

IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY

**MEETING LOCATION: Imlay City Fire Hall
571 E Borland Rd, Imlay City, MI 48444**

SPECIAL MEETING NOVEMBER 4, 2024

5:35 P.M.

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

Justin Shattuck, Board Member
Steve Robbins, Board Member
Jessica Montoya, Board Member
John Genord, Board Member
Barbara Yockey, Board Member

AGENDA

1. CALL TO ORDER
 2. PLEDGE OF ALLEGIANCE
 3. ROLL CALL
 4. **CONSENT AGENDA** (pages 3-13)
 - AGENDA
 - MEETING MINUTES: Regular meeting October 14, 2024; Executive Session (provided at meeting)
 - FINANCIAL REPORTS: through October 31, 2024
 - DDA Expenditure Report, Check Register Report
 - DDA Credit Card Statement; Balance Sheet; City Allocated Expense Report
 5. CORRESPONDENCE – (none)
 6. SPECIAL PRESENTATION (none)
 7. COMMITTEE REPORTS
 - A. 338 Third Street Negotiating
 8. PUBLIC PARTICIPATION
 9. **UNFINISHED BUSINESS:**
 - A. City/DDA Revenue Sharing MOU / City Services Negotiating Committee Recommendation (pgs 15-17)
 - B. 2024 Farmers Market Final Report (pgs 19-21)
 10. **NEW BUSINESS:**
 - A. Façade Grant Application (pgs 23-28)
 - B. Meeting / Event Dates (pgs 29-32)
 - C. Annual Audit Report Ending June 30, 2024 (pgs 33-36)
- CLOSED SESSION** – For the purpose of property acquisition (pg 37)
11. EXECUTIVE DIRECTOR’S REPORT (pgs 39-42)
 12. PUBLIC PARTICIPATION
 13. BOARD MEMBER COMMENTS
 14. ADJOURNMENT

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Consent Agenda

DATE: **November 4, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Items Attached:

- a. Meeting Agenda
- b. Meeting Minutes
 - October 14 Regular Session
 - October 14 Closed Session (provided at meeting)
- c. Financial Reports – Ending October 31, 2024
 - DDA Expenditure Report = \$ 25,507.72
 - Check Register Report = \$17,244.12
 - Ending Fund Balance Sheet = \$ 266,439.34
- d. Spreadsheet of FY 2024-25 monthly City administrative transfers –
 - October Totals \$4,760.87

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
October 14, 2024
MEETING MINUTES

A regular meeting of the Downtown Development Authority was held on Monday, October 14, 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: Kim Jorgensen, Neil Docherty, Stu Davis, Mayor Joi Kempf, Chairman Walter Bargaen

Absent: Jessica Montoya, Justin Shattuck (excused), Steve Robbins (excused)

Also Present: Chris Bishop

Quorum Present

4. CONSENT AGENDA

MOTION by Kempf, supported by Jorgensen to approve the consent agenda items with an addition to old business: Bancroft Property Listing Discussion. Consent agenda items include:

Meeting agenda with additions; regular meeting minutes September 9, 2024

FINANCIAL REPORTS – through September 30, 2024; DDA Expenditure Report, Check Register Report

DDA Credit Card Statement; Balance Sheet; City Allocated Expense Report

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

5. CORRESPONDENCE – none

6. SPECIAL PRESENTATION – none

7. COMMITTEE REPORTS

City Services Negotiating Committee – Chair Bargaen reported that a meeting date has been set for the sub-committee to meet with city management on October 16th.

338 Third Street Negotiating Committee – Item will be discussed during closed session

8. PUBLIC PARTICIPATION

Mike Vermeesch informed the Board about their lease at 218 E. Third Street and plans to open an ice cream/sandwich shop at that location. They hope to be open for business in the Spring of 2025.

9. UNFINISHED BUSINESS –

Bancroft Property Listing Discussion (added item)

Director Malzahn brought to the attention of the Board that the MLS listing with Brandon Rowley has expired for the Bancroft property. She reported that through her conversations with the realtor, he thought that the building was adequately priced and it would take time to find the right buyer for the unique space. Rowley noted that overall commercial property sales are down. Docherty asked if the listing was on Loop.net and suggested that if it wasn't already, that it should be asap.

MOTION by Davis, supported by Docherty to keep the property listed with Rowley and to have it advertised on Loop.net.

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

10. NEW BUSINESS

A. Streetscape Request for Proposal

Director Malzahn presented a draft of the request for proposal (RFP) for landscape/annual flowers planting and maintenance. Per the City's purchasing policy, the contracted work must be received by sealed bid. Malzahn noted that the contract with the current contractor, GreenScale Solutions, expires April 2025.

MOTION by Davis, supported by Docherty to approve the Streetscape RFP as drafted and authorize it to be advertised to interested parties.

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

B. Irrigation System Maintenance Request for Proposal

Director Malzahn presented a draft of the RFP for irrigation system maintenance. Per the City's purchasing policy, the contracted work must be received by sealed bid. Malzahn noted that the current contractor, Aqua Turf, contract expired April 2024.

MOTION by Davis, supported by Jorgensen to approve the Irrigation RFP as drafted and authorize it to be advertised to interested parties.

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

C. DDA Equipment Purchase

The Farmer's Market is in need of a blower to help with clean-up after market day. The Board reviewed a recommended model with pricing for the purchase from Vinkiers Ace Hardware.

MOTION by Davis, supported by Docherty to approve the purchase of an EGO Power Leaf Blower at \$269 from Vinkier's Ace Hardware in Almont

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

NAYS – none

MOTION CARRIED 5/0

D. Hometown Hero Purchase

Director Malzahn asked the Board how it wishes her to proceed with the Hometown Hero banners. She reported that many of them have deteriorated from the weather while on display this season. Malzahn is recommending that new banners be created with an updated design. The existing nominees paid a fee of \$60 to have a banner made and hung. Malzahn would like to return those to the owners and suggests that the DDA fund the creation of the new banners and hopes to recruit new participants.

MOTION by Davis, supported by Docherty to approve the creation and purchase of new Hometown Hero banners for spring 2025 installation at a cost of \$1700.

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

NAYS – none

MOTION CARRIED 5/0

E. Community Pavilion Grant

The Board reviewed two funding opportunities through the EPA and the MEDC RAP 3.0 programs that would be a good fit for the proposed community center pavilion. The MEDC grant requires a 50% match. The EPA grant is 100% funding but requires the structure to meet EPA goals and objectives. Director Malzahn is recommending that the board move towards the EPA grant and approve the same contractor, Spicer, to make necessary updates to the concept drawing and budget for submission. Spicer will charge an hourly rate per their engagement proposal that was provided to the Board at the meeting.

MOTION by Davis, supported by Docherty to approve the Spicer Group proposal for grant assistance work on the community pavilion center.

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

NAYS – none

MOTION CARRIED 5/0

F. RAP 3.0 Façade Subgrants

Director Malzahn re-capped a new funding opportunity through the MEDC that allows for existing Façade Corp's to apply for up to \$500,000 to be used for building renovations at a 50% match from the property owners.

MOTION by Davis, supported by Docherty to authorize Director Malzahn to proceed with a RAP 3.0 application submission on behalf of the DDA/Imlay City Façade Corp.

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

NAYS – none

MOTION CARRIED 5/0

CLOSED SESSION - for the purposes of property acquisition

MOTION by Davis supported by Jorgensen to enter closed session at 6:09 pm

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

RE-ENTER REGULAR SESSION AT 6:23 PM

MOTION by Davis, supported by Docherty to allow Docherty to abstain from the vote due to a personal conflict.

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

MOTION by Davis, supported by Kempf to approve the budget proposal with a 5% GM allocation and to move the property purchase forward.

Roll Call: AYES – Davis, Kempf, Jorgensen, Borgen

NAYS – none

ABSTAIN - Docherty

MOTION CARRIED 4/0/1

G. MEDC Real Estate Re-Development RAP Grant

The Board reviewed a grant opportunity from the MEDC for real estate re-development. This is a rolling fund that the Façade Corp could apply for to be used for DDA properties, once the purchase is closed.

MOTION by Davis, supported by Docherty to authorize Director Malzahn to proceed with an RAP 3.0 application submission for the 118 Third Street property redevelopment.

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

11. DIRECTORS REPORT

Malzahn presented her written report in the meeting packet for October 2024. At the meeting Malzahn also reported that she has been accepted into the MDA MiPDM program. The Wayfinding signage is scheduled for install on November 11th, two new DDA board member appointments were made at the city commission meeting (John Genord and Barbara Yockey), Third and Main has new owners and the take-over will begin in November, and the bike racks are just about ready for installation, just waiting on DPW approvals.

Market Manager Bishop recapped market activities and discussed survey results from the vendors with suggestions for next season.

12. PUBLIC PARTICIPATION –

13. BOARD MEMBER COMMENTS – none

14. ADJOURNMENT

MOTION by Davis, supported by Docherty to adjourn the meeting at 6:55 pm

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

Next Regular DDA Board meeting date: Monday, November 18, 2024, at 5:35 PM

Respectfully submitted by: _____
Christine Malzahn, DDA Executive Director

DDA APPROVED:

CITY COMMISSION APPROVED:

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
10/03/2024	TRI	85544	MONTY'S FARMS	FARMERS MARKET EXPENSE	973.300	705.00	25.00
10/03/2024	TRI	85551	PENZIEN FARMS	FARMERS MARKET EXPENSE	973.300	705.00	34.00
10/03/2024	TRI	85559	STINE, KATHY	FARMERS MARKET EXPENSE	973.300	705.00	43.00
10/03/2024	TRI	85560	THOMAS GRASS	FARMERS MARKET EXPENSE	973.300	705.00	63.00
10/10/2024	TRI	85570	ANTONELLI PROPERTY MANAGEMENT	DEVELOPMENT COSTS-UNALLOCATED	973.000	705.00	4,225.00
10/10/2024	TRI	85575	DTE ENERGY	ELECTRICITY	921.000	705.00	48.31
				ELECTRICITY	921.000	705.00	2,339.50
				ELECTRICITY	921.000	705.00	769.31
				ELECTRICITY	921.000	705.00	970.00
				CHECK TRI 85575 TOTAL FOR FUND 248:			<u>4,127.12</u>
10/10/2024	TRI	85581	FIRST NATIONAL BANK OF OMAHA	POSTAGE	730.000	705.00	30.45
				COMMUNITY PROMOTION	880.000	705.00	144.00
				COMMUNITY PROMOTION	880.000	705.00	500.00
				STRETSCAPE MAINTENANCE	931.000	705.00	320.00
				CHECK TRI 85581 TOTAL FOR FUND 248:			<u>994.45</u>
10/10/2024	TRI	85587	GREENSCAPE SOLUTIONS	STRETSCAPE MAINTENANCE	931.000	705.00	2,000.00
10/10/2024	TRI	85592	MONTY'S FARMS	FARMERS MARKET EXPENSE	973.300	705.00	26.00
10/10/2024	TRI	85596	PENZIEN FARMS	FARMERS MARKET EXPENSE	973.300	705.00	130.00
10/10/2024	TRI	85598	RICOH USA, INC.	MISCELLANEOUS	956.000	705.00	33.87
10/10/2024	TRI	85599	ROBERT METTE	DEVELOPMENT COSTS-UNALLOCATED	973.000	705.00	350.00
10/10/2024	TRI	85602	STINE, KATHY	FARMERS MARKET EXPENSE	973.300	705.00	16.00
10/10/2024	TRI	85603	THOMAS GRASS	FARMERS MARKET EXPENSE	973.300	705.00	24.00
10/10/2024	TRI	85604	TRI-CITY TIMES	ADVERTISING	741.000	705.00	543.00
10/10/2024	TRI	85606	VC3 INC	CONTRACTED SERVICES	818.000	705.00	5.15
				CONTRACTED SERVICES	818.000	705.00	8.30

Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
				CONTRACTED SERVICES	818.000	705.00	187.50
				CHECK TRI 85606 TOTAL FOR FUND 248:			200.95
10/10/2024	TRI	85607	VIEW NEWSPAPER GROUP	ADVERTISING	741.000	705.00	250.00
10/10/2024	TRI	85608	WELLS FARGO VENDOR	MISCELLANEOUS	956.000	705.00	26.95
10/17/2024	TRI	85618	IMLAY CITY HARDWARE	MISCELLANEOUS REPAIRS & MAINT	930.000	705.00	27.99
10/17/2024	TRI	85627	PENZTEN FARMS	FARMERS MARKET EXPENSE	973.300	705.00	91.00
10/17/2024	TRI	85630	ROBERT BULGER	FARMERS MARKET EXPENSE	973.300	705.00	50.00
10/17/2024	TRI	85635	STINE, KATHY	FARMERS MARKET EXPENSE	973.300	705.00	55.00
10/17/2024	TRI	85636	THOMAS GRASS	FARMERS MARKET EXPENSE	973.300	705.00	57.00
10/24/2024	TRI	85641	AMY FORTI	COMMUNITY PROMOTION	880.000	705.00	175.00
10/24/2024	TRI	85643#	CITY OF IMLAY CITY	WATER & SEWER CHARGES	924.000	265.00	63.92
				STREETScape MAINTENANCE	931.000	705.00	233.65
				STREETScape MAINTENANCE	931.000	705.00	501.25
				CHECK TRI 85643 TOTAL FOR FUND 248:			798.82
10/24/2024	TRI	85650	CONSUMERS ENERGY	HEAT	923.000	265.00	16.76
10/24/2024	TRI	85659	DTE ENERGY	LIGHTING -12200 COMPANY OWNED ORNAMEN	921.000	705.00	188.15
10/24/2024	TRI	85663	DTE ENERGY	ELECTRICITY	921.000	705.00	17.87
10/24/2024	TRI	85664	DTE ENERGY	ELECTRICITY	921.000	705.00	30.87
10/24/2024	TRI	85672	DTE ENERGY	ELECTRICITY	921.000	265.00	31.48
10/24/2024	TRI	85681	FRONTIER	TELEPHONE EXPENSES	853.000	705.00	56.10
10/24/2024	TRI	85686	KING & KING CPAS, LLC	AUDIT FEES	807.000	705.00	817.37
10/24/2024	TRI	85692	OUTFRONT	COMMUNITY PROMOTION	880.000	705.00	764.00
10/30/2024	TRI	85706	CHRISTINE MALZAHN	TRANSPORTATION & CONFERENCES	860.000	705.00	34.30
10/30/2024	TRI	85714	FRONTIER	TELEPHONE EXPENSES	853.000	705.00	8.57

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
10/30/2024	TRI	85718	MITT TV	COMMUNITY PROMOTION	880.000	705.00	500.00
10/30/2024	TRI	85720	PAGE ONE PRINTING	OFFICE SUPPLIES	727.000	705.00	16.50
10/30/2024	TRI	85727	THE PRINT SHOP	COMMUNITY PROMOTION	880.000	705.00	395.00
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORI							17,244.12

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Use: DAWN
DB: Imlay City

PERIOD ENDING 10/31/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 10/31/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BUDGET USED
		ORIGINAL BUDGET	AMENDED BUDGET				

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

Revenues

Dept 000.000 - REVENUE							
248-000.000-402.000	TAX REVENUE	324,000.00	324,000.00	70,624.56	70,624.56	253,375.44	21.80
248-000.000-560.000	WINTER FEST	3,000.00	3,000.00	225.00	125.00	2,775.00	7.50
248-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE APP	20,000.00	20,000.00	18,333.53	18,333.53	1,666.47	91.67
248-000.000-665.000	INTEREST INCOME	0.00	0.00	0.18	0.00	(0.18)	100.00
248-000.000-675.001	ROTARY PARK DONATIONS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-000.000-675.500	FARMERS MARKET REVENUE	4,000.00	4,000.00	2,685.00	195.00	1,315.00	67.13
248-000.000-675.600	DDA CONCERT SERIES	500.00	500.00	515.70	0.00	(15.70)	103.14
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	1,800.00	1,800.00	3,864.00	1,500.00	(2,064.00)	214.67
Total Dept 000.000 - REVENUE		355,400.00	355,400.00	96,247.97	90,778.09	259,152.03	27.08

Expenditures

Dept 265.000 - BUILDING MAINTENANCE							
248-265.000-921.000	ELECTRICITY	1,500.00	1,500.00	116.21	31.48	1,383.79	7.75
248-265.000-923.000	HEAT	500.00	500.00	64.76	16.76	435.24	12.95
248-265.000-924.000	WATER & SEWER CHARGES	500.00	500.00	63.92	63.92	436.08	12.78
Total Dept 265.000 - BUILDING MAINTENANCE		2,500.00	2,500.00	244.89	112.16	2,255.11	9.80

Total Dept 265.000 - BUILDING MAINTENANCE							
Dept 705.000 - UNALLOCATED ACTIVITY							
248-705.000-703.000	WAGES & SALARIES	50,600.00	50,600.00	15,972.10	3,109.61	34,627.90	31.57
248-705.000-706.000	HOURLY WAGES	15,000.00	15,000.00	3,667.50	1,198.50	11,132.50	25.78
248-705.000-706.011	HOURLY INTERN	0.00	0.00	1,440.00	0.00	(1,440.00)	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	1,100.00	1,100.00	358.94	89.84	741.06	32.63
248-705.000-714.000	OPTICAL INSURANCE	500.00	500.00	0.00	0.00	500.00	0.00
248-705.000-715.000	SOCIAL SECURITY	4,500.00	4,500.00	1,701.17	415.88	2,798.83	37.80
248-705.000-716.000	HEALTH INSURANCE	23,000.00	23,000.00	8,237.16	2,059.29	14,762.84	35.81
248-705.000-717.000	LIFE/DISABILITY INS	750.00	750.00	269.24	67.31	480.76	35.90
248-705.000-718.000	RETIREMENT AND OEB	3,000.00	3,000.00	621.18	155.48	2,378.82	20.71
248-705.000-721.000	PTO/VACATION PAY-OUT	3,000.00	3,000.00	1,776.93	1,332.69	1,223.07	59.23
248-705.000-727.000	OFFICE SUPPLIES	800.00	800.00	29.61	16.50	770.39	3.70
248-705.000-730.000	POSTAGE	200.00	200.00	31.83	30.45	168.17	15.92
248-705.000-740.000	OPERATING SUPPLIES	2,000.00	2,000.00	216.42	0.00	1,783.58	10.82
248-705.000-741.000	ADVERTISING	7,000.00	7,000.00	1,224.97	793.00	5,775.03	17.50
248-705.000-807.000	AUDIT FEES	1,000.00	1,000.00	817.37	817.37	182.63	81.74
248-705.000-815.000	DUES/MEMBERSHIPS	1,000.00	1,000.00	550.00	0.00	450.00	55.00
248-705.000-817.000	CONSULTING FEES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
248-705.000-818.000	CONTRACTED SERVICES	5,000.00	5,000.00	697.17	200.95	4,302.83	13.94
248-705.000-826.000	LEGAL SERVICES	1,000.00	1,000.00	30.00	0.00	970.00	3.00
248-705.000-830.000	LIABILITY INSURANCE	200.00	200.00	974.90	0.00	(774.90)	487.45
248-705.000-831.000	WORKERS COMPENSATION	400.00	400.00	54.07	0.00	345.93	13.52
248-705.000-833.000	TELEPHONE EXPENSES	1,200.00	1,200.00	628.53	114.67	571.47	52.38
248-705.000-860.000	TRANSPORTATION & CONFERENCES	2,500.00	2,500.00	404.60	34.30	2,095.40	16.18
248-705.000-880.000	COMMUNITY PROMOTION	14,000.00	14,000.00	12,520.00	2,478.00	1,480.00	89.43
248-705.000-900.000	PRINTING & PUBLISHING	500.00	500.00	0.00	0.00	500.00	0.00
248-705.000-921.000	ELECTRICITY	35,000.00	35,000.00	13,152.74	4,364.01	21,847.26	37.58
248-705.000-930.000	MISCELLANEOUS REPAIRS & MAINT	12,000.00	12,000.00	11,699.49	27.99	300.51	97.50
248-705.000-931.000	STREETScape MAINTENANCE	55,000.00	55,000.00	24,147.92	3,054.90	30,852.08	43.91
248-705.000-956.000	MISCELLANEOUS	4,000.00	4,000.00	2,591.63	60.82	1,408.37	64.79

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 10/31/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
248-705.000-958.000	ADMINISTRATIVE/TRANSFER TO	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00
248-705.000-973.000	DEVELOPMENT COSTS-UNALLOCATED	20,000.00	20,000.00	6,253.12	4,575.00	13,746.88	31.27
248-705.000-973.002	LEASES	1,300.00	1,300.00	0.00	0.00	1,300.00	0.00
248-705.000-973.006	DDA CONCERT SERIES EXP	12,000.00	12,000.00	6,652.92	0.00	5,347.08	55.44
248-705.000-973.008	BRICK/BENCH EXPENSE	100.00	100.00	0.00	0.00	100.00	0.00
248-705.000-973.100	LAPEER DEVELOPMENT CORPORATIO	6,250.00	6,250.00	6,250.00	0.00	0.00	100.00
248-705.000-973.300	FARMERS MARKET EXPENSE	10,000.00	10,000.00	3,722.64	399.00	6,277.36	37.23
248-705.000-973.560	WINTER FEST	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
248-705.000-973.600	ROTARY PARK EXPENSES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-705.000-975.000	CAPITAL OUTLAY	12,000.00	12,000.00	132.34	0.00	11,867.66	1.10
Total Dept 705.000 - UNALLOCATED ACTIVITY		352,900.00	352,900.00	127,026.49	25,395.56	225,873.51	36.00
TOTAL EXPENDITURES		355,400.00	355,400.00	127,271.38	25,507.72	228,128.62	35.81
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		355,400.00	355,400.00	96,247.97	90,778.09	259,152.03	27.08
TOTAL EXPENDITURES		355,400.00	355,400.00	127,271.38	25,507.72	228,128.62	35.81
NET OF REVENUES & EXPENDITURES		0.00	0.00	(31,023.41)	65,270.37	31,023.41	100.00

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.200	CASH - CHECKING ACCOUNT	245,087.15
248-000.000-001.201	CASH - CHECKING HRA	702.25
248-000.000-001.210	CASH - CHECKING DDA	20,109.27
248-000.000-040.000	ACCOUNTS RECEIVABLE	1,500.00
248-000.000-101.000	PREPAID - ASSET	9,831.17
Total Assets		277,229.84
*** Liabilities ***		
248-000.000-202.000	ACCOUNTS PAYABLE	10,790.50
Total Liabilities		10,790.50
*** Fund Balance ***		
248-000.000-390.000	FUND BALANCE	261,364.01
Total Fund Balance		261,364.01
Beginning Fund Balance - 23-24		261,364.01
Net of Revenues VS Expenditures - 23-24		36,098.74
*23-24 End FB/24-25 Beg FB		297,462.75
Net of Revenues VS Expenditures - Current Year		(31,023.41)
Ending Fund Balance		266,439.34
Total Liabilities And Fund Balance		277,229.84

* Year Not Closed

City Administrative Applied Charges															
2023-2024 Budget	324,500.00	\$30,000.00													
Month	Electricity Lamps	Street	Copier Misc. #956,000	GL #953,000	Office Supplies Non-DDA Purchased	Phones GL# 853,000	City Grounds Maintenance GL Misc. #956,000	Other	Administrative Transfer	Legal Services GL # 826,000	Computer Services GL# 818,000	Old Fire Hall Consumers Energy	Water Usage for downtown irrigation	MML Liability Insurance GL# 830,000	Monthly Totals
7/1/2023		\$2,665.23		\$50.56	\$48.55		\$940.00		\$35,000.00						\$38,604.34
8/1/2023		\$2,650.84		\$50.24	\$119.02		\$940.00								\$3,723.56
9/1/2023		\$2,703.44		\$26.95		\$81.10	\$940.00	\$5.93							\$3,658.42
10/1/2023		\$2,801.50		\$63.38		\$7.36	\$940.00	\$1,073.34							\$4,785.58
11/1/2023		\$2,818.39		\$207.29	\$44.64	\$62.47									\$3,232.79
12/1/2023		\$3,395.95		\$70.88	\$22.51			\$70.40							\$3,628.08
1/1/2024		\$4,022.87		\$55.94	\$31.32	\$113.05									\$4,223.18
2/1/2024		\$2,927.46		\$65.76	\$71.27	\$114.60									\$3,179.09
3/1/2024		\$2,810.06		\$97.35	\$16.39	\$55.79									\$2,979.59
4/1/2024		\$4,441.57		\$26.95	\$57.04	\$55.33	\$906.40	\$189.56							\$5,576.85
5/1/2024		\$4,145.07		\$80.91	\$46.54	\$18.86	\$906.40	\$375.00							\$5,472.78
6/1/2024		\$4,013.79		\$48.77	\$11.90	\$50.00	\$906.40			\$480.00	\$187.50	\$16.00			\$5,614.36
		\$43,396.10		\$909.64	\$469.18	\$799.79	\$6,585.60	\$1,715.23	\$35,000.00	\$480.00	\$187.50	\$16.00			\$89,355.54
2024-2025 Budget		\$30,000.00		\$4,000.00		\$1,200.00	\$4,000.00		\$35,000.00					\$200.00	
6/12/2788															
7/1/2024		\$3,999.93		\$64.66		\$9.43	\$906.40				\$13.30		\$4,192.41		\$9,086.13
8/1/2024		\$4,243.14		\$70.00		\$177.87	\$906.40			\$30.00	200.95			\$974.90	\$6,503.26
9/24/2024		\$4,093.51		\$37.97		\$121.03	\$906.40				200.95				\$5,259.86
10/31/2024		\$4,632.38		\$33.87	\$16.50	\$64.67					13.45				\$4,760.87

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AGENDA ITEM NB 9a. City/DDA Revenue Sharing Memorandum of Understanding

DATE: November 4, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: The negotiating committee has met several times with city management and is recommending that Board agree to an administrative transfer of 15% of the total DDA annual city tax capture to help offset city borne costs associated with the downtown area. The revenue sharing will include services utilized by the DDA for city staff (bookkeeper, clerk/treasurer etc) plus office space. Furthermore the DDA agrees to continue to pay the monthly utility charges to operate the street lighting in the downtown area (but not those on municipal owned properties), monthly usage fees for office equipment, insurance coverage on all DDA assets, and for lawn care maintenance of the grass in the downtown area parks/depot drive.

Under this new MOU the DDA will now capture monthly interest income on its fund balance and will look to reduce utility costs by converting the downtown lights to LED.

Items Attached: Memo of Understanding Agreement

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

Recommendation: Motion to approve the Revenue Sharing Agreement as presented.

Imlay City & Imlay DDA

Memo of Understanding Discussion Letter

Per the Audit records of the City of Imlay City, the Downtown Development Authority started sometime in **1985**. The primary reoccurring revenue for the DDA is the captured taxes from the City of Imlay City. The total revenues for the DDA in 1986 was **\$25,832**, in 1987 it was \$51,661 and it has been growing ever since.

For the year ending **June 30, 2014**, the Imlay City Commission and the DDA agreed to a reimbursement of the taxes captured from the city by the DDA back to the city of \$35,000. This \$35,000 represented **15.21%** of the \$230,056.89 captured from the City Taxes revenues by the DDA, and was meant to help cover the ever-increasing internal costs of operating a city.

Since that time cost have continued to increase, along with the amount of funding captured from the city by the DDA. The amount of City tax revenues captured from the city by the DDA for year ending June 30, 2024 was \$281,744.81. Using the same percentage rate as used in 2014, the amount reimbursed to the city should be **\$42,853.38**. The city and the DDA have agreed to an annual rate of **15%** of captured amounts effective July 1, 2024 which will equal **\$42,261.72** for fiscal year 2024/2025.

The city agrees that with the contribution from the DDA of captured taxes back to the city, that some cost incurred by the city within the DDA should not be charged to the DDA. Internal costs such as Police protection (\$300,000+), Fire protection (\$42,000+), Waste Water Treatment Plant utilization (40% of budget) and most Department of Public Works (direct extra \$30,000) and City Hall Services should be included, but there must be limits.

We feel that the **annual inflation adjusted amount** should only include internal cost. Meaning any outside direct vendors: DDA billboard, DDA landscaping, DDA lawnmowing, DDA Irrigation, DDA area Railroad contracts, and DDA Utilities, should be in addition to the annual amount.

A portion of shared costs should also be charged to the DDA. Shared costs are charges from outside vendors to the city that are then spread back to each department based on an appropriate criterion. Some examples of shared costs are: **Property and Liability Insurance and Workers Comp. Insurance** (currently the city pays MML for property and liability insurance, this includes building/property the city (or DDA) owns, it also includes General Liability and workers comp. which are charged back based on percentage of payroll and Public Errors & Omissions which is charged back based on number of employees. The more properties the DDA purchases or the more employees they hire, the more their share of these will go up. **City Hall Shared Services** would include (but not be limited to): share of **Annual Auditing Cost**, Cost for both **Telephone** equipment and monthly base and usage charges, **Computers**, including Desk top, Laptop, and individual printing devices, plus the cost of **Internet Services** and **Maintenance Contracts**, **Copy Machine** usage including Number of black and white, number of color and amount of paper used plus the Lease and Maintenance charges. Paper, pens, envelopes, and postage can be purchased separately by the DDA.

Some of the City Hall costs the DDA is **NOT** charged for include: Payroll, Accounts Payable, Accounts Receivable, Banking, Tax capture reporting, No rental or Utilities for City Hall, Cleaning Charges, Storage space utilization, meeting space.

The city agrees to credit the DDA fund for interest on the ending monthly fund balance in the DDA fund at the end of each month. The calculation for the for the earned interest amount will be:

$$\text{DDA month end fund balance} \times \text{pooled funds interest rate for each month} / 12 \text{ months}$$

(Example: \$100,000 X 3.31% / 12 = \$275.83)

The City Manager, DDA Director and City Bookkeeper will meet to determine what street lights are included in the DDA Capturing district. Those lights that are determined to be in the tax capturing district will be paid for by the DDA tax captured dollars.

DDA Chairperson

City Manager

DDA Director

City Clerk/Treasurer

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AGENDA ITEM UB 9b. 2024 Farmer's Market Final Report

DATE: November 4, 2024

TO: DDA Board Members

FROM: Chris Bishop, Market Manager

Background: Market Manager Chris Bishop has completed reporting requirements with state agencies for the 2024 market season. Detailed reports are being provided to the Board.

Items Attached: Market Manager Report
2-year comparison report

Action Needed: No Board Action Needed

Market Manager's Report

November, 2024

- Joined the Chamber for a ribbon cutting at Heavenly Sweets.
- Finished planning the Halloween Party in the Park.
- Worked more on WinterFest planning and advertising.
- Applications are still coming in for vendors for Kringle Market.
- Attended the City Commission meeting.
- Emptied the fire hall of all DDA belongings due to it be rented out.
- Started Farmer's Market season end reports required for the Farmer's Market Snap Program and Senior Fresh.
- Finished creating the Constant Contact email list to be able to send out newsletters and updates on happenings to the businesses.
- Maintained the outdoor fall décor around town.
- Met with the new director for the Senior Center.
- Party in the Park and Merchant Trick or Treat went well. Everyone loved the inflatables and DJ.

**Farmers Market
2 Year Comparison**

	2023	2024
# of Weeks	18	14
Attendance	3716	2763
Average Weekly Attendance	206	197
Average Vendor Attendance	11	9

Revenue 2023-2024 \$5,514.00
Expense 2023-2024 \$2,956.00

Revenue 2024-2025 \$3,385.00
Expense 2024-2025 \$2,133.03

Marker Manager's Day of Market Pay and Hours 8 hours @ \$17/Hr.
Total per day \$136.00
Total for 14 Weeks \$1,904.00

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AGENDA ITEM NB 10a. Façade Grant Application Updates

DATE: November 4, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Director Malzahn is recommending the following amendments be made to the Façade Grant Application. These amendments will better align the grant program to the mission of the DDA.

Add the following point to the guidelines:

- The property where the work is to be done **MUST** be occupied and open to the public with regular business operating hours.

Add the following point under ineligible projects list:

- Projects considered routine maintenance (cleaning, power washing, trash removal etc.)

Items Attached: Façade Grant Application

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

Recommendation: Motion to amend the Façade Grant Application as presented.

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)

Name of Applicant

Address of Applicant

Address of Property Proposed for Improvement

Business Contact Person & Title

Phone

Fax

Email

Please give a detailed description of work to be done: _____

The estimated improvement cost is \$ _____.

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

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

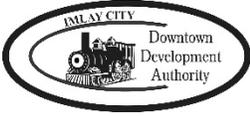
Board Action Date: _____

Approved _____ Denied _____

If approved reimbursement check # _____

Disbursement date: _____





DDA Façade Grant Program Guidelines

Imlay City Downtown Development Authority (DDA) will consider applications for grants of up to fifty (50%) percent of the eligible costs not to exceed \$5,000. The maximum grant shall be \$5,000 per fiscal year. Projects will have to be in accordance with the guidelines below and the location must be inside of the DDA District.

Property owners and their tenants who do not pay property taxes are not eligible for the Façade Grant. Property owners and/or applicant may NOT have any delinquent taxes, unpaid fees or charges that are applicable to any portion of the land to which the application applies. **The property where the work is to be done MUST be occupied and open to the public with regular business operating hours.**

Objectives:

- Improve/upgrade vacant or underutilized historic building to accommodate new uses.
- Enhance the unique aesthetic appeal of downtown related to its architecture by encouraging the rehabilitation of certified historic structures.
- Stimulate new investment into district buildings to increase the property value and the economic potential of participating properties.
- To facilitate improvements that add value, are appropriate to the architecture of the building, and are compatible with the downtown main street setting.

Funding Limits:

A property may be granted UP TO A TOTAL OF \$5,000 PER FISCAL YEAR PER PROPERTY, based on date/time stamp of submission, completion date and funding availability. Funding amounts may differ dependent on type of project with a maximum allowed for projects per the guidelines contained herein. A property may only be awarded an Architectural Services Grant once during any given period.

Project Description	Maximum Grant Funding
Signage (including but not limited to: free standing, attached, window graphics, text or images on awnings, marquees, related lighting and electrical fixtures)	\$1,500.00
All other eligible façade improvements as described below	\$5,000.00
Architectural Services	\$500.00

Eligible Façade Improvement Projects:

- Repair to building exterior facades.
- Masonry repair or cleaning.
- Restoration, repair, or replacement windows,
- Restoration, repair or replacement of exterior doors.
- Restoration, repair or replacement of exterior walls, chimneys, or other architectural elements.
- Exterior work necessary for conversion to a business establishment's entry or outdoor seating area.
- Removal of after-installed facades along with restoration of vintage elements.
- Lighting or other appropriate enhancements not related to signage.
- Exterior painting including porches, decks and balconies.
- Improvements or additions necessary for ADA compliance.
- Awnings that do not have imprinted text, images, etc.

Ineligible Façade Improvement Projects:

- Interior Improvements.
- **Projects considered routine maintenance (cleaning, power washing, trash removal etc.)**
- Labor paid to applicant, family members of applicant, or employees of applicant.
- Roofing.
- Additions to existing structures with the exceptions that are listed above.
- Purchase of furnishings or equipment.
- Repair or creation of features not compatible with original architecture.
- Costs incurred before final grant approval by DDA.
- Costs paid by the applicant in merchandise or in-kind services.
- Costs associated with Michigan Sales Tax.

General Requirements:

- For the project to be grant eligible, a completed Façade Grant Application must be approved by the Imlay City Downtown Development Authority Board of Directors **PRIOR** to the commencement of any work.
- You must include before pictures of project pertinent to application, along with a rendering where applicable.
- All work must be in accordance with the applicable local, state and federal codes. For information regarding ordinances and necessary permits please contact the Construction Code Authority 810-667-0420 or visit their website: constructioncodeauthority.com.
- All exterior code deficiencies or violations and imminent health and safety hazards must be corrected in conjunction with façade renovation.
- Applicant shall be responsible for all construction management and contracting work to be done, as well as obtaining and following all local permits and codes.

- A detailed estimate for all eligible costs must be submitted and supported by a quote from a **minimum of two** or more licensed or insured contractors or suppliers.
- Quotes must include the contractor/supplier's business name, address, phone number, email, license and/or insurance certificate, and website (if applicable).
- Upon completion of work, all invoices pertaining to the project must be paid in full. Copies of all paid receipts/checks must be submitted to the DDA office before reimbursement will be issued (cash transactions not acceptable), along with pictures of the completed work.
- Property improvements must be completed within twelve (12) months of approval or applicant will be required to resubmit application with no guarantee of funding.
- Façade Improvement Grants are limited to \$5,000 per property per budget cycle. (July 1-June 30)
- A business that changes its name (under the same ownership) and remains at the same physical location is limited to two (2) grant approvals within a three year period. (The three (3) year period of time begins on the date on which the first grant was approved.
- A business (under the same ownership and name) that changes its physical address is limited to two (2) grant approvals within a three year period. (The three (3) year period begins on the date the first grant was approved).
- Property owner and/or applicant may NOT have any delinquent taxes, unpaid fees or unpaid charges that are applicable to any portion of the land to which the application applies.
- 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.

Architectural Services

- Before design work by an architecture firm may begin, the DDA Director must approve the qualifications of requested architectural firm and an Architectural Services Application must be approved by the Downtown Development Authority's Board of Directors.
- Design work should be appropriate to the architecture of the building and be compatible with the downtown main street setting.
- Only a property owner may request an Architectural Services Grant.
- Only one Architectural Services Grant will be allowed per property address. Changes in property ownership, scope of design work or architecture firm will not be considered as reasons for the DDA to grant additional Architectural Services grants.
- Upon design work completion, the DDA will receive copies of all work tendered by approved architectural firm regarding the approved property.
- It is the responsibility of the architecture firm and/or property owner to ensure design meets any state, local or city ordinances and codes.
- Quotes must include the architecture firm's business name, address, phone number, email, and website (if applicable).
- Grant funding will be placed in line according to date submitted for reimbursement upon completion of work. Copies of all paid invoices pertaining to the project must be submitted to the DDA office along with pictures of the completed project.
- Design renderings must be completed within nine (9) months of approval or applicant will be required to resubmit application with no guarantee of funding.



AGENDA ITEM NB 10b: 2025 Regular Meeting & Event Dates

DATE: November 4, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Open Meetings Act requires the annual publication of all regular meetings dates of the DDA along with the time and location for public notice. The list of dates suggested by Director Malzahn will also be incorporated into the city-wide meeting calendar and will be updated on the DDA website prior to the beginning of the new calendar year, once approved by the board.

Director Malzahn recommends canceling the published November 18th meeting date due to lack of agenda items.

Items Attached: 2024 Approved Meeting Date Calendar
2025 Proposed Regular Meeting Dates
2025 Special Event Dates

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

Recommendation: Motion to approval publish the 2025 calendar dates for meetings and events as presented.

Imlay City
Downtown Development Authority
2024 REGULAR MEETING CALENDAR

January 8th

July 8th

February 12th

August 12th

March 11th

September 9th

April 8th

October 14th

May 13th

November 18th*

* change due to Veterans Day

June 10th

December 9th

2nd Monday of each month (except holidays) @ 5:35 pm

Imlay City
Downtown Development Authority

2025 REGULAR MEETING CALENDAR

January 13th

July 14th

February 10th

August 11th

March 10th

September 8th

April 14th

October 13th

May 12th

November 10^{th*}

June 9th

December 8th

2nd Monday of each month (except holidays) @ 5:35 pm

SUMMER CONCERT SERIES

8-Weeks
Tuesday's 7:00 pm

- June 17 –
- June 24 –
- July 1 -
- July 8 –
- July 15 –
- July 22 – NO CONCERT (Fair week)
- July 29 -
- August 5 –
- August 12 -

FARMERS MARKET

----- Weeks
Thursday's 9:00 am-?

Dates TBD

MERCHANT TRICK OR TREATING

One Day Event
11:00 am – 2:00 pm

TBD

WINTERFEST

One Day Event
10:00 am – 7:00 pm

TBD

INFORMATIONAL MEETINGS

2x per year
5:00 pm - 5:30 pm

- July 14th**
- December 8th**



AGENDA ITEM NB 10c: Annual Audit Report Ending June 30, 2024

DATE: **November 4, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: The DDA is required by law to have an annual audit completed by an independent professional. Per the city-awarded contract, King & King Accounting performs this billable service for the DDA as part of the City of Imlay City annual audit.

Director Malzahn has received a copy and is conveying the audit results to the Board. The full audit report will be presented to City Commission at their November 19th meeting.

The DDA was invoiced and paid \$817.37 to King and King this fiscal year.

Items Attached: DDA Audit Report Pages

Action Needed: No Board Action Needed

City of Imlay City
Notes to the Financial Statements
For The Fiscal Year Ended June 30, 2024

1. Summary of Significant Accounting Policies

The accounting policies of the **City of Imlay City**, Lapeer County, Michigan (the "City") conform to accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. The following is a summary of the significant accounting policies used by the **City of Imlay City**, Lapeer County, Michigan.

Financial Reporting Entity

The **City of Imlay City** is organized under the Michigan's Comprehensive Home Rule City Act. A seven-member City Commission is the governing body elected by the community at large. The Commission appoints a City Manager to administer the affairs of the City.

As required by generally accepted accounting principles, the financial statements of the reporting entity include those of the **City of Imlay City** (the primary government) and its component units. The component unit discussed below are included in the City reporting entity because of the significance of their operational or financial relationships with the City.

Component Units – In accordance with generally accepted accounting principles, there are no component units of government required to be included in the financial reporting entity either as blended component units or discretely presented component units.

Blended Component Units – The Downtown Development Authority (DDA) of the **City of Imlay City**, an entity legally separate from the City, is governed by a Board appointed by the City Council. For financial reporting purposes, the DDA is reported as if it were part of the City's operations because its purpose is to finance and provide assistance to businesses and citizens within the DDA District of the City. In addition, the City is responsible for the compliance with federal grants received in conjunction with the DDA's projects. The DDA does not issue formal financial statements, except as otherwise contained in the City's annual financial statements.

Government-wide and Fund Financial Statements

The Government-wide Financial Statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all the nonfiduciary activities of the City (the primary government). The effect of interfund activity has been removed from these statements. Governmental activities, normally supported by taxes and intergovernmental revenues are reported separate from business-type activities, which rely to a significant extent on fees and charges for support. Likewise, the primary government is reported separate from certain legally separate component units, for which the primary government is financially accountable.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function (governmental activities) or identifiable activity (business-type activities) are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or activity. Program revenues include: (1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or activity; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or activity. Taxes and other revenue items properly excluded from program revenues are reported as general revenue.

Separate financial statements are provided for governmental and fiduciary funds, even though the latter are excluded from the Government-wide Financial Statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

City of Inlay City
 Other Supplemental Information
 Nonmajor Governmental Funds
 Combining Balance Sheet
 June 30, 2024

	Special Revenue Funds										Debt Service Funds		Capital Project Funds		Total Nonmajor Governmental Funds
	Major Street Fund	Local Street Fund	Downtown Development Authority Fund	Building Rental Fund	Industrial Park Development Fund	Brownfield Redevelopment Authority Fund	Drug Fortifecture Fund	Streets & Sidewalks Fund	Public Safety Fund	General Obligation Bonds 2015	General Obligation Bonds 2019	Fire Hall Construction Fund			
Assets															
Cash & Cash Equivalents	\$ 678,936	\$ 262,997	\$ 298,422	\$ 38	\$ 9,304	\$ 17,313	\$ 14,504	\$ 608,094	\$ 6,680	\$ 8,152	\$ 35,412	\$ 161,947	\$ 2,101,799		
Accounts Receivable	63,792	19,562	-	-	-	-	-	-	-	-	-	-	83,354		
Due From Other Funds	152,765	-	-	-	-	-	-	-	-	-	-	-	152,765		
Prepaid Expenditures	-	-	2,114	-	-	-	-	-	-	-	-	-	2,114		
Total Assets	\$ 895,494	\$ 282,559	\$ 300,536	\$ 38	\$ 9,304	\$ 17,313	\$ 14,504	\$ 608,094	\$ 6,680	\$ 8,152	\$ 35,412	\$ 161,947	\$ 2,340,053		
Liabilities & Fund Balances															
Liabilities															
Accounts Payable	\$ 20,000	\$ 11,510	\$ 22,828	\$ -	\$ -	\$ -	\$ 226	\$ -	\$ 6,678	\$ -	\$ -	\$ -	\$ 61,242		
Due To Other Funds	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Liabilities	20,000	11,510	22,828	-	-	-	226	-	6,678	-	-	-	61,242		
Fund Balances															
Nonspendible - Prepaids	\$ -	\$ -	\$ 2,114	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,114		
Restricted For:															
Public Safety	-	-	-	-	-	-	14,279	608,094	2	-	-	161,947	784,322		
Public Works	875,494	271,049	275,504	-	-	17,313	-	-	-	-	-	-	1,439,449		
Debt Service	-	-	-	-	-	-	-	-	-	8,152	35,412	-	43,564		
Committed For:															
Public Works	-	-	-	38	9,304	-	-	-	-	-	-	-	9,342		
Total Fund Balances	875,494	271,049	277,708	38	9,304	17,313	14,279	608,094	2	8,152	35,412	161,947	2,278,791		
Total Liab. & Fund Balances	\$ 895,494	\$ 282,559	\$ 300,536	\$ 38	\$ 9,304	\$ 17,313	\$ 14,504	\$ 608,094	\$ 6,680	\$ 8,152	\$ 35,412	\$ 161,947	\$ 2,340,053		

City of Imlay City
 Other Supplemental Information
 Nonmajor Governmental Funds
 Combining Statement of Revenues, Expenditures
 and Changes in Fund Balances
 For The Fiscal Year Ended June 30, 2024

	Special Revenue Funds											Debt Service Funds		Capital Project Fund		Total Nonmajor Governmental Funds												
	Major Street Fund		Local Street Fund		Downtown Development Authority Fund		Building Rental Fund		Industrial Park Development Fund		Brownfield Redevelopment Authority Fund		Drug Forfeiture Fund		Streets & Sidewalks Fund		Public Safety Fund		2015 General Obligation Bonds		2019 General Obligation Bonds		Fire Hall Construction Fund					
Revenues																												
Property Taxes																												
Intergovernmental Revenues																												
Charges for Services																												
Grant Proceeds																												
Interest Earnings																												
Other Revenues																												
Total Revenues																												
Expenditures																												
Public Safety																												
Public Works																												
Capital Outlay																												
Debt Service - Principal																												
Debt Service - Interest																												
Total Expenditures																												
Excess of Revenues Over (Under) Expenditures																												
Other Financing Sources (Uses)																												
Transfers In (Out)																												
Net Change in Fund Balances																												
Fund Balances - Beginning of Year																												
Fund Balances - End of Year																												



CLOSED SESSION – For the purpose of Property Acquisition

DATE: **November 4, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

CONFIDENTIAL

Packet materials are not subject to FOIA request

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Directors Report

DATE: November 4, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Items Attached: November Report
Weekly email reports

Action Needed: No Board Action Needed

Director's Report – November 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 Merchant Trick or Treating
- Updated website calendar of events and other happenings
- Continued planning for WinterFest Event
- Staff and I worked the Merchant Trick or Treat / Party in the Park Event on Saturday Oct 26th

Economic Development

- Continued to assist a developer with Johnny's Place purchase and liquor license issues
- Meet with City Management and LDC Director to issue RFP for old sign shop demolition

Place Making/Streetscape

- Installed and maintained fall decorations with DDA Promotions staff
- Arranged for Holiday Lighting installations
- Issued two RFP's for Annual Flowers/Landscaping and Irrigation Maintenance

Grants:

- Continued research on EPA NOFO and held multiple meetings with Four County Foundation
- Researched DNR Recreation Passport NOFO
- Continued planning for MEDC NOFO RAP 3.0 grant application(s)
- Attended LCCF Grant Workshop on Oct 17th

Billboard:

Imlay City Façade Corp

- Revised Application Forms

Meetings and Other:

- Attended Rotary Club weekly meeting.
- Processed invoices, check requests, and mailed payments.
- Made updates to the DDA website for current meeting information.
- Attended 1 – MI Funding Hub Grant workshop sessions.
- Attended October 15 City Commission Meeting for Special Event Permits and Fire Hall usage
- Attend monthly department head meeting
- Attended MDA MiPDM kickoff meeting
- Prepared meeting minutes, agendas, action item sheets, and board packets.

From: [Christine Malzahn](#)
To: wbargen@icdda.com; sdavis@icdda.com; srobbins@icdda.com; jshattuck@icdda.com; ndocherty@icdda.com; kjorgensen@icdda.com; jmontoya@icdda.com; john.genord.jd@gmail.com; jkempf@imlaycity.org; ["byockey@imlaycity.org"](mailto:byockey@imlaycity.org)
Cc: ddapromotions@imlaycity.org
Subject: Week Ending October 25th
Date: Friday, October 25, 2024 1:47:00 PM
Attachments: [image001.png](#)
[2024.10.14 Meeting Minutes.docx](#)
[2024.10.14 Imlay Facade Corp Meeting Minutes.docx](#)

Hello All,

Here is quick recap of whats been happening in the office this week.

Both of our new Board members were sworn in yesterday – so be sure to welcome Barb Yockey and John Genord to the team! I’ll have the updated membership list with contact info for you at the next meeting.

Tomorrow is Merchant Trick in downtown so Chris and I have been working to get everything organized and ready for the party in the park. Please stop by the Farmers market area and join in the fun (dj, inflatables, costume contest, cider and donuts, bonfire etc) from 1-3:00 pm! Chris and I will both be there.

Chris set up our new Constant Contact subscription and has begun sending communications to our business owners with updates... are you getting them? The last one for Merchant Trick was a new map I created of downtown that shows our parking inventory so if there are street/parking closures store owners and shoppers will have a quick reference of other ways to navigate downtown.

The DDA was represented by Justin and Chris at the Heavenly Sweets ribbon cutting last Saturday. Chris presented the DDA “Buck for Luck” certificate, and all enjoyed the confetti cannon too!

I have spent a good deal of time writing for our two grant applications (EPA and Façade Corp). We will need to get the updated Façade Corp Application approved asap so that we can get projects in our pipeline before we apply for the RAP grant money. I will have that ready for our Nov 4th meetings. Look for your Board packets next week.

Attached are the draft minutes from the last meeting(s) – let me know if you note anything that needs correcting.

I’ve written a MOU between the DDA and J&J Liquidators for sharing the old fire hall space for the Kringle Market. City Manager Horton is working on getting it signed. A few of us city staffers took a tour and we have obtained permission from the Senior Center for us to use their space for overflow vendors for the kringle market. That space is a much better location

physically than using city hall for half the vendors.

Christmas holiday décor is being prepped and ready for install in the next few weeks. This will include the new candy canes and tree topper we purchase last January.

Both RPF (Annual Flowers and Irrigation) have been published and put up on Bidnet. I've already received a few calls from potential bidders so I hope we get a few submissions.

Go Blue – Go Green – Go Lions! Have a great weekend whoever you cheer for!

Christine Malzahn

DDA Executive Director

City of Imlay City

150 North Main Street, Imlay City, Michigan 48444

Office: 810-724-2135 ext. 1307 | Mobile: 586-801-0166

Email: ddadirector@imlaycity.org

