

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

MEETING JANUARY 8, 2024
5:35 P.M.

Walter Bargaen, Chair
 Kelly Villanueva, Vice-Chair
 Kim Jorgensen, Secretary
 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 – St. Pauls Lutheran Church (pg 4)
7. APPROVAL OF MINUTES (pgs 5-12)
 - Informational Meeting December 13, 2023
 - Regular Meeting December 13, 2023
 - Closed Session December 13, 2023
8. FINANCIAL REPORTS – December 2023 (pgs 13-19)
 - a. DDA Expenditure Report
 - b. Check Register Report
 - c. DDA Credit Card Statement
 - d. Balance Sheet
9. **OLD BUSINESS**
 - NONE
10. **NEW BUSINESS**
 - a. Holiday Lighting Decoration Purchase (pgs 21-25)
 - b. Façade Grant Application – 151 Third Street (pgs 27-39)
 - c. Capital Improvement Plan Project Discussion (pgs 41-56)
 - d. February Meeting Schedule Discussion (pgs 57-58)
11. EXECUTIVE DIRECTOR’S REPORT (pgs 59-60)
12. BOARD MEMBER COMMENTS
13. ADJOURNMENT

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Correspondence

DATE: January 8, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Items Attached: Thank You Note St. Pauls Lutheran Church

Action Needed: No Board Action Needed

Thanks Again!
- Krystal Masumi

Jordyn Autumn
will Faith Reed

Abigail Asst. Leader
Joslyn Elysa
Gregory

Brooke
Payton
Rhyland Schupman

Thank you!

Drew
Gabe Lewis

Gabe
Lable, J. Kelly
Thank you!
Newton Harding

Allie Lewis

Charubel

Thank you
Rachel Case
Asst. leader

Ethan
Gregory

Thompson
KAREN HUM
Gavin
Nasouri

Dear Inlay City DDA, Oregon

Chase The youth of St. Paul's Lutheran Church would like to say a BIG THANK YOU to you all, especially Patti Biolchini who reached out to us. Your team is truly amazing - it felt great to be invited to do a Live Nativity Scene for Winterfest!

It was really great to be a part of that day. We are grateful and blessed to be part of such an amazing community and we look forward to next year!

God Bless, Kaylee Harding, Youth Minister



Meeting Minutes

DATE: January 8, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Items Attached:

- a. December 11 – Information Meeting
- b. December 11 – Regular Meeting
- c. December 11 – CLOSED SESSION (provided at board table)

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

Recommended

Motion: Motion to approve the meeting minutes as presented.

**IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY**

Informational Meeting
December 11, 2023 @ 5:00 PM

INFORMATIONAL MEETING MINUTES

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

1. CALL TO ORDER

Chairman Barga called the meeting to order at 5:00 pm

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL – Executive DDA Director Malzahn called the roll:

Present: Walter Barga, Stu Davis, Justin Shattuck, Kelly Villanueva, Neil Docherty, Mayor Joi Kempf
Absent: Kim Jorgensen (arrived at 5:10 pm), Steve Robbins (arrived 5:05pm)

4. APPROVAL OF AGENDA

MOTION by Shattuck, support by Kempf to approve the agenda as presented.
All in Favor 6 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

5. PUBLIC PARTICIPATION – none

6. NEW BUSINESS

a. Bi-Annual Information Meeting Material

Director Malzahn presented the informational material packet she created and led the Board and meeting attendees through the 12-page document. Highlights included:

On page 2 you will find our vision statement and a quick recap of Stats from Jan 1 – through December 31, 2023 (with assumptions that we will hold no special meetings later this month. The recap reflects the DDA held 12 regular, 2 special meetings and 2 informational meetings. We sponsored 8 concerts in the park, 22 Farmers Market days and one special event WinterFest.

The DDA district welcomed two new businesses; Celebration Specialists and Collection Connection and held an additional ribbon cutting for Botannas El Plaza for their new Third Street location. As I was preparing my notes for tonight's meeting, I realized that I failed to include El Ranchito as the 3rd new business here in downtown at the old Nachos location.

New in this report on page 3, you see a quick summary of all the contracts that the DDA is currently a partner to. They include:

- Irrigation System with Aqua Turf - \$300 each season w/ \$60 per billable hour. This contract expires in April 2024.

- Streetscape with GreenScape Solutions - \$40,000 for seasonal flowers/plants with maintenance to planting areas from April through November. This contract was just renewed through April 2025.
- Community Promotion contract with Outfront media for the billboard space that is on M53 near the viaduct. This one-year contract for DDA sponsored campaign includes 12-monthly installments of \$764 and expires in August 2024.
- The DDA contract with Dan's Tree Service to install holiday lighting on most trees along Third Street and Almont Avenue along with the gazebo, Lamb Steele Park Christmas tree and the city hall building. The contract is for installation only and does not include hardgoods. The cost is \$8,000, the current contract will expire in March 2024.
- Lastly, the DDA owned building at 150 Bancroft Street is contracted out to tenants as an incubator space allowing a rent-free bricks and mortar location for up-and-coming business owners to implement their business plan for up to 6-months. The current tenant is the Collection Connection and their contract expires in March 2024.

The list of Goals and Direction of where we've been in FY 2022-2023 remains that same, but I've updated the Goals and Direction list of what we planned to accomplish in FY 2023-24 to give you a status update. As you see we have 12 of the 19 goals cited in our current plan that have been activated and are listed as "Works in Progress". Since this past July we have completed 5 of the 19 projects. They include:

- Replacing and/or repairs to brick paver areas along Third Street and Almont Ave. *This was actually a city project that the DDA did not finance, but helped to facilitate its completion (so the credit for this one really goes to our DPW director Ed Priehs)*
- Purchase additional trash receptacles, pet waste disposal systems.
- We engaged with Giffells Webster to learn about their Next Steps for Downtowns Program.
- We submitted 5 grant applications including a \$1.2 million dollar request to fund a pavilion structure.
- We issued an RFP for professional services to assist us with a market study to help determine an appropriate business mix, to identify recruiting strategies and for plan creation to revitalize the downtown area.

The budget details on page 6 remain the same as the July meeting info, but you'll see on the bottom of page 7 a section on grants. The DDA has submitted 5 grant funding requests since July totaling nearly \$1.3 million dollars. 2 submissions have been awarded totaling \$34,000. As of this meeting date 2 submission are still pending and 1 was not awarded for the Community Partners art project.

The DDA has awarded \$18,426.50 in façade grants this calendar year to local business/property owners, with a new application being considered tonight at our regular meeting.

Wrapping up the updated report on pages 8-11 with data from our website showing we had just over 4.3k pages visitors since March 2023, with the majority looking at our events/calendar page with 899 visits.

The DDA social media sites show a significant uptick in engagement on the Downtown Imlay City Facebook page just since July with a reach of over 60,728 and 847 visits to our page. That's a 208% increase.

The Imlay City Farmers Market Facebook also shows impressive growth of over 107% in reach and 105%- or 216-page visits.

You will note the decline in number on the Art-In-The-Rough data since we are not activity working on that event.

As you can see the DDA is quite active and engaged in this community. We are now compliant with all required reporting at the local and State levels and maintain a very open and transparent website with all of our meeting & budgeting documents updated regularly. The website also hosts information on opportunities for residents to participate in some community programs like the Hometown Hero Banners, Memorial Paver Bricks, façade grants and info on the fun stuff like the Farmer Market, Summer Concert series and the new Winterfest page dedicated to all the fun activities we planned for this past Saturday.

This report is reflective of the good work that this volunteer Board oversees and how very important our plan is within the city government functions. Along with me as your executive director we are working hard to bring back the shine of this historic gem of a small city. Building back some of what has been lost in the downtown and surrounding TIF district areas.

7. PUBLIC PARTICIPATION

None heard

8. BOARD MEMBER COMMENTS

Board members thanked Malzahn for her thoroughness in creating the 12 page report, noting that some of the photos used in the pamphlet were quite old, but the information was good to have.

9. ADJOURNMENT

MOTION by Robbins, support by Jorgensen to adjourn the meeting at 5:22 pm

All in Favor 8 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

Respectfully submitted by: _____

Christine Malzahn, DDA Executive Director

DDA APPROVED:

CITY COMMISSION APPROVED:

**IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY**

Regular Meeting
December 11, 2023
MEETING MINUTES

A regular meeting of the Downtown Development Authority was held on Monday, November 13, 2023, at Imlay City Hall, 150 North Main Street, Imlay City MI 48444.

1. CALL TO ORDER

Chairman Barga called the meeting to order at 5:22 pm

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL – Director Malzahn called the roll:

Present: Walter Barga, Steve Robbins, Justin Shattuck, Mayor Joi Kempf, Kim Jorgensen, Kelly Villaneuva, Neil Docherty, Stu Davis (arrived 5:25),

Quorum Present

4. APPROVAL OF AGENDA

MOTION by Docherty, supported by Villaneuva to approve the agenda as presented.

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

5. PUBLIC PARTICIPATION – none

6. CORRESPONDENCE - none

7. APPROVAL OF MINUTES

Regular Meeting November 13, 2023

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

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

8. FINANCIAL REPORTS – November 2023

a. DDA Expenditure Report - \$22,799.25

b. Check Register Report - \$21,541.13

c. Balance Sheet - \$502,388.19

Director Malzahn presented the financials through November 31, 2023. She reported that the tax transfer from the city has been received in the amount of \$263,334.41 with \$66,536.44 still pending from Lapeer County. These receipts will result in an additional \$39,000 in unanticipated revenue for this fiscal year.

Stu Davis (arrived 5:25)

9. OLD BUSINESS

WinterFest Event Wrap-Up

Director Malzahn presented a spread sheet of expenses and revenues for the WinterFest event held jointly by the DDA and the Chamber of Commerce. The event saw record attendance and the market vendors reported record sales at the Kringle Market. Chris Bishop thanked the board for its support of this joint community event and she appreciated working alongside Malzahn and Biolchini. Bishop noted several complaints she received about a single parade entrant from the Christmas Haunted House, characters dressed as demonic Christmas characters were scaring the kids and not appropriate, she has addressed this with the business owner and apologies were received. Overall, the event was a huge success and generated a \$975 profit after expenses due to our generous sponsors. Those funds will be used at next years event, as there are plans to expand our activities.

NO BOARD ACTION NEEDED

10. NEW BUSINESS

a. 2023 Audit Report

Director Malzahn presented the audit summary sheet as provided by King and King Accountants at the November 21st city commission meeting. The DDA portion of the annual city audit was performed by King & King and all activities were found in good standing.

NO BOARD ACTION NEEDED

b. Billboard Sponsorship IC Fire Department

Fire Chief Keith Klobucar has asked the DDA to waive the fee for a artwork change on the M53 billboard for the FD now hiring campaign. He reported that he is extremely short staffed and needs to recruit new paid-on call firefighters asap.

MOTION by Davis, supported by Shattuck to waive the \$415 fee and use the space when available to promote the FD whenever possible.

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

NAYS – none

MOTION CARRIED 8/0

c. Façade Grant Application – 325 Cedar Street Grooming By Erika

MOTION by Villaneuva, supported by Davis to allow Kelly Villanueva to abstain from voting on this matter since she is the building owner.

All in Favor 8 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

The board reviewed the façade grant application submitted by Erika Winningham to help cover the costs for new signage as she transitions her new business at that location.

MOTION by Davis, supported by Jorgensen to approve the faced grant funding request in the amount of \$690.50 for signage at 325 N. Cedar Street.

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

NAYS – none

ABSTAIN - Villaneuva

MOTION CARRIED - 7 Ayes / Nays 0 / 1 Abstain

d. *ADDED AGENDA ITEM - Façade Grant Application – 325 Cedar Street Grooming By Miranda

Due to the timing of contractors Villaneuva requested that a special meeting be called to review the application that was not submitted in time to be included in the board packet or meeting agenda. Chair Bargaen will allow the late addition to the agenda due to the holiday schedule.

MOTION by Villaneuva, supported by Davis to allow Kelly Villanueva to abstain from voting on this matter since she is the building owner.

All in Favor 8 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

Malzahn passed out application packets of the grant application submitted by Miranda Snipes. The application was received by the city hall staff at 3:00 pm on Monday December 11th. She reported that she did not have time to review any of the information but was able to make copies if the board wanted to review the submission.

MOTION by Davis, supported by Kempf, to approve the façade grant request of \$400 for new signage at 325 Cedar Street pending approval of submitted documents by Director Malzahn.

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

NAYS – none

ABSTAIN - Villaneuva

MOTION CARRIED - 7 Ayes / Nays 0 / 1 Abstain

11. DIRECTORS REPORT

Malzahn presented her written report in the meeting packet for December 2023. Additional items brought forward included an update to former 150 Bancroft tenant on the outstanding utility bill and security deposit. Marla Beale communicated to Malzahn that she appreciated the extension to her lease and would forgo the balance of her security deposit after the outstanding invoice was paid and wishes the DDA to use those funds to pay-it-forward. Malzahn also urged the board to get the their new ICDDA emails up and running, she provided additional instruction sheets.

13. EXECUTIVE CLOSED SESSION

MOTION by Shattuck, supported by Robbins enter in to closed session for the purpose of employee review @ 5:53pm.

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

NAYS – none

MOTION CARRIED 8/0

MOTION by Robbins, supported by Davis enter back in to regular session @ 6:45 pm.

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

NAYS – none

MOTION CARRIED 8/0

MOTION by Docherty, supported by Robbins to approve the compensation package as negotiated in closed session for Director Malzahn retroactive to her 6-month anniversary date.

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

NAYS – none

MOTION CARRIED 8/0

14. BOARD MEMBER COMMENTS

Shattuck wished everyone happy holidays and thanked Mayor Kempf for appointing him as he serves another year of his term.

15. ADJOURNMENT

MOTION by Shattuck, support by Robbins to adjourn the meeting at 6:53 pm

All in Favor 8 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

Next Regular DDA Board meeting date: Monday January 11, 2024, at 5:35 PM

Respectfully submitted by: _____
Christine Malzahn, DDA Executive Director

DDA APPROVED:

CITY COMMISSION APPROVED:



December Financial Report

DATE: January 8, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Items Attached:

- a. DDA Expenditure Report
- b. Check Register Report
- c. DDA Credit Card Statement
- d. Balance Sheet

Action Needed: No Board Action Needed

User: RENE
 Imlay City

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 12/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/23 INCR (DECR)		AVAILABLE BALANCE		% BDC USED
		ORIGINAL BUDGET	AMENDED BUDGET		2023-24 NORM (ABNORM)	2023-24 NORM (ABNORM)	2023-24 NORM (ABNORM)	2023-24 NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
Dept 000.000 - REVENUE									
248-000.000-402.000	TAX REVENUE	290,000.00	290,000.00	329,870.85	0.00	0.00	(39,870.85)	113.75	
248-000.000-549.412	GRANT REVENUE	2,000.00	2,000.00	0.00	0.00	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	0.00	0.00	6,000.00	0.00	
248-000.000-560.000	WINTER PLAYGROUND	2,000.00	2,000.00	305.00	50.00	0.00	1,695.00	15.25	
248-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE APP	12,000.00	22,375.00	22,374.52	0.00	0.00	0.48	100.00	
248-000.000-665.000	INTEREST INCOME	0.00	0.00	0.80	0.00	0.00	(0.80)	100.00	
248-000.000-667.000	RENTAL INCOME	1,000.00	1,000.00	344.40	0.00	0.00	655.60	34.44	
248-000.000-675.500	FARMERS MARKET REVENUE	3,500.00	5,148.00	6,879.00	605.00	0.00	(1,731.00)	133.62	
248-000.000-675.600	DDA CONCERT SERIES	2,500.00	2,500.00	4,445.00	4,000.00	0.00	(1,945.00)	177.80	
248-000.000-675.800	BRICK PAVERS/BENCHES	100.00	100.00	0.00	0.00	0.00	100.00	0.00	
248-000.000-675.880	COMMUNITY PROMOTION REIMBURSEMENT	5,400.00	5,400.00	2,725.00	0.00	0.00	2,675.00	50.46	
248-000.000-677.000	OTHER REIMBURSEMENTS	0.00	0.00	575.00	0.00	0.00	(575.00)	100.00	
Total Dept 000.000 - REVENUE		324,500.00	336,523.00	367,519.57	4,655.00	4,655.00	(30,996.57)	109.21	
TOTAL REVENUES		324,500.00	336,523.00	367,519.57	4,655.00	4,655.00	(30,996.57)	109.21	
Expenditures									
Dept 265.000 - BUILDING MAINTENANCE									
248-265.000-921.000	ELECTRICITY	1,500.00	1,500.00	1,201.40	0.00	0.00	298.60	80.09	
248-265.000-923.000	HEAT	500.00	500.00	0.00	0.00	0.00	500.00	0.00	
248-265.000-924.000	WATER & SEWER CHARGES	400.00	400.00	99.21	0.00	0.00	300.79	24.80	
248-265.000-930.000	MISCELLANEOUS REPAIRS & MAINT	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00	
Total Dept 265.000 - BUILDING MAINTENANCE		4,400.00	4,400.00	1,300.61	0.00	0.00	3,099.39	29.56	
Dept 705.000 - UNALLOCATED ACTIVITY									
248-705.000-703.000	WAGES & SALARIES	44,000.00	44,000.00	24,071.93	8,184.61	19,928.07	54.71		
248-705.000-706.000	HOURLY WAGES	8,000.00	8,000.00	6,814.25	1,304.00	1,185.75	85.18		
248-705.000-710.000	BONUS PAY	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00		
248-705.000-714.000	OPTICAL INSURANCE	500.00	500.00	702.25	702.25	(202.25)	140.45		
248-705.000-715.000	SOCIAL SECURITY	4,500.00	4,500.00	2,329.35	711.84	2,170.65	51.76		
248-705.000-716.000	HEALTH INSURANCE	21,200.00	21,200.00	11,323.05	1,887.97	9,876.95	53.41		
248-705.000-717.000	LIFE/DISABILITY INS	750.00	750.00	367.67	61.10	382.33	49.02		
248-705.000-718.000	RETIREMENT AND OPEB	2,300.00	2,300.00	866.88	288.91	1,433.12	37.69		
248-705.000-721.000	PTO/VACATION PAY-OUT	3,000.00	3,000.00	662.31	0.00	2,337.69	22.08		
248-705.000-727.000	OFFICE SUPPLIES	800.00	800.00	360.82	108.09	439.18	45.10		
248-705.000-730.000	POSTAGE	200.00	200.00	72.93	0.00	127.07	36.47		
248-705.000-740.000	OPERATING SUPPLIES	100.00	100.00	406.41	119.99	(6.41)	101.60		
248-705.000-741.000	ADVERTISING	9,000.00	9,000.00	106.48	71.28	8,891.52	1.21		
248-705.000-807.000	AUDIT FEES	1,500.00	1,500.00	800.70	0.00	699.30	53.38		
248-705.000-815.000	DUES/MEMBERSHIPS	1,500.00	1,500.00	827.31	0.00	672.69	55.15		
248-705.000-817.000	CONSULTING FEES	500.00	10,123.00	9,012.00	0.00	1,111.00	89.02		
248-705.000-818.000	CONTRACTED SERVICES	2,000.00	2,000.00	187.00	7.00	1,813.00	9.35		
248-705.000-826.000	LEGAL SERVICES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00		
248-705.000-830.000	LIABILITY INSURANCE	200.00	200.00	183.81	0.00	16.19	91.91		
248-705.000-831.000	WORKERS COMPENSATION	400.00	400.00	171.06	0.00	228.94	42.77		
248-705.000-853.000	TELEPHONE EXPENSES	1,200.00	1,200.00	682.01	188.34	517.99	56.83		
248-705.000-860.000	TRANSPORTATION & CONFERENCES	2,500.00	2,500.00	840.78	436.00	1,659.22	33.63		
248-705.000-880.000	COMMUNITY PROMOTION	16,000.00	16,000.00	4,810.58	944.58	11,189.42	30.07		
248-705.000-900.000	PRINTING & PUBLISHING	0.00	500.00	112.50	0.00	387.50	22.50		
248-705.000-921.000	ELECTRICITY	30,000.00	30,000.00	15,399.95	2,961.95	14,600.05	51.33		
248-705.000-923.000	HEAT	400.00	400.00	0.00	0.00	400.00	0.00		

User: RENE
 Imlay City

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 12/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDTG USED
		ORIGINAL BUDGET	AMENDED BUDGET				

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
248-705.000-930.000	MISCELLANEOUS REPAIRS & MAINT	3,000.00	3,000.00	389.42	39.31	2,610.58	12.98
248-705.000-931.000	STREETS/SCAPE MAINTENANCE	55,000.00	55,000.00	34,978.03	6,100.00	20,021.97	63.60
248-705.000-956.000	MISCELLANEOUS	6,000.00	6,000.00	3,903.20	70.88	2,096.80	65.05
248-705.000-958.000	ADMINISTRATIVE/TRANSFER TO	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00
248-705.000-973.000	DEVELOPMENT COSTS-UNALLOCATED	20,000.00	20,000.00	5,668.00	0.00	14,332.00	28.34
248-705.000-973.002	LEASES	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
248-705.000-973.006	DDA CONCERT SERIES EXP	12,000.00	12,000.00	7,354.07	0.00	4,645.93	61.28
248-705.000-973.008	BRICK/BENCH EXPENSE	100.00	100.00	0.00	0.00	100.00	0.00
248-705.000-973.100	LAPEER DEVELOPMENT CORPORATIO	6,250.00	6,250.00	6,250.00	0.00	0.00	100.00
248-705.000-973.300	FARMERS MARKET EXPENSE	8,000.00	9,600.00	9,497.85	0.00	102.15	98.94
248-705.000-973.550	ART IN THE ROUGH EXPENSE	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
248-705.000-973.560	WINTER FEST	2,000.00	2,000.00	2,899.88	1,063.18	(899.88)	144.99
248-705.000-975.000	CAPITAL OUTLAY	12,000.00	12,000.00	6,061.43	0.00	5,938.57	50.51
Total Dept 705.000 - UNALLOCATED ACTIVITY		320,100.00	332,123.00	158,115.91	25,181.28	174,007.09	47.61

TOTAL EXPENDITURES		324,500.00	336,523.00	159,416.52	25,181.28	177,106.48	47.37
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Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		324,500.00	336,523.00	367,519.57	4,655.00	(30,996.57)	109.21
TOTAL EXPENDITURES		324,500.00	336,523.00	159,416.52	25,181.28	177,106.48	47.37
NET OF REVENUES & EXPENDITURES		0.00	0.00	208,103.05	(20,526.28)	(208,103.05)	100.00

Check Date Bank Check # Payee Description Account Dept Amount
 Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY

12/07/2023	TRI	83740	DTE ENERGY	ELECTRIC- STREET LIGHTS	921.000	705.00	1,206.04
				ELECTRIC- STREET LIGHTS	921.000	705.00	46.20
				ELECTRIC- STREET LIGHTS	921.000	705.00	1,280.61
				CHECK TRI 83740 TOTAL FOR FUND 248:			2,532.85

12/07/2023	TRI	83746	FIRST NATIONAL BANK OF OMAHA	DDA CREDIT CARD	740.000	705.00	119.99
				DDA CREDIT CARD		0	
				DDA CREDIT CARD	860.000	705.00	20.00
				DDA CREDIT CARD	860.000	705.00	18.00
				DDA CREDIT CARD	860.000	705.00	435.82
				DDA CREDIT CARD	860.000	705.00	(37.82)
				DDA CREDIT CARD	880.000	705.00	64.80
				DDA CREDIT CARD	880.000	705.00	115.78
				DDA CREDIT CARD	973.560	705.00	35.73
				DDA CREDIT CARD	973.560	705.00	46.75
				DDA CREDIT CARD	973.560	705.00	16.00
				DDA CREDIT CARD	973.560	705.00	160.20
				CHECK TRI 83746 TOTAL FOR FUND 248:			995.25

12/07/2023	TRI	83748	FRONTIER	HARD LINE PHONES	853.000	705.00	12.57
12/07/2023	TRI	83760	SILVER WOODS FARM	WINTERFEST HORSE DRAWN WAGON RIDES	973.560	705.00	1,500.00
12/07/2023	TRI	83763	STAPLES	OFFI CE SUPPLIES	727.000	705.00	22.51
12/14/2023	TRI	83793	BETTER BUY FLAG	20 X 30 US NYLON	931.000	705.00	1,100.00
12/14/2023	TRI	83795	DAN'S TREE SERVICE	DDA INSTALL CHRISTMAS LIGHTS ASSEMBLE	931.000	705.00	5,000.00
12/14/2023	TRI	83800	HOOK'S ENGRAVING	DDA NAMEPLATE	973.560	705.00	9.00
12/14/2023	TRI	83806	KIMBERLY HURTTGAM	WINTER FEST	973.560	705.00	50.00
12/14/2023	TRI	83807	KITCHEN DESIGNS	DDA KEY TO CITY	973.560	705.00	92.00
12/14/2023	TRI	83809	LOIS KOLTUNOWICZ	WINTER FEST	973.560	705.00	8.00
12/14/2023	TRI	83813	OUTFRONT	DDA BILLBOARD 12/04 - 12/31/2023	880.000	705.00	764.00
12/14/2023	TRI	83814	PAGE ONE PRINTING	DDA WINTERFEST POSTERS	973.560	705.00	50.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
12/14/2023	TRI	83819	RICOH USA, INC.	COPIER - POLICE MPC3501	956.000	705.00	43.93
12/14/2023	TRI	83823	STAPLES	1099 W-2 FILES ETC	727.000	705.00	70.40
12/14/2023	TRI	83826	THE PRINT SHOP	WINTER FEST SIGNS	973.560	705.00	258.00
12/14/2023	TRI	83828	TRI-CITY TIMES	PUBLISHING	741.000	705.00	16.28
12/14/2023	TRI	83831	WELLS FARGO VENDOR	COPIER 11/26/2023 - 12/25/2023	956.000	705.00	26.95
12/21/2023	HRA	1714	CHRISTINE MALZAHN	OPTICAL/MEDICAL	714.000	705.00	702.25
12/21/2023	TRI	83850	FRONTIER	PHONE CITY HALL 12/10-1/09/2023	853.000	705.00	55.77
12/21/2023	TRI	83851	IMLAY CITY HARDWARE	DDA MAGNETS	930.000	705.00	17.97
				FOR CHRISTMAS LIGHTS DDA	930.000	705.00	21.34
				CHECK TRI 83851 TOTAL FOR FUND 248:			39.31
12/21/2023	TRI	83857	STAPLES	1099	727.000	705.00	6.88
12/21/2023	TRI	83860	TRI-CITY TIMES	ADVERTISING DDA	741.000	705.00	55.00
				ADVERTISING DDA	973.560	705.00	337.50
				CHECK TRI 83860 TOTAL FOR FUND 248:			392.50
12/21/2023	TRI	83861	VC3 INC	MICROSOFT OFFICE 365	727.000	705.00	8.30
				CLOUD PROTECTION AND CLOUD DATA RECOV	818.000	705.00	7.00
				CHECK TRI 83861 TOTAL FOR FUND 248:			15.30
				Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORI			13,763.75



CITY OF IMLAY CITY
 Account number ending in 9672
 Transactions for billing cycle ending 12/26/23

I need these receipts please
362.85
294.11

TRANSACTION DETAIL



Transactions

Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits
11-29	11-29	82301023333900011816647	SIGNS365.COM 800-2658830 MI	\$30.00
11-29	11-30	55263523334837000027036 <i>WinterFest</i>	FAMILY DOLLAR #3673 IMLAY CITY MI <i>248 705000973560</i>	\$41.98 ✓
11-30	11-30	82301023334900012392100	SIGNS365.COM 800-2658830 MI	\$30.00
11-30	11-30	82301023334900012249284	SIGNS365.COM 800-2658830 MI	\$8.00
11-30	12-01	55432863334203446935397 <i>WinterFest</i>	AMZN Mktp US*ME1KZ16B3 Amzn.com/bill WA <i>248705000973560</i>	\$14.83 ✓
12-01	12-01	55432863335203557219291 <i>WinterFest</i>	AMZN Mktp US*O586L1403 Amzn.com/bill WA <i>248705000973560</i>	\$96.93 ✓
12-03	12-04	55432863337204466305112 <i>WinterFest</i>	AMZN Mktp US*X69TP1CT3 Amzn.com/bill WA <i>248705000973560</i>	\$24.37 ✓
12-04	12-05	55429503338713790507165	SWEETWATER SOUND 2604328176 IN <i>248 705 000973560</i>	\$68.74 ✓ <i>740 060</i>
12-06	12-06	82301023340900014122614	SIGNS365.COM 800-2658830 MI	\$99.60
12-06	12-06	82301023340900014107755	SIGNS365.COM 800-2658830 MI	\$44.00
12-07	12-07	82301023341900014850080 <i>WinterFest</i>	SIGNS365.COM 800-2658830 MI <i>248 70500973560</i>	\$116.00 ✓
12-09	12-11	72301023343900015594405	SIGNS365.COM 800-2658830 MI	\$16.00
12-09	12-11	72301023343900015592193	SIGNS365.COM 800-2658830 MI	\$90.00
12-12	12-12	85411173346023000160378	PAYMENT - THANK YOU	\$995.25 CR

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	\$1,018.64	29	\$0.00
Cash Advance	30.49% (v)	NA	\$0.00	29	\$0.00

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.200	CASH - CHECKING ACCOUNT	452,850.24
248-000.000-001.210	CASH - CHECKING DDA	19,918.51
248-000.000-101.000	PREPAID - ASSET	7,716.83
Total Assets		480,485.58
*** Liabilities ***		
248-000.000-202.000	ACCOUNTS PAYABLE	11,018.52
Total Liabilities		11,018.52
*** Fund Balance ***		
248-000.000-390.000	FUND BALANCE	261,364.01
Total Fund Balance		261,364.01
Beginning Fund Balance		261,364.01
Net of Revenues VS Expenditures		208,103.05
Ending Fund Balance		469,467.06
Total Liabilities And Fund Balance		480,485.58

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AGENDA ITEM NB 10a. Holiday Lighting Decorations

DATE: **January 8, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Annually the DDA requests the DPW to install winter decorations on the lampposts along Third Street and Almont Avenue. DPW Supervisor Ed Priehs has reported that the snowflakes, which are approximately 20 years old are at end-of-line on the wiring and they need to be replaced. There are total of 30 and Director Malzahn is suggesting that we budget for replacements of 10 each year over the next three years, noting that the bulb brightness will not be the same when comparing old bulbs with new ones.

Items Attached: Pages from product catalog
Bronners price quote
Mainstreet Decorations price quote

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

Pole Décor

Made in the USA

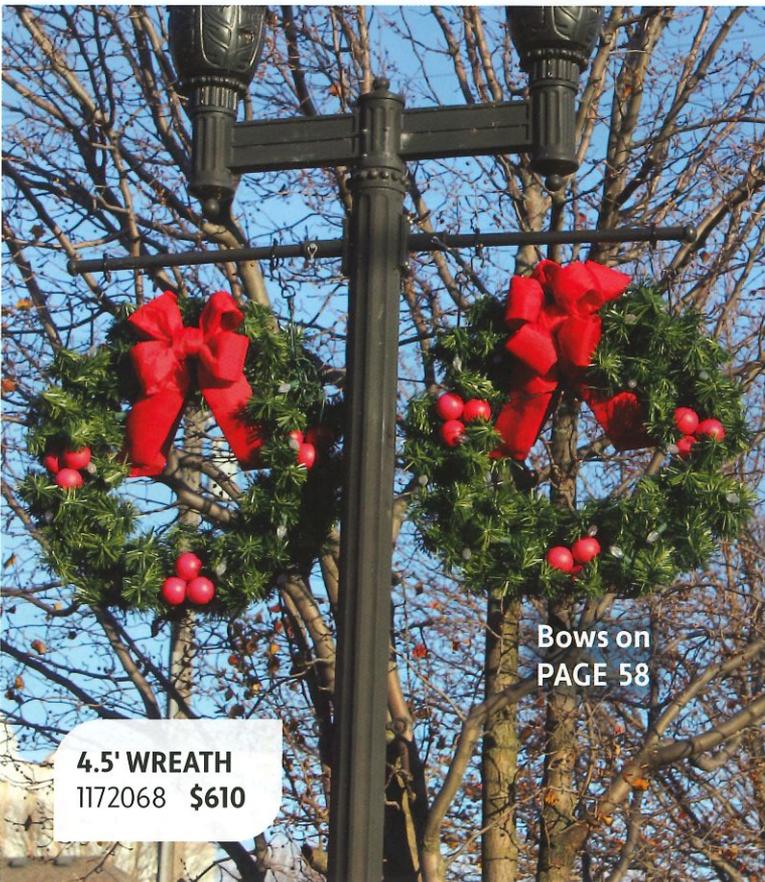
Call for incandescent pricing

4.5' CANDLE WREATH
WITH 2' VINYL BOWS

1041172 \$715

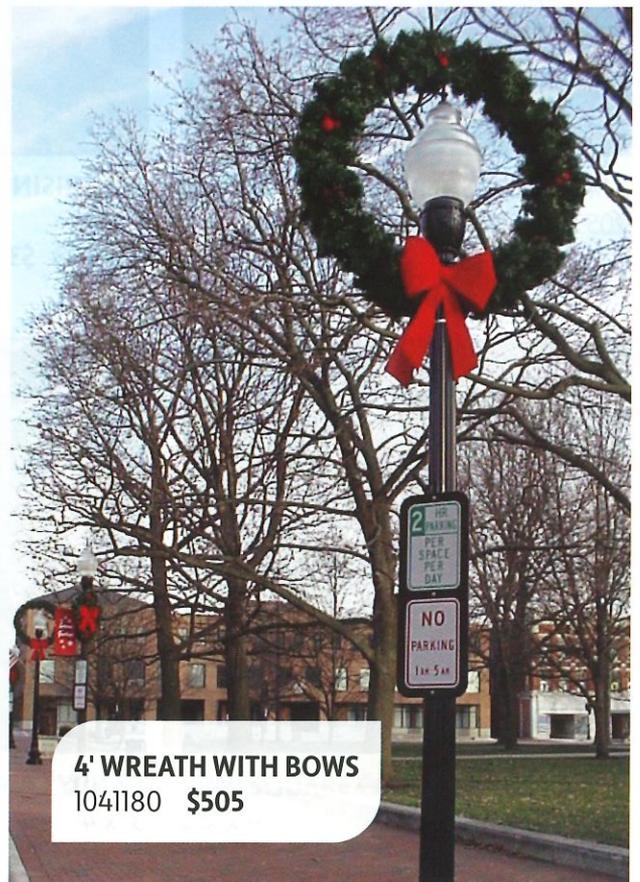


Check Out
our website
for additional
pole décor!



Bows on
PAGE 58

4.5' WREATH
1172068 \$610



4' WREATH WITH BOWS
1041180 \$505

WINTERFEST
SNOWFLAKE

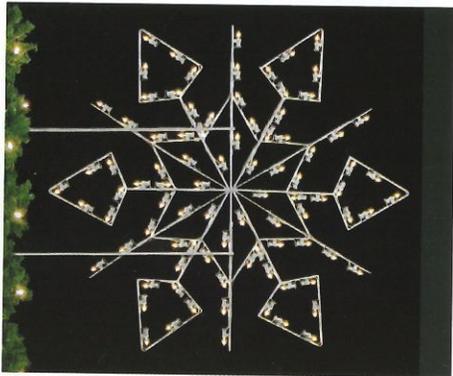
Made in the USA

Snowflake Pole Décor
Call for incandescent pricing



WINTERFEST SNOWFLAKE

6'	1089255	\$785
5'	1099270	\$695
4'	1108631	\$625
3'	1108568	\$530



DELUXE FORKED SNOWFLAKE

COM1971

5'	\$940
4'	\$755



DIAMOND SNOWFLAKE

6'	1089254	\$655
5'	1118911	\$605
4'	1108630	\$565
3'	1189073	\$460



PRESIDENTIAL SNOWFLAKE

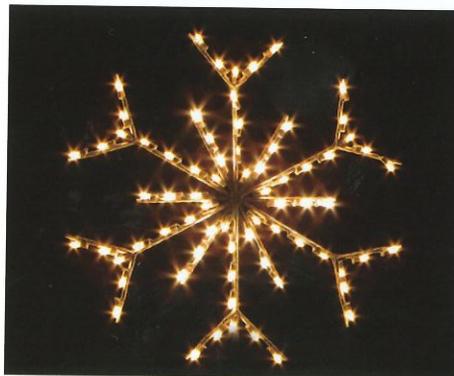
6'	1099285	\$815
5'	1109107	\$765
4'	1118150	\$640



MISSISSIPPI STAR SNOWFLAKE

COM1974

6'	\$935
5'	\$850
4'	\$700
3'	\$520



SILHOUETTE SNOWFLAKE

6'	1041170	\$645
5'	1068636	\$615
4'	1074252	\$570
3'	1098780	\$490



SPIRAL SNOWFLAKE

6'	1159403	\$900
5'	1125673	\$765
4'	1108632	\$695
3'	1118151	\$565



Kyle Downs 763-999-5677

Sales Quote		All Decorations Carry Five-Year Warranty			
Sold To City of Imlay City Christine Malzahn 150 N Main St Imlay City, MI 48444		Ship To City of Imlay City Christine Malzahn 150 N Main St Imlay City, MI 48444 ddadirector@imlacity.org			
Quote Date:	January 3, 2023	Customer Purchase Order	PO#N/A		
Ship By:		Terms	Christine - 810-724-2135 Ext 1307		
Must have By:	ASAP	Freight Charges	Prepay and add to invoice		
Part Number	Quantity	Dec - Jan 35% Discount Applied		Unit Price	Total

P-700	1	6' Presidential Snowflake - 114 C-7 LED Lamps	\$549.00	\$549.00
LP-319	1	4.5' Wreath w/ Glitter Bow - 40 C-7 LED Lamps	\$650.00	\$650.00

Freight **ESTIMATE** Via Ground Transport

TBD

All Decorations Carry Five-Year Warranty

kyle@mainstdesigns.com



BRONNER'S COMMERCIAL DISPLAY

25 Christmas Lane • P.O. Box 176
Frankenmuth, MI 48734-0176 U.S.A.

800-544-6635
FAX 989-652-8678

www.bronnerscommercial.com

ESTIMATE

Bill To:

CHRISTINE MALZAHN
CITY OF IMLAY CITY DDA
150 N MAIN ST
IMLAY CITY MI 48444-1145
United States

Ship To:

CHRISTINE MALZAHN
CITY OF IMLAY CITY DDA
150 N MAIN ST
IMLAY CITY MI 48444-1145
United States

Issue Date:	01/04/2024	Estimate#:	EST7221	Salesperson:	Craig Fick
Requested By:	CHRISTINE	Terms:	Net 30	Customer#:	7242135LN

Item	Item Note	Order	Price	Total
1041180 4' WREATH WITH BOW LP	approx. 36" clearance; pricing based on 10 quantity	10	404.00	4,040.00
1041180 4' WREATH WITH BOW LP	pricing based on 30 quantity	30	371.00	11,130.00
1118150 4' PRESIDENTIAL SNOWFLAKE	Fully lamped at factory; pricing based on 10 quantity	10	512.00	5,120.00
1118150 4' PRESIDENTIAL SNOWFLAKE	U-Lamp (LED lamps shipped separately - approx time to lamp 15 min); based on 10 quantity	10	469.00	4,690.00
1118150 4' PRESIDENTIAL SNOWFLAKE	Fully lamped at factory; pricing based on 30 quantity	30	470.00	14,100.00
1118150 4' PRESIDENTIAL SNOWFLAKE	U-Lamp (LED lamps shipped separately) based on 30 quantity	30	449.00	13,470.00

Comments:

F.O.B. FACTORY
 *
 SHIPPING ADDED TO FINAL INVOICE
 *
 ESTABLISHED TERMS OF NET 30 DAYS AFTER DELIVERY
 *
 "U-LAMP" PRICING TO HAVE LED LAMPS SHIPPED SEPARATELY FOR CLIENT TO INSERT INTO SNOWFLAKE SOCKETS ONSITE. AVERAGE TIME TO LAMP APPROXIMATELY 12-15 MINUTES PER SNOWFLAKE.
 *
 PRICES ARE GOOD ON ALL ORDERS PLACED THRU 01/31/2004.
 *

Subtotal:	52,550.00
Shipping and Handling:	TBD
Sales Tax:	0.00
TOTAL:	52,550.00

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AGENDA ITEM NB 10b. Façade Grant Application 151 Third Street

DATE: **January 8, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: A Façade/Sign Grant Application for 151 E. Third Street was submitted to the DDA office on December 27, 2023 for work estimated at \$3800.00. Gayle Coulter is requesting a reimbursement in the amount of \$1900.00 for glass and awning replacement.

Director Malzahn requested missing information from the applicant on December 28 in an email communication and has not received a reply.

Items Attached: Façade Grant Application
Work Estimates

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

Recommended

Motion: Motion to table the application until the required documentation is received.

Please give a detailed description of work to be done: See Attached

Glass Replacement 2,200.⁰⁰

Overhang Redone in Steel 1600.⁰⁰

The estimated improvement cost is \$ 3,800.⁰⁰

The 50% reimbursement is estimated to be \$ 1900.⁰⁰ (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

[Signature]
Applicant Signature

[Signature]
Title

12-26-23
Date

For DDA use only

Property Address _____

Project is _____ Eligible _____ Not Eligible for the Grant Program.

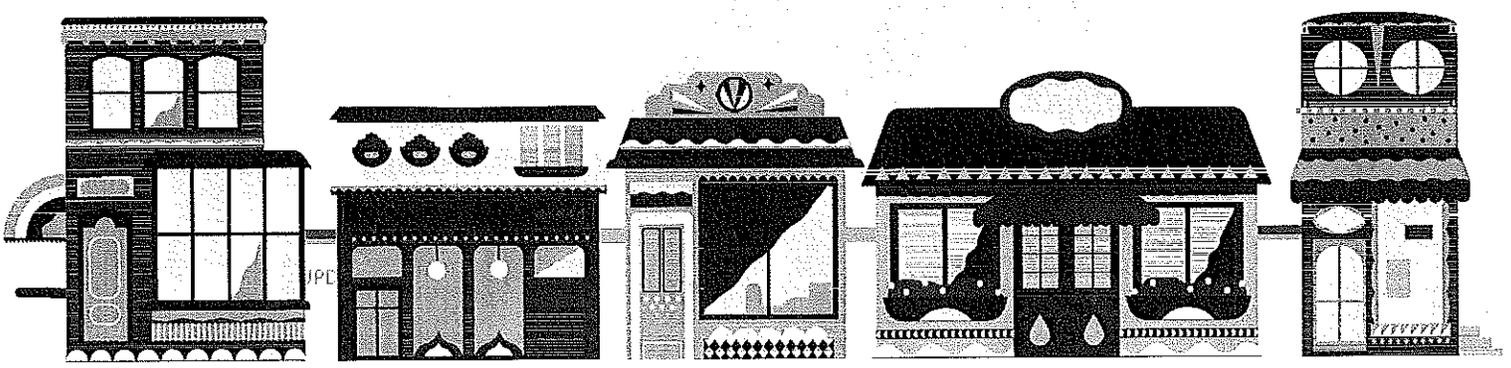
_____ Director has confirmed legal ownership of property via www.lapeercounty.gov.

DDA Director Signature

Date

Board Action Date: _____ Approved _____ Denied _____

If approved reimbursement check # _____ Disbursement date: _____



The logo for Coulter Real Estate features a stylized house icon to the left of the company name. The word "Coulter" is in a large, serif font, and "Real Estate" is in a smaller, sans-serif font. A horizontal line is positioned below the logo.

Coulter Real Estate

P.O. Box 307 Imlay City, MI 48444

Brown City: (810) 346-4206

Imlay City: (810) 721-2700

www.coulterrealestate.com

January 4, 2024

Imlay City MI 48444

Christine Malzahn

DDA Executive Director

City of Imlay City

RE: 151 Third St

Imlay City MI

I have submitted an application as well as bids in regards to the façade Grant available in Imlay City. This property is in desperate need of a new overhang roof to be put on as well as two new windows. The new overhang will be in black steel and the outside of the building will be painted a cream color once the weather warms up. Possibly some pretty black lights for decoration on the outside as well. Esthically it will look very nice. The windows are broken and need to be replaced (see photos attached). I have not included in painting quotes as I will take care of that on my own in the spring.

I called construction code regarding needing a permit and they said one wasn't needed. After I received your email as a response I called the city and left a message for Leah and haven't heard back. I speak with the contractor and he will need a dumpster so I will get a quote for that and submit for that as well.

You asked if I have a tenant moving in and the answer is I will allow one once I get the building in better shape again. We have had several people interested but at this point I am doing nothing in regards to a tenant until much of the work is done. I will also be doing some painting etc in the inside.

Thank you for your time;

Gayle Coulter

Coulter Real Estate

Do you want it listed... or do you want it sold?

Estimate from Deerfield Disposal

D Disposal <deerfield.disposal@gmail.com>

Thu 1/4/2024 11:04 AM

To: gayle.coulterrealestate.com <gayle@coulterrealestate.com>

Hi Gayle,

Thirty-yard dumpster for 7-day rental, 7 ton weight limit delivered to Imlay City \$500.00.

Let me know if we can help.

- Bonnie

Deerpster

This is a Contractor's
Wheel is less money than
using one.



Estimate

1st Bid

DATE: 09/12/2023

4212 4th St, Brown City, MI 48416
 810-837-2804
 Edwoodruff37@gmail.com

TO Gayle Coulter
 5800 M-53
 Brown City, MI

SPEC SHEET	<i>151 E 3rd St</i>
Personal building on corner lot overhang roof, done in steel	Total Job: 1,600.00
Put new steel on building by pizzeria	
Grout and tuck point old brick	
Install 2x4's to back of building	
Install new steel on back of building	Total Job: 3,400.00
Remove all glass picture windows in front of building	
Remove front door	
Frame in wall in glass area to install new vinyl picture windows to be around 2.5' wide each	
Install new front door	
Trim around all windows on exterior wall	
Trim out inside of windows with interior trim	
Caulk all windows and door	
Total jobsite cleanup	Total Job: 15,700.00
Total job total for all above: \$20,700.00	
As this is a material and labor quote, all material is owned by E & J Construction.	

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.

Acceptance of proposal: _____

OWNER:

THANK YOU FOR YOUR BUSINESS!

Fwd: Windows

gayle coulterrealestate.com <gayle@coulterrealestate.com>

Wed 12/27/2023 10:25 AM

To: gayle coulterrealestate.com <gayle@coulterrealestate.com>

Sent from my iPhone

Begin forwarded message:

From: Steven Burgess <SteveB@calvincoinc.com>

Date: December 8, 2023 at 11:02:51 AM EST

To: "heather coulterrealestate.com" <heather@coulterrealestate.com>

Cc: "gayle coulterrealestate.com" <gayle@coulterrealestate.com>

Subject: RE: Windows

That appears to be 1/4" plate/annealed clear glass. We would replace with 1/4" tempered safety glass,
2 at approx 60 x 80 \$2,200.00.

From: heather coulterrealestate.com <heather@coulterrealestate.com>

Sent: Friday, December 8, 2023 10:20 AM

To: Steven Burgess <SteveB@calvincoinc.com>

Cc: gayle coulterrealestate.com <gayle@coulterrealestate.com>

Subject: Windows

Here are the pictures of the windows you talked with Gayle about.

Heather Campbell

Assistant to Gayle Coulter

Coulter
Real Estate

Office: 810-346-4206

Email: heather@coulterrealestate.com

151 Ed

✓

151 E Third St

Gage Construction
 264 Indian Trail
 Columbiaville, MI
 Phone Number: 810-614-9741

Billed To:

Gayle Coulter
 5800 Van Dyke
 Brown City MI 48416

2nd Bid

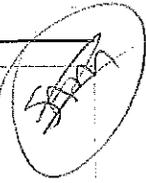
Job location - 151 E Third St Imlay City			
Bid Date- November 9, 2023			
Item	Quantity	Unit Price	Total
Replace 60x80 glass windows on front of building			2850.00
Remove old overhang material and replace with Black Steel clean up included			2300.00
		Subtotal	5150.00
		Tax	
		Total	5150.00

Payment Information

50% upon start of project and balance at the end of project

151 E 3rd St, Imlay City, MI 48444-1319, Lapeer County

APN: I19-62-400-000-00 CLIP: 8516313668



	Beds N/A	Full Baths N/A	Half Baths N/A	Sale Price N/A	Sale Date N/A
	Bldg Sq Ft N/A	Lot Sq Ft 3,049	Yr Built N/A	Type MISC COM SVCS	

COMMUNITY INSIGHTS			
Median Home Value	\$221,355	School District	IMLAY CITY COMMUNITY SCHOOLS
Median Home Value Rating	3 / 10	Family Friendly Score	31 / 100
Total Crime Risk Score (for the neighborhood, relative to the nation)	57 / 100	Walkable Score	64 / 100
Total Incidents (1 yr)	53	Q1 Home Price Forecast	\$228,872
Standardized Test Rank	35 / 100	Last 2 Yr Home Appreciation	14%

LOCATION INFORMATION			
School District	Imlay City	City/Village/Township	Imlay City
School District Name	Imlay City	Lot #	10
Subdivision	City Of Imlay City Palmers Original	Block	20
Census Tract	3395.00	Flood Zone Code	X
Census Block	1	Within 250 Feet of Multiple Flood Zone	No
Property Zip	48444	Flood Zone Panel	26087C0314E
Zip + 4	1319	Flood Zone Date	09/19/2007
Property Carrier Route	C002		

TAX INFORMATION			
Property ID	I196240000000	Summer Tax Year	2023
Assessment Year	2023	Ad Valorem Summer Tax	\$1,944
Total Assessed Value	\$98,300	Summer Tax	\$1,963
State Equalized Value (SEV)	\$98,300	Prior Summer Tax Year	2022
Capped Value	\$36,083	Prior Year Summer Tax	\$1,900
Taxable Value	\$36,083	Prior Winter Tax Year	2022
Tax Year	2023	Prior Year Winter Tax	\$296
Annual Tax	\$1,963	Prior Year Tax Amount	\$2,196
Legal Description	CITY OF IMLAY CITY PALMER'S ORIGINAL PLAT E 25 FEET OF LOT 8 AND 9 AND E 25 FT OF S 25 FT OF LOT 10 BLOCK 20		

ASSESSMENT & TAX			
Assessment Year	2023	2022	2021
Assessed Value - Total	\$98,300	\$67,400	\$63,700
Market Value - Total	\$196,600	\$134,800	\$127,400
State Equalized Value (SEV)	\$98,300		

Total Tax	Tax Year	Change (\$)	Change (%)
\$2,102	2021		
\$2,196	2022	\$94	4.48%
\$1,963	2023	-\$232	-10.58%

Period	Tax Year	Tax Amount	Change (\$)	Change (%)	Administrative Fee
Winter	2022	\$296			
Summer	2022	\$1,900			
Total	2022	\$2,196			
Summer	2023	\$1,963	\$63	3.33%	\$19
Total	2023				

Period	Ad Valorem Tax
Winter	
Summer	
Total	
Summer	\$1,944

Total

CHARACTERISTICS

Acres	0.07	Land Use - CoreLogic	Misc Commercial Services
Lot Sq Ft	3,049	Property Category	Cm

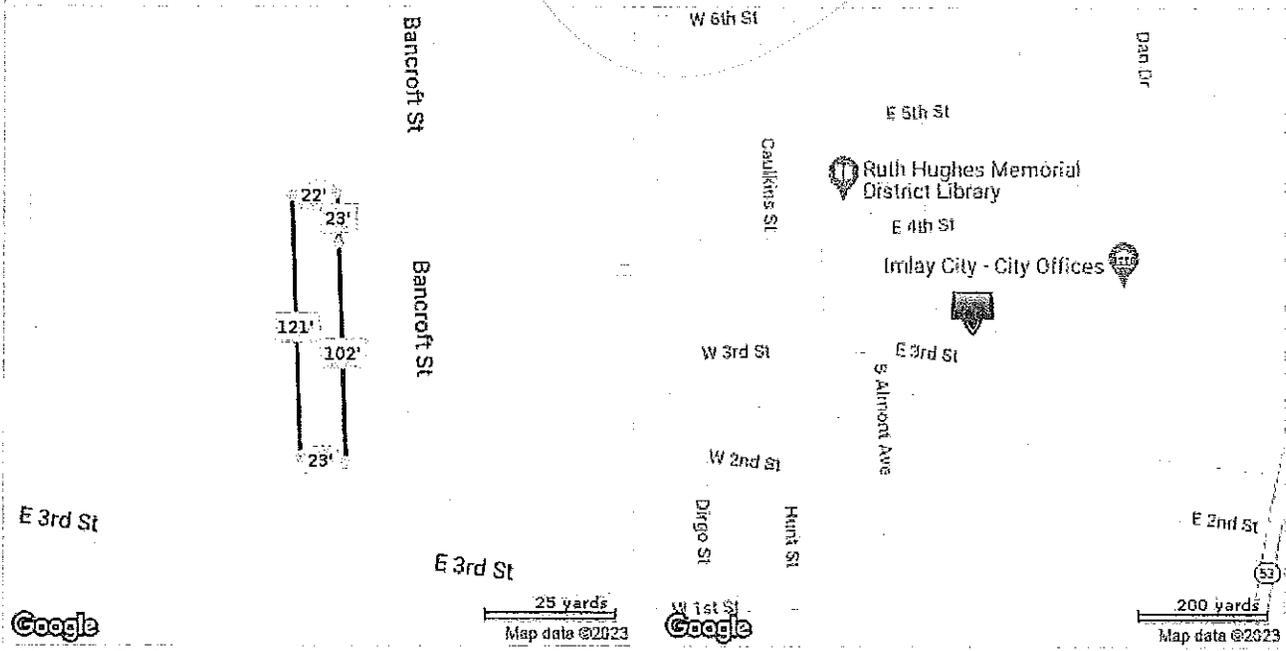
LAST MARKET SALE & SALES HISTORY

Owner Name: Coulter Gayle

MORTGAGE HISTORY

Mortgage Date	06/24/2010
Mortgage Amount	\$111,500
Mortgage Lender	Csb Bk
Mortgage Code	Conventional
Mortgage Type	Refi
Borrower Name	Coulter Gordon R
Borrower Name 2	Coulter Gayle A R

PROPERTY MAP



*Lot Dimensions are Estimated





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AGENDA ITEM NB 10c. Capital Improvement Plan Project Discussion

DATE: **January 8, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: As part of the city-wide budgeting process the DDA has been requested to submit its capital improvement project plans for review, priority scoring by the CIP sub-committee and final adoption by city commission. Director Malzahn has reviewed the TIF plan and a list of uncompleted projects and is submitting them to the DDA for consideration and feedback.

Items Attached: 8 proposed project worksheets
Spark Grant Park Survey Results

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

Recommended

Motion: Motion to approval the projects as drafted and submit to city for consideration under the Capital Improvement Plan

Capital Improvement Project – Project Description

Imlay City

Project Name: Streetscape Design / Maintenance			Dept: DDA			
Project Location: CBD			Conforms to Plan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Dept Priority: <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low			Plan Title: TIF Plan			
Type of Project: <input type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Upgrade <input type="checkbox"/> Rehabilitate <input checked="" type="checkbox"/> Other: Maintenance / Upgrade			Coordinated Project with: DPW			
			Address Threat: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Project Description: Care and maintenance to bed planting areas including the fence row to railroad, add hard scape features to reduce the amount of annual flower beddings. Replace aging mulch, add trees, add water feature, add art installation(s)						
Project Justification: Beautification / place making						
Estimated Total Project Cost: \$40,000 - \$60,000				Grant to Target: America In Bloom		
Funding Source	2024-2025	25-26	27-28	28-29	29-30	30-31
Equip Fund	\$	\$	\$	\$	\$	\$
General Fund	\$	\$	\$	\$	\$	\$
Grant/Donations	\$20,000	\$	\$	\$	\$	\$
Major Streets	\$	\$	\$	\$	\$	\$
Local Streets	\$	\$	\$	\$	\$	\$
Sewer Fund	\$	\$	\$	\$	\$	\$
Water Fund	\$	\$	\$	\$	\$	\$
DDA Fund	\$40,000	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$

Notes:

Project Submitted By: Christine Malzahn Date: 1/2/24

Scoring Committee Rank: High Medium Low

Review Committee Notes:

Capital Improvement Project – Project Description

Imlay City

Project Name: Rotary Park			Dept: DDA			
Project Location: Rotary Park on First Street			Conforms to Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Dept Priority: <input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low			Plan Title: TIF Plan			
Type of Project: <input type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Upgrade <input checked="" type="checkbox"/> Rehabilitate <input type="checkbox"/> Other:			Coordinated Project with: Rotary Club / FCCF / LCCF			
			Address Threat: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Project Description: replace aging mulch, add updated ADA playground equipment, repair gazebo						
Project Justification: care and maintenance to playground area within the DDA district.						
Estimated Total Project Cost: \$50,000			Grant to Target: LCCF / FCCF / IC Rotary Club			
Funding Source	2024-2025	25-26	27-28	28-29	29-30	30-31
Equip Fund	\$	\$	\$	\$	\$	\$
General Fund	\$	\$	\$	\$	\$	\$
Grant/Donations	\$	\$	\$	\$	\$	\$
Major Streets	\$	\$	\$	\$	\$	\$
Local Streets	\$	\$	\$	\$	\$	\$
Sewer Fund	\$	\$	\$	\$	\$	\$
Water Fund	\$	\$	\$	\$	\$	\$
DDA Fund	\$	\$ 10,000	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$

Notes:

Project Submitted By: Christine Malzahn Date: 1/2/24

Scoring Committee Rank: High Medium Low

Review Committee Notes:

Capital Improvement Project – Project Description

Imlay City

Project Name: Municipal Parking Re-Stripping			Dept: DDA			
Project Location: CBD			Conforms to Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Dept Priority: <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low			Plan Title: TIF Plan			
Type of Project: <input type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Upgrade <input checked="" type="checkbox"/> Rehabilitate <input type="checkbox"/> Other:			Coordinated Project with: City Commission / DPW			
			Address Threat: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Project Description: maintenance to visual markings for vehicles in designated areas.						
Project Justification: public safety						
Estimated Total Project Cost: \$				Grant to Target:		
Funding Source	2024-2025	25-26	27-28	28-29	29-30	30-31
Equip Fund	\$	\$	\$	\$	\$	\$
General Fund	\$	\$	\$	\$	\$	\$
Grant/Donations	\$	\$	\$	\$	\$	\$
Major Streets	\$	\$	\$	\$	\$	\$
Local Streets	\$	\$	\$	\$	\$	\$
Sewer Fund	\$	\$	\$	\$	\$	\$
Water Fund	\$	\$	\$	\$	\$	\$
DDA Fund	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$

Notes:

Project Submitted By: Christine Malzahn Date: 1/2/24

Scoring Committee Rank: High Medium Low

Review Committee Notes:

Capital Improvement Project – Project Description

Imlay City

Project Name: Property Acquisition			Dept: DDA / Imlay City Facade Corp.			
Project Location: TIF District			Conforms to Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Dept Priority: <input checked="" type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low			Plan Title: TIF Plan			
Type of Project: <input type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Upgrade <input checked="" type="checkbox"/> Rehabilitate <input type="checkbox"/> Other:			Coordinated Project with: City Commission			
			Address Threat: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Project Description: Acquire vacant, blighted properties in the DDA district, rehab and market for business recruitment						
Project Justification: care and maintenance to playground area within the DDA district.						
Estimated Total Project Cost: \$200,000 - \$500,000			Grant to Target: MEDC / Lapeer Development Corp.			
Funding Source	2024-2025	25-26	27-28	28-29	29-30	30-31
Equip Fund	\$	\$	\$	\$	\$	\$
General Fund	\$	\$	\$	\$	\$	\$
Grant/Donations	\$	\$	\$	\$	\$	\$
Major Streets	\$	\$	\$	\$	\$	\$
Local Streets	\$	\$	\$	\$	\$	\$
Sewer Fund	\$	\$	\$	\$	\$	\$
Water Fund	\$	\$	\$	\$	\$	\$
DDA Fund	\$	\$?	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$

Notes:

Project Submitted By: Christine Malzahn Date: 1/2/24

Scoring Committee Rank: High Medium Low

Review Committee Notes:

Capital Improvement Project – Project Description

Imlay City

Project Name: CBD Pocket Parks			Dept: DDA			
Project Location: Third Street / Almont Avenue			Conforms to Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Dept Priority: <input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low			Plan Title: TIF Plan			
Type of Project: <input type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Upgrade <input checked="" type="checkbox"/> Rehabilitate <input type="checkbox"/> Other:			Coordinated Project with:			
			Address Threat: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Project Description: rehabilitate three pocket parks in the buysiness district. Bring in electricity for lighting and sound equipment, add wi-fi, art installations, landscaping, seating, trash cans.						
Project Justification: Placemaking projects in current TIF plan						
Estimated Total Project Cost: \$30,000 (\$10K each area)			Grant to Target: MEDC / LCCF / FCF / America In Bloom			
Funding Source	2024-2025	25-26	27-28	28-29	29-30	30-31
Equip Fund	\$	\$	\$	\$	\$	\$
General Fund	\$	\$	\$	\$	\$	\$
Grant/Donations	\$	\$	\$	\$	\$	\$
Major Streets	\$	\$	\$	\$	\$	\$
Local Streets	\$	\$	\$	\$	\$	\$
Sewer Fund	\$	\$	\$	\$	\$	\$
Water Fund	\$	\$	\$	\$	\$	\$
DDA Fund	\$	\$30,000	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$

Notes:

Project Submitted By: Christine Malzahn Date: 1/2/24

Scoring Committee Rank: High Medium Low

Review Committee Notes:

Capital Improvement Project – Project Description

Imlay City

Project Name: LED Sign Replacement			Dept: DDA			
Project Location: M-53 in front of PD			Conforms to Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Dept Priority: <input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low			Plan Title: TIF Plan			
Type of Project: <input type="checkbox"/> New <input checked="" type="checkbox"/> Replace <input type="checkbox"/> Upgrade <input type="checkbox"/> Rehabilitate <input type="checkbox"/> Other:			Coordinated Project with:			
			Address Threat: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Project Description: Replace current LED sign nonfunctional equipment						
Project Justification: marketing, public safety informational alerts, event advertising						
Estimated Total Project Cost: \$10,000				Grant to Target:		
Funding Source	2024-2025	25-26	27-28	28-29	29-30	30-31
Equip Fund	\$	\$	\$	\$	\$	\$
General Fund	\$	\$	\$	\$	\$	\$
Grant/Donations	\$	\$	\$	\$	\$	\$
Major Streets	\$	\$	\$	\$	\$	\$
Local Streets	\$	\$	\$	\$	\$	\$
Sewer Fund	\$	\$	\$	\$	\$	\$
Water Fund	\$	\$	\$	\$	\$	\$
DDA Fund	\$	\$10,000	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$

Notes:

Project Submitted By: Christine Malzahn Date: 1/2/24

Scoring Committee Rank: High Medium Low

Review Committee Notes:

Capital Improvement Project – Project Description

Imlay City

Project Name: Lamb Steele Park Improvements			Dept: DDA			
Project Location: CBD			Conforms to Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Dept Priority: <input checked="" type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low			Plan Title: TIF Plan			
Type of Project: <input type="checkbox"/> New <input type="checkbox"/> Replace <input checked="" type="checkbox"/> Upgrade <input type="checkbox"/> Rehabilitate <input type="checkbox"/> Other:			Coordinated Project with: City Commission / DPW			
			Address Threat: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Project Description: add open-access network, public space improvements including public restrooms, pavilion covering, play scape feature, sound system.						
Project Justification: placemaking						
Estimated Total Project Cost: \$500,000				Grant to Target: ?		
Funding Source	2024-2025	25-26	27-28	28-29	29-30	30-31
Equip Fund	\$	\$	\$	\$	\$	\$
General Fund	\$	\$	\$	\$	\$	\$
Grant/Donations	\$	\$450,000	\$	\$	\$	\$
Major Streets	\$	\$	\$	\$	\$	\$
Local Streets	\$	\$	\$	\$	\$	\$
Sewer Fund	\$	\$	\$	\$	\$	\$
Water Fund	\$	\$	\$	\$	\$	\$
DDA Fund	\$	\$50,000	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$

Notes:

Project Submitted By: Christine Malzahn Date: 1/2/24

Scoring Committee Rank: High Medium Low

Review Committee Notes:

Capital Improvement Project – Project Description

Imlay City

Project Name: Bike Racks / Wayfinding Signage			Dept: DDA			
Project Location: CBD			Conforms to Plan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Dept Priority: <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low			Plan Title: TIF Plan			
Type of Project: <input checked="" type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Upgrade <input type="checkbox"/> Rehabilitate <input type="checkbox"/> Other:			Coordinated Project with:			
			Address Threat: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Project Description: Create custom bike racks with dual functionality for art installation and public information signage						
Project Justification: Placemaking / Beautification						
Estimated Total Project Cost: \$15,000				Grant to Target: LCCF, FCF		
Funding Source	2024-2025	25-26	27-28	28-29	29-30	30-31
Equip Fund	\$	\$	\$	\$	\$	\$
General Fund	\$	\$	\$	\$	\$	\$
Grant/Donations	\$7500	\$	\$	\$	\$	\$
Major Streets	\$	\$	\$	\$	\$	\$
Local Streets	\$	\$	\$	\$	\$	\$
Sewer Fund	\$	\$	\$	\$	\$	\$
Water Fund	\$	\$	\$	\$	\$	\$
DDA Fund	\$7500	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$

Notes:

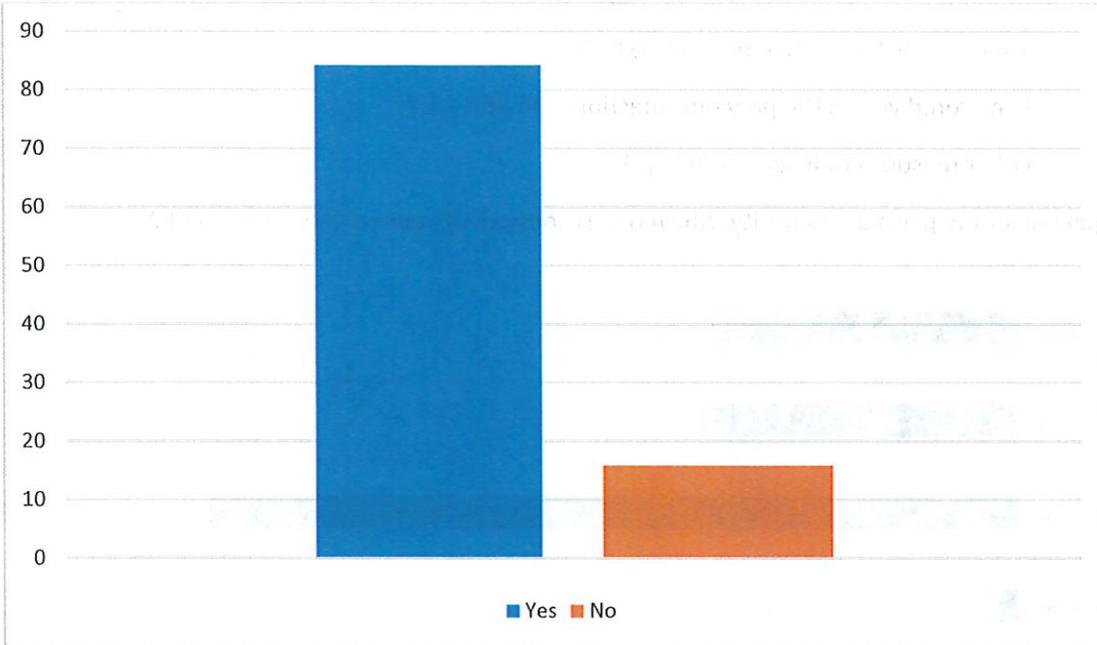
Project Submitted By: Christine Malzahn Date: 1/2/24

Scoring Committee Rank: High Medium Low

Review Committee Notes:

Imlay City Survey Results:

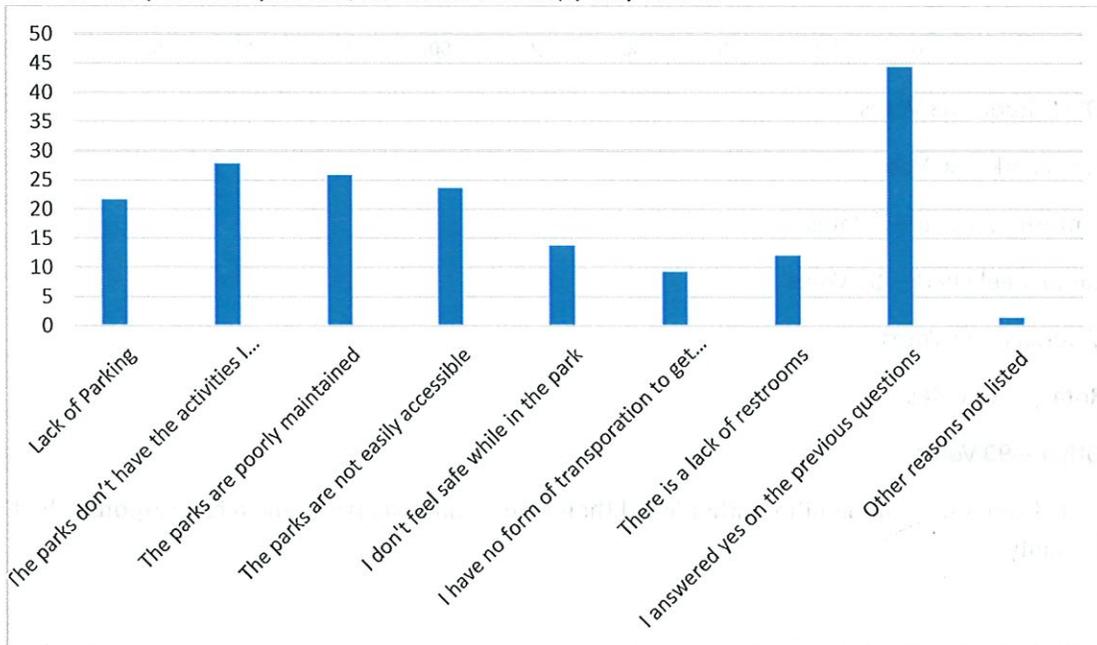
1. Do you visit or use the public parks that are offered by Imlay City?



Yes – 84.15% (393 Respondents)

No – 15.85% (74 Respondents)

2. If no on the previous question, check the reason(s) why below:



Lack of Parking – 21.63% (77)

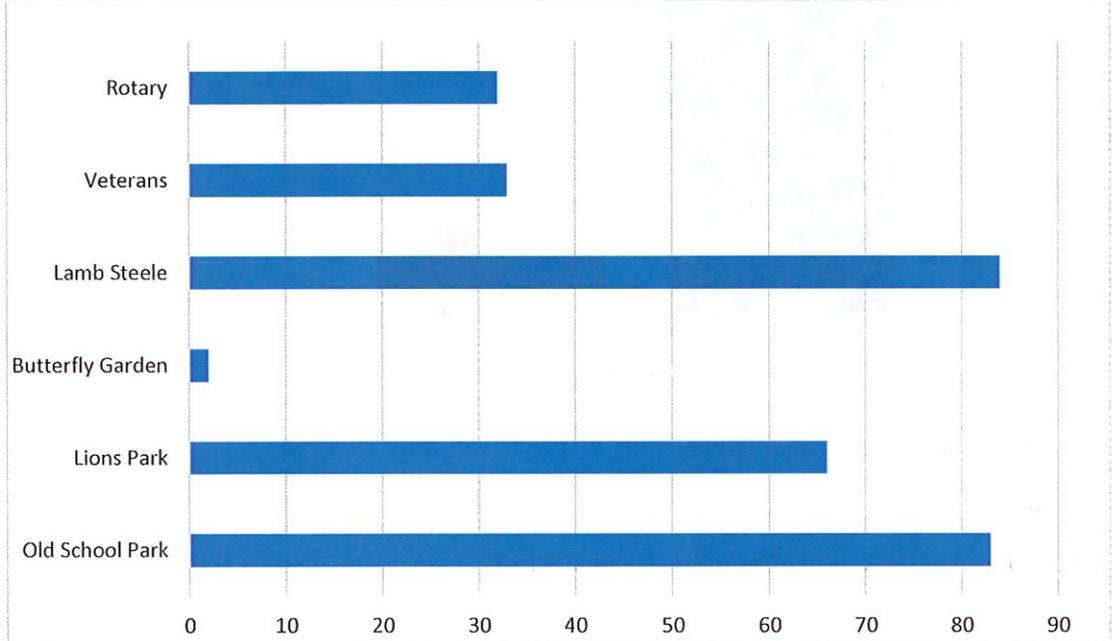
The parks don't have the activities I enjoy doing available – 27.81% (99)

The parks are poorly maintained – 25.84% (92)

The parks are not easily accessible – 23.60% (84)

- I don't feel safe while in the park – 13.76% (49)
- I have no form of transportation to get me to the parks – 9.27% (33)
- There is a lack of restrooms – 12.08% (43)
- I answered yes on the previous question – 44.38% (158)
- Other reasons not listed – 1.40% (5)

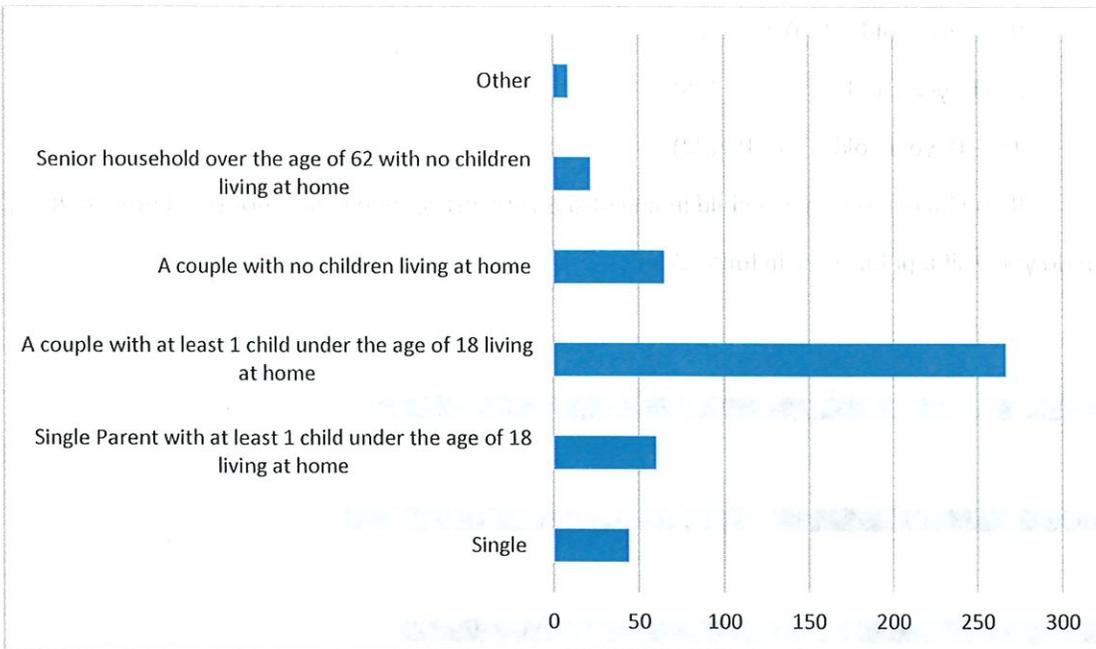
3. If you enjoy one of the parks in Imlay City, which one is considered your neighborhood park?



- Old School – 83 Votes
- Lions Park – 66 Votes
- Butterfly Garden – 2 Votes
- Lamb Steele Park – 84 Votes
- Veterans – 33 Votes
- Rotary – 32 Votes
- Other – 90 Votes

Note: Some residents from other communities either listed their own community parks and a few responses had parks outside of Lapeer County.

4. Which option best describes your household?



Single – 9.42% (44)

Single Parent with at least 1 child under the age of 18 living at home – 12.85% (60)

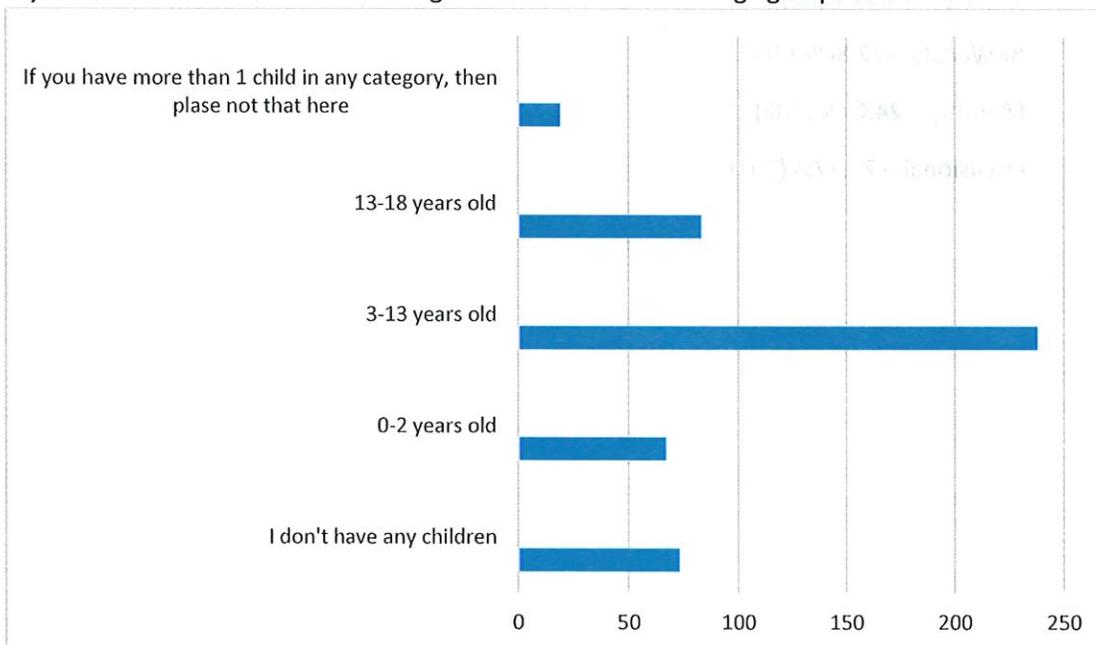
A couple with at least 1 child under the age of 18 living at home – 57.17% (267)

A couple with no children living at home – 13.92% (65)

Senior household over the age of 62 with no children living at home – 4.71% (22)

Other – 1.93% (9)

5. If you do have a child or children living at home what are their age groups?



I don't have any children – 16.37% (73)

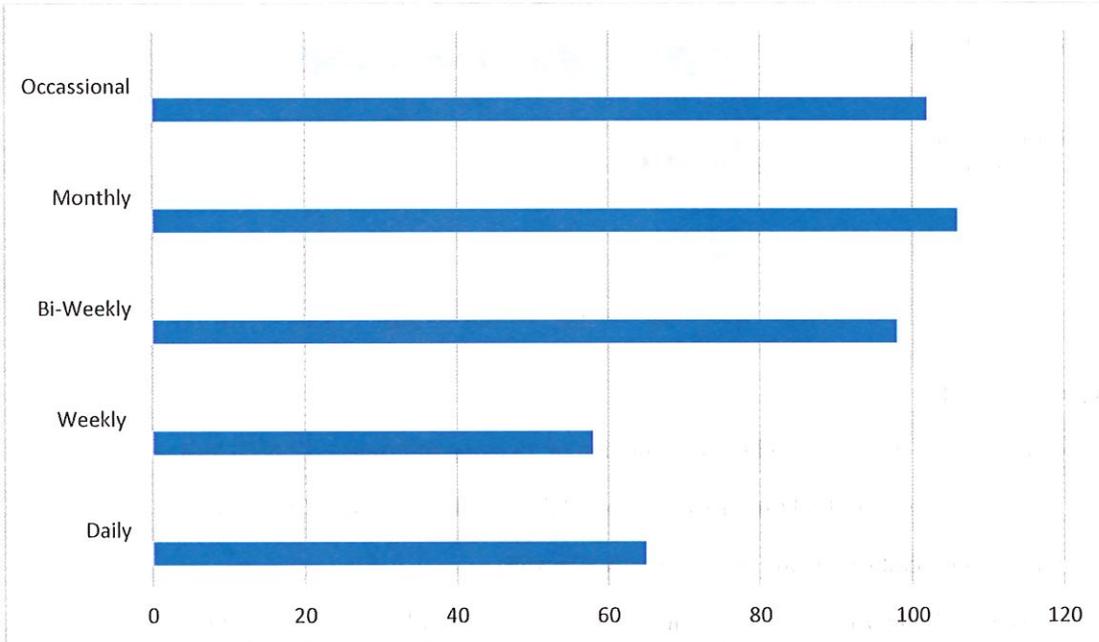
0 – 2 years old – 15.02% (67)

3 – 12 years old – 53.06% (238)

13 – 18 years old – 18.61% (83)

If you have more than 1 child in any of the categories, then please not that here – 4.26% (19)

6. How often do you visit a public park in Imlay City?



Daily – 15.81% (65)

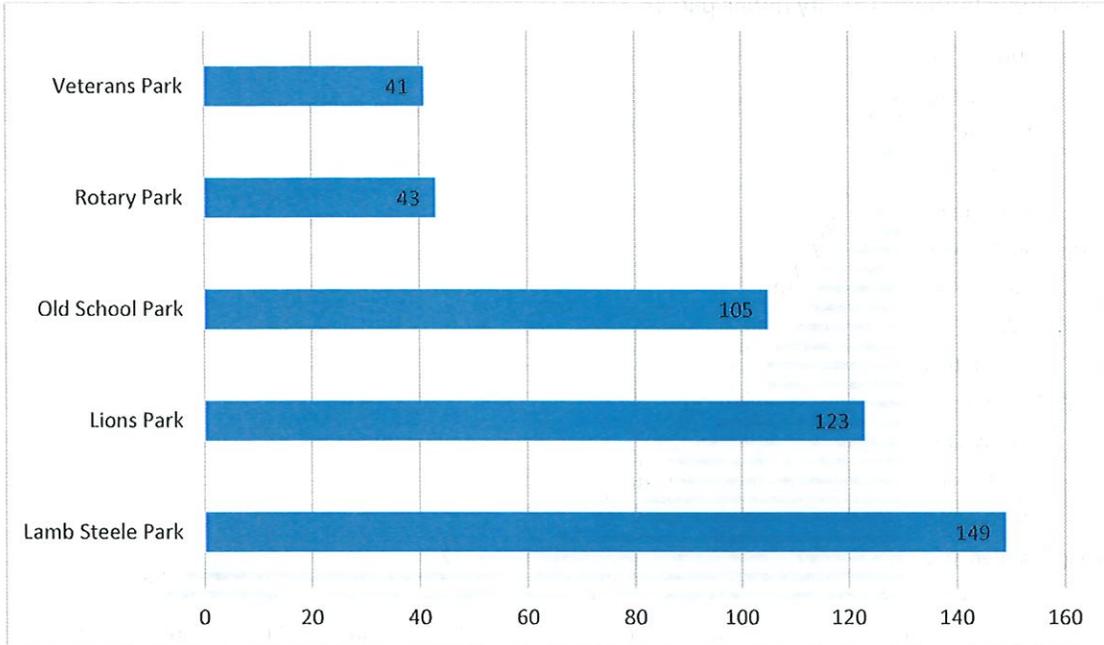
Weekly – 13.51% (58)

Bi-Weekly – 22.84% (98)

Monthly – 24.07% (106)

Occasional – 23.77% (102)

7. If you could choose only one park to be developed, which would it be?



Lamb Steele Park – 32.32%

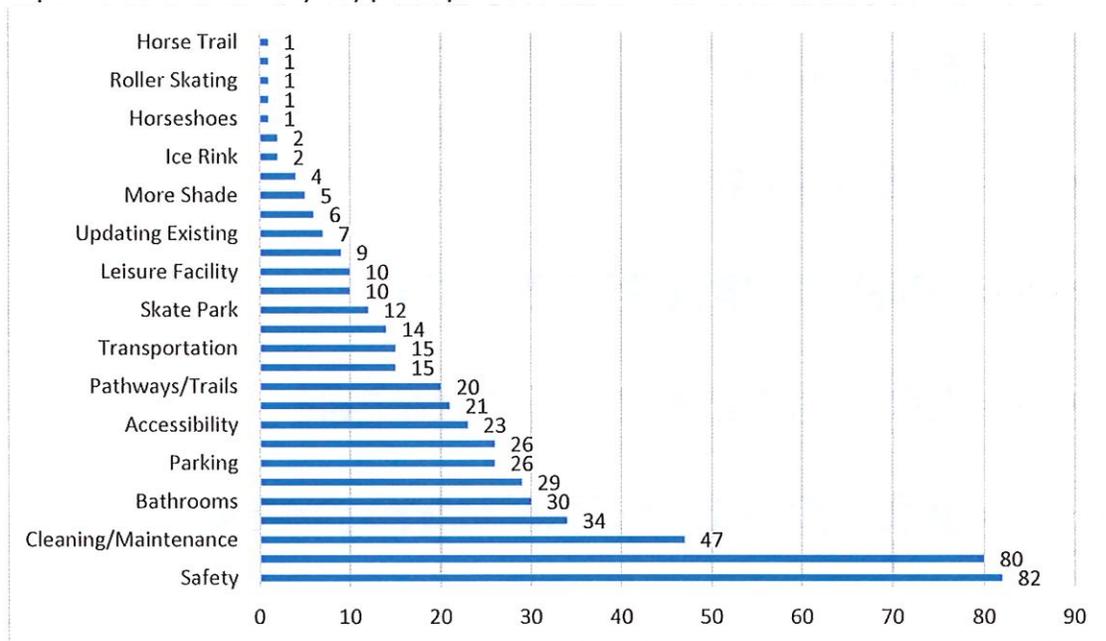
Lions Park – 26.88%

Old School Park – 22.78%

Rotary Park – 9.33%

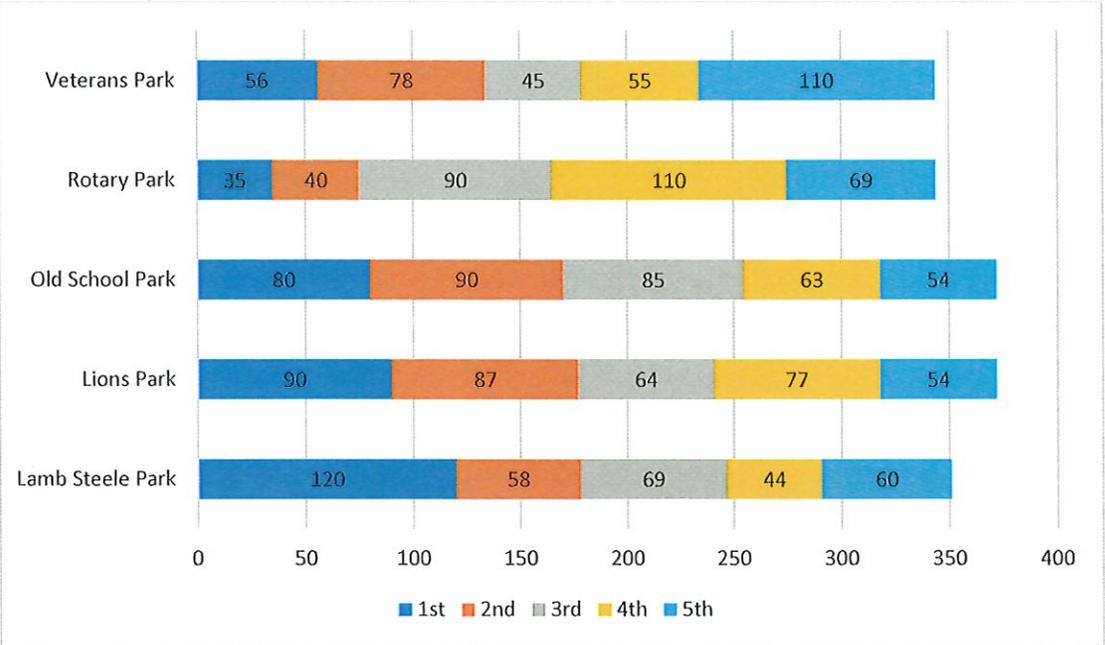
Veterans Park – 8.89%

8. What do you think should be the top five priorities/actions that should be done to make improvements in the Imlay City public parks?



Safety	82
Landscaping	80
Cleaning/Maintenance	47
Environment	34
Bathrooms	30
Playground	29
Parking	26
More Activities	26
Accessibility	23
Recreation Facility	21
Pathways/Trails	20
Fitness	15
Transportation	15
Better Seating	14
Skate Park	12
Pavilion with Tables	10
Leisure Facility	10
Dog Park	9
Updating Existing	7
Cultural/Historical Integration	6
More Shade	5
Street Food	4
Ice Rink	2
Other	5

9. In what order would you develop the following parks? (1. Lamb Steele Park 2. Lions Park 3. Old School Park 4. Rotary Park 5. Veterans Park)





AGENDA ITEM NB 10d. February Meeting Schedule Discussion

DATE: January 8, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: The city commission is posting a consortium meeting on Wednesday, February 21, 2024 as part of the City's new Master Plan update. The DDA is invited to attend as provide input on the document as it is being drafted.

The Imlay City Façade Corp, a non-profit entity with its board of directors being the current DDA board members must hold an annual meeting to update its by-laws and fulfill its meeting requirements.

Items Attached: 2024 City Meeting Calendar

Action Needed: No board action needed

2024 SCHEDULE OF MEETINGS IMLAY CITY BOARDS AND COMMISSIONS

To Be Adopted: December 03, 2023

JANUARY

Monday	Tuesday	Wed	Thur	Friday
New Years 1	2	3	4	5
Day Observed	City Commission	Housing Board		
DDA Meeting 8	Parks & Rec. 9	10	11	12
MLK Day 15	City Commission 16	17	18	19
Bank Holiday 22	Planning Comm. 23	Dept. Head 24	Zoning Comm. 25	26
29	30	31		

FEBRUARY

Monday	Tuesday	Wed	Thur	Friday
		0	1	2
Housing Board 5	City Commission 6	7	8	9
DDA Meeting 12	Parks & Rec. 13	14	15	16
Pres. Day 19	City Commission 20	Budget W.S. Dis 21	Zoning Comm. 22	23
Bank Holiday 26	Primary Election 27	Dept. Head 28	29	
	Budget Discussion			

MARCH

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

APRIL

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

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.			Payroll Deposited #11

JUNE

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

City Commission 7:00 p.m. 1st & 3rd Tue. in Chambers

Planning Comm. 6:00 p.m. 4th Tue. in Chambers

Zoning Comm. 6:00 p.m. 4th Thur. in Chambers

DDA Meeting 5:35 p.m. 2nd Mon. in Chambers

Parks & Rec. 6:00 p.m. 2nd Tue. in Chambers

Housing Board 6:00 p.m. 1st Mon. in Chambers

All Groups = CITY HOLIDAYS 12

Lamb Steele Board 5:35 p.m. As Needed in Chambers

Department Head 9:00 a.m. 4th Wed. in Chambers

Other Bank Holiday Pres. Day, Columbus Day

Note: There are 26 Pays in 2024
There are 262 "paid" days or 2096 F/T hours
For the Non 24 hour Departments

JULY

Monday	Tuesday	Wed	Thur	Friday
Housing Board 1	City Commission 2	3	Independence Day Observed 4	5
DDA Meeting 8	Parks & Rec. 9	10	11	12
15	City Commission 16	17	18	19
22	Planning Comm. 23	Dept. Head 24	Zoning Comm. 25	26
29	30	31		

AUGUST

Monday	Tuesday	Wed	Thur	Friday
			1	2
Housing Board 5	Primary Election 6	7	City Commission 8	9
DDA Meeting 12	Parks & Rec. 13	14	15	16
19	City Commission 20	21	Zoning Comm. 22	23
26	Planning Comm. 27	Dept. Head 28	29	30

SEPTEMBER

Monday	Tuesday	Wed	Thur	Friday
Labor Day 2	City Commission 3	Housing Board 4	5	6
DDA Meeting 9	Parks & Rec. 10	11	Lamb Steele Board 12	13
16	City Commission 17	18	19	20
23	Planning Comm. 24	Dept. Head 25	Zoning Comm. 26	27
30				

OCTOBER

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

NOVEMBER

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

DECEMBER

Monday	Tuesday	Wed	Thur	Friday
Housing Board 2	City Commission 3	4	5	6
DDA Meeting 9	Parks & Rec. 10	11	12	13
16	City Commission 17	18	19	20
23	Observe Christmas Eve 24	Observe Christmas Day 25	26	27
30	Observe New Years Eve 31			

Director's Report – January 2024

Promotions/Events

- On-going Social media postings and engagement with downtown merchants on Facebook for holidays and community giving tree.
- Working to fill the last three open dates for the summer concert series.

Economic Development

- Met several times with Sage Creek Winery to discuss their plans and find an alternate solution. Working with city assessor to get a baseline value assigned to that property for possible tax abatement.
- Engaged with MEDC to discuss developing a Brownfield Authority
- Assisted new business owner with permitting and resources so she can open up her educational training center on Second Street.

Place Making/Streetscape

- Ongoing organization and monitoring Community Giving Tree area in gazebo
- Had a meeting with Todd to discuss the bike rack / informational signage project.
- Met with LISD to discuss public wi-fi and/or network extensions to Farmers Market area to help vendors accept payments.
- Working with DTE Planner for electricity in the three pocket parks in downtown
- Working with Valley City Sign on pricing to replace the non-functioning equipment on M53

Billboard:

- Submitted artwork for King and King campaign
- Marketing for open months in 2024

Meetings and Other:

- Attended several meetings with reps from EGLE for 2 different brownfield sites.
- Attended a CIP planning meeting, help develop the intake form, completed forms for the DDA
- Attended Rotary Club weekly meetings.
- Processed invoices, check requests, and mailed payments.
- Received funds from the MACC grant for \$4000.
- 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 December 19th presenting our December Info Report
- Attended the monthly meeting with Lapeer and Almont DDA directors and "friends" in Almont
- Met with code enforcement officer to report some violations.
- Year end office cleanup and record management.

Next DDA Board Meeting – Monday, February 12, 2024

Update Week Ending December 22nd

From: Voicemail <ddadirector@imlaycity.org>

Sent: Fri, Dec 22, 2023 at 11:40 am

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

Hello Board Members,

Here is a quick recap of what's been happening in the office since our last meeting.

I have re-activated a few projects that we started a bit ago, including the bike racks and pocket parks. All of the departments heads met with Caitlyn Habbien from Wade Trim to begin our Capital Improvement Plan. The goal is to have the city commission adopt a 5-year plan with city-wide current assets and future projects. I worked with Caitlyn to develop an intake form, which you will see at our next meeting, and as part of our agenda prioritize and develop goals moving forward that align with our budget.

Egle presented its report on the Sage Creek Winery site - not good news and it may mean that that project will not move forward. More on that at our next meeting.

Rowe Engineering presented its report with data from all the Parks and Rec surveys for the Spark Grant. This data will be very useful to us as we develop our plan for future improvements to Rotary and Lamb Steele park.

No word yet on either of the pending grants (EV Charger or the Community Center).

Tons of work done on year end matters. Social media posts have been scheduled, files cleaned out and prepped for 2024, and I presented the 2nd annual information data to the city commission at their meeting on the 19th which was well received.

Patti and I cleaned up the old firehall and put away the winterfest items. She is off the schedule until mid-January.

As a reminder the city offices will be closed all of next week. I still plan to be in the office next Thursday to work on our meeting agenda and packet items. If you need to reach me please use my cell phone (586-801-0166).

Let me close this message with my thanks for my adjusted salary compensation. It is truly appreciated, it re-affirms the confidence you have in my job performance and all we've accomplished in just a few short months. I am looking forward to the continuation of our efforts to improve downtown Imlay City.

That is it for now, I am wishing you all a very Merry Christmas and Happy New Year, and look forward to our meeting on January 8th.

Christine