

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

**REGULAR MEETING MAY 12, 2025**  
**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, Board Member  
Barbara Yockey, Mayor

**AGENDA**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. **APPROVAL OF THE AGENDA**
5. **CONSENT AGENDA** (pgs 3-15)
  - MEETING MINUTES: Regular Meeting April 14, 2025; Special Meeting April 23, 2025
  - FINANCIAL REPORTS: through April 30, 2025
  - DDA Expenditure Report, Check Register Report; Credit Card Statement; Balance Sheet;
6. CORRESPONDENCE – Chamber of Commerce Signed Letter – Rob Mette (pgs 17-20)
7. COMMITTEE REPORTS – Business Retention/Recruitment Subcommittee
8. PUBLIC PARTICIPATION
9. **UNFINISHED BUSINESS:**
  - A. Farmers Market Ad Campaign (pgs 21-23)
  - B. 150 Bancroft Building Real Estate Listing (pgs 25-27)
10. **NEW BUSINESS:**
  - A. Façade Grant Application (signage) – 591 Cedar Street / Imlay City Pharmacy (pgs 29-40)
  - B. Façade Grant Application - 170 S. Almont Ave / Imlay City Eagles (pgs 41-53)
  - C. Façade Grant Application - 118 E. Third Street – Former Kitty’s Place (pgs 55-60)
  - D. Pavilion Project Update (pgs 61-62)
  - E. Seasonal Porta-Potties (pgs 63-68)
  - F. Downtown Depot Pavilion Fee Schedule (pgs 69-72)
  - G. Lapeer County Senior Services MOU (pgs 73-77)
  - H. Lapeer County Special Voted Millages – requested by Mayor Barbara Yockey (pgs 79-84)
11. **CLOSED SESSION** – For the purpose of employee annual review
12. EXECUTIVE DIRECTOR’S REPORT (85-88)
13. PUBLIC PARTICIPATION
14. BOARD MEMBER COMMENTS
15. ADJOURNMENT

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## Consent Agenda

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**DATE:** May 12, 2025

**TO:** DDA Board Members

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

**Items Attached:**

- a. Meeting Agenda
- b. Meeting Minutes
  - April 14th Regular Meeting; April 23<sup>rd</sup> Special Meeting
- c. Financial Reports – Ending April 30, 2025
  - DDA Expenditure Report = \$ 23,288.49
  - Check Register Report = \$ 16,696.94
  - Credit Statement – April 2025
  - Ending Fund Balance Sheet = \$ 346,831.47

**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**

**April 14, 2025 Regular Meeting  
MINUTES**

A regular meeting of the Downtown Development Authority was held on Monday, April 14, 2025, at the Imlay City Municipal Offices, 150 N. Main Street, Imlay City MI 48444.

**MOTION** by Davis, supported by Jorgensen, to allow Justin Shattuck to preside as Board Chair for the meeting proceedings.

Roll Call: AYES – Davis, Jorgensen, Robbins, Yockey, Shattuck

NAYS – none

**MOTION CARRIED 5/0**

1. **CALL TO ORDER** – Meeting Chair Shattuck 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, Mayor Barbara Yockey, Justin Shattuck

Absent: Chairman Walter Bergen (excused), Neil Docherty (excused), Joi Kempf (excused)

Quorum Present

4. **CONSENT AGENDA**

**MOTION** by Davis, supported by Yockey to approve the consent agenda items as amended.

Consent agenda items include:

- a. Meeting Agenda
- b. Meeting Minutes
  - March 10th Regular Meeting
- c. Financial Reports – Ending March 30, 2025
  - DDA Expenditure Report = \$ 18,954.15
  - Check Register Report = \$ 3,421.65
  - Credit Statement – February 2025
  - Ending Fund Balance Sheet = \$ 368,883.89

**MOTION** by Davis, supported by Yockey to the consent agenda items as presented.

All in Favor 5 / Nays 0

**MOTION CARRIED 5/0**

5. **CORRESPONDENCE** – none

6. **SPECIAL PRESENTATION** – none

7. **COMMITTEE REPORTS** - none

8. **PUBLIC PARTICIPATION**

John Genord thanked the Board for its efforts to revitalize downtown and asked the Board to support the BombBurger Blueberry Festival funding request, stating that it will help his business and all downtown businesses to have this well-organized event held along Third Street.



9. **UNFINISHED BUSINESS** – none

10. **NEW BUSINESS**

**A. Funding Request – Blueberry Festival**

The Board reviewed a funding request from Gjon Marku for in-kind advertising on the DDA billboard and \$425 to cover the cost of porta-potties for a June 21, 2025 event that he, his staff, and community volunteers are planning. Marku was present and provided an update on activities being planned and to answer questions. Davis expressed concern over Third Street closure and requested that it only be closed to traffic in areas where vendors will be set up. Mayor Yockey expressed concerns that the event was not being presented in conjunction with a non-profit group. Director Malzahn stated that there are no prohibitions in the DDA ByLaws or TIF act that stipulates that funding events must include a non-profit entity. She also noted that Third and Main was a stakeholder in the district as a tax paying entity.

**MOTION** by Davis, supported by Robbins to approve the Blueberry Festival funding request for in-kind billboard sponsorship and \$425 for porta-johns.

Roll Call: AYES –Davis, Robbins, Shattuck,

NAYS – Yockey, Jorgensen

**MOTION CARRIED 3/2**

**B. Funding Request – SummerFest**

With no submission of funding request forms, the Board moved to postpone action on this item.

**NO BOARD ACTION TAKEN**

**C. Flag Purchases**

The Board reviewed estimates provided in the packet to purchase 100 - 12"x18" US flags used for Memorial Day cemetery veteran's grave markings. Director Malzahn noted that the DDA has funded this purchase in the past. Also included in the purchase request was a replacement flag for the boulevard entrance at Third and Cedar due to wear and tear on the existing flag.

**MOTION** by Davis, supported by Yockey to approve the US flag purchases in an amount not to exceed \$542.99 as long and the flags are made in the USA.

Roll Call: AYES – Davis, Yockey, Robbins, Jorgensen, Shattuck

NAYS – none

**MOTION CARRIED 5/0**

**D. DDA Market Manager / Promotions Assistant Employment Recommendation**

Chris Bishop spoke and thanked the Board for the opportunity to work as the Market Manager / DDA Promotions Asst, noting that she has enjoyed serving the local businesses and working with the Board. Director Malzahn introduced and recommended Mindi Steffens to fill the position vacated by Bishop, starting April 22, 2025. Steffens was present and spoke about her experience in Imlay City and answered Board questions.

**MOTION** by Davis, supported by Robbins to accept Market Manager Chris Bishop letter of resignation with regret.

All in Favor 5 Ayes/Nays 0

**MOTION CARRIED 5/0**

**MOTION** by Davis, supported by Robbins to accept the recommendation of Director Malzahn to hire Mindi Steffens as the new Market Manager/DDA promotions asst at \$16.50 hr up to 20 hours per week.

Roll Call: AYES – Davis, Robbins, Jorgensen, Yockey, Shattuck

NAYS – none

**MOTION CARRIED 5/0**

**E. Farmers Market Advertising Campaign**

Market Manager Bishop and Director Malzahn presented a marketing campaign opportunity to coincide with the start of the 2025 market season. The concept was to advertise in both the Tri-City Times and the Lapeer View with a \$5 BYGO coupon promotion. Jorgensen questioned the rates presented in the packet, stating that they were too high, since the DDA is given a discounted rate. Bishop noted that those were the rates provided to her when she called the paper to inquire. Mayor Yockey shared her concerns over a conflict that Board member Jorgensen had due to her ownership of the Tri-City Times paper. It was noted that if Jorgensen recused herself from the meeting that a quorum would no longer be present to act on the item.

**MOTION** by Davis, supported by Yockey to postpone the agenda item until the May meeting so that Director Malzahn can gather more information and a quorum would be available.

All in Favor 5 Ayes/Nays 0

**MOTION CARRIED 5/0**

**F. New Business Application and Zoning Compliance Certification**

Director Malzahn recapped her efforts to move the business license application process forward on behalf of the City. She informed the Board that she would present the revised version in the Board packet to City Commission at their next meeting. She asked for input from the Board and a motion of recommendation for support for Commission adoption.

**MOTION** by Robbins, supported by Jorgensen to recommend to City Commission the adoption of the documents as presented.

All in Favor 5 Ayes/Nays 0

**MOTION CARRIED 5/0**

**G. Conductors Corner Pavilion RFP Results**

Director Malzahn presented the bid results from the RFP that was advertised in the Tri-City Times and posted on BidNet in March. The DDA received a total of 10 submissions ranging from \$60,880 to \$220,000. Malzahn recommended that the lowest bid be accepted from Tanis Construction, noting that his company has built similar structures in Imlay City, and the workmanship was excellent. The project will be funded in part with a \$15,000 grant from the Lapeer County Community Foundation, if awarded, and the rest from DDA fund balance.

**MOTION** by Davis, supported by Yockey to accept the bid of \$60,400 from Tanis Construction for the construction of a 40'x60' structure on the former Farmers Market corner and to proceed with grant submission to the Lapeer County Community Foundation.

Roll Call: AYES – Davis, Yockey, Jorgensen, Shattuck, Barga

NAYS – none

**MOTION CARRIED 5/0**

**H. DPW Renovation Project Update**

Mayor Yockey updated the board on the decision from the City's joint DDA/City Commission committee, which met to review RFP submissions the City received for the former DPW Garage renovation project. She noted that the committee is recommending to City Commission to award the bid to Tanis Construction at the commission's next meeting.

Director Malzahn requested the DDA Board vote to accept the committee's recommendation as well, since the DDA is allocating \$50,000 towards the cost of renovations.

**MOTION** to accept the City/DDA joint subcommittee's recommendation of bid award to Tanis Construction.

All in Favor 5 Ayes/Nays 0

**MOTION CARRIED 5/0****I. Social District Sign Installation Charges**

This agenda item was added at the request of Director Malzahn to discuss DPW charges for the installation of the social district signage. DPW Supervisor Priehs, reviewed the district map, calculated materials, and labor hours needed for DPW to assist the DDA with sign installations. He notified Director Malzahn that the DDA should anticipate charges of \$5,616.98 for the completion of the work.

**MOTION** by Davis, supported by Yockey to approve the DPW charges for sign installation.

Roll Call: AYES – Davis, Robbins, Jorgensen, Yockey, Shattuck

NAYS – none

**MOTION CARRIED 5/0****11. CLOSED SESSION – For the purpose of employee annual review (at employee's request)**

**MOTION** by Davis, supported by Robbins to enter in to closed session @ 6:38 pm

Roll Call: AYES – Davis, Robbins, Jorgensen, Yockey, Shattuck

NAYS – none

**MOTION** by Davis, supported by Robbins to exit closed session @ 6:41 pm

All in Favor 5 Ayes/Nays 0

**MOTION CARRIED 5/0**

**MOTION** by Davis, supported by Jorgensen to table the Directors review until May 12<sup>th</sup> meeting.

All in Favor 5 Ayes/Nays 0

**MOTION CARRIED 5/0****12. EXECUTIVE DIRECTORS' REPORT**

Director Malzahn provided her written report in the meeting packet for March/April 2025 activities. One additional item mentioned was the receipt of monies from Lapeer County for special voted millages in the amounts of: Seniors: \$5,063.54; Public Safety \$2,251.31; Veterans - \$290.59

**13. PUBLIC PARTICIPATION**

Chris Bishop – 704 N. Van Dyke, Imlay City. Bishop thanked the Board for the opportunity to serve as Market Manager and DDA Promotions. She complimented Director Malzahn on her supervisory skills, stating how much she has enjoyed working here and the knowledge she has gained.

**14. BOARD MEMBER COMMENTS – none****15. ADJOURNMENT**

**MOTION** by Davis, supported by Yockey 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, May 12, 2025, at 5:35 PM

Respectfully submitted by: \_\_\_\_\_

Christine Malzahn, DDA Executive Director

DDA APPROVED:

**IMLAY CITY  
DOWNTOWN DEVELOPMENT AUTHORITY**

**April 23, 2025 Special Meeting Minutes**

A special meeting of the Downtown Development Authority was held on Wednesday, April 23, 2025, at the Imlay City Municipal Offices, 150 N. Main Street, Imlay City MI 48444.

1. **CALL TO ORDER** – Chairman 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, Justin Shattuck, Mayor Barbara Yockey, Chairman Walter Bargaen,  
Absent: Neil Docherty (excused), Joi Kempf (excused), Steve Robbins (excused)  
Market Manager Bishop was also present  
Quorum Present
4. **AGENDA APPROVAL**  
**MOTION** by Davis, supported by Yockey to approve the agenda items as presented.  
All in Favor 5 / Nays 0  
**MOTION CARRIED 5/0**
5. **PUBLIC PARTICIPATION** – none
6. **NEW BUSINESS**
  - A. **Conductors Corner Pavilion**  
The Board reviewed the revised project timeframe and heard from contractor Bob Tanis regarding material availability and the location of proposed structure after existing infrastructure was located by MsDig. Director Malzahn recapped with project status, noting that the monument sign must be removed due to clearance of the pavilion structure and additional costs for concrete to connect the structure to the surrounding sidewalks.  
**MOTION** by Jorgensen, supported by Yockey to direct Contractor Tanis to order the truss materials for the project to align with the project timeline.  
Roll Call: AYES –Jorgensen, Yockey, Davis, Shattuck, Bargaen  
NAYS – none  
**MOTION CARRIED 5/0**  
  
**MOTION** by Davis, supported by Yockey to allow staff to determine Farm Market opening day based on pavilion construction in the market area status.  
All in Favor 5 / Nays 0  
**MOTION CARRIED 5/0**
7. **PUBLIC PARTICIPATION** - none
8. **BOARD MEMBER COMMENTS** – none
9. **ADJOURNMENT**  
**MOTION** by Davis, supported by Yockey to adjourn the meeting at 6:05 pm  
All in Favor 5 Ayes/Nays 0  
**MOTION CARRIED 5/0**

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							
04/03/2025	TRI	86562	DTE ENERGY	ELECTRIC- 386 E 4TH	921.000	265.00	210.58
04/03/2025	TRI	86563	DTE ENERGY	ELECTRIC- 113 E THIRD UNIT 2	921.000	705.00	29.28
04/03/2025	TRI	86564	DTE ENERGY	ELECTRIC- 101 W CAPAC	921.000	705.00	19.93
04/03/2025	TRI	86568	DTE ENERGY	ELECTRIC- DDA STREET LIGHTS	921.000	705.00	141.81
04/03/2025	TRI	86572	FIRST NATIONAL BANK OF OMAHA	CREDIT CARD DDA	730.000	705.00	31.40
				CREDIT CARD DDA	730.000	705.00	104.40
				CREDIT CARD DDA	740.000	705.00	47.69
				CREDIT CARD DDA	740.000	705.00	7.99
				CREDIT CARD DDA	860.000	705.00	16.50
				CREDIT CARD DDA	860.000	705.00	15.00
				CREDIT CARD DDA	860.000	705.00	7.85
				CREDIT CARD DDA	880.000	705.00	170.13
				CREDIT CARD DDA	880.000	705.00	160.96
				CREDIT CARD DDA	900.000	705.00	11.13
				CREDIT CARD DDA	956.000	705.00	170.08
				CREDIT CARD DDA	973.300	705.00	62.54
				CREDIT CARD DDA	973.300	705.00	32.98
				CHECK TRI 86572 TOTAL FOR FUND 248:			838.65
04/03/2025	TRI	86583	JOHN LENGEMANN	DDA FACADE GRANT	973.000	705.00	5,000.00
04/03/2025	TRI	86586	MICHIGAN DOWNTOWN ASSOCIATION	SUMMER WORK SHOP	860.000	705.00	150.00
04/03/2025	TRI	86598	SALVADOR TORRES	DDA SUMMER CONCERT DEPOSIT	973.006	705.00	200.00
04/03/2025	TRI	86608	T-MOBILE USA	DDA TABLET	973.300	705.00	3.40
04/03/2025	TRI	86609	THE PRINT SHOP	DDA POLEPOCKET STREET RUNNERS	880.000	705.00	1,945.00
				CIRCLE STICKERS	880.000	705.00	75.00
				POLE POCKET STREET BANNER	880.000	705.00	47.45
				CHECK TRI 86609 TOTAL FOR FUND 248:			2,067.45

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
04/03/2025	TRI	86611	TRI-CITY TIMES	ADVERTISEMENT DDA	741.000	705.00	45.00
04/03/2025	TRI	86613	VC3 INC	MICROSOFT OFFICE MARCH	818.000	705.00	8.30
				CLOUD RECOVERY/PROTECTION MARCH	818.000	705.00	5.15
				CHECK TRI 86613 TOTAL FOR FUND 248:			13.45
04/10/2025	TRI	86627	KATES KITCHEN	DDA APPETIZERS AND DRINKS I AM IMLAY	880.000	705.00	440.00
04/10/2025	TRI	86633	OUTFRONT	4/21/25 - 5/18/2025 DDA	880.000	705.00	764.00
04/10/2025	TRI	86641	TRI-CITY TIMES	ADVERTISING	900.000	705.00	23.25
04/10/2025	TRI	86643	VC3 INC	MARCH 2025	818.000	705.00	187.50
04/10/2025	TRI	86644	VIEW NEWSPAPER GROUP	DDA PROGRESS DISPLAY	741.000	705.00	697.00
04/10/2025	TRI	86646	WELLS FARGO VENDOR	COPIER	956.000	705.00	26.95
04/17/2025	TRI	86648	ACCUNET WEB SERVICES	DDA ICDDA.COM 5/10/2025 - 5/10/2026	740.000	705.00	812.00
04/17/2025	TRI	86650	CITY OF IMLAY CITY	WATER 150 POP DDA	924.000	265.00	63.92
04/17/2025	TRI	86656	FINELINE LANDSCAPE CONSTRUCTION	2025 MOWING CONTRACT PAYMENT 1	956.000	705.00	830.40
04/17/2025	TRI	86670	ROWE PROFESSIONAL SERVICES	IMLAY CITY DDA ROTARY PARK	818.000	705.00	1,000.00
04/17/2025	TRI	86672	THE PRINT SHOP	2 " CIRCLE STICKERS DDA	880.000	705.00	900.00
04/17/2025	TRI	86677	WADE TRIM	NIA MAP AND DDA MEETING	818.000	705.00	290.00
04/24/2025	TRI	86681	BS & A SOFTWARE	GL AP CR PR MR SERVICE MAY 1 2025 - M	818.000	705.00	195.58
04/24/2025	TRI	86685	DORNBOS SIGN & SAFETY INC.	SIGNS	740.000	705.00	837.00
04/24/2025	TRI	86694	FRONTIER	CITY HALL	853.000	705.00	56.31
04/24/2025	TRI	86700	L.S. HEATING AND COOLING	DDA FIX 150 BANCROFT HEAT	930.000	265.00	813.00

User: RENEE

DB: Imlay City

CHECK DATE FROM 04/01/2025 - 04/30/2025

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
04/24/2025	TRI	86702	RICOH USA, INC.	COPIER - CITY HALL	818.000	705.00	40.48
				Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORI			16,696.94

05/01/2025 03:45 PM  
 User: RENE  
 DB: Imlay City

PERIOD ENDING 04/30/2025

GL NUMBER	DESCRIPTION	BEG. BALANCE		ACTIVITY FOR		YEAR-TO-DATE		END BALANCE	
		2024-25	07/01/2024	MONTH 04/30/2025	THRU 04/30/25	04/30/2025	04/30/2025	04/30/2025	04/30/2025
		AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	INCREASE (DECREASE)	INCREASE (DECREASE)	NORMAL (ABNORMAL)		

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

Assets

248-000.000-001.200	CASH - CHECKING ACCOUNT	277,831.64	(24,184.19)	73,815.66	351,647.30
248-000.000-001.201	CASH - CHECKING HRA	702.25	0.00	(486.27)	215.98
248-000.000-001.210	CASH - CHECKING DDA	19,888.19	0.00	718.06	20,606.25
248-000.000-101.000	PREPAID - ASSET	2,114.34	0.00	0.00	2,114.34

TOTAL ASSETS

300,536.42	(24,184.19)	74,047.45	374,583.87
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Liabilities

248-000.000-200.100	WAGES PAYABLE	512.19	0.00	0.00	512.19
248-000.000-202.000	ACCOUNTS PAYABLE	22,315.91	(2,170.70)	4,924.30	27,240.21

TOTAL LIABILITIES

22,828.10	(2,170.70)	4,924.30	27,752.40
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Fund Equity

248-000.000-390.000	FUND BALANCE	277,708.32	0.00	0.00	277,708.32
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TOTAL FUND EQUITY

277,708.32	0.00	0.00	277,708.32
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Revenues

248-000.000-402.000	TAX REVENUE	352,370.00	0.00	352,368.87	352,368.87
248-000.000-560.000	WINTER FEST	2,225.00	0.00	775.00	775.00
248-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE APP	18,334.00	0.00	18,333.53	18,333.53
248-000.000-665.000	INTEREST INCOME	0.00	0.00	1.55	1.55
248-000.000-667.000	RENTAL INCOME	250.00	0.00	250.00	250.00
248-000.000-675.001	ROTARY PARK DONATIONS	2,000.00	0.00	0.00	0.00
248-000.000-675.500	FARMERS MARKET REVENUE	4,190.00	1,275.00	5,465.00	5,465.00
248-000.000-675.600	DDA CONCERT SERIES	500.00	0.00	515.70	515.70
248-000.000-675.800	BRICK PAVERS/BENCHES	100.00	0.00	0.00	0.00
248-000.000-675.880	COMMUNITY PROMOTION REIMBURSEMENT	5,564.00	0.00	5,564.00	5,564.00

TOTAL REVENUES

385,533.00	1,275.00	383,273.65	383,273.65
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Expenditures

248-265.000-921.000	ELECTRICITY	1,500.00	210.58	372.23	372.23
248-265.000-923.000	HEAT	500.00	0.00	340.63	340.63
248-265.000-924.000	WATER & SEWER CHARGES	500.00	63.92	191.76	191.76
248-265.000-930.000	MISCELLANEOUS REPAIRS & MAINT	0.00	813.00	813.00	813.00
248-705.000-703.000	WAGES & SALARIES	50,600.00	3,998.07	41,837.91	41,837.91
248-705.000-706.000	HOURLY WAGES	15,000.00	1,462.00	12,214.50	12,214.50
248-705.000-706.011	HOURLY INTERN	1,440.00	0.00	1,440.00	1,440.00
248-705.000-710.000	BONUS PAY	1,000.00	0.00	0.00	0.00
248-705.000-713.000	DEFERRED COMP CONTRIBUTION	1,100.00	89.84	942.40	942.40
248-705.000-714.000	OPTICAL INSURANCE	582.00	0.00	581.77	581.77
248-705.000-715.000	SOCIAL SECURITY	4,500.00	436.03	4,454.76	4,454.76
248-705.000-716.000	HEALTH INSURANCE	23,000.00	2,059.29	20,592.90	20,592.90
248-705.000-717.000	LIFE/DISABILITY INS	750.00	67.31	673.10	673.10
248-705.000-718.000	RETIREMENT AND OEBB	3,000.00	155.48	1,631.80	1,631.80
248-705.000-721.000	PTO/VACATION PAY-OUT	5,000.00	444.23	4,786.07	4,786.07
248-705.000-727.000	OFFICE SUPPLIES	800.00	8.98	267.74	267.74
248-705.000-730.000	POSTAGE	200.00	249.34	288.06	288.06
248-705.000-740.000	OPERATING SUPPLIES	2,000.00	2,610.44	3,594.86	3,594.86
248-705.000-741.000	ADVERTISING	7,000.00	742.00	4,372.42	4,372.42



PERIOD ENDING 04/30/2025

GL NUMBER	DESCRIPTION	2024-25		BEG. BALANCE 07/01/2024	ACTIVITY FOR MONTH 04/30/2025	YEAR-TO-DATE THRU 04/30/25	END BALANCE 04/30/2025
		AMENDED BUDGET	NORMAL (ABNORMAL)				

## Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

Expenditures							
248-705.000-807.000	AUDIT FEES	1,000.00			0.00	817.37	817.37
248-705.000-815.000	DUES/MEMBERSHIPS	1,278.00			0.00	1,277.31	1,277.31
248-705.000-817.000	CONSULTING FEES	5,000.00			0.00	210.00	210.00
248-705.000-818.000	CONTRACTED SERVICES	5,000.00			3,597.01	5,698.45	5,698.45
248-705.000-826.000	LEGAL SERVICES	1,000.00			0.00	420.00	420.00
248-705.000-830.000	LIABILITY INSURANCE	975.00			0.00	974.90	974.90
248-705.000-831.000	WORKERS COMPENSATION	400.00			0.00	157.82	157.82
248-705.000-853.000	TELEPHONE EXPENSES	1,200.00			106.31	1,299.49	1,299.49
248-705.000-860.000	TRANSPORTATION & CONFERENCES	2,500.00			209.48	1,907.50	1,907.50
248-705.000-880.000	COMMUNITY PROMOTION	18,514.00			2,926.38	23,312.88	23,312.88
248-705.000-900.000	PRINTING & PUBLISHING	500.00			34.38	129.02	129.02
248-705.000-921.000	ELECTRICITY	35,000.00			350.77	28,099.71	28,099.71
248-705.000-930.000	MISCELLANEOUS REPAIRS & MAINT	19,826.00			0.00	19,875.93	19,875.93
248-705.000-931.000	STREETSCAPE MAINTENANCE	55,000.00			1,289.30	35,641.87	35,641.87
248-705.000-956.000	MISCELLANEOUS	13,000.00			1,027.43	13,942.52	13,942.52
248-705.000-958.000	ADMINISTRATIVE/TRANSFER TO	35,000.00			0.00	35,000.00	35,000.00
248-705.000-973.000	DEVELOPMENT COSTS-UNALLOCATED	20,000.00			0.00	15,253.12	15,253.12
248-705.000-973.002	LEASES	2,271.00			0.00	2,271.00	2,271.00
248-705.000-973.006	DDA CONCERT SERIES EXP	12,000.00			238.00	7,945.92	7,945.92
248-705.000-973.008	BRICK/BENCH EXPENSE	100.00			0.00	0.00	0.00
248-705.000-973.100	LAPEER DEVELOPMENT CORPORATIO	6,250.00			0.00	6,250.00	6,250.00
248-705.000-973.300	FARMERS MARKET EXPENSE	10,000.00			98.92	4,552.95	4,552.95
248-705.000-973.560	WINTER FEST	4,000.00			0.00	2,294.49	2,294.49
248-705.000-973.600	ROTARY PARK EXPENSES	2,000.00			0.00	0.00	0.00
248-705.000-975.000	CAPITAL OUTLAY	15,247.00			0.00	7,422.34	7,422.34

TOTAL EXPENDITURES

385,533.00

23,288.49

314,150.50

314,150.50

CITY OF IMLAY CITY  
CHRISTINE MALZAHN  
Account number ending in 9672  
Transactions for billing cycle ending 04/24/25

## TRANSACTION DETAIL

### Transactions

Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits	
03-26	03-27	55446415085070324067211	MSU PAYMENT ONLINE EAST LANSING MI	\$125.00	✓
<i>Conferences 248 705 000 800 000</i>					
04-01	04-02	55446415091071903080940	MSU PAYMENT ONLINE EAST LANSING MI	\$125.00 CR	
<i>replied</i>					
04-01	04-02	82301025091900016135024	SIGNS365.COM SHELBY TOWNSH MI	\$458.00	✓
<i>operating supplies 248 705 000 740 000</i>					
04-01	04-02	02305375092000605524522	USPS PO 2546500444 IMLAY CITY MI	\$96.80	✓
<i>postage 248 705 000 730 000</i>					
04-03	04-03	55432865093202565750070	AMAZON MKTPL*1M9LR5J73 Amzn.com/bill WA	\$8.98	✓
<i>office supplies 248 705 000 727 000</i>					
04-04	04-07	55432865094203043289383	AMAZON MKTPL*YY5040NR3 Amzn.com/bill WA	\$320.10	✓
<i>operating supplies 248 705 000 740 000</i>					
04-05	04-07	55432865095203257408017	Amazon.com*ER8HX85K3 Amzn.com/bill WA	\$7.97	
04-08	04-08	85411175098023000134956	PAYMENT - THANK YOU	\$838.65 CR	✓
04-09	04-10	12302025099002367180028	Etsy.com*SoboPrintable BROOKLYN NY	\$1.58	✓
<i>comm promotion 248 705 000 880 000</i>					
04-11	04-14	85309615101980020823295	PIZZA MACHINE IMLAY CITY MI	\$83.20	✓
04-11	04-14	55432865102205546418203	BRIAN_KELEMEN@TIMWEN.N IMLAY CITY MI	\$40.00	
<i>{ comm promo 248 705 000 880 000 } Tim Horton's</i>					
04-16	04-17	55446415106075802015348	ROMEO PRINTING COMPANY ROMEO MI	\$49.20	✓
<i>Comm promotion 248 705 000 880 000</i>					
04-16	04-17	02305375107000659451807	USPS PO 2546500444 IMLAY CITY MI	\$5.58	✓
<i>postage 248 705 000 730 000</i>					
04-23	04-24	55432865113209372719491	AMAZON MKTPL*W947971M3 Amzn.com/bill WA	\$364.99	✓
<i>Comm promotion 248 705 000 880 000</i>					
04-23	04-24	02305375114000589874962	USPS PO 2546500444 IMLAY CITY MI	\$11.16	✓
<i>Postage 248 705 000 730 000</i>					
04-24	04-24	55432865114209564992889	AMAZON MKTPL*V75VI9V63 Amzn.com/bill WA	\$106.29	✓
<i>operating supplies 248 705 000 740 000</i>					

### 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

Total Interest for this Period

\$0.00

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.200	CASH - CHECKING ACCOUNT	351,647.30
248-000.000-001.201	CASH - CHECKING HRA	215.98
248-000.000-001.210	CASH - CHECKING DDA	20,606.25
248-000.000-101.000	PREPAID - ASSET	2,114.34
Total Assets		374,583.87
*** Liabilities ***		
248-000.000-200.100	WAGES PAYABLE	512.19
248-000.000-202.000	ACCOUNTS PAYABLE	27,240.21
Total Liabilities		27,752.40
*** Fund Balance ***		
248-000.000-390.000	FUND BALANCE	277,708.32
Total Fund Balance		277,708.32
Beginning Fund Balance		277,708.32
Net of Revenues VS Expenditures		69,123.15
Ending Fund Balance		346,831.47
Total Liabilities And Fund Balance		374,583.87

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## Correspondence

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**DATE:** May 12, 2025

**TO:** DDA Board Members

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

**Items Attached:** Email Correspondence  
Chamber Signed Letter

**Action Needed:** No Board Action Needed

**Christine Malzahn**

---

**From:** Rob Mette DBA <rob@mettefinancial.com>  
**Sent:** Tuesday, April 29, 2025 6:11 AM  
**To:** Christine Malzahn  
**Cc:** walter.bargen@choiceone.bank; Barbara L. Yockey; Sheryl Davis  
**Subject:** Re: Business Listing Corrections for Mette Financial  
**Attachments:** Signed DDA letter.pdf

Dear Christine,

Thank you for your prompt attention and corrections to the DDA website as they pertain to my business, Mette Financial. I sincerely appreciate your responsiveness and commitment to accuracy.

Per your request, I am formally notifying you of additional inaccuracies found on the DDA website concerning the Imlay City Chamber of Commerce and its member businesses. Attached to this email, you will find a letter outlining the specific issues.

I respectfully request that this letter be included in the DDA board packet for discussion at the upcoming board meeting. I believe addressing these items will help ensure clarity and continued collaboration between the DDA and the Chamber.

Thank you again for your time and support.

Regards,

Rob Mette  
Vice President  
Imlay City Chamber of Commerce Board



*Robert Mette*

**Wealth Advisor**

Mette Financial

301 E. First St.



Phone: 810-882-1805  
 icchamberexedlr@gmail.com  
 imlaycitychamberofcommerce.org

April 29, 2025

**Imlay City Downtown Development Authority**  
 150 N. Main Street  
 Imlay City, MI 48444

Dear Christine Malzahn,

On behalf of the Imlay City Chamber of Commerce, I am writing to formally bring to your attention a number of significant inaccuracies on the Imlay City DDA website that directly affect our organization, as well as several member businesses.

After reviewing the current content, we respectfully request the following updates be made, especially in light of compliance implications for one of our members:

### 1. Business Directory Inaccuracies

- **Remove Chris Bishop's name** from the Chamber Directory Listing. Chris Bishop has no involvement with the Imlay City Chamber of Commerce.
- **Creskide Cleaning, Heavenly Sweets, Homer Concrete Products and J & J Liquidation** are missing from the business directory. Please ensure these businesses are listed.
- **Rickard, Denney, Garno & Associates** – The business name is incorrect, and the logo does not reflect the correct branding.

### 2. "Doing Business - Contacts and Resources" Page

- Again, **remove Chris Bishop's name**. She is not affiliated with the Imlay City Chamber of Commerce and should not be listed under Chamber contacts or resources.

### 3. Incorrect Website Link

The Chamber of Commerce website link on the following pages is incorrect and currently redirects to **www.saxyguy.com**:

- Doing Business – Contacts & Resources
- Doing Business – Buy Local
- Doing Business – Partners

- Doing Business - City Information
- Doing Business -- Entrepreneurial Events

Please update the link to point to the correct Chamber website:  
[www.imlaycitychamberofcommerce.org](http://www.imlaycitychamberofcommerce.org)

We ask that these changes be prioritized and completed as soon as possible to ensure accurate representation of our organization and compliance for our members.

Thank you for your attention to these matters. Should you require clarification or need to verify any of the information, please don't hesitate to contact me directly.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rob Mette', with a long, sweeping horizontal line extending to the right.

**Rob Mette**  
Vice-President  
Imlay City Chamber of Commerce Board  
810-542-3256





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## AGENDA ITEM UB 9A. Farm Market Ad Campaign

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DATE: **May 12, 2025**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

**Background:** Former Market Manager Bishop researched options for advertising the opening market day in two common Lapeer County papers. The campaign would offer a BOGO on any \$5 purchase coupon to be used either on June 5<sup>th</sup> or June 12<sup>th</sup> only. Any coupons returned would assist us in market research to know where our target audience is.

Proposal includes 2 issues with a ¼ page ad (4.638" x 4.75") in the View (30,000 homes) @\$911.20 total and 2 issues with a ¼ page ad in the Tri-City Times (15,000 weekly readers) @ \$450

**Items Attached:** Lapeer Area View Rates  
Tri-City Times Rates

**Action Needed:** Motion to approve ads to run in the Lapeer Area View Friday "Free Paper" edition on May 30<sup>th</sup>, and June 6<sup>th</sup>, and to run in the June 4<sup>th</sup> and June 11<sup>th</sup> edition of the Tri-City Times.



810-664-0811  
**mihomepaper.com**

**VIEW** *Newspaper* **Group**

- The County Press
- Lapeer Area View
- Genesee County View
- Huron County View
- Sanilac County News
- Your Buyer's Guide
- Jeffersonian
- Tri-County Times
- Daily News
- Tri-County Citizen
- Oxford Leader
- Lake Orion Review
- Clarkston News
- The Citizen
- The Lowell Ledger
- The Hastings Banner
- Buyer's Guide & News
- Ad-Visor & Chronicle
- Battle Creek Shopper News
- The Sun and News
- The Reminder

Imlay City DDA  
 Christiana Bishop  
 150 N. Main St.  
 Imlay City, MI 48444  
 810-724-2135

March 24, 2025

RE: Rate options for Imlay City DDA

**Proposed Publication:**

Lapeer Area View

- Direct mailed to approx. 30,000 households on Friday

Display Advertising

- Quarter pg. (4.638" x 4.75")- \$536 per run
- Eighth pg. (4.638" x 2.3")- \$294 per run

Discounted rates

- Run bi-monthly- 15% discount
- Run weekly- 20% discount

Thank you,

Michele Guerra  
 Senior Account Executive  
 810-338-1667

**From:** [ddapromotions@imlaycity.org](mailto:ddapromotions@imlaycity.org)  
**To:** [Christine Malzahn](#)  
**Subject:** Tri-City Times  
**Date:** Wednesday, April 23, 2025 2:54:48 PM

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I reached out to Kim on April 22, 2025 to request an email quote for the special coupon ad that we want to run for the start of Market season, per my conversation with Kim, she informed me that the Tri-City Times no longer runs coupon ads anymore in their paper. I told her I would let you (Christine) know, she told me if you have any questions to let her know. The quoted price to run a ¼ page ad would be \$225 includes color.

*Kind Regards,*

*Christiana Bishop*

*DDA Promotions Assistant/Farmer's Market Manager*  
*810-724-2135 ext.1312*

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## AGENDA ITEM UB 9b. 150 Bancroft Real Estate Listing

---

DATE: **May 12, 2025**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

**Background:** The real estate listing agreement with Brandon Rowley has expired and the property is no longer active on the market. Director Malzahn met with Tom Blount of Pilot Realty Group to discuss the sale of the building and utilizing his assistance to acquire other properties in downtown Imlay City as part of our plan to help revitalize some of the vacant buildings.

**Items Attached:** Proposed Listing Agreement

**Action Needed:** Motion to approve enter into the listing agreement with Pilot Realty Group.

# PILOT

## PROPERTY GROUP

### EXCLUSIVE RIGHT TO SELL LISTING AGREEMENT

To Listing Broker: PILOT PROPERTY GROUP, his successors or assigns, herein after referred to as "Broker"

Contract Date: May 12, 2025

1. Duration of Listing: In Consideration of your undertaking to find a Purchaser for the real estate described in paragraph 2 of this Agreement, Owner(s) represent that the owners have the right to execute this Agreement. Owner(s) hereby grants unto Broker and/or Brokers Representatives, agents sub-agents and co-operating broker the sole and exclusive right to show and offer for sale the described property as shown until 11:59 P.M. on November 12, 2025

This agreement shall bind owners, heirs, personal representatives, administrators, executors, assigns and successors. If a Purchase Agreement is executed during the term of this Listing, then all rights and obligations of this Listing Agreement will automatically extend through the date of the actual closing of this said Sale. Owners acknowledge that the Broker has a copyright on the listing data, including, but not limited to. All text photographs and remarks in connection therewith, and that this listing data may not be used by any other party without Broker's consent.

2. Property Description: Owner(s) hereby offer for Sale the property located in the County of Lapeer, Michigan, municipality of Imlay City, Parcel ID# I19-63-500-000-00, commonly known as: 150 Bancroft St., Imlay City, MI 48444
3. Price and Conditions: Owner(s) authorize Broker to offer the property at a price of \$99,900.00 to be paid by cash or cash to new mortgage at closing.
4. Commission on Sale: In the event the Broker procures a Purchaser during the term of this Listing Agreement, Owner agrees to pay broker a commission of 7% of the sale price. Broker agrees to co-operate with other brokerages.
  - A. If a Purchase Agreement, exchange or other transfer of the property is made within 180 days after the termination of this agreement with persons whom Broker shall have negotiated during the term hereof and whose names and phone numbers Broker shall have submitted in writing to Owner within fourteen days after termination of this Agreement.
5. Payment Terms: Payments shall be due once fully executed closing documents are provided to the Owner.

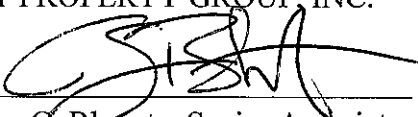
# PILOT

## PROPERTY GROUP

6. Non-Discrimination Clause: It is agreed by Broker and Owner, parties to this Listing Agreement that as required by law, discrimination because of race, color, religion, sex, age, a disability, marital status, familial status, or national origin by said parties to the sale of the subject property is prohibited.

Entire Agreement; Amendment or Modification; Acknowledgement of Receipt of Copy: This Listing Agreement constitutes the entire agreement between Broker and Owner(s) and any prior negotiations or agreements, whether oral or written are not valid unless set forth herein. No modification of this Listing Agreement shall be valid unless made in writing and signed by both Broker and Owner(s). Owner(s) acknowledges a receipt of a copy of this Agreement signed and dated by all parties.

Broker: PILOT PROPERTY GROUP, INC.

  
 \_\_\_\_\_  
 Thomas G. Blount – Senior Associate

Date: May 7, 2025

Owner:

\_\_\_\_\_  
 City of Imlay City – DDA

Date: \_\_\_\_\_

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## **AGENDA ITEM NB 10a: Facade Grant Request 591 Cedar Street / Imlay Pharmacy**

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**DATE:** May 12, 2025

**TO:** DDA Board Members

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

**Background:** The DDA office received a grant request from Amged Bedair on April 10, 2025. The scope of work includes new channel letter signage to be installed on the building façade, and a sign panel to be installed in the existing monument sign.

**Items Attached:** Façade Grant Application

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

**Recommendation:** Motion to approve the façade grant sign request in the amount of \$1,500 for 591 Cedar Street.

## 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)

Amged Bedair

Name of Applicant

4799 Norway Dr, Sterling Heights MI 48314

Address of Applicant

591 S Cedar street, Imlay City MI 48444

Address of Property Proposed for Improvement

Amged Bedair B. Owner/manager

Business Contact Person & Title

Cell 551-208-0698

Phone

work 810-620-7279

8106328850

Fax

Imlaycitypharmacyllc

Email

@gmail.com

Singapore

Please give a detailed description of work to be done: illuminated 2 piece channel letter sign  
illuminated internally with outdoor grade leds, sign reads  
Imlay City pharmacy / Pylon sign Double Sided Both Sides

The estimated improvement cost is \$ 7204.80.

The 50% reimbursement is estimated to be \$ 1500.00 (not to exceed \$5,000).  
Max Sign Grant

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**

Angela Bedair pharmacy owner 4/10/25  
 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](http://www.lapeercounty.gov).

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

\_\_\_\_\_  
 Date

Board Action Date: \_\_\_\_\_

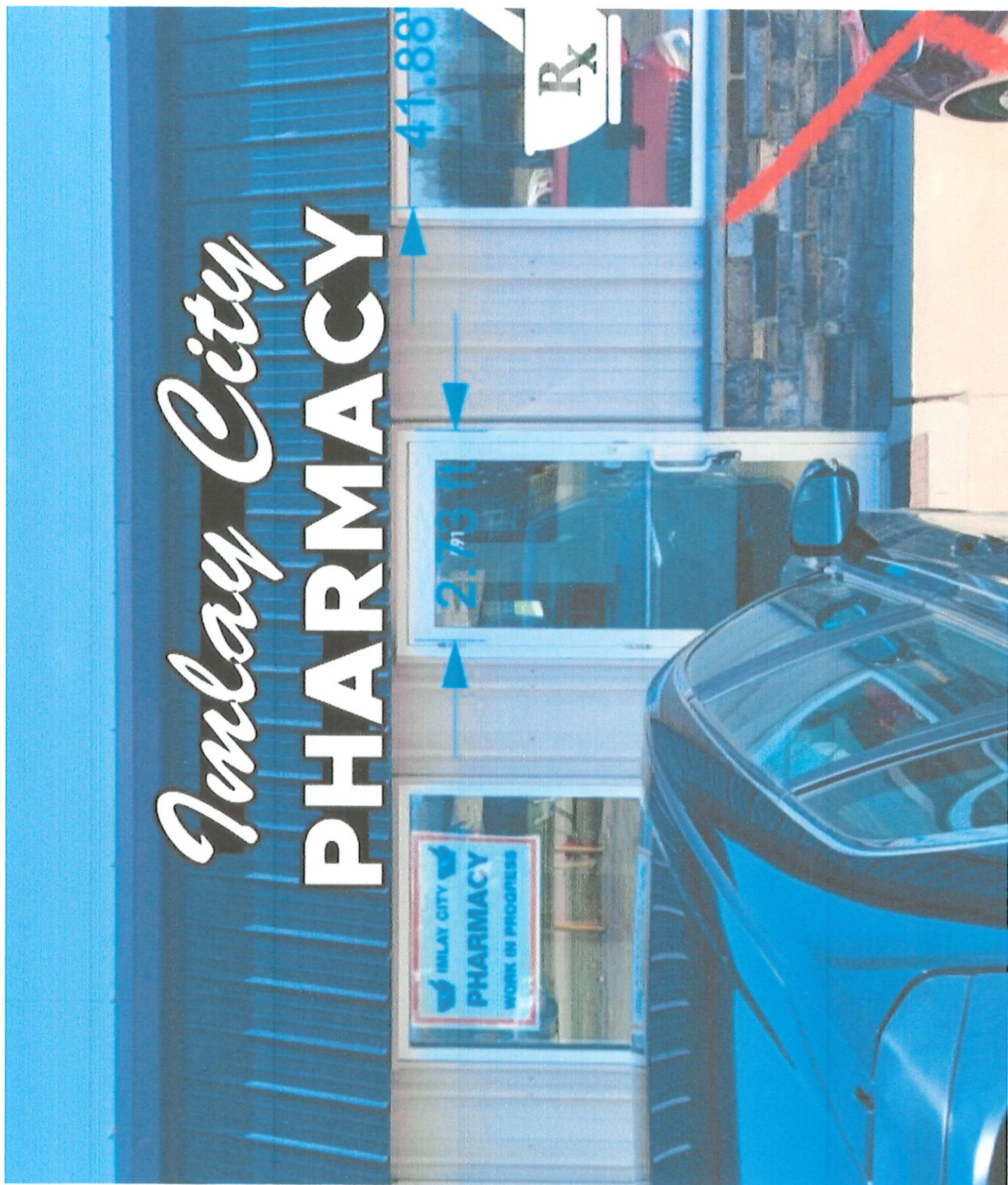
Approved \_\_\_\_\_ Denied \_\_\_\_\_

If approved reimbursement check # \_\_\_\_\_

Disbursement date: \_\_\_\_\_









Rx *Irmlay City*  
**PHARMACY**

**OUTPUT MUSIC**

 **boostmobile**

**ZION**  **ROBOTICS**  
& **CONTROLS**



# EARL DAUP SIGNS LTD.

"SIGNS FROM A NICKEL TO A MILLION DOLLARS"

6060 Birch • Flint, MI 48507  
 Flint (810) 767-2020 • Fax# (810) 767-2004  
 Saginaw (800) 968-7446

## PROPOSAL / CONTRACT

Tuesday, April 15, 2025  
 Address: 591 S Cedar St 48444  
 Name: Imlay City Pharmacy -  
 Office#  
 Cell# 551-208-0698  
 E-Mail lcpharmacy591@gmail.com

Expiration: 4/20/2025

We are pleased to submit the following proposal for  
 Scope of job:

**OPTION A:** **\$4,891.00**

~~Non-Illuminated Flat Panel Signage  
 Illuminated with external solar lighting  
 Sign Reads "Imlay City Pharmacy"  
 Custom Mounting Bracket Included (custom angle)  
 Includes installation~~

~~Pylon Sign New Faces Included  
 Double Sided Both Sides  
 Remove and replace with custom artwork sign faces~~

**Solar lighting - (2)** **\$180.00**

**OPTION B:** **\$7,584.00**

~~Illuminated 2 Piece Channel Letter Sign  
 Illuminated internally with outdoor grade LEDs  
 Sign Reads "Imlay City Pharmacy"  
 Custom Mounting Bracket Included (custom angle)  
 Includes brand new power supplies and lighting  
 Includes installation~~ ~~5%  
Discount  
\$7,204.80~~

~~Pylon Sign New Faces Included  
 Double Sided Both Sides  
 Remove and replace with custom artwork sign faces~~



## EARL DAUP SIGNS LTD.

"SIGNS FROM A NICKEL TO A MILLION DOLLARS"

6060 Birch • Flint, MI 48507  
 Flint (810) 767-2020 • Fax# (810) 767-2004  
 Saginaw (800) 968-7446

(Please check items before returning)

**Permit Procurement** ☒X (+\$390.00)

EarlDaupSigns takes pride in our meticulous approach to permit procurement. Our experienced team will diligently manage all paperwork, processing, and documentation to ensure the swift and successful acquisition of the required permits. This does not include engineering drawings, surveys, variance or others if required.

**Permit Fees To Be Paid By Earl Daup Signs** ☒X (+15% added to payment cost)

Prior to commencing any work on your property, we prioritize obtaining the necessary approvals from your jurisdiction. It is important to acknowledge that permit costs are subject to potential fluctuations as jurisdictions periodically update their ordinances and fees. We offer two options for payment: you may directly handle the permit fees or choose to entrust Earl Daup Signs with the responsibility, accompanied by a 15% fee. Opting for our payment service can significantly expedite the installation timeline, while maintaining a commitment to professionalism and adherence to your jurisdiction's requirements.

### SCOPE OF JOB / PERMITTING / WARRANTIES

#### SCOPE OF JOB

(EVERYTHING BELOW THIS LINE IS FILLED OUT BY YOUR SALES REPRESENTATIVE)

Ground Survey	<input checked="" type="checkbox"/> X
Aerial Survey	<input type="checkbox"/>
Paint Match	<input type="checkbox"/>
Re-create Artwork	<input type="checkbox"/>
New Artwork	<input checked="" type="checkbox"/> X
Landscaping	<input type="checkbox"/>
Electrical Hookup	<input checked="" type="checkbox"/> X (Only if electrical is 6' from center of sign installation)
Customer is Tax Exempt	<input type="checkbox"/>

**Delivery Method**

Full Install Included	<input checked="" type="checkbox"/> X
Customer Pick-Up	<input type="checkbox"/>

**Customer Obligations**

Permit(s)	<input type="checkbox"/>
Verbal Agreement:	



## EARL DAUP SIGNS LTD.

"SIGNS FROM A NICKEL TO A MILLION DOLLARS"

6060 Birch • Flint, Mi 48507  
 Flint (810) 767-2020 • Fax# (810) 767-2004  
 Saginaw (800) 968-7446

### INCLUDED WARRANTIES

### TURNAROUND TIME

4-8 Week(s) From Down Payment & Signed Contract

### TOTAL COST

**Projects Total Cost: \$0.00**

Total cost may be blank if your quote comes with more than 1-option or is listed as itemized, please see pricing starting on page 1.

### CONTRACT & PAYMENT TERMS

50% down payment and remaining 50% due on completion of project

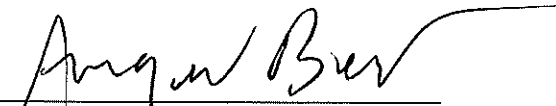
Accepted forms of payment: Credit and Debit, Checks & Cash Payments

Paying with credit or debit cards? use Earl Daup Signs payment portal and make sure to include 4%:

<https://earldaupsigns.com/make-a-payment>

By placing their signature on this document, the customer affirms their consent to the terms and conditions specified in this contract. The customer acknowledges that they have thoroughly read and comprehended the entirety of the document, encompassing the project's scope, visual representations, and all stated disclaimers.

Signed Date:

X 

Name:

Job Title

Travis H. Daup

Earl Daup Signs - Celebrating 93 Years In Business!

[tdaup.eds@gmail.com](mailto:tdaup.eds@gmail.com)

Phone 810-767-2020

Fax: 810-767-2004

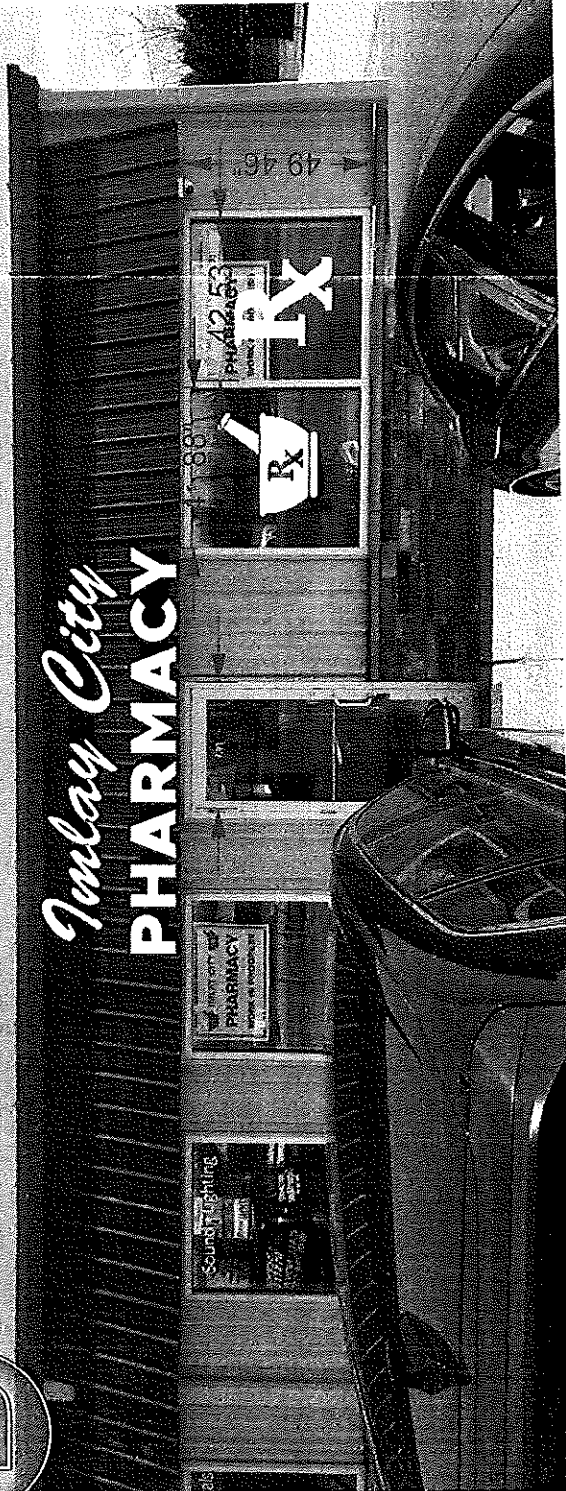
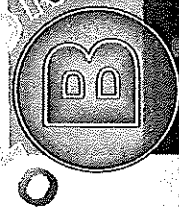
Web Site: [www.earldaupsigns.com](http://www.earldaupsigns.com)

Make an online payment: <https://earldaupsigns.com/make-a-payment>



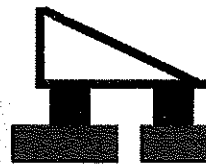
# FABRICATION

CUSTOMER CHOSE OPTION B 4-5-2025



*Inlay City*  
**PHARMACY**

22.61 Sqft



SIDE VIEW  
CUSTOM  
BRACKET

VINYL FOR WINDOWS



6.46 Sqft



4.09 Sqft

## ALLOWANCE

MAX SQFT ALLOWED:  
PROPOSED SIGNAGE SQFT:

## DESIGN SPECS

Black Trim  
White Faces  
RX Vinyl  
23" Wide 25.6" Tall  
RX Mortar & Peste Vinyl  
27" Wide 25.2" Tall  
Custom bracket to be  
made to mount to canopy  
\*survey required\*

## ART DETAILS

☐ UNILLUMINATED  
☐ FULL DIGITAL PRINT  
☐ CLEANUP ARTWORK  
☐ HOLES/GROMMETS?  
☐ COLOR MATCH?  
☐ MATCH TO CUSTOMERS  
PROVIDED ARTWORK

## JOE NOTES

1)  
2)  
3)

## VERSION #

V#

Code:

Scale:

**Earl DAUP**  
**SIGNS**  
SINCE 1930

6060 Birch Dr. Flint, Mi. 48507 Ph. 810-767-2020 Fax 810-767-2004

EARL DAUP SIGNS ORIGINAL COLORED & NEW DRAWINGS ARE DEVELOPED FOR USE IN TWO SPECIFIC GCM PROJECTS. THE COLORED & NEW DRAWINGS ARE THE PROPERTY OF EARL DAUP SIGNS AND SHALL NOT BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT PERMISSION. ANY UNAUTHORIZED REPRODUCTION OF THIS DESIGN SHALL INCUR A \$1000 FEE. NO CHARGE. DESIGN EVENT AND DESIGN DRAWING IS NOT PURCHASED, AND IS ACTUALLY RETURNED TO EARL DAUP SIGNS. DRAWING ARE APPROXIMATE ONLY AND MAY NOT MATCH EXACTLY TO ACTUAL COLORS USED.

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# FABRICATION

THIS ARTWORK IS STILL A WORK IN PROGRESS  
TO BE DETERMINED

EXISTING SIGN

NEW ARTWORK



## ALLOWANCE

MAX SQFT ALLOWED:  
PROPOSED SIGNAGE SQFT:

## DESIGN SPECS

## ART DETAILS

- ☐ UV-LAMINATED
- ☐ FULL DIGITAL PRINT
- ☐ CLEANUP ARTWORK
- ☐ HOLES/GROMMETS?
- ☐ COLOR MATCH?
- ☐ MATCH TO CUSTOMERS PROVIDED ARTWORK

## JOB NOTES

- 1)
- 2)
- 3)

## VERSION #

V#

Code:

Scale:

**Earl DAUP**  
**SIGNS**  
SINCE 1930

6060 Birch Dr. Flint, Mi. 48507 Ph. 810-767-2020 Fax 810-767-2004

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# LIVING WORKS LLC

## LIVING WORKS LLC

585 South Cedar, • Imlay City, MI • 48444

Phone: (810) 721-7101

Fax: (810) 721-7101

Keith Goodreau  
Member of LivingWorks LLC,

May 1, 2025

To the Imlay City DDA Board.

The owners of the building at 591 South Cedar St Imlay City MI 48444 approve of the sign that Imlay City Pharmacy is proposing to install at 591 South Cedar St.

Regards  
Keith Goodreau  
Member of LivingWorks LLC.



AMANDA BARTH  
NOTARY PUBLIC, STATE OF MI  
COUNTY OF LAPEER  
MY COMMISSION EXPIRES Mar 23, 2031  
ACTING IN COUNTY OF *Lapeer*

*Amanda Barth*

# CERTIFICATE OF OCCUPANCY

Date: 1/8/2025  
Permit No: 24-001871

Property No: 19-83-201-000-00  
Municipality: IMLAY CITY

Owner: LIVING WORKS LLC  
924 N BLACKS CORNERS RD  
IMLAY CITY MI 48444

Building Description:  
Automatic Sprinkler: None  
Const. Type: 5B-UNPROTECTED  
Occup. Load: N/A  
Occup. Group: B  
Total Sq Ft: 1035

Applicant: LIVING WORKS LLC  
924 N BLACKS CORNERS RD  
IMLAY CITY MI 48444

For: ALTER COMMERCIAL OR INDUSTRIAL

Location: CEDAR ST, S 591  
MORRICE & FIRST

## DEPARTMENTAL APPROVALS

BUILDING CO	Permit No: 24-001871	Finaled Date: 12/3/2024	Approved By: MWN
Remarks:			
ELECTRICAL	Permit No: 24-001899	Finaled Date: 11/27/2024	Approved By: MRK
Remarks:			
MECHANICAL	Permit No: 24-001898	Finaled Date: 12/2/2024	Approved By: GAT
Remarks:			
PLUMBING CO	Permit No: 24-001852	Finaled Date: 12/2/2024	Approved By: GAT
Remarks:			

Signature:  1-9-25

The described portion of structure has been inspected for compliance to requirements of the 2015 MI Residential Building Code.



---

## **AGENDA ITEM NB 10b. 170 S. Almont Ave – Imlay City Eagles**

---

**DATE:** May 12, 2025

**TO:** DDA Board Members

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

**Background:** The DDA office received a grant request from Lynn Manogue on behalf of the Imlay City Eagles on April 24, 2025. The Eagles are seeking \$5,000 for exterior renovations to the front entrance area in conjunction to the on-going metal siding installation.

**Items Attached:** Façade Grant Application

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

**Recommendation:** Motion to approve a façade grant in the amount of \$5,000 for the Eagles, located at 170 S. Almont Avenue.



## 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.

Loraine Spolito / Meeky  
Construction Code Authority Representative

4/20/25  
Date

## Grant Application

Check One: ☐ Property Owner ☐ Business Owner

Check One: ☐ Signage (\$1,500 Maximum Grant) ☒ Other Façade Improvements (\$5,000 Maximum Grant)

Imlay City Eagles 4082  
Name of Applicant

170 S Almont Ave Imlay City MI 48444  
Address of Applicant

Same  
Address of Property Proposed for Improvement

Mike Woodworth 248-285-8100 Lynn Manogue 810-658-8485  
Business Contact Person & Title

Bus 810 724-1954 810- Aerie 4082 Secretary @  
Phone Fax Email Gmail.com  
Mike 517-927-1979

Please give a detailed description of work to be done: We are changing our front  
of our entrance / FRONT of Building FACADE

The estimated improvement cost is \$ 15583.26.

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**

Mike Bussio  
Applicant Signature

Owner  
Title

4/21/25  
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: \_\_\_\_\_



248.285.8660  
MWOODWORTHFTS@GMAIL.COM

FATERNAL ORDER OF EAGLES  
ARIE 4082

170 S ALMONT AVE.  
IMLAY CITY, MI 48444

APRIL 30, 2015

DEAR DDA,

I am writing on behalf of the Imlay City F.O.E Arie 4082. First of all, I want to thank you all for taking the time to review our application for a DDA grant to help restore our building. After many fund raisers and events, we were able raise enough money to give our "OLD CREEPY" building a new look.

The focus is not only improving the look of our building, but also to help improve the look of the down town district. This has been needed for many years.

When I was elected president in 2024 this was my main focus. Along with the new look, I am confident we will attract new membership from the local community and make this a place people want to come to.

Your grant will not only elevate the look of our entrance, but will also create an opportunity for our organization to increase its reach in the community. We hope to collaborate with you on this significant cause.

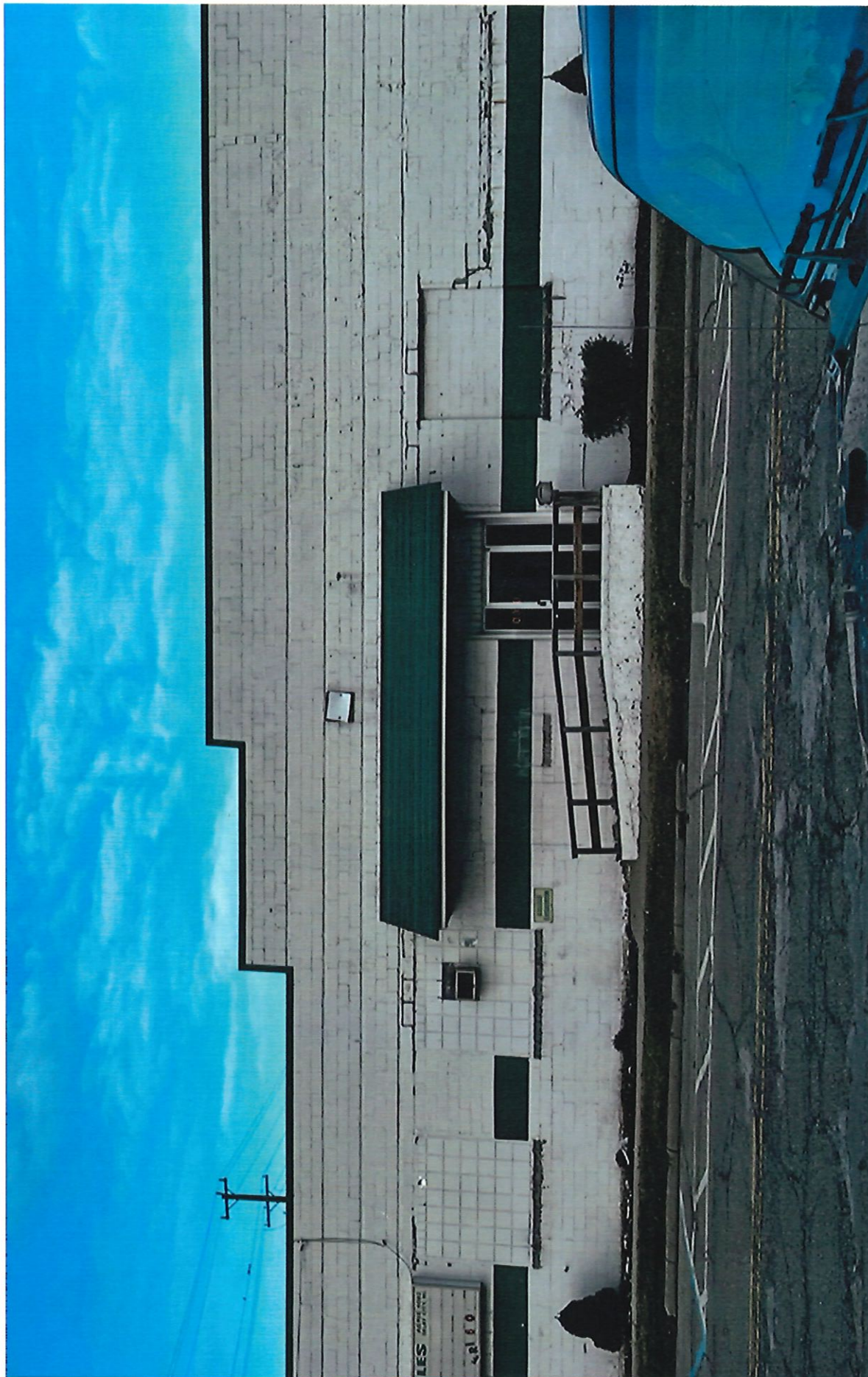
Thank you for your consideration.

MIKE WOODWORTH

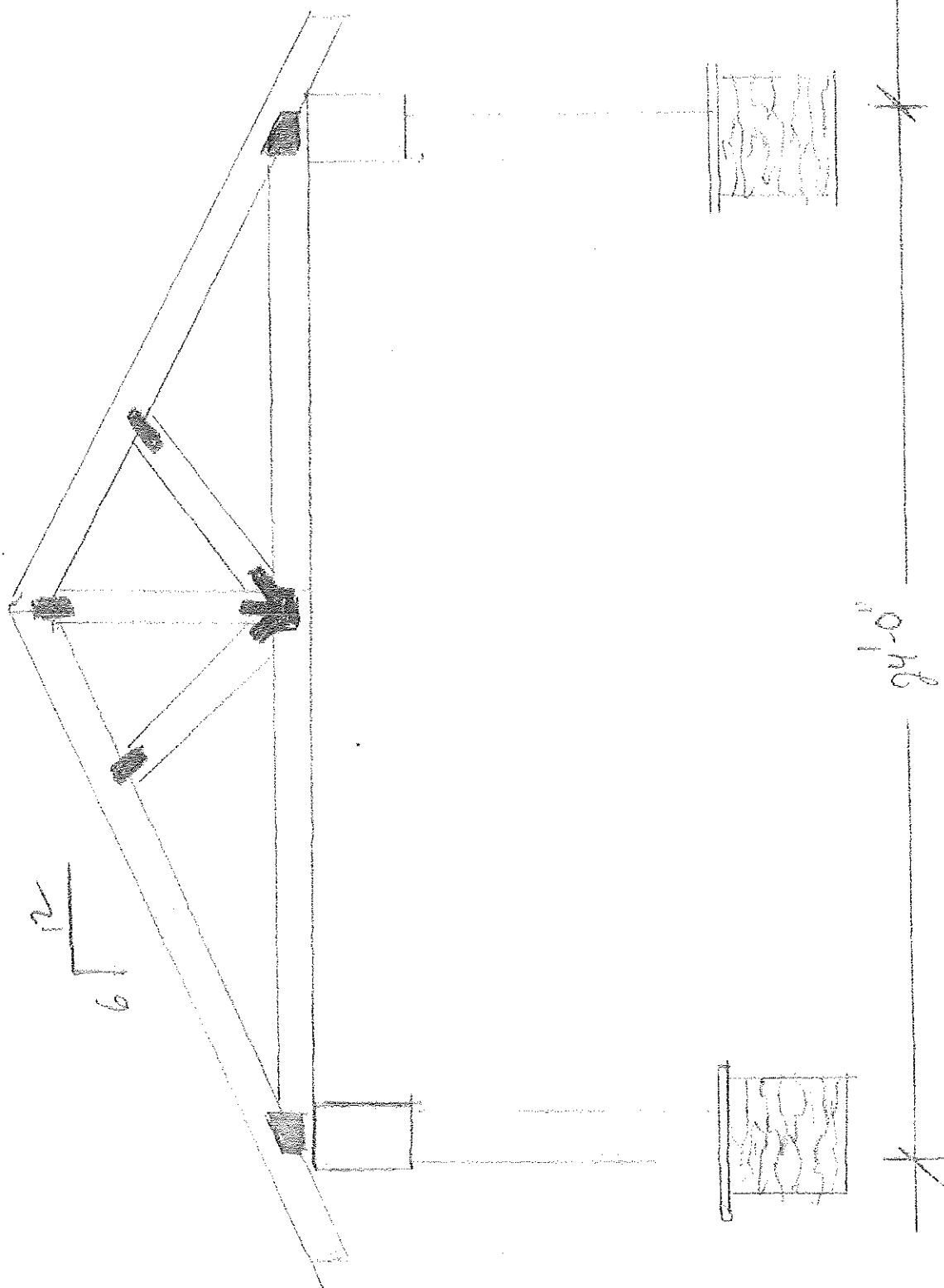
PRESIDENT, IMLAY CITY F.O.E ARIE 4082







SAVE MS



American Eagles  
 170 S Almont Street  
 Imlay City MI 4844

Estimate for front Façade

**Concrete work for:**

Steps to the north of building  
 Front deck for rails 12ft to the north building

Stone work to wrap new treated post	
Stone work on both sides of steps and front rail	
Cement material for the 12ft step and approach and labor	
(customer to provide stone material for rail and post)	8750.00

**The Wood structure of the Façade**

Labor Only	7950.00
------------	---------

Total project	<hr/> 16700.00
---------------	----------------

Price is good for 60 days

Thank you for the opportunity to quote  
 Chris Soule

CCB builders  
 3850 Sheridan Line road  
 Croswell MI 48422

810-314-0628

STEPS -  
CONCRETE \$350,  
LUMBER & FORMS \$100,  
REBAR 1/2 INCH (20 FT) 2 PICES \$40,  
500.

STONE -  
130.57 FEET PLUS 25.51 FEET OF CORNERS  
MESH 5 PICES 100,  
NAILS 50.00  
BLACK PAPER 30.00  
PRECAST PILLER TOPS (2 COUNT) 300.00  
MORTAR 20 BAGS 400,  
LABOR 1,500

TOTAL LABOR COST 2,400

MATERIALS COST 3,170

TOTAL SUB 5,570

printer-info printer-more-info printer-location document-format supported document-format-preferred document-format-default printer-make-and-model dipp-versions-supported dmopria-certified dmopria-certified printer-firmware-name dpprinter-firmware-string-version dmopria-supported media-type supported dpprinter-uri-supported dpprinter-security-supported r-device-id POST /ipp/print HTTP/1.1  
Connection: Keep-Alive  
Content-Type: application/ipp  
User-Agent: Windows Internet Print Provider  
Content-Length: 593  
Host: localhost  
Gattributes-charsetutf-8tributes-natural-languageenPrinter-uriipp://localhost/ipp/printrequested-attributes





Jeff Toole 768152

CUSTOMER'S ORDER NO.				DATE			
NAME				Eagles Club			
ADDRESS				Imlay City			
CITY, STATE, ZIP							
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RETD.	PAID OUT	
QUAN.	DESCRIPTION			PRICE	AMOUNT		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
RECEIVED BY							

A-4705 T-40028 01-11

KEEP THIS SLIP FOR REFERENCE

ACCOUNT		JOB
57422		4
CREATED ON		04/10/2025
EXPIRES ON		04/20/2025
BRANCH		1000
CUSTOMER PO#		
STATION		MINOS
CASHIER		CRS
SALESPERSON		CRS
ORDER ENTRY		CRS
MODIFIED BY		

**JOB ADDRESS**

EAGLES  
179 SOUTH ALMONT AVE  
IMLAY CITY MI 48444  
810-656-8485

**PROPERTY ADDRESS**

RED PROPERTIES  
1012 W. HANCOCK AVE  
3400 E. HANCOCK AVE  
ANN ARBOR MI 48106

ITEM	DESCRIPTION	QTY	UNIT	PRICE	AMOUNT
105732	AB466Z 5/8 ADJ POST BASE	2	EA	26.9900	53.98
HR1400N	1/2" X 3" CONCRETE ANCHOR SLEEVE	2	EA	3.4900	6.98
4802200	2X12X10 CONSTRUCTION GRADE CTX 17X5' 25CT 1#	2	EA	17.5900	35.18
CTD175-25	2X6X20 SPF PREMIUM	1	BX	39.9900	39.99
46120020	1X8X10 ROUGH SAWN CEDAR	8	EA	18.7900	150.32
46RSC10070	1X4X8 ROUGH SAWN CEDAR	16	EA	25.9900	415.84
46RSC10008	4X13" S4 GREEN STAR EXT SCREW	6	EA	6.9900	41.94
752360	DELIVERY CHARGE WITHIN 50 MILES	1	BX	28.9900	28.99
50DEL	1.5-8 PATTERN 118 V-NOTCH	1	EA	100.0000	100.00
46VN10000	40 YEAR STEEL BLACK	30	EA	7.9900	239.70
46NS10-05	4" 13' 8"	54.67	LF	2.6900	147.05
NS-DEL	DELIVERY FEE FOR STEEL	1	EA	75.0000	75.00
46NSDE05	RESIDENTIAL BAVE 10" BLACK GREEN SIZE RICH	1	EA	18.9900	18.99
46NSRT16-05	RESIDENTIAL RAKE 16" BLACK	2	EA	42.9900	85.98
46NSSF-05	SPECIAL ORDER NON RETURNABLE SODIAL FLASH 106 BLACK	4	EA	27.9900	111.96
46NSRC-05	SPECIAL ORDER NON RETURNABLE RIDGE CAP TRIM 106 BLACK	1	EA	30.9900	30.99
46NSM00-56	SPECIAL ORDER NON RETURNABLE FILLER STRIP BOTTOM/INSIDE SOLD IN 4	4	EA	1.4900	5.96
46NSM00-57	FILLER STRIP TOP/OUTSIDE SOLD IN 4	4	EA	1.4900	5.96
Subtotal					
Sales Tax					
Total					

WE LOOK FORWARD TO SERVING YOU!  
QUOTED PRICES HONORED FOR 10 DAYS!  
BENS CONTRACTOR CENTER  
\*WHERE CUSTOMERS COME FIRST

Buyer:

## QUOTE

2504-749261 PAGE 2 OF 2

R&B PROPERTIES  
LYNN MANOGUE  
3949 BURNSIDE ROAD  
BROWN CITY MI 48416

EAGLES  
179 SOUTH ALMONT AVE  
IMLAY CITY MI 48444  
810-656-8485

ACCOUNT	305
57422	4
CREATED ON	04/10/2025
EXPIRES ON	04/20/2025
BRANCH	1000
CUSTOMER PO#	
STATION	MNCS
CASHIER	CRS
SALESPERSON	CRS
ORDER ENTRY	CRS
MODIFIED BY	

Item	Qty	Unit	Price	Per	Amount
48NS10515-05	1	EA	16.9900	EA	16.99
48U210510	1	EA	9.2900	EA	9.29
103-163	8	EA	4.7900	EA	38.32
48U210-085	15	EA	3.5900	EA	53.85
Subtotal					1,713.26
Exempt 0.00%					0.00
Sales Tax					0.00
Total					1,713.26

WE LOOK FORWARD TO SERVING YOU!  
QUOTED PRICES HONORED FOR 10 DAYS!  
BEANS CONTRACT CENTER  
"WHERE CUSTOMERS COME FIRST"

Bever



852907

CUSTOMER'S ORDER NO.

DATE

4-16-25

NAME

Eagles Club

ADDRESS

CITY/STATE/ZIP

QUANTITY

QTY

CODE

PRICE

TOTAL

AMOUNT

DATE

DATE

QTY

CODE

PRICE

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01-11

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## **AGENDA ITEM NB 10c. Façade Grant Request 118 E. Third Street – Former Kitty’s Place**

---

**DATE:** May 12, 2025

**TO:** DDA Board Members

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

**Background:** The DDA office received a grant request from Victor Aguilar on May 5, 2025. Mr. Aguilar and his wife recently purchased the property and are renovating it to make it marketable for a new business tenant. They are requesting \$434.21 to replace the broken window on the front of the building.

**Items Attached:** Façade Grant Application

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

**Recommendation:** Motion to approve a façade grant in the amount of \$434.21 to Victor Aguilar, owner of 118 E. Third Street property.

## Façade Grant Application Process and CheckList

By: \_\_\_\_\_  
MAY 05 2025  
RECEIVED

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)

Victor Aguilar

Name of Applicant

160 Pine St. Imlay City MI 48444

Address of Applicant

118-122 E Third St Imlay City MI 48444

Address of Property Proposed for Improvement

Victor Aguilar Owner

Business Contact Person & Title

(910) 241-1532

Phone

Fax

Email

victoraguilar17@icloud.com



Please give a detailed description of work to be done: Replace Front windows

The estimated improvement cost is \$ 868.42 - \$2125.00.

The 50% reimbursement is estimated to be \$ \$434.21 (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**

[Signature]  
Applicant Signature

owner  
Title

5/4/25  
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: \_\_\_\_\_







RESALE

118

CONSI  
WEI



10:54

LTE



5



Ringer

**Calvin Burgess**

To: Victor Aguilar &gt;

4/21/25

**RE: Glass**

Labor and materials to replace glass, 1/4" clear  
tempered: \$2,125.00.

1-2 week lead time

Thank you,

**Steven Burgess**

Vice President

Calvin &amp; Company, Inc.

5076 Pilgrim Road | Flint, MI 48507

P 810.239.3524 | C 810.397.7586

[steveb@calvincoinc.com](mailto:steveb@calvincoinc.com)[www.calvincoinc.com](http://www.calvincoinc.com)**From:** Victor Aguilar <[victoraguilar17@icloud.com](mailto:victoraguilar17@icloud.com)>**Sent:** Monday, April 21, 2025 9:45 AM**To:** Steven Burgess <[SteveB@calvincoinc.com](mailto:SteveB@calvincoinc.com)>**Subject:** Glass

Todd's Glass, Mirrors & More, LLC  
 719 N. Van Dyke Road  
 P.O. Box 116  
 Imlay City, MI 48444

# Estimate

Date	Estimate #
5/1/2025	3451

Name / Address
Victor Aguilar @118 E. Third St. Imlay City, MI 48444

Project
STOREFRONT GLASS

Item Code	Description	Qty	Total
TOTAL	REMOVE EXISTING BOARD UP AND PREP OPENING FOR NEW GLASS.		
	FURNISH AND INSTALL 1=1/4" CLEAR ANNEALED GLASS IN CUSTOMER'S EXISTING STOREFRONT OPENING.		
	1=68" X 84" X 1/4" BLOCK SIZE		
	MATERIAL, TAX & LABOR		868.42
	NOTE: \$300.00 DEPOSIT REQUIRED AND TODD'S GLASS WOULD NEED TO MEASURE THE OPENING FOR AN ACCURATE SIZE.		
	Sales Tax		0.00
<b>Total</b>			<b>\$868.42</b>






---

## AGENDA ITEM NB 10d. Pavilion Project Update

---

**DATE:** May 12, 2025

**TO:** DDA Board Members

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

**Background:**

Due to existing infrastructure constraints at the project site, the location and orientation of the pavilion structure have been revised. The structure will now be oriented in a north/south configuration on the property. An updated site drawing reflecting this new orientation has been provided for your reference.

To improve accessibility and connectivity, additional cement work is planned. Specifically, a new section will be added to the east side of the pavilion, connecting it to the existing curb along the municipal parking area. This includes a 12-foot sloped section that will provide ADA-compliant access from the pavilion to the adjacent asphalt surface.

Further, the updated site drawing includes sidewalk enhancements, with a new 5-foot walkway connecting the pavilion to the municipal sidewalk along N. Main Street, as well as a connection to the existing cement triangle where the monument sign is currently located.

The monument sign is scheduled for removal by Valley Signs on May 9th and will be stored at the Department of Public Works until a new placement location is identified.

I received verbal verification from Nancy Boxey that the grant review committee has recommended that our submission be fully funded at the \$15,000 grant request. The full LCCF Board meets on May 14<sup>th</sup> to take a formal vote.

The pavilion is expected to be fully operational for the Farmers Market opening day, now scheduled for June 5th.

**Items Attached:** Site Plan

**Action Needed:** No Board Action Needed

**ACCESSIBLE  
PARKING**

A

A

**CONCRETE SIDEWALK  
CONNECTIONS**

**ADDITIONAL CONCRETE AREA  
W/12' ADA CURBLESS WALKWAY**

E. 3rd STREET



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## AGENDA ITEM NB 10e. Seasonal Restroom Facilities

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DATE: **May 12, 2025**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

- Background:** Activity is anticipated to increase at the new pavilion location with the market season, social district and events currently being planned in the vicinity. DDA staff has researched costs for two seasonal ADA portable facilities to be located on or near the farmers market corner.
- Pricing is for two-units billed in 28-day cycles, with weekly cleaning, including toilet paper and hand sanitizer refills. Additional cleanings are available as needed at \$40 per unit per visit.
- Items Attached:** Rapid Deployment Estimate  
Jay's Portables
- Action Needed:** Pass the motion(s) as recommended or amended per board discussion.
- Recommendation:** Motion to approve contracting with Jay's portable for one season, at \$390 per 28-day cycle, beginning May 19<sup>th</sup> through October 31 for two ADA-compliant units.

**From:** [ddapromotions@imlaycity.org](mailto:ddapromotions@imlaycity.org)  
**To:** [Christine Malzahn](#)  
**Subject:** Fw: Jays ADA unit bid  
**Date:** Friday, April 25, 2025 10:49:39 AM  
**Attachments:** [image001.png](#)

---

*Kind Regards,*

*Christiana Bishop*

*DDA Promotions Assistant/Farmer's Market Manager  
810-724-2135 ext.1312*

---

**From:** Jon Hoberg <[jon@jaysseptic.com](mailto:jon@jaysseptic.com)>  
**Sent:** Friday, April 25, 2025 7:43 AM  
**To:** [ddapromotions@imlaycity.org](mailto:ddapromotions@imlaycity.org) <[ddapromotions@imlaycity.org](mailto:ddapromotions@imlaycity.org)>  
**Subject:** Jays ADA unit bid

Chris,

Thank you for giving me the opportunity to do business with you.

We can provide the 2 HCP ADA units for \$195.00 per unit and those come with once-a-week cleaning.

Please let me know if you have any questions.

Jon D Hoberg  
Operations Manager  
Jays Septic, Lapeer MI  
810-664-8080

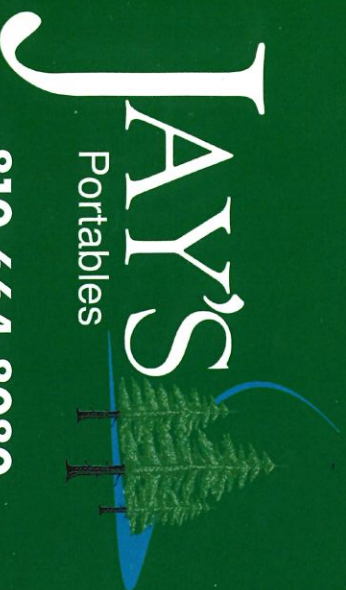






Jay's Portables offers long term services for your portable restroom needs. Whether it is seasonal or until your project is done, our long term services include maintenance and cleaning for your convenience.

Jay's Portables has the perfect options for residential or commercial construction job sites. Our trailers or portables are made to withstand a tough construction environment. Give us a call to explore the range of options we have for your project needs!



**810-664-8080**

**jaysportables.com**

**2787 Greenwood Rd.,  
Lapeer, MI 48446**

### **Skyrise Units:**

These units are great for construction sites that have limited space or elevated platforms! They can easily be elevated with a crane!



### **Elevator Units:**

These units are shorter than the average unit so they can fit through doorways and they even have wheels on them so they're easily moveable!



### **Construction Regular:**

This is a standard unit with a bench seat and a urinal.



### **Handicap Unit:**

A spacious unit with hand rails and a bench seat.



### **Two Station Sink:**

These come stocked with soap and paper towel!



### **Portable Restroom Trailers:**

Whether you have 60 or 400 workers on site our portable restroom trailers are a great option for your restroom needs.



Most of our portable water systems are in construction trailers to ensure they have running water and a waste tank. We can accommodate however many people you have on site, whether it be a 100gal or a 1500gal tank.





Thank you so much for your time and inquiring about our portable restroom rates for the Farmers Market coming up in Imlay City!

Here are the rates we discussed and everything that is included with that pricing:

\$150.00 - Standard Unit

\$250.00 - Handicap Unit

\$45.00 - Additional Cleaning

This pricing includes:

Weekly cleanout and full re-stock (re-stock includes: hand sanitizer and toilet paper)

Delivery and pick-up.

We bill every 28 days - first payment is due upon drop of the unit for the first 28 days.

Additional Cleaning is an added on service that if needed more than the additional weekly cleaning that is already included in that 28 day pricing - just needs to be scheduled a few days in advance so it can be added to our route.

We accept all forms of payment - there is a 3% charge if using credit card.

I included pictures of the different units as well!

Thank you again Christine for your time, we look forward to the opportunity of working with you and the Imlay City DDA.

Best,

Chelsea Mishakis

Rapid Deployment Portable Restrooms

(586) 588-2403

[www.RDPRR.com](http://www.RDPRR.com)

<https://www.facebook.com/rdprr>













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## **AGENDA ITEM NB 10f. Downtown Depot Pavilion Fee Schedule**

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**DATE:** May 12, 2025

**TO:** DDA Board Members

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

**Background:** The Imlay City Commission has adopted a fee schedule for rentals of park assets, including the Gazebo in Lamb Steele Park. With the construction of the new Downtown Depot Pavilion Director Malzahn would like the Board to consider a similar practice and is seeking direction on future requests to use the pavilion for community and/or private events, since this structure is a DDA asset.

**Items Attached:** City Rental Reservation Form

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

**Recommendation:** Motion to adopt a fee schedule for the Downtown Depot Pavilion.

# Park Reservation Request

City of Imlay City • (810) 724-2135  
150 N Main Street, Imlay City, MI 48444

Area Reserved: (Circle your choice)

Residential

Non-Residential

Butterfly Garden and Pergola

\$ 40.00 per 2 Hrs.

\$ 80.00 per 2 Hrs.

Lamb/Steele Park Gazebo

\$ 50.00 per Day

\$ 100.00 per Day

Lions Park Pavilion

\$ 50.00 per Day

\$ 100.00 per Day

Old School Park

\$ 50.00 per Day

\$ 100.00 per Day

Rotary Park Gazebo

\$ 50.00 per Day

\$ 100.00 per Day

Veterans Park

Not Currently Rentable

## BALANCE PAID IN FULL AT TIME OF APPLICATION

Reservation Date: \_\_\_\_\_

Time of Event: Start \_\_\_\_\_ End \_\_\_\_\_

Name of Group: \_\_\_\_\_ Non-Profit: Yes ( ) No ( )

Type of Activity: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City, State, Zip Code

**Waiver of Liability:** In consideration of the City of Imlay City allowing us to reserve and use the park property Indicated above, we agree to assume any and all liability and to hold the City of Imlay City harmless against any liability which may arise due to the use of the above property, except for those claims arising out of the sole negligence of the City of Imlay City, its agents, and/or employees.

We further acknowledge that the City of Imlay City assumes no responsibility for any damages or injuries which may occur during the use of the property indicated except for those claims arising out of the sole negligence of the City of Imlay City, its agents, and/or employees.

We further agree to abide by all ordinances, laws, and regulations of the City of Imlay City and the State of Michigan.

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

## Office Use Only – Do not write below this line

Fees Received: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Cancellation Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Refund Authorization: ( ) No Refund ( ) Refund Amount \_\_\_\_\_ Staff Initials \_\_\_\_\_

**ENJOY IMLAY CITY'S PARKS!**

# Park Reservation Request

City of Imlay City • (810) 724-2135  
150 N Main Street, Imlay City, MI 48444

## Conditions of Use

Rental Fees: Rental fee is required to be paid at the time of the reservation request, accompanied with the completed rental form. \*\*Alcohol Park Permit must be applied for at the time of rental and given at least two weeks (2) to process before the event. \*\*

Cancellation Policy: Reservations cancelled at least thirty (30) days prior to your reservation date, your payment will be refunded. Cancellations with less than thirty (30) day notice, WILL NOT be refunded.

Reservations: Reservations made are only for the date and time indicated on the form.  
City Hall office hours are Monday, Tuesday, Thursday, and Friday from 8:00 a.m. – 4:30 p.m.  
Wednesday from 1:00 p.m. – 4:30 p.m.

### Rules and Regulations:

- \* Alcoholic beverages are ONLY permitted with a valid ALCOHOL PARK PERMIT on file.
- \* No stapling, nailing, tacking, or taping signs/banners, and decorations on any part of the pavilion. If damage occurs during your reservation, you will be invoiced for repairs.
- \* You are responsible for general cleaning of the gazebo, pavilion, or pergola after your function. Please remove any signs, posters, and decorations. Trash barrels are provided throughout the park area.
- \* All Park hours are 7:00 A.M. to 10:00 P.M.
- \* If you plan to have staked popup tents at any park during your rental, you must have approval from the DPW Superintendent.
- \* Please see helpful information about our facilities.

## HELPFUL INFORMATION

WEATHER PERMITTING PICNIC TABLES ARE PUT OUT IN APRIL

**ENJOY IMLAY CITY'S PARKS!**

# Park Reservation Request

City of Imlay City • (810) 724-2135  
150 N Main Street, Imlay City, MI 48444

## *Butterfly Garden and Pergola*

Electricity - No  
Tables - One Large Picnic Table  
Grills - No  
Restroom facilities - None

## *Lamb/Steele Park and Gazebo*

Electricity - Two outlets on the gazebo itself; Also, two panels near the east and west of the gazebo area that contain many outlets.  
Tables - Four Picnic Tables  
Grills - One  
Restroom facilities - None

## *Lions Park and Pavilion*

Electricity - No  
Tables - Eight Picnic Tables  
Grills - One  
Restroom facilities - Weather Permitting, Typically May thru October.

## *Old School Park and Pavilion*

Electricity - No  
Tables - Two Picnic Tables  
Grills - One  
Restroom facilities - Portable Restroom on Sight, Weather Permitting, May thru October.

## *Rotary Park and Gazebo*

Electricity - No  
Tables - Two Picnic Tables  
Grills - No  
Restroom facilities - Portable Restroom on Sight, Weather Permitting, May thru October.

## *Veterans Park*

Electricity - No  
Tables - Two Picnic Table  
Grills - One  
Restroom facilities - None

Please retain this sheet for your reference.

If you have any other questions regarding the facilities,  
please contact City Hall at (810) 724-2135.

**ENJOY IMLAY CITY'S PARKS!**



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## AGENDA ITEM NB 10g. Lapeer County Senior Services MOU

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**DATE:** May 12, 2025

**TO:** DDA Board Members

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

**Background:** A Memorandum of Understanding (MOU) has been drafted for each entity that is expected to receive the captured special-voted millage tax collection, including the Imlay City Senior Center, Imlay City Police Department, and the area Veterans groups. In communication with Lapeer County Administrator Moses Sanzo, the version included in your packet has been sent back to Director Malzahn after review by the county's legal counsel. DDA Chair Barga would like direction from the Board for next steps.

**Items Attached:** Amended Senior Center MOU

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

**Recommendation:** Motion to authorize Board Chair Barga to enter into the amended agreement as presented.

**From:** [Moses Sanzo](#)  
**To:** [Christine Malzahn](#)  
**Cc:** [wbargen@icdda.com](mailto:wbargen@icdda.com); [Doreen Clark](#)  
**Subject:** RE: Imlay City Senior Center MOU  
**Date:** Wednesday, April 30, 2025 8:55:09 AM  
**Attachments:** [image002.png](#)  
[MOU Senior Services Millage 2025.4.29 MS Edits.docx](#)

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Good morning, Christine

We have reviewed the MOU and have just a few edits we would like to apply. The primary purpose of the edits is to make it clearer legally that the agreement is between Imlay City DDA and Lapeer County for the benefit of the Imlay City Senior Center.

Please let me know if you have any questions after your review and we'll move forward.

Thank you, Moses

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**From:** Moses Sanzo  
**Sent:** Tuesday, April 29, 2025 11:25 AM  
**To:** 'Christine Malzahn' <ddadirector@imlaycity.org>  
**Cc:** [wbargen@icdda.com](mailto:wbargen@icdda.com)  
**Subject:** RE: Imlay City Senior Center MOU

To Christine Malzahn,

Thank you for forwarding. We appreciate that Imlay City DDA will be gifting back the millage funds.

The MOU is being reviewed, and I will get back to you shortly with any questions or edit requests.

Kind regards, Moses



## Moses Sanzo

ADMINISTRATOR/CONTROLLER

Phone: (810)358-7935  
 Email: [msanzo@lapeercounty.org](mailto:msanzo@lapeercounty.org)  
 Website: [lapeercountymi.gov](http://lapeercountymi.gov)  
 Address: Lapeer County, 255 Clay St., Lapeer  
 MI 48446

The content of this email is confidential and intended for the recipient specified in message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion,

so that we can ensure such a mistake does not occur in the future.

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**From:** Christine Malzahn <[ddadirector@imlaycity.org](mailto:ddadirector@imlaycity.org)>

**Sent:** Monday, April 28, 2025 11:08 AM

**To:** Moses Sanzo <[msanzo@lapeercounty.org](mailto:msanzo@lapeercounty.org)>

**Cc:** [wbargen@icdda.com](mailto:wbargen@icdda.com)

**Subject:** Imlay City Senior Center MOU

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mr. Sanzo,

On behalf of the Imlay City Downtown Development Authority (DDA) and the Imlay City Senior Center, I am reaching out to request your assistance with executing a Memorandum of Understanding (MOU) between our two organizations. The purpose of this MOU is to formalize the 100% gifted return of the Lapeer County Special Voted Senior Millage funds to the Imlay City Senior Center.

This agreement is intended to promote clear communication, transparency, and a shared understanding between all parties, reinforcing our commitment to the appropriate use and stewardship of these funds in support of senior services within our community.

Please let me know the next steps you recommend and whether, after your preliminary review, you require any changes to the attached draft MOU. If the agreement is satisfactory as written, kindly advise whether you would like me to present it formally to the Lapeer County Board of Commissioners at their next public meeting, or if Chairman Howell would prefer to sign on behalf of Imlay Senior Services administratively. I anticipate that DDA Board Chair Walt Bargaen will formally sign the MOU on behalf of the DDA at our May 12th meeting.

Thank you for your attention to this matter. We look forward to working with you to complete this process.

Best regards,

**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



**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY AND  
THE ~~LAPEER COUNTY SENIOR SERVICES AGENCY~~ COUNTY OF LAPEER**

**This Memorandum of Understanding (MOU)** is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between the Imlay City Downtown Development Authority (hereinafter referred to as "DDA") and the ~~Lapeer County Senior Services Agency (hereinafter referred to as "LCSSA")~~; County of Lapeer (hereinafter referred to as "County").

### **Purpose**

The Parties enter into this Agreement pursuant to the Intergovernmental Contracts Between Municipal Corporations Act, Public Act 35 of 1951, MCL 124.3. The purpose of this MOU is to establish the terms and conditions under which the DDA will capture the revenue generated by the .3916 mills Lapeer County Special Voted Senior Services millage within the DDA's Tax Increment Financing (TIF) District beginning in 2025 and transfer these funds as a gift to be utilized for ~~to~~ the Imlay City Senior Center. The funds will be dedicated to enhancing senior services and programs that benefit residents within the boundaries of the Imlay City TIF District.

### **Background**

The DDA recognizes the importance of supporting senior citizens as a vital part of the community. By gifting the captured millage funds to the Imlay City Senior Center, the DDA aims to ensure that senior residents within the TIF District have access to enhanced resources, services, and programs that contribute to their well-being and quality of life.

### **Terms of Agreement**

#### **1. Capture of Millage Revenue**

- The DDA will capture the .3916 mills Lapeer County Special Voted Senior Services millage ("Captured Millage Revenue") within the boundaries of the Imlay City TIF District starting in the 2025 fiscal year until the year 2026 when the millage expires.

#### **2. Transfer of Funds**

- ~~The DDA agrees to gift 100% of the~~ Ceaptured Millage Revenue annually to the County for use at the Imlay City.
- Senior Center ~~for use within~~ in the Imlay City TIF District.
- The transfer of funds shall occur within 30 days of the DDA receiving the Ceaptured Millage Revenue.

#### **3. Use of Funds**

- The LCSSA-County agrees to utilize the gifted funds exclusively for programs, services, or initiatives benefiting senior residents within the Imlay City TIF District. These may include, but are not limited to:
  - Senior wellness programs and activities.
  - Facility improvements or equipment purchases for the Imlay City Senior Center.

- Transportation services or other supportive resources for seniors.
- An annual report detailing the use of funds, including expenditures and outcomes achieved, shall be provided by the ~~LCSSA~~ Lapeer County Senior Services Agency division of the County to the DDA.

#### 4. Accountability and Reporting

- Both parties commit to maintaining transparency and accountability regarding the use of funds.
- The DDA reserves the right to request additional information or documentation related to the use of funds.

#### 5. Duration and Termination

- This MOU shall remain in effect until May 1, 2026, unless amended or terminated by mutual agreement of both parties.

#### 6. Amendments

- Any amendments to this MOU must be made in writing and signed by authorized representatives of both parties.

### Authorization

This MOU is executed by the undersigned representatives of the DDA and the ~~LCSSA~~ County, who hereby warrant that they have the authority to enter into this agreement.

**For the Imlay City DDA:**  
**County:**

**For ~~Imlay City Senior Services Center~~ Lapeer**

\_\_\_\_\_  
Walter Bargaen  
Chairperson  
Imlay City Downtown Development Authority

\_\_\_\_\_  
Gary Howell  
Chairperson  
Lapeer County Board of Commissioners

Date: \_\_\_\_\_

Date: \_\_\_\_\_

This agreement reflects the shared commitment of the DDA and the ~~LCSSA~~ County to supporting the senior population within the Imlay City TIF District, fostering a thriving and inclusive community for all residents.

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## AGENDA ITEM NB 10h. Lapeer Special Voted Millages

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**DATE:** May 12, 2025

**TO:** DDA Board Members

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

**Background:** This agenda item has been requested by Mayor Barbara Yockey.

**Items Attached:** April 2024 Meeting Minutes  
Memo from IC Police Chief Selby regarding use of funds

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

## IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY

### Regular Meeting April 8, 2024 MEETING MINUTES

A regular meeting of the Downtown Development Authority was held on Monday, April 8, 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: Justin Shattuck, Stu Davis, Kim Jorgensen, Neil Docherty, Walter Bargaen, Mayor Joi Kempf  
Absent: Steve Robbins (arrived 5:40)  
**Quorum Present**
4. **CORRESPONDENCE** - none
5. **SPECIAL PRESENTATION** – Director Malzahn and Justin Shattuck presented the “I AM Imlay City” Consumers Energy grant pitch to the board in advance of the competition pitch being presented at the CEDM Conference on April 29<sup>th</sup>.
6. **COMMITTEE REPORTS**  
**City Services Negotiating Committee** – Chair Bargaen provided an update that no meetings have been scheduled as of yet due to the lack of availability of city administration.
7. **CONSENT AGENDA**  
**MOTION** by Davis, supported by Shattuck to approve the consent agenda items including:  
Meeting Agenda; Regular Meeting Minutes March 11, 2024; Closed Session Minutes March 11, 2024;  
Financial Reports through March 30, 2024.  
All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**
8. **PUBLIC PARTICIPATION** – none
9. **OLD BUSINESS** – none
10. **NEW BUSINESS**
  - A. **Hispanic Services Funding Request**  
The Board reviewed a funding request submitted by the Hispanic Services Center. Center Director Lourdes Emke was present to answer Board questions. The event will be held on May 4, 2024 in the same location as last year. DDA funds will be used for event advertising.  
**MOTION** by Davis, supported by Kempf to approve the funding request for advertising the Hispanic Services Center Cinco De Mayo 2024 event in an amount of \$1,000.00  
Roll Call: AYES – Davis, Kempf, Robbins, Shattuck, Docherty, Jorgensen, Bargaen  
NAYS – none

**MOTION CARRIED 7/0****B. Millage Capture Determination**

Director Malzahn requested clarification of Board action regarding all current and future Lapeer County Special Voted Millages. Previous board minutes documenting opt-out status, opt-out status with gift back notations, and current opt-out requests by Lapeer EMS and the Lapeer County Commissioners for their proposed 2024 Veterans Services millage have differing positions. Director Malzahn recommended that the DDA Board consider options and best practices moving forward for all current and future ballot proposals and how those dollars directly impact the city of Imlay City and the DDA area taxpayers. Malzahn noted that the Lapeer Main Street now captures all special voted millages. Board members asked for clarification on the monetary amount for each item and reviewed a spreadsheet with the calculations. Davis expressed concerns about how DDA capture would be perceived. Malzahn recommended that the DDA capture all monies and enter into revenue-sharing agreements with local agencies to gift back the funds in a show of support annually.

**Lapeer County EMS**

**MOTION** by Kempf, supported Docherty to confirm opt-out status through 2026 for Lapeer County EMS.

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

NAYS – none

**MOTION CARRIED 7/0**

**Lapeer County Senior Services**

**MOTION** by Jorgensen, supported by Robbins to capture Senior Services Millage and enter into a revenue sharing agreement to gift back tax capture to Imlay City Senior Center beginning winter tax bill 2024.

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

NAYS – none

**MOTION CARRIED 7/0**

**Lapeer County Public Safety**

**MOTION** by Robbins, supported by Docherty to capture Lapeer County Public Safety millage and enter into a revenue sharing agreement to gift back tax capture to Imlay City Public Safety departments beginning winter tax bill 2024.

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

NAYS – none

**MOTION CARRIED 7/0**

**Lapeer County Veterans**

**MOTION** to amend the original motion by Davis to NOT CAPTURE funding from Veterans Services due to possible negative impact to DDA.

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

NAYS – none

**MOTION CARRIED 7/0**

**AMENDED MOTION** by Jorgensen, supported by Kempf to hereby resolve that we intend to "capture" funds from the extra voted countywide millage that will be on the August 2024 primary election ballot; authorizing Christine Malzahn to sign the Acknowledgment/Letter of Capture Intent and return to the Lapeer County Board of Commissioners; and enter into a revenue sharing agreement to gift back tax capture to Imlay City VFW Post 2492 if voter-approved.

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

NAYS – Davis

**MOTION CARRIED 6/1**

**All future Lapeer County Special Voted Millages**

No Board action was taken on the request to confirm all future Lapeer County special-voted ballot initiatives.

**C. Summer Intern Position**

Director Malzahn presented a funding opportunity from the Four County Community Foundation's Return to Earn paid summer intern program. Ruby Hernandez, one of the Farm Market manager applicants, was not offered the position due to her school obligations, however, Malzahn is recommending that she be hired to assist with marketing, promotions, and website updates geared toward improving DDA communications with our Hispanic residents.

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

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

NAYS – none

**MOTION CARRIED 7/0**

**D. Landscape Architect Request for Proposal Results**

The Board reviewed RFP submissions from 4 firms: Johnson Hill Land Ethics - \$17,460; PEA Group - \$86,000; Grissim Metz Associates - \$31,400; Fishbeck - \$121,500. Jorgensen asked for the locations of the firms, noting she would prefer to use a firm that has previously worked with the city or located nearby. Comparisons were discussed. Malzahn noted that the open master-plan survey currently being circulated, would hopefully provide input from responders for what residents would like to see in those locations. She noted that it may be advantageous to pause the project and wait until the survey closes to move the project forward.

**MOTION** by Jorgensen, supported by Docherty to reject all Landscape Architect proposals submitted in response to the RFP.

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

NAYS – none

**MOTION CARRIED 7/0**

**MOTION** by Davis, supported by Jorgensen to approve an amount not to exceed \$17,000 for landscape concept plans from a firm TBD by Director Malzahn.

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

NAYS – none

**MOTION CARRIED 7/0**

**E. Board Member Vice Chair Election**

Chair Borgen reported that he had previously spoken with Docherty about assuming the vice-chair position. Docherty is willing to assume the duties since the seat was vacated by Villaneuva.

**MOTION** by Jorgensen, supported by Robbins to nominate Neil Docherty to serve as DDA vice chair effective immediately.

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

NAYS – none

**MOTION CARRIED 7/0**



**14. ADJOURNMENT**

**MOTION** by Davis, supported by Robbins to adjourn the meeting at 7:00 pm  
All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

Next Regular DDA Board meeting date: Monday, May 13, 2024, at 5:35 PM

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

DDA APPROVED: 05/13/2024  
CITY COMMISSION APPROVED:



**Imlay City Police Department**  
**395 East Third St.**  
**Imlay City, MI 48444**  
**(810) 724-2345**

## MEMO

**To:** Christine Malzahn, Director, Imlay City Downtown Development Authority

**From:** Chief of Police, Brett D. Selby

**Subject:** Lapeer County Capture Funds

The Imlay City Police Department, the residents and the DDA would benefit greatly from utilizing the "captured funds" from Lapeer County and re-distributing them to public safety initiatives for several reasons. First, funding immediate mental health initiatives such as Crisis Intervention response training for our officers who have direct deployment. In addition to this, fostering a police chaplain program for community engagement and foot patrols in the downtown district which has been receiving a revitalization in recent months.

In 2024, the police department responded to or self-initiated over 4,000 calls for service, 99% of those calls were handled by the Imlay City Police Department and not by the Lapeer County Sheriffs Office or Michigan State Police. In the DDA district, 100% of the calls for police Service were handled by the Imlay City Police Department.

Capture funds will be used to enhance public safety efforts, rather than simply replacing existing funding. This means the funds can be used to address public safety needs in innovative and creative ways that directly benefit the citizens, visitors and DDA area. Benefits such as strengthening existing programs or developing new ones. For example, Imlay City notes that the funds will allow local departments to upgrade equipment, enhance officer training, and expand community-focused policing.

The DDA for Imlay City has recently absorbed the management plan opposite of the ordinance enforcement on the law enforcement side for the Imlay City Social District. Part of the Social District management plan would require extra foot and vehicular patrols in the DDA district to properly manage this new program.

A handwritten signature in dark ink, appearing to read "Brett D. Selby".

Brett D. Selby  
Chief of Police  
Imlay City Police Department



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## Directors Report

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**DATE:** May 12, 2025

**TO:** DDA Board Members

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

**Items Attached:** April Report  
Weekly email reports

**Action Needed:** No Board Action Needed

## **Director's Report – May 2025**

### **Promotions/Events**

- On-going Social media postings and engagement with downtown merchants on Facebook and Instagram.
- Staff and I created ads, social media postings, message board sign ads
- Updated website calendar of events and other happenings
- Staff and I completed the I am Imlay City project, sent thank you notes and press release follow-ups.
- Assisted HSC with Cinco DeMayo event arrangements.

### **Economic Development**

- Social District signage was installed and labels were delivered to license holders
- Met with Chamber of Commerce to discuss SummerFest event and assist with rules/MLC social district requirements.
- Revised City Business Application forms
- Drafted MOU's for Lapeer County special-voted millages.

### **Place Making/Streetscape**

- Began pavilion project work, met with contractor on-site to address problems as they arose
- Staff and I finalized Hometown Hero banners and submitted them for production
- Worked with Fidel on spring clean-up and plantings.

### **Grants:**

- Submitted additional documentation requested for Rotary Park DNR Passport Rec Grant

### **Billboard:**

- Submitted artwork for the Heritage Church campaign #3

### **Imlay City Façade Corp**

- none

### **Meetings and Other:**

- Attended Rotary Club weekly meetings.
- Processed invoices, check requests, and mailed payments.
- Made updates to the DDA website per Chamber request, and worked on website re-design with Civic Clarity
- Attended April 15th City Commission Meeting for pavilion project site approval and business application package
- Attended the monthly Hispanic Cultural/Services meeting
- Attended monthly Lapeer DDA's meeting
- Prepared meeting minutes, agendas, action item sheets, and board packets for regular DDA meeting

**From:** [Christine Malzahn](#)  
**To:** [wbargen@icdda.com](#); [sdavis@icdda.com](#); [jshattuck@icdda.com](#); [ndocherty@icdda.com](#); ["jkempf@icdda.com"](#); [kjorgensen@icdda.com](#); [srobins@icdda.com](#); ["byockey@imlaycity.org"](#)  
**Subject:** Week ending April 18  
**Date:** Thursday, April 17, 2025 3:24:00 PM  
**Attachments:** [Pavilion Structure Site Plan.png](#)  
[image001.png](#)

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Hello All,

Just a few quick items to fill you in on.

I'm still working on typing the minutes from our Monday, so I'll send those as soon as I'm finished. This is a short work week since City Hall is closed tomorrow for the Eater holiday.

City Commission at their Tuesday meeting adopted the Business Application packet. City staff will begin implementing that process for any new businesses that is looking to open up here in Imlay City. The Commission also awarded the RFP bid for the DPW Garage renovations to Tanis Construction pending grant approval from the MEDC RAP 3.0 – no word on grants awards as of today..

Conductors Corner Pavilion updates:

1. The grant to LCCF was submitted on Tuesday.
2. Bob Tanis and I met on site and have staked out the location of the new pavilion.
3. I made a drawing on a aerial google map showing the proposed location, and presented it to the commissioners at their Tuesday meeting, formally asking if the DDA can have the structure built on that city-owned parcel. They voted unanimously in favor. (See attached)
4. Ms Dig has been called and the site has been marked for utilities.
5. DPW Supervisor Priehs and I met to review the project, making sure he didn't foresee any problems. The water hand pump in the Northeast corner will need to be repaired before construction begins. DPW will take care of that.
6. The way the pavilion is situated on the site, Tanis, Priehs and I agreed that it was best to remove an 8ft section of the curb that separates the parking lot area on the east side and have the concrete from the pavilion floor slope down to meet the asphalt. This will make access to the structure ADA compliant. The DPW is not able to do curb cuts like this, so I reached out to Northern Concrete and got a price of \$575 for the work.

DDA website refresh work began this week. I held an online meeting with Accunet and we went over the website to delete outdated information and reorganize other content to make it easier to navigate for site visitors. I plan to present the website for input to the whole Board either in May or June.

The irrigation system was turned back on today. Repairs are needed from some winter damage near the train tracks, but our contractor is taking care of that. Our annual flower plantings are expected just after Mother's Day (weather dependent) but Fidel and I are working now on plant splitting as the perennials emerge.

**From:** [Christine Malzahn](#)  
**To:** [wbargen@icdda.com](#); [sdavis@icdda.com](#); [srobbins@icdda.com](#); ["jkempf@icdda.com"](#); ["byockey@imlaycity.org"](#); [jshattuck@icdda.com](#); [kjorgensen@icdda.com](#); [ndocherty@icdda.com](#)  
**Cc:** ["ddapromotions@imlaycity.org"](#)  
**Subject:** Week Ending April 25th  
**Date:** Friday, April 25, 2025 1:32:00 PM  
**Attachments:** [2025.04.23 Special Meeting Minutes.docx](#)  
[image001.png](#)  
[2025.04.14 Regular Meeting Minutes.docx](#)

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Hello Board Members,

Attached are the draft meeting minutes from the 14<sup>th</sup> and the 23<sup>rd</sup>. Please let me know if you see anything that needs to be edited.

Just a quick update on the pavilion project. Bob Tanis has ordered the trusses, Valley Sign is scheduling the monument sign removal for next week, Northern Concrete will be removing the curb section for the ADA walkway on May 5<sup>th</sup> and I will be meeting next week with Jem Electric to get a second quote on the electrical work needed. Mindi issued a Facebook survey to gather feedback on the suggested names for the new pavilion structure. Please take a moment to find it on our Downtown Imlay City page and participate.

Fineline delivered the mulch for the downtown bed areas today. His crew will be doing spring cleanup and mulching the bed areas this weekend. He and I toured the area on Wednesday and discussed plans to split and move some overgrown items to the beds along Depot Drive as well as his plans to donate about \$10,000 worth of shrubs and perennials to improve the bump-out bed areas on the corner of Third and Main. Spring has Sprung and I can't wait to see the colorful plants brighten up downtown soon!

## **Christine Malzahn**

DDA Executive Director  
 City of Imlay City

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