

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

REGULAR MEETING APRIL 8, 2024
5:35 P.M.

Walter Bargaen, Chair
Kim Jorgensen, Secretary-Treasurer
Stu Davis, Treasurer

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

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CORRESPONDENCE
5. SPECIAL PRESENTATION – I AM Imlay City grant pitch
6. COMMITTEE REPORTS (as needed)
 - a. City Services Negotiating Committee
7. **CONSENT AGENDA APPROVALS** (pgs 3-13)
AGENDA
MEETING MINUTES, regular meeting March 11, 2024; closed session March 11, 2024
FINANCIAL REPORTS – through March 30, 2024
DDA Expenditure Report, Check Register Report
DDA Credit Card Statement; Balance Sheet
8. PUBLIC PARTICIPATION
9. **UNFINISHED BUSINESS:**
 - a. None
10. **NEW BUSINESS:**
 - a. Hispanic Services Funding Request (pgs 15-16)
 - b. Millage Capture Determinations (pgs 17-30)
 - c. Summer Intern Position (pgs 31-34)
 - d. Landscape Architect RFP Results (pgs 35-46)
 - e. Board Member Vice Chair Election (pgs 47-48)
 - f. Board Member Appointments (pgs 49-50)
 - g. Farm Market Manager / DDA Promotions Candidate (pgs 51-54)
 - h. Pine Tree Replacement (pgs 55-57)
 - i. Re-Development Proposal RFP Results (pgs 59-66)
11. EXECUTIVE DIRECTOR'S REPORT (pgs 67-71)
12. PUBLIC PARTICIPATION
13. BOARD MEMBER COMMENTS
14. ADJOURNMENT

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Consent Agenda

DATE: April 8, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Items Attached:

- a. Meeting Agenda
- b. Meeting Minutes
 - March 11 Regular Session
 - Closed Session (provided at meeting)
- c. Financial Reports – Ending March 31, 2024
 - DDA Expenditure Report = \$63,726.15
 - Check Register Report = \$21,996.49
 - DDA Credit Card Statement
 - Balance Sheet = \$378,837.83

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

Recommendation: Motion to approve the consent agenda items as presented.

**IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY**

Regular Meeting
March 11, 2024
MEETING MINUTES

A regular meeting of the Downtown Development Authority was held on Monday, March 11, 2024, at Imlay City Hall, 150 North Main Street, Imlay City MI 48444.

1. **CALL TO ORDER**
Chair Walt Bargaen called the meeting to order at 5:35 pm
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL** – Director Malzahn called the roll:
Present: Steve Robbins, Justin Shattuck, Stu Davis, Kim Jorgensen, Neil Docherty, Walter Bargaen, Mayor Joi Kempf
Absent: None
Quorum Present
4. **APPROVAL OF AGENDA**
MOTION by Davis, supported by Shattuck to approve the agenda with two additions: 9b. Committee To Negotiate Revenue Sharing with City; 10i Villaneuva Resignation Letter
All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**
5. **PUBLIC PARTICIPATION** – none
6. **CORRESPONDENCE** - none
7. **APPROVAL OF MINUTES**
 - a. Special Meeting February 5, 2024
MOTION by Davis, supported by Jorgensen to approve the minutes as presented.
All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**
8. **FINANCIAL REPORTS – February 2024**
 - a. DDA Expenditure Report – expenditures \$9,443.44
 - b. Check Register Report - \$3,452.76
 - c. Balance Sheet - \$442,630.63

Director Malzahn presented the financials through February 29, 2024. She reported that all GL's are trending normal except street lighting electricity due to an increase in the utility rate. Malzahn pointed out numerous administrative transfers listed in the expenditure report for the DDA fund for items that were not directly purchased by her. These charges should be negotiated and asked why they are not included in the \$35,000 administrative transfer that the DDA includes in its annual budget.
9. **OLD BUSINESS** –
 - a. **DDA Bylaw Updates**
Director Malzahn presented updates to the DDA bylaws. Updates are being recommended to

help the DDA version be consistent with other boards and commissions. Clarifications were also made to the procedures section of the document.

MOTION by Davis, supported by Robbins, supported by Robbins to update and adopt the DDA Bylaws with the detailed changes per meeting discussion.

Roll Call: AYES – Davis, Robbins, Shattuck, Docherty, Jorgensen, Borgen

NAYS – Kempf

MOTION CARRIED 6/1

b. Committee to Negotiate Revenue Sharing Understanding with City

Chair Borgen, who was absent when the negotiating sub-committee was formed, requested to add the mayor to the membership. Director Malzahn pointed out that 5 persons would present a quorum and that meetings would need to be published and open to the public. Committee members include Jorgensen, Robbins, Shattuck, and Chair Borgen.

NO BOARD ACTION TAKEN

10. NEW BUSINESS

a. Lapeer EMS Special Millage - Russ Adams

Lapeer County EMS director Russ Adams addressed the Board. Adams provided a history of the department and the authority that was created and under which the LC EMS operates today, on which the city of Imlay City has a seat. He went on to explain that ballot initiatives must include language listing all municipalities that would receive funds if the voters approved the millage. He expressed concerns over possible no votes if the City of Imlay City were to capture funds, and thanked the Board for previously opting out of former approved millages.

Director Malzahn reminded the Board that the DDA receives no revenue from the Lapeer County EMS, but pays for lighting and landscaping around their facility and that the DDA's job is to increase economic vitality so that taxing authorities see a growth in revenues annually. Because the DDA is currently opting out of the existing EMS millage, until 2026, a reduction in revenue for 2023 was calculated at \$16,333. She suggested that the DDA Board may want to consider opting in and entering into a revenue-sharing agreement instead. Thus, creating a more transparent financial picture and record-keeping system. Malzahn also noted that the City of Lapeer TIF district now captures all millages.

MOTION by Davis, to opt-out of the proposed Lapeer County EMS special millage through the year 2030.

MOTION FAILS FOR LACK OF SUPPORT

MOTION by Kempf, supported by Davis to opt-out of the proposed Lapeer County EMS special millage through the year 2026.

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

c. Funding Request: Chamber SummerFest Billboard

Chamber Director Chris Bishop addressed the Board, requesting that the DDA sponsor in-kind the billboard on M-53 to allow for advertising of their SummerFest event August 9th and 10th.

Bishop noted that in return the DDA would receive advertising on all of the event marketing materials and social media.

MOTION by Jorgensen, supported by Davis to approve the in-kind sponsorship to the Imlay City Chamber of Commerce for advertising space on the DDA Billboard during the period of July 14th-August 10th for their SummerFest Event.

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

NAYS –none

MOTION CARRIED 7/0

d. DDA August 6th Concert / SummerFest Concert

Director Malzahn recapped a conversation with Chamber Director Bishop about the busy second week of August due to the DDA concert, farmers market, SummerFest setup and 2-day event all being planned. Bishop noted that she was still looking to hire a performer for the main stage on the 10th. Malzahn is recommending that the contracted DDA artist (3rd Degree Burns) for the Tuesday concert be moved to Saturday and that the DDA be listed as a sponsor for the free community event.

MOTION by Robbins, supported by Jorgensen to move the DDA August 6th Summer Concert to Saturday, August 10th as a sponsor to the Chamber SummerFest event.
All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

e. DDA Billboard Contract / Sponsors

Director Malzahn presented options for the Board to consider for other OutFront Media billboard locations since the Board voted previously to end the lease for the M-53 location. She also reported that she has been approached by IC businesses outside of the TIF District that would like to advertise on the space occasionally. She asked the Board to consider the options for the full contract price instead for the discounted DDA member rate. Board discussion indicated that the DDA no longer felt the billboard was useful.

NO BOARD ACTION TAKEN

f. CN Lease Depot Drive

The DDA Board

MOTION by Davis, supported by Docherty to accept financial liability for the lease but ask the city to execute the document and assume the general liability as outlined in the agreement.

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

F. EMC Sign Replacement

A total of four bids were presented to the Board for replacement equipment on the non-functioning Electronic Messaging Center sign located in front of the police department. Director Malzahn clarified that the equipment proposed in the lowest bid had an open cabinet and would be subject to climate conditions vs the closed cabinet on the Electromatic equipment proposed by Metro Sign.

MOTION by Davis, supported by Jorgensen to approve to purchase and install a new EMC sign from Metro Signs in the amount of \$18,200.00.

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

NAYS – none

MOTION CARRIED 7/0

g. 150 Bancroft Property Sale

The Board reviewed the Listing Broker Agreement drafted by Brandon Rowley, licensed realtor with Realty Executives, for the listing of 150 Bancroft. The agreement suggests a list price of \$149,900 with an agent fee of 5.5%. The Board would like to proceed with the listing but negotiate the fees down to 5%.

MOTION by Davis, supported by Docherty to authorize Director Malzahn to execute the Listing Agreement at a 5% agent fee.

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

NAYS – none

MOTION CARRIED 7/0

h. FY 2024-2025 Budget Review

Director Malzahn presented a draft balanced FY2024-2025 budget for review by the Board. A detailed summary of Malzahn's recommendations was read. Davis questioned why the Rotary Membership was paid by the DDA as part of the dues and memberships. Malzahn noted that the Rotary partners with the DDA on a variety of projects.

MOTION by Davis, supported by Docherty to approve the FY 2024-2025 Budget as presented and send it to City Commission for incorporation into the city-wide budget.

Roll Call: AYES – Davis, Docherty, Robbins, Shattuck, Jorgensen, Kempf, Bergen
NAYS – none

MOTION CARRIED 7/0

g. Villaneuva Letter of Resignation

The DDA Board received notice that DDA Vice Chair and long-standing board member was stepping down from her DDA duties effective immediately. The Board thanked her for her years of dedicated service and wished her well.

MOTION by Davis, supported by Robbins to accept, with regret, the letter of resignation as submitted by Kelly Villaneuva.

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

11. DIRECTORS REPORT

Malzahn presented her written report in the meeting packet for March 2024. She also revealed 4 final color samples of the new Spring Trivia Banners soon to be installed downtown and was thrilled to inform the Board that the grant submitted on the board's behalf to Consumers Energy for their "Put your Community on the Map" opportunity has been selected as one of the top 10 finalists. IC DDA has been invited to pitch the "I AM Imlay City" civic pride art project idea to a panel of judges on April 29th in Thompsonville at the CEDM conference.

12. CLOSED SESSION – PROPERTY ACQUISITION

MOTION by Shattuck, supported by Davis to enter into closed session at 6:55 pm
All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

MOTION by Shattuck, supported by Davis to enter back into regular session at 7:13 pm
All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

14. BOARD MEMBER COMMENTS – none

15. ADJOURNMENT

MOTION by Davis, supported by Shattuck to adjourn the meeting at 7:15 pm
All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

Next Regular DDA Board meeting date: Monday, April 8, 2024, at 5:35 PM

Respectfully submitted by: _____
Christine Malzahn, DDA Executive Director

DDA APPROVED:

CITY COMMISSION APPROVED:

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/24	AVAILABLE BALANCE	% BDT USED
				NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	
Revenues							
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
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 FEST	2,000.00	2,000.00	534.00	0.00	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	1.30	0.00	(1.30)	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	3,925.00	0.00	1,475.00	72.69
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	368,949.07	0.00	(32,426.07)	109.64
TOTAL REVENUES							
		324,500.00	336,523.00	368,949.07	0.00	(32,426.07)	109.64
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	48.24	(50.97)	351.76	12.06
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	1,249.64	(50.97)	3,150.36	28.40
Dept 705.000 - UNALLOCATED ACTIVITY							
248-705.000-703.000	WAGES & SALARIES	44,000.00	44,000.00	35,283.43	4,019.22	8,716.57	80.19
248-705.000-706.000	HOURLY WAGES	8,000.00	8,000.00	7,054.25	0.00	945.75	88.18
248-705.000-710.000	BONUS PAY	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
248-705.000-713.000	DEFERRED COMP CONTRIBUTION	0.00	0.00	256.86	85.62	(256.86)	100.00
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	3,296.82	309.63	1,203.18	73.26
248-705.000-716.000	HEALTH INSURANCE	21,200.00	21,200.00	16,986.96	1,887.97	4,213.04	80.13
248-705.000-717.000	LIFE/DISABILITY INS	750.00	750.00	575.81	67.31	174.19	76.77
248-705.000-718.000	RETIREMENT AND OPEB	2,300.00	2,300.00	1,324.23	149.34	975.77	57.58
248-705.000-721.000	PTO/VACATION PAY-OUT	3,000.00	3,000.00	2,407.51	211.54	592.49	80.25
248-705.000-727.000	OFFICE SUPPLIES	800.00	800.00	523.46	30.37	276.54	65.43
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	400.00	475.15	0.00	(75.15)	118.79
248-705.000-741.000	ADVERTISING	9,000.00	9,000.00	594.48	126.00	8,405.52	6.61
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	200.24	5.00	1,799.76	10.01
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	237.53	0.00	162.47	59.38
248-705.000-853.000	TELEPHONE EXPENSES	1,200.00	1,200.00	1,158.73	105.79	41.27	96.56
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	16,966.58	10,628.00	(966.58)	106.04
248-705.000-900.000	PRINTING & PUBLISHING	0.00	500.00	138.08	25.58	361.92	27.62
248-705.000-921.000	ELECTRICITY	30,000.00	30,000.00	24,953.79	2,810.06	5,046.21	83.18

04/04/2024 09:06 AM
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 DB: Imlay City

PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 03/31/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/24		AVAILABLE BALANCE		% BDDT & USED
		ORIGINAL BUDGET	AMENDED BUDGET		INCR (DECR)	NORM (ABNORM)			

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Expenditures									
248-705.000-923.000	HEAT	400.00	400.00	0.00	0.00	400.00	0.00	0.00	0.00
248-705.000-930.000	MISCELLANEOUS REPAIRS & MAINT	3,000.00	3,000.00	877.74	488.32	2,122.26	29.26	29.26	29.26
248-705.000-931.000	STRETSCAPE MAINTENANCE	55,000.00	55,000.00	38,604.03	0.00	16,395.97	70.19	70.19	70.19
248-705.000-956.000	MISCELLANEOUS	6,000.00	6,000.00	4,122.25	97.35	1,877.75	68.70	68.70	68.70
248-705.000-958.000	ADMINISTRATIVE/TRANSFER TO	35,000.00	35,000.00	35,000.00	0.00	0.00	100.00	100.00	100.00
248-705.000-973.000	DEVELOPMENT COSTS-UNALLOCATED	20,000.00	20,000.00	6,758.50	0.00	400.00	33.79	33.79	33.79
248-705.000-973.002	LEASES	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00	0.00	0.00
248-705.000-973.006	DDA CONCERT SERIES EXP	12,000.00	12,000.00	8,369.07	0.00	3,630.93	69.74	69.74	69.74
248-705.000-973.008	BRICK/BENCH EXPENSE	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00
248-705.000-973.100	LAPPEER DEVELOPMENT CORPORATIO	6,250.00	6,250.00	6,250.00	0.00	0.00	100.00	100.00	100.00
248-705.000-973.300	FARMERS MARKET EXPENSE	8,000.00	9,600.00	9,607.12	0.00	(7.12)	100.07	100.07	100.07
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	0.00	0.00
248-705.000-973.560	WINTER FEST	2,000.00	2,000.00	2,371.76	0.00	(371.76)	118.59	118.59	118.59
248-705.000-975.000	CAPITAL OUTLAY	12,000.00	12,000.00	13,391.45	7,330.02	(1,391.45)	111.60	111.60	111.60
Total Dept 705.000 - UNALLOCATED ACTIVITY		320,100.00	332,123.00	250,225.61	63,777.12	81,897.39	75.34	75.34	75.34
TOTAL EXPENDITURES		324,500.00	336,523.00	251,475.25	63,726.15	85,047.75	74.73	74.73	74.73

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:									
TOTAL REVENUES		324,500.00	336,523.00	368,949.07	0.00	(32,426.07)	109.64	109.64	109.64
TOTAL EXPENDITURES		324,500.00	336,523.00	251,475.25	63,726.15	85,047.75	74.73	74.73	74.73
NET OF REVENUES & EXPENDITURES		0.00	0.00	117,473.82	(63,726.15)	(117,473.82)	100.00	100.00	100.00

Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
03/07/2024	TRI	84254	DTE ENERGY	ELECTRIC- CITY LIGHTS	921.000	705.00	1,310.93
				ELECTRIC- CITY LIGHTS	921.000	705.00	1,220.41
				ELECTRIC- CITY LIGHTS	921.000	705.00	49.27
				CHECK TRI 84254 TOTAL FOR FUND 248:			2,580.61
03/07/2024	TRI	84276	STAPLES	FOLDERS AND CABLES	727.000	705.00	7.19
03/07/2024	TRI	84278	TRI-CITY TIMES	ADVERTISING	900.000	705.00	25.58
03/07/2024	TRI	84281	WELLS FARGO VENDOR	COPIER 2/26 - 3/25/2024	956.000	705.00	26.95
03/21/2024	TRI	84289	BRONNER'S COMMERCIAL DISPLAY	DDA CHRISTMAS DECORATIONS	975.000	705.00	7,330.02
						0	
03/21/2024	TRI	84300	FRONTIER	PHONE BILL 3/10 - 04/09/2024	853.000	705.00	55.79
03/21/2024	TRI	84308	METRO SIGN INC	DDA DEPOSIT ON DISPLAY SIGN	880.000	705.00	9,100.00
03/21/2024	TRI	84310	MIRANDA SNIPES	FACADE GRANT	973.000	705.00	400.00
03/21/2024	TRI	84319	OUTFRONT	DDA SIGN 2/26/2024 - 3/24/2024	880.000	705.00	764.00
				DDA SIGN 3/25/2024 - 4/21/2024	880.000	705.00	764.00
				CHECK TRI 84319 TOTAL FOR FUND 248:			1,528.00
03/21/2024	TRI	84322	RICOH USA, INC.	COPIER - 3/01 - 3/31/2024	956.000	705.00	70.40
03/21/2024	TRI	84326	STAPLES	10 FT CABLE	727.000	705.00	3.83
				OFFICE SUPPLIES	727.000	705.00	3.11
				CABLES	727.000	705.00	2.30
				CHECK TRI 84326 TOTAL FOR FUND 248:			9.24
03/21/2024	TRI	84328	TODD'S GLASS MIRRORS & MORE	FURNISH AND INSTALL GLASS 0117 N	930.000	705.00	488.32
				ALMONT PER DDA		0	
03/21/2024	TRI	84330	TRI-CITY TIMES	DDA ADVERTISING	741.000	705.00	126.00
03/28/2024	TRI	84358	DTE ENERGY	ELECTRIC- 113 E THIRD UNIT 2	921.000	705.00	30.41
03/28/2024	TRI	84359	DTE ENERGY	ELECTRIC- 101 W CAPAC	921.000	705.00	19.89
03/28/2024	TRI	84362	DTE ENERGY	ELECTRIC- 120 N MAIN	921.000	705.00	179.15
03/28/2024	TRI	84388	VCS INC	DDA PATCH CABLE	727.000	705.00	5.64
				MICROSOFT 365	727.000	705.00	8.30
				CLOUD PROTECTION AND RECOVERY	818.000	705.00	5.00
				CHECK TRI 84388 TOTAL FOR FUND 248:			18.94

User: RENEE

CHECK DATE FROM 03/01/2024 - 03/31/2024

DB: Imlay City

Check Date Bank Check # Payee

Description

Account Dept

Amount

Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY

Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORI

21,996.49

CITY OF IMLAY CITY
 Account number ending in 9672
 Transactions for billing cycle ending 03/25/24



TRANSACTION DETAIL

Transactions

Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits
02-24	02-26	82301024055900018297068	SIGNS365.COM 800-2658830 MI	\$58.00 ✓
03-05	03-05	82301024065900011362057	SIGNS365.COM 800-2658830 MI	\$202.00 ✓
03-05	03-07	05345884066300298674024	NORTH CAPITOL RAMP TIB LANSING MI	\$15.00 ✓
03-06	03-07	55436874067170678892479	GRADUATE EAST LANSING EAST LANSING MI	\$311.06 ✓
Arival Date: 24/03/04 Folio Number: 44234				
03-06	03-11	55421354068330127933535	EAST LANSING PARKING L EAST LANSING MI	\$36.00 ✓
03-08	03-11	75418234068195329406870	PY *CEDAM LANSING MI	\$275.00 ✓
03-08	03-11	85369434069239100211522	CRYSTAL MTN LODGING THOMPSONVILLE MI	\$172.50 ✓
Arival Date: 24/03/07 Folio Number: 0000890464				
03-09	03-11	82301024055900012244481	SIGNS365.COM 800-2658830 MI	\$1,258.00 ✓
03-20	03-21	55432864080207530505929	APPLE.COM/BILL 866-712-7753 CA	\$116.59 ✓
03-22	03-25	55432864082208224459124	APPLE.COM/BILL 866-712-7753 CA	\$10.99
03-23	03-25	55432864083208500808225	APPLE.COM/BILL 866-712-7753 CA	\$2.99
03-23	03-25	55310204083083345884426	AMZN MKTP US*RH4HE13K1 SEATTLE WA	\$62.93 ✓
03-25	03-25	55432864085209045454176	APPLE.COM/BILL 866-712-7753 CA	\$52.99

Fees Charged

Total Fees for this period

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	\$1,362.65	31	\$0.00
Cash Advance	30.49% (v)	NA	\$0.00	31	\$0.00

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.200	CASH - CHECKING ACCOUNT	359,674.22
248-000.000-001.201	CASH - CHECKING HRA	702.25
248-000.000-001.210	CASH - CHECKING DDA	20,022.74
248-000.000-040.000	ACCOUNTS RECEIVABLE	1,311.21
248-000.000-101.000	PREPAID - ASSET	7,716.83
Total Assets		389,427.25
*** Liabilities ***		
248-000.000-202.000	ACCOUNTS PAYABLE	10,589.42
Total Liabilities		10,589.42
*** Fund Balance ***		
248-000.000-390.000	FUND BALANCE	261,364.01
Total Fund Balance		261,364.01
Beginning Fund Balance		261,364.01
Net of Revenues VS Expenditures		117,473.82
Ending Fund Balance		378,837.83
Total Liabilities And Fund Balance		389,427.25

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AGENDA ITEM NB 10a. Hispanic Services Center Funding Request

DATE: **April 8, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Margaret DeLuca submitted a funding request to the DDA on behalf of the Hispanic Services Center. The HSC is planning its annual Cinco De Mayo Celebration event downtown on Saturday, May 4th. The location of the event will be the same as last year and will include live strolling musicians, children’s activities, dancers, and vendors. They would like participation from the DDA for financial assistance with advertising costs. Suggestions were made to run advertisements in both the Lapeer County Press and the Tri-City Times, social media.

Items Attached: Funding Request Application

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

Recommendation: Motion to approve funding for advertising the Hispanic Services Center Cinco DeMayo 2024 event in an amount of \$1,000.00

Imlay City Downtown Development Authority

Request for Funding an Event or Program

Please Provide the Following Information:

Request Date: 4-3-2024 Proposed Event Date: 5-4-2024

Requested by (Organization Name): Imlay City Hispanic Service Center

Name of Event or Program: Cinco de Mayo Festival

Detailed Description: Community Festival

Amount Requested: \$1,000
(attach any additional information that will assist in the review process of this request)

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

Address: 113 N. Almont Ave

Office Phone: 810-724-3665 Mobile Phone: 810-338-1799

Fax Phone: 810-724-7731 Email: Lemke@imlayhsc.org

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

For DDA USE ONLY-Do Not Write Below this Line

Reviewed By: _____ Meeting Date: _____

Budgeted Item: _____ Account: _____

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

_____ Chairperson/Treasurer

NOTES: _____



AGENDA ITEM NB 10b. Capture Determination

DATE: April 8, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Considering previous Board actions regarding special voted Lapeer millages, current requests being presented, and the failure of the Imlay City Public Safety Millage, Director Malzahn is recommending DDA Board consider options and best practices moving forward for all current and future ballot proposals including:

- County EMS (ballot proposal 2024 through 2030)
- County Law Enforcement (voted through 2027)
- County Senior Services (voted through 2026)
- County Veterans Affairs (voted 2020 through 2023) (pending August 2024 primary proposal)
- County Medical Care Facility (voted through 2027)
- Any Imlay City Special Voted Millage (public safety not approved Feb 2024)

Items Attached: County EMS Letter of Intent – 03-18-2024
 County Law Enforcement – County Minutes and Sample Ballot 05-05-2022
 County Senior Programs – Letter of Intent 04-24-2018 and 04-14-2010
 Veterans Affairs Committee request for response
 Tif Plan Excerpt – pgs 10, 28, 30
 County Spreadsheet Tax Capture Workbook

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

Recommendation:

- 1) Motion to confirm opt-out status through 2026 for County EMS.
- 2) Motion to capture Senior Programs and enter into revenue sharing agreement for Imlay City Senior Center beginning winter tax bill 2024.
- 3) Motion to capture County Law Enforcement millage beginning winter tax bill 2024.

4) Motion to hereby resolve that we intend to "capture" funds from the extra voted countywide millage that will be on the August 2024 primary election ballot that would otherwise be earmarked to provide continued support for the administration of the Department of Veterans Affairs of Lapeer County, and other services to an expanding veteran population; and further, we authorize Christine Malzahn to sign the attached Acknowledgment/Letter of Capture Intent and return to the Lapeer County Board of Commissioners.

5) Motion to capture TIF funds on all future Lapeer County special-voted ballot initiatives.



Imlay City Downtown Development Authority
 150 N. Main Street, Imlay City, MI 48444
 810.724.2135 ext 1307 • icdda.com • ddadirector@imlaycity.org

*Dedicated to restoring,
 preserving and enhancing the
 physical and economic vitality of
 Downtown Imlay City.*

Board of Directors

*Joi Kempf,
 Mayor*

*Walt Bargaen,
 Chairperson*

*Kim Jorgensen,
 Secretary*

*Stu Davis,
 Treasurer*

*Justin Shattuck,
 Board Member*

*Steve Robbins,
 Board Member*

*Neil Docherty,
 Board Member*

Executive DDA Director
Christine Malzahn

City of Imlay City
 150 N. Main Street
 Imlay City, MI 48444

March 18, 2024

Russ Adams
 Director, Lapeer County EMS
 3565 Genesee Road
 Lapeer, MI 48446

RE: Lapeer County EMS Millage

Dear Mr. Adams,

I am writing to inform you of the Imlay City Downtown Development Authority Board decision regarding your proposed 2024 Lapeer County EMS Millage. On March 11, 2024, a Regular Board Meeting was held and your request for the Imlay City DDA to forgo tax capture from the aforementioned special millage was considered.

After much discussion, the Board unanimously decided to opt-out of any special EMS millage tax capture through the year 2026. The Board understands that your ballot proposal, if approved by the electors, will be assessed through the year 2030 and they are reserving their right to capture tax monies allowed under PA57 and the current Imlay City TIF plan for the subsequent years remaining.

The draft minutes for this meeting are attached and I am available should you need to discuss the issue further.

Sincerely,

Christine Malzahn
 DDA Executive Director
 Imlay City
 810-724-2135 ext 1307
ddadirector@imlaycity.org

enc: 2024.03.11 Meeting Minutes

147-22

Motion by Schneider, supported by Warren, to adopt and approve the Resolution for Millage Proposition for Law Enforcement and Ballot Language; to be placed on the August 2, 2022 Primary Election Ballot, as follows:

LAPEER COUNTY BOARD OF COMMISSIONERS**RESOLUTION FOR MILLAGE PROPOSITION
FOR COUNTY-WIDE LAW ENFORCEMENT****RESOLUTION**

WHEREAS, law enforcement services for the citizens of Lapeer County is an essential and necessary function of government under the Michigan Constitution; and

WHEREAS, law enforcement services need to be maintained at a consistent service level throughout Lapeer County in all functions of law enforcement services including those services that township and municipal police departments are dependent on such as, death investigations, traffic crash scene reconstruction, marine patrol, undercover narcotics investigations, search and rescue operations, investigation of major crimes, and road patrols in rural areas; and

WHEREAS, the Lapeer County Board of Commissioners has determined that maintaining current levels of law enforcement services has become more challenging in the present economic environment and those services are essential to the quality of life and economic future of Lapeer County; and

WHEREAS, the Lapeer County Board of Commissioners has determined that it is appropriate and necessary to seek a supplemental millage for the purpose of averting reductions in law enforcement services in Lapeer County; and address public safety issues in schools with school resource officers; recruitment, training and retention of law enforcement personnel; and remediate illegal drug trafficking within Lapeer County; and

WHEREAS, due to the systemic nature of the criminal justice system, appropriate staffing levels at the Office of the Prosecuting Attorney are necessary in supporting the investigative work performed by law enforcement in the successful prosecution of major crimes throughout Lapeer County; and

WHEREAS, without a supplemental millage, existing service reductions by way of long-term position vacancies will progressively erode service levels and deteriorate the quality of life in Lapeer County; and

WHEREAS, the Board of Commissioners of the County of Lapeer seeks to have the voters of Lapeer County determine whether or not they desire to raise funds for the purpose of supporting the provision and improvement of public safety law enforcement services by approving a millage rate of 1.45 mills for a period of six (6) years, December 1, 2022 through 2028, inclusive; and

WHEREAS, Article IX, Section 6 of the 1963 Michigan Constitution authorizes the Lapeer County Board of Commissioners to place upon the ballot a request for supplemental millage on the taxable valuation of all property in the County of Lapeer.

(Resolution continued)

NOW, THEREFORE BE IT RESOLVED, that the following proposal be submitted to the qualified voters of the County of Lapeer at the next State Primary Election to be held in said County on Tuesday, August 2, 2022:

**COUNTY-WIDE LAW ENFORCEMENT
MILLAGE PROPOSITION**

This proposal will permit Lapeer County to levy up to 1.45 mills for Law Enforcement for six (6) years (December 1, 2022-2028).

"For the purposes of maintaining and promoting portions of the Law Enforcement and Safety functions for the citizens of Lapeer County in the areas of the Lapeer County Sheriff Department and the Office of the Prosecuting Attorney, shall the limitation on the amount of taxes that may be imposed on taxable property in Lapeer County, be increased up to 1.45 mills (\$1.450 per \$1,000.00 of taxable value) for a period of six (6) years, being December 1, 2022 through 2028, inclusive for the purpose of supplementing existing law enforcement services funding levels?

[] YES

[] NO

If approved and levied in full, this millage would raise approximately \$4,788,154.38 in the first year of levy. 87% of the funding will directly supplement the budget of the Lapeer County Sheriff Department and 13% of the funding will directly supplement the budget of the Office of the Prosecuting Attorney with no reductions in general fund budgets of either department as a result of the passing of this millage."

BE IT FURTHER RESOLVED, this proposition shall be stated on the ballots to be prepared and distributed in the manner provided by the laws of the State of Michigan

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to cause the proposal to be submitted to the duly qualified voters of Lapeer County at the State Primary Election to be held in Lapeer County on Tuesday, August 2, 2022.

BE IT FURTHER RESOLVED, that a certified copy of said proposition be filed with the County Clerk as required by the laws of the State of Michigan.

Roll Call vote: Schneider, aye; Warren, aye; Zender, aye; Jarvis, aye; Miller, aye; Henning, aye; Røy, absent. 6 ayes, 1 absent. Motion carried.

148-22

Motion by Schneider, supported by Warren, to approve consulting services contract extension with MGT of America Consulting, LLC to prepare a Lapeer County Cost Allocation Plan based on actual costs for Fiscal Year 2021, and further, to authorize the County Controller/Administrator to sign said agreement, at no additional cost to the County General Fund. Motion carried.



Imlay City Downtown Development Authority

150 N. Main Street, Imlay City, MI 48444

810.724.2135 ph • 810.724.1861 fx • mirelan@imlaycity.org

*Dedicated to restoring,
preserving and enhancing the
physical and economic vitality
of Downtown Imlay City.*

Board of Directors

Rod Warner, Mayor
Steve Teets, Chairperson
Joi Kempf, Vice Chairperson
Kelly Villanueva, Secretary
Stu Davis
Dan Everhart
David Held
Brian Hill
Kim Jorgensen
Sally Reinhardt

Monica Irelan
DDA Director

April 14, 2010

John Biscoe
County Administrator
255 Clay Street
Lapeer, MI 48446

RE: 911 Authority and Senior Advisory Committee; County Millage Capture

Dear John Biscoe and County Commissioners,

I am writing to inform you of the Imlay City Downtown Development Authority Board decision about the Lapeer County Millage Capture. On April 12, 2010, the Regular Board Meeting was held and the two separate issues were discussed: 911 Millage and Senior Millage.

The Board unanimously decided to stand by the vote taken on August 10, 2009 *TO NOT CAPTURE* the 911 Special Millage.

After much discussion about the Senior Millage, the board decided *TO CAPTURE* the Senior Millage with the provision that the captured funds will be gifted back to the County Senior Programs as long as the senior center stays open in Imlay City. This was passed on a 7-2 vote.

The draft of the meeting minutes is attached and I am available to you at any time to discuss the issue.

Sincerely,

Monica Irelan
DDA Director
Imlay City



Imlay City Downtown Development Authority
 150 N. Main Street, Imlay City, MI 48444
 810.724.2135 ph • 810.724.1861 fx • dwalker@imlaycity.org

April 24, 2018

Dear County Commissioners,

At a Regular Meeting of the Imlay City Downtown Development Authority held on Monday, April 9, 2018, the Board of Directors moved to NOT capture monies from a potential extra voted countywide **senior services millage** on the August 2018 Primary Ballot.

We appreciate the services our seniors receive both in the Imlay City community and county-wide.

The Imlay City Downtown Development Authority understands the importance of working with local governments to further our County as a whole. The Board of Directors looks forward to helping each other during future projects for the betterment of Imlay City.

Sincerely,

Dana Walker
 Director

*Dedicated to restoring,
 preserving and enhancing the
 physical and economic vitality
 of Downtown Imlay City.*

Board of Directors

Wall Bargaen, Mayor

Joi Kempf, Chairperson

*Kim Jorgensen, Vice
 Chairperson*

Kelly Villanueva, Secretary

Stu Davis

Tracy Aldrich

Steven Teets

Beth Murawski

Samuel Galiana

Trish Dennis

Dana Walker

DDA Director



Lapeer County Administration Office

255 Clay Street, Suite 301
Lapeer, Michigan 48446
Phone: (810) 667-0366
Fax: (810) 667-0369

WE HAVE A NEW WEBISTE! www.lapeercountymi.gov



March 26th, 2024

Dear DDA Directors and TIFA Board Chairpersons:

Pursuant to a request from the Veterans Affairs Committee, the Lapeer County Board of Commissioners is considering the approval of an extra voted millage proposal on the August primary ballot for veterans' service programs.

In that context, to ensure that the ballot language meets all legal tests, the Board of Commissioners must determine if any local units of government intend through TIFAs, DDAs, etc. to "capture" any of the extra voted millage as approved by the voters.

The clear intent of this county-wide program as recommended to the Board of Commissioners is to provide continued support for the administration of the Department of Veterans Affairs of Lapeer County to provide veterans services to an expanding veteran population.

Consequently, not only is it important to know of any intent to capture, in terms of preparing the ballot language, it is also imperative to fully understand what, if any, "captured" funds will not be available to meet the fiscal needs for veterans' programs.

Therefore, it is critical that your unit of government **respond** to the Board of Commissioners, **in writing**, by **Friday April 19th 2024**, to ensure that the appropriate language is developed for the millage proposal as to any of the extra voted millage you intend to capture for 2024 through 2029, inclusive. **We have prepared an Acknowledgment Form and sample motions to assist you.** (See attachment.)

We would appreciate your prompt response and ask that you **RETURN the completed and signed Acknowledgment Form**, as well a **copy of the minutes** of the meeting in which you considered this matter, no later than **Monday April 22nd 2024**, as it is necessary to ensure all election law applications are properly applied and we meet the fast approaching deadline date for submission to be placed on the ballot. For your convenience, **you may mail, fax (810-667-0369), or email (administration@lapeercounty.org) this documentation to us.**

Sincerely,

Tom Kohlman, Chairman
Lapeer County Board of Commissioners

cc: Veterans Affairs Committee
Board of Commissioners
Village Administrators/Clerks
City Mayors/Managers



Lapeer County Administration Office

255 Clay Street, Suite 301
Lapeer, Michigan 48446
Phone: (810) 667-0366
Fax: (810) 667-0369

WE HAVE A NEW WEBISTE! www.lapeercountymi.gov

ACKNOWLEDGMENT - CAPTURE INTENT **REGARDING LAPEER COUNTY'S PROPOSED** **EXTRA VOTED VETERANS AFFAIRS MILLAGE** **AUGUST 2024 PRIMARY ELECTION**

Municipality/DDA Director/TIFA Board Chairperson: _____

Name and title of person completing this form: _____

Address: _____

Phone# _____

The _____ (municipality) has taken the following action with regards to our intentions of potential "capture" monies from the upcoming extra voted countywide millage for County Veterans Affairs services:

- We will not be capturing monies from the extra voted countywide Veteran's services millage on the August 2024 Primary Ballot
- We will be capturing monies from the extra voted countywide Veterans services millage on the August 2024 Primary Ballot

Please mark one of the boxes above, then **sign and return** this acknowledgment (**along with the minutes of your meeting**) to the Lapeer County Board of Commissioners Office by **Friday April 19th 2024**. You may submit your documentation via email to administration@lapeercounty.org, fax (810) 667-0369, or by regular mail at the address listed above asap but no-later-than **Monday April 22nd 2024**.

Municipal Representative's Signature: _____

Printed Name: _____ Date: _____

*(Sample Motions for your consideration/use if desired
or use your own wording as you deem appropriate)*

SAMPLE MOTION #1
(Not Capturing)

Motion by _____, supported by _____, that the _____(municipality) hereby resolves that we will not “capture” any of the extra voted countywide millage that will be on the August 2024 primary election ballot that will be exclusively used for the purposes of providing veteran services for a period of six years, commencing in 2024 through 2029, inclusive, and understand and support its intended purpose of providing continued support for the administration of the Department of Veterans Affairs of Lapeer County, and other services to an expanding veteran population; and further, we authorize the _____ (title) to sign the attached Acknowledgment/Letter of Capture Intent and return to the Lapeer County Board of Commissioners prior to **Friday April 19th 2024** but no-later-than **Monday April 22nd 2024**

SAMPLE MOTION #2
(Capturing)

Motion by _____, supported by _____, that the _____(municipality) hereby resolves that we intend to “capture” funds from the extra voted countywide millage that will be on the August 2024 primary election ballot that would otherwise be earmarked to provide continued support for the administration of the Department of Veterans Affairs of Lapeer County, and other services to an expanding veteran population; and further, we authorize the _____ (title) to sign the attached Acknowledgment/Letter of Capture Intent and return to the Lapeer County Board of Commissioners prior to **Friday April 19th 2024** but no-later-than **Monday April 22nd 2024.**

PURPOSE OF THE DEVELOPMENT AND TAX INCREMENT FINANCING PLANS

As the "place" that distinguishes Imlay City from other communities, the downtown district is a key asset that defines the local quality of life. Imlay City's DDA District includes both a traditional downtown, but also a developing industrial park. Together, these two elements provide places where people want to visit, and jobs that will keep them here.

The City of Imlay City has been actively pursuing ways to maintain and upgrade the economic viability of the downtown for a number of years. It is the purpose of the Development Plan and the Tax Increment Financing Plan to establish a legal basis for the capture and expenditure of tax increment revenues in accordance with P.A. 197 of 1975, as amended, for the purpose of stimulating and encouraging private investment in specific development areas through the provision of public improvements.

In compliance with P.A. 197 of 1975, the Imlay City Downtown Development Authority is responsible for the revitalization of the downtown district as it is defined by Imlay City ordinance. The authority is under the supervision and control of a board consisting of a chief executive officer of the municipality and no less than eight or more than twelve members as determined by the governing body of the municipality. The function of the authority is to propose, finance and implement public improvements in the downtown development district.

Legally, the Development Plan and the Tax Increment Financing Plan are two separate plans, but because they are interrelated, they are presented here as one document. The authority for each Plan is established in the City's Code of Ordinances, as discussed below:

§ **Development Plan.** In 1976 the City Council approved the adoption of City Ordinance No. 13.3, establishing a downtown Development Authority and authorizing them to create the Development Plan. The Ordinance reads as follows:

The City Commission, determining that it is necessary for the best interest of the public to halt property value deterioration and increase property tax valuation where possible in its business district, to eliminate the causes of deterioration and to promote economic growth, hereby declares its intention to and hereby does create and provide for the operation of the City of Imlay city Downtown Development Authority, pursuant to Act No. 197 of the Public Acts of 1975, of the State of Michigan.

§ **Tax Increment Financing Plan.** In January of 1996 the City adopted Ordinance No. 13.4 approving the current downtown development and tax increment financing plan. That plan set forth guidelines for which the city was able to undergo an extensive streetscape project; consisting of new sidewalks, curbs, gutters and lighting to be constructed along Third Street and Almont Avenue. The current plan, adopted in 2001, served as a catalyst for a number of improvements within the downtown commercial district and the Downtown Development Authority district in years past.

Beginning with the next tax collection following the approval of the plans in May, 2014 and for each collection in years covered by the plan, municipal and county treasurers transmit directly to the DDA, the applicable portion of the tax levy set by the taxing units on the real and personal property in the development area, including that portion of any commercial facilities tax levied pursuant to P.A. 255 of 1978 and that portion on an industrial facilities tax levied pursuant to PA 198 of 1974. The intent of the DDA is to allow all voted and separately identified debt millage to pass through to the intended taxing units. Therefore, the tax levy for tax increment purposes in the DDA Development Area is the total millage reduced by the amount of debt service millage levied.

The tax increment financing procedure is contained with the Downtown Development Authority statute. The procedure may be proposed by a downtown development authority as a method of financing a downtown development plan. It then may be adopted by the city commission, following consultation with the taxing units involved and a public hearing as required by statute. The essence of the tax increment procedure is as follows:

- § The public makes an investment in public improvements, and also potentially in facilities to be leased or sold to private owners, for the purpose of stimulating private investment in a specific downtown commercial area (the Downtown Development District). The investment may be made in response to a declining business climate and commercial tax base, or in response to a stable business climate and tax base which the public wishes to protect and develop.
- § A bond issue may be sold to finance the improvements.
- § Taxes generated from the subsequent growth in the tax base of the Downtown Development District are then used to retire the bonded debt. This tax base growth is called the "captured value". Specifically, it is the difference between the taxable value of the Downtown Development District at any point in time, and the value of the District in existence at the time of the adoption of downtown development plan. Increases in assessed values within a development area which result in the generation of tax increment revenues, can result from any of the following:
 - Construction of new developments occurring after the date establishing the "base value".
 - Construction through rehabilitation, remodeling, alterations, or additions occurring after the date establishing the "base value."
 - Increases in property values which occur for any other reasons, including inflationary growth.
- § The taxes which are potentially available for retiring the bonded debt of the downtown development plan include all the taxes normally levied by all the taxing units on the captured assessed value of the Downtown Development District. The Downtown Development Authority may enter into agreements with each of the taxing units to share a portion of the captured assessed value of the District. Any taxes generated by the captured assessed value, beyond the amount needed to meet the cost of the specific development project, are returned proportionately to the taxing units (a requirement of the statute).
- § When the specific development/financing plan is accomplished, the captured assessed value is released and the taxing units receive all the taxes levied on it from that point on.

TABLE 3 ESTIMATED TAX REVENUE CAPTURE BY TAXING JURISDICTION				
Fiscal Year	Millage Rates Captured Value ¹	3.7886 Lapeer County Operating	14.35 City Operating	18.4686 Estimated Revenue Capture
2013	\$16,154,254	\$61,202	\$231,814	\$293,016
2014	\$16,154,254	\$61,202	\$231,814	\$293,016
2015	\$16,268,706	\$61,636	\$233,456	\$295,092
2016	\$16,383,730	\$62,071	\$235,107	\$297,178
2017	\$16,614,929	\$62,947	\$238,424	\$301,372
2018	\$16,965,195	\$64,274	\$243,451	\$307,725
2019	\$17,439,222	\$66,070	\$250,253	\$316,323
2020	\$18,043,606	\$68,360	\$258,926	\$327,286
2021	\$18,663,100	\$70,707	\$267,815	\$338,523
2022	\$19,298,081	\$73,113	\$276,927	\$350,040
2023	\$19,948,937	\$75,579	\$286,267	\$361,846
2024	\$20,616,064	\$78,106	\$295,841	\$373,947
2025	\$21,299,869	\$80,697	\$305,653	\$386,350
2026	\$22,000,769	\$83,352	\$315,711	\$399,063
2027	\$22,719,192	\$86,074	\$326,020	\$412,094
2028	\$23,455,576	\$88,864	\$336,588	\$425,451
2029	\$24,210,369	\$91,723	\$347,419	\$439,142
2030	\$24,984,032	\$94,655	\$358,521	\$453,175
2031	\$25,777,036	\$97,659	\$369,900	\$467,559
2032	\$26,589,866	\$100,738	\$381,565	\$482,303
3033	\$27,423,016	\$103,895	\$393,520	\$497,415
2034	\$28,276,995	\$107,130	\$405,775	\$512,905
		\$1,740,054	\$6,590,766	\$8,330,820

¹ From Table 1

In the long term, improvements proposed for the Development Area will provide stability and growth in the Downtown District and the City as a whole. This will greatly benefit all taxing jurisdictions. This benefit will result from increases in property valuations surrounding the Development Area; increases in property valuations in the Development Area at the time the tax increment financing plan is completed; and increases in property valuations throughout the entire community, which, to a significant degree, are dependent upon the well-being of the Downtown District for stability and growth.



AGENDA ITEM NB 10c. Summer Intern

DATE: **April 8, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Director Malzahn received an employment application for the market manager position from Ms. Hernandez. After speaking with her Malzahn didn't feel it was a good fit based on the market season length and availability to manage the whole season due to school obligations. However, she recognized Hernandez's interest in working for the city as an excellent opportunity to bring her on board as a paid summer intern to assist the DDA and/or city with marketing, promotions, and communications with a focus on reaching our Hispanic residents. Her skill set also includes website management. The Four County Community Foundation offers a Return to Earn paid summer internship program through which they pay \$2000 to the employer as a co-funding opportunity offered to college-age students. Director Malzahn has engaged with the FCCF and is awaiting approval for the position.

Items Attached: Resume

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

Recommendation: Motion to hire Ruby Hernandez as a summer intern at a rate of \$10.00 per hour, 20 hours per week for 14 weeks, co-funded by the Four County Community Foundation at \$2,000 for marketing, promotions, and communication assistance.

ALONDRA RUBY HERNANDEZ

Communications and Marketing

SUMMARY

Driven by a passion for communication and diverse cultural experiences, I balance my role as a Study Abroad Peer Advisor at Saginaw Valley State University with pursuing a Communications degree. With a high school certification in marketing, I adeptly intertwine personal travel insights and marketing skills to guide students toward tailored study abroad programs. I aspire to leverage my bilingual proficiency and comprehensive understanding of sports to become a Spanish sports broadcaster within the dynamic realm of boxing, aiming to amplify captivating narratives. Through a blend of academic excellence, cultural competence, and strategic storytelling, I am committed to thriving in the vibrant world of sports broadcasting.

EDUCATION

September 2019 - May 2023

Imlay City High School, Imlay City, MI

- Honor Roll
- Soccer
- Cheerleading Captain
- Spanish Club

September 2021 - May 2023

Lapeer County Ed Tech, Attica, MI

- Marketing and Entrepreneurship
- Certification in Marketing
- Early Middle College
- Virtual Enterprise
- DECA

September 2023 - Present

Saginaw Valley State University, University Center, MI

- Communications
- Marketing
- Recruitment Director- Alpha Sigma Alpha, Delta Sigma Chapter
- King Chaves Parks Program

SKILLS

- **Communication (Verbal & Written):** Refined through Communication studies and practical experience as a Study Abroad Peer Advisor.
- **Bilingual Proficiency:** Fluent in English and Spanish, facilitating effective communication in diverse environments.
- **Marketing Foundation:** Certified in marketing during high school, possessing fundamental knowledge of marketing strategies.
- **Cultural Sensitivity:** Extensive travel experiences fostering deep cultural understanding and adaptability.
- **Customer Service Excellence:** Front desk roles showcasing a customer-centric approach in handling inquiries and providing support.
- **Creative Design Abilities:** Skilled in creating visually appealing content for posters and promotional materials.
- **Social Media Management:** Proficient in managing social media platforms to promote programs and engage audiences effectively.
- **Problem-solving & Multitasking:** Proven ability to manage multiple tasks efficiently in fast-paced settings.
- **Leadership & Advising:** Experience guiding and advising peers on study abroad programs, demonstrating mentoring skills.

PROFESSIONAL EXPERIENCE

School Store Worker

September 2021 - May 2023

The Bodega School Store, Attica, MI.

- Store Operations Management
- Customer Service Excellence
- Inventory Control & Restocking
- Security Measures Implementation
- Cash Handling & Transactions
- Team Collaboration
- Problem Solving & Adaptability
- Merchandise Display

Study Abroad Peer Advisor

September 2023 - Present

Office of International Programs, University Center, MI.

- Study Abroad Peer Advisor
- Have content scheduled for social media platforms
- Program Selection Assistance
- Cultural Awareness & Sensitivity
- Tailored Program Recommendations
- Informational Session Facilitation
- Student Outreach & Engagement
- Promotional Material Creation

Content Editor

September 2022 - Present

Song Writer/Music Creator

- Creation and editing of engaging and cohesive YouTube videos
- Tailoring and editing content specifically for TikTok's audience and trends
- Curating, editing, and enhancing visuals for impactful Instagram posts
- Analyzing audience engagement to refine and optimize content editing strategies
- Managing content calendars and deadlines for multiple platforms

LANGUAGES

ENGLISH - Fluent

SPANISH - Fluent

REFERENCES

Carrie Smith - Teacher

Maria Carreno - Family Friend

Four County Community Foundation

“Return to Earn” Internship Program

Memorandum of Understanding (MOU)

Four County Community Foundation has connected college student Ruby Hernandez to local business / industry host organization Imlay City Downtown Development Authority for an internship that is relevant, structured, and supervised. This internship will give the student the opportunity for hands-on experiential learning relevant to their college major.

Approximate internship dates: 5/20/2024 through 8/23/2024.

This internship will be considered full-time status or part-time status.

Approximate shift each day will be 10am – 2pm.

The Internship Organization shall pay the initial \$2,000 to the intern. Four County Community Foundation will then forward \$2,000 to the Internship Organization for a total of \$4,000 to be paid to the student.

Note if the payment varies: The Imlay City DDA will pay the intern an hourly rate of \$10.00 per hour + FCCF reimbursement hourly rate of \$7.15 based on 20 hours per week for 14 weeks (280 hours) for a total of \$4802.00 paid to intern

Student Responsibilities

- Student agrees to work on projects as directed by staff of the internship organization.
- Students agrees to report to the organization on the dates and times listed above, unless a change has been mutually agreed upon.
- Student agrees to follow the administrative policies of the internship organization, including confidentiality policies, personnel practices, and business protocols.
- Student is responsible for his/her own transportation and living arrangements.
- Student will attend a two-hour intern cohort meeting weekly via Zoom (to be determined).

Internship Organization Responsibilities

- Internship organization will provide a planned, supervised program of internship experience for the student.
- Internship organization will maintain a safe, positive, and respectful learning environment for student, complying with all applicable non-discrimination laws and regulations. The parties will not discriminate against any person on the basis of race, sex, sexual orientation, gender identity, creed, national origin, age, disability, or any other basis protected by law.
- Internship organization will be solely responsible for the manner and means by which the work is performed and for maintaining a safe workplace environment for the student.
- Internship organization will attend a Host Cohort meeting for one hour every other week via Zoom (to be determined).

Relationship of the Parties

- Student is not considered an employee of either Four County Community Foundation or of the Internship Organization and is not entitled to any benefits, including worker's compensation, sick leave, vacation leave, or health insurance.
- Internship organization agrees to comply with all applicable employment laws.

Miscellaneous Provisions

- This MOU may be terminated by any party (with due cause) upon giving 10 days written notice, and student stipend will be prorated accordingly.
- Four County Community Foundation shall not be liable for any cost, loss, damages, liability, or expense, which may arise out of student's performance of services at internship organization. The parties agree to release and hold harmless Four County Community Foundation from all claims, actions, causes of action, suits, judgements, and demands, of any individual or organization.
- This MOU may not be amended except by a written agreement of the parties.

Publicity Permission

The Internship Organization agrees to have photos and articles printed about internship experience.

Student Intern agrees to have photos and articles printed about internship experience.

Agreed to by:

Internship Organization: Imlay City Downtown Development Authority

Signature: _____ Date: Click or tap to enter a date.

Printed Name: Christine Malzahn Title: Executive DDA Director

Email: ddadirector@imlaycity.org Office Phone: 810-724-2135 ext 1307

Cell Phone: 5868010166

Student: Click or tap here to enter text.

Signature: _____ Date: Click or tap to enter a date.

Email: Click or tap here to enter text. Office Phone: Click or tap here to enter text.

Cell Phone: Click or tap here to enter text.

Four County Community Foundation

Signature: _____ Date: Click or tap to enter a date.

Printed Name: Kathy Dickens Title: Executive Director

Email: kdickens@4ccf.org Office Phone: 810-798-0909 Cell Phone: 810-444-8852



AGENDA ITEM NB 10d. Landscape Architect RFP

DATE: **April 8, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: On February 8th Director Malzahn advertised a bid opportunity for assistance from a licensed landscape architect in developing the three pocket park areas in the business district. These have the potential to be developed as a placemaking effort by the DDA. A total of 4 responses were received from the solicitation.

Items Attached: Summary spreadsheet
Johnson Hill Land Ethics - \$17,460
PEA Group - \$86,000
Grissim Metz Associates - \$31,400
Fishbeck - \$121,500

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

Recommendation: Motion to retain the services of Johnson Hill Land Ethics in the amount of \$17,460

Proposals	Firm History and Experience	Project Participants	Timeline	Approach	Fixed Fee Costs	Deliverables
Johnson Hill Land ethics Studio	X	X	Week of April 15, 2024 to Week of July 15, 2024	X	\$17,460.00 (Estimated cost for reimbursement \$250.00)	X
Grissim Metz Andriese Associates Landscape Architecture	X	X	Within 2 weeks of the project award, for about 15 weeks total	X	\$31,400.00 (Reimbursable expenses will be billed at cost)	X
Pea Group	X	X	Starting in April, Contractor may elect to begin in spring of 2025	X	\$86,000.00 (Additional items (if needed) \$30,000.00)	X
Fishbeck	X	X	Starting end of April, Construction starts October 2024 and goes until May of 2025	X	\$121,500.00 (includes reimbursable expenses)	X

D. Approach

Pre-Design Services

Boundary and Topographic Survey (Optional Service)

- Perform a boundary and topographic survey for each of the three project sites to gather accurate site information for utilization throughout the conceptual design process.

Project Initiation

Kick-off Meeting

- Meet with the project steering committee to initiate the project. This meeting will include, but not be limited to the following items:
 - Review project approach, scope, and schedule
 - Clarify project goals and objectives
 - Establish procedures for project coordination and lines of communication
 - Review the plan for community engagement
 - Gather initial insight and any available background information from the Steering Committee

Site Investigation

- Perform a thorough site investigation of each project site in conjunction with the kick-off meeting. Each project site and the surrounding downtown area will be reviewed and documented with photographs and notes.

Research and Analysis

Background Research

- Review any/all existing plans, drawings, studies, and/or reports provided by the steering committee that pertain to the project

Project Site Analysis

- Information/insight obtained during the kick-off meeting, site investigation, and background research will inform an assessment of the project site's existing conditions and the identification of any opportunities and/or constraints.

Preliminary Conceptual Design

- Develop a minimum of two preliminary site concepts for each of the three project sites. Each concept plan will be rendered in color.
- The preliminary site concept package will be provided to the Steering Committee for review and comment.
- Based on feedback received from the Steering Committee, the preliminary site concepts will be revised in preparation for presentation to the local community.
- An opinion of probable costs will be developed for each of the preliminary site concepts

Community Engagement

Public Meeting No. 1

- In conjunction with the Steering Committee, a community engagement session will be conducted to solicit feedback from the local community regarding the future of the project sites as well as recently developed preliminary site concepts.
- Following the community engagement session, a plan to revise and refine the preferred elements of each preliminary site concept into one final concept plan for each project site will be developed.

Final Concept Design

- A final concept plan will be developed for each site. Each concept plan will be rendered in color.
- The opinion of probable costs developed in the earlier design phase will be revised as necessary.
- A written design narrative will be developed to support the final design concepts.
- A plan for implementation, phasing, and general next steps will be developed to provide the Steering Committee with a plan for the future of the project sites.

Community Engagement

Public Meeting No. 2 (Optional Service)

- If the Steering Committee desires, a second public meeting can be conducted to present the final site designs. This optional service would also include any minor refinement of the final concept plans resulting from feedback received in the second public meeting.

E. Cost Proposal

The following cost proposal represents the fees associated with completing the scope of work outlined in the work plan while accounting for the information stated in the project understanding. The lump sum project fee is broken down by phase with the topographic survey and second public meeting listed as additional options.

Project Fees

Project Initiation	\$3,270.00
Research and Analysis	\$1,620.00
Preliminary Conceptual Design	\$5,700.00
Community Engagement	\$1,890.00
Final Conceptual Design	\$4,980.00
Fee Total	\$17,460.00

Optional Items

Pre-Design Services: Boundary and Topographic Survey	\$4,000.00
Additional Community Engagement (Public Meeting No. 2)	\$2,340.00

Reimbursable Expenses

Reimbursable expenses directly related to this project are in addition to the fee above and include mileage, printing, and plotting at the following rates:

Mileage

All mileage will be reimbursed at \$0.50 per mile.

Printing

8.5x11 B/W	\$0.10 per sheet
11x17 B/W	\$0.15 per sheet
8.5x11 Color	\$0.30 per sheet
11x17 Color	\$0.50 per sheet

Plotting

B/W Plots	\$0.50 per SF
Color Plots	\$2.00 per SF

The reimbursable budget (including the eleven hardcopies of the final concepts) is estimated at \$250.00

Exclusions

The following items are excluded from this proposal:

- Construction Documents
- Irrigation Design
- Bidding
- Construction Administration
- Permitting/Permitting Fees
- 3D Modeling (Can be offered as an additional service at client's request)

Work Plan

* * *

Data Collection and Programming

The first phase of the project is to establish a good working relationship with the client, understand their wants and needs, and maximize the potential of the site by developing a thorough understanding of its opportunities and limitations. This will be achieved by the following steps:

A project kick-off meeting with the steering committee and design team will be arranged to fully ascertain communication procedures, committee approval processes, budget, and scheduling. We will also discuss in detail the vision of the project and establish the project program.

Following the kick-off meeting, and on the same day, we will conduct a site visit with the steering committee to discuss the programming relative to the existing conditions, adjacent uses, circulation patterns, and environmental factors.

PEA Group will conduct a thorough topographic survey of the areas. We will use conventional methods through Miss Dig to locate existing utilities. If required, for an additional fee, we can provide more accurate means for the location of the utilities with Ground Penetrating Radar (GPR). In addition, geotechnical services can be provided if required for a thorough soils investigation of the project areas.

We assume any existing documentation relating to or impacting the project will be provided by the steering committee and forwarded electronically to our office.

We will further visit the site to assess the existing conditions and to become familiar with the existing physical attributes of the project and determine the extent of any additional data requirements.

Deliverable(s)

Project program
 Topographic and tree survey
 Utility location plan (if required)
 Geotechnical soils investigation (if required)

Project Timeline

Start April 5 and complete by May 3 (4 weeks)

Conceptual Design

The next phase will build upon the discoveries and decisions that were made during the previous phase. After further discussion with the client, a clear design direction will be established and a detailed plan with developed design elements and imagery will be presented for review and approval. This will be achieved through the following steps:

PEA Group will take the comments from the kick-off meeting and subsequent meetings with the steering committee and pertinent gathered information and propose a conceptual design that illustrates site circulation and the functional relationships between existing features and proposed improvements. We will provide precedent images, elevations, and sections to better express the proposed design. We will also begin more intensive communication with the other disciplines including landscape, civil, electrical, lighting, and irrigation to begin constructive dialogue and collaboration.

The finalized conceptual design will be reviewed and a cost estimate will be defined that identifies specific project elements and construction costs.

PEA Group will meet with the steering committee in person to present and discuss the updated conceptual design and cost estimate. Feedback and comments from the meeting will be documented for final revisions.

The comments from the review meeting will be gathered and reviewed. Final revisions to the conceptual design package will be implemented and submitted to the steering committee for final review and approval.

PEA Group will attend a final meeting with the steering committee to present the revised conceptual plan for final DDA approval.

Deliverable(s)

Initial and revised conceptual design with a graphic plan, precedent images, supplemental graphics, and cost estimate

Final conceptual design per steering committee comments for review and final DDA approval

Project Timeline

Start May 6 and complete by June 3 (4 weeks)

Construction Documents

During this phase, results from the conceptual design will be taken one step further. With all the broad design decisions completed, this phase involves defining all aspects of the project by focusing on the selection of materials, finishes, and colors. The construction document phase produces drawings with a high level of detail and will be used for the construction of the project. These drawings will include detailed plans and technical specifications. The construction documents will be consistent with the project program, construction cost estimate, and schedule. This will be achieved through the following steps:

PEA Group will research all proposed hardscape and landscape materials and accessories. We will work closely with the steering committee to develop the layout, grading, and detailing of all pedestrian hardscape and landscape areas, as well as irrigation design, site amenities, furniture, and pedestrian-related elements. An in-house coordination process will occur between all disciplines to generate a complete and coordinated set.

Construction documents will be generated and will include plans, details, and technical specifications. Documents will be completed to a 50%, and 90% level and submitted

Fixed Price

* * *

PEA Group proposes to provide the below-referenced services in accordance with the following fixed price fee (valid for 90 days):

ITEM:	BID AMOUNT
Data Collection and Programming	\$9,900
-Topographic Survey	\$8,500
Conceptual Plan	\$11,000
Construction Documents	\$33,600
Bid Assistance and Review	\$4,000
Construction Administration	\$19,000
<hr/>	
Total Base Bid Amount	\$86,000

ADDITIONAL ITEMS (IF NEEDED):

MEP Engineering	<i>(estimated)</i> \$20,000
Geotechnical Services	\$6,500
Utility Locating Services	\$3,500

GRISSIM METZ ASSOCIATES ANDRIESE

Landscape Architecture

As noted in our cover letter we have assembled our team with the intent to provide expertise for all elements proposed to be improved within the 3 park areas.

TEAM ROLES:

In brief, each firm's role is as follows:

GMA, being a landscape architectural and urban design firm, will lead our team to provide an overall unified design vision for each park's improvements and act as the project manager and key point of contact. We will be the chief presenter at stakeholder and review meetings and will provide the majority of the graphics and exhibits presented. Together with Priority Engineering, we will develop the landscape designs to meet the program goals, while addressing the existing topography, drainage, utilities, and infrastructure.

PE is the lead civil design firm working as subconsultant to GMA. Priority Engineering will be responsible for coordinating the civil design components of the program including utility / infrastructure due diligence, performance of the topographic survey by a Michigan licensed Professional Surveyor (PS), and development of the base drawing plan set which will be the platform for the program development. As part of this task, PE will be responsible for civil plan development and support during the LA design, as it relates to the civil scope of the projects. As previously noted, PE team members have direct and recent experience with the GMA team in providing civil design in support of the landscape architectural process.

TEAM APPROACH AND COORDINATION:

Our project approach starts with our team doing due diligence to thoroughly understand the project, available resources, ordinance and city requirements and history of all that has transpired to develop the current program. This will include seeking stakeholder input through meetings, calls, and other correspondence.

Next, we will translate this to develop our signature comprehensive conceptual design packages. We have had tremendous success with our design packages when working on public projects with many diverse interests. Our package will consist of:

1. Photos and plans of the current conditions with assessments of opportunities and constraints to discuss from.
2. Numerous images showing inspirational solutions to meet and exceed the program goals. The images we provide will not only clearly portray our team's vision of each area's potential, but will illustrate materials we feel are appropriate to reinforce Ypsilanti's character with distinction. We have found that these inspirational images ignite participation in a fun and productive manner.
3. In addition, the package will include rendered plans and customized graphics pulling together the ideas portrayed in the images. Our plans and graphics will aid all stakeholders to envision how the varied program items will be united cohesively to enhance N. River Street's median to create a dynamic gateway and unique plaza that is flexible and geared to easily host multiple uses for a variety of events.

Once a general design direction is approved, our team will work in conjunction with your DDA, and other city and relevant stakeholders to refine the concepts based on input received. In addition, we will put together a relative order of magnitude budget to convey anticipated construction costs.

As we refine the conceptual design and budgets we will develop an implementation framework document and provide this with the final conceptual designs, and budgets to your DDA and other relevant parties for review and comment.

Upon receipt of your comments we will update our final design concept packages, and provide hard copies and reproducible copies as requested and present our designs in person at a public meeting.

**GRISSIM
METZ ASSOCIATES
ANDRIESE**

Landscape Architecture

FIXED FEE COSTS

Project Kick Off and Due Diligence	\$7,000
Conceptual Design Drafts and Public Outreach Meeting	\$10,800
Concept Design Refinement and Budgeting	\$7,500
Final Design Budgeting and Implementation Framework	\$3,200
Final Design Presentation and Deliverables	<u>\$2,900</u>
	\$31,400

ALTERNATE ITEMS (IF NECESSARY)

Optional - Irrigation Design (all 3 parks)	\$1,000
Optional - Topographic Survey (all 3 parks)	\$3,795
Optional - Geotechnical Survey (all 3 parks)	\$3,300

REIMBURSABLE EXPENSES

Reimbursable expenses will be billed at cost and shall apply to all project phases as incurred and include the following:

1. Local travel expenses: mileage (billed per IRS Standard Mileage Rate) and parking (if applicable).
2. Out of town travel: airfare, car rental, parking, tolls, food and lodging.
3. Special materials and/or equipment unique to the project (i.e. special graphic materials, mounting supplies, etc.).
4. Courier, express mail and postage.
5. Reproduction of drawings, specifications, graphics and photos.
6. A multiplier of 1.15 will be applied to sub-consultant invoices (electrical, irrigation, survey, etc.).

FIXED FEE COSTS

Project Approach

Our client-focused approach ensures you successfully achieve safe, secure, and manageable park facilities that are efficient to operate and aesthetically pleasing. The approach places an emphasis on owner and community priorities supported by the expertise and creativity of our team.

SURVEY

Fishbeck has one of the largest survey teams in Michigan. We have the latest technology to acquire the most accurate data necessary. No project is too large or small for our team.

SITE INVENTORY AND ANALYSIS

We will collect pertinent information and become familiar with each space so when we begin the conceptual process, our design solutions are representative of the end goals.

CONCEPTUAL DESIGN

Fishbeck will take the information gathered from our site inventory to produce design alternatives that fit each city space. Using the principles of form, space, and order, we will use our holistic approach to design to bring out the best of each unique area. Health, safety, and welfare of the public will be our top priorities. We will also design to achieve creative solutions that are operationally and financially sustainable.

COMMUNITY ENGAGEMENT

Our collaboration on urban projects such as this begins with the client, business owners, and community. Fishbeck is attentive to the client's interests, which are compiled before we start the design process, so our solutions reflect the specific goals and desires of the client, businesses, and community. In accordance with your direction, we will meet with the businesses and community after working through preliminary designs. Our team has completed specialty training to be prepared to address the community at all levels. Urban design can be subjective. Our goal will be to create a clear relevance to each solution we bring to the table. If modifications are desired, we will make necessary revisions and move into design development.

DESIGN DEVELOPMENT AND CONSTRUCTION DRAWINGS

Once our conceptual designs are complete for each space, we will dive into the details. We will work to design each element, and the relationships each element has to the overall space within the city. Our solutions will capture the essence of community and deliver sustainable solutions that are creative, unique, and memorable. Our design crosses the boundaries of one interest group. Fishbeck strives to provide solutions that support every user regardless of age, race, or physical ability.

ARTS IN COMMUNITY SPACES

We have worked on numerous projects in the past year that involved coordinating with the arts community to implement art in the landscape. Several projects are in process or have been completed including Grand Valley State University, City of Ludington, Alger Heights/Southtown Business District Master Plan, Cook Arts Center, the City of St. Clair Shores, and most recently, Special Olympics Michigan. We fully support your interest in the arts and appreciate the value it plays in the landscape to create inviting spaces with culture, creativity, and beauty that reflects a community's values. Art in public areas should not consume public spaces, rather, it should simply help provide a unique sense of place. We will walk with you through this process to bring out the best in your community.

DESIGN AND BID PHASE SERVICES

We have extensive experience with design and bidding services. We will work closely and adhere to city and state design standards for permitting and bidding, as necessary, to perform the requested services. We have extensive history of working through the often-challenging designs and developing cost-effective solutions for the long term.

ESTIMATING SERVICES

We will produce one probable construction cost estimate.

CONSTRUCTION MANAGEMENT SERVICES

Fishbeck will work with you on this project through the construction phase of services. Projects like this typically require part-time, as-needed services to see that the construction is an accurate reflection of the construction drawings and specifications. We will provide biweekly construction meetings to ensure the project is moving along as efficiently as possible and to prevent prolonged interruption of your downtown spaces.

Deliverables

Our deliverables will include the following:

Concept Phase

- We will produce three preliminary concept plans (one for each pocket park space) and one alternative plan for each park, each color rendered.
- One probable cost estimate will be produced for the project.
- One topographic survey of each pocket park space with known utilities.

DESIGN DEVELOPMENT AND CONSTRUCTION DOCUMENT PHASE

- Design development and construction drawings (CDs) of each pocket park will include Existing Conditions Plan, SESC Plan, Demolition Plan, Site Layout Plan, Grading and Drainage Plan, Photometrics Lighting Plan, Landscape Plan, Irrigation Plan, and Construction Details.
- Production of construction specifications (refer to the assumptions below).

PROPOSED MEETINGS

- One kickoff meeting (virtual).
- One community engagement meeting (held at a location coordinated with the assistance of DDA or City).
- Three design coordination virtual meetings. These will be at 30% (Concept Phase), 60% (DD Phase), and (90% CD Phase).
- Bidding and construction administrative meetings (listed below).

BIDDING SERVICES

- One bid opening meeting will be held with the DDA/City.
- Fishbeck will review bids and provide the DDA/City with a recommendation to award a (single) contract for the construction efforts.

CONSTRUCTION ADMINISTRATION

- Biweekly progress meetings (12 meetings within a 6-month period, virtual and in person).
- Submittal (shop drawing) review is included for all design elements.
- One punch list will be produced, and one final inspection is included.

Schedule

The duration of the proposed planning and design services will be six months and can commence immediately upon signature of the contract. We expect construction will start in September 2024, and finish in spring of 2025.

Fishbeck is proud to provide these services and other services that may be required throughout the course of your project. We are a solutions-oriented team prepared to move this project forward with the community support necessary to deliver the most successful and vibrant outcome.

Assumptions

Based on our current knowledge of the project, the photometric electrical drawings will provide the electrical contractor with criteria to follow to complete the design and provide electrical service, meter panel, conduit, and wiring as required for the new lighting. Electrical outlets and any electrical service outside of pole-mounted fixtures are not included in these services. The electrical contractor will need to provide the outdoor enclosure necessary to meet the performance objectives.

Front end specifications will need to be provided by the City.

These services exclude soil borings. These can be performed later should they be required after reviewing the history of each site.

Fixed Fee Costs

Professional fees

\$121,500

This fee includes \$1,400 for reimbursable expenses.



AGENDA ITEM NB 10e. DDA Board Vice Chair Officer

DATE: April 8, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: On March 11th the resignation letter of Kelly Villaneuva was accepted vacating her position as vice chair. Per the DDA bylaws, a new vice chair shall be filled by election of the Board membership.

Items Attached: DDA Bylaws – Article 2 – Officers and Duties

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

Recommendation: Motion to nominate _____ to serve as DDA vice chair effective immediately.

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, 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 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.



AGENDA ITEM NB 10f. DDA Board Membership

DATE: **April 8, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background:

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.

Due to the recent resignations of two long-standing board members, the DDA is operating with only 7 members. Director Malzahn is recommending that advertising for new members be posted and letters of interest be submitted to the Mayor for appointment consideration as soon as possible.

Items Attached: DDA Bylaws – Article 1 – Board Membership

Action Needed: Advertise and recruit qualified candidates to serve as board members.

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.



AGENDA ITEM NB 10g. Farm Market/DDA Promotions Asst. Candidate

DATE: **April 8, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: DDA Director Malzahn reviewed 4 applications received for the open employment position and is recommending Christina Maupin (Tina). Tina has a wide range of expertise in organization, sales and marketing. She owned and operated several small businesses in Texas before relocating to Michigan.

Items Attached: Resume

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

Recommendation: Motion to accept the recommendation to hire Christina Maupin as the Farm Market Manager/DDA Promotions Asst at a rate of \$16 per hour.

Dear Hiring Manager,

Hello and thank you for taking the time to read this.

I am writing to express my interest in the Market Manager /DDA Promotions Assistant position. With my extensive experience in small business ownership, professional communication, records management, inventory management, and event planning, I believe I possess the skills and knowledge necessary to excel in this role.

Throughout my career, I have demonstrated a strong ability to work in fast-paced, busy environments, making me well-suited for the demands of this position. My experience as a professional organizer, cleaning technician, and renovator at Huntsman Hunt Club has equipped me with the skills to establish standardized procedures, manage inventory, and complete self-directed improvement projects.

At Ford Motor Company, I served as an Assembler and UAW Committee Recorder, where I collaborated with both U.A.W. and management teams to establish new work practices and communicate changes. I gained experience in job rotation, cross-training, and team-based assembly production practices. Additionally, I developed strong problem-solving and customer service skills as a member of the Quality liaison team, where I traveled to customer sites for problem resolution and product repairs when required.

In addition to my practical experience, I possess a wide range of key skills and strengths that align with the requirements of the administrative assistant role. These include process standardization, relationship building, creative problem solving, team building and leadership, benchmarking and reporting, customer experience, sales and marketing, and expertise in digital media. I am confident that my diverse skill set will contribute to the success of Imlay City.

I am highly proficient in using computer technology and applications in the performance of daily activities, and I am skilled in preparing clear, concise, and logical written and oral reports. My ability to interact effectively with individuals from various socio-economic, cultural, behavioral, and environmental settings will enable me to establish and maintain effective working relationships with all members of the department.

I am excited about the opportunity to contribute to the efficient and effective operations of the Imlay City Farmer's Market. I am confident that my skills, experience, and dedication to excellence make me a strong candidate for this position. Thank you for considering my application.

Sincerely,

Christina Maupin

CHRISTINA MAUPIN

Seeking an opportunity in a fast-paced atmosphere to apply the skills and knowledge gained through experience in related roles, including small business ownership, professional communication, records management, inventory management and event planning.

AREAS OF EXPERTISE

Process Standardization | Relationship Building | Creative Problem Solving | Team Building & Leadership
| Benchmarking & Reporting | Customer Experience | Sales & Marketing | Entrepreneur | Digital Media

KEYSKILLS & STRENGTHS

- Developing, implementing, and interpreting goals, objectives, policies, procedures, and work standards
- Analyzing complex problems, evaluating alternatives, and making sound recommendations related to the Compliance Department
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Using computer technology and applications in the performance of daily activities
- Effectively interacting with individuals from various socio-economic, cultural, behavioral and environmental settings
- Preparing and presenting clear, concise, and logical written and oral reports
- Principles and practices of leadership, motivation, team building and conflict resolution
- Exercising sound independent judgment within general policy guidelines

WORK EXPERIENCE

HUNTSMAN HUNT CLUB | Dryden, MI

Professional Organizer | Cleaning Technician | Renovator 2018 – 2022

- Established standardized procedures for all aspects of facility housekeeping, including chemical usage and proper storage, equipment maintenance and organization of supplies.
- Inventory Management of all wine, liquor, beer and cigars including preparing and generating weekly reports to review with Senior Management.
- Completed multiple self-directed renovation and continuous improvement projects to improve efficiency of the staff.

COWBOY CORNER STABLES | Cypress, TX

Owner | Operating Manager 2010 – 2012

Managed all aspects of day to day operation of a 250 acre Equine Boarding Facility and Petting Zoo. Set strategic vision for growing business from start up including facility and property upgrades to generate new sources of revenue.

- Responsible for Care of 24 boarded horses and multiple other farm animals.
- Developed and documented process controlled individual feeding plans based on nutritional needs and requirements.
- Administrative, clerical, billing/sales, scheduling of: petting zoo events, clubhouse rental, vets, farriers and volunteers.
- Designed and implemented all marketing materials including website and branding.
- Performed maintenance and repair activities (fences, structures, plumbing, etc) as required to ensure optimal operational efficiency and enhance customer experience.

WORK EXPERIENCE (cont.)

TEXAS-TIKE CHILD CARE | Cypress, TX

Owner | Manager 2008 – 2011

Managed all operations of a full service child care business for children ranging in 0-12 years of age.

- Maintained a detailed report of each child's day for parents and records including naps, feeding/amount eaten, diaper and bathroom use, any concerns, accomplishments and a summary of the day
- Incorporated age appropriate daily lessons including use of numbers, letters and words.
- Prepared daily schedules that included structured meals, naps and potty training.

GREAT LAKES BEVERAGE | Detroit, MI

Product Promotions 2004 – 2005

Represented company for special event marketing promotions. Customer interface for product advertising and marketing new materials. Built brand awareness through distribution of company promotional items.

FORD MOTOR COMPANY | Dearborn, MI

Assembler | UAW Committee Recorder 1994 – 2006

Worked as a member of U.A.W. and Management Teams at multiple manufacturing facilities to establish and communicate new work practices, employee staffing changes, and continuous improvement activities. Responsible for meeting daily and weekly metrics on Safety, Quality, Cost, and Delivery Member of flexible production line.

- Participated in job rotation, cross-training, and team based assembly production practices
- Trained new operators on various job stations and communicated best practices.
- Learned multiple job tasks of varying difficulty, including various stitching techniques
- Customer focused; exceeded expectations for defect rate on all models.
- Member of the Quality liaison team which included traveling to customer sites for problem resolution and to perform product repairs when required.

AFFILIATIONS & VOLUNTEER ACTIVITIES

- United Way, pledge campaigns and promotions (10/94 - 1/04)
- American Red Cross, blood drives (10/94 - 1/04)
- National Association of Social Workers, Child Traumatic Grief
- Habitat for Humanity
- Houston SPCA
- Noah's Ark - Animal Sanctuary

EDUCATION

Marysville High School - Marysville, MI

Michigan State University (Extension) - My Horse University - Equine Business

University of Edinburgh - School of Veterinary Studies - Equine Nutrition



AGENDA ITEM NB 10h. Pine Tree Replacement

DATE: April 8, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Dan Weingartz, holiday décor installer, reported last season that the pine tree currently used for the holiday tree lighting ceremony is diseased and failing. After inspections and discussions with Dan, Director Malzahn is recommending that the DDA purchase and install a new tree now so that it can become established and serve as the new holiday tree within the next few years. Weingartz is recommending that the pine tree that is leaning towards the gazebo be removed and the new tree be planted near that location, pending utility markings.

Items Attached: Weingartz Tree Removal Estimate
Schutz's Tree Farm Estimate

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

Recommendation: Motion to approve the removal of existing pine located near the gazebo and installation of new 16' Concolor Pine at a price not to exceed \$3,100.

Dan's Tree Service

Tree Trimming · Tree Removal · Storm Damage
Residential & Commercial

PROPOSAL

DATE: April 2, 2024

Name: City of Imlay City
Address: 150 North Main Street
City: Imlay City, MI 48444
Phone: (810)724-2135

We hereby submit specifications and estimates for:

- Tree Removal
- Trim
- Stump Removal

Complete removal of Spruce Tree at the end of the ramp to Gazebo in Rotary park.

Haul away all logs, brush and debris from removal.

Grind stump and leave stump grindings on site.

WE PROPOSE to furnish material and labor – complete in accordance with the above specifications, for the sum of: dollars \$500.00 (Five Hundred dollars).

Payment to be made as follows: Due upon completion or as agreed upon.

All work to be completed in a professional manner. Any alteration or deviation from above specifications involving extra costs will be executed upon written orders, and will become an extra charge over and above the estimate. Certificate of Insurance with City of Imlay City as additional insured will be furnished upon acceptance.

Authorized Signature: _____
Dan Weingartz, Owner

Date: April 2, 2024

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

Signature _____

Date _____

1544 Winslow Rd. · Attica, MI 48412
Office (810) 724-0019 · Cell (810) 417-3925

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AGENDA ITEM NB 10i. Re-Development Proposal RFP Results

DATE: April 8, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: The DDA and City issued a RFP for the re-development of the 3 blighted parcels on Third Street. One submission was received from Nona's Traditional Recipes.

Items Attached: Project Proposal

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

Recommendation: Motion authorizing Director Malzahn to draft and submit letter of support on behalf of the DDA to City Commission to accept Nona's Traditional Recipes.

IMLAY CITY PROPERTY DEVELOPMENT PLAN



Project Proposal

Building and site development plan for former Fire Station and DPW Building/Sign Shop

Property ID: I19-59-100-002-00 Alternate Tax ID:I195910000200 Parcel ID:I195910000200 Lot: 6 Block: 17

Legal Description:

CITY OF IMLAY CITY, PART OF SE 1/4 SEC 17 T7N-R12E; COMM S 1/4 COR SEC 17; TH N 02 07 29 E 981.0

IMLAY CITY PROPERTY DEVELOPMENT PLAN

Objective

Develop site of former fire station into an event space/bakery/commercial kitchen open to the public 5 days a week and available for events 7 days a week. Space would be used to host events such as weddings, showers, parties, etc with food catered onsite from established catering chef, Nona's Traditional Italian Recipes. Commercial kitchen facility would also be used for storefront bakery during the week for purchase of baked goods & specialty items from Nona's available to walk in customers. Space will be available for to rent for events and also host pre scheduled events organized by Nona's. Cooking classes, tea & dinner parties, special occasion & holiday events will be regularly scheduled throughout the week. Year round farm markets, craft shows, holiday markets, and special events will be organized and run by Nona's. A bar and liquor license will be utilized for events organized by the owners as well. Live music, Euchre nights, trivia night, live comedy and other "After 5pm" entertainment can be held on weekends. The commercial kitchen facilities & ease of truck pick up/delivery will also be used as a hub to distribute Nona's baked goods & specialty items throughout the Imlay City & surrounding area.

Goals

To provide a useful space for entertainment and commerce open to the public. To transform this space into a new concept use for decades to come. Our proposal is to preserve as much of the original look and character of the building while complying with any safety and building code requirements. To provide a space for other local businesses and smaller local vendors to showcase their business and products. To create opportunity in the community for employment and entrepreneurship.

Solution

Work closely with the city in developing and implementing plan. Seek guidance and understanding of any zoning, building, safety requirements during development. Invite community involvement through networking with other downtown/local business.

Project Outline

- Obtain property
 - Clean out/build out Fire Station Building
 - Open Fire Station Building for business
 - Clean out DPW building
 - Secure DPW Building
 - Open DPW Building for business
 - DEMO Sign Shop
 - Pave over sign shop area for additional parking
-

IMLAY CITY PROPERTY DEVELOPMENT PLAN

Details

PHASE ONE of the project will begin ASAP. We hope to be completed within 2 months. The goal is to conduct minimum to no structural changes in the fire station building. The kitchen area must be increased in size to accommodate a larger commercial kitchen. This will be done by removing the 2 walls between the three rooms on the left side of building where the kitchen now exists. Public restrooms will also be added at this time. Proposed plans for the build out are attached. The front left entryway door will walk into a traditional storefront Bakery area that will include a front counter with refrigerated display cases, racks displaying products, waiting area, brunch counter, dining area. This will be opened to the public with weekly scheduled hours posted on the door along with a sign above the door clearly defining the space as a walk in bakery. The rest of the garage space will get painted, floors refinished, a bar added to the right side of building with water source, windows added to the garage doors, windows added to the back looking out on the train tracks, a portable stage and sound system will be added, all shop lights will be replaced with a variety of different chandeliers. The space will remain very "industrial" while adding furnishings and finishes to accommodate and entertain guests. Awnings will be added over each garage door and an outside seating space surrounded by a wrought iron or similar barrier to define the space. We want to be able to accommodate as many people as safely allowed on the property. The outside parking area and landscaping will be repaired and beautified for guests safety and use and to enhance curb appeal.

Another main priority is to develop the space for multiple use by a wide variety of people and organizations. Nona's will host year round farm/craft markets, antique shows, art shows, and other community attended events featuring outside vendors. The outside provides space to allow food trucks, car shows, and other additional vendors from the area.

The space will be used to provide multiple streams of income to the owners. It will be converted into a commercial kitchen that provides baked goods and food items for sale in the bakery out front, baked goods and specialty items for contracted delivery to nearby stores and restaurants (this will be done with one small van leaving and returning once a day). The commercial kitchen will also provide food for public and private events held inside and outside the building. The bar area and entertainment space will also be operated regularly for both public and private events scheduled weekly.

PHASE TWO includes a basic clean up and safety maintenance repair for the DPW building. Painting & new lighting, bathrooms redone for public use. This building will be used for as an indoor market space for specialty vendors with different themed events each weekend. Antique shows, classic car swap meet, sportsman shows, motorcycle swap meets, etc. This building can be an extension of the larger fire station events if needed or can have separate events as desired. This space will be offered to use to local community organizations for swap meets, auctions, flea markets, etc. The final use will be determined by community feedback and most requested/needed use that is allowed. Owners would reserve the right to remove the building entirely and make additional parking and or outdoor area if needed in the future. This initial use is in an attempt to preserve the existing building and make it an asset to the main operation in the old fire station building.

Ideas for train viewing platform for rear of building.



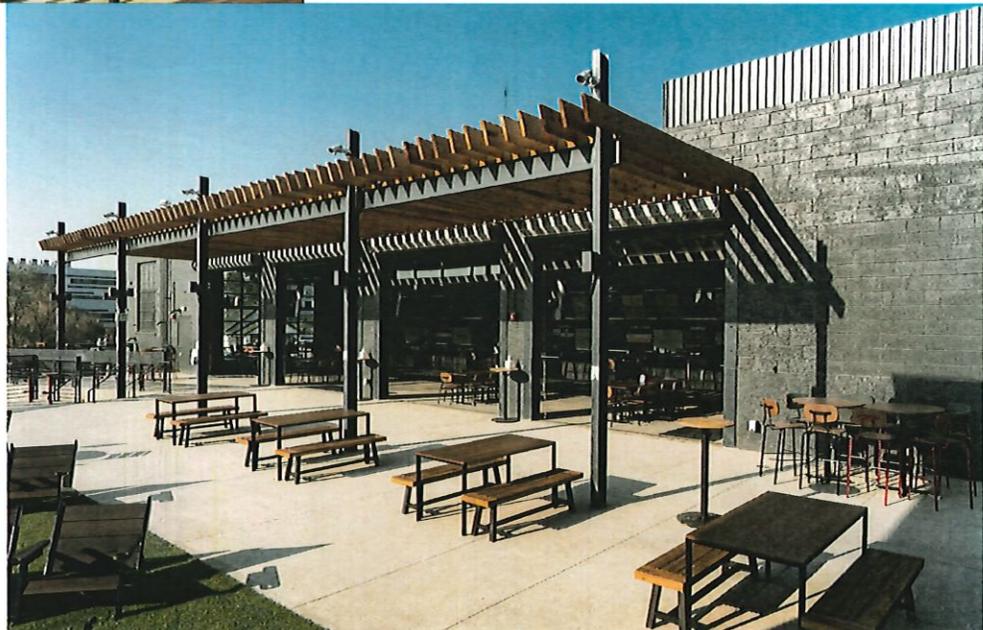
IMLAY CITY PROPERTY DEVELOPMENT PLAN

PHASE THREE includes removal and remediation of the sign shop building. Owners will need assistance in obtaining any grants or public funds available to clean up the area and remove building. The plan is to use this space for additional parking for main operation. The owner plans to have the building removed within 2 years.

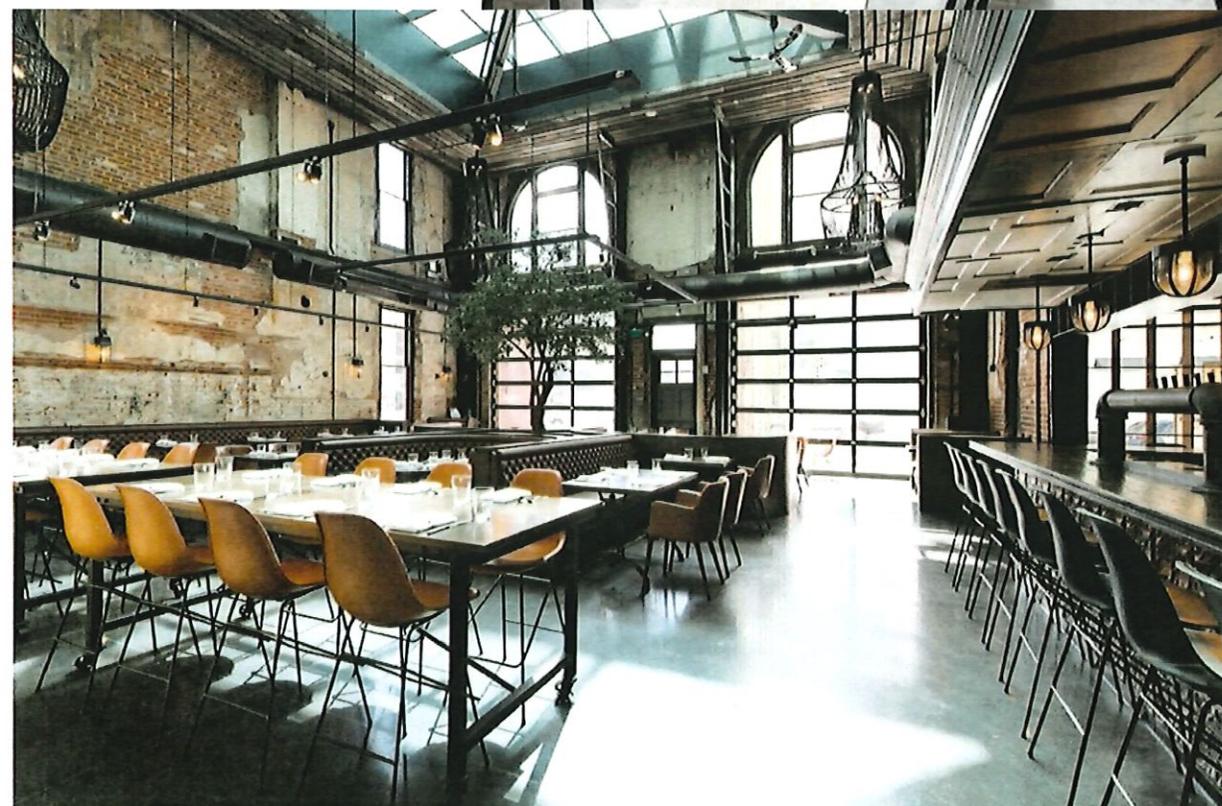
Summary

The model for this type of non traditional use of a former municipal space has worked well in other areas throughout the state. Holly, Romeo, Oxford, Metamora, Almont, to name a few, all have mixed use spaces open to community events that provide grass roots growth and opportunity for local businesses and vendors. Nona's Traditional Italian Recipes has been in this industry for the last 5 years. The business model has always been heavily dependent on networking with other like minded businesses and coordinating/participating in market events across the state of Michigan. The opportunity for a centralized location is perfect for development in Imlay City. The location is familiar to and accessible for the network of vendors and customers already doing business with Nona's. We also look forward to the opportunity to grow that network with the already existing business community in the Downtown Area. Nona's has built a following of customers over the last few years that attend her various markets and catered events around the area. These customers have come to expect the markets and events to be held in EXACTLY such a location as this. Nona's has a reputation for holding upscale events with full dining in unusual places. The accessibility and proximity to customers in northern Oakland & Macomb counties along with the charm of this building, the surrounding rural/industrial area, will bring them to this location. We would like a permanent location to call home for this exciting and lively business!

Ideas for the front facade.



Interior Ideas.





Directors Report

DATE: **April 8, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Items Attached: April Report
Weekly email Reposts

Action Needed: No Board Action Needed

Director's Report – April 2024

Promotions/Events

- On-going Social media postings and engagement with downtown merchants on Facebook.
- Updated website calendar of events and other happenings
- Trivia Banners are up and I've begun a Tuesday Trivia weekly posting of one banner on Facebook
- Recorded "The Pulse" podcast with Dana Walker from the MDA

Economic Development

- Issued RFP for 3-city-owned sites. Met with potential developer
- Registered with the Michigan Small Business Development Center for assistance with the IC Façade Corp.
- 150 Bancroft property listing agreement has been completed, listing is live on MLS
- Drafted Marijuana Ordinance for review by subcommittee. Subcommittee has put questions on community survey seeking input from stakeholders before moving forward.

Place Making/Streetscape

- Met with the Historical Museum and presented the I AM Imlay City Pitch
- Held pre-season meeting with Cindy from GreenScape Solutions for upcoming spring clean-up and plantings
- EMC sign deposit was sent to Metro Signs, equipment has been ordered, awaiting install date.
- Drafted the revised Sidewalk Ordinance 20 to include snow removal requirements, this has been submitted to city manager, and will be presented to city commission for 1st reading.

Grants:

- Submitted \$8000 grant request to Four County Community Foundation for the Bike Rack/Community Information Centers
- Attended a Teams meeting for EV Grant Agreement with Department of Transportation officials
- Prepared presentation, banner prototype, and recordings for the Consumer's Energy grant for the I AM Imlay City art project

Farmers Market:

- Interviewed 3 market manager candidates
- Attended webinar on Cottage Food Law Training class
- Submitted 2023 end-of-season reporting for food assistance programs

Billboard:

- Have a request from Heritage Church to sponsor the space for the month of May

Meetings and Other:

- Attended Rotary Club weekly meetings.
- Processed invoices, check requests, and mailed payments.
- Made updates to the DDA website for current meeting information.
- Attended the City Commission meeting on March 19th for CN Lease agenda item
- Attended the City Commission meeting on April 2nd for DDA Budget and CN Lease agenda items
- Attended Bidnet teams meeting for training on bid postings
- Attended Department Head meeting
- Attended monthly Lapeer DDA lunch meeting
- Prepared meeting agendas, action item sheets, and board packets for the April 8 DDA meeting

Christine Malzahn

From: Christine Malzahn <ddadirector@imlaycity.org>
Sent: Friday, March 22, 2024 10:32 AM
To: jshattuck@icdda.com; kjorgensen@icdda.com; ndocherty@icdda.com; sdavis@icdda.com; srobbins@icdda.com; wbargen@icdda.com; jkempff@imlaycity.org
Subject: Week Ending March 22
Attachments: 2024.03.11 Meeting Minutes.docx; Memo of Understanding City Commission and CN Lease.docx; I AM memo.refined v3.docx

Happy Snowy Friday All,

Here is a quick recap of what has been happening in the DDA office this week.

Attached are the meeting minutes for the March 11th regular session meeting. Kindly let me know if you find anything that needs editing. I will provide you with the closed session and the façade corp at your place's next meeting.

I have spent the majority of my time writing an RFP for the 3 vacant parcels (Firehall, DPW, Sign Shop). This was presented to the City Commission this past Tuesday as a matter of procedure. I've been working with a new business and their investor to bring their investment to Imlay City at that location. I received their letter of intent last week. Out of an abundance of transparency Craig and I felt it necessary to re-issue the RFP so that any comers have equal opportunity to submit their proposals. The deadline is April 4th. I also re-designed the firehall marketing brochure to show more use options for the property other than just a brewery. All of the documents are on our website if you'd like to read them or share them with potential developers you may know.

The sign replacement equipment has been ordered, not sure when the installation will be, but the process has been started.

Along with the development RFP, I presented to City Commission a Letter of Understanding for the CN Rail lease last Tuesday. The letter (attached) details your decision to assume the funding but request that the commission assume the lease liability. The City commission DID NOT like the lease terms any more than we did, and requested it be sent to legal counsel for review and possibly a renegotiated contract. It may mean that we could potentially lose the viewing platform and part of the parking lot, so I will keep you updated as things evolve.

The Landscape Architect RFP submissions are in – we received 4 proposals and I'm shocked at the range of pricing. They range from \$121,000 to \$17,000. I have not had time to dig in to them yet as I don't think this is a priority.

Lastly, I continue to refine our pitch proposal for the I AM Imlay City project. Justin will be presenting this with me at the CEDM conference on April 29th, but the presentation must be turn in by April 9th. Attached is the newest version and I'd love to get your feedback or recommendations on its clarity and ability to convince the judges to award us funding. Here is the criteria we have to follow for background:

Presentation should include answers to the following questions:

- ✓ What gives your community rural character?
- ✓ How does your idea put your community on the map?
- ✓ How is your project unique to your community?
- ✓ Who are you collaborating with in your community?
- ✓ How will you use the funding?
- ✓ What is the budget total for the project?

Judging Criteria

- ✓ Projects presented will be judged based on the following criteria:
- ✓ Probability project will be launched and sustained over time
- ✓ Degree of innovation and potential to disrupt the status quo
- ✓ Community collaboration with a strong public/private component
- ✓ Demonstrated energy to build momentum and engage the community
- ✓ Likelihood project will be replicated in other rural communities
- ✓ Community served by Consumers Energy

Thank you for your time... and Happy Spring???

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, March 28, 2024 12:55 PM
To: jkempf@imlaycity.org; jshattuck@icdda.com; kjorgensen@icdda.com; ndocherty@icdda.com; sdavis@icdda.com; srobbins@icdda.com; wbargen@icdda.com
Subject: Week Ending March 29th
Attachments: 2024.04.08 Agenda.doc; FCCF - Bike Rack Grant.docx

Happy Friday,

This week's activities have pretty much been dedicated to two grants – working on the narrative and powerpoint presentation for our I AM Imlay City Pitch, and a new application to the Four County Foundation for our Bike Rack/Community Information Center project. After speaking with Kathy Dickens from the FCCF, I hurried to get an application in before this round's deadline – March 31st instead of waiting until next quarter. If you are interested in the application info and narrative I'm attaching it for your reading pleasure. In the application the anticipated project cost is \$16,430 for 3 units and I am requesting on your behalf a \$8,000 grant.

Since this is a short work week and I have a planned PTO day for next Friday, I've also been focusing efforts on your next meeting packet. Agenda is attached.

Wishing you all a Blessed Easter!

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