

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

REGULAR MEETING JUNE 10, 2024
5:35 P.M.

Walter Bargen, 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 – (none)
5. SPECIAL PRESENTATION – City Master Plan Update by Caitlyn Habben, Wade Trim Community Planner (pgs 3-9)
6. COMMITTEE REPORTS (as needed)
 - a. City Services Negotiating Committee
7. **CONSENT AGENDA** (pgs 11-24)

AGENDA
MEETING MINUTES, regular meeting May 13, 2024
FINANCIAL REPORTS – through May 31, 2024
DDA Expenditure Report, Check Register Report
DDA Credit Card Statement; Balance Sheet
8. PUBLIC PARTICIPATION
9. **UNFINISHED BUSINESS:**
 - a. Real Estate Listing – 150 Bancroft (pgs 25-28)
10. **NEW BUSINESS:**
 - a. 131 N. Almont Façade Grant Application (pgs 29-34)
 - b. 4th Qtr Budget Amendments (pgs 35-36)
 - c. Director Salary (pgs 37-39)
 - d. 2024 Bi-Annual Informational Meeting Date(s) (pgs 41-42)
 - e. City Master Plan (if needed)
11. EXECUTIVE DIRECTOR’S REPORT (pgs 43-46)
12. **CLOSED SESSION** – Convened for the purpose of property acquisition.
13. PUBLIC PARTICIPATION
14. BOARD MEMBER COMMENTS
15. ADJOURNMENT

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AGENDA ITEM

Special Presentation

DATE: **June 10, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Items included are for informational and discussion purposes only.

Items Attached: Wade Trim Cover Letter
Master Plan Chapter 4 - Downtown Vision

Action Needed: None

June 4, 2024

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

Attention: Christine Malzahn
DDA Director

Re: Master Plan Update

Dear Christine:

Thank you for having me at the upcoming Downtown Development Authority (DDA) meeting. As part of the upcoming meeting, I would like to share the following information:

- General Description of DDA Area and surrounding area
- Summary of the First Impressions Tourism (FIT) Report from 2017
- Results of the Community Survey, specific to the DDA Area

During the meeting, we will ask members to participate in a Strengths, Weaknesses, Opportunities, Threats expertise and break into groups to discuss problems and solutions. One of the goals of this discussion is to help brainstorm improvements to help with the visioning of what we would like for the entire downtown development authority.

Very truly yours,

Wade Trim, Inc.



Caitlyn Habben AICP
Professional Planner

CLH:fmr

Job Number

20240604_JMC DDA Meeting Ltr.docx

cc: Planning Commission

Chapter 4 Downtown Vision

The downtown development district was established in 1976 is at the heart of Imlay City. The Downtown Development Authority (DDA) is the governmental agency responsible for improvement of public spaces, running activities, and facilitation of Tax Increment Financing (TIF) funds within this established district area. The DDA area encompasses the traditional downtown along Almont Avenue and Third Street, industrial area long Second Street, industrial area along Industrial Pkwy, commercial development along Capac Road (old M-21) and the Cedar Street (Van Dyke M-53) commercial corridor from the City’s limits to the north to south to Borland Road.

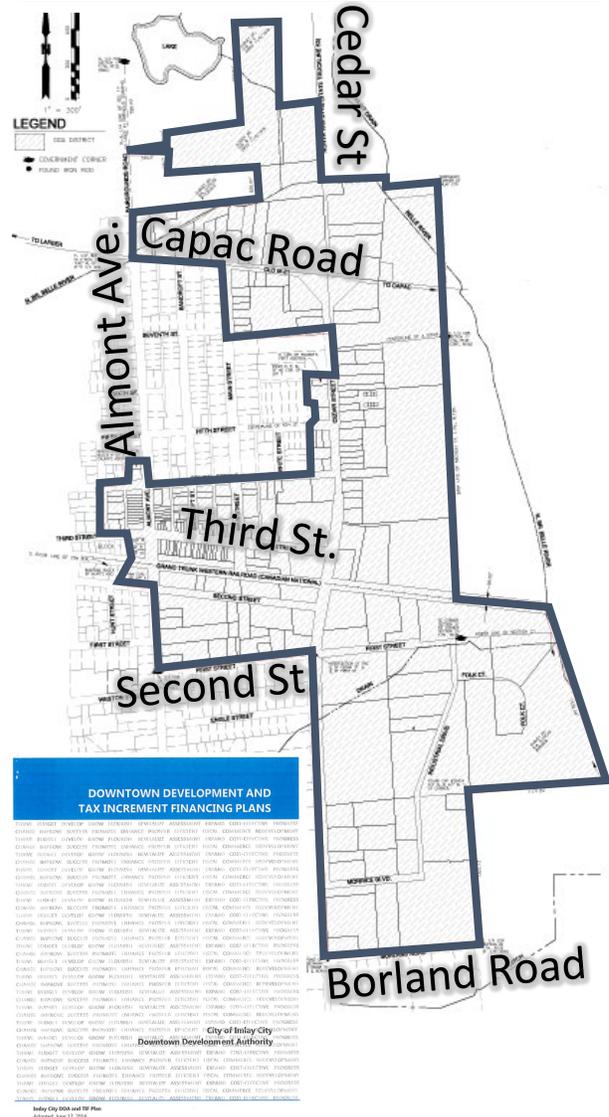
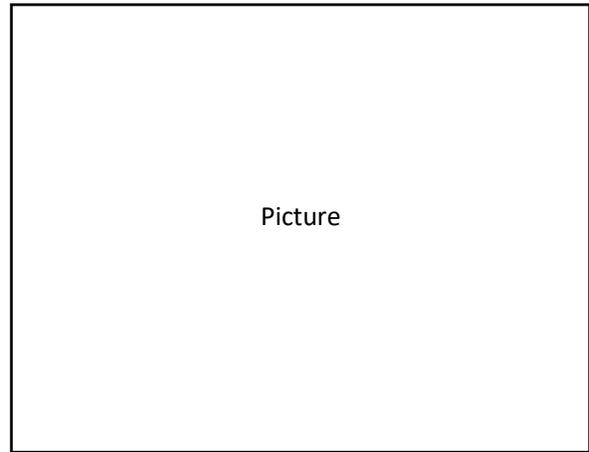
The DDA has a mixture of commercial and industrial uses with minimal residential. The types of commercial development ranges between the traditional downtown with one to two-story buildings to strip mall type development along Cedar Street. The industrial development ranges from more historic buildings near residential to traditional industrial park like setting.

The traditional downtown has decorative wide sidewalks, diagonal free on-street parking, sidewalks amenities like benches and trash cans, streetscape landscaping areas, pedestrian level street lighting with banners, and various other public spaces with art.

How TIF Works

For each DDA District it is required to have a TIF Plan, which outlines various improvements for the district to justify the collection of revenue. The revenue generated for the district is the capture of new taxes generated to incentive development or redevelopment, programing, and other public improvements.

The tax capture at the base year overtime can incrementally increase generated from increases in property values of those within the established district. Incremental value increases overtime allows for additional spending and investments within the district area.



Surrounding the DDA

There are historic homes located in the pocket between the traditional downtown on Third Street up to Capac Road. These historic homes have mature street trees and sidewalks along most roadways. The properties directly north of the DDA district are in Imlay Township and primarily consist of single-family residential development with street trees and sidewalks throughout. To the south on the west side of Cedar Street is additional residential areas with newer housing. At the intersection of Borland and Cedar Street, outside of the DDA district is the Eastern Michigan Fairgrounds. Further south along Cedar Street, is additional commercial development. To the east of the DDA district is Imlay Township primarily undeveloped wetland area. To the west of the DDA district is the Polly Ann Trail.

SWOT Analysis

In June of 2024, we conducted a brainstorming visioning meeting with the DDA and membership. One of the discusses at the meeting included a SWOT Analysis.

Strengths

Placeholder

Weakness

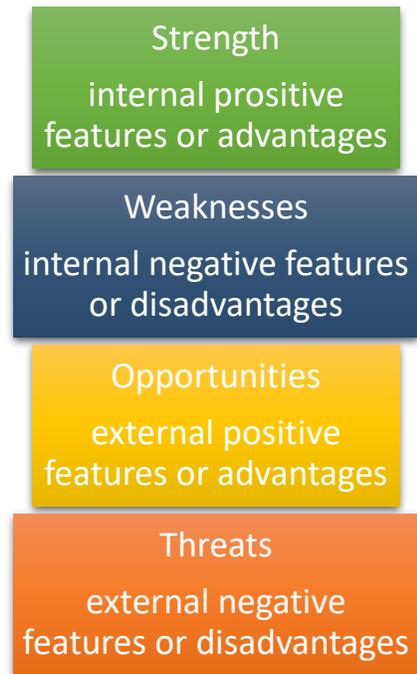
Placeholder

Opportunities

Placeholder

Threats

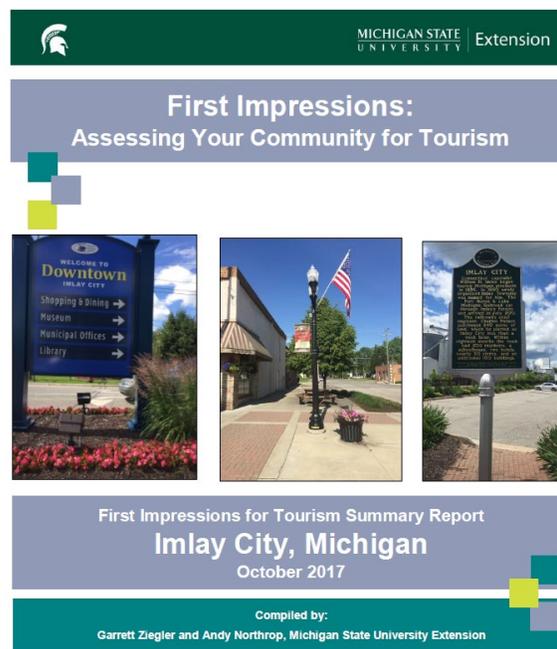
Placeholder



FIT/ Tourism Report

The First Impressions (FI) program is meant to help communities learn about their existing strengths and weaknesses as seen through the eyes of first-time visitors. This summary report is based on the observations of four visitors/assessors. Each was provided a stipend to cover their travel to and from Imlay City. Before beginning an unannounced visit to Imlay City, each assessor conducted online research of the destination. This research helped plan and shape the visit based on personal interests and activities in the community. Each then traveled individually to Imlay City between May 15 and June 30, 2017. Each assessor recorded his or her experiences driving and walking through Imlay City, visiting stores, restaurants, outdoor spaces, and additional tourism-related sites. Each evaluated community characteristics by completing a multi-page assessment focused on initial and lasting impressions, community information, visitor motives, the destination and its downtown, the residential area, and tourism assets. They also provided input on the quality of information relative to Imlay City found online. The findings are included in the FI report.

While the full list of findings can be found in the First Impressions for Tourism Summary Report, the following is a list of lasting impressions, both positive and negative, garnered from the program's participants:



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Most Positive Experiences

- The “surprising” downtown – inviting, historic, expansive and well maintained
- Exploring the surrounding neighborhoods
- Interactions with local businesses and talking about things to do in the area
- Visit to the historical museum
- Quality and abundance of signage pointing out things to do and points of interest

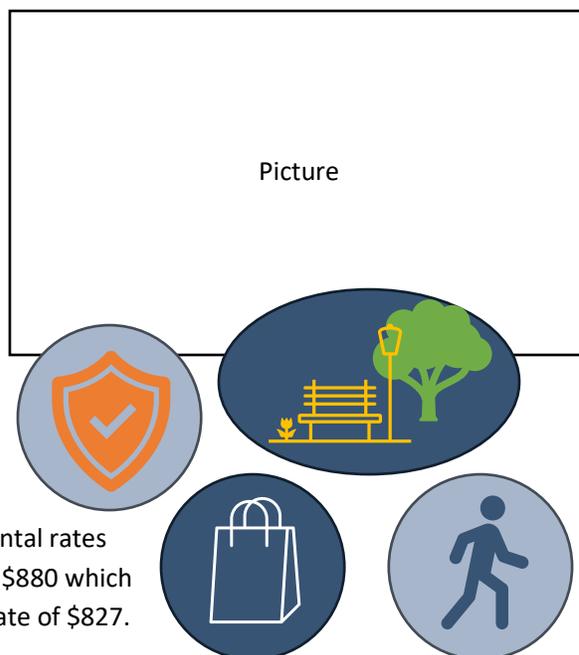
Most Negative Experiences

- Very quiet downtown – almost too quiet in the evening – lacks vibrancy tourists are looking for
- Sparsely attended downtown farmers market and a lack of businesses and shops open during the day on Saturday
- Lack of breakfast options in the downtown area as well as a lack of outside dining options
- Very little water access in the area

Community Desire

This analysis is based on the Community Survey conducted in April and May of 2024. For the full survey results, see the summary in Chapter 10 Public Engagement Community Survey Section, below is a summary of content specific to the DDA.

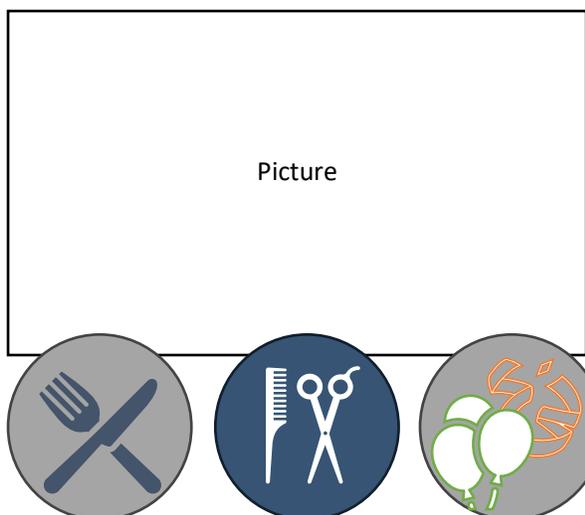
Most survey respondents described the downtown as declining or losing ground (47%) and steady or holding its own (31%). Out of the Imlay City resident responses, 81 people identified as living downtown. The reasons they lived downtown included feeling safe, proximity to amenities, community and walkability, and their love for the area. Of those who identified living downtown the rental rates ranged from \$800 to \$2,500. The average rental cost was \$880 which is slightly above the average City median rental housing rate of \$827.



Design

When asked about the top favorable attributes of Imlay City, many of the community members' responses reflected characteristics of the downtown district. These attributes include the small-town atmosphere (81%), safe community (60%), walkable environment (39%), friendly atmosphere (39%), and historic character (30%). However, simultaneously the top response to describe the least favorable aspect of the community was that downtown district is not vibrant enough (62%). The downtown design continues reflects the cherished qualities identified in the survey, like the quaint charm reminiscent of small-town America, a sense of security, access to amenities, pedestrian-friendly infrastructure, and a representation of the local character of Imlay City. It would seem the focus is to want more activities, businesses, and/or programming in the downtown area. Additionally, when asked what branding improvements the community survey respondents thought the City needed, over half (64%) responded that physical landmarks were needed for the community.

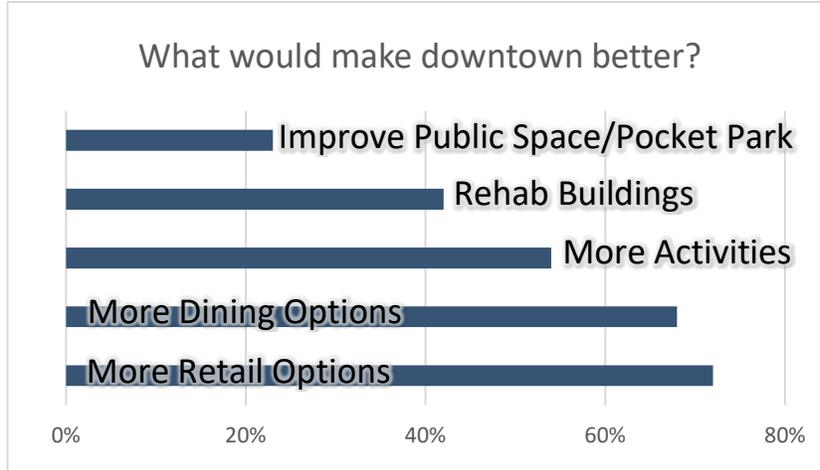
Uses We Want



The most frequently visited cities for dining and entertainment needs were the City of Lapeer and Imlay City. This survey points to insufficient local options and diversity. Nonetheless, there was a considerable proportion of respondents that prioritized Imlay City to meet their dining and entertainment needs. The survey revealed the most common reasons why responses visited downtown the most was for dining (27%), festivals and events (21%), and personal services such as salons (16%).

Respondents overwhelmingly endorsed the idea of occupying vacant storefronts, with 95% considering it of high importance or important. Additionally, most of

the respondents expressed interest in increasing the presence of retail (72%), expanding dining options (69%), offering more activities downtown (54%) would improve the downtown area. Additionally, respondents indicated their willingness to frequent downtown Imlay City if there were more diverse ethnic restaurants (63%), casual dining options (50%), bakeries (47%), breweries or distilleries (47%), and ice cream and sweet shops (43%).



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Consent Agenda

DATE: June 10, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Items Attached:

- a. Meeting Agenda
- b. Meeting Minutes
May 13th Regular Session
- c. Financial Reports – Ending May 31, 2024
DDA Expenditure Report = \$30,813.35
Check Register Report = \$25,619.19
DDA Credit Card Statement
Balance Sheet = \$352,956.46
- d. Spreadsheet of FY 2023-24 monthly City Administrative Transfers

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
May 13, 2024
MEETING MINUTES

A regular meeting of the Downtown Development Authority was held on Monday, May 13, 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 Stu Davis, Kim Jorgensen, Neil Docherty, Walter Bargaen, Steve Robbins
Absent: Justin Shattuck, Mayor Joi Kempf
Quorum Present
4. **CORRESPONDENCE** – Hispanic Services Center - received.
5. **SPECIAL PRESENTATION** – none
6. **COMMITTEE REPORTS**
City Services Negotiating Committee – Chair Bargaen provided an update on a scheduled meeting date for Monday May 20th.
MOTION by Davis, supported by Docherty to have committee members consist of Bargaen, Robbins, and Jorgensen.
All in Favor 5 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**
7. **CONSENT AGENDA**
MOTION by Davis, supported by Docherty to approve the consent agenda items including: Meeting Agenda; Regular Meeting Minutes April 8, 2024; Financial Reports through April 30, 2024.
All in Favor 5 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**
8. **PUBLIC PARTICIPATION** – none
9. **OLD BUSINESS** – none
10. **NEW BUSINESS**
 - A. **77 N. Main Historical Society Façade Grant Application**
The Board reviewed a funding request submitted by the Historical Museum for a façade grant to help pay for new signage on their annex building.
MOTION by Davis, supported by Robbins to approve the Façade Grant Application for the matching amount requested \$678.12.
Roll Call: AYES – Davis, Robbins, Docherty, Jorgensen, Bargaen
NAYS – none
MOTION CARRIED 5/0

B. 535 N. Cedar - Silver Grill Façade Grant Application

The Board reviewed a funding request submitted by the Silver Grill for a façade grant to help pay for new signage for their restaurant in the amount of \$5000. Diane Gavrilovski and her husband Ken were present to answer questions. They are seeking a façade grant to help pay for new signage that will be on the building and on the pole mount in their current parking lot. Director Malzahn noted that \$1500 is the capped amount allowed under the façade grant program.

MOTION by Davis, supported Jorgensen to approve the Façade Grant Application for Silver Grill at the amount of \$1,500 for new signage.

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

NAYS – none

MOTION CARRIED 5/0

C. 325 N. Cedar – Groomology Façade Grant Application

The Board reviewed a funding request submitted Natalie Lewis, new owner of Kelly’s Pet Salon location. She is seeking to install a new face change signage to the existing sign located at 325 N. Cedar Street.

MOTION by Davis, supported by Robbins to approve the Façade Grant Application for Groomology signage in the amount of \$201.00.

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

NAYS – none

MOTION CARRIED 5/0

D. Four County Community Foundation Grant Award

The DDA received notice on April 29, 2024, that the grant submitted on behalf of the DDA by Director Malzahn was awarded. The grant submission was for the design and manufacturing of 3 custom bike racks/community information signs. The application requested \$8,000 with a \$8,000 match from DDA funds for this public improvement project.

The three installation locations are TBD, but it is suggested the one be located near the pool, on the corner of Fourth and Almont, and near the bump out on Third and Bancroft. Todd Mackenzie was present to seek input from the board on what type of creative art elements they would like to see. The Board considered using the IC school logo, pickles, blueberries, and trains.

MOTION by Davis, supported by Docherty to enter into the grant agreement and begin production for the three-bike rack/community information kiosks.

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

NAYS – none

MOTION CARRIED 5/0

E. Consumers Energy Grant Award

Director Malzahn pitched the “Our Past Creates Our Future – I AM Imlay City” project on Monday, April 29th during the Consumers Energy Put Your Town on the Map competition. The project submitted by Malzahn to Consumers Energy was one of 80 applications, narrowed to 10 finalists, and presented during the competition as one of 9 communities represented. Imlay City won 1st place and \$25,000 for its innovative placemaking project. This project is an interactive video/audio walking tour art display. It will showcase our historical figures, current contributors, and future leaders.

Now that the project has been funded, the next steps are being developed to identify the 80 storytellers that will be featured so that production can begin. An intake application has been created and Malzahn is seeking the formation of an ad-hoc committee with representation from the DDA, City Commission, Parks and Rec Commission, Historical Museum, Chamber of

Commerce, Library, and Hispanic Services Center to help solicit nominations and review submissions to identify the 80 storytellers.

MOTION by Davis, supported by Robbins to approve the I AM Imlay City application, appoint Walt Barga as DDA representative on the review committee and authorize Director Malzahn to begin production work on the project.

Roll Call: AYES –Davis, Robbins, Jorgensen, Docherty, Barga

NAYS – none

MOTION CARRIED 5/0

F. DDA Billboard Lease & Fee Schedule

Outfront Media rep Jack Tany has notified director Malzahn of an increase in poster production costs for the DDA billboard space. The monthly rent will continue to be invoiced at \$764 per month with an increase in poster production cost of \$100 (applicable when the image changes).

Director Malzahn has received requests from the city administration to continue securing this space for advertising purposes, as well as requests for businesses outside of the DDA district to utilize it for their temporary campaigns or campaigns not associated with DDA sponsorship.

MOTION by Robbins, supported by Docherty to approve the continuation of billboard space as provided by OutFront Media to the DDA, charging sponsors within the DDA District \$700 per 4-week period (subsidized), sponsors outside the DDA District \$864 per 4-week period (actual cost), and Director Malzahn discretion over artwork.

Roll Call: AYES –Robbins, Docherty, Barga

NAYS – Davis, Jorgensen

MOTION CARRIED 3/2

G. Irrigation Contract 2024-2025

The DDA issued an RFP for Irrigation Services in the downtown district in 2022 for a period of one year. Per the bid document, additional years are allowed to be negotiated, and as such a contract extension was approved in the year 2023. Director Malzahn recommended that an additional contract extension with the current provider, AquaTurf, be extended to include the term April 2024-April 2025.

MOTION by Davis, supported by Docherty to approve a one-year contract extension with AquaTurf for irrigation services as outlined in the agreement.

Roll Call: AYES – Davis, Docherty, Robbins, Jorgensen, Barga

NAYS – none

MOTION CARRIED 5/0

H. Johnny's Place Open Invoice

In March 2023 Johnny's Place utilized the DDA billboard space to advertise its restaurant for 8 weeks March 20th-May 14th. Invoice #8816 was created in miscellaneous receivables showing a total amount due of \$1200. This invoice is still outstanding. Johnny's Place has since closed, and owner Wanda Wilson has filed for bankruptcy. Director Malzahn noted that the billboard sponsorship was the responsibility of the restaurant operator, not the property owner and suggested that the fee be waived instead of being placed on the building owner's property tax liability.

MOTION by Davis, supported by Robbins to waive the outstanding invoice for the DDA billboard in the amount of \$1200

Roll Call: AYES – Davis, Robbins, Docherty, Jorgensen, Barga

NAYS – none

MOTION CARRIED 5/0

I. Lapeer County Press “Welcome To Summer” Ad

The Lapeer County Press is soliciting ads for its premier summer edition. Previously the DDA has advertised both the concert series and the farmers market in a side-by-side full page advertisement inviting readers to come and visit Imlay City. The Board discussed advertising in newspapers may not be targeting the right audience. Jorgensen noted that the cost per inch was very high compared to the TCT. Instead of a full page she recommended that the ad be reduced to a ¼ page.

MOTION by Jorgensen, supported by Robbins to approve a 1/4-page ad in the Lapeer County Press “Welcome to Summer” publication in the amount of \$403.

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

NAYS – none

MOTION CARRIED 5/0

j. Trash Receptacle Replacement

Director Malzahn reported that one of the new trash receptacles that was located near Heavenly Sweets was taken out of service due to a fire. No person or property (other than the trash can) was injured during the event, but IC Fire did respond to the call. Malzahn reported the incident to the insurance agency and filed a claim.

Payment from MML of \$652.70 for the claim has been received, requiring a replacement unit to be ordered. Director Malzahn noted that several of the older steel cans are showing signs of aging and is recommending that a total of 3 units be ordered during this fiscal year cycle.

MOTION by Davis, supported by Docherty to approve the purchase of 3 trash receptacles in the amount of \$2689.62.

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

NAYS – none

MOTION CARRIED 5/0

k. Fourth Street Municipal Parking Lot Repairs / Signage

On May 7th City Commission awarded the bid to a contractor to resurface the municipal parking lot located behind King & King Accountant directly abutting the grassy pocket park area behind the buildings on Almont Avenue. Currently, there are no signs designating the parking area as “public parking” or reserved spaces for handicapped accessibility. Director Malzahn is recommending that the DDA assist the city with this project with funding for new signage.

MOTION by Davis, supported by Robbins to approve the purchase of municipal and handicapped parking signage for the public parking area located behind King & King Accountants in an amount not to exceed \$500

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

NAYS – none

MOTION CARRIED 5/0

H. Imlay City Purchasing Policy Updates

The city administration is recommending that the City of Imlay City’s purchasing policy be updated. The version currently in effect was previously adopted in 2007. This updated policy, if approved, would be in effect for all department heads, including the DDA. As such, Director Malzahn, is seeking Board approval to follow the guidelines as provided in the policy.

MOTION by Davis, supported by Jorgensen to adopt the City of Imlay City Purchasing Policy as amended and adopted by City Commission.

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

NAYS – none

MOTION CARRIED 5/0

I. Memorial Day Flags & Banners

Director Malzahn reported that she has purchased flags again this year for the Imlay City area cemetery veteran's grave markings in the amount of \$178.00. DDA staff was working to arrange for the Lapeer Teen Work Group to assist with the installation of the flags but has not received confirmation from the VFW if assistance is needed.

Director Malzahn asked the Board if they would like her to arrange for the Hometown Hero Banners to be installed by the DPW, as part of this year's Memorial Day celebration.

MOTION by Jorgensen supported by Davis to install the Hometown Hero Banners for a limited time period.

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

NAYS – none

MOTION CARRIED 5/0

Robbins left the meeting at 6:45 pm

11. DIRECTORS REPORT

Malzahn presented her written report in the meeting packet for May 2024. She also reported that the new message board sign is expected to be installed around June 10th and that GreenScape Solutions will begin spring planting work this week.

Market Manager Maupin gave an update on her work noting that she has begun mailing applications for this season to interested vendors. She has spent time cleaning and organizing the office. She has also arranged for the Lapeer Teen Workgroup to be on site this Tuesday to assist her with clean-up work in the parks.

12. CLOSED SESSION - for the purposes of property purchase consideration

MOTION by Davis, support by Docherty to enter into closed session at 6:55 pm

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

RE-ENTER REGULAR SESSION AT 7:20 PM

MOTION by Docherty supported by Davis to authorize the DDA to loan the Imlay City Façade Corp up to \$85,000 for phase one of the property purchase as discussed in closed session.

Roll Call: AYES –Docherty, Davis, Bargaen

NAYS – Jorgensen,

MOTION CARRIED 3/1

13. PUBLIC PARTICIPATION – none

14. BOARD MEMBER COMMENTS – none

15. ADJOURNMENT

MOTION by Davis, supported by Jorgensen to adjourn the meeting at 7:30 pm

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

Next Regular DDA Board meeting date: Monday, June 10, 2024, at 5:35 PM

Respectfully submitted by: _____

Christine Malzahn, DDA Executive Director

DDA APPROVED:

CITY COMMISSION APPROVED:

PERIOD ENDING 05/31/2024

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000 - REVENUE							
248-000.000-402.000	TAX REVENUE	290,000.00	290,000.00	329,870.85	0.00	(39,870.85)	113.75
248-000.000-549.412	GRANT REVENUE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-000.000-550.000	ART IN THE ROUGH REVENUE	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
248-000.000-560.000	WINTER 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
248-000.000-581.011	LOCAL GRANT INTERN	0.00	0.00	2,000.00	2,000.00	(2,000.00)	100.00
248-000.000-665.000	INTEREST INCOME	0.00	0.00	1.63	0.00	(1.63)	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	6,979.00	0.00	(1,831.00)	135.57
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	29,525.00	23,800.00	(24,125.00)	546.76
248-000.000-677.000	OTHER REIMBURSEMENTS	0.00	0.00	1,227.70	652.70	(1,227.70)	100.00
Total Dept 000.000 - REVENUE		324,500.00	336,523.00	397,302.10	26,452.70	(60,779.10)	118.06
TOTAL REVENUES							
		324,500.00	336,523.00	397,302.10	26,452.70	(60,779.10)	118.06
Expenditures							
Dept 265.000 - BUILDING MAINTENANCE							
248-265.000-921.000	ELECTRICITY	1,500.00	1,500.00	1,252.68	0.00	247.32	83.51
248-265.000-923.000	HEAT	500.00	500.00	73.27	28.80	426.73	14.65
248-265.000-924.000	WATER & SEWER CHARGES	400.00	400.00	108.48	0.00	291.52	27.12
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	1,434.43	28.80	2,965.57	32.60
TOTAL DEPT 265.000 - BUILDING MAINTENANCE							
		4,400.00	4,400.00	1,434.43	28.80	2,965.57	32.60
Dept 705.000 - UNALLOCATED ACTIVITY							
248-705.000-703.000	WAGES & SALARIES	44,000.00	44,000.00	45,014.17	5,711.52	(1,014.17)	102.30
248-705.000-706.000	HOURLY WAGES	8,000.00	8,000.00	8,622.25	1,268.00	(622.25)	107.78
248-705.000-706.011	HOURLY INTERN	0.00	0.00	330.00	330.00	(330.00)	100.00
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	470.41	127.93	(470.41)	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	4,223.12	593.73	276.88	93.85
248-705.000-716.000	HEALTH INSURANCE	21,200.00	21,200.00	20,762.90	1,887.97	437.10	97.94
248-705.000-717.000	LIFE/DISABILITY INS	750.00	750.00	710.43	67.31	39.57	94.72
248-705.000-718.000	RETIREMENT AND OPEB	2,300.00	2,300.00	1,697.58	224.01	602.42	73.81
248-705.000-721.000	PTO/VACATION PAY-OUT	3,000.00	3,000.00	3,253.67	634.62	(253.67)	108.46
248-705.000-727.000	OFFICE SUPPLIES	800.00	800.00	943.38	125.00	(143.38)	117.92
248-705.000-730.000	POSTAGE	200.00	200.00	73.58	0.00	126.42	36.79
248-705.000-740.000	OPERATING SUPPLIES	100.00	400.00	914.37	439.22	(514.37)	228.59
248-705.000-741.000	ADVERTISING	9,000.00	9,000.00	1,861.98	0.00	7,138.02	20.69
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	1,480.10	388.30	519.90	74.01
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	291.60	0.00	108.40	72.90
248-705.000-853.000	TELEPHONE EXPENSES	1,200.00	1,200.00	1,342.47	59.43	(142.47)	111.87
248-705.000-860.000	TRANSPORTATION & CONFERENCES	2,500.00	2,500.00	2,530.32	879.98	(30.32)	101.21
248-705.000-880.000	COMMUNITY PROMOTION	16,000.00	16,000.00	20,142.68	884.93	(4,142.68)	125.69

REVENUE AND EXPENDITURE REPORT FOR CITY OF IMLAY CITY

PERIOD ENDING 05/31/2024

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 05/31/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 05/31/24		AVAILABLE BALANCE		% BDT USED
		ORIGINAL BUDGET	AMENDED BUDGET		INCR (DECR)	NORM (ABNORM)			
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Expenditures									
248-705.000-900.000	PRINTING & PUBLISHING	0.00	500.00	298.08	160.00	201.92	59.62		
248-705.000-921.000	ELECTRICITY	30,000.00	30,000.00	33,664.97	4,320.89	(3,664.97)	112.22		
248-705.000-923.000	HEAT	400.00	400.00	0.00	0.00	400.00	0.00		
248-705.000-930.000	MISCELLANEOUS REPAIRS & MAINT	3,000.00	3,000.00	877.74	0.00	2,122.26	29.26		
248-705.000-931.000	STRESCAPE MAINTENANCE	55,000.00	55,000.00	41,704.03	2,600.00	13,295.97	75.83		
248-705.000-956.000	MISCELLANEOUS	6,000.00	6,000.00	5,923.42	1,693.71	76.58	98.72		
248-705.000-958.000	ADMINISTRATIVE/TRANSFER TO	35,000.00	35,000.00	35,000.00	0.00	0.00	100.00		
248-705.000-973.000	DEVELOPMENT COSTS-UNALLOCATED	20,000.00	20,000.00	11,758.50	5,000.00	8,241.50	58.79		
248-705.000-973.002	LEASES	1,200.00	1,200.00	1,521.00	1,521.00	(321.00)	126.75		
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		
248-705.000-973.008	BRICK/BENCH EXPENSE	100.00	100.00	0.00	0.00	100.00	0.00		
248-705.000-973.100	LAPPEER DEVELOPMENT CORPORATIO	6,250.00	6,250.00	6,250.00	0.00	0.00	100.00		
248-705.000-973.300	FARMERS MARKET EXPENSE	8,000.00	9,600.00	9,664.12	0.00	(64.12)	100.67		
248-705.000-973.550	ART IN THE ROUGH EXPENSE	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00		
248-705.000-973.560	WINTER FEST	2,000.00	2,000.00	2,371.76	0.00	(371.76)	118.59		
248-705.000-975.000	CAPITAL OUTLAY	12,000.00	12,000.00	20,681.45	7,290.00	(8,681.45)	172.35		
Total Dept 705.000 - UNALLOCATED ACTIVITY		320,100.00	332,123.00	304,275.22	36,207.55	27,847.78	91.62		
TOTAL EXPENDITURES		324,500.00	336,523.00	305,709.65	36,236.35	30,813.35	90.84		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:									
TOTAL REVENUES		324,500.00	336,523.00	397,302.10	26,452.70	(60,779.10)	118.06		
TOTAL EXPENDITURES		324,500.00	336,523.00	305,709.65	36,236.35	30,813.35	90.84		
NET OF REVENUES & EXPENDITURES		0.00	0.00	91,592.45	(9,783.65)	(91,592.45)	100.00		

Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
05/02/2024	TRI	84560	CHRISTINE MALZAHN	DDA MILEAGE CEDM CONFERENCE, BETTER B	860.000	705.00	284.08
				DDA MILEAGE CEDM CONFERENCE, BETTER B	860.000	705.00	21.44
				DDA MILEAGE CEDM CONFERENCE, BETTER B	860.000	705.00	25.46
				CHECK TRI 84560 TOTAL FOR FUND 248:			330.98
05/02/2024	TRI	84564	FRONTIER	HARD LINES	853.000	705.00	9.43
05/02/2024	TRI	84573	PAGE ONE PRINTING	WINDOW ENVELOPES	727.000	705.00	12.50
05/09/2024	TRI	84594	DTE ENERGY	ELECTRIC- CITY & DDA	921.000	705.00	47.83
				ELECTRIC- CITY & DDA	921.000	705.00	966.49
				ELECTRIC- CITY & DDA	921.000	705.00	764.86
				ELECTRIC- CITY & DDA	921.000	705.00	2,365.89
				CHECK TRI 84594 TOTAL FOR FUND 248:			4,145.07
05/09/2024	TRI	84601	FIRST NATIONAL BANK OF OMAHA	DDA AMAZON, APPLE COM, SIGNS, COLONIAL INN, SQ CCS COMPUTER, SIGNS	727.000	705.00	38.00
				DDA AMAZON, APPLE COM, SIGNS, COLONIA	727.000	705.00	52.96
				DDA AMAZON, APPLE COM, SIGNS, COLONIA	740.000	705.00	0.99
				DDA AMAZON, APPLE COM, SIGNS, COLONIA	740.000	705.00	268.23
				DDA AMAZON, APPLE COM, SIGNS, COLONIA	860.000	705.00	189.00
				DDA AMAZON, APPLE COM, SIGNS, COLONIA	880.000	705.00	58.00
				DDA AMAZON, APPLE COM, SIGNS, COLONIA	880.000	705.00	62.93
				CHECK TRI 84601 TOTAL FOR FUND 248:			670.11
05/09/2024	TRI	84604	GRAND TRUNK WESTERN	FOR DOC L93-81 DDA BILDING , PARKING	973.002	705.00	1,271.00
05/09/2024	TRI	84612	MERISSA BEVERSDORF	DDA RETURN OF SECURITY DEPOSIT FOR LE	973.002	705.00	250.00
05/09/2024	TRI	84615	PAGE ONE PRINTING	POSTERS EMUC AND FARMERS MARKET	900.000	705.00	160.00
05/09/2024	TRI	84623	STAPLES	OFFICE SUPPLIES	727.000	705.00	34.04
05/09/2024	TRI	84625	TOTH PROPERTIES, INC.	DDA FACADE GRANT	973.000	705.00	5,000.00
05/09/2024	TRI	84628	VC3 INC	CLOUD PROTECTION AND DATA RECOVERY	818.000	705.00	5.00
				MICROSOFT OFFICE	818.000	705.00	8.30
				CHECK TRI 84628 TOTAL FOR FUND 248:			13.30
05/09/2024	TRI	84629	WELLS FARGO VENDOR	4/26/2024 - 5/25/2024	956.000	705.00	26.95
05/20/2024	TRI	84659	DAVE BURDIS	FARMERS MARKET	973.300	705.00	29.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
05/20/2024	TRI	84661	HOETTELL HOMESTEADS	FARMERS MARKET	973.300	705.00	80.00
				FARMERS MARKET	973.300	705.00	45.00
				FARMERS MARKET	973.300	705.00	92.00
				CHECK TRI 84661 TOTAL FOR FUND 248:			217.00
05/20/2024	TRI	84662	JW CREATIONS	FARMERS MARKET	973.300	705.00	5.00
				FARMERS MARKET	973.300	705.00	5.00
				CHECK TRI 84662 TOTAL FOR FUND 248:			10.00
05/23/2024	TRI	84667	CC'S COMPUTER REPAIR & WEBSITE SERV	HP PROBOOK 450	740.000	705.00	130.00
				MICROSOFT WINDOWS 11	740.000	0	40.00
				CHECK TRI 84667 TOTAL FOR FUND 248:			170.00
05/23/2024	TRI	84679	CONSUMERS ENERGY	150 BANGROFT	923.000	265.00	28.80
				ELECTRIC- 101 W CAPAC	921.000	705.00	19.47
				ELECTRIC- 113 E THIRD UNIT 2	921.000	705.00	29.75
				ELECTRIC- 120 N MAIN	921.000	705.00	126.60
05/23/2024	TRI	84710	MICHIGAN DOWNTOWN ASSOCIATION	DDA SUMMER WORKSHOP MAY 24	860.000	705.00	150.00
				SPRING WORKSHOP MARCH 5	860.000	705.00	210.00
				CHECK TRI 84710 TOTAL FOR FUND 248:			360.00
05/23/2024	TRI	84712	OUTFRONT	BILLBOARD DDA 5/20 - 6/16/2024	880.000	705.00	764.00
				COPIER - CITY HALL	956.000	705.00	53.96
				DDA CONCOLOR FIR PLANTED AND WATER FOR TWO MONTHS	931.000	705.00	2,600.00
05/30/2024	TRI	84730	CUSTOMIZED CREATIONZ	DDA BIKE RACKS 1/2 DEPOSIT	975.000	705.00	7,290.00
05/30/2024	TRI	84731	FINELINE LANDSCAPE CONSTRUCTION	2024 MOWING CONTRACT PAYMENT 2	956.000	705.00	806.40
				2024 MOWING CONTRACT PAYMENT 1	956.000	705.00	806.40
				CHECK TRI 84731 TOTAL FOR FUND 248:			1,612.80
05/30/2024	TRI	84734	FRONTIER	CITY HARD LINES	853.000	705.00	9.43
05/30/2024	TRI	84747	VC3 INC	MAY 2024 INVOICE	818.000	705.00	187.50

Check Date Bank Check # Payee
 Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY

Description	Account	Dept	Amount
APRIL 2024 MONTHLY INVOICE	818.000	705.00	187.50
CHECK TRI 84747 TOTAL FOR FUND 248:			375.00
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORI			25,619.19

ding 05/23/24

TRANSACTION DETAIL

Reference Number	Transaction Description	Credits (CR) and Debits
5369434121543801091837	CRYSTAL MTN LODGING THOMPSONVILLE MI Arrival Date: 24/04/28 Folio Number: 0000901084	\$161.64
5546504123207382700010	BETTER BUY FLAG LAPEER MI	\$178.00 ✓
5411174135023000147014	PAYMENT - THANK YOU	\$670.11 CR ✓
2305374135200089675137	IMLAY CITY HARDWARE 26 IMLAY CITY MI	\$5.82
5436844143000388442214	DOLLARTREE IMLAY CITY MI	\$10.60 ✓

Handwritten notes:
 248 705 000 860 000
 Trans + Conf
 248 705 000 880 000
 Comm Promotion
 248 705 000 727 000
 Office Supplies
 248 705 000 740 000
 Operating Supplies

Interest Charged

\$0.00	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

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

Age	Special Offer or Eligible Purchases APR Expiration Date	Balance Subject to Interest Rate	Days Rate Used	Interest Charge
	NA	\$716.60	29	\$0.00
	NA	\$0.00	29	\$0.00

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.200	CASH - CHECKING ACCOUNT	333,960.73
248-000.000-001.201	CASH - CHECKING HRA	702.25
248-000.000-001.210	CASH - CHECKING DDA	19,966.07
248-000.000-040.000	ACCOUNTS RECEIVABLE	1,200.00
248-000.000-101.000	PREPAID - ASSET	7,716.83
Total Assets		363,545.88
*** 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		91,592.45
Ending Fund Balance		352,956.46
Total Liabilities And Fund Balance		363,545.88



AGENDA ITEM OB 9a. 150 Bancroft Property Listing

DATE: **June 10, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Brandon Rowley of Realty Executives has had the property under contract since March 18, 2024 @ \$149,900. Since that time there have been 3 showings and no offers. Rowley recommends to the Board that they consider reducing the price to be more aligned with other area listings.

Items Attached: Real Estate Listing Agreement

Action Needed: Pass the motion(s) as recommended or amended per board discussion to reduce the listing price to \$139,900.



1022 S. Lapeer Road
Lapeer, MI 48446
Phone: (810)667-1700
Fax: (810)667-8037

To: LISTING BROKER REALTY EXECUTIVES MAIN STREET, LLC., it's successors or assigns. Contract Date: 3/18/2024.

1. DURATION OF LISTING: In consideration of your undertaking to find a purchaser for the real estate described in paragraph 2 of this agreement, I (We) represent that We are the owners of said property and have the right to execute this contract. I (We) hereby grant unto you and/or your representatives, agents, subagents and cooperating broker the sole and exclusive right to show, offer for sale and sell the described property from the contract date above until 11:59 P.M. on 9/18/2024.

2. PROPERTY DESCRIPTION: I (We) hereby offer for sale property located in the City _____ of Imlay _____, County of Lapeer _____, Michigan, described as:

PARCEL "B" THE NORTH 44 FT OF THE E 63 FT OF LOT 5 AND THE S 3 FT OF THE EAST 63 FT OF LOT 4, BLK 21, PALMER'S ORIGINAL PLAT OF IMLAY CITY, MI ACCORDING TO THE PLAT THEREOF AS RECORDED IN _____ also being commonly known as 150 Bancroft st.

3. ITEMS INCLUDED: The property described above includes all fixtures, improvements and appurtenances including if now in or on the property, all built-in equipment, shelving, cabinets, all lighting fixtures and their shades, attached carpeting, curtain and drapery hardware, window shades and blinds, attached mirrors, television antennas, satellite dish (if not rented) and any accessories and complete rotor equipment, storm doors, storm windows, screens, awnings, garage door opener(s) and transmitters, water softener (if not rented), attached humidifier, all landscaping and _____.

4. PRICE AND CONDITIONS: I (We) authorize you to offer the property for a price of \$149,900.00 to be paid as follows: (mark all that apply)

Cash Cash to new mortgage Cash to existing mortgage Land Contract

5. AGREEMENT TO PAY DISCOUNT POINTS: If the sale of this property is subject to new mortgage financing. I (We) agree to pay up to _____% of the amount of such mortgage for mortgage discount points to the mortgages.

6. USE & OCCUPANCY: I (We) agree to provide possession of the property to the purchaser within _____ days of the date of closing and pay a use & occupancy fee of \$ _____ per day, or upon any other terms to which I (We) consent.

7. REQUIRED CERTIFICATIONS: If an inspection and certification of the premises is required by local ordinance, State or Federal Law, or purchaser's lending institution, I (We) agree to pay for said inspections. I (We) further agree to have any and all repairs required by such an inspection made, provided they not exceed \$ _____ or, unless the requirement for repairs are waived by the Purchaser(s).

8. COMMISSION AMOUNT AND OBLIGATION TO PAY: If a ready, willing and able purchaser is obtained by you, me or anyone, during the term of this contract or any extension of this contract, I (We) authorize, at the price and conditions herein named, or upon any other price, terms or exchange to which I (We) consent, I (We) agree to pay you 5 % of the selling price of negotiation between the Broker and the Seller and is not fixed, controlled, recommended or maintained by any persons not a party to the listing agreement. Seller agrees to pay REALTY EXECUTIVES MAIN STREET, LLC transaction processing fee of \$395 upon consummation of sale. Seller gives REALTY EXECUTIVES MAIN STREET, LLC the right to lien the property upon seller default.

9. PROTECTION PERIOD BEYOND THE EXPIRATION DATE: I(We) further agree that the previously stated commission amount shall be paid to you if the property is sold, conveyed, or otherwise transferred within 90 days after expiration of this agreement, or any extension thereof, to anyone who learned of the property through the efforts of you or your agent, representatives, subagents, cooperating Buyers agents or transaction coordinators during the term of this agreement. However, I (We) shall not be obligated to pay such commission if I (We) have entered into a valid listing agreement with another REALTOR during the term of this protection period and sale, lease or exchange of property is made during the term of said protection period.

10. AUTHORIZATION TO PLACE LISTING WITH M.L.S. AND PUBLISH SALE PRICE: I (We) grant you permission to submit the property to the Michigan Multiple Listing Service, Inc. and/or to any other multiple listing service to which your brokerage may belong or subscribe for dissemination of the data to its members and to electronic or print advertising publications. You are further authorized to publish to the MLS Members the sale price upon consummation of the sale. I (We) have reviewed the data to be entered into the MLS and believe that all data appearing thereon is to the best of my (our) knowledge correct and that you will rely upon the data as being complete and accurate and I (We) warrant and covenant that to the best of my (our) knowledge these premises contain no defects or violations of law (except as may be noted in the Seller's Disclosure Statement) and I (We) agree to hold you, your representatives, agents and sub-agents harmless for any damages or costs that may occur because of my (our) failure to disclose any violations or defects.

11. AGENCY OF COOPERATING BROKERS: I (We) acknowledge that you have informed me (us) of the potential agency positions which cooperating brokers may assume in regard to the sale of my (our) property. I (We) also acknowledge that your firm may offer a portion of the commission to cooperating Brokers in order to stimulate their interest in selling my (our) property. The agency positions you offer and the portion of the commission your firm shares with cooperating Brokers of the MLS is as follows: (MARK ONLY THOSE WHICH APPLY, THOSE LEFT BLANK DO NOT APPLY)

- A. You offer sub-agency to other Participants of the MLS and offer a portion of the total commission for acting as a SUB-AGENT. Said portion of the agreed commission to be 2.5 % of the sale price or \$_____.
- B. You offer to other Participants of the MLS a portion of the total commission due as compensation for acting as a BUYERS AGENT. Said portion of the agreed commission to be 2.5 % of the sale price or \$_____.
- C. You offer to other Participants of the MLS a portion of the total commission due as compensation for acting as a TRANSACTION COORDINATOR. Said portion of the agreed commission to be _____ % of the sale price or \$_____.

I (We) further acknowledge that you shall not be obligated to pay more than the above stated compensation. I (We) also understand and agree that the compensation paid by a listing Broker to a cooperating Broker in respect to any listing is established by agreement between the listing Broker and the Seller and is not fixed, controlled, recommended or maintained by persons other than the listing Broker and Seller.

12. BROKER'S AGENCY POLICY: I (We) acknowledge that your company's agency policy is that you and your firm: OFFER AGENCY SERVICES TO Buyers and Sellers and practices consensual disclosed dual agency. Since I (We) desire that you include my (our) property in offerings to any such potential buyers, I (We) understand and agree that in the event of consensual disclosed dual agency the following provisions shall govern you and your firm's actions:

1. not knowingly say or do anything which might place one party at a disadvantage, such as disclosure of personal confidences.
2. assume a role as an intermediary, facilitator and/or mediator to assist Buyer and Seller.
3. not disclose to Buyer that Seller might accept an offer other than the listed price than that contained in any written "Buy & Sell Agreement" from that purchaser.

13. SELLER'S DISCLOSURE STATEMENT: Unless this property is exempt under Section 3 of Public Act (3 of 1993 (Seller's Disclosure Act), I (We) have completed the Seller's Disclosure Statement required by Michigan law and am (are) providing that completed form to you simultaneously with signing this agreement.

14. TITLE INSURANCE: I (We) represent that I am (We are) in peaceful possession of the property; that the title is marketable, subject to building and use restrictions and easements of record. I (We) further agree that upon presentation to me (us) of an acceptable "Buy & Sell Agreement", I (We) shall furnish the purchaser with a Commitment of Title Insurance prior to closing, and after closing, an Owner's Policy of Title Insurance in the amount of the purchase price, bearing a date after the consummation of the sale and guaranteeing the title in the condition required for performance of the "Buy & Sell Agreement" along with such other legal papers as are necessary to consummate the sale.

15. EARNEST MONEY DISBURSEMENT: I (We) further agree that should any earnest money deposit be paid under the terms of the "Buy & Sell Agreement" be forfeited by the purchaser, one half of such sum (but not more than the commission specified herein) shall be retained by you for such services rendered.

16. AUTHORIZATIONS: You are hereby authorized to place a "for sale" sign on said property, to remove any other real estate "for sale" signs. You are authorized to photograph the property and publish such photographs and information in related publications at your discretion. You, your representatives, agents and subagents are hereby granted access to the property and all part thereof for the purpose of showing the same at reasonable hours. I (We) also authorize you to obtain information on encumbrances which may be required to facilitate a sale. Further you are are not authorized to place a lock box on the property to facilitate the showing of the property.

17. NON-DISCRIMINATION CLAUSE: It is agreed by the Broker and Seller, parties to this listing agreement, that as required by law, discrimination because of RACE, COLOR, RELIGION, SEX, PHYSICAL OR MENTAL DISABILITY, MARITAL STATUS, FAMILIAL STATUS, OR NATIONAL ORIGIN by said parties to the sale or lease of the subject property is prohibited.

18. CONSENT TO ADDITIONAL COMPENSATION: I (We) acknowledge notice of the fact that Broker may accept a fee or consideration with regard to the placement of a loan or mortgage or life, fire, theft, flood, title or other casualty or hazard insurance or home warranty arising from this transaction and expressly consent thereto as required by the provision of Rules 321 (1) and 321 (2) promulgated under the Michigan Real Estate License Law.

19. SUBSEQUENT "BUY & SELL AGREEMENTS": Upon my (our) acceptance of any "Buy & Sell Agreement" (except those containing specific language to the contrary) you shall not continue to advertise, show or market the property, nor present any other "Buy & Sell Agreements" received after the date of acceptance.

20. SPECIAL ASSESSMENTS: I (We) agree to pay at or before the closing for any special assessment for public improvements which have been confirmed by public authority prior to the date of closing, unless otherwise negotiated as part of the "Buy & Sell Agreement", or unless otherwise indicated in this listing agreement.

21. OTHER PROVISIONS: _____.

22. ACKNOWLEDGMENT OF RECEIPT OF COPY: I (We) acknowledge receipt of a copy of this agreement signed and dated by all parties.

SIGNATURES OF THE PARTIES:

REALTY EXECUTIVES MAIN STREET, LLC
BROKER

Christine Malzahn
SELLER Signature

CITY OF IMLAY CITY
Printed Name

Salesperson (Agent of the Broker)

SELLER Signature

Printed Name

1022 S Lapeer Road
Street Address

150 North Main Street
Street Address

Lapeer MI 48446
City/State/Zip

Imlay City, MI 48444
City/State/Zip

(810) 728-6417
Telephone

Date

810-724-2135 ext 1307
Telephone

Telephone



AGENDA ITEM NB 10a. 131 N. Almont Avenue Antonelli Building Façade Grant Application

DATE: June 10, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Greg Antonelli submitted a Façade Grant Application to the DDA office on May 20th. They are seeking funding for building exterior maintenance. They are requesting a façade grant in the amount of \$4,225.00 to pay for 50% of costs.

Items Attached: 131 N. Almont Avenue Façade Grant Application

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

Recommendation: Motion to approve the Façade Grant Application for the matching amount requested \$4,225.00

Monday before June 10

Façade Grant Application Process and Checklist

This application must be completed and returned to the Imlay City DDA director no later than the 14 business days prior to the next regular DDA Board meeting along with:

- ___ A notarized letter of permission from owner (if applicant is not the property owner).
- ___ Documentation of DBA, LLC or Company organization documents confirming legitimate business name.
- ___ A **detailed** written description of the project plans (scope of work, including materials and color schemes), **pictures of the current area/conditions, and a rendering or picture of proposed work** which addresses how the project complies with the Façade Grant guidelines.
- ___ A **detailed** cost estimate for all eligible costs supported by a quote from a **minimum of two or more licensed and/or insured** contractors or suppliers. Include Contractor / Supplier's business name, address, phone number, email, license or insurance certificate and website.
- ___ Copies of any permits necessary to complete the work.
- ___ Completed W9 Form
- ___ Upon project completion applicant must provide pictures of completed work and proof of payment to all suppliers/contractors (CASH TRANSACTIONS NOT ACCEPTED)
- ___ **The applicant has spoken to the Construction Code Authority and has received information regarding the permits needed and regulations related to this project.**

Construction Code Authority Representative

Date

Grant Application

Check One: Property Owner

Business Owner

Check One: Signage (\$1,500 Maximum Grant)

Other Façade Improvements (\$5,000 Maximum Grant) ^{\$8,000-}

Greg Antonelli / Antonelli Property Management
Name of Applicant

2804 S. LAPEER / P.O. Box 337 / Metamora, MI 48445
Address of Applicant

131 N. ALMONT AVE / Imlay City, MI 48444
Address of Property Proposed for Improvement

Greg Antonelli
Business Contact Person & Title

810-441-6001 / _____ / Text please
Phone Fax Email

Please give a detailed description of work to be done: Outside of Building is beautiful old cedar siding - Want to bring back to life - Scraping, Sanding, Caulking. Two coats of Silken Stain (same material use on boats. Also repair ^{wood} some damage trim on eaves.

The estimated improvement cost is \$ ~~#18,450~~ - #8,450⁰⁰

The 50% reimbursement is estimated to be \$ #4,225⁰⁰ (not to exceed \$5,000).

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

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

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

Greg Centorelli owner 5-20-24
Applicant Signature Title Date

For DDA use only

Property Address _____

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

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

DDA Director Signature Date

Board Action Date: _____ Approved _____ Denied _____

If approved reimbursement check # _____ Disbursement date: _____



CUSTOMER'S ORDER NO.	DEPARTMENT	DATE. 5-14-24
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NOTE: From: Mike Lerner
 ADDRESS: 11067 E. Mt. Morris Rd.
 CITY, STATE, ZIP: DAVISON, MI 48423

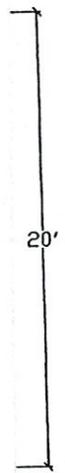
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MOSE RETD.	PAID OUT
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QUANTITY	DESCRIPTION	PRICE	AMOUNT
1	ESTIMATE FOR EXTERIOR		
2	OF BUILDING AT 131 N. ALMOTT AVE		
3	INLY CITY, MI.		
4			
5	includes:		
6	scraping, sanding		
7	and caulking were		
8	needed. TWO COATS		
9	WITH sanding BETWEEN COATS.		
10	includes ENTIRE EXTERIOR		
11	WITH DOWNERS.		
12			
13			
14	LABOR =	\$800.	
15	Remove & Replace		
16	Damage Wood Trimm	\$450.00	
17		\$8,450-	
18			
19			
20			

KEEP THIS SLIP FOR REFERENCE



EAST ELEVATION

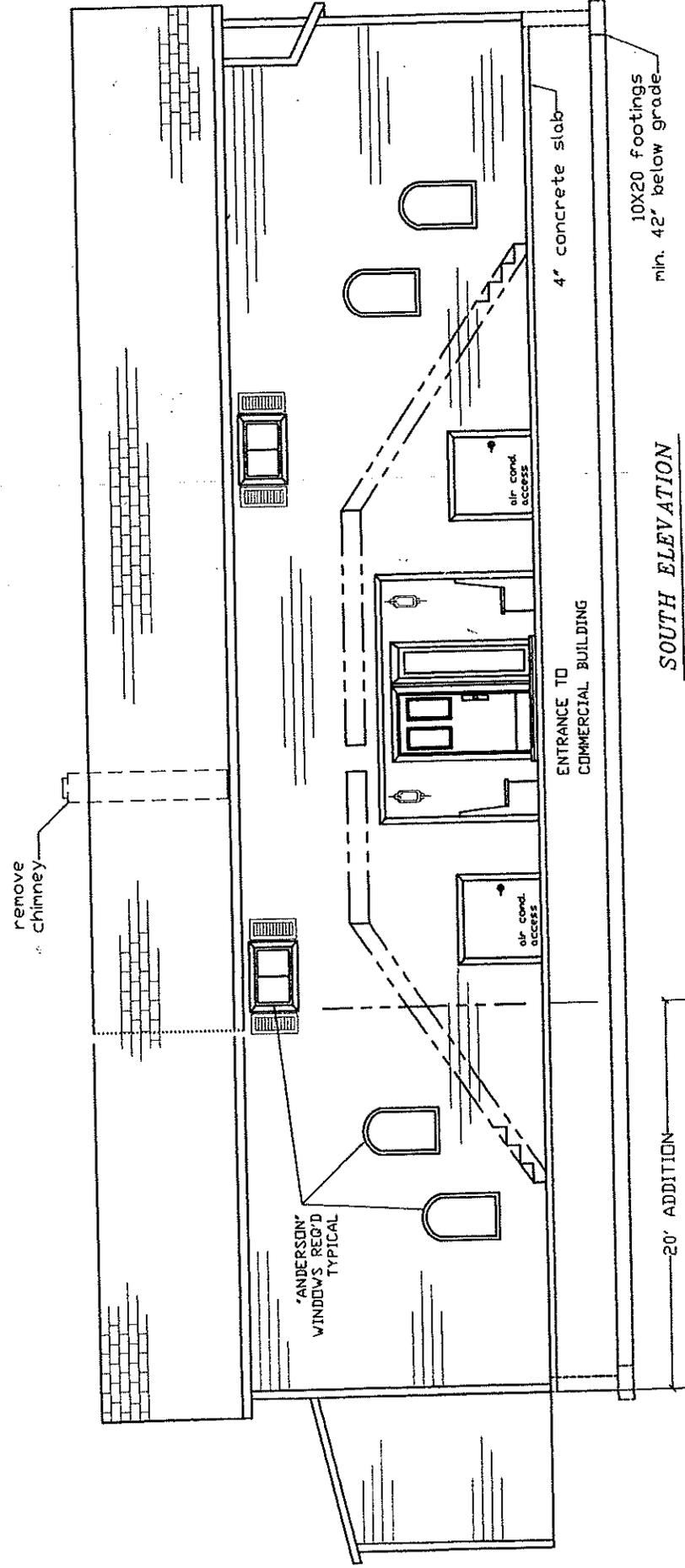


PROPOSAL

ALMONT AVE. , IMLAY CITY

PREPARED BY "HOME DESIGN Co." 810-798-4284

Will Be working
and doing
to Front of Building
South side
West, back side
Part of North side
52 roof Doomer



SOUTH ELEVATION

10X20 footings
min. 42" below grade

20' ADDITION



AGENDA ITEM NB 10b. 4th Qtr Budget Amendments

DATE: **June 10, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Year-end budget amendments are needed to close out FY 2023-24 showing a positive fund balance. Budget to actual report shows 118.06% for revenues and 90.84% in expenditures resulting in a positive addition to the ending fund balance. This is mostly due to the additional grant funding the DDA received this fiscal year.

Items Attached: Budget Amendment Form

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

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

IMLAY CITY
BUDGET AMENDMENT FORM

FUND/DEPT NAME : _____ 248
 ORIGINATOR NAME: _____ Christine Malzahn

RECEIVED : _____
 REVIEWED : _____
 ENTERED : _____
 RETURNED : _____

ACCOUNT NUMBERS			DESCRIPTION	ORIGINAL BUDGET	PRIOR AMENDED BUDGET	REQUEST BUDGET INCREASE	REQUEST BUDGET DECREASE	NEW AMENDED BUDGET	
FUND	DEPT	ACT							ACCOUNT
248	0	0	402 . 000	Tax Revenue	290,000	290000	39870.85	0	329870.85
248	0	0	581 011	Local Grant Intern	0	0	2000	0	2000
248	0	0	675 . 500	Farmers Market Revenue	3500	5148	1831	0	6979
248	0	0	675 . 600	DDA Concert Series Revenue	2500	2500	1945	0	4445
248	0	0	677 . 000	Other Reimbursements Revenue	0	0	1227.7	0	1227.7
							46874.55		
248	705	0	703 . 000	Wages & Salaries	44000	44000	8000	0	52000
248	705	0	706 . 000	Hourly Wages	8000	8000	4000	0	12000
248	705	0	713 . 000	Deferred Comp Contribution	0	0	1000	0	1000
248	705	0	706 011	Hourly Intern	0	0	2000	0	2000
248	705	0	714 . 000	Optical	500	500	202.25	0	702.25
248	705	0	721 . 000	PTO Vacation	3000	3000	500	0	3500
248	705	0	727 . 000	Office Supplies	800	800	1500	0	2300
248	705	0	740 . 000	Operating Supplies	100	400	800	0	1200
248	705	0	853 . 000	Telephone	1200	1200	300	0	1500
248	705	0	800 . 000	Community Promotion	16000	16000	6000	0	22000
248	705	0	921 000	Electricity	30000	30000	8000	0	38000
248	705	0	973 . 002	Leases	1200	1200	400	0	1600
248	705	0	973 300	Farmers Market	8000	9600	600	0	10200
248	705	0	973 . 560	WinterFest	2000	2000	371.76	0	2371.76
248	705	0	973 . 560	Capital Outlay	12000	12000	9000	0	21000
248	705	0	931 . 000	Streetscape Maintenance	55000	55000	4200.54	0	59200.54
							46874.55		0

ALL BUDGET AMENDMENT REQUESTS MUST BALANCE!!!

DEPT. HEAD: _____ CITY MGR: _____

DATE ENTERED : _____



AGENDA ITEM NB 10c. Directors Salary

DATE: **June 10, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: As mandated in the employee handbook “job performance will be evaluated by the direct supervisor or department head near the end of the orientation period, and then at least once annually”. The handbook offers no direction on annual raises other than as approved by a supervisor. Recent labor negotiations for several city bargaining units, including the office staff, have indicated a 5% COL which will be in effect July 1st.

Director Malzahn is offering participation in an annual review if desired by the Board, if the Board feels that an annual review is not needed, she is requesting that the Board consider at least a 5% cost of living increase be approved for the upcoming fiscal year as budgeted.

Director Malzahn is also requesting that the Board award the FY 2023-24 budgeted \$1,000 bonus for the current fiscal year, noting that her job performance has yielded over \$80,000 in grant monies already this year.

Items Attached: Page 50-51 Employee Handbook

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

Recommended Motion to approve a cost-of-living wage increase in the amount of _____% effective July 1, 2024 for the Directors salary.

Motion to approve an annual salary bonus of \$1,000 as budgeted for Director Malzahn.

CONFIDENTIALITY OF INFORMATION

Employees are expected to use appropriate judgment and caution in communications concerning the public and staff to ensure that personally identifiable information remains confidential.

COMPENSATION FOR LOSSES, COSTS, AND DAMAGES

The employee shall be responsible for any losses, costs and/or damages incurred by the City of Imlay City related to violations of policy and/or these rules.

NO RESPONSIBILITY

The City assumes no responsibility for any unauthorized charges made by employees including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or any illegal use of its computers such as copyright violations.

ARTICLE XI: EMPLOYEE EVALUATION

PERSONNEL DIRECTOR

The City Manager or his/her designee shall serve as the Personnel Director of the City of Imlay City. All policies and changes herein shall be approved by the City Manager.

PERFORMANCE EVALUATIONS

Performance evaluations are an important part of the City's personnel practices. These evaluations provide an objective, consistent, and fair way to gauge each employee's on-the-job effectiveness. Job performance will be evaluated by the direct supervisor or department head near the end of the orientation period, and then at least once annually. The employee may also be asked to complete a self-evaluation at the same time.

Performance evaluation review sessions are designed to accomplish two things:

- To review all tasks so that the department head can discuss the performance of required tasks.
- The session provides an opportunity for the department head to listen to the employee. Each session is planned to talk about your job. Many times the
-
-

- finest suggestions for improvement come from the employee. Together the employee and department head can redirect efforts in order to perform better.

Goals and objectives should be reviewed with the employee at the beginning of the review period to ensure that he/she understands and agrees with all performance criteria. All new employees should be given goals and objectives within 90 days of beginning employment

Information derived from the performance evaluation will be combined with other information to determine your eligibility for merit salary increases, promotion and transfer, and to identify any further training needs. Factors to be considered in the evaluation include knowledge of the job, quantity and quality of work, promptness in completing assignments, cooperation, imitative, reliability, attendance, judgment, and acceptance of responsibility.

During the evaluation, you will be given the opportunity to examine the written evaluation, correct inaccuracies, and make written comments concerning any aspect of the evaluation. When the Performance Review Form has been reviewed with the employee, the employee and the employee's supervisor need to sign it. An employee's signature on his/her performance evaluation only acknowledges that it has been reviewed with the employee. The written evaluation, along with your written comments will then be made part of your personnel file, and a copy will be forwarded to the City Manager.

PROMOTIONS AND TRANSFERS

Job vacancies with the City of Imlay City will be posted internally as well as in local news media classifieds and on available web-services. The placement of vacancy notices is subject to the opinion of the City Manager and relevant department head.

At times, the City may transfer employees from one job to another, either at their own request or because of a decision by management. Those transfers may be temporary or permanent. Such transfers allow for the more efficient utilization of personnel throughout the City.

PERSONNEL FILES

The City of Imlay City maintains a personnel file for every employee. All material in these files is strictly confidential and secured by the Office of the City Manager. The personnel file includes such information as the employee's job application, resume,

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AGENDA ITEM NB 10d. Bi-Annual Informational Meeting Date

DATE: **June 10, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

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

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

Items Attached: MDA reporting fact sheet

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

Recommended Motion: Motion to give notice and schedule the required July informational meeting for July 8, 2024 at 5:00 pm.

Tax Increment Financing Act- Act 57 of 2018 Reporting Requirements and Timeline

TIMELINE

January 1, 2019: 2018 PA 57 takes effect.

WEBSITE/WEBPAGE

Post on a municipal or authority website, (or if no website, maintained in a physical location within the municipality that is open to the public) all items listed in SECTION 125.4910 See column to the right.

ANNUAL REPORT

SUBMIT BY 180 DAYS AFTER AUTHORITY'S FISCAL YEAR ENDS

Submit to the Department of Treasury, the governing body of the municipality, and the governing body of a taxing unit whose taxes are capture by the authority a report including all items listed in SECTION 125.4911. See page 2 of this document.

HOLD 2 INFORMATIONAL MEETINGS A CALENDAR YEAR

Authorities must hold two "informational meetings." Informational meetings are meetings for the purpose of informing the public of the goals and direction of the authority, including projects to be undertaken in the coming year. They are not for the purpose of voting on policy, budgets or other operational matters. Please reference www.michigan.gov/TIF for guidelines regarding public meeting requirements.

**MICHIGAN
DOWNTOWN
ASSOCIATION**



DETAILS

Visit www.michigan.gov/TIF for more information.

SECTION 125.4910 WEBSITE/WEBPAGE INFORMATION

- Minutes of all board meetings
- Annual budget, including encumbered and unencumbered fund balances
- Annual audits
- Currently adopted development plan, if not included in a tax increment financing plan
- Currently adopted tax increment finance plan, if currently capturing tax increment revenues
- Current authority staff contact information
- A listing of current contracts with a description of those contracts and other documents related to management of the authority and services provided to the authority
- An updated annual synopsis of activities of the authority
 - For any tax increment revenues described in the annual audit that are not expended within 5 years of their receipt, a description that provides:
 - The reasons for accumulating those funds & uses for which those funds will be expended
 - A time frame when the fund will be expended
 - If any funds have not been expended within 10 years of their receipt:
 - The amount of those funds
 - A written explanation of why those funds have not been expended
- List of authority accomplishments, including progress made on development plan and tax increment finance plan goals and objectives for the immediately preceding fiscal year.
- List of authority projects and investments, including active and completed projects for the immediately preceding fiscal year
- List of authority events and promotional campaigns for the immediately preceding fiscal year

*Records and documents must be posted for the most recent 5 years. PA 57 is less than 5 years old therefore every year since 2019 including 2019 must be posted. Websites must be updated no less than 180 days after the end of the authority's fiscal year.

Michigan Downtown Association

P.O. Box 3591 • North Branch • MI 48461

www.michigandowntowns.com

248-838-9711

director@michigandowntowns.com



Directors Report

DATE: June 10, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Items Attached: June Report
Weekly email Reposts
Market Manager Report

Action Needed: No Board Action Needed

Director's Report – June 2024

Promotions/Events

- On-going Social media postings and engagement with downtown merchants on Facebook and Instagram.
- Staff and I created ads and social media postings for holidays, upcoming concerts and farmers market with boosted advertising.
- Staff updated the downtown Imlay City Instagram account and created a new google business account.
- Updated website calendar of events and other happenings
- Staff distributed June 10th Meeting invite for stakeholder input on master plan

Economic Development

- Continued working with city staff, legal counsel and the investors for the old fire hall and DPW.
- Met with a new developer regarding funding assistance and re-development liquor license for a downtown location.
- Met with City Staff and the IC Eagles to discuss extensive building renovation plans with funding opportunities.
- Worked with Code Enforcement and Police Chief on blighted downtown building conditions.

Place Making/Streetscape

- Presented revised Sidewalk Ordinance 20 to City Commission for first reading. This revised version includes grass clippings, yard waste and debris removal requirements.
- Solicited storytellers for the I AM Imlay City project, began viewing 1992 recorded footage from the museum archives to get content on historical figures.
- Attended meeting with City staff and Wade Trim to discuss new city branding campaign.
- Inventoried wayfinding signage with Valley Signs to determine the extent of repairs needed.
- Joined other IC Rotarians to cleanup and spread mulch at Rotary Park and the Butterfly Garden.
- Staff worked with the Lapeer Teen Works volunteer for two community clean-up dates. They pulled weeds and staples in Lamb Steel Park, the Bancroft Building and Old School Park – thank you Tina for your hard work on organizing that group.

Grants:

- Processed 1façade grant application.
- Attended MIFunding Hub seminar and joined the Justice40 cohort to seek grant opportunities for our underserved community.

Farmers Market:

- Staff delivered posters to local businesses to promote the event.
- Staff mailed applications to interested vendors and last year's vendors who have not yet committed to this upcoming season.

Billboard:

- Executed contract with OutFront Media for the 8/2024-7/2025 period.

Meetings and Other:

- Attended Rotary Club weekly meetings.
- Attended the negotiating city services meeting
- Attended the two-day MDA Spring Workshop in Harbor Springs
- Processed invoices, check requests, and mailed payments.
- Made updates to the DDA website for current meeting information.
- Attended Department Head meeting
- Prepared meeting agendas, action item sheets, and board packets for the June 10th DDA meeting

From: [Christine Malzahn](#)
To: wbargen@icdda.com; srobbins@icdda.com; ndocherty@icdda.com; sdavis@icdda.com; kjorgensen@icdda.com; jshattuck@icdda.com; jkemp@imlaycity.org
Cc: ddapromotions@imlaycity.org
Subject: Week Ending May 17
Date: Friday, May 17, 2024 4:19:05 PM
Attachments: [CZC-Form.pdf](#)
[2024.05.13 Meeting Minutes.docx](#)

Happy Friday All,

Attached are the minutes from our last meeting. Kindly let me know if you see anything that needs to be corrected.

Aside from the Monday meeting, the remainder of the week was spent implementing the directives from the meeting, working with Fire Hall/DPW purchasers and EGLE for those parcels, as well as city staff to finalize a purchase agreement.

I have met with several new business owners recently as they are getting ready to open. Its clear that a written process is needed to provide them with direction on what the city requires for businesses to open, where they can locate our ordinances, and to ensure that all departments are aware of who is doing what in the business district. I spent some time developing the attached Zoning Compliance form and am planning to present it to the department heads next week. I will be adding this to our next meeting agenda for your consideration and input as business owners.

Have a great weekend!

Christine Malzahn

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

From: [Christine Malzahn](mailto:Christine.Malzahn@icdda.com)
To: wbargen@icdda.com; jshattuck@icdda.com; sdavis@icdda.com; srobbins@icdda.com; kjorgensen@icdda.com; jkempf@imlaycity.org; ndocherty@icdda.com
Cc: ddapromotions@imlaycity.org
Subject: Week Ending May 24th
Date: Friday, May 24, 2024 10:48:15 AM

Here is a quick recap of this week's activities.

The negotiating committee met with city administration on Monday. It was a good meeting, but Manger Horton asked for a bit more time to meet with department heads to consider the DDA proposal to cap the fixed cost at a reasonable budget percentage and the DDA still assuming variable cost for electricity in the CBD.

I attended the Chamber of Commerce meeting on Monday to present the I am Imlay City project. Additionally, we discussed a new fall joint fall event around merchant trick-or-treating – more to come on that.

I also attended the City Commission meeting on Tuesday as department head. I presented the I AM Imlay City project to the commissioners, and it was well received. I provided applications and encouraged all to participate. The submission deadline is June 1st and so far, I have not received a single submission, so please help spread the word. The application is on our website (icdda.com) and social media page (@downtownimlaycity). I also introduced my proposed Business License Application process to the Commissioners. Overall, they seemed receptive, but want to make sure that the forms are not intrusive or complicated for incoming businesses – this process is on our agenda for June 10th.

Our DDA summer intern Ruby reported for work on Monday, she is actively working on marketing materials for the summer concerts and other activities. Together, Ruby and Tina started canvassing the businesses to deliver event posters, gathering owner and contact data, and getting feedback from everyone on what they would like to see downtown. We are inviting everyone to join us on June 10th at our DDA work session with Caitlyn Habben from Wade Trim. The work session will take place after our regular meeting concludes.

Thursday was dedicated to 3 Zoom meetings, 2 for grant writing assistance and one for the Sparks Grant Lions Park project. Since that park is outside our boundaries, I plan to limit my time for those monthly meetings but want to make sure I am informed about the project as much as possible.

Have a safe and enjoyable holiday weekend. As a friendly reminder, the Veterans Memorial event is scheduled for 9:30 am at the Library. I'm sure they would love to have you attend if your plans permit.

Christine Malzahn