

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

P1

REGULAR MEETING MAY 8, 2023
5:35 P.M.

Joi Kempf, Mayor
Walter Barga, Chair
Justin Shattuck, Vice-Chair
Kim Jorgenson, Secretary-Treasurer

Kelly Villanueva, Board Member
Stu Davis, Board Member
Ray Krakowski, Board Member
Neil Docherty, Board Member
Steve Robbins, Board Member

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PUBLIC PARTICIPATION
6. CORRESPONDANCE – Hispanic Services Center Thank You Letter (2)
DDA Letter of support to City Commission (3)
7. APPROVAL OF MINUTES
Regular Meeting, April 10, 2023 (4-8)
8. FINANCIAL REPORTS – April 2023 (9-14)
 - a. DDA Expenditure Report
 - b. Balance Sheet
 - c. Check Register Report
9. **OLD BUSINESS**
 - a. Farm Market Manager / DDA Promotions Introduction – Patti Biolchini (15)
 - b. Façade Grant Application (16-21)
 - c. Hometown Heros Banners (22-23)
10. **NEW BUSINESS**
 - a. Holiday Lighting Capital Purchase (24-29)
 - b. Chamber of Commerce Summerfest Funding Request (29-30)
 - c. RAP 2.0 Revitalization Grant Opportunity (31-34)
11. EXECUTIVE DIRECTOR'S REPORT (35-40)
12. BOARD MEMBER COMMENTS
13. ADJOURNMENT

Hispanic Service Center

P.O. Box 284
113 N. Almont Avenue
Imlay City, MI 48444
(810) 724-3665
hscofimlaycity@gmail.com
www.imlayhsc.org



P2

April 17, 2023

City of Imlay City
Downtown Development Authority
150 North Main Street
Imlay City, MI. 48444

Dear Ms. Christine Malzahn

On behalf of the Hispanic Service Center I would like to thank you for your donation of \$1000.00 (Dollars) to sponsor advertising for the "Cinco de Mayo" Celebration. There are not enough words to thank you for your contribution the event.

Each year the Hispanic Service Center continues to advance in its mission "To improve the lives of individuals of all ethnicities as well as to empower them to become productive citizen of our community". Through our programs we have seen many lives changed for the better.

Again, we would like to express our sincerest thanks.

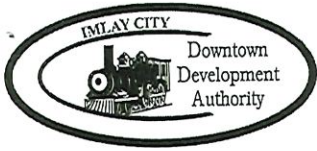
Board Members

Tim Scherer, Angelita McCoy, Celeste Spivey, Angelica Ochoa, Abel Pina, Walter Barger, Norma Wiggins, Mary Jones and Joe Muñoz.

Sincerely,

A handwritten signature in cursive script that reads "Lourdes Emke". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Lourdes Emke
HSC Director



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

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

Board of Directors

*Joi Kempf,
Mayor*

*Walt Bargaen,
Chairperson*

*Justin Shattuck,
Vice Chairperson*

*Kim Jorgensen,
Secretary*

*Kelly Villanueva,
Board Member*

*Stu Davis,
Board Member*

*Ray Krakowski,
Board Member*

*Steve Robbins,
Board Member*

*Neil Docherty,
Board Member*

Executive DDA Director

Christine Malzahn

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

April 28, 2023

Honorable Board of Commissioners;

The City of Imlay City Downtown Development Authority (DDA) would like to offer support for Sage Creek Winery as it seeks to acquire three city-owned parcels for their new proposed production and tasting facility on Third Street in downtown Imlay City.

Our community has been struggling to induce healthy development, attract and retain small businesses, and maintain active participation from the citizenry. The approval by the City Commission, allowing for the sale of the property bringing this project and its significant capital investment, positions the City to take advantage of this successful business model and what it can bring to our business district. Having seen the great value and potential for expansion in Sage Creek Winery's existing operation located in Memphis, Michigan, this capital investment in downtown Imlay City will aim to jumpstart economic development in our downtown.

I am confident that the business proposal submitted by Sage Creek Winery Inc. stockholders, Michael and Jeff Dausey and Vince Hutchins, clearly demonstrates their commitment and intent in quickly implementing this project. It will have an immediate, positive impact, and generate tax revenue to the City of Imlay City where none is currently assessed on the three parcels. While the RFP submitted proposal included a sale price for the property which may be under-market value, the long-term revenue gains combined with the blight improvement and creation of a venue of this significance for the citizenry to enjoy, will be the boost in the arm that has been needed for some time and will have a positive effect on the entire City. The DDA asks that you vote to move this project forward with all possible expediency.

Respectfully Submitted,

Christine Malzahn
Executive Director Imlay City DDA

**IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY**

Regular Meeting
April 10, 2023

MEETING MINUTES

A regular meeting of the Downtown Development Authority was held on Monday April 10, 2023, at the Imlay City Hall, 150 North Main Street, Imlay City MI 48444.

1. CALL TO ORDER

Chairman Bargaen called the meeting to order at 5:35 pm

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL – Executive DDA Director Malzahn called the roll:

Present: Walter Bargaen, Kim Jorgensen, Justin Shattuck, Mayor Joi Kempf, Stu Davis, Steve Robbins

Absent: Kelly Villanueva, Ray Krakowski

Also Present: Christine Malzahn, Executive DDA Director

4. APPROVAL OF AGENDA

MOTION by Davis, support by Robbins to approve the agenda with the addition of New Business item 9i. Cinco De Mayo Funding and New Business item 9j. DDA Computer Purchase

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

5. PUBLIC PARTICIPATION – none

6. APPROVAL OF MINUTES

Regular Meeting March 13, 2023

MOTION by Davis, support by Shattuck to approve the minutes as presented.

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

7. FINANCIAL REPORTS – March 2023

a. DDA Expenditure Report

b. Balance Sheet

c. Check Register Report

Malzahn reviewed the DDA financials as presented.

8. OLD BUSINESS

a. Façade Grant Confirmation

Malzahn explained that the meeting minutes of Dec 1, 2022, do not reflect a roll call vote approving the agenda item. As a matter of procedure, a copy of the meeting minutes must

accompany an invoice for reimbursement as verification of Board action. Since the minutes do not include this action, it is necessary to have a confirmation vote this month.

MOTION by Davis, support by Jorgenson to confirm the approval of the Façade Grant for IC Strikes in the amount of \$2441.09.

Roll Call: AYES - Shattuck, Bargaen, Jorgensen, Robbins, Davis, Mayor Kempf

NAYS – none

MOTION CARRIES UNANIMOUSLY

b. Summer Concert Series Update

Malzahn reported that all performance contracts have been executed, and that this budget line item has exhausted all allocated funds. Board discussed the option of cancelling some concert dates or utilizing prior year fund balance to cover expenditures until June 30, 2023. Music performers and dates are:

June 13th – Project Full Circle (Soft Classic Rock)

June 20th - Kevin Herzog - (Pop, Rock)

June 27th – Bob Marshall Band (Country Western)

July 11th – Motor City Josh & The Big Three (Rockin Blues)

July 18 – Acoustic Ash (Motown)

August 1st – Bernadette Kathryn & Lonely Days Band (Detroit’s County Rebel)

August 8th – Pat Smillie Band (Soulful Motown)

August 15 – Della (Soulful Singer/Songwriter)

MOTION by Davis, support by Jorgensen to confirm the entertainment line-up for the 2023 8-week summer concert series in the amount of \$6,650.

Roll Call: AYES - Shattuck, Bargaen, Jorgensen, Robbins, Davis, Mayor Kempf

NAYS – none

MOTION CARRIES UNANIMOUSLY

c. Hometown Hero’s Banners

Malzahn reported that she only has three banners from last year’s installation and that no new submissions have been received in the DDA office. Board direction is needed as to how they wish to proceed. The board agreed that they want to continue the program and requested the director to contact the families who made nominations last year to see if they would like to return their banner and have it re-installed again this year.

MOTION by Davis, support by Robbins to move forward with the installation of existing banners and application acceptance of new honorees.

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

9. NEW BUSINESS

a. 2023 Landscape Bid Review

The board reviewed the RFP and the submissions for the 2023 season. Bids were received by American Tree \$55,946.00; Yard Services Inc. \$49,200.00; Fine Line Construction \$41,625.00; GreenScape Solutions \$40,000.00

MOTION by Davis, support by Kempf to accept the proposal as submitted from GreenScape Solutions in the amount of \$40,000 for the 2023 season.

Roll Call: AYES - Shattuck, Borgen, Jorgensen, Robbins, Davis, Mayor Kempf

NAYS – none

MOTION CARRIES UNANIMOUSLY

b. Façade Grant Application – Dr. Young 110 W. Third Street

The Board reviewed Dr. Young's submitted application and noted that no rendering was present. This is a requirement of the application. Malzahn reported that the line item for façade grants has been exhausted for the 2022-2023 fiscal year, and that the Board could table the approval to request the missing application items, which could delay the expense until after July 1st or deny with the option to reapply next year.

MOTION by Davis, support by Robbins to deny the application based on funding availability and urge the applicant to re-submit after July 1, 2023.

Roll Call: AYES - Shattuck, Borgen, Jorgensen, Robbins, Davis, Mayor Kempf

NAYS – none

MOTION CARRIES UNANIMOUSLY

c. Façade Grant Application Proposed Changes

Malzahn reviewed the current application and has made recommendations for consideration by the Board. Per Board discussion additional changes are requested and would like the revised item brought back at a later date for further review.

NO BOARD ACTION TAKEN

d. Social Media Policy

Director Malzahn reported that upon hire she noted that there is no policy with the sole purpose of governing social media accounts that she would be given administrative access to. Currently the DDA Director and/or Farmers Market Manager have administrative access and oversight to the following Facebook pages: Downtown Imlay City; Imlay City Farmers Market; and Art In The Rough. It was also noted that there are several other pages that are active but not administered by DDA personnel. The Board believes it would be in the best interest of the City if the policy was consistent across all City Social Media sites and recommends that Director Malzahn forward a request to the City Commission for consideration. Mayor Kempf stated that she believes that the Police Department has a policy in place and the two should be compared.

MOTION by Davis, support by Shattuck to send the proposed Social Media Policy to City Commission for approval.

e. DDA 3rd Qtr Budget Amendment(s)

Director Malzahn led a review of the FY 2022-23 budget noting that both revenues and expenditures are trending out of normal levels. While the additional revenue will help offset some unanticipated expenses the use of fund balance will be necessary to balance the budget. Fiduciary responsibility must be used during the next three months of operations so as to not exceed the other line items that are also trending over the 75 percentiles.

MOTION by Davis, support by Jorgensen to approve a budget amendment transferring in \$30,000 from prior year fund balance to line items within dept. 705.000 as needed to correct exceedances.

Roll Call: AYES - Shattuck, Borgen, Jorgensen, Robbins, Davis, Mayor Kempf

NAYS – none

MOTION CARRIES UNANIMOUSLY

f. DDA By-Laws Review

At the DDA March 13, 2023, meeting a review of the current DDA by-laws was requested for April's meeting. Upon review by Director Malzahn and the Board, several recommendations were made. They include reducing its board membership to 9 members, adding Board Member Comments to the Order of Business, deleting section 9 in its entirety, scheduling the two required meetings in July and December to meet the statute.

MOTION by Davis, support by Shattuck to accept the By-Laws as amended.

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

g. Goals and Objectives Meeting

Chair Borgen led the discussion and the need to schedule a meeting soon to prioritize specific projects which align with the direction the current Board feels important. This will assist the Director not only in job duties but will also help in determining benchmarks by which to gauge job performance. Board education opportunities will also be sought out as supported in the current budget.

NO BOARD ACTION TAKEN

h. Downtown Light Pole Flags

The former Director advised that new flags were needed for installation on 40 downtown light poles. These flags will hang in place from May to Veterans Day in November.

MOTION by Davis, support by Robbins to approve the purchase of 40 (forty) 3x5' Nylon flags from Heritage Flag & Banner in the amount of \$1200.00 to be paid from Streetscape Maintenance.

Roll Call: AYES - Shattuck, Borgen, Jorgensen, Robbins, Davis, Mayor Kempf

NAYS – none

MOTION CARRIES UNANIMOUSLY

i. Cinco De Mayo Funding Request

Director Malzahn reported that the Hispanic Services Center is planning a Cinco De Mayo Celebration event in downtown on Friday May 5th from 12:00 noon-4:00 pm. The location of the event will be the same as last year's (Farmer's Market and Third & Main areas) and is to include live strolling musicians, children's activities, dancers, and vendors. They would like participation from the DDA for financial assistance with advertising costs.

MOTION by Jorgensen, support by Robbins to approve funding for the Cinco De Mayo 2023 event in an amount not to exceed \$1,000.00.

Roll Call: AYES - Shattuck, Borgen, Jorgensen, Robbins, Davis, Mayor Kempf

NAYS – none

MOTION CARRIES UNANIMOUSLY

j. DDA Computer Purchase

The HP laptop owned by the DDA currently has no off-site/offline backup for its hard drive contents. Director Malzahn recommended that the DDA have two-way connectivity to the shared hard drive server that other department heads utilize for common items as well as those that need to be archived for mandatory retention. A desktop system would be required instead of a laptop computer in order to meet the requirements of the City.

MOTION by Shattuck, support by Davis to approve the purchase of a desktop computer with single Microsoft Office Business license in the amount of \$1549.69.

Roll Call: AYES - Shattuck, Borgen, Jorgensen, Robbins, Davis, Mayor Kempf

NAYS – none

MOTION CARRIES UNANIMOUSLY

10. INTERIM DIRECTORS REPORT

Malzahn presented her written report for April 2023

11. BOARD MEMBER COMMENTS

No comments were given.

12. ADJOURNMENT

MOTION by Shattuck, support by Davis to adjourn the meeting at 7:23 pm

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

Next Regular DDA Board meeting date: Monday May 8, 2023, at 5:35 PM

Respectfully submitted by: _____
Christine Malzahn, DDA Executive Director

APPROVED:

CHECK DISBURSEMENT REPORT FOR CITY OF IMLAY CITY
 CHECK DATE FROM 04/01/2023 - 04/30/2023

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
04/06/2023	TRI	82275	AMAZON CAPITAL SERVICES	VARIOUS SUPPLIES	727.000	705.00	27.99
				VARIOUS SUPPLIES	727.000	705.00	(0.28)
				CHECK TRI 82275 TOTAL FOR FUND 248:			27.71
04/06/2023	TRI	82281	DTE ENERGY	ELECTRIC- CITY DDA	921.000	705.00	1,192.84
				ELECTRIC- CITY DDA	921.000	705.00	44.76
				ELECTRIC- CITY DDA	921.000	705.00	1,241.89
				CHECK TRI 82281 TOTAL FOR FUND 248:			2,479.49
04/06/2023	TRI	82285	FRONTIER	PHONE FOR 3/22/2023 - 4/21/2023	853.000	705.00	51.89
04/06/2023	TRI	82291	MITEL	PHONE	853.000	705.00	24.05
04/06/2023	TRI	82294	OUTFRONT	BILLBOARD 4/24/2023 - 5/21/2023	880.000	705.00	735.00
04/06/2023	TRI	82308	TRI-CITY TIMES	DDA ADVERTISING	973.300	705.00	56.00
04/13/2023	TRI	82312	ACCUNET WEB SERVICES	DDA WEBSITE 5/10/2023 - 5/10/2024	818.000	705.00	445.00
04/13/2023	TRI	82318	HISPANIC SERVICE CENTER	DDA ADVERTISING SPONSORSHIP	741.000	705.00	1,000.00
04/13/2023	TRI	82325	RICOH USA, INC.	COPIER -	956.000	705.00	24.38
04/13/2023	TRI	82327	STAPLES	STAPLES DESKPAD FORK HOT CUP	727.000	705.00	7.22
04/13/2023	TRI	82328	VC3 INC	MICROSOFT 365 DEC 2022 - FEB 2023	727.000	705.00	24.90
				MARCH - JUNE 2023	727.000	705.00	33.20
				CHECK TRI 82328 TOTAL FOR FUND 248:			58.10
04/13/2023	TRI	82329	VIEW NEWSPAPER GROUP	DDA 2023 PROGRESS, HONOR ROLL, EMPLOY	741.000	705.00	876.00
04/20/2023	TRI	82333	BS & A SOFTWARE	GL, AP, CR, PR, MR MAY 2023 - MAY 2024	818.000	705.00	192.62
04/20/2023	TRI	82341	HOOK'S ENGRAVING	NAMEBADGES WITH LOGO	740.000	705.00	10.00
04/20/2023	TRI	82346	MORTIMER LUMBER	TREATED BALUSTER DDA FOR TRAIN VIEWIN	930.000	705.00	8.95
				TREATED BALUSTER DDA TRAIN VIEWING PL	930.000	705.00	26.85
				CHECK TRI 82346 TOTAL FOR FUND 248:			35.80
04/20/2023	TRI	82356	VC3 INC	COMPUTERS MONTHLY BILL	818.000	705.00	132.41
04/20/2023	TRI	82357	WELLS FARGO VENDOR	COPIER 3/26 - 4/25/2023	956.000	705.00	26.95
04/27/2023	TRI	82381	HALABICKY, DOUG	FARMERS MARKET	973.300	705.00	100.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
04/27/2023	TRI	82382	IC STRIKES	DDA FACADE GRANT GL 973000	973.000	705.00	2,441.09
04/27/2023	TRI	82385	MORTIMER LUMBER	DDA PRO HD CONSTR ADH	930.000	705.00	19.98
04/27/2023	TRI	82392	TOTAL URGENT CARE	PRE EMPLOYMENT CHRISTINE DDA	818.000	705.00	199.00
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							8,852.69

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.200	CASH - CHECKING ACCOUNT	300,352.39
248-000.000-001.210	CASH - CHECKING DDA	17,236.61
248-000.000-101.000	PREPAID - ASSET	1,143.97
Total Assets		318,732.97
*** Liabilities ***		
248-000.000-200.100	WAGES PAYABLE	2,290.88
248-000.000-202.000	ACCOUNTS PAYABLE	13,625.30
Total Liabilities		15,916.18
*** Fund Balance ***		
248-000.000-390.000	FUND BALANCE	272,201.43
Total Fund Balance		272,201.43
Beginning Fund Balance		272,201.43
Net of Revenues VS Expenditures		30,615.36
Ending Fund Balance		302,816.79
Total Liabilities And Fund Balance		318,732.97

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	04/30/2023	NORMAL (ABNORMAL)	MONTH 04/30/2023	INCREASE (DECREASE)	BALANCE	% BGD
								NORMAL (ABNORMAL)	USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Expenditures									
Dept 265.000	- BUILDING MAINTENANCE			0.00		0.00		215.00	0.00
248-265.000-830.000	LIABILITY INSURANCE	215.00		831.54		0.00		(31.54)	103.94
248-265.000-921.000	ELECTRICITY	800.00		366.40		0.00		133.60	73.28
248-265.000-923.000	HEAT	500.00		373.96		0.00		(23.96)	106.85
248-265.000-924.000	WATER & SEWER CHARGES	350.00		31.50		0.00		2,468.50	1.26
248-265.000-930.000	MISCELLANEOUS REPAIRS & MAINT	2,500.00		1,288.73		0.00		711.27	64.44
248-265.000-956.000	MISCELLANEOUS	2,000.00				0.00			
Total Dept 265.000 - BUILDING MAINTENANCE		6,365.00		2,892.13		0.00		3,472.87	45.44
Dept 705.000 - UNALLOCATED ACTIVITY									
248-705.000-703.000	WAGES & SALARIES	42,000.00		27,705.97		3,230.76		14,294.03	65.97
248-705.000-706.000	HOURLY WAGES	17,000.00		6,996.50		0.00		10,003.50	41.16
248-705.000-710.000	BONUS PAY	1,000.00		1,000.00		0.00		0.00	100.00
248-705.000-714.000	OPTICAL INSURANCE	785.43		785.43		0.00		0.00	100.00
248-705.000-715.000	SOCIAL SECURITY	4,500.00		3,244.37		206.10		1,255.63	72.10
248-705.000-716.000	HEALTH INSURANCE	3,714.57		6,496.15		4,342.25		(2,781.58)	174.88
248-705.000-717.000	LIFE/DISABILITY INS	750.00		376.25		0.00		373.75	50.17
248-705.000-718.000	RETIREMENT AND OPEB	2,300.00		1,061.37		105.00		1,238.63	46.15
248-705.000-721.000	PTO/VACATION PAY-OUT	4,791.00		4,790.59		0.00		0.41	99.99
248-705.000-727.000	OFFICE SUPPLIES	1,099.00		1,060.97		68.13		38.03	96.54
248-705.000-730.000	POSTAGE	400.00		41.58		0.00		358.42	10.40
248-705.000-740.000	OPERATING SUPPLIES	250.00		80.89		10.00		169.11	32.36
248-705.000-741.000	ADVERTISING	10,000.00		3,464.00		1,876.00		6,536.00	34.64
248-705.000-807.000	AUDIT FEES	1,500.00		779.76		0.00		720.24	51.98
248-705.000-815.000	DUES/MEMBERSHIPS	1,500.00		606.66		(150.00)		893.34	40.44
248-705.000-817.000	CONSULTING FEES	500.00		350.00		0.00		150.00	70.00
248-705.000-818.000	CONTRACTED SERVICES	6,695.00		7,664.03		969.03		(969.03)	114.47
248-705.000-826.000	LEGAL SERVICES	500.00		0.00		0.00		500.00	0.00
248-705.000-830.000	LIABILITY INSURANCE	200.00		167.68		0.00		32.32	83.84
248-705.000-831.000	WORKERS COMPENSATION	400.00		203.26		0.00		196.74	50.82
248-705.000-835.000	TELEPHONE EXPENSES	1,200.00		881.03		51.89		318.97	73.42
248-705.000-860.000	TRANSPORTATION & CONFERENCES	892.77		215.62		0.00		677.15	24.15
248-705.000-880.000	COMMUNITY PROMOTION	19,214.00		18,407.06		735.00		806.94	95.80
248-705.000-921.000	ELECTRICITY	30,000.00		27,260.60		2,479.49		2,739.40	90.87
248-705.000-923.000	HEAT	400.00		0.00		0.00		400.00	0.00
248-705.000-930.000	MISCELLANEOUS REPAIRS & MAINT	10,009.86		9,895.64		55.78		114.22	98.86
248-705.000-931.000	STREETSCAPE MAINTENANCE	77,000.00		74,132.71		0.00		2,867.29	96.28
248-705.000-956.000	MISCELLANEOUS	6,297.37		6,274.53		51.33		22.84	99.64
248-705.000-958.000	ADMINISTRATIVE/TRANSFER TO	35,000.00		35,000.00		0.00		0.00	100.00
248-705.000-973.000	DEVELOPMENT COSTS-UNALLOCATED	20,000.00		19,559.23		2,441.09		440.77	97.80
248-705.000-973.002	LEASES	1,000.00		0.00		0.00		1,000.00	0.00
248-705.000-973.005	DDA WORKSHOP EXPENSES	800.00		0.00		0.00		800.00	0.00
248-705.000-973.006	DDA CONCERT SERIES EXP	14,000.00		10,275.21		0.00		3,724.79	73.39
248-705.000-973.008	BRICK/BENCH EXPENSE	100.00		14.00		0.00		86.00	14.00
248-705.000-973.100	LAPEER DEVELOPMENT CORPORATIO	6,250.00		0.00		0.00		6,250.00	0.00
248-705.000-973.300	FARMERS MARKET EXPENSE	7,750.00		7,155.06		56.00		594.94	92.32
248-705.000-973.550	ART IN THE ROUGH EXPENSE	6,000.00		4,898.30		0.00		1,101.70	81.64
248-705.000-973.560	WINTER PLAYGROUND	2,500.00		2,091.43		0.00		408.57	83.66
248-705.000-975.000	CAPITAL OUTLAY	14,235.00		10,500.00		0.00		3,735.00	73.76
Total Dept 705.000 - UNALLOCATED ACTIVITY		352,534.00		293,435.88		16,527.85		59,098.12	83.24
TOTAL EXPENDITURES		358,899.00		296,328.01		16,527.85		62,570.99	82.57

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 04/30/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL EXPENDITURES		358,899.00	296,328.01	16,527.85	62,570.99	82.57



New Balance: \$571.20

Minimum Payment Due: \$35.00

Payment Due Date: May 22, 2023

Make checks payable to First National Bank of Omaha

Amount of Payment Enclosed



First National Bank of Omaha
P.O. Box 2818
Omaha, NE 68103-2818

2253/0

CITY OF IMLAY CITY
CHRISTINE MALZAHN
150 N MAIN ST
IMLAY CITY MI 48444-1145

19977

0203



Change of Address? If yes, please complete reverse side.

5477256194219672 000000003500 000000057120

PLEASE DETACH HERE AND RETURN TOP PORTION WITH YOUR PAYMENT

BusinessCard® Mastercard®

Account Number:

5477 2561 9421 9672

Page 001 of 002



Account Summary

Previous Balance \$0.00
 Payments -\$0.00
 Other Credits -\$0.00
 Purchases +\$571.20
 Balance Transfers +\$0.00
 Cash Advances +\$0.00
 Fees Charged +\$0.00
 Interest Charged +\$0.00
New Balance \$571.20

Statement Closing Date 04/24/23
 Days in Billing Cycle 31

Total Credit Limit \$15,500.00
 Available Credit \$14,928.00
 Cash Limit \$3,100.00
 Available Cash \$3,100.00



Payment Information

New Balance \$571.20
 Minimum Payment Due \$35.00
 Past Due Amount \$0.00
 Payment Due Date May 22, 2023

Manage your business expenses with convenient online access.



- Make secure online payments
- Access current and historical statements, up to 7 years old
- Monitor monthly expenses

Login today to explore all the online possibilities!



Customer Service Call: Toll Free 1-800-819-4249

(TDD Telecommunications Device for the Deaf: 1-800-925-2833)

Save Time and Stamps by Paying Online!

Visit: www.card.fnbo.com

Remit to: First National Bank of Omaha, P.O. Box 2818, Omaha, NE 68103-2818



Transaction Detail

Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits
4-20	4-21	05134373111600036654640	UNITED STATES SENATE WASHINGTON DC	\$190.40
4-20	4-21	05134373111600036654723	UNITED STATES SENATE WASHINGTON DC	\$190.40
4-20	4-21	05134373111600036654806	UNITED STATES SENATE WASHINGTON DC	\$190.40

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

Charge Summary	Annual Percentage Rate (APR)	Special Offer or Eligible Purchase APR Expiration Date	Balance Subject to Interest Rate	Days Rate Used	Interest Charge
Purchases	17.49% (v)	N/A	\$92.21	31	\$0.00
Cash Advance	29.74% (v)	N/A	\$0.00	31	\$0.00

2023 Total Year-to-Date

Total fees charged in 2023 \$0.00
 Total interest charged in 2023 \$0.00

Additional Information Regarding Your Account



AGENDA ITEM OB 9a: Farm Market Manager / DDA Promotions Asst. Introduction

DATE: May 8, 2023

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background:

The new DDA Farm Market Manger / Promotions Assistant has been hired. Her name is Patricia Biolchini (Patti) and she lives in Almont. She is a former project manager for a manufacturing firm and is currently substitute teaching in Almont. She is also a former Almont Village Council Member. Patti's first day was Monday April 24th, she is acclimating herself to training, securing vendors and processing required forms with state agencies.

Items Attached: None

Action Needed: No Board action needed



AGENDA ITEM OB 9b: Façade Grant Application and Guidelines Proposed Changes

DATE: May 8, 2023

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Upon further review of the Façade Grant Application Process and Checklist, combined with input from the DDA Board last month, some additional items have been revised. For your consideration the items in yellow highlight are the proposed changes.

Items Attached: Revised Façade Grant Application Process and Checklist
Revised Façade Grant Guidelines

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

Recommended

Motion: Motion to approval the proposed changes to the Façade Grant Application Process and Checklist and the Program Guidelines as presented.

Façade Grant Application Process and Checklist

The application must be completed and returned to the Imlay City DDA director along with:

___ A notarized letter of permission from owner (if applicant is not the property owner).

___ Documentation of DBA, LLC or Company organization documents confirming legitimate business name.

___ **A detailed written description of the project plans (scope of work, including materials and color schemes), pictures of the current area/conditions, and a rendering or picture of proposed work which addresses how the project complies with the Façade Grant guidelines.**

___ A detailed cost estimate for all eligible costs supported by a quote from a **minimum of two or more licensed and/or insured** contractors or suppliers. Include Contractor / Supplier's business name, address, phone number, email, license or insurance certificate and website.

___ Copies of any permits necessary to complete the work.

___ Completed W9 Form

___ Upon project completion applicant must provide pictures of completed work and proof of payment to all suppliers/contractors (CASH TRANSACTIONS NOT ACCEPTED)

___ **The applicant has spoken to the Construction Code Authority and has received information regarding the permits needed and regulations related to this project.**

Construction Code Authority Representative

Date

Grant Application

Check One: Property Owner

Business Owner

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

Other Façade Improvements (\$5,000 Maximum Grant)

Name of Applicant

Address of Applicant

Address of Property Proposed for Improvement

Business Contact Person & Title

Phone

Fax

Email

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

The estimated improvement cost is \$ _____.

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

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

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

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

Applicant Signature

Title

Date

For DDA use only

Property Address _____

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

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

DDA Director Signature

Date

Board Action Date: _____

Approved _____ Denied _____

If approved reimbursement check # _____

Disbursement date: _____





DDA Façade Grant Program Guidelines

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

Property owners and their tenants who do not pay property taxes are not eligible for the Façade Grant. Property owners and/or applicant may NOT have any delinquent taxes, unpaid fees or charges that are applicable to any portion of the land to which the application applies.

Objectives:

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

Funding Limits:

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

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

Eligible Façade Improvement Projects:

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

Ineligible Façade Improvement Projects:

- Interior Improvements.
- Labor paid to applicant, family members of applicant, or employees of applicant.
- Roofing.
- Additions to existing structures with the exceptions that are listed above.
- Purchase of furnishings or equipment.
- Repair or creation of features not compatible with original architecture.
- Costs incurred before final grant approval by DDA.
- Costs paid by the applicant in merchandise or in-kind services.
- Costs associated with Michigan Sales Tax.

General Requirements:

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

- A detailed estimate for all eligible costs must be submitted and supported by a quote from a **minimum P21 of two** or more licensed or insured contractors or suppliers.
- Quotes must include the contractor/supplier's business name, address, phone number, email, license and/or insurance certificate, and website (if applicable).
- Upon completion of work, all invoices pertaining to the project must be paid in full. Copies of all paid receipts/checks must be submitted to the DDA office before reimbursement will be issued (cash transactions not acceptable), along with pictures of the completed work.
- Property improvements must be completed within twelve (12) months of approval or applicant will be required to resubmit application with no guarantee of funding.
- Façade Improvement Grants are limited to \$5,000 per property per budget cycle. (July 1-June 30)
- A business that changes its name (under the same ownership) and remains at the same physical location is limited to two (2) grant approvals within a three year period. (The three (3) year period of time begins on the date on which the first grant was approved).
- A business (under the same ownership and name) that changes its physical address is limited to two (2) grant approvals within a three year period. (The three (3) year period begins on the date the first grant was approved).
- Property owner and/or applicant may NOT have any delinquent taxes, unpaid fees or unpaid charges that are applicable to any portion of the land to which the application applies.
- Grantee agrees to indemnify and hold harmless the City of Imlay City and the Imlay City Downtown Development Authority from any and all claims arising out of the work performed.

Architectural Services

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



AGENDA ITEM OB 9c: Hometown Hero's 2023 Banners

DATE: April 10, 2023

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: The Board agreed to continue the Home Town Hero Banner program and requested that Director Malzahn reach out to last years applicants to see if they would like to have theirs re-hung for the 2023 season. In addition it was suggested that generic banners could be manufactured to fill-in if there were open spots.

Items Attached: Page-One Proposal

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

Recommended

Motion: Motion to approve the design and printing of 6 generic military Army, Navy, Marines, Coast Guard, Air Force, "Rosies" in the amount of \$435 to be installed where needed in the Hometown Hero Banners.



110 N. Almont Ave.
 Imlay City, MI 48444
 Phone: 810-721-7500
 Email: jobs@theprintshop4u.com

Date 4-25-23

cn

Deadline _____

QUOTE INVOICE

Business / Name IC DDA

Phone (810) 724-2135 Email Christine / DDADirector@imlaycity.org

QTY	DESCRIPTION	COST PER	TOTAL
5	Hometown Hero Banner	55.00	275.00
	(or)		
5	military branches		
	Design / Layout		60.00
	Assemble		45.00
LABOR COSTS			

LABOR (circle all that apply)

Design Set-up/Layout Prep/Finish Assemble Fold/Cut Install

QUOTES ON PRODUCT & LABOR ARE GOOD FOR 30 DAYS AND ARE SUBJECT TO CHANGE

Notes:

SUBTOTAL: 380.00

TAX: —

TOTAL: 380.00

+55

\$435

Payment #1: _____

New Balance: _____

Payment #2: _____

Balance: _____

PLEASE CIRCLE ONE:

Called Texted Emailed

Payment #1 Date	
Method	
Payment #2 Date	
Method	

Picked up by: _____

Add Rosie's -

6 total



AGENDA ITEM NB 10a: Holiday Lighting Purchase

DATE: May 8, 2023

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Holiday Lighting Contractor Dan Weingartz has given an inventory count and a request for additional lights to replace the strands no longer working or at end-of-life. He is recommending the purchase of 12 – 100’ lighted cord C9 multi-color lamps to be installed on the Christmas Tree, and 10 – 7’ white cord cool white icicle light sets for installation on the gazebo.

Items Attached: Bronners Proposal \$2097.00
Northern Lights Proposal \$2232.00
Amazon Pricing \$2140.80

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

Recommended

Motion: Motion to approve the purchase of 12 – 100’ lighted cord C9 lights and 10 7’ white cord icicle lights from Bronners in the amount of \$2097.00 to be paid from the Winter Playground budgeted line item.

Christine Malzahn

From: Craig Fick <craig.fick@bronnens.com>
Sent: Wednesday, April 26, 2023 12:50 PM
To: Christine Malzahn
Cc: Craig Fick
Subject: Imlay City Christmas lights

Hi Christine,
Thank you for your reply! C9 lamps are the lamps shown in your images and quoted below, along with the icicle light options.

Product is quoted F.O.B. Warehouse. The City of Imlay City also has established terms of net 30 days after delivery with Bronner's.

If you have any questions, require revisions, or wish to move forward with an order, please don't hesitate to let me know how I can help.

As always, I can be reached via email or at 1-800-544-6635.

Have a good day, Christine and "Congratulations!" on your new position!

Best regards,

Craig Fick
Commercial Sales Manager
Phone: (989) 652.9935 ext. 436
Toll Free: (800) 544.6635
Fax: (989) 652.8678
Email: craig.fick@bronnens.com

BRONNER'S COMMERCIAL DISPLAY
25 Christmas Lane, PO Box 176
Frankenmuth, MI 48734-0176 U.S.A.
www.bronnerscommercial.com
World's Largest Christmas Store

\$ 2097.00

12qty 100' (100 socket) commercial grade green C9 cord set (C9-1121G) @ \$36.50/ea = \$438

48qty 25-pack commercial grade C9 LED multi lamps (1186378) @ \$30/pk = \$1440

All Icicle Light sets listed below consist of approximately 7.5 feet of linear lighting surface

\$ 2190.00 x 10 = 21900.00

10 qty
\$219

Cool white 100-LED 5mm Icicle Light Set on green or white wire @ \$21.90/ea = P26



5mm lamp

10 qty
\$219

Cool white 100-LED M5 Icicle Light Set on green or white wire @ \$21.90/ea =



M5 lamp

-----Original Message-----

From: Christine Malzahn [mailto:ddadirector@imlaycity.org]

Sent: Tuesday, April 25, 2023 2:47 PM

To: Craig Fick <craig.fick@bronnens.com>

Subject: Imlay City Christmas lights

[You don't often get email from ddadirector@imlaycity.org. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Hello Craig,

Attached are the photos of the lights we are trying to match for lighting our community Christmas tree. We are looking for a quote on 12 strands of 100 ft lighted cord. I think these are either C-11 or C-9's...?

Also looking for pricing on icicle lights - white strand - 9-10 ft length, 10 strands, cool white bulbs

Christine Malzahn

Christine Malzahn

From: Kristina Kullberg <kkullberg@northernlightsdisplay.com>
Sent: Friday, April 28, 2023 1:05 PM
To: ddadirector@imlaycity.org
Subject: NLD Holiday Lights

Pleasure speaking with you Christine!

We have below available. There are a couple quantity breaks.

(10) XSI100G12F C9 String, 100ft, 12" spacing, green, 18AWG, SPT-1, no end connector.
\$45.00ea. ~~\$450~~

(2) XSI100G12F C9 String, 100ft, 12" spacing, green, 18AWG, SPT-1, no end connector.
\$54.00ea. ~~\$108.00~~

(1000) LDC9MUD LED C9 Bulb, E17 intermediate base, 130V, .58W, UL, multi (R/G/B/O/Y), 3 SMD LEDs
\$1.14ea. = ~~\$1140.00~~

(200) LDC9MUD LED C9 Bulb, E17 intermediate base, 130V, .58W, UL, multi (R/G/B/O/Y), 3 SMD LEDs
\$1.37ea. ~~\$274~~

(10) L1CL70M6WH LED Icicle string, 70 M6 bulbs, 15 drops, white cord, cool white bulbs, 7' lighted, UL – No
5mm available
\$26.00ea. ~~\$260.00~~

Let me know if you have additional questions.

~~\$2232.00 total~~

Kindly,
Kristina Kullberg



KRISTINA KULLBERG
Sales and Marketing Manager

Phone: 877.974.3205 ext. 1
Web: NorthernLightsDisplay.com
Email: kkullberg@northernlightsdisplay.com

Christine Malzahn

From: customerservice@o.christmaslightsetc.com on behalf of Christmas Lights, Etc
 <customerservice@o.christmaslightsetc.com>
Sent: Friday, April 28, 2023 3:24 PM
To: ddadirector@imlaycity.org
Subject: A Shopping Cart for ddadirector@imlaycity.org from Christmas Lights, Etc!



Email a Cart

CONTACT US

1-866-962-7382

SUPPORT FAQs

ABOUT US

SHOP NOW

Dear ddadirector@imlaycity.org,

Christine Malzahn has sent you a cart from ChristmasLightsEtc.com. [View Cart](#)

Christine Malzahn says...

Check out these great items from Christmas Lights, Etc



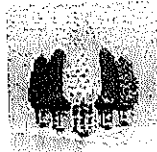
100' C9 Commercial Light Stringer, SPT1 Green Wire, 12" Spacing

Item: V15098
 Qty: 10 @ \$39.99
 TOTAL: \$399.90



70 LED Icicle Lights, Cool White M5 Bulbs

Item: V20351
 Qty: 10 @ \$21.99
 TOTAL: \$219.90



C9 120V Dimmable Multicolor OptiCore LED Christmas Light Bulbs

Item: V61363
 Qty: 1200 @ \$1.27
 TOTAL: \$1,521.00

\$2140.80

Sincerely,
 Christmas Lights, Etc Customer Service



AGENDA ITEM NB 10b: Chamber of Commerce Summerfest Funding Request

DATE: May 8, 2023

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Imlay City Chamber of Commerce Director, Chris Bishop, is requesting the DDA to sponsor the billboard for use by the Chamber to promote their Summerfest event to be held on August 11 & 12th. The advertisement would be displayed July 17th-August 13th and is normally billed out at \$600 per month to the advertiser.

Items Attached: Funding Request Form

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

Recommended

Motion: Motion to approve the in-kind sponsorship to the Imlay City Chamber of Commerce for advertising space on the DDA Billboard during the time period of July 17th-August 13th for their SummerFest Event.

Imlay City Downtown Development Authority
Request for Funding an Event or Program

Please Provide the Following Information:

Request Date: 5-2-2023 Proposed Event Date: July 17 - Aug 13, 2023
Requested by (Organization Name): Imlay City Area Chamber of Commerce
Name of Event or Program: Imlay City Summer Fest
Detailed Description: Sponsorship for Billboard to advertise festival

Amount Requested: \$1000.00
(attach any additional information that will assist in the review process of this request)

Contact Name: Christiana Bishop Exe Dir. (Provide contact name of person responsible for coordinating, chairing, and/or presenting the information and request to the Imlay City DDA Board)

Address: P.O. Box 312
Imlay City, MI 48444

Office Phone: 810-542-3256 Mobile Phone: 810-542-3256

Fax Phone: _____ Email: icchamberexedir@gmail.com

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

For DDA USE ONLY-Do Not Write Below this Line

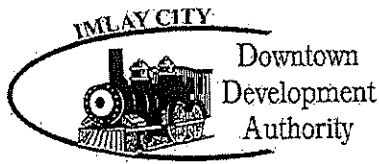
Reviewed By: _____ Meeting Date: _____

Budgeted Item: _____ Account: _____

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

Chairperson/Treasurer

NOTES: _____



AGENDA ITEM NB 10c: RAP 2.0 Revitalization Grant Opportunity Discussion

DATE: May 8, 2023

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: The Revitalization and Placemaking Program (“RAP 2.0 Program”) is an incentive program that will proactively deploy \$100 million in state funding to address the COVID-19 impacts and community revitalization needs in Michigan communities to invest in projects that enable population and tax revenue growth through rehabilitation of vacant and blighted buildings and historic structures, rehabilitation and development of vacant properties, and development of permanent place-based infrastructure associated with social zones and traditional downtowns, outdoor dining, and place-based public spaces.

Administered by MEDC, this tool provides access to real estate and place-based infrastructure development gap financing in the form of grants of up to \$5 million per project for real estate rehabilitation and development, grants of up to \$1 million for public space place-based infrastructure per project, and grants of up to \$20 million to local or regional partners who develop a subgrant program.

Items Attached: RAP 2.0 Guidelines

Action Needed: No Board action needed

RAP 2.0

Revitalization and Placemaking Program

PROGRAM GUIDELINES

Program Overview

The Revitalization and Placemaking Program (“RAP 2.0 Program”) is an incentive program that will proactively deploy \$100 million in state funding to address the COVID-19 impacts and community revitalization needs in Michigan communities to invest in projects that enable population and tax revenue growth through rehabilitation of vacant and blighted buildings and historic structures, rehabilitation and development of vacant properties, and development of permanent place-based infrastructure associated with social zones and traditional downtowns, outdoor dining, and place-based public spaces. Administered by the Michigan Economic Development Corporation (“MEDC”), this tool provides access to real estate and place-based infrastructure development gap financing in the form of grants of up to \$5 million per project for real estate rehabilitation and development, grants of up to \$1 million for public space place-based infrastructure per project, and grants of up to \$20 million to local or regional partners who develop a subgrant program.

Program Goals

Through the RAP 2.0 Program, the MEDC will partner with local communities to proactively address the negative economic impacts of the pandemic, and community revitalization needs in Michigan communities by investing in projects that promote population and tax revenue growth. These investments will help create the environment necessary to attract and retain talent, add new housing options, enable business creation and attraction, and provide resources for Michigan citizens and communities. These investments will help local governments avoid budget crises, retain current residents, and enhance downtown vitality.

Eligible Applicants

Eligible applicants are individuals or entities working to rehabilitate vacant, underutilized, blighted and historic structures and the development of permanent place-based infrastructure¹ associated with traditional downtowns, social-zones, outdoor dining and placed-based public spaces. These applicants may include, but are not limited to:

- Non-profits and local economic development organizations;
- Developers; or
- Brownfield Authorities, Downtown Development Authorities, local units of government, local Land Bank Fast Track Authorities² or other entities approved by the MSF.

¹ Amenity that is not intended to be temporary, including but not limited to a site improvement or building, and that positively contributes to a traditional downtown or a mixed-use area with abundant accommodations for non-motorized transportation.

² Local authority created under Act 258 of 2003.

Eligible Costs

"Eligible Costs" are at least one, or any combination, of the following expenditures:

- a. Acquisition fees or costs for real property;
- b. Fees or costs for alteration, new construction, improvement, demolition, or rehabilitation of buildings of an approved project, including utility tap fees, and fees and costs paid to a governmental entity for permits, zoning, and inspections;
- c. Costs associated with site improvements such as access (including ADA improvements) and streetscaping elements such as lighting, fencing, street furniture, etc.;
- d. Fees or costs for site improvements, including a surface parking lot, parking garage, parking ramp, utilities and public infrastructure, such as roads, curbs, gutters, sidewalks, landscaping, lighting, grading and land balancing;
- e. Fees or costs for the addition of machinery, equipment or fixtures for an approved project;
- f. Professional fees or costs for an approved project for the following services: architectural, engineering, environmental, surveying, insurance, accounting and legal;
- g. Developer fees not to exceed 4% of total project costs;
- h. Other costs associated with real estate or place-based infrastructure development may be considered on a case-by-case basis.

Award Structures and Funding

All awards will be structured as grants with performance milestones and reporting requirements. Grant awards may be made directly to individual projects, or to local or regional partner organizations for regranting to local communities or projects.

The minimum grant award is \$500,000 and the maximum awards are \$5 million per project for real estate rehabilitation and development. The minimum grant award is \$250,000 and the maximum award is \$1 million per project for public space place-based infrastructure. The maximum grant award is \$20 million for local or regional partner applicants that develop a subgrant program. Requests for subgrant awards must demonstrate local or regional coordination to implement a revitalization strategy. The following limits are also in place for all projects:

- Grant awards associated with the rehabilitation of vacant and blighted buildings or costs associated with the repurposing of space left vacant as a result of COVID-19 on a single project shall not exceed the lesser of \$5,000,000 or 50% of Eligible Costs.
- Grant awards associated with the redevelopment or revitalization of historic properties in coordination with the Michigan Certified Local Government program or other historic redevelopment programs on a single project shall not exceed the lesser of \$5,000,000 or 50% of Eligible Costs.
- Grant awards associated with new infill construction shall not exceed the lesser of \$5,000,000 or 50% of Eligible Costs.
- Grant awards associated with the development of permanent place-based infrastructure associated with social-zones³, outdoor dining, etc. for a single project in support of a traditional downtown or central business district must have a request of at least \$250,000 and shall not exceed the lesser of \$1,000,000 or 50% of Eligible Costs.

Award Disbursement

Awards will be disbursed in two parts – 50% of the award will be disbursed upon incursion of 50% of eligible expenses; the other 50% of the award will be disbursed to all recipients upon completion of the project. For real estate rehabilitation projects, this requires a Certificate of Occupancy. For public space place-based

³ Area or district established by a local governmental unit (city, village, township, county) under MCL 436.1551

projects, this requires a letter from the municipality stating that the project is completed as it was locally approved.

Project Considerations

The MSF must incur and expend all RAP Program funding before September 30, 2027. The most competitive project submissions will clearly address community revitalization needs by responding to the criteria below:

1. Local support and match: All submissions must include a letter of support from the local or regional economic development organization and/or municipality. The most competitive proposals will also include a financial contribution from the local unit of government.
2. Location: Preference will be given to projects located in traditional downtowns or traditional commercial corridors.
3. Capacity: The applicant, consultant or individual member of the development team must have experience implementing a project of a similar scope.
4. Long-term impacts: Competitive applicants will be able to articulate how the proposal will have a long-term impact in the community including addressing how it will enable growth in population and tax revenue.
5. Financial Viability:
 - Demonstrate long-term financial viability of the project
 - Demonstrate financial need for the project
6. Local and Regional Impact Considerations:
 - Project should demonstrate how it supports the vision and goals stated in the local master plan, downtown plan, capital improvements plan and/or economic development strategy.
 - Project should demonstrate the readiness of infrastructure – utilities, housing, transportation, public transit, and other community services. Is project filling available capacity or creating need for new community or state investments in infrastructure/resources?

To help ensure broad geographic distribution across all Michigan regions and in both rural and urban communities, less responsive proposals may be prioritized in some instances so long as the proposal meets programmatic requirements.

All RAP Program agreements shall be memorialized by final written agreement with terms and conditions in accordance with these RAP Guidelines, MEDC approval, and any other applicable laws. These terms and conditions shall otherwise be satisfactory to the MEDC, and shall include, without limitation, performance-based milestones governing disbursements; repayment provisions and periodic reporting to facilitate the MEDC's report to the Michigan legislature. The RAP Program agreements shall also include a provision for repayment due to breach of the written agreement or failure to meet measurable milestones.

Promotions

- Met with Chamber Director, Chris Bishop to discuss SummerFest, Botanas Ribbon Cutting
- Created "Buck For Luck" certificate for Botanas grand opening
- Called each of the Hometown Hero Banners applicants. The banners are being returned by last year's participants and new USA flags have been ordered for downtown. Also ordered the small grave veterans' markers in the cemetery.
- Introduced myself to 5 new business owners and toured their stores.

Farmer's Market

- Interviewed 5 applicants for the Market Manager/Promotions position, hired Patti Biolchini
- Began cleaning out Market Managers office, and locating previous years paperwork
- Conference calls with MIFMA regarding Farmers Market
- Zoom meeting with MIFMA and other market managers.
- Calls to state agencies regarding certifications for this upcoming market season
- Call to PNC Bank regarding clover credit card processor
- Contacted Katrina Morrow, arranged for her to come in and give an overview of the market under her management.
- Discussed the market opening date(s) with Chair Bargen and Dana Walker for feedback on whether to cancel the first few scheduled market weeks due to lack of vendors. The new opening market date will be June 15th.
- Created posters, flyers and advertisement for the TCT and Lapeer County Press papers.

Economic Development

- I have been assisting Marla (Hanna House) in finding a new location to move into.
- Wrote a letter of support on behalf of the DDA for Sage Creek Winery, and attended the May 2nd Commission meeting.
- Located the old visioning board for the grainery and discussed this building with department heads as a grant project
- Began working on two items for the Re-Development Ready process, board member /public access to a orientation packet, and online payments systems.

Place Making/Streetscape

- Worked with code enforcement to send notifications to owners of buildings that are not in compliance with ordinance for blight.
- Picked out the flowers with Cindy Chestnut, she and her crews have been in town prepping the planting areas for the season.
- Arranged for the water meter installation for irrigation. The sprinkler system is scheduled to be turned on by next week.
- Spoke with Trish Dennis about Indigo Farms donating and planting some materials along the fence by the historical museum.
- Had repairs made to the dumpster corral near Almont Avenue.

Billboard:

- Artwork for Indigo Farms was sent to the printers. It will be installed June 19-July 16th.

Meetings and Other:

Meetings with vendors for Farmers Market, accepted and processed several applications
Meetings with Chamber Director regarding upcoming events and future Chamber sponsored festivals
Meetings with Landscape Company regarding ongoing projects
Meetings with Holiday Lighting Contractor to inventory lights
Calls/work orders with DPW regarding landscaping work and other projects
Webinar regarding the RAP 2.0 Grant opportunity
Monthly Department Head Meeting
Meetings with department heads and LDC Director to plan for Sage Creek Winery presentation
Attendance at Commission Meeting May 2nd
Attended Rotary Club weekly meetings
Met twice with MDOT and the M-53 corridor members to discuss routine maintenance work along M-53 from Second street to Capac. Work is to commence sometime in June. Also met to discuss the installation of a boulevard on M-53 in front of Kroger to help reduce the number of accidents in that Borland Street area.
Processed invoices, check requests, and mailed payments.
Completed the budget amendments with Treasurer.
Updated By-laws as approved, have sent to City commission for confirmation vote.
Made updates to the DDA website, including the new addition of the meeting agendas.
Made several facebook posts
Prepared your agenda, action item sheets, and board packets

It is a continued pleasure to serve the Imlay City Downtown Development Authority businesses and community in the capacity as your Executive Director.

Next DDA Board Meeting – Monday, June 12, 2023

Christine Malzahn

From: Christine Malzahn <ddadirector@imlaycity.org>
Sent: Thursday, April 20, 2023 3:21 PM
To: 'jkempf@imlaycity.org'; 'tct@pageone-inc.com'; 'walter.bargen@choiceone.com';
 'justin@happylittlequiltshop.com'; 'ray@auctioneeratlarge.com';
 'steve@steverobbins.net'; 'neil73@hotmail.com'; 'kellyspetsalon@outlook.com';
 'emailstu430@gmail.com'; 'ndocherty@internationalte.com'
Subject: DDA Update

Hello Board Members,

Just dropping an email to everyone with my weekly update.

Let's all give a warm welcome to our newest DDA Board member Mr. Neil Docherty. City Commission unanimously approved his application on Tuesday night. He is scheduled to be sworn in on Tuesday and I will work on gathering a welcome packet of documents for him.

Please mark your calendars for the Botanas Cinco De Mayo grand opening and ribbon cutting – Friday May 5th from 12-4. Ribbon cutting right at noon – I hope you can all join in this event. There is a 2nd Cinco De Mayo celebration that day hosted by the Hispanic Services Center from 5-8 pm. I know they would love to have your support there too, so bring the family and grab some yummy food, do a little dancing in the street with the Mariachi Band, and enjoy the festivities!

I have hired our new Market Manger / Promotions Assistant. Her name is Patricia Biolchini and lives in Almont. She is a former project manager for a manufacturing firm and is currently substitute teaching in Almont. She is also a former Almont Village Council Member. I received/interviewed 5 applications in total. It was a tough decision, but I am confident that she will be a great asset here in Imlay City.

Last week the department heads (me included) visited Sage Creek Winery to see their operation first hand and get a few answers in advance of them being approved by City Commission to purchase the old Fire Hall, Sign Shop and DPW sites. We are more certain than ever that their business coming here to Imlay City will be a tremendous boost in the arm to the downtown area, if all goes according to plan they may start hosting small events as soon as late summer. Finger crossed and consider attending the City Commission meeting on May 2nd to show support for this investment.

Good news on the USA flag purchase. I sorted out the old flags that were in storage at the PD and found 18 that are still in good condition and usable after I took them home and laundered them. So I only ordered 24 from Senator Stabenow's office at a cost of \$571.20, instead of the \$1200.00 that was approved at our last meeting.

I did some Redevelopment Ready work and met with Katie Higgs from the MEDC who will be assisting me in the next steps of the process. There is some technical assistance funding available to help offset Master Plans or CIP's writing costs. We will have to complete a few more requirements to show that Imlay City is still engaged in the RRC process to be eligible for the funding. Hopefully if we can get the City the funding for the project they will get to work on the master plan update process, which will in turn make us eligible for additional grants.

I located most of the names and phone #'s for the HomeTown Hero banners and have started calling them to see if they are interested in bring their banner back to have it hung again this year. I also made a Facebook post with the info, but so far have not received any new applications. If you personally know any of the honorees from last year I hope you can reach out to them on behalf of the DDA.

That's the bulk of it! No need to reply, but feel free to reach out to me directly if you have any questions or concerns that I need to be aware of. Please do not "reply all" to this email as to avoid any OMA inadvertent violations. P38

Have a great weekend!

Christine Malzahn

Imlay City DDA Executive Director
150 North Main Street
Imlay City, MI 48444
810.724.2135 (office)
810.724.1861 (fax)

Christine Malzahn

From: Christine Malzahn <ddadirector@imlaycity.org>
Sent: Friday, April 28, 2023 3:53 PM
To: 'jkempf@imlaycity.org'; 'tct@pageone-inc.com'; 'walter.bargen@choiceone.com';
 'justin@happylittlequiltshop.com'; 'ray@auctioneeratlarge.com';
 'steve@steverobbins.net'; 'kellyspetsalon@outlook.com'; 'emailstu430@gmail.com';
 'ndocherty@internationalte.com'
Subject: DDA Board Update
Attachments: Attachment.jpg; May 8, 2023 Agenda.doc

Happy Friday Everyone,

It's been a very busy week in the office. Here is a quick overview just to keep you updated.

Cindy Chestnut and I have signed the landscape contract for this season. We discussed annual flowers (attached is a picture of the varieties we've chosen). Since this RFP was sent out just a few weeks ago, we are subject to hands-on stock availability only. I have made a note in my calendar for you to look at the contract for 2024 this September so that we can work with the growers to get exactly the plants we want.

I asked Trish Dennis from Indigo Farms if she would donate some lavender plants to be planted by the historical museum along the fence line in exchange for some small sponsor signs. She has graciously said YES! This area was stripped last year and has nothing to soften the fence line. This was an idea suggested between Cindy and I as we walked Depot Drive a few weeks ago.

I attended a webinar on Tuesday for the RAP 2.0 Revitalization and Placemaking grants – I will add this to our meeting agenda for next week as a discussion item.

Charlie Cutajar (code enforcement) and I did an extensive walk-about and he photographed and noted area that need to be addressed. He will be sending letters to the building owners giving them 20 day notice to take corrective actions. I you have noticed any particularly bad areas, please send me the address and I'll make sure its on our watch list. Hopefully we will see some clean-up in the next month or so.

The DPW, completed the work order I filed for some minor repairs to the dumpster coral near Almont Ave. Both of the corals are in need of what I fear are some major work. Cracks are forming in the mortar joints and now rain water in invading the blocks. I will add this to our list of projects to discuss at our goals workshop.

Patti and I have been very busy trying to get acclimated to everything Framers Market. She is reaching out to some of her contacts to see if we can get some vendors to commit to selling this year (so far we have 4 apps turned in), and getting a crash course in some of the mandatory training for WIC and DUFB.

I attended several meetings along with MDOT and the M-53 Corridor members. There will be some maintenance work done on M-53 from 2nd to Capac Rd this summer. This should be done over a two-week period with traffic shifts but no road closures. I'll keep you updated when I get a better time-frame.

I attended the monthly department heads meeting on Wednesday. I also attended the Lapeer Economic Development Club lunch on Thursday and met with Chamber Director Chris Bishop to discuss the Botanias Ribbon Cutting next week, Summer Fest, and Winter Playground. I had several meetings to discuss the Sage Creek Winery presentation to City Commission next Tuesday. I have submitted a letter of support for this project on behalf of the DDA and will plan to attend the Council meeting for that agenda item along with the 2023-2024 budget approval.

Happy Birthday to Justin Shattuck on Saturday the 29th! I hope you have a terrific day surround by all the things you love the most.

I managed a little face-to-face time in with some of the merchants on Thursday afternoon, just to stop in and introduce myself and tour their stores/offices. Everyone was very pleased to see me, and I will try to commit more time to doing this field work (especially as the weather turns nicer).

Board packets will be emailed out next week in advance of our meeting on Monday May 8th. Good news... it looks to be a fairly light agenda – see attached!

That's the bulk of it! No need to reply, but feel free to reach out to me directly if you have any questions or concerns that I need to be aware of. Please do not "reply all" to this email as to avoid any OMA inadvertent violations.

Have a great weekend!

Christine Malzahn

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