

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

**REGULAR MEETING JULY 8, 2024**  
**5:35 P.M.**

Walter Bargen, Chair  
Neil Docherty, Vice Chair  
Kim Jorgensen, Secretary  
Stu Davis, Treasurer

Justin Shattuck, 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. COMMITTEE REPORTS (as needed)
  - a. City Services Negotiating Committee
6. **CONSENT AGENDA** (pgs 3-14)
  - AGENDA
  - MEETING MINUTES, regular meeting June 10, 2024
  - FINANCIAL REPORTS – through June 29, 2024
    - DDA Expenditure Report, Check Register Report
    - DDA Credit Card Statement; Balance Sheet; City Allocated Expense Report
7. PUBLIC PARTICIPATION
8. **UNFINISHED BUSINESS:**
  - a. None
9. **NEW BUSINESS:**
  - a. 206 E. Third Street Façade Grant Application – Ray Krakowski (pgs 15-20)
  - b. Yard Games Purchase (pgs 21-23)
  - c. Imlay City Façade Corp Meeting Date (pg 25)
  - d. Wayfinding Signage Repairs (pgs 27-32)
10. EXECUTIVE DIRECTOR’S REPORT (pgs 33-36)
11. **CLOSED SESSION** – Convened for the purpose of property acquisition.
12. PUBLIC PARTICIPATION
13. BOARD MEMBER COMMENTS
14. ADJOURNMENT

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## Consent Agenda

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**DATE:** July 8, 2024

**TO:** DDA Board Members

**FROM:** Christine Malzahn, DDA Executive Director

**Items Attached:**

- a. Meeting Agenda
- b. Meeting Minutes
  - June 10th Regular Session
  - June 10<sup>th</sup> Closed Session (provided at meeting)
- c. Financial Reports – Ending June 30, 2024
  - DDA Expenditure Report = \$37,894.31
  - Check Register Report = \$29,861.20
  - DDA Credit Card Statement
  - Balance Sheet = \$321,762.42
- d. Spreadsheet of FY 2023-24 monthly City administrative transfers –
  - June Totals \$5,614.36

**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  
**June 10, 2024**  
**MEETING MINUTES**

A regular meeting of the Downtown Development Authority was held on Monday, June 10, 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, Steve Robbins, Justin Shattuck, Mayor Kempf, Walter Bargaen,  
Absent: Neil Docherty (excused)  
**Quorum Present**
4. **CORRESPONDENCE** – none
5. **SPECIAL PRESENTATION** – City Master Plan Update by Caitlyn Habben, Wade Trim Community Planner  
Caitlyn Habben was present 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
 She proceeded to ask Board members and the public present at the meeting to participate in a Strengths, Weaknesses, Opportunities, Threats exercise and break into groups to discuss problems and solutions. One of the goals of this discussion was to help brainstorm improvements to help with the vision of what we would like for the entire downtown development authority. This data will be included in Section 4 of the City's new master plan.
6. **COMMITTEE REPORTS**  
**City Services Negotiating Committee** – Chair Bargaen provided an update on a scheduled meeting date for Thursday, June 13<sup>th</sup> @ 3:00 pm
7. **CONSENT AGENDA**  
**MOTION** by Davis, supported by Docherty to approve the consent agenda items including: Meeting Agenda; Regular Meeting Minutes May 13, 2024; Financial Reports through May 30, 2024.  
All in Favor 6 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**
8. **PUBLIC PARTICIPATION** – none
9. **OLD BUSINESS**
  - A. **Real Estate Listing – 150 Bancroft**  
Brandon Rowley of Realty Executives was present to recap the activity on the Bancroft property listing. Rowley recommends to the Board that they consider reducing the price to be more aligned with other recent sales in our area.  
**MOTION** by Kempf, supported by Robbins to reduce the listing price to \$139,900.  
Roll Call: AYES – Kempf, Robbins, Davis, Shattuck, Jorgensen, Bargaen

NAYS – none  
**MOTION CARRIED 6/0**

## 10. NEW BUSINESS

### A. 131 N. Almont Façade Grant Application

Greg Antonelli submitted a Façade Grant Application to the DDA office on May 20th. He was present to discuss building exterior maintenance needs. Chair Bargaen noted that only one contractor quote was submitted with the application and Director Malzahn noted that the façade grant rules mandate at least two bids be submitted. Antonelli reported several other verbal bids he has received.

**MOTION** by Davis, supported by Robbins to approve the Façade Grant Application for the matching amount requested \$4,225.00 (if that is the preferred vendor) pending submittal to DDA of a 2<sup>nd</sup> written bid.

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

NAYS – none

**MOTION CARRIED 6/0**

### B. 4<sup>th</sup> Qtr Budget Amendments

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.

**MOTION** by Davis, supported Shattuck to approve the 4<sup>th</sup> qtr. budget amendments as presented for department 248.

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

NAYS – none

**MOTION CARRIED 6/0**

### C. Director Salary

Director Malzahn offered to participate in an annual review if desired by the Board, she noted that her 1st anniversary date was March 2024. Malzahn requested that the Board consider at least a 5% cost of living increase be approved for the upcoming fiscal year as budgeted. 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 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.

**MOTION** by Davis, supported by Jorgensen to approve a salary bonus of \$1,000 as budgeted for Director Malzahn.

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

NAYS – none

**MOTION CARRIED 6/0**

**MOTION** by Kempf, supported by Davis to approve a cost-of-living wage increase in the amount of 5% for the Directors' salary.

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

NAYS – none

**MOTION CARRIED 6/0**

**D. 2024 Bi-Annual Informational Meeting Date**

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. The Board discussed quorum concerns due to the proximity of the federal holiday, noting that at least two members would not be able to attend.

**MOTION** by Davis, supported by Kempf to give notice and schedule the required July informational meeting for July 8, 2024 at 5:00 pm.

All in Favor 6/ Nays 0 - **MOTION CARRIED UNANIMOUSLY**

**E. City Master Plan (if needed)**

No Board Action or Discussion

**11. DIRECTORS REPORT**

Malzahn presented her written report in the meeting packet for June 2024. In addition, Malzahn reported:

- 1<sup>st</sup> summer concert is set for June 18<sup>th</sup> w/ice cream treats for attendees.
- Choice One Bank will be sponsoring their Ice Cream Social on July 30<sup>th</sup> (Malzahn will work to purchase ice cream novelties).
- City Commission approved the ROW lease with CN Rail for the Depot Drive area. DDA will now be responsible for the annual payments
- DDA hosted a working lunch with the Lapeer DDA’s and Friends. Special guest, Jen Swift – Regional Director for Senator Peters office was present.
- Malzahn still needs participants for the I AM Imlay City project.
- DDA Intern Ruby Hernandez was introduced to the Board and highlights of her work so far were noted.

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

**MOTION** by Davis, support by Kempf to enter into closed session at 7:10 pm

All in Favor 6/ Nays 0 - **MOTION CARRIED UNANIMOUSLY**

**RE-ENTER REGULAR SESSION AT 7:20 PM**

**No Board Action Taken**

**13. PUBLIC PARTICIPATION** – none**14. BOARD MEMBER COMMENTS** – none**15. ADJOURNMENT**

**MOTION** by Davis, supported by Robbins to adjourn the meeting at 7:25 pm

All in Favor 6 Ayes/Nays 0 - **MOTION CARRIED UNANIMOUSLY**

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

Respectfully submitted by: \_\_\_\_\_  
Christine Malzahn, DDA Executive Director

DDA APPROVED:

CITY COMMISSION APPROVED:

GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 06/30/2024	NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/24	INCR (DECR)	AVAILABLE BALANCE	% BDT USED
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Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
Dept 000.000 - REVENUE									
248-000.000-402.000	TAX REVENUE	290,000.00	329,871.00	329,870.85		0.00	0.00	0.15	100.00
248-000.000-549.412	GRANT REVENUE	2,000.00	2,000.00	0.00		0.00	0.00	2,000.00	0.00
248-000.000-550.000	ART IN THE ROUGH REVENUE	6,000.00	6,000.00	0.00		0.00	0.00	6,000.00	0.00
248-000.000-560.000	WINTER FEST	2,000.00	2,000.00	534.00		0.00	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	0.00	0.48	100.00
248-000.000-581.011	LOCAL GRANT INTEREN	0.00	2,000.00	2,000.00		0.00	0.00	0.00	100.00
248-000.000-665.000	INTEREST INCOME	0.00	0.00	1.63		0.00	0.00	(1.63)	100.00
248-000.000-667.000	RENTAL INCOME	1,000.00	1,000.00	344.40		0.00	0.00	655.60	34.44
248-000.000-675.500	FARMERS MARKET REVENUE	3,500.00	6,979.00	7,579.00		600.00	0.00	(600.00)	108.60
248-000.000-675.600	DDA CONCERT SERIES	2,500.00	4,445.00	4,445.00		0.00	0.00	0.00	100.00
248-000.000-675.800	BRICK PAVERS/BENCHES	100.00	100.00	0.00		0.00	0.00	100.00	0.00
248-000.000-675.880	COMMUNITY PROMOTION REIMBURSEMENT	5,400.00	5,400.00	37,525.00		8,000.00	0.00	(32,125.00)	694.91
248-000.000-677.000	OTHER REIMBURSEMENTS	0.00	1,228.00	1,227.70		0.00	0.00	0.30	99.98
Total Dept 000.000 - REVENUE		324,500.00	383,398.00	405,902.10		8,600.00		(22,504.10)	105.87

TOTAL REVENUES									
		324,500.00	383,398.00	405,902.10		8,600.00		(22,504.10)	105.87
Expenditures									
Dept 265.000 - BUILDING MAINTENANCE									
248-265.000-921.000	ELECTRICITY	1,500.00	1,500.00	1,315.97		63.29	0.00	184.03	87.73
248-265.000-923.000	HEAT	500.00	500.00	105.27		32.00	0.00	394.73	21.05
248-265.000-924.000	WATER & SEWER CHARGES	400.00	400.00	108.48		0.00	0.00	291.52	27.12
248-265.000-930.000	MISCELLANEOUS REPAIRS & MAINT	2,000.00	2,000.00	0.00		0.00	0.00	2,000.00	0.00
Total Dept 265.000 - BUILDING MAINTENANCE		4,400.00	4,400.00	1,529.72		95.29		2,870.28	34.77

Total Dept 265.000 - UNALLOCATED ACTIVITY									
248-705.000-703.000	WAGES & SALARIES	44,000.00	52,000.00	49,244.93		4,230.76	0.00	2,755.07	94.70
248-705.000-706.000	HOURLY WAGES	8,000.00	12,000.00	9,378.25		756.00	0.00	2,621.75	78.15
248-705.000-706.011	HOURLY INTERN	0.00	1,000.00	1,326.00		996.00	0.00	674.00	66.30
248-705.000-710.000	BONUS PAY	1,000.00	1,000.00	1,000.00		1,000.00	0.00	0.00	100.00
248-705.000-713.000	DEFERRED COMP CONTRIBUTION	0.00	1,000.00	576.03		105.62	0.00	423.97	57.60
248-705.000-714.000	OPTICAL INSURANCE	500.00	702.00	702.25		0.00	0.00	(0.25)	100.04
248-705.000-715.000	SOCIAL SECURITY	4,500.00	4,500.00	4,741.64		518.52	0.00	(241.64)	105.37
248-705.000-716.000	HEALTH INSURANCE	21,200.00	21,200.00	22,822.19		2,059.29	0.00	(1,622.19)	107.65
248-705.000-717.000	LIFE/DISABILITY INS	750.00	750.00	777.74		67.31	0.00	(27.74)	103.70
248-705.000-718.000	RETIREMENT AND OBER	2,300.00	2,300.00	1,846.92		149.34	0.00	453.08	80.30
248-705.000-721.000	PTO/VACATION PAY-OUT	3,000.00	3,500.00	3,253.67		0.00	0.00	246.33	92.96
248-705.000-727.000	OFFICE SUPPLIES	800.00	2,300.00	1,101.08		157.70	0.00	1,198.92	47.87
248-705.000-730.000	POSTAGE	200.00	200.00	73.58		0.00	0.00	126.42	36.79
248-705.000-740.000	OPERATING SUPPLIES	100.00	1,200.00	924.97		10.60	0.00	275.03	77.08
248-705.000-741.000	ADVERTISING	9,000.00	9,000.00	809.98		1,128.00	0.00	6,010.02	33.22
248-705.000-807.000	AUDIT FEES	1,500.00	1,500.00	800.70		0.00	0.00	699.30	53.38
248-705.000-815.000	DUES/MEMBERSHIPS	1,500.00	1,500.00	827.31		0.00	0.00	672.69	55.15
248-705.000-817.000	CONSULTING FEES	500.00	10,123.00	9,012.00		0.00	0.00	1,111.00	89.02
248-705.000-818.000	CONTRACTED SERVICES	2,000.00	2,000.00	1,680.90		200.80	0.00	319.10	84.05
248-705.000-826.000	LEGAL SERVICES	2,000.00	2,000.00	480.00		480.00	0.00	1,520.00	24.00
248-705.000-830.000	LIABILITY INSURANCE	200.00	200.00	183.81		0.00	0.00	16.19	91.91
248-705.000-831.000	WORKERS COMPENSATION	400.00	400.00	291.60		0.00	0.00	108.40	72.90
248-705.000-853.000	TELEPHONE EXPENSES	1,200.00	1,500.00	1,392.47		50.00	0.00	107.53	92.83
248-705.000-860.000	TRANSPORTATION & CONFERENCES	2,500.00	2,500.00	3,028.30		497.98	0.00	(528.30)	121.13
248-705.000-880.000	COMMUNITY PROMOTION	16,000.00	22,000.00	21,084.68		942.00	0.00	915.32	95.84

PERIOD ENDING 06/30/2024

GL NUMBER	DESCRIPTION	2023-24		2023-24		YTD BALANCE 06/30/2024	ACTIVITY FOR MONTH 06/30/24	AVAILABLE BALANCE	% BDC USED
		ORIGINAL BUDGET	AMENDED BUDGET	ORIGINAL BUDGET	AMENDED BUDGET				
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Expenditures									
248-705.000-900.000	PRINTING & PUBLISHING	0.00	500.00	298.08	0.00	201.92	59.62		
248-705.000-921.000	ELECTRICITY	30,000.00	38,000.00	37,863.86	4,198.89	136.14	99.64		
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	1,190.70	312.96	1,809.30	39.69		
248-705.000-931.000	STREETSCAPE MAINTENANCE	55,000.00	59,201.00	6,782.59	14,777.81	2,719.16	95.41		
248-705.000-956.000	MISCELLANEOUS	6,000.00	6,000.00	6,782.59	859.17	(782.59)	113.04		
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	13,658.50	1,900.00	6,341.50	145.06		
248-705.000-973.002	LEASES	1,200.00	1,600.00	2,321.00	800.00	(721.00)	68.29		
248-705.000-973.006	DDA CONCERT SERIES EXP	12,000.00	12,000.00	11,869.07	3,500.00	130.93	98.91		
248-705.000-973.008	BRICK/BENCH EXPENSE	100.00	100.00	0.00	0.00	100.00	100.00		
248-705.000-973.100	LAPER 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	10,200.00	9,664.12	0.00	535.88	94.75		
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	2,372.00	2,371.76	0.00	0.24	99.99		
248-705.000-975.000	CAPITAL OUTLAY	12,000.00	21,000.00	20,681.45	0.00	318.55	98.48		
Total Dept 705.000 - UNALLOCATED ACTIVITY									
		320,100.00	378,998.00	343,973.97	39,698.75	35,024.03	90.76		
TOTAL EXPENDITURES									
		324,500.00	383,398.00	345,503.69	39,794.04	37,894.31	90.12		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:									
TOTAL REVENUES									
		324,500.00	383,398.00	405,902.10	8,600.00	(22,504.10)	105.87		
TOTAL EXPENDITURES									
		324,500.00	383,398.00	345,503.69	39,794.04	37,894.31	90.12		
NET OF REVENUES & EXPENDITURES									
		0.00	0.00	60,398.41	(31,194.04)	(60,398.41)	100.00		

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
06/06/2024	TRI	84753	CHRISTINE MALZAHN	MDA CONFERENCE	860.000	705.00	336.34
06/06/2024	TRI	84757	DTE ENERGY	ELECTRIC- CITY DDA	921.000	705.00	47.35
				ELECTRIC- CITY DDA	921.000	705.00	962.80
				ELECTRIC- CITY DDA	921.000	705.00	(29.18)
				ELECTRIC- CITY DDA	921.000	705.00	760.80
				ELECTRIC- CITY DDA	921.000	705.00	2,297.61
				ELECTRIC- CITY DDA	921.000	705.00	(12.52)
				ELECTRIC- CITY DDA	921.000	705.00	(13.07)
				CHECK TRI 84757 TOTAL FOR FUND 248:			4,013.79
06/06/2024	TRI	84758	EL BALLETT FOLKLORICO ESTUDIANTIL	CONCERT PERFORMANCE DEPOSIT	973.006	705.00	1,000.00
06/06/2024	TRI	84763	FIRST NATIONAL BANK OF OMAHA	DDA CONFERENCE DOLLAR TREE IC	727.000	705.00	5.82
				HARDWARE BETTER BUY FLAG		0	
				DDA CONFERENCE DOLLAR TREE IC HARDWAR	740.000	705.00	10.60
				DDA CONFERENCE DOLLAR TREE IC HARDWAR	860.000	705.00	161.64
				DDA CONFERENCE DOLLAR TREE IC HARDWAR	880.000	705.00	178.00
				CHECK TRI 84763 TOTAL FOR FUND 248:			356.06
06/06/2024	TRI	84767	HENRY, LYNNE	SUMMER CONCERT SERIES	973.006	705.00	750.00
06/06/2024	TRI	84780	SEIBERT AND DLOSKI	LEGAL SERVICES	826.000	705.00	480.00
06/06/2024	TRI	84784	TRI-CITY TIMES	DDA CONCERTS AND FARMERS MARKET	741.000	705.00	725.00
06/11/2024	TRI	84785	EL BALLETT FOLKLORICO ESTUDIANTIL	DEPOSIT FOR SUMMER CONCERT SERIES	973.006	705.00	1,000.00
06/13/2024	TRI	84798	BARCO PRODUCTS COMPANY	RECEPTACLE DDA	931.000	705.00	2,558.43
06/13/2024	TRI	84799	CC'S COMPUTER REPAIR & WEBSITE SERV	DDA UPGRADE LAPTOP	727.000	705.00	90.00
				DDA COMPUTER CHARGER	727.000	705.00	49.98
				CHECK TRI 84799 TOTAL FOR FUND 248:			139.98
06/13/2024	TRI	84803	DORNBOS SIGN & SAFETY INC.	MUNICIPAL PARKING SIGNS DDA	930.000	705.00	295.28
06/13/2024	TRI	84824	VC3 INC	MONTHLY BILLING FOR JUNE	818.000	705.00	187.50
06/13/2024	TRI	84825	VIEW NEWSPAPER GROUP	WELCOME SUMMER DDA	741.000	705.00	403.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
06/20/2024	TRI	84835	AQUA TURF IRRIGATION	INSTALL NEW ZONE BY RAILROAD TRACKS	931.000	705.00	1,200.00
				DDA SERVICE CALL TO REPLACE MIST HEAD	931.000	705.00	139.95
				CHECK TRI 84835 TOTAL FOR FUND 248:			<u>1,339.95</u>
06/20/2024	TRI	84839	COULTER, GAYLE	DDA FACADE GRANT	973.000	705.00	1,900.00
06/20/2024	TRI	84841	DTE ENERGY	ELECTRIC- 150 BANCROFT DDA	921.000	265.00	29.33
06/20/2024	TRI	84845	FINELINE LANDSCAPE CONSTRUCTION	2024 MOWING CONTRACT PAYMENT 3	956.000	705.00	806.40
						0	0
06/20/2024	TRI	84848	GREENSCAPE SOLUTIONS	FIRST PAYMENT OF THREE FOR STREETSCAP	931.000	705.00	10,666.67
				POTTING SOIL, FERTILIZER ANNUAL ETC D	931.000	705.00	212.76
				CHECK TRI 84848 TOTAL FOR FUND 248:			<u>10,879.43</u>
06/20/2024	TRI	84849	HAGEL, DARRIN	DDA ELVIS JULY 9 PERFORMANCE	973.006	705.00	750.00
06/20/2024	TRI	84855	MORTIMER LUMBER	TREATED LUMBER	930.000	705.00	17.68
06/20/2024	TRI	84858	OUTFRONT	DDA BILLBOARD	880.000	705.00	764.00
06/20/2024	TRI	84865	STAPLES	PAPER	727.000	705.00	3.07
				MR PAPER	727.000	705.00	8.83
				CHECK TRI 84865 TOTAL FOR FUND 248:			<u>11.90</u>
06/20/2024	TRI	84868	VC3 INC	OFFICE 365	818.000	705.00	8.30
				CLOUD PROTECTION	818.000	705.00	5.00
				CHECK TRI 84868 TOTAL FOR FUND 248:			<u>13.30</u>
06/27/2024	TRI	84884	CONSUMERS ENERGY	150 BANCROFT	923.000	265.00	16.00
06/27/2024	TRI	84887	CONSUMERS ENERGY	OLD FIRE HALL	923.000	265.00	16.00
06/27/2024	TRI	84901	DTE ENERGY	ELECTRIC- 150 BANCROFT DDA	921.000	265.00	33.96
06/27/2024	TRI	84903	DTE ENERGY	ELECTRIC-DDA STREET LIGHTS	921.000	705.00	133.51
06/27/2024	TRI	84908	DTE ENERGY	ELECTRIC- DDA SIGN	921.000	705.00	20.87
06/27/2024	TRI	84909	DTE ENERGY	ELECTRIC- DDA SPRINKLER	921.000	705.00	30.72
06/27/2024	TRI	84920	GRAND TRUNK WESTERN	FOR DOC L93-81 DDA BIDDING , PARKING	973.002	705.00	800.00
06/27/2024	TRI	84921	IMLAY CITY HARDWARE	KEYS	956.000	705.00	4.00
06/27/2024	TRI	84932	RICOH USA, INC.	COPIER -	956.000	705.00	38.87
06/27/2024	TRI	84943	WELLS FARGO VENDOR	CITY HALL COPIER	956.000	705.00	9.90

User: RENE

CHECK DATE FROM 06/01/2024 - 06/30/2024

DB: Imlay City

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
------------	------	---------	-------	-------------	---------	------	--------

Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY

Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORI 29,861.20



Christens

CITY OF IMLAY CITY  
Account number ending in 9672  
Transactions for billing cycle ending 06/25/24



TRANSACTION DETAIL

Transactions

Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits
05-23	05-24	82301024144900013360096	SIGNS365.COM 800-2658830 MI	\$98.00
05-29	05-30	12302024150000981449083	Etsy.com*AdsTuit BROOKLYN NY	\$159.00
05-31	06-03	82711164152000007299942	COLONIAL INN RESORTS L HARBOR SPRING MI Arival Date: 24/05/31 Folio Number: mccsr_QC	\$9.45
06-04	06-05	15270214156000302053020	FACEBK *P3MN35LKF2 Menlo Park CA	\$2.00
06-07	06-10	05436844159300236288426	KROGER #465 IMLAY CITY MI	\$12.35
06-07	06-10	02305374160000679775794	USPS PO 2546500444 IMLAY CITY MI	\$68.00
06-10	06-11	15270214162002504585058	FACEBK *JN8YP4CKF2 Menlo Park CA	\$2.00
06-12	06-12	85411174164023000070350	PAYMENT - THANK YOU	\$356.06 CR
06-17	06-18	15270214169001802283047	FACEBK *F4RNZ4CKF2 Menlo Park CA	\$2.00
06-17	06-18	05436844169300214209525	KROGER #465 IMLAY CITY MI	\$27.94
06-18	06-20	02305374171000611247982	SPEEDWAY 44436 IMLAY CITY MI	\$10.98
06-20	06-20	15270214171001205844078	FACEBK *FYRNQ6UJF2 Menlo Park CA	\$2.00
06-25	06-25	15270214177000400860032	FACEBK *VPJMK8GKF2 Menlo Park CA	\$3.00

Fees Charged

Total Fees for this period \$0.00

Interest Charged

Interest Charge on Purchases	\$0.00
Interest Charge on Cash Advances	\$0.00
Interest Charge on Balance Transfers	\$0.00
<b>Total Interest for this Period</b>	<b>\$0.00</b>

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
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Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.200	CASH - CHECKING ACCOUNT	303,966.69
248-000.000-001.201	CASH - CHECKING HRA	702.25
248-000.000-001.210	CASH - CHECKING DDA	19,966.07
248-000.000-101.000	PREPAID - ASSET	7,716.83
<b>Total Assets</b>		<b>332,351.84</b>
*** Liabilities ***		
248-000.000-202.000	ACCOUNTS PAYABLE	10,589.42
<b>Total Liabilities</b>		<b>10,589.42</b>
*** Fund Balance ***		
248-000.000-390.000	FUND BALANCE	261,364.01
<b>Total Fund Balance</b>		<b>261,364.01</b>
<b>Beginning Fund Balance</b>		<b>261,364.01</b>
<b>Net of Revenues VS Expenditures</b>		<b>60,398.41</b>
<b>Ending Fund Balance</b>		<b>321,762.42</b>
<b>Total Liabilities And Fund Balance</b>		<b>332,351.84</b>





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## AGENDA ITEM NB 10a. 206 E. Third Street – Ray Krakowski Façade Grant Application

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**DATE:** July 8, 2024

**TO:** DDA Board Members

**FROM:** Christine Malzahn, DDA Executive Director

**Background:** Ray Krakowski submitted a Façade Grant Application (no photographs were included) to the DDA office on June 16th. He is seeking funding for building exterior improvements and has requested a façade grant in the amount of \$5,000.00.

Director Malzahn confirmed with the Construction Code Authority that permits will be required for the proposed scope of work on the estimates. The estimates as provided in the application, detail a larger scope of work (welding awnings, canopys, etc) than what the applicant plans to have done at this time.

**Items Attached:** 206 E. Third Street Façade Grant Application

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

**Recommendation:** Motion to table until clarification can be made on what improvements will be made and the cost associated with them.



Please give a detailed description of work to be done: FACADE SIDING.

The estimated improvement cost is \$ Approx \$ 28,000.00 - 34,000.00

The 50% reimbursement is estimated to be \$ \$ 5,000.00 (not to exceed \$5,000).

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

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

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

[Signature]  
Applicant Signature

OWNER  
Title

6-18-2024  
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](http://www.lapeercounty.gov).

\_\_\_\_\_  
DDA Director Signature

\_\_\_\_\_  
Date

Board Action Date: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

If approved reimbursement check # \_\_\_\_\_ Disbursement date: \_\_\_\_\_





# Estimate

**J.M.L. CONTRACTING & SALES, INC.**  
 5649 E. EIGHT MILE RD.  
 WARREN, MI 48091  
 TEL: 586-756-4133 / FAX: 586-756-2642  
 EMAIL: [installations@jmlsheetmetal.com](mailto:installations@jmlsheetmetal.com)  
 or [materialsupply@jmlsheetmetal.com](mailto:materialsupply@jmlsheetmetal.com)

DATE	5/22/2024
ESTIMATE #	63575
JML rep	Joe Lifshay

NAME / ADDRESS	P.O. NO.	PROJECT NAME & INFO	TERMS
Ray Krakowski Third Street Lofts 206 E 3rd St Imlay City, MI 48444		Third Street Lofts 206 E 3rd St Imlay City, MI 48444	50% Dep - Paym...

ITEM	QTY	DESCRIPTION	COST	TOTAL
<p>CONFIRMING ORDER: Specs by Ray Krakowski 810-338-4394 ray@auctioneeratlarge.com</p> <p>AREA CONCERNED: Proposed architectural metal accents on the front of the building.</p> <p>A) 4 ct. Welded frame awnings: 1'8" high X 1'8" proj. X 2'8" slope. (2 @ 40" &amp; 2 @ 6'0")                      *** Open bottom &amp; Open ends... Primer exposed under panel system. ***</p> <p>B) Corrugated panel accent on front brick, 45' wide section,                      2 vertical ends 12' high X 32" wide with center section 40' long X 4'6" high.</p> <p>C) Brake metal to cover wood on 4 count windows &amp; two count openings, corners only @ two doors</p> <p>NOTE: Existing masonry, glazing, membrane roofing, etc. will remain as is, unless listed below.                      *** Coping not included within, but can be priced at your request. ***</p>				
A)		<p><b>PROCESS / Supply &amp; Install:</b></p> <p>1) 4 ct. Welded frame awnings: 1'8" high X 1'8" proj. X 2'8" slope. (2 @ 40" &amp; 2 @ 6'0")                      One plane panel system with no valance                      Fabricate from Square 1" X 1" &amp; 1" X 2" tubing                      Material: .090 Mill finish aluminum tubing.</p> <p>2) Approx. 65 sq. ft. of Clip Lock II Standing Seam Panels                      1 3/4" Smooth or striated Pan X 1 1/2" Standing Seams                      Include: eave trim, rake trim, top flashing, fasteners, sealant, etc.                      Material: 24 Ga. Color Clad Steel, Kynar 500... Standard color</p>	7,500.00	7,500.00
B & C)		<p>1) Vertical Z-furring, 20 Ga. Galv., fastened to block approx. 36" o.c.. (Area B)                      Include: brake metal trims, fasteners, etc.                      Material: 24 Ga. Color Clad Steel.... Standard</p> <p>3) Brake metal trim to cover wood on 4 windows &amp; two openings, corners only @ two doors. (Area C)                      Material: 24 Ga. Color Clad Steel.... Standard</p>	13,450.00	13,450.00
<p>LEAD TIME: 8+ weeks on construction of frames &amp; panels... install T.B.D.                      Plans, permits, fees, or statements, will be by Ray Krakowski                      Pricing is good for 2 weeks.... lock in pricing with approval, deposit, &amp; color confirmation.</p>				

<p><b>DEPOSIT OF 50% &amp; APPROVAL OF ALL SPECIFICS                  WILL ACTIVATE THIS ORDER.....PLEASE SIGN &amp; SEND BACK</b></p>	<b>SUBTOTAL</b>	\$20,950.00
	<b>SALES TAX (6.0%)</b>	\$0.00
	<b>TOTAL</b>	\$20,950.00

SIGNATURE \_\_\_\_\_





Date: June 3rd, 2024

Proposal Submitted To: <b>Auctioneer At Large</b>	Job Name: <b>Third Street Lofts</b>
Street Address: <b>206 E. Third Street</b>	Street Address: <b>206 E. Third Street</b>
City, State, Zip Code: <b>Imperial City, MI 48178</b>	City, State, Zip Code: <b>Imperial City, MI 48178</b>
Attention: <b>Ray Krakowski</b>	Phone No: <b>810-338-4394</b>
	Facsimile No: <b>N/A</b>
	Email: <b>ray@auctioneeratlarge.com</b>

We hereby submit specifications and estimates for:

**Standing Seam Awnings**

1. Supply and install four (4) aluminum canopy frames for standing seam attachment above existing windows.
2. Supply and install Pac-Clad 24ga 12" wide standing seam panels on four (4) canopies. Color to be standard 2-coat.
3. Supply and install associated braked metal trim for raining panels

**Metal Wall Panels**

1. Supply and install approximately 250 square feet of Pac-Clad Box Rib 24ga metal wall panels. Color to be standard 2-coat.
2. Supply and install all associated trim and caulk for metal wall panels.

**Exclusions:**

1. All demolition
2. All plywood sheathing and wood blocking.
3. All water and air resistive barrier.

**Notes:**

1. Awning framing is bare aluminum. If powder coating is required, additional cost will occur.
2. No soffit panels included.

**Disclaimer: (1) Material prices are subject to change after 30 days due to possible volatility in the steel and/or aluminum markets. Please request revised pricing after 30 days, as there will be a price increase. (2) This proposal is based on the proper ability to move mobile equipment around the site unless otherwise noted. (3) Poor weather days are not included.**

We propose hereby to furnish equipment, labor, and supervision necessary to complete in accordance with above specifications, for the sum of:

**Thirty-Four Thousand Five Hundred Fifteen And 00/100 US Dollars** **\$34,515.00**

Payment to be made as follows:

**Progress Billing**

Liberty Sheet Metal, Inc. shall not be liable for any claims regarding the disruption or disposal of asbestos that may be inherent in the roof system. It is the owner's responsibility to test for asbestos in the roof system, prior to the commencement of the project. Liberty Sheet Metal, Inc. assumes no structural liability for any changes in the dead load that may be a result of the new roof system. Roof warranty is subject to terms and conditions on the actual warranty form. Warranty does not cover consequential damages. This proposal alone does not serve as a warranty. In the event of failure of a customer to make timely payment, Liberty Sheet Metal is entitled to recover any collection cost, including 18% annual interest, and attorney fees. Owner and Owner(s) Agents shall hold Liberty Sheet Metal harmless and indemnify Liberty Sheet Metal, from legal claims involving mold contamination. The owner and owner(s) Agents shall hold Liberty Sheet Metal harmless and indemnify Liberty Sheet Metal, from legal claims from third parties relating to fumes and odors that are emitted during the roofing process.

Signature: 

NOTE: THIS PROPOSAL SHALL BE WITHDRAWN IF NOT ACCEPTED WITHIN THREE (3) DAYS.

**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 of Acceptance: \_\_\_\_\_

Signature: \_\_\_\_\_



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## AGENDA ITEM NB 10b. Yard Game Equipment Purchase

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DATE: **July 8, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

**Background:** In an effort to attract a larger audience to the Tuesday night concerts, Director Malzahn is recommending more entertainment options for attendees. Offering traditional yard games has the potential to attract more people but will also serve to occupy some visitors who may not wish to just sit and listen to the band playing.

**Items Attached:** Etsy Shop Corn Hole Boards  
Etsy Shop Connect Four

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

**Recommendation:** Motion to approve the purchase of yard game equipment in an amount not to exceed \$700.00 for two-corn hole board sets and one connect-four game.



Back to search results



Bestseller



Report this item to Etsy

In 20+ carts

\$249.99

Custom Cornhole Set - Add Your Logo Here - Custom Wood Box Cornhole Boards - Custom Bag Toss - Outdoor Lawn Game - Regulation Size

ShopCornhole

★★★★★



Ships from Ohio

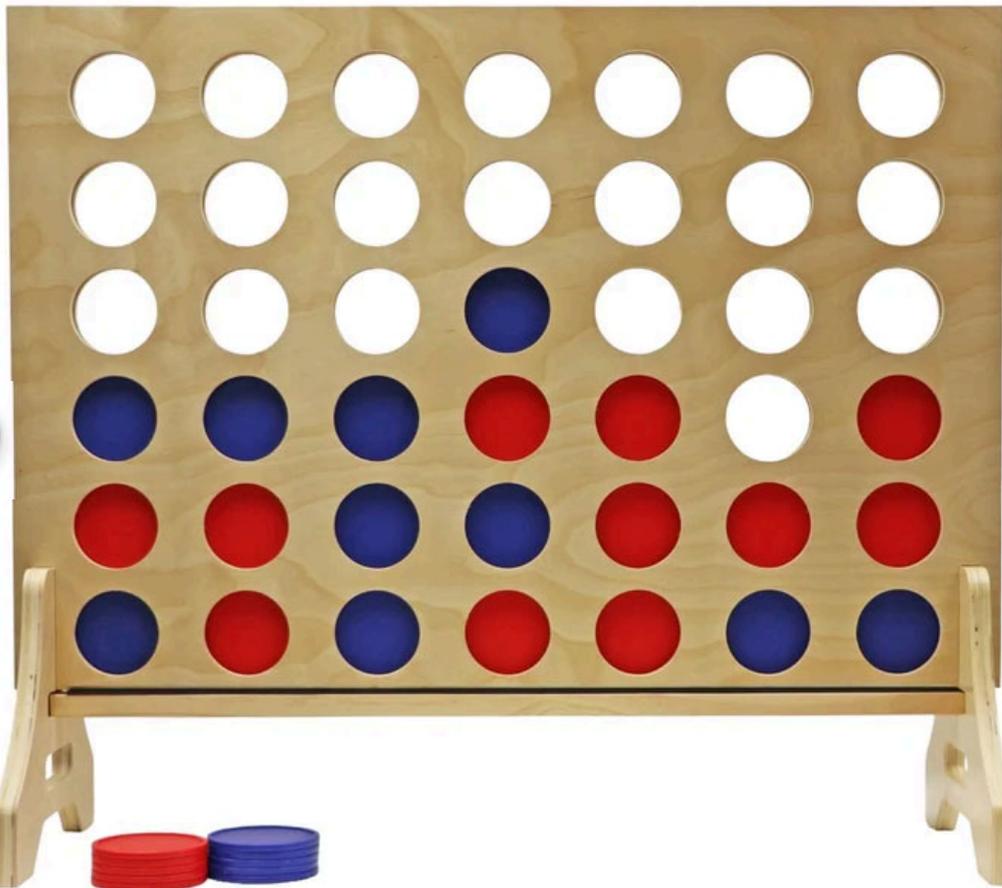




Search for anything



Back to search results



Report this item to Etsy

13 views in the last 24 hours

**\$124.85**

Premium Natural Giant Four in a Row With Carrying Case- Choose Your Puck Colors!

TailgatingPros

★★★★★



Arrives soon! Get it by Jun 28-Jul 5 if you order today



Returns & exchanges accepted

First Puck Color

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## AGENDA ITEM NB 10c. Imlay City Façade Corp. Meeting Date

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DATE: **July 8, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

**Background:** The DDA office has had several inquiries about offering low-interest building renovation funding. The Imlay City Façade Corp has previously offered this type of program, however the Façade Corp will need to update the terms and application process. This should be conducted as part of normal business for the entity; therefore, Director Malzahn is requesting that a meeting date be scheduled to begin the update process.

**Items Attached:** None

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

**Recommendation:** Motion to set a meeting date/time on \_\_\_\_\_ at \_\_\_\_\_ for a regular business meeting of the Imlay City Façade Corp.

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## AGENDA ITEM NB 10d. Wayfinding Sign Repairs/Replacements

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DATE: **July 8, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

**Background:** Several of the current wayfinding signs are becoming unsightly and need to be repaired. The current signs were implemented as part of a branding campaign in 2012 and have reached their end-of-life expectancy.

The City is currently working with Wade Trim on a new branding campaign to align with its new master plan. If the DDA is interested in updating its logo now may be a good time to investigate options before replacing sign panels.

**Items Attached:** Existing Sign Photographs  
Valley Sign Work Estimate

**Action Needed:** To provide Director Malzahn with a scope of desired work for the current sign conditions.





**VALLEY CITY  
SIGN**



Working Location: Imlay, City of  
Multi Locations

Imlay, City of  
150 N Main Street

Imlay City MI 48444

Imlay City MI 48444

Contact: Christine Malzahn  
Salesperson: Mary Cook  
Date: 6/14/2024

It is VALLEY CITY SIGN's pleasure to submit this quotation for the following:

Qty	Item Number	Drawing # / Description	Unit Price	Extended Price
5	REPLACEMENT FACE - NON-ILLUM		1,974.00	\$9,870.00
		* 73" x 94.75" x .100" single faced aluminum panel replacement face		
		* Full digitally printed reflective vinyl face		
		* Screw mounted over existing sign face		
		* Includes painting posts as needed		
		* Replacement of qty 1x steel post		
		* Paint (1x) color, Digital print (1x)		
		** Large directional signs with 2x posts		
2	REPLACEMENT FACE - NON-ILLUM		2,674.00	\$5,348.00
		* 86" x 60" x .100" double faced aluminum panel replacement face		
		* Full digitally printed reflective vinyl face		
		* Screw mounted over existing sign face		
		* Includes painting posts as needed		
		* Paint (1x) color, Digital print (1x)		
		** Medium directional signs with 2x posts		
9	REPLACEMENT FACE - NON-ILLUM		2,053.00	\$18,477.00
		* 43.60" x 60" x .100 double faced aluminum panel replacement face		
		* Full digitally printed reflective vinyl face		
		* Mount to existing posts		
		* Includes painting posts as needed		
		* Paint (1x) color, Digital print (1x)		
		** Building ID sign		

Working Location: Imlay, City of  
 Multi Locations  
 Quote QT000045963  
 Imlay, City of  
 150 N Main Street

Imlay City MI 48444

Imlay City MI 48444

Contact: Christine Malzahn  
 Salesperson: Mary Cook  
 Date: 6/14/2024

Qty	Item Number	Drawing # / Description	Unit Price	Extended Price
10	REPLACEMENT FACE - NON-ILLUM		1,245.00	\$12,450.00
		* 51" x 41" x .100" single faced aluminum panel replacement face		
		* Full digitally printed reflective vinyl face		
		* Mount to existing post		
		* Includes painting posts as needed		
		* Paint (1x) color, Digital print (1x)		
		** Small directional sign single post		

1 MISCELLANEOUS Other 142.00 \$142.00  
 \* 2x replacement Finial Balls Duracap that were damaged  
 \* Painted to match existing posts

1 INSTALLATION Drawing not required 27,500.00 \$27,500.00

1 ADMINISTRATION FEE For researching & obtaining permits 150.00 \$150.00

TERMS CREDIT LINE Subtotal \$73,937.00  
 50% Down, Bal N30 \$39,000.00 Permits \$0.00  
 Tax \$0.00  
 Total \$73,937.00

NOTES  
 Permit costs and Sealed Engineer Drawings cost will be added if applicable.  
 Installation costs based upon normal conditions.

Pricing is valid for 90 days from date of quote, unless noted above.  
 Message Systems pricing is valid for 30 days from date of quote.

I authorize Valley City Sign to fill out any application necessary to obtain a sign permit for this project.

Working Location: Imlay, City of  
Multi Locations

Quote QTE00045963

Imlay, City of  
150 N Main Street

Imlay City MI 48444

Imlay City MI 48444

Contact: Christine Malzahn  
Salesperson: Mary Cook  
Date: 6/14/2024

Qty	Item Number	Drawing # / Description	Unit Price	Extended Price
By signing below, I agree to the attached terms and conditions, or as previously agreed to.				

Name/Title	Signed By	Date
Purchase Order #	(If a purchase order is not required, please enter "N/A")	
Valley City Sign	5009 West River Drive, Comstock Park, MI 49321	(616) 784-5711
		Fax (616) 784-8280



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## Directors Report

---

DATE: **July 8, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

**Items Attached:** July Report  
Weekly email Reposts  
~~Market Manager Report~~

**Action Needed:** No Board Action Needed

## Director's Report – July 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 holiday, upcoming concerts and farmers market with boosted advertising.
- Updated website calendar of events and other happenings
- Hosted Swing Shift Orchestra – June 18<sup>th</sup> concert night
- Hosted El Ballet Folklorica – June 25<sup>th</sup> concert night

### Economic Development

- Continued working with city staff, legal counsel and the investors for the old fire hall and DPW.
- Toured the IC Eagles to discuss extensive building renovation plans with funding opportunities.
- Continue to work with Code Enforcement and Police Chief on blighted downtown building conditions.
- Showed 150 Bancroft building to prospective tenant for a new wine tasting business.

### Place Making/Streetscape

- Solicited storytellers for the I AM Imlay City project, recorded 3 storytellers at MittTV Studios.
- Began planning for future Rotary Park improvements

### Grants:

- Processed 1 façade grant application.
- Attended 2nd MIFunding Hub seminar and joined the Justice40 cohort to seek grant opportunities for our underserved community.
- Attended meetings to make our EV Charger Station NEVI compliant for our grant

### Farmers Market:

- Ordered banners and other signage for the market area.
- Staff and I cleaned and prepped the old fire hall for opening market season.
- Began soliciting vendors for the market.

### Billboard:

- Artwork submitted for Chamber SummerFest Campaign.

### Meetings and Other:

- Attended Rotary Club weekly meetings.
- Attended the negotiating city services meeting
- Processed invoices, check requests, and mailed payments.
- Made updates to the DDA website for current meeting information.
- Attended Department Head meeting
- Attended the Hispanic Coalition monthly meeting
- Attended the virtual Lunch & Learn MDA meeting.
- Attended 2 – MI Funding Hub Grant workshop sessions.
- Attended the Lapeer County Economic Club lunch.
- Posted meeting notice and sent letters to taxing authorities for July 8<sup>th</sup> informational meeting.
- Hosted the Lapeer County DDA & Friends monthly working lunch, with walking tour after.
- Prepared meeting agendas, action item sheets, and board packets for the July 8th regular DDA meeting and Informational Meeting.

**From:** [Christine Malzahn](mailto:Christine.Malzahn)  
**To:** [wbargen@icdda.com](mailto:wbargen@icdda.com); [ndocherty@icdda.com](mailto:ndocherty@icdda.com); [srobbins@icdda.com](mailto:srobbins@icdda.com); [sdavis@icdda.com](mailto:sdavis@icdda.com); [kjorgensen@icdda.com](mailto:kjorgensen@icdda.com); [jshattuck@icdda.com](mailto:jshattuck@icdda.com); [jkempf@imlaycity.org](mailto:jkempf@imlaycity.org)  
**Cc:** [ddaintern@icdda.com](mailto:ddaintern@icdda.com)  
**Subject:** Week Ending June 21  
**Date:** Friday, June 21, 2024 11:05:55 AM  
**Attachments:** [2024.06.10 Meeting Minutes.docx](#)

---

Happy Friday Board Members,

Attached are the minutes from our June 10<sup>th</sup> meeting. Let me know if you note anything that needs to be corrected.

Our 1<sup>st</sup> concert with the Swing Shift Orchestra went very well despite the heat! We had a nice size crowd in attendance, and everyone enjoyed the frozen ice cream treats. We are working hard to increase attendance at next weeks concert for the Mariachi band. So far we also have 4 vendors that will be set up selling food, drink and merchandise. I hope you can join us.

I have recorded the 1<sup>st</sup> three "I AM Imlay City" stories, as test pilots for the process. The others will be scheduled for mid-July, and my goal for the install and big reveal party is October 12<sup>th</sup> – so mark your calendars!

The Electronic Message Board sign was installed this week, but we had some unanticipated electrical issues from the construction project, which have been repaired by Jem Electric. I hope that it will finally be up and running by Monday.

I mailed and published the notices for our Informational meeting on July 8<sup>th</sup> at 5:00 pm (just prior to the regular meeting). I am working with Caitlyn Habben to incorporate some of the feedback and suggestions brought forward during our visioning session into that meeting material.

If you do not yet follow our Facebook (DowntownImlayCity) and Instagram (ImlayCityDDA) pages please log on and join the party. Our data is way up thanks to Ruby's marketing skills and boosting some of our posts. It will help our posts go further the more likes, comments and shares we can get from all of us.

That's it for now, have a great summer solstice!

**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](mailto:ddadirector@imlaycity.org)

**From:** [Christine Malzahn](#)  
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**Subject:** Week Ending June 28th  
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**Attachments:** [2024.07.08 Agenda - Special Informational Meeting.doc](#)  
[2024.07.08 Agenda.doc](#)

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Hello Everyone,

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

The new Electronic Message Board sign is finally working after many service calls! Ruby and I are working on content ads for the slideshow, so let us know if you want to see anything in particular up there.

Attached are the draft agendas for our two meetings on the 8<sup>th</sup>. I have spent most of this week preparing your board packet items since next week is a short work week for the Holiday. I'll be emailing the final packets out on Wednesday.

We had a great turn-out for the Mariachi concert on Tuesday, the weather was perfect and a good time was had by all. The next concert is July 9<sup>th</sup> with Elvis – I hope you can join us in the park for it.

I continue to meet with storytellers for the I AM Imlay City project and work with the TV studio on the ones we recorded last week. We are hoping to get them all recorded by the end of July. My focus next week will be getting commitments from the people who have been nominated and to meet with the Hispanic Coalition to hopefully incorporate some of their stories into our project.

Myself and Tina have been busy prepping the fire hall for the start of the farmers market on July 11th. Since the purchase of those parcels is still pending, we are moving forward to use that location as long as we can. Ruby is going to start a robust social media marketing campaign next week. Please like, comment, and share those posts as you see them.

The irrigation system has been installed by Aqua Turf along the railroad tracks on Depot Drive and Cindy is going to be planting the new bed areas. Repairs have also been made to the sprinkler system along Cedar Street that was destroyed in the construction area. Cindy will be planting what flowers she could salvage from the leftover stock along that Third Street entrance area.

Regards,

**Christine Malzahn**  
DDA Executive Director