

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

SPECIAL MEETING FEBRUARY 5, 2024
5:35 P.M.

Walter Bargen, 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

A G E N D A

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 January 8, 2024
8. FINANCIAL REPORTS – January 2024 (pgs 7-13)
 - a. DDA Expenditure Report
 - b. Check Register Report
 - c. DDA Credit Card Statement
 - d. Balance Sheet
9. **OLD BUSINESS**
 - a. CIP Project List (pgs 15-16)
10. **NEW BUSINESS**
 - a. Landscape Architect RFP (pgs 17-29)
 - b. Summer Concert Date Change (31-32)
 - c. Spring/Summer Trivia Banners (pgs 33-38)
 - d. DDA Bylaw Review (pgs 39-49)
 - e. Snow Removal Ordinance – CBD (pgs 51-53)
11. EXECUTIVE DIRECTOR’S REPORT (pgs 55-58)
12. BOARD MEMBER COMMENTS
13. ADJOURNMENT

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Meeting Minutes

DATE: February 5, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Items Attached:

- a. January 8th – Regular Meeting

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

Regular Meeting January 8, 2024 MEETING MINUTES

A regular meeting of the Downtown Development Authority was held on Monday, January 8, 2024, 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, Steve Robbins, Justin Shattuck, Mayor Joi Kempf, Stu Davis (noted he must excuse himself at 6pm for a prior commitment)

Kelly Villaneuva (excused), Kim Jorgensen (unexcused), Neil Docherty (unexcused)

Quorum Present

4. **APPROVAL OF AGENDA**

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

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

5. **PUBLIC PARTICIPATION** – none

6. **CORRESPONDENCE** - received

7. **APPROVAL OF MINUTES**

a. Informational Meeting December 11, 2023

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

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

b. Regular Meeting December 11, 2023

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

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

c. Closed Meeting December 11, 2023

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

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

8. **FINANCIAL REPORTS – December 2023**

a. DDA Expenditure Report – revenues \$4655.00 expenditures \$25181.28

b. Check Register Report - \$13,763.75

c. Balance Sheet - \$469,467.06

Director Malzahn presented the financials through December 31, 2023. She reported grant money has been received from MACC for the summer concert series.

9. **OLD BUSINESS - None**

10. NEW BUSINESS

a. Holiday Lighting Decoration Purchase

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 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 or changing up the design to include more color, since the current décor theme is difficult to separate street lamp from holiday décor.

MOTION by Davis to purchase 10 snowflakes and 10 wreaths.

MOTION FAILS FOR LACK OF SUPPORT

MOTION by Davis to purchase 15 snowflakes in the amount of \$18,000.

MOTION FAILS FOR LACK OF SUPPORT

MOTION by Davis, supported by Robbins to have director Malzahn choose the new décor in an amount not to exceed \$9,000.

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

NAYS – Shattuck

MOTION CARRIED 4/0

b. Façade Grant Application – 151 Third Street

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.

MOTION by Davis, supported by Kempf to approve the grant application for awning and window work in a reimbursement amount of \$1900, pending documentation of permits for contractor work.

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

NAYS – none

MOTION CARRIED 5/0

Stu Davis left the meeting @ 6:00 pm

c. Capital Improvement Plan Project Discussion

Director Malzahn presented a list of proposed projects, seeking input and prioritization from the board. She reported that the DDA has an audited fund balance of \$261,364, with additional funds available in the current budget from: Misc. \$2,000; Art-In-Rough \$6,000; Capital Outlay \$5,900; Unanticipated Revenue \$30,900. The CIP projects list from department heads has a submission deadline of Jan 12th to Wade-Trim for review. Malzahn's list included:

FY 2023-2024 Proposed Goals Projects / Expenditures:

- EV Charging Station - \$3,290 / \$13,157 grant
- LED Sign on M53 Replacement \$10,000
- Bike Racks / Community Information Signs \$15,000
- Outdoor Camera System – (Lamb Steele Park) \$2,000
- Downtown Banners \$6,000
- Lamb Steele Park Christmas Tree Replacement \$2,500

FY 2024-2025 or future years proposed Goals Projects / Expenditures

- WinterFest \$2,000 - *Do we want to expand this event (2024 date Dec 14th)*
- Streetscape \$40,000 / \$20,000 grants - *Reduced costs from prior year – fewer annual plants. Grants for new trees – water feature?*

- Rotary Park Improvements \$10,000 - *additional grants from the IC Rotary Club, Four County Foundation, Lapeer County Community Foundation*
- Restriping municipal parking lots and on-street parking areas \$2,000 - *DPW to pay contractor – DDA picks up cost of materials*
- Property Acquisition \$200,000 - \$500,000 – *must remediate blighted buildings and use a recruitment tool*
- Pocket Parks (one on Third Street, two on Almont Avenue) \$30,000 - *Still working with DTE for infrastructure costs – need electrician and site plans developed*
- Lamb Steele Park Improvements \$50,000 / \$450,000 grants - *Community Pavilion / public restrooms, playscape*
- Open Access Network \$5,000 + \$350 monthly- *LCISD to install additional fiber cable – will need provider to access to any user Could use City's broadband in Lamb Steele & Famer's Market areas but need firewall and password management to limit users – good option for Farmers Market vendors*
- Social District Creation (*would need liquor license holders to apply*)

Additional revenue for projects could be generated by eliminating the billboard rental \$16,000, selling the Bancroft building \$190,000. Negotiating the annual administrative transfer to the city general fund \$35,000.

NO BOARD ACTION TAKEN – NO QUORUM

d. February Meeting Schedule

Director Malzahn reported that she has a conflict for the regular DDA board meeting scheduled for February 12th. Patti Biolchini is prepared to take meeting minutes and Malzahn will prepare meeting packets and agenda in advance of her absence. The Board reviewed their calendars and agrees to move the February meeting to the 5th. The Board will also hold an Imlay City Façade Corp meeting immediately following the adjournment of the DDA meeting.

The Board was also informed by Malzahn that the Planning Commission will host a consortium meeting for the purpose of the new Master Plan creation on February 20th @ 6:00 pm all are encouraged to attend and provide input to that master plan process.

11. DIRECTORS REPORT

Malzahn presented her written report in the meeting packet for January 2024.

14. BOARD MEMBER COMMENTS - None were heard

15. ADJOURNMENT

MOTION by Shattuck, support by Robbins to adjourn the meeting at 6:50 pm
All in Favor 8 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

Next Special DDA Board meeting date: Monday February 5, 2024, at 5:35 PM

Respectfully submitted by: _____
Christine Malzahn, DDA Executive Director

DDA APPROVED:

CITY COMMISSION APPROVED:



Financial Report – ending January 31, 2024

DATE: **February 5, 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

GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 01/31/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
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	(39,870.85)	113.75
248-000.000-549.412	GRANT REVENUE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-000.000-550.000	ART IN THE ROUGH REVENUE	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
248-000.000-560.000	WINTER PLAYGROUND	2,000.00	2,000.00	534.00	16.00	1,466.00	26.70
248-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE APP	12,000.00	22,375.00	22,374.52	0.00	0.48	100.00
248-000.000-665.000	INTEREST INCOME	0.00	0.00	0.96	0.00	(0.96)	100.00
248-000.000-667.000	RENTAL INCOME	1,000.00	1,000.00	344.40	0.00	655.60	34.44
248-000.000-675.500	FARMERS MARKET REVENUE	3,500.00	5,148.00	6,879.00	0.00	(1,731.00)	133.62
248-000.000-675.600	DDA CONCERT SERIES	2,500.00	2,500.00	4,445.00	0.00	(1,945.00)	177.80
248-000.000-675.800	BRICK PAVERS/BENCHES	100.00	100.00	0.00	0.00	100.00	0.00
248-000.000-675.880	COMMUNITY PROMOTION REIMBURSEMENT	5,400.00	5,400.00	2,725.00	0.00	2,675.00	50.46
248-000.000-677.000	OTHER REIMBURSEMENTS	0.00	0.00	575.00	0.00	(575.00)	100.00
Total Dept 000.000 - REVENUE							
		324,500.00	336,523.00	367,748.73	16.00	(31,225.73)	109.28
TOTAL REVENUES							
		324,500.00	336,523.00	367,748.73	16.00	(31,225.73)	109.28
Expenditures							
Dept 265.000 - BUILDING MAINTENANCE							
248-265.000-921.000	ELECTRICITY	1,500.00	1,500.00	1,201.40	0.00	298.60	80.09
248-265.000-923.000	HEAT	500.00	500.00	0.00	0.00	500.00	0.00
248-265.000-924.000	WATER & SEWER CHARGES	400.00	400.00	99.21	0.00	300.79	24.80
248-265.000-930.000	MISCELLANEOUS REPAIRS & MAINT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 265.000 - BUILDING MAINTENANCE							
		4,400.00	4,400.00	1,300.61	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	27,879.61	3,807.68	16,120.39	63.36
248-705.000-706.000	HOURLY WAGES	8,000.00	8,000.00	6,814.25	0.00	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	0.00	(202.25)	140.45
248-705.000-715.000	SOCIAL SECURITY	4,500.00	4,500.00	2,659.20	329.85	1,840.80	59.09
248-705.000-716.000	HEALTH INSURANCE	21,200.00	21,200.00	13,211.02	1,887.97	7,988.98	62.32
248-705.000-717.000	LIFE/DISABILITY INS	750.00	750.00	428.77	61.10	321.23	57.17
248-705.000-718.200	RETIREMENT AND OPEB	2,300.00	2,300.00	1,025.55	158.67	1,274.45	44.59
248-705.000-721.000	MERS - ADD'L CITY CONTRIBUTION	0.00	0.00	85.62	85.62	(85.62)	100.00
248-705.000-727.000	PTO/VACATION PAY-OUT	3,000.00	3,000.00	1,349.81	687.50	1,650.19	44.99
248-705.000-730.000	OFFICE SUPPLIES	800.00	800.00	392.14	31.32	407.86	49.02
248-705.000-740.000	POSTAGE	200.00	200.00	72.93	0.00	127.07	36.47
248-705.000-740.000	OPERATING SUPPLIES	100.00	400.00	475.15	68.74	(75.15)	118.79
248-705.000-741.000	ADVERTISING	9,000.00	9,000.00	468.48	0.00	8,531.52	5.21
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	0.00	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	845.06	163.05	354.94	70.42
248-705.000-860.000	TRANSPORTATION & CONFERENCES	2,500.00	2,500.00	840.78	0.00	1,659.22	33.63
248-705.000-880.000	COMMUNITY PROMOTION	16,000.00	16,000.00	6,338.58	1,528.00	9,661.42	39.62
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	19,216.27	3,816.32	10,783.73	64.05

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	%
		ORIGINAL BUDGET	AMENDED BUDGET	NORM (ABNORM)	MONTH 01/31/24 INCR (DECR)	BALANCE NORM (ABNORM)	BDET USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
248-705.000-923.000	HEAT	400.00	400.00	0.00	0.00	400.00	0.00
248-705.000-930.000	MISCELLANEOUS REPAIRS & MAINT	3,000.00	3,000.00	389.42	0.00	2,610.58	12.98
248-705.000-931.000	STREETSCAPE MAINTENANCE	55,000.00	55,000.00	38,604.03	3,626.00	16,395.97	70.19
248-705.000-956.000	MISCELLANEOUS	6,000.00	6,000.00	3,959.14	55.94	2,040.86	65.99
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	6,358.50	690.50	13,641.50	31.79
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	8,369.07	1,015.00	3,630.93	69.74
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	9,540.13	0.00	59.87	99.38
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	3,306.49	406.61	(1,306.49)	165.32
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	176,938.06	18,779.87	155,184.94	53.27
TOTAL EXPENDITURES		324,500.00	336,523.00	178,238.67	18,779.87	158,284.33	52.96
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		324,500.00	336,523.00	367,748.73	16.00	(31,225.73)	109.28
TOTAL EXPENDITURES		324,500.00	336,523.00	178,238.67	18,779.87	158,284.33	52.96
NET OF REVENUES & EXPENDITURES		0.00	0.00	189,510.06	(18,763.87)	(189,510.06)	100.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
01/04/2024	TRI	83866	ASCAP	DDA	973.006	705.00	434.00
01/04/2024	TRI	83881	DTE ENERGY	ELECTRIC- 120 N MAIN	921.000	705.00	314.19
01/04/2024	TRI	83882	DTE ENERGY	ELECTRIC- 333 E THIRD	921.000	705.00	34.78
01/04/2024	TRI	83883	DTE ENERGY	ELECTRIC- 101 W CAPAC	921.000	705.00	17.45
01/04/2024	TRI	83884	DTE ENERGY	ELECTRIC-113 E THIRD UNIT 2	921.000	705.00	62.68
01/04/2024	TRI	83897	FIRST NATIONAL BANK OF OMAHA	DDA CREDIT CARD	740.000	705.00	68.74
				DDA CREDIT CARD		0	
				DDA CREDIT CARD	973.560	705.00	41.98
				DDA CREDIT CARD	973.560	705.00	14.83
				DDA CREDIT CARD	973.560	705.00	96.93
				DDA CREDIT CARD	973.560	705.00	24.37
				DDA CREDIT CARD	973.560	705.00	116.00
				CHECK TRI 83897 TOTAL FOR FUND 248:			362.85
01/04/2024	TRI	83901	FRONTIER	HARD LINES	853.000	705.00	57.26
01/04/2024	TRI	83919	SESAC	CONTRACT NO 114515-1	973.006	705.00	581.00
01/04/2024	TRI	83924	STAPLES	BATTERY COPY PAPER	727.000	705.00	24.67
				1099 NEC	727.000	705.00	6.65
				CHECK TRI 83924 TOTAL FOR FUND 248:			31.32
01/04/2024	TRI	83930	WELLS FARGO VENDOR	COPIER	956.000	705.00	26.95
01/11/2024	TRI	83941	DAN'S TREE SERVICE	CHRISTMAS LIGHTS REMOVE DDA	931.000	705.00	3,500.00
01/11/2024	TRI	83945	DTE ENERGY	ELECTRIC- CITY	921.000	705.00	1,269.99
				ELECTRIC- CITY	921.000	705.00	1,251.04
				ELECTRIC- CITY	921.000	705.00	46.93
				ELECTRIC- CITY	921.000	705.00	871.10
				CHECK TRI 83945 TOTAL FOR FUND 248:			3,439.06
01/11/2024	TRI	83949	GROOMING BY ERIKA	FACADE GRANT 325 CEDAR			** VOIDED **
01/11/2024	TRI	83956	OUTFRONT	DDA BILLBOARD 1/29/24- 2/25/24	880.000	705.00	764.00
				DDA BILLBOARD 1/01/2024- 01/28/2024	880.000	705.00	764.00
				CHECK TRI 83956 TOTAL FOR FUND 248:			1,528.00
01/11/2024	TRI	83959	RICOH USA, INC.	COPIER -JAN 2024	956.000	705.00	28.99

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

01/18/2024	TRI	83998	TRI-CITY TIMES	ADVERTISING	741.000	705.00	360.00
				ADVERTISING	973.560	705.00	112.50
				CHECK TRI 83998 TOTAL FOR FUND 248:			472.50
01/22/2024	TRI	84013	GROOMING BY ERIKA	FACADE GRANT 325 CEDAR			** VOIDED **
01/22/2024	TRI	84014	GROOMING BY ERIKA	FACADE GRANT 325 CEDAR	973.000	705.00	690.50
01/25/2024	TRI	84019	CITY OF IMLAY CITY	150 BANCROFT DDA	924.000	265.00	60.24
01/25/2024	TRI	84037	DTE ENERGY	ELECTRIC- 120 N MAIN	921.000	705.00	285.74
01/25/2024	TRI	84045	DTE ENERGY	ELECTRIC- 113 E THIRD UNIT 2	921.000	705.00	70.72
01/25/2024	TRI	84046	DTE ENERGY	ELECTRIC- 101W CAPAC	921.000	705.00	20.80
01/25/2024	TRI	84057	FRONTIER	1/10 - 2/09/2024	853.000	705.00	55.79
				Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORI			12,074.82


CITY OF IMLAY CITY

 Account number ending in 9672
 For billing cycle ending 01/24/2024

 New Balance
-\$59.76

 Minimum Payment
\$0.00

 Payment Due
02/22/2024
Your Account Summary

Previous Balance	\$680.45
Payments	-\$680.45
Other Credits	-\$59.76
Purchases	\$0.00
Balance Transfers	\$0.00
Cash Advances	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	-\$59.76



Statement Closing Date	01/24/24
Days in Billing Cycle	29

Total Credit Limit	\$15,500.00
Available Credit	\$15,500.00
Cash Limit	\$3,100.00
Available Cash	\$3,100.00

Your Payment Information

New Balance	-\$59.76
Minimum Payment Due	\$0.00
Past Due Amount	\$0.00
Payment Due Date	02/22/2024

Manage your business expenses with convenient online access.



- Make secure online payments
- Access current and historical statements, up to 7 years old
- Monitor monthly expenses

Log in today to explore all the online possibilities!

Important Information Regarding Your Account

No payment due. Your credit balance will apply to future transactions, or you may request a refund.

Issued by First National Bank of Omaha (FNBO®).

Pay your bill: card.fnbo.com | Questions: 800-819-4249



Account Number XXXX-XXXX-XXXX-9672

New Balance	Minimum Payment	Payment Due
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Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.200	CASH - CHECKING ACCOUNT	433,020.78
248-000.000-001.201	CASH - CHECKING HRA	702.25
248-000.000-001.210	CASH - CHECKING DDA	20,089.39
248-000.000-040.000	ACCOUNTS RECEIVABLE	60.24
248-000.000-101.000	PREPAID - ASSET	7,716.83
Total Assets		461,589.49
*** Liabilities ***		
248-000.000-202.000	ACCOUNTS PAYABLE	10,715.42
Total Liabilities		10,715.42
*** 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		189,510.06
Ending Fund Balance		450,874.07
Total Liabilities And Fund Balance		461,589.49

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AGENDA ITEM OB 9a. CIP Project List

DATE: February 5, 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 the next 5 years. The submissions will be reviewed, scored and prioritized by the CIP sub-committee, with final adoption by city commission. Director Malzahn reviewed the TIF plan and has compiled a list of proposed projects for consideration and is asking for feedback on prioritization and inclusion into the upcoming 2024-2025 FY budget.

Items Attached: Proposed Project List

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

Recommended

Motion: Motion to approve the proposed project list and request that Director Malzahn include the items in the draft upcoming year budget.

Fund 248 – Downtown Development Authority (Fund Balance \$261,364 - audited)

FY 2023-2024 Proposed Goals Projects / Expenditures

Current budget available:

Misc.....	\$2,000
Art-In-Rough	\$6,000
Capital Outlay	\$5,900
Unanticipated Revenue	\$30,900

EV Charging Station -	\$3,290 / \$13,157 grant
LED Sign Replacement	\$10,000
Bike Racks / Community Information Signs	\$15,000
Outdoor Camera System – (Lamb Steele Park)	\$2,000
Downtown Banners	\$6,000
Lamb Steele Park Christmas Tree Replacement	\$2,500

FY 2024-2025 Proposed Goals Projects / Expenditures

Billboard	\$16,000
<i>Should we renew this lease?</i>	
Administrative Transfer	\$35,000
<i>What does this include? Does this need to be negotiated?</i>	
WinterFest	\$2,000
<i>Do we want to expand this event (2024 date Dec 14th)</i>	
Streetscape	\$40,000 / \$20,000 grants
<i>Reduced from prior year – fewer annual plants. Grants for new trees – water feature?</i>	
Rotary Park.....	\$10,000
Restriping	\$2,000
<i>DPW to pay contractor – DDA picks up cost of materials</i>	
Property Acquisition	\$200,000 - \$500,000
<i>Bancroft property – should we sell or lease for pay?</i>	
Pocket Parks	\$30,000
<i>Still working with DTE for infrastructure costs – need electrician and site plans developed</i>	
Lamb Steele Park Improvements	\$50,000 / \$450,000 grants
<i>Community Pavilion / public restrooms</i>	
Open Access Network	\$5,000 + \$350 monthly
<i>LCISD to install additional fiber cable – will need provider to access to any user</i>	
<i>Could use City's broadband in Lamb Steele & Famer's Market areas but need firewall and password management to limit users – good option for Farmers Market vendors</i>	
Social District.....	\$?



AGENDA ITEM NB 10a. Landscape Architect RFP

DATE: February 5, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: The DDA TIF plan supports developing park space where available. Three pocket park areas in the business district have the potential to be developed as a placemaking effort by the DDA. Director Malzahn has identified grant opportunities to assist with funding, but grant submissions require site plans and cost estimates. Malzahn is recommending that a qualified Landscape Architect firm be retained to provide the scope of work needed to move this project forward. As such she has drafted this RFP and is seeking approval for advertising the opportunity.

Items Attached: Landscape Architect Consultant Request for Proposal

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

Recommended

Motion: Motion to approve Landscape Architect RFP and post the opportunity to interested parties.



City of Imlay City
Downtown Development Authority
REQUEST FOR PROPOSAL:

LANDSCAPE ARCHITECT DESIGN SERVICES

Issuance Date: February 15, 2024

Response Deadline: March 15, 2024 Submit

Proposals to: Christine Malzahn
DDA Executive Director
150 N. Main St
Imlay City, MI 48444
(810) 724-2135 ext 1307

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To All Interested Professional Firms;

The City of Imlay City Downtown Development Authority (DDA) is seeking the services of qualified landscape architectural companies in developing a focused design concept for three (3) individual pocket park areas located within the central business district.

The scope of services ("Services") sought under this RFP are outlined in more detail in Exhibit "A", attached hereto and incorporated herein by this reference.

The successful firm will deliver final designs that incorporate the landscaping designs of the individual park areas with design of site amenities, irrigation design (if needed), park lighting, and support infrastructure. It is desired to have all the elements from the neighboring buildings, landscaping, and lighting flow together creating an interactive, artistic, and appealing environment for all users.

Notwithstanding the inclusion of such Services in the RFP, the final scope of Services negotiated between DDA and the successful Proposer shall be set forth in the Professional Services Agreement ("Agreement") executed by and between the DDA and the successful Proposer. A copy of the Agreement is attached hereto as Exhibit "B" and incorporated herein by this reference.

All submitted proposals shall include the following information:

- a. **Firm history and experience in municipal park planning efforts.**
- b. **Project Participants:** Please outline the individuals from your firm who would be involved with the proposed project. Include any history of municipal development work and the types and scope of the implemented projects.
- c. **Timeline:** Please include a detailed timeline with your proposal. While there is a certain amount of flexibility related to the timing of the project, we would like to have the efforts completed as expeditiously as possible.
- d. **Approach:** to develop the three (3) concept plans and involve the community in the project, including the number of meetings and participants in those meetings.
- e. **Fixed fee costs.**
- f. **Deliverables:** At the end of the planning project, it is anticipated that three (3) individual concept plans, cost calculations, and implementation framework will be delivered to the City of Imlay City Downtown Development Authority. The final requested format will be a 'pdf' (Adobe Acrobat) file, and eleven (10) hard copies plus an in-person presentation at a public meeting. If there are any variations from this, there must be a written request with a documented response from the DDA. Please note your ability to present the completed planning documents in this format.

All proposal submissions must include 10 printed hard copies delivered in person or by courier to the DDA offices at 150 North Main Street, Imlay City, Michigan 48444, no later than Noon on Friday, March 15, 2024.

The envelope should clearly indicate "Proposal Landscape Architect Services" along with the Proposer's name and address which shall appear in the upper left-hand corner of the envelope. If more than one envelope is required, each envelope shall be legibly numbered below the name of the Proposer, e.g. Envelope 1 of 3, as required.

The City of Imlay City Downtown Development Authority will not be responsible for proposals that are delinquent, lost, incorrectly marked, sent to an address other than that given herein, or sent by mail or courier service and not signed for by the City. Proposals received after this date will be returned to the Proposers unopened. Faxed or electronically submitted proposals will not be accepted.

Bid openings will be held at Noon on March 15, 2024, at 150 North Main Street, Imlay City, Michigan 48444.

History of the Project

The Imlay City Downtown Development Authority (DDA) has a vibrant, rich history with a traditional downtown business district at its core. Deterioration of the downtown appearance has led to the closing of retail stores and eateries that are key in providing a thriving business economy.

This economic turmoil has led the DDA to reevaluate its goals and develop a plan to move into the future. The issue that the community seeks to address is how to encourage new and substantial growth within our traditional downtown while offering welcoming public spaces to attract patrons and celebrate the heritage of our diverse population.

The project seeks to launch placemaking efforts for three under-utilized small green space areas situated along Third Street and Almont Avenue. So that the community can build on its existing resources, create jobs, grow our tax base, and attract destination businesses that will entice residents and visitors alike while enriching the experience of being in downtown Imlay City.

Terms & Conditions

AWARD OF CONTRACT/REJECTION OF PROPOSALS: The contract to provide the DDA with Landscape Architectural Services will be awarded to the applicant who, solely at the discretion of the Imlay City Downtown Development Authority (DDA), is determined to be most responsive to meeting the needs of the DDA and the business district surrounding the pocket park areas.

The City of Imlay City Downtown Development Authority reserves the right to negotiate any price or provision, task order or service, accept any part or all of any proposals, waive any irregularities, and reject any parts of all proposals, whenever, in the sole opinion of City of Imlay City Downtown Development Authority, such action shall serve its best interests and those of the tax-paying public. The Agreement, if any is awarded, will go to the Proposer whose proposal best meets the City of Imlay City Downtown Development Authority's requirements. All applicants submitting proposals will be notified of the decision.

Proposal Questions and Clarifications

REQUESTS FOR CLARIFICATION: All questions, requests for interpretations, or clarifications, either administrative or technical must be requested in writing and directed to the DDA Director. Contact, identified below. All written questions, if answered, will be answered in writing, conveyed to all interested firms, and posted on the DDA's website (ICDDA.COM). Oral statements by any person should be considered unverified information unless confirmed in writing. To ensure a response, questions must be received in writing by 2:00 p.m. local time on Friday, March 1, 2024.

Proposers should submit requests via email or in writing to:

Christine Malzahn,
Executive DDA Director
150 N. Main St.
Imlay City, MI 48444
ddadirector@imlaycity.org

Exhibit “A”

SCOPE OF SERVICES

The successful firm or team will demonstrate its ability to complete architectural, landscape architectural, and engineering design services (if needed) for the pocket parks. The consultant shall conduct all landscape architectural and civil engineering design services including, but not limited to, conceptual layout plans, site design/construction layout plan, grading and drainage, underground/overhead utility plans, geotechnical investigation, topographic survey, utility research, cost estimate and all administrative and field tasks necessary to complete this project.

The following addresses have been assigned to each of the target park areas:

234 East. Third Street – parcel ID# 119-59-601-000-00



148 North Almont Avenue – parcel ID# 119-60-900-000-00



121 North Almont Avenue – parcel ID# 119-90-700-000-00



Each separate park concept design shall include this location information noted in the legend for identification purposes.

The consultant's scope of work under this item generally includes, but is not limited to the following:

- Conceptual layout plan with at least one (1) alternative optional design for each of the three (3) park areas complete with colored renderings. Included in the sustainable, state-of-the-art park design may be wayfinding signs, park furniture (including but not limited to: benches, picnic tables, BBQ pits, trash cans, and bike repair stand with pumps station and bike racks, and alternative bike shelter, touchless water bottle filling station), ground surface elements (including but not limited to: grass, porous pavement, stamped tile designs), lighting system, ADA park playground structures, botanical community garden, perimeter safety fencing, shade structures, exercise equipment with shade structure, and design elements between the park and the municipal sidewalk system.
- Site design/construction layout – Existing/proposed conditions of the site including but not limited to buildings, roads, sidewalks and paths/trails, parking, drainage facilities, sanitary sewer lines, water lines, lighting, and landscaping and garden elements.

- Grading and sustainable plans, including drainage study as deemed necessary and provide recommendations
- Demolition plan shall include abandonment of unused underground and overhead utilities.
- Construction layout plan with details of the proposed improvements.
- Project Specifications shall have detailed information on the work, materials, and installation required to complete a project at a level of quality as approved by the DDA.
- Sustainable energy-efficient lighting improvement plans including illuminated public art design.
- Sustainable Landscape/Hardscape green elements such as but not limited to Recycled rubber tire mulch, drought tolerant landscaping, irrigation bubblers, previous pavers etc., and irrigation plans
- Topographic Survey – (if needed)
- Geotechnical Investigation – (if needed)
- Community Outreach meeting – A minimum of one (1) meeting will be held to obtain public input on the designs and alternatives.
- Opinion of probable costs.
- Construction Support. Consultants are expected to use this Scope of Services as a guide only. The Consultants shall review all the tasks listed in this RFP as minimum requirements to design the project and use a basis to develop their cost proposal. Proposing Consultants shall bear all liability, including financial, to correct any errors or omissions in their design during construction.

The proposed project will be initiated by the consultant and a steering committee made up of the DDA Director, the zoning administrator, city management, and members or a sub-committee from the following boards: DDA, Planning Commission, Parks & Recreation. This will allow for maximum community input and shorten the lines of communication between oversight authorities. The exact membership will be decided upon at a later date.

EXHIBIT “B”

LANDSCAPE ARCHITECT CONSULTANT AGREEMENT

THIS AGREEMENT entered into by and between the City of Imlay City Downtown Development Authority, a Michigan municipal corporation, with principal office located at 150 N. Main Street, Imlay DDA, Michigan 48444, acting by its duly authorized officials, hereinafter referred to as the DDA, and being the party of the first part of this Contract, and _____, with its office located at _____, acting through its duly authorized officer, hereinafter referred to as CONSULTANT, and being the party of the second part of this Contract;

WITNESSETH:

WHEREAS, the DDA has published a Request for Proposal (RFP) dated February 15, 2024 soliciting proposals to provide to DDA Landscape Architect Services which RFP has resulted in the submission by CONSULTANT of a bid to provide the services contemplated by the RFP; and

WHEREAS, the CONSULTANT is specially trained and experienced in developing municipal park areas as contemplated by this Agreement; and

WHEREAS, the DDA through its DDA Council has approved the acceptance of CONSULTANT's bid made pursuant to the RFP and desires to engage the services of CONSULTANT in conformance with the Bid submitted;

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

Section I. Services Provided

The parties contemplate that the CONSULTANT will provide the below-listed services with regard to this Agreement. The below list is not intended to be all-inclusive, and those additional services that may be necessary for CONSULTANT to complete the services contemplated by the parties Agreement are also part of the services to be provided pursuant to this Agreement.

- 1 Conceptual layout plan with at least one (1) alternative optional design for each of the three (3) park areas complete with colored renderings. Included in the sustainable, state of the art park design may be wayfinding signs, park furniture (including but not limited to: benches, picnic tables, BBQ pits, trash cans, and bike repair stand with pumps station and bike racks and alternative bike shelter, touchless water bottle filling station), ground surface elements (including but not limited to: grass, porous pavement, stamped tile designs), lighting system, ADA park playground structures, botanical community garden, perimeter safety fencing, shade structures, exercise equipment with shade structure, and design elements between the park and the municipal sidewalk system.
- 2 Site design/construction layout – Existing/proposed conditions of the site including but not limited to buildings, roads, sidewalks and paths/trails, parking, drainage facilities, sanitary sewer lines, water lines, lighting, and landscaping and garden elements.
- 3 Grading and sustainable plans, including drainage study as deemed necessary and provide recommendations

- 4 Construction layout plan with details of the proposed improvements.
- 5 Project Specifications shall have detailed information on the work, materials, and installation required to complete a project at a level of quality as approved by the DDA.
- 6 Sustainable energy-efficient lighting improvement plans including illuminated public art design.
- 7 Sustainable Landscape/Hardscape green elements such as but not limited to Recycled rubber tire mulch, drought tolerant landscaping, irrigation bubblers, pervious pavers etc., and irrigation plans
- 8 Topographic Survey – (if needed)
- 9 Geotechnical Investigation – (if needed)
- 10 Community Outreach meeting – A minimum of one (1) meeting will be held to obtain public input on the designs and alternatives.
- 11 Opinion of probable costs.
- 12 Construction Support. Consultants are expected to use this Scope of Services as a guide only. The Consultants shall review all the tasks listed in this RFP as minimum requirements to design the project and use a basis to develop their cost proposal. Proposing Consultants shall bear all liability, including financial, to correct any errors or omissions in their design during construction.
- 13 All other obligations as set forth in the Request for Proposal dated February 15, 2024.

Section II. Compensation

The DDA will compensate CONSULTANT for the services to be performed pursuant to this Agreement a total amount of _____ and (\$_____) and no/100th Dollars, as follows:

25% (\$_____) - upon submission of initial drafts

50% (\$_____) - upon submission and revision plans

25% (\$_____) - upon submission and acceptance of Final Report

Section III. Completion

Work by CONSULTANT will be performed in a timely fashion in accordance with all schedules agreed to between the parties and all matters described in Section I shall be completed no later than 12 weeks from the date DDA has provided all required materials. Final Report due on or before July 3, 2024 and presentation to Imlay City DDA Board no later than July 8, 2024, unless an extension of the time for completion is agreed to in writing by DDA.

Section IV. Conflict of Interest

The CONSULTANT recognizes that the DDA is its primary client within the City of Imlay City. CONSULTANT agrees that it will obtain the written consent of the DDA prior to providing any similar services to a neighboring municipality. The purpose of this provision is to avoid those situations where the providing of services to a neighboring municipality similar to those contemplated by this Agreement would necessarily involve the utilization of proprietary and/or confidential information gained by CONSULTANT in connection with its work under this Agreement.

Section V. Integration

This instrument contains the entire Agreement of the parties relating to the matters herein; any representation, promise, or condition not incorporated herein shall not be binding upon the parties. Any modification of this Agreement or waiver of any provision herein contained shall not be binding unless in writing and signed. Notwithstanding the above language, the CONSULTANT'S proposal and the DDA'S Request for Proposal are incorporated into and made a part of this Agreement, except where in conflict with this Agreement, in which case the language of this Agreement shall control.

Section VI. Assignment

This Agreement is a personal service agreement and is not assignable by CONSULTANT without the prior written consent of DDA.

Section VII. Ownership of Documents

All information gathered and elements produced in connection with the services performed pursuant to this Agreement shall be the property of the DDA and upon demand shall be provided to the DDA in electronic or hard copy form, at the DDA's discretion.

Section VIII. Indemnification

CONSULTANT agrees to indemnify, defend and hold harmless DDA from all claims, damages and actions arising from or caused by the actions or omissions of CONSULTANT, except where attributed to the acts or omissions of the DDA.

Section IX. Dispute Resolution/Law

Any dispute between the parties regarding the language in this Agreement, enforcement of this Agreement or their respective rights and obligations associated with the work or payment relating to this Agreement, shall be resolved in the courts of Lapeer County, Michigan. This Agreement shall be interpreted in accordance with the law of the State of Michigan.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed this _____ day of _____ 2024, and the signatories warrant their authority to bind their principals.

Authorized DDA Representative:

Date: _____

Authorized Consultant Representative:

Date: _____

WITNESS:

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AGENDA ITEM NB 10a. Summer Concert Date Change

DATE: February 5, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: In November 2023, the Board approved a concert date schedule for summer 2024 events. Director Malzahn is requesting that the Board change the schedule, moving the July 2nd date to August 20th, due to the holiday week.

Items Attached: 2024 Event Calendar

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

Recommended

Motion: Motion to approve the date changes to the 2024 Summer Concert Series

2024 DDA Event Calendar

SUMMER CONCERT SERIES

8-Weeks

Tuesday's 7:00 pm

June 18 – Swing Shift Orchestra

June 25 – Estudiantil & Mariachi

with El Ballet Folklorico

July 2 - CANCEL

July 9 - Elvis

July 16 – Black Mountain Sons

July 30 - Full Circle Project

August 6 – 3rd Degree Burns

August 13

August 20 -

ART IN THE ROUGH

One Day Event

6:00 pm – 9:00 pm

TBD

WINTERFEST

One Day Event

10:00 am – 8:00 pm

Saturday - December 14th

INFORMATIONAL MEETINGS

2x per year

5:00 pm - 5:30 pm

July 8

December 9

FARMERS MARKET

14-Weeks

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

July 11

July 18

July 25

August 1

August 8

August 15

August 22

August 28

September 5

September 12

September 19

September 26

October 3

October 10



AGENDA ITEM NB 10c. Spring/Summer Trivia Banners

DATE: February 5, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Director Malzahn is recommending the creation of 30 new trivia banners to be installed in the CBD. The banners will be created with trivia facts supplied by the Historical Museum in a four-color scheme designed to enhance the downtown streetscape. The banners will be installed in mid-March through mid-May.

Items Attached: Design concepts
Signs 365 printing estimate

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

Recommended

Motion: Motion to approve the purchase of 30 trivia banners for spring installation along Third Street and Almont Avenue for \$1,500.

Did You Know?

**WHAT IS THE
NAME OF THE
FIRST IMLAY
CITY BASEBALL
TEAM?**



34

Welcome to
**DOWNTOWN
IMLAY CITY**

The answer is:

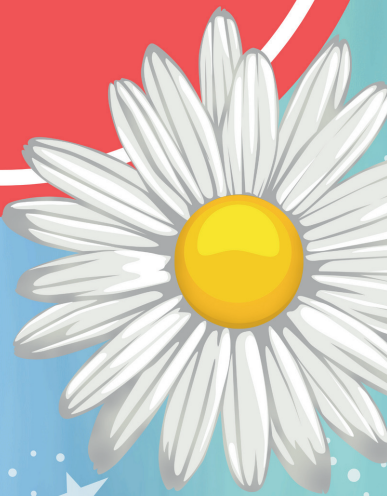
THE DAISY'S



www.icdda.com

Did You Know?

**WHO IS
IMLAY CITY
NAMED AFTER?**



35

Welcome To
**DOWNTOWN
IMLAY CITY**

The answer is:

WILLIAM H. IMLAY



www.icdda.com

Did You Know?

**IN WHAT YEAR
WAS THE
IMLAY CITY
HISTORICAL
MUSEUM
ESTABLISHED?**



Welcome To
**DOWNTOWN
IMLAY CITY**

The answer is:

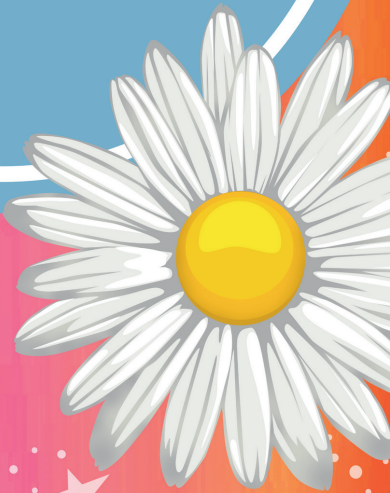
1978



www.icdda.com

Did You Know?

**WHAT
CURRENT
IMLAY CITY
BUSINESS
BEGAN AS A
CREAMERY?**



37

Welcome To
**DOWNTOWN
IMLAY CITY**

The answer is:

**VLASIC PICKLES
(CONAGRA)**



www.icdda.com

ITEM #1 / OK

delete

width: 24 " height: 48 " qty: 1



ACTUAL: 24 x 48

contour cut ? color matching

+ ADD SIGN

HD BANNER (VINYL)

Vinyl 18oz Double Sided , 24" x 48"

13oz
15oz
18oz

Single-Sided
\$1.25 per sqft
\$1.75 per sqft
\$2.25 per sqft

Double-Sided
\$4.25 per sqft

8 sqft / 24 Hour Production

\$48.00

ADD TO CART



IMAGES

1

SIZE

24" x 48"

MATERIAL

18oz

PRINT SIDES

DOUBLE

WELDING

NO

ROPE

GROMMETS

NO

POLE POCKETS

Top & Bottom

WIND SLITS

NO



AGENDA ITEM NB 10d. DDA Bylaw Review

DATE: **February 5, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background:

As part of the RRC process, the zoning administrator has drafted bylaws for both the planning commission and the ZBA. Upon review of the existing DDA bylaws Director Malzahn noticed items that failed to be addressed within the current approved document, and recommends that all city-wide bylaw documents be as consistent as possible. Recommended edits:

1. The entire document has section reference numbers and titles
2. Section 1.1 - combined previous section 1 and section 4
3. Section 1.4 - added definitions
4. Section 1.5 – Compensation (new addition)
5. Section 2.7 – Eliminated, subject to the approval of city commission
6. Section 3.1 – Added address
7. Sec 3.2 – Changed “if standard dates are established” to “On or before the last regular meeting of the current calendar year, regular meeting dates for the next calendar year shall be established”
8. Section 3.3 – Special Meetings – (new addition)
9. Section 3.4 – Changed “Notice of all special meetings shall be posted at the City offices at least 18 hours prior to the meeting or as otherwise required to comply with applicable laws and ordinances.”
 To: Notifications for all meetings, including special meetings, informational meetings, workshops, and sub-committee meetings, shall be posted at the City offices at least 18 hours prior to the meeting or as otherwise required to comply with applicable laws and ordinances. Notifications shall also be available on the DDA website and/or published in a local newspaper of general circulation.
10. Section 3.5 – Changed OLD Article 3 Section 8 from: “Two annual meetings of the Authority shall be held each year. One shall be held in July and one in December. The business of the annual meeting shall include the election of officers. The fiscal year of the Authority shall be July 1st through June 30th.”

To: Two annual informational meetings of the Authority shall be held each year. One shall be held in July and one in December. Notice of these meetings shall be sent to each taxing authority from which the DDA captures funds at least 14 days prior to the meeting date. The executive director or a board-appointed representative shall present to the City Commission a summary of the bi-annual report as presented during the informational meeting.

Informational meetings shall be held for the purpose of informing the public of the goals and direction of the authority, including projects to be undertaken in the coming year. They are not for the purpose of voting on policy, budgets or other operational matters. The informational meetings may be held in conjunction with other public meetings of the authority or municipality.

11. Section 3.6 – Changed order of Business to include: Correspondence; Special Presentation (if needed); Consent Agenda; Public Participation opportunity prior to close of the meeting
12. Section 3.7 – moved from OLD Article 3 section 5 (language the same)
13. Section 3.8 - Meeting Conduct (new addition)
14. Section 4.1 – Fiscal Year (new addition)
15. Section 4.2 – Annual Budget (new addition)
16. Section 4.3 – Records - moved from OLD article 3 section 6 to here – (language the same)
17. Section 4.4 – Amendments – Changed OLD Article 3 Section 1 “Amendments to these Rules may be proposed at any meeting of the Board.”
To: Amendments to these bylaws may be proposed at any meeting of the Board but shall be reviewed annually at its first available meeting of the calendar year to ensure compliance.

Items Attached: Proposed 2024 DDA Bylaws
Adopted 2023 DDA Bylaws

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

Recommended Motion: Motion to update and adopt the DDA Bylaws with the detailed changes per meeting discussion.

THE CITY OF IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY

BYLAWS

ARTICLE I

BOARD MEMBERSHIP

Section 1.1 – BOARD MAKEUP

The Board of Directors of the Downtown Development Authority shall be made of a board of up to 9 members. Members shall be appointed by the Mayor, subject to approval by the City Commission. Not less than a majority of the members shall be persons having an interest in property located in the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district. Not less than 1 of the members shall be a resident of the downtown district if the downtown district has 100 or more persons residing within it.

Section 1.2 – CONFLICT OF INTEREST

A member of the Board who has a direct interest, whether personal or financial, in any matter before the Authority shall be deemed to have a conflict of interest and shall comply with the conflict-of-interest policy as adopted by the Board.

The conflict shall be disclosed to the Board prior to any action by the Authority with respect to the matter. The disclosure shall become a part of the record. Any member making such a disclosure shall then refrain from participating in the Authority's decision-making process, which would include comments and or discussion relative to the matter. The Board members and the Authority shall comply with Michigan Public Act 317 of 1968 as amended, being Michigan Compiled Law 15.321 et. seq., or any other Michigan statute governing conflict of interest of Downtown Development Authority members then in effect.

Section 1.3 – OATH OF OFFICE

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

Section 1.4 – REMOVAL FROM BOARD

A member of the Downtown Development Authority may be removed by the City Commission, after written charges and a public hearing, for nonfeasance, misfeasance, or malfeasance in office according to the following definitions:

- Malfeasance is acting in a wrongful, dishonest, or illegal way in his/her capacity as a DDA director.
- Misfeasance is acting in a legal but harmful way to the objectives of the Authority as a DDA director.
- Nonfeasance is abstaining from voting where no conflict of interest exists.

Sufficient cause for removal includes, but is not limited to, a director of the board acquiring unexcused absences at three consecutive regular meetings, or 25 percent of such meetings in any calendar year. The member shall be deemed to have vacated their office, and the City Commission may declare said office vacant. Upon such office being declared vacant, the Mayor shall appoint with the approval of the City Commission a new member to fill such vacancy for the unexpired term.

Section 1.5 – COMPENSATION

Board members shall serve without compensation for attendance at meetings, but may be reimbursed for reasonable expenses as incurred in the performance of their duties as approved by the DDA Board.

ARTICLE II

OFFICERS

Section 2.1 – OFFICERS

The officers of the Authority shall consist of a chairperson, vice chairperson, secretary and treasurer and director if appointed.

Section 2.2 – ANNUAL ELECTION

The officers of the Authority shall be elected in July of each year by the members of the Board. Each officer shall serve for one year or until his or her successor shall take office. Vacancies in office shall be filled by election of the Board.

Section 2.3 – DUTIES OF CHAIR

The chairperson shall preside at all meetings of the Board and shall perform such other duties as they are assigned to him or her by the Board.

Section 2.4 – DUTIES OF VICE CHAIR

The vice chairperson shall preside whenever the chairperson is unavailable. If neither the chairperson nor the vice chairperson is available to preside at a meeting, a temporary presiding officer shall be elected for that meeting.

Section 2.5 – DUTIES OF SECRETARY

The Board may employ and fix the compensation of a secretary, who shall maintain custody of the official seal and records, books, documents, or other papers not required to be maintained by the treasurer. The secretary shall attend meetings of the Board and keep a record of the proceedings and shall perform such other duties delegated by the Board.

Section 2.6 – DUTIES OF TREASURER

The treasurer of the City of Imlay City will be asked to serve as the DDA treasurer. They shall keep the financial records of the Authority and who, together with the Director, if any, shall approve all accounts payable vouchers for the expenditure of funds of the Authority. The treasurer shall perform such other duties as may be delegated to him or her by the Board and shall furnish bond in an amount prescribed by the City of Imlay City Charter.

Section 2.7 – EXECUTIVE DIRECTOR

The Board may employ and fix the compensation of a director. The director shall serve at the pleasure of the board. A member of the Board is not eligible to hold the position of director. Before entering upon the duties of the office, the director shall take and subscribe to the constitutional oath and furnish bond by posting a bond in the amount of \$5,000 payable to the Authority for the use and benefit of the Authority, approved by the Board, and filed with the Clerk of the City of Imlay City, if not covered by the City's Municipal Insurance policy. The premium on the bond shall be considered an operating expense of the Authority, payable from funds available to the Authority for the expense of operation. The director shall be the chief executive officer of the Authority. Subject to the approval of the Board, the director shall supervise and be responsible for the preparation of plans and the performance of the functions of the authority in the manner authorized by Public Act No. 197 of 1975. The director shall attend the meetings of the Board and shall render to the Board and the governing body a regular report covering the activities and financial condition of the Authority. If the director is absent or disabled, the Board may designate a qualified person as acting director to perform the duties of the office, the acting director shall take and subscribe to the constitutional oath and furnish a bond as required by the director. The director shall furnish the Board with information or reports governing the operations of the Authority, as the Board requires.

ARTICLE III

MEETINGS

Section 3.1 – MEETING LOCATION

Regular meetings of the Board shall be held at the municipal offices of the City of Imlay City located at 150 N. Main Street, Imlay City, MI 48444 or such other location as designated by the Board.

Section 3.2 – MEETING DATES

When annual regular meeting dates are established and approved by the DDA, a resolution setting the specific date of each regular meeting of the year shall be adopted by the City Commission with the recommendation of the Downtown Development Authority each January and posted at the City Offices. Further, notices shall be posted to comply with state law and local ordinances.

Section 3.3 – SPECIAL MEETINGS

Special meetings may be called by the chairperson, the secretary, the DDA Director, or by any two members who submit a written request to the chairperson or DDA Director.

Section 3.4 – MEETING NOTICES

Notifications for all meetings, including special meetings, informational meetings, workshops, and sub-committee meetings, shall be posted at the City offices at least 18 hours prior to the meeting or as otherwise required to comply with applicable laws and ordinances. Notifications shall also be available on the DDA website and/or published in a local newspaper of general circulation.

Section 3.5 – INFORMATIONAL MEETINGS

Two annual informational meetings of the Authority shall be held each year. One shall be held in July and one in December. Notice of these meetings shall be sent to each taxing authority from which the DDA captures funds at least 14 days prior to the meeting date. The executive director or a board-appointed representative shall present to the City Commission a summary of the bi-annual report as presented during the informational meeting.

Informational meetings shall be held for the purpose of informing the public of the goals and direction of the authority, including projects to be undertaken in the coming year. They are not for the purpose of voting on policy, budgets or other operational matters. The informational meetings may be held in conjunction with other public meetings of the authority or municipality.

Section 3.6 – ORDER OF BUSINESS

The normal order of business shall be:

1. Call to order
2. Pledge of allegiance
3. Roll call
4. Correspondence
5. Special presentation (if needed)
6. Consent Agenda (approval of agenda, minutes, financial reports)
7. Public participation
8. Unfinished business
9. New business
10. Executive directors report
11. Public participation
12. Board member comments
13. Adjournment

Section 3.7 – QUORUM

A majority of the membership of the Board shall constitute a quorum for any meeting or as required by law.

Section 3.4 – MEETING CONDUCT

Meeting procedures shall follow Roberts Rules of Order as adopted by reference herein. Public participation shall be provided at every meeting. The Board chair may limit the time allocated for each participant to 3 minutes to provide for an orderly and timely meeting.

ARTICLE IV

OPERATIONAL PRODECURES

Section 4.1 – FISCAL YEAR

The fiscal year of the Authority shall be July 1st through June 30th.

Section 4.2 – ANNUAL BUDGET

The DDA Executive Director shall present to the Board a draft annual budget prior to May 1st. The Board may hold one or more workshop meetings to set priorities and goals of the authority to be included in the draft budget. The Board shall approve an annual budget prior to June 1st and send the approved budget to the City Commission who shall approve and include the DDA budget in its financial records.

Section 4.2 – RECORDS OF THE BOARD

All meetings and records of the Authority shall be open to the public. The DDA shall make proposed minutes available for public inspection within 8 business days after the meeting to which the minutes refer. The DDA shall make approved minutes available for public inspection within 5 business days after the meeting at which the minutes are approved by the public body.

Section 4.3 – AMENDMENTS

Amendments to these bylaws may be proposed at any meeting of the Board but shall be reviewed annually at its first available meeting of the calendar year to ensure compliance.

Section 4.4 – ADOPTION OF BYLAWS

Any amendment to these bylaws must be approved by at least two-thirds of the regular members of the Board and approved by the City Commission.

The undersigned DDA Executive Director of the Board of the Downtown Development Authority of the City of Imlay City hereby certifies that these Rules, as Amended and Restated, were duly adopted by the Board at a meeting held on the _____ day of _____, 2024.

Christine Malzahn, Executive DDA Director

The undersigned City Clerk of the City of Imlay City hereby certifies that these Rules, as Amended and Restated, were approved by the City Commission of the City of Imlay City at a regular meeting held on the _____ day of _____, 2024.

Dawn Sawicki-Franz, City Clerk

THE DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF IMLAY CITY

RULES

ARTICLE I

BOARD MEMBERSHIP

Section 1

The board of Directors of the Downtown Development Authority of the City of Imlay City shall be subject to approval by the Mayor and the City Commission of the City of Imlay City.

Section 2

A member of the Board who has a direct interest in any matter before the Authority shall comply with the conflict-of-interest policy as adopted by the Board.

Conflict-of-Interest Policy

A board member who has a conflict of interest regarding any matter before the Authority shall disclose the interest prior to any action by the Authority with respect to the matter. The disclosure shall become a part of the record. Any member making such a disclosure shall then refrain from participating in the Authority's decision-making process, which would include comments and or discussion relative to the matter. The Board members and the Authority shall comply with Michigan Public Act 317 of 1968 as amended, being Michigan Compiled Law 15.321 et. seq., or any other Michigan statute governing conflict of interest of Downtown Development Authority members then in effect.

Section 3

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

Section 4

The board of Directors of the Downtown Development Authority shall be made of a board of up to 9 members. Members shall be appointed by the Mayor, subject to approval by the City Commission. Not less than a majority of the members shall be persons having an interest in property located in the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district. Not less than 1 of the members shall be a resident of the downtown district, if the downtown district has 100 or more persons residing within it.

Section 5

Pursuant to notice and after having been given an opportunity to be heard, a member of the board may be removed for cause by the City Commission. A member of the Downtown Development Authority may be removed by the City Commission, after written charges and a public hearing, for nonfeasance, misfeasance or malfeasance in

office. Sufficient cause for removal includes, but is not limited to, a director of the board acquiring unexcused absences at three consecutive regular meetings, or 25 percent of such meetings in any calendar year. The member shall be deemed to have vacated their office, and the City Commission may declare said office vacant. Upon such office being declared vacant, the Mayor shall appoint with the approval of the City Commission a new member to fill such vacancy for the unexpired term.

ARTICLE II

OFFICERS

Section 1

The officers of the Authority shall consist of a chairperson, vice chairperson, secretary and treasurer and director if appointed.

Section 2

The officers of the Authority shall be elected in July of each year by the members of the Board. Each officer shall serve for one year or until his or her successor shall take office. Vacancies in office shall be filled by election of the Board.

Section 3

The chairperson shall preside at all meetings of the Board and shall perform such other duties as they are assigned to him or her by the Board.

Section 4

The vice chairperson shall preside whenever the chairperson is unavailable. If neither the chairperson nor the vice chairperson is available to preside at a meeting, a temporary presiding officer shall be elected for that meeting.

Section 5

The Board may employ and fix the compensation of a secretary, who shall maintain custody of the official seal and records, books, documents, or other papers not required to be maintained by the treasurer. The secretary shall attend meetings of the Board and keep a record of the proceedings and shall perform such other duties delegated by the Board.

Section 6

The treasurer of the City of Imlay City will be asked to serve as the DDA treasurer. They shall keep the financial records of the Authority and who, together with the Director, if any, shall approve all accounts payable vouchers for the expenditure of funds of the Authority. The treasurer shall perform such other duties as may be delegated to him or her by the Board and shall furnish bond in an amount prescribed by the City of Imlay City Charter.

Section 7

The Board may employ and fix the compensation of a director, subject to the approval of the City of Imlay City Commission. The director shall serve at the pleasure of the board. A member of the Board is not eligible to hold the position of director. Before entering upon the duties of the office, the director shall take and subscribe to the constitutional oath and furnish bond by posting a bond in the amount of \$5,000 payable to the Authority for the use and benefit of the Authority, approved by the Board, and filed with the Clerk of the City of Imlay City, if not covered by the City's Municipal Insurance policy. The premium on the bond shall be considered an operating expense of the Authority, payable from funds available to the Authority for expense of operation. The director shall be the chief executive officer of the Authority. Subject to the approval of the Board, the director shall supervise and be responsible for the preparation of plans and the performance of the functions of the authority in the manner authorized by Public Act No. 197 of 1975. The director shall attend the meetings of the Board and shall render to the Board and to the governing body a regular report covering the activities and financial condition of the Authority. If the director is absent or disabled, the Board may designate a qualified person as acting director to perform the duties of the office, the acting director shall take and subscribe to the constitutional oath and furnish a bond as required by the director. The director shall furnish the Board with information or reports governing the operations of the Authority, as the Board requires.

ARTICLE III

MEETINGS

Section 1

Regular meetings of the Board shall be held at the City offices of the City of Imlay City or such other location as designated by the Board.

Section 2

If standard meeting dates are established, a resolution setting the specific date of each regular meeting of the year shall be adopted by the City Commission with the recommendation of the Downtown Development Authority each January and posted at the City Offices. Further, notices shall be posted to comply with state law and local ordinance.

Section 3

Special meetings may be called by the chairperson, the secretary, the DDA Director, or by any two members who submit a written request to the chairperson or DDA Director.

Section 4

Notice of all special meetings shall be posted at the City offices at least 18 hours prior to the meeting or as otherwise required to comply with applicable laws and ordinances.

Section 5

A majority of the membership of the Board shall constitute a quorum for any meeting or as required by law.

Section 6

All meetings and records of the Authority shall be open to the public. The DDA shall make proposed minutes available for public inspection within 8 business days after the meeting to which the minutes refer. The DDA shall make approved minutes available for public inspection within 5 business days after the meeting at which the minutes are approved by the public body.

Section 7

The normal order of business shall be:

- a. call to order
- b. pledge of allegiance
- c. roll call
- d. approval of the agenda
- e. public participation
- f. approval of minutes
- g. financial reports
- h. old business
- i. new business
- j. executive directors report
- k. board member comments
- l. adjournment

Section 8

Two annual meetings of the Authority shall be held each year. One shall be held in July and one in December. The business of the annual meeting shall include the election of officers. The fiscal year of the Authority shall be July 1st through June 30th.

ARTICLE IV

Section 1

Amendments to these Rules may be proposed at any meeting of the Board.

Section 2

In order to become effective, any amendment to these Rules must be approved by at least two thirds of the regular members of the Board and approved by the City Commission of the City of Imlay City.

The undersigned DDA Executive Director of the Board of the Downtown Development Authority of the City of Imlay City hereby certifies that these Rules, as Amended and Restated, were duly adopted by the Board at a meeting held on the _____ day of _____, 2023.

Christine Malzahn, Executive DDA Director

The undersigned City Clerk of the City of Imlay City hereby certifies that these Rules, as Amended and Restated, were approved by the City Commission of the City of Imlay City at a regular meeting held on the _____ day of _____, 2023.

Dawn Sawicki-Franz, City Clerk

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AGENDA ITEM NB 10e. Snow Removal Ordinance CBD

DATE: February 5, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: City Commissioner DeLuca recently suggested that the DDA act as needed to keep the sidewalk areas within the CBD clear of snow and ice during weather events. He requested that the DDA consider hiring a contractor to provide this service where non-compliance to the city ordinance is not being achieved. City-wide department heads have discussed this ongoing issue and are recommending that amendments be made to the city ordinance allowing for more specific rules and ensuing penalties if failure to comply is cited.

Items Attached: Proposed Snow Removal Ordinance CBD

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

Recommended

Motion: Motion to recommend adoption of the proposed CBD snow removal ordinance to the city commission.

Proposed Snow Removal ordinance

Imlay City Michigan

January 2024

Old

Section 2.2 Snow Removal

- (t) The compelling of owners of real property within the city to keep sidewalks abutting upon their property clear from snow, ice or other obstructions, and if the owner fails to comply with such requirements; to remove such snow, ice or other obstructions and assess the cost thereof against the abutting property in accordance with Section 11.4;

Section 11.4 Cost of Acquired Property Added:

Whenever any property is acquired by condemnation, or otherwise, for the purpose of any public improvement, the cost thereof, and of the proceedings required to acquire such property, may be added to the cost of such improvement.

*Too vague

New

Section 2.3 SNOW REMOVAL BUSINESS DISTRICT:

- A. **Removal Of Snow and Ice Required;** Time Limit: It shall be the duty of every owner, agent, or tenant who may own, lease, or occupy any commercial building within the corporate limits of the City of Imlay City, that abuts any street or alley of the downtown business district of the City, and has a good and substantial cement sidewalk in the front and/or rear of said building, shall clean the same of any snow, slush, ice or other debris within ten (10) hours after the close of any act of nature event which results in the deposit of any measurable accumulation of snow, slush, ice or other debris,

Owner, agent, or tenants of any vacant or occupied commercial building, or individuals hired by them, including but not limited to any lot or parcel of land zoned office, business or industrial, and any lot or parcel of land zoned multiple dwelling which has on-site parking lots, parking areas, drive-thru or service areas, etc., are prohibited from shoveling, pushing or blowing snow from sidewalks into a

public street, and shall not block any sidewalk area, obstruct vision or create a hazard for vehicles.

- B. **Failure To Remove Snow or Ice;** Penalty: Any person who neglects to comply with the provisions of this section shall be deemed guilty of a civil infraction and, upon conviction, shall be subject to a fine of fifty-dollars (\$50.00) for the first offense and second subsequent violations of one-hundred-dollars (\$100.00) and a one-hundred fifty-dollar (\$150.00) penalty for the third and subsequent violation(s) within a calendar year. Business owners may be responsible for the cost associated with city sanctioned or contractor assigned snow removal if not completed within the ten 10 hours. (Ord.)

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Directors Report

DATE: February 5, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Items Attached: February Report
Weekly email Reposts

Action Needed: No Board Action Needed

Director's Report – February 2024

Promotions/Events

- On-going Social media postings and engagement with downtown merchants on Facebook.
- Updated website calendar of events and other happenings

Economic Development

- Met several times with Sage Creek Winery and department heads to discuss plans and find an alternate solution. Several calls with lawyer for info on liquor license for Third and Main.
- Engaged with MEDC to discuss developing a Brownfield Authority, follow-up meeting to request funding for an environmental consultant.
- Assisted new business owner with finding a location for a brick-and-mortar location for a trading card business.

Place Making/Streetscape

- Drafted RFP for Landscape Architect
- Had a follow-up meeting with Todd to discuss the bike rack / informational signage project.
- Working with DTE Planner and JEM Electric for electricity in the three pocket parks in downtown
- Working to get three pricing proposals to replace the non-functioning equipment on M53
- Designed street banner concept for spring

Billboard:

- Social media marketing for open months in 2024

Meetings and Other:

- Attended a CIP planning meeting.
- Attended grant funding hub meeting with OHM
- Attended department marijuana committee meeting.
- Met with the Historical Museum to get trivia facts for banners
- 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 special Feb 5th meeting.
- Attended the City Commission meeting on January 16th for Sage Creek Agenda item
- Attended the monthly meeting with Lapeer and Almont DDA directors and "friends" in Lapeer

Next DDA Board Meeting – Monday, March 11, 2024

Christine Malzahn

From: Christine Malzahn <ddadirector@imlaycity.org>
Sent: Friday, January 19, 2024 4:09 PM
To: jkempf@imlaycity.org; jshattuck@icdda.com; kjorgensen@icdda.com; kvillaneuva@icdda.com; ndocherty@icdda.com; sdavis@icdda.com; wbargen@icdda.com; srobbins@icdda.com
Subject: Week ending Jan 19th

Hello All,

Just a quick update from the DDA office. It was a short work week due to MLK Day Monday, but still lots happening.

I've been busy writing a Landscape Architect RFP and contract that I will present to you at our next meeting. The reason for this work is the need for a consultant to help develop site plans for the three pocket parks in the CBD so that we can apply for grant money to help fund those developments.

I have also been updating our bylaws and will present those to you for consideration on the 5th as well. Leah has been creating bylaws for both the ZBA and Planning Commission, in helping her with some wording and recommendations, I realized how lacking ours are and how inconsistent they are with other Imlay City boards. Having them all include the same general content where applicable will help the RCC process.

The Façade Corp bylaws have also been completed, along with a resolution for adoption. I alerted you to the separate meeting for the non-profit set for Feb 5th after the DDA meeting, but Walt has a conflict on that date, so we are going to push the non-profit meeting to March 11th – so please adjust your calendars.

Meetings with Sage Creek are showing some progress in still getting them here. Hope to have an announcement soon and send it to City Commission for approval.

That's the bulk of it for now. Stay warm and go LIONS!

Christine Malzahn

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

Christine Malzahn

From: Christine Malzahn <ddadirector@imlaycity.org>
Sent: Thursday, January 11, 2024 3:03 PM
To: jkemp@imlaycity.org; kjorgensen@icdda.com; jshattuck@icdda.com; ndocherty@icdda.com; kvillaneuva@icdda.com; sdavis@icdda.com; wbargen@icdda.com; srobbins@icdda.com
Subject: Week Ending January 12th
Attachments: 2024.01.08 DRAFT Meeting Minutes.docx; DDA CIP Projects 2024 - Bike Racks.pdf; DDA CIP Projects 2024 - Lamb Steele Park.pdf; DDA CIP Projects 2024 - LED Sign Replacement.pdf; DDA CIP Projects 2024 - Pocket Parks.pdf; DDA CIP Projects 2024 - Property Acquisition.pdf; DDA CIP Projects 2024 - Rotary Park.pdf; DDA CIP Projects 2024 - Streetscape.pdf

Hello All,

Attached are the draft minutes from Monday's meeting. If you see anything that needs updating kindly let me know.

As for what's been happening in the office in the last few days... I spent the majority of time in meetings and conference calls with the MEDC, Sam Moore from the LDC and City Manager Horton to discuss the old fire hall property. We are working to develop a plan to keep momentum moving forward on those parcels.

I have also been gathering documents and drafting new bylaws for the Imlay City Façade Corp to adopt at our meeting on Feb 5th. I amended the CIP project sheets with some updated cost estimates for the LED sign and a meeting with Dana Walker/Rotary Club for the Rotary Park project. These revised forms are now submitted to Wade-Trim for review. I will attach those 7 sheets here as well if you'd like to review them as well.

Patti and I spoke briefly on Tuesday, she is going to return to work next week after her extended holiday break. She is going to help me update our contact list of property/business owners as well as market vendors. That project has been on my to-do-list for a bit and will be very useful in our communication efforts.

I am taking a scheduled PTO day tomorrow (Friday) and City Hall will be closed on Monday for MLK day, so if you need anything before Tuesday, please use my cell phone.

Christine Malzahn

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