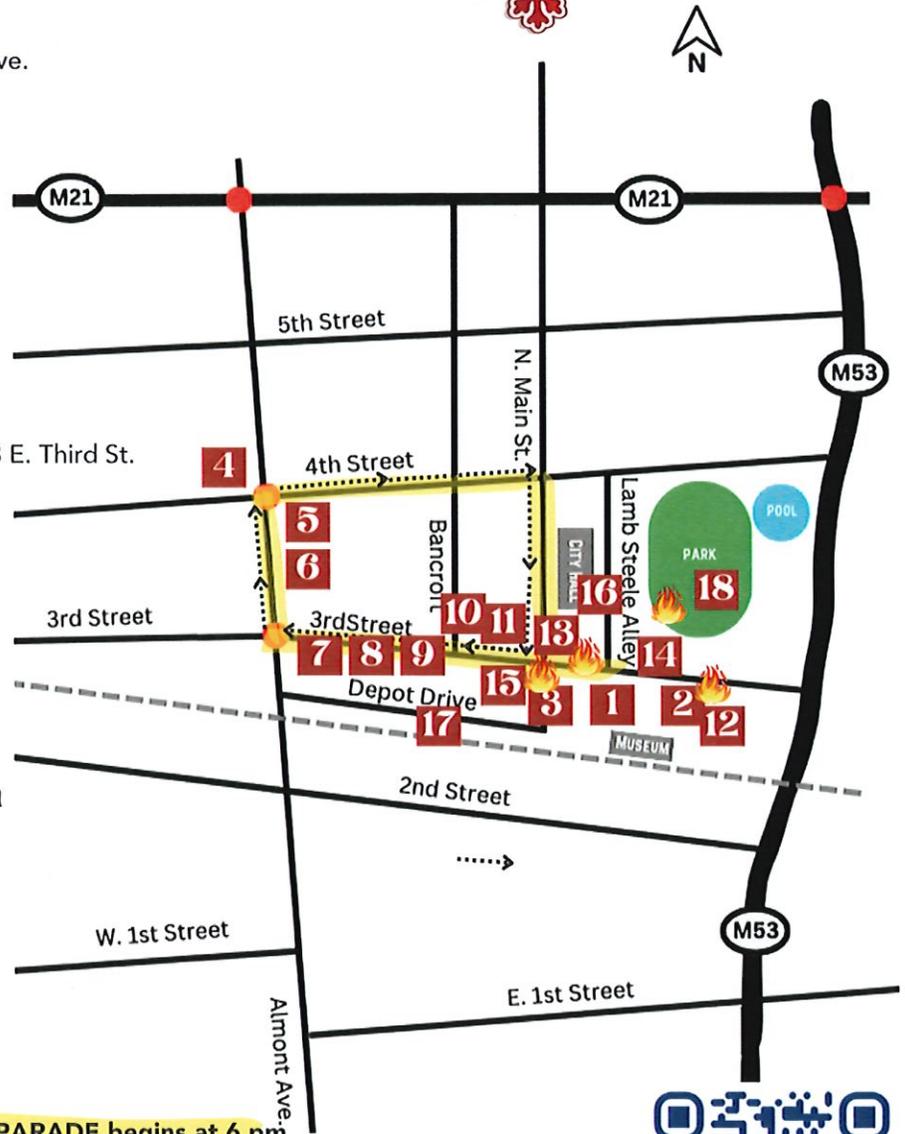
- 15 Pinata Games 4 pm**
Corner of Third and Main

- 16 Food Trucks 4-8 pm**
Lamb Steele parking area

- 17 Holiday Parade Staging Area 5 pm**
See yellow parade route on map - **LIGHTED PARADE begins at 6 pm**

- 18 Tree Lighting (following parade)**
Lamb Steele Park

 **Warming Fires w/marshmallows - times vary**



event details →



Entertainment	Qty/Time	Cost	DDA Paid	Chamber Paid
Horse Drawn Wagon Rides	5 hours	\$1,500.00	\$1,500.00	
Grinch / Frosty Snowman	4 hours	\$800.00		\$800.00
Santa	4 hours	\$300.00		\$300.00
Fire Pits		\$516.00		\$516.00
Mrs. Claus	2 hours	\$100.00		\$100.00
Firewood		donated		
Manger		donated		
Key For Santa		\$92.00	\$92.00	
Giveaways				
Parade - wands (180)	amazon	\$109.00	\$109.00	
Parade - gummy rings (216)	amazon	\$70.00	\$70.00	
Parade - neckalces (64)	amazon	\$72.00	\$72.00	
Pinata's	amazon	\$100.00		\$100.00
Craft Supplies				
Felt	amazon	\$34.00	\$34.00	
Glitter Stickers	amazon	\$33.00	\$33.00	
Jewel Stickers	amazon	\$28.00	\$28.00	
Star Wire Frames	amazon	\$34.00	\$34.00	
Cereal/Marshmallows		\$41.98	\$41.98	
Sugar Cookie Dough	gordon food	\$131.69		\$131.69
Food / Snacks				
Breakfast w/Santa	1 hour	\$200.00		\$200.00
Advertising/Marketing				
WinterFest Corro Signs	Print Shop	\$258.00	\$258.00	
Newspaper Ads	TCT	\$450.00	\$450.00	
Event Posters	TCT	\$50.00	\$50.00	
Kringle Market Banner		\$46.75	\$46.75	
Day of Corro Signs		\$116.00	\$116.00	
Other				
Porta Potties		donated		
Total Expenses		\$5,082.42	\$2,934.73	\$2,147.69
Sponsorship Donations				
Tracy's Treasures		-\$50.00		
Churchill Insurance Agency		-\$100.00		
Todd's Glass, Mirrors & More		-\$100.00		
Vlasic/Conagra		-\$250.00		
DTE Energy Foundation		-\$250.00		
Studio M Salon		-\$100.00		
Imlay City Rotary		-\$500.00		
Choice One Bank		-\$150.00		
Total Revenues		-\$1,500.00		
Grand Total				
Expenses		\$5,082.42		
DDA Budget		-\$2,000.00		
Chamber Budget		-\$2,500.00		
Sponsorships		-\$1,500.00		
Profit/Loss		-\$917.58		
Kringle Market				
Vendors Revenue		-\$765.00		
Credit Processing Fees		?		
Market Manager Wages	90 billable hou	\$1,440.00		
Total		\$675.00		

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AGENDA ITEM NB 10a: 2022-2023 Audit Report Summary

DATE: December 13, 2023

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Annually as part of the City of Imlay City fiscal year audit, DDA accounts and practices are examined by an independent auditing firm. The audited results were presented by King and King to the city commission board on November 21, 2023. The DDA is invoiced for its share of the work performed by King & King.

Items Attached: King & King Audit Summary

Action Needed: No Board Action Needed

City of Imlay City
Overall Fund Rating

	2023	2022	June 30, 2021	2020	2019
Local Street Fund					
Fund Balance	\$ 246,242	\$ 238,073	\$ 213,961	\$ 309,838	\$ 204,124
Revenues					
Intergovernmental Revenues	132,391	114,243	106,529	96,835	92,720
Other Revenue	-	-	-	13,756	32
Total Revenue	132,391	114,243	106,529	110,591	92,752
Expenditures					
Public Works	110,067	106,436	107,964	144,377	204,801
Capital Outlay	47,460	156,000	65,442	-	-
Total Expenditures	157,527	262,436	173,406	144,377	204,801
Transfers To(From)	33,305	172,305	(29,000)	139,500	128,000
Change in Fund Balance	\$ 8,169	\$ 24,112	\$ (95,877)	\$ 105,714	\$ 15,951
Downtown Development Authority Fund					
Fund Balance	\$ 261,364	\$ 272,201	\$ 289,887	\$ 248,648	\$ 225,492
Revenues					
Property Taxes	314,540	288,360	284,628	277,796	271,519
Charges for Services	5,883	5,080	12,155	9,369	11,499
Interest Earnings	2	1	-	-	114
Other Revenue	8,084	8,218	4,283	2,560	4,396
Total Revenue	328,509	301,659	301,066	289,725	287,528
Expenditures					
Public Works	267,991	259,946	211,374	266,569	243,734
Capital Outlay	36,356	24,400	48,953	-	-
Total Expenditures	304,347	284,346	260,327	266,569	243,734
Transfers To(From)	(35,000)	(35,000)	-	-	-
Change in Fund Balance	\$ (10,838)	\$ (17,687)	\$ 40,739	\$ 23,156	\$ 43,794
Building Rental Fund					
Fund Balance	\$ 7	\$ 47	\$ 389	\$ -	\$ -
Revenues					
Charges for Services	-	3,500	1,800	-	-
Other Revenue	-	-	-	-	-
Total Revenue	-	3,500	1,800	-	-
Expenditures					
Public Works	2,781	4,842	1,411	-	-
Total Expenditures	2,781	4,842	1,411	-	-
Transfers To(From)	2,741	1,000	-	-	-
Change in Fund Balance	\$ (40)	\$ (342)	\$ 389	\$ -	\$ -



AGENDA ITEM NB 10b: Imlay City Fire Dept Billboard Sponsorship

DATE: December 11, 2023

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Imlay City Fire Chief, Kieth Klobucar is requesting the DDA to sponsor the billboard for use by the Fire Department to promote their Now Hiring Event. The advertisement would be displayed December 12th-January 1st. The current display is for WinterFest and that is scheduled to run thru Jan 1st, so the new campaign would replace the display for the last two weeks of the campaign. The cost for an image change from Outfront media is \$415.

Items Attached: Funding Request Form

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

Recommended

Motion: Motion to approve the in-kind sponsorship to the Imlay City Fire Department for advertising space on the DDA Billboard for the last two weeks of December 2023

Imlay City Downtown Development Authority

Request for Funding an Event or Program

Please Provide the Following Information:

Request Date: 11/27/23 Proposed Event Date: 12/12/23
 Requested by (Organization Name): Imlay City Fire Dept
 Name of Event or Program: Now Hiring
 Detailed Description: (see attached)

Amount Requested: Waive Fee for image change on DDA Billboard
 (attach any additional information that will assist in the review process of this request)

Contact Name: Kieth Klobucar (Provide contact name of person responsible for coordinating, chairing, and/or presenting the information and request to the Imlay City DDA Board)

Address: _____

Office Phone: 810 724 6262 Mobile Phone: _____

Fax Phone: _____ Email: FireChief@imlaycity.org

Note: Any Event or Program sponsored by the Imlay City DDA shall acknowledge the Imlay City DDA as a sponsor and/or source of funding on all publications, flyers, press releases, and/or advertisements.

For DDA USE ONLY-Do Not Write Below this Line

Reviewed By: _____ Meeting Date: _____

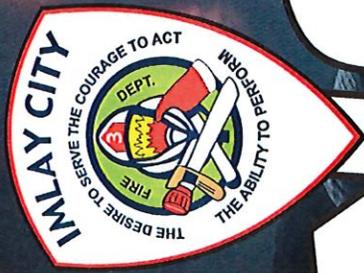
Budgeted Item: _____ Account: _____

Approved: _____ Denied _____ (by Board Resolution or Motion)

_____ Chairperson/Treasurer

NOTES: _____

810-724-6262



NOW HIRING JOIN US



apply link: ↑
or by phone



Billboard Presented by the Imlay City DDA

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AGENDA ITEM NB 10c: Façade Grant Application 325 Cedar Street – Grooming By Erika

DATE: December 11, 2023

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: A Façade/Sign Grant Application for 325 Cedar Street was submitted to the DDA office on December 7, 2023 for work estimated at \$1219.00. Erika Winningham is requesting a reimbursement in the amount of \$690.50 for a new sign insert at the Kelly's Pet Salon location.

Items Attached: Façade Grant Application
Work Estimates

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

Recommended

Motion: Motion to approval the façade/sign application for 325 Cedar Street for the reimbursement amount of \$690.50.

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)

Erika Winningham
 Name of Applicant

~~325 N. Cedar St. Imlay City, MI 48444~~ 205 Clarkson Ct. Capac, MI 48014
 Address of Applicant

325 N. Cedar St. Imlay City, MI 48444
 Address of Property Proposed for Improvement

Erika Winningham / owner
 Business Contact Person & Title

(586) 569-9661 Phone _____ Fax _____ Email groomingbyerika@gmail.com

Please give a detailed description of work to be done: Swapping out the top sheet of the road sign at Kelly's Pet Salon with a new polycarbonate sheet for grooming by Erika

The estimated improvement cost is \$ \$1,219.00 (Wildfire Signs-Graphic ^{my choice})

The 50% reimbursement is estimated to be \$ \$609.50 (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

Erika W... Owner 12-7-23
Applicant Signature Title Date

For DDA use only

Property Address 325 N. Cedar Street

Project is Eligible Not Eligible for the Grant Program.

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

Christina Mahesh Property is owned by Kelly Villanueva
DDA Director Signature Date 12/7/23

Board Action Date: _____ Approved _____ Denied _____

If approved reimbursement check # _____ Disbursement date: _____



Christine Malzahn

From: groomingbyerika <groomingbyerika@gmail.com>
Sent: Thursday, December 7, 2023 11:02 AM
To: ddadirector@imlaycity.org
Subject: Fascade Grant-Grooming sign
Attachments: Screenshot_20231207_104942_OneDrive.jpg; IMG_20231207_104824.jpg; IMG_20231204_180755.jpg; Screenshot_20231205_132716_OneDrive.jpg; Screenshot_20231206_091930_Gallery.jpg; image.png

Hello, this is Erika Winningham. I spoke to you on the phone, I'm very sorry for how last minute this is. I have my 3 quotes and the picture of the sign and a picture of what the sign will look like with my sign in it. I did call Lonnie and they said he is out of town until monday but the lady on the phone said i shouldn't need a permit for swapping the sign and gave me his personal cell to call, i called that and left a message. I am filling out the application now, Kelly said she will bring the notarized letter on monday and i will have my DBA paper on monday (it is at home and won't have time to get it) i can always bring that part in to you tomorrow morning just wanted to get the application to you now.

Sent from my T-Mobile 5G Device

Requested By: Erika Winningham
 Email: groomingbyerika@gmail.com
 Work Phone: (586) 569-9661
 Cell Phone: (586) 569-9661

Salesperson: Erica Coppa
 Email: Erica@signarama-shelbytwp.com
 Work Phone: 5868433702

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	White Acrylic Panel (.177")	2	\$230.255	\$460.51
2	Vinyl For Panel	2	\$162.43	\$324.86
3	Installation & Travel	1	\$350.00	\$350.00
			Subtotal:	\$1,135.37
			Taxes:	\$47.12
			Grand Total:	\$1,182.49

Terms and Conditions

Terms and Conditions Invoices & Cancellation of Orders:
 Signarama Shelby (Vendor) prepares your order according to your specifications. Therefore, prior to its commencement, your order is only cancelable with the Vendor's prior written consent. After commencement of your order (the point at which materials are assembled and work has begun), your order is non-cancelable. By signing the estimate, you approve of the proof and estimates content and release the Vendor to commence our work. You are solely responsible for the content of the proof once the estimate has been signed. However, if we should make an error in producing the work as proofed, please be assured that we will redo the work as quickly as possible and without charge to you.

Vendor's liability Vendor's total liability is hereby expressly limited to the services indicated on the invoice and Vendor will not be liable for any subsequent damages, consequential damages, or otherwise. All dates promised on this invoice are approximations unless the word "firm" is written and acknowledged by the Vendor.

Terms of Payment:

Upon ordering, you must give Vendor a 50% deposit if the order is OVER \$300. Any order UNDER \$300, your payment must be made in full before production begins. Your balance will be due upon delivery and/or installation. Vendor may, at its sole discretion, extend credit terms to you upon approval.

Generated On: 12/5/2023 10:07 AM

Page 1 of 2

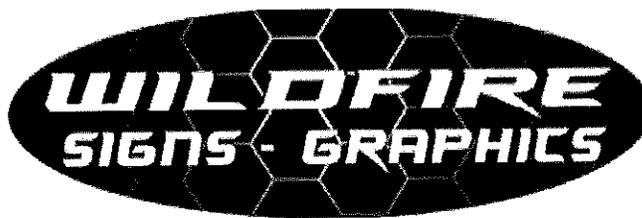
Collection Procedures:

Invoices are considered delinquent thirty (30) days from the date that your order is completed. After the thirtieth day, a late charge of \$25.00, together with interest accruing at the rate of 1.5% per annum, or the maximum rate allowable by law is assessed. You shall be liable for all costs related to collection of delinquent invoices, including court costs and attorney's fees.

Customer's Acceptance of Work:

Customer's acceptance, either personal or through his/her agent(s) and/or employee(s) of the work ordered shall be deemed as full acceptance. This means that by accepting delivery of the work, customer affirms that the work substantially conforms to all expectations.

Lost or Substantially Forgotten Work:



Quote³¹
12-5-23

248-872-1998
 1359 Somerville Dr.
 Oxford, Mi. 48371

Bill To:



JOB NO.	ORDER DATE	SALESPERSON	DELIV. DATE	TERMS	SHIPPING	P.O. NO.

QUANTITY	DESCRIPTION	PRICE
2	Polycarbonate Lexan White panels - 59.5"x34.25" -	\$1,150.00
2	OraJet Clear UV prints 59.5"x34.25"- applied to white Lexan-	
2	Remove existing sign panels - Install new sign panels-	

Terms and Conditions:
Projects that total \$1000 or more will require a
50% deposit upon acceptance of this offer;
balance due upon completion.
Please make check payable to Wildfire Signs

SUBTOTAL	\$1,150.00
TAX	\$69.00
TOTAL	\$1,219.00
DEPOSIT	\$609.50
BALANCE DUE WHEN COMPLETE	\$609.50

THANK YOU FOR YOUR BUSINESS!

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BEST BREED DOG FOOD

Veterinarian Developed Holistic Pet Nutrition

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3
2
5





Grooming
by
Erika

(810) 724-5335



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LUXURY PET BEAUTY CARE


WELLNESS
PET COMPANY


ZYMOX
LP3 ENZYME SYSTEM

Director's Report – December 2023

Promotions/Events

- On-going Social media postings and engagement with downtown merchants on Facebook including construction updates and DPW projects and ordinance reminders
- WinterFest planning, marketing, executed contract for vendors, purchased and delivered supplies for craft areas, graphic design work. Continued meeting with business owners to ask for their participation and passing out information.
- Issued contracts for summer concert series to: Swing Shift Orchestra June 18; Full Circle Project June 25; Elvis July 9; Black Mountain Sons July 16; 3rd Degree Burns August 6th. Working to fill the last three open dates.

Economic Development

- Met with interested new business owner for brewery
- Met with interested new business owner for event/tech ed instruction classes

Place Making/Streetscape

- Completed install of Holiday lighting and décor with Dan's Tree Service
- Arranged decorative planters with winter greens for the front and rear entrance of city hall
- Set up and monitoring Community Giving Tree area in gazebo
- Decorated city hall Christmas tree

Billboard:

- Created artwork for Fire Dept Billboard campaign

Meetings and Other:

- Attended department head meeting.
- Attended several meetings with reps from EGLE for 2 different brownfield sites.
- Attended a beautification project grant planning meeting with OHM
- 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.
- Attended the City Commission meeting on Nov 21st
- Attended the monthly meeting with Lapeer and Almont DDA directors and "friends" in Almont

Next DDA Board Meeting – Monday, January 8, 2023

Christine Malzahn

From: Christine Malzahn <ddadirector@imlaycity.org>
Sent: Friday, December 1, 2023 3:50 PM
To: jkempf@imlaycity.org; kellyspetsalon@outlook.com; ndocherty@internationalte.com; steve@steverobbins.net; emailstu430@gmail.com; Tri-City Times; walter.bargen@choiceone.com; jshattuck@icdda.com; ddapromotions@imlaycity.org
Subject: Week ending December 1st.
Attachments: 2023.12.11 Agenda.doc; 2023.12.11 Agenda - Special Informational Meeting.doc

Happy Friday All,

Here is my weekly recap of whats been happening in the office this week.

WinterFest, WinterFest WinterFest... Patti, Chris and I have pretty much been in planning mode and getting supplies ready for next weekends big event. Things are shaping up nicely and I am pushing a lot of social media posts about individual events. The market vendor list is full and so is Breakfast with Santa. If you could all like, comment and share our posts it will help spread the word to our online followers. Thanks Walt and Steve for helping with the horse drawn carriage rides - I could still use a couple of volunteers to help at the tree lighting / parade and the firepits in the evening... who can help? You are also welcome to walk in the parade and pass out light up trinkets to the children if you are interested.

I have the Community giving tree area all set up in the gazebo. Dan still needs to fix some of the lights, but if you have any items to hang on the clothes line please bring them by. I put some empty plastic baggies hanging from the clothes pins you can use those to help keep the items dry.

Please take a minute to get those new dda issued email addresses all set up so that I can switch over my contacts. If you need help just let me know.

As a reminder we have TWO MEETINGS next Monday Dec. 11th – the informational meeting at 5:00 pm and the regular meeting to follow. Both agendas are attached.

Have a great weekend!

Christine Malzahn

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

Week Ending Nov 17th update

From: Voicemail <ddadirector@imlaycity.org>

Sent: Fri, Nov 17, 2023 at 2:49 pm

To: jkempf@imlaycity.org, justin@happylittlequiltshop.com, kellyspetsalon@outlook.com, ndocherty@internationalte.com, steve@steverobbins.net, emailstu430@gmail.com, tct@pageone-inc.com, ddapromotions@imlaycity.org, walter.bargen@choiceone.bank

📎 2023.11.13 Meeting Minutes (1).docx (22.7 KB)

Hello Board Members,

Here is a quick recap of DDA Activities since we met this past Monday.

I spent most of the week completing the tasks assigned at the meeting. The DDA issued emails are being created, the flag has been ordered, the Eagles have been notified that their facade grant submission was not approved and I have filed the budget amendments with the treasurer. I also processed all of the bill payments as approved. Attached are the draft minutes - let me know if you see anything that needs to be corrected.

WinterFest marketing is in full swing. I have ordered signs and posters, I created a Breakfast w/ Santa flyer that was posted on Facebook and took to El Ranchito's - I'm happy to report that with the overwhelming emails we are already received in a few short hours we are at capacity (40 persons) for the first seating. So we are looking for funding for another seating at 11:00 am.

GREAT NEWS! Patti was able to connect with St. Paul's Lutheran Church and their youth coordinator is excited to participate in WinterFest with a live nativity at the farmers market.

I think this will be a great new addition to our festivities. I still need some of you to volunteer to help with the event this year - especially the fire pits. We have 4 total and would like groups of 2 to man each one and keep the fires stoked.

Patti is just about at capacity for the vendor market - she is measuring today to see if we can fit more than 25 in the old fire hall space.

Look for the remaining holiday decorations to be installed this weekend. Dan and I met and made a few changes to the gazebo display and how the community giving tree will work this year. I'll post pictures soon!

Thanks to Mayor Kempf for connecting Steve Teets and myself for the holiday container greens that Steve makes. He has agreed to do the large clay posts on the corner of Bancroft and Third and 4 small pots that will sit outside the doors at city hall. We are bartering services for the containers for a few of the self-watering pots that are still at the DPW since FFA never came to claim them.

As a reminder the office will be closed next Thursday and Friday for Thanksgiving. I hope your turkey day is filled with the love of family and good food. I also want to take a moment to express my gratitude to each of you for your faith in me to work on your behalf and for the friendships that we have formed. I truly do enjoy working here in Imlay City.

Gratefully yours,
Christine