

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

REGULAR MEETING JULY 10, 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 – Special Event Permit Chamber of Commerce Summer Fest (pgs 3-8)
7. APPROVAL OF MINUTES (pgs 9-14)
Regular Meeting, June 12, 2023
8. FINANCIAL REPORTS – June 2023 (pgs 15-22)
 - a. DDA Expenditure Report
 - b. Check Register Report
 - c. DDA Credit Card Statement
 - d. Balance Sheet
9. **OLD BUSINESS**
NONE
10. **NEW BUSINESS**
 - a. Giffels Webster NextSteps® for Communities Presentation – Jill Bahm (pgs 23-24)
 - b. Façade Grant Application – 110 W. Third Street (pgs 25-30)
 - c. Façade Grant Application – 100 E. Third Street (pgs 31-42)
 - d. Outlook Media Lease Renewal (pgs 43-48)
 - e. 4th Qtr. Budget Amendments (pgs 49-50)
 - f. Election of Officers (pgs 51-52)
 - g. Farm Market Requests (pgs 53-54)
11. EXECUTIVE DIRECTOR'S REPORT (pgs 55-59)
12. BOARD MEMBER COMMENTS
13. ADJOURNMENT

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Correspondence

For information purposes only

Chamber of Commerce Special Event Permit SummerFest

Imlay City

Special Events Permit Application

Please complete application and mail or fax to the following:

City Manager- Imlay City
150 N. Main Street
Imlay City, Michigan 48444
(810)724-1861 fax

All applications must be submitted at least sixty (60) days in advance of the proposed event date. The application will be reviewed to assure that the event is in compliance with City codes/ordinances. If denied, a letter will be mailed and/or faxed within twenty-one (21) business days of receipt of request.

**Limited Liability Insurance may be required. If insurance is required, it is understood that the following be Additional Insureds: City of Imlay City, including all elected officials and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and their board members, employees, and volunteers. It is understood and agreed by naming the City of Imlay City as additional insured, cover is afforded is considered to be primary and any other insurance the City of Imlay City may have in effect shall be considered secondary and/or excess.*

EVENT INFORMATION:

Event Date: Aug 11-12, 2023 Type of Event: Imlay City Summer Fest
Time Frame of Event: Aug 10 Start Set-up Aug 13 Clean up Location: Third St. From Almont Ave to M53
12p-1A 10A-1A 11th 12th Main St 2nd to 4th, Farmer's Market
Lepm closure Lamb Steel/Senior Center Parking Barcroft 2nd lot
Does this event require a route to be mapped out? Yes (Please attach proposed route)

Is this event a Fireworks display? yes Aug 11th @ fairgrounds (Please attach a current application for fireworks other than consumer or low impact. You can find this form at www.michigan.gov)

Does this event require DPW barricades or cones? [N] Barricades for street closures + 15' cement at Farmer's Market

Does this event require police assistance? Yes Estimated # of Participants: 4000
Parking Lot for Tent

- Will this event involve sales of any product or require a food service license? [N]
- Will this event require any additional allowable signage for the event? [N]

Please describe the event in detail: (attach additional sheet if necessary)

Vendors in Senior Parking Lot, Main Stage Farmer's Market, Beer Tent Farmer's Market
parking lot, Truck, Car + Bike down Third St., Kids Area Lamb Steele Park,
Food Trucks - Nalabicky - Senior Center Parking lot, Entertainment Gazebo

NAME OF ORGANIZATION OR SPONSOR

Imlay City Area Chamber of Commerce

Representative/Organization Name

P.O. Box 312

Address

Imlay City

City

mi

State

48444

Zip Code

810-542-3256

Phone Number

Fax Number

icchamber@gmail.com

E-mail Address

Event Contact Information

Chris Bishop / Executive Director

Name

5588 Lum Rd

Address

Attica

City

mi

State

48412

Zip Code

810-542-3256

Phone Number

Fax Number

icchamber@gmail.com

E-mail Address

By submitting this request, I/We/Our organization hereby agree(s) to abide by all rules and policies of the City of Imlay City. I/We also agree that all information submitted in this Special Event Application is true and accurate to the best of my/our knowledge and I/We hereby request that the Imlay City-City Commission consider my/our application for approval. I/We agree at my/our expense to defend, indemnify, save and hold harmless the City of Imlay City, its officers, employees and agents against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses (including without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed, incurred by or asserted against myself/us by reason of or resulting from my/our use of City Property as described herein.

Christiana Bishop

Representative Signature

5-18-2023

Date

FOR OFFICIAL USE ONLY

DPW Superintendent Approval

Date

Fire Chief Approval

Date

Police Chief Approval

Date

City Manager Approval

Date

City Commission Approval

Date

Road & Parking Lot Closures

Imlay City Summer Fest

Third Street from M53 to Almont Avenue:

Close at 6pm on August 11th

Reopen 1pm August 13th

Main Street at 4th Street:

Close at 6pm on August 10th

Reopen at 1pm on August 13th

Bancroft at 4th Street:

Close at 6pm on August 10th Reopen at 1pm on August 13th

Drive by Nachos and the Museum: (not behind the businesses on Third Street)

Close at 6pm on August 10th

Reopen at 1pm on August 13th

City Hall Parking Lot:

Close at 6pm on August 10th

Reopen at 1pm August 13th

Farmer's Market Parking Lot:

Close at 6pm on August 9th

Reopen at 1pm August 13th

Lambsteele Parking Lot:

Close at 6pm on August 10th

Reopen at 1pm August 13th

**Parade route listed on parade application.



Imlay City Police Department
395 E. Third Street
Imlay City, MI 48444

PARADE PERMIT APPLICATION

DATE: May 8, 2023

NAME OF PERSON REQUESTING PERMIT: Chris Bishop Executive Director

ADDRESS: 5588 Lum Rd. Attica, mi 48412

PHONE NUMBER: 810-542-3256

SPONSOR NAME: Imlay City Area Chamber of Commerce

ADDRESS: P.O. Box 312 Imlay City, mi 48444

PHONE NUMBER: 810-542-3256

DATE & TIME PARADE TO BE HELD: Aug. 12, 2023 4pm

PARADE ROUTE: Please see attached map, indicate start and end when highlighting route

NUMBER OF UNITS IN PARADE: Approx. 40 - 75

START AND FINISH POINTS: Fairgrounds - Fairgrounds

THEME PARADE IS PROMOTING: Western

OTHER PARADE ACTIVITIES - PLEASE DESCRIBE: _____

City Manager

Police Chief

Fire Chief

Public Works Superintendent

Summer Fest Parade Route

Starting Point: Eastern Michigan State Fairgrounds/Almont Ave.

Almont Ave. to right on Fourth St.

Fourth St. to left on Main St.

Main St. to left on Grove Ave.

Grove Ave. to left on Almont Ave.

Almont Ave. back to Eastern Michigan State Fairgrounds

**IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY**

Regular Meeting
June 12, 2023

MEETING MINUTES

A regular meeting of the Downtown Development Authority was held on Monday June 8, 2023, at the Imlay City Hall, 150 North Main Street, Imlay City MI 48444.

1. CALL TO ORDER

Chairman Barga called the meeting to order at 5:32 pm

2. PLEDGE OF ALLEGIANCE

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

Present: Walter Barga, Kim Jorgensen, Stu Davis, Kelly Villanueva, Ray Krakowski, Justin Shattuck, Neil Docherty

Absent: Steve Robbins (excused), Mayor Joi Kemp (excused), Patti Biolchini (excused)

Also present: Christine Malzahn, Executive DDA Director

4. APPROVAL OF AGENDA

MOTION by Davis, support by Jorgensen to approve the agenda with the addition of two items – 19i Sound System, 10j. Citizen Planner Education Opportunity.

All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

5. PUBLIC PARTICIPATION – none

6. CORRESPONDENCE - none

7. APPROVAL OF MINUTES

Regular Meeting May 8, 2023

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

All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

8. FINANCIAL REPORTS – May 2023

- a. DDA Expenditure Report
- b. Balance Sheet
- c. Check Register Report

Director Malzahn presented the financials through May 31, 2023. Fund balance is \$274,748.31 check register expenditures for May total \$12,615.42. Malzahn also reported that the DDA has rents due for the billboard in the amount of \$1800 and noted on this month's check register report that the Grand Trunk Railway lease for the crossing on Almont Ave has increased by \$271 putting that line item over budget for FY 23 as it was budgeted for \$1000. Next years budget was also approved for \$1000 and will not cover the increase.

9. OLD BUSINESS
NONE

10. NEW BUSINESS

a. CN Lease Agreement

Director Malzahn reported that the proposed lease in the board packet was forwarded to her by City Manager Horton, citing that it was for ROW access to Depot Drive and the municipal lot surrounding the viewing platform. Malzahn was able to locate in the City archives the original leases and a listing of all the areas that the proposed lease covers (from Vlastic to the Grainery). Based on that list from 1942 the majority of infrastructure installed in the ROW appears to be outside the DDA boundaries and therefore not the responsibility of the DDA to assume the liability and enter into the 5-year agreement as requested by Grand Trunk Western Railway.

MOTION by Davis, support by Villanueva to table until further research can be done by City Manager Horton to determine if this lease is only for property in the DDA District.

All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

b. Public Improvement Purchases

Director Malzahn presented proposals from three vendors for additional trash receptacles needed in the CBD. They include: NW Corner of Third and Almont, NW Corner of Fourth and Almont, pocket park by Botanas and the farmer's market. One additional replacement is needed for the container currently at King & King due to deterioration. Discussion was held regarding the need to match the existing style or slowly replacing the other deteriorating containers with new recycled plastic models with a 50-year warranty at a cheaper price point.

MOTION by Shattuck, support by Villanueva to approve the purchase of 5 black – 32 gallon recycled plastic trash receptacles w/ rain bonnet lid in the amount of \$817.70 each plus shipping from Barco. Roll Call: AYES – Shattuck, Villanueva, Borgen, Krakowski, Docherty, Jorgensen, Davis

NAYS – none

MOTION CARRIED 7/0

Director Malzahn also presented options for several pet waste disposal systems, noting three areas of need including: Rotary Park, Lamb Steele Park and Fourth/Almont area. Lengthy discussion was held over install locations and whether a trash receptacle on the bag unit was needed for disposal, as well as the reminder that this would be an on-going maintenance item to ensure that bags were restocked regularly.

MOTION by Jorgensen, support by Krakowski to approve the purchase of 2 Pet Waste disposal systems including signage in the amount of \$388.85 each + shipping

Roll Call: AYES – Jorgensen, Krakowski, Borgen, Docherty

NAYS – Villanueva, Shattuck, Davis,

MOTION CARRIED 4/3

Board materials also included some designs for bike racks as there are currently no other options for bikers to secure their bikes while dining or shopping other than the lamppost or benches. Director Malzahn reported that she is working with several metal works companies to present pricing on custom designs to be installed as a dual-purpose art piece/bike rack rather than purchasing the stock metal tube varieties. This item was tabled until pricing could be brought back.

c. 150 Bancroft Lease Agreement

Malzahn presented the current lease agreement with Marla Beale which expires on July 31, 2023 and informed the board that Ms. Beale is continuing her search for a new permanent location but has been unsuccessful so far. Discussion was held and noted that tenants in the past had their leases extended into a month-to-month agreement with rents due ranging from \$250-\$500 per month. Shattuck noted that current sq. ft rents in the CBD average \$12 sq .ft. Malzahn stated that she has received no inquires of interest from any other party to occupy that space.

MOTION by Krakowski, support by Davis to authorize director Malzahn to execute a month-to-month agreement for up to 6 months at a rate of \$400 per month.

All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

d. Art-In-The-Rough Event Date Discussion

This annual event is typically held in September each year. Data from the 2022 expense report showed cost to the DDA at \$5353.60 with revenues of \$455.30. Discussion was held regarding lack of attendance, weather issues with a fall date and questions of whether or not the community supports arts and cultural events like this. Malzahn indicated that if the event was to be held again in 2023, she would need a date selected in order to begin planning and would need board member assistance with planning.

MOTION by Krakowski, support by Villanueva to cancel the 2023 event and re-envision a new version of Art-In-The-Rough to be held in 2024.

All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

e. Bi-Annual Information Meeting Date

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

The Imlay City DDA by-laws mandate that the required meetings will be held in July and December. Director Malzahn suggested this meeting take place prior to the regular monthly meeting and that no more than 30 minutes would be necessary to issue the report of activities

MOTION by Shattuck, support by Krakowski to give notice and schedule the required July informational meeting for July 10, 2023 at 5:00 pm.

All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

f. Goals & Objectives Workshop Meeting Date

Director Malzahn presented excerpts from the DDA TIF plan with status notes on items listed on the specific tasks indicated. It has been discussed at previous meetings and requested from Malzahn for the Board to provide direction and set a priority list for its use of TIF funds. An information sheet from Giffels and Webster for their NextSteps community assessment program was included in the Board packet as a possible resource to assist the board in identifying target areas.

NO BOARD ACTION TAKEN for meeting date, but requested Malzahn to make inquiries with GW on a presentation

g. DDA Board Member Community Engagement

Discussion centered around the upcoming concert in the park series and attendance by individual board members at specific dates to engage stakeholders. Malzahn suggested that magnetic name badges may help assist with name/face recognition when at public events. The Board agreed that the name badges are a good idea and to proceed.

NO VOTE TAKEN

h. DDA Freezer Purchase

Discussion focused on the DDA Concert on June 27th at which Choice One Bank will be generously sponsoring an ice cream social event. Director Malzahn reported that bank manager Amy Brunk requested some sort of freezer be obtained to alleviate the melting that has occurred at past events with just using coolers. Malzahn offered a solution with the purchase of a plug-in freezer to be stored at the village hall and also used by the pool staff for their concession offerings throughout the summer season.

MOTION by Shattuck, support by Davis to approve the purchase of a 7.0 cu ft. freezer in the amount of \$344.99 from Amazon as presented.

Roll Call: AYES – Shattuck, Davis, Villanueva, Borgen, Krakowski, Docherty, Jorgensen

NAYS – none

MOTION CARRIED 7/0

i. DDA Sound System Purchase

Board member Davis requested the DDA consider purchasing a portable sound system that could be utilized for DDA and/or civic events where a need for amplification is necessary. Malzahn added that it would be nice to have equipment to introduce recorded music at events like the farm market or ribbon cuttings. Board members expressed concerns over liability/ care of the equipment if lent out to non DDA events and whether or not it was a proper function of the DDA.

MOTION by Davis, support by Shattuck to explore other price options for purchase and/or rental

Roll Call: AYES – Shattuck, Davis

NAYS – Villanueva, Borgen, Krakowski, Docherty, Jorgensen

MOTION FAILS 5/2

j. Citizen Planner Educational Opportunity

Office staff shared an educational opportunity offered by the MSU Extension at its Citizen Planner Course. The course is a 6-week series held on Wednesday evenings from 6-9 pm. The City has indicated that some or all of the costs for the classes could be covered. Interested parties will need to pre-register if able to attend all of the dates.

NO BOARD ACTION TAKEN for attendee enrollment, but if members were interested to let office staff know so that they could be registered ASAP.

10. DIRECTORS REPORT

Malzahn presented her written report for June 2023. Additional items included the status of a new Hometown Hero Banner in production and receipt of one additional previously made banner. Those will be installed as soon as it is printed. Malzahn thanked the board for her attendance at the Michigan Downtown Association Summer Workshop held in Alpena. It was a very beneficial networking and education opportunity and she was excited to begin implementing some successful strategies used in other communities. She also noted that she would be attending the next Planning Commission meeting in hopes to engage them in the Redevelopment Ready process so that they could begin updating required documents.

Acknowledgment of the new lavender plants in the bed areas along depot drive by Indigo Farms was also reported.

Included in the packet was the June Farm Market Report from Patti Boilchini, Market Manager

11. BOARD MEMBER COMMENTS

12. ADJOURNMENT

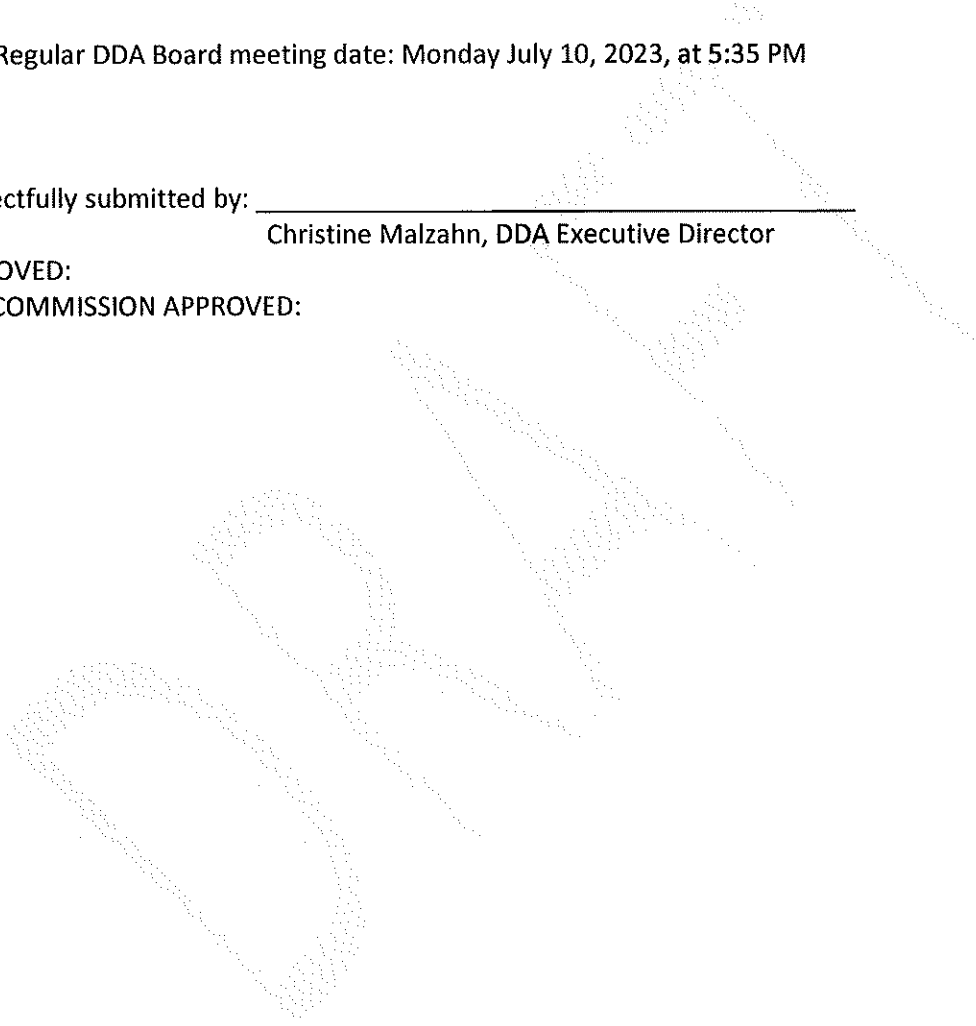
MOTION by Bargaen, support by Davis to adjourn the meeting at 7:08 pm
All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

Next Regular DDA Board meeting date: Monday July 10, 2023, at 5:35 PM

Respectfully submitted by: _____
Christine Malzahn, DDA Executive Director

APPROVED:

CITY COMMISSION APPROVED:



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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
06/01/2023	TRI	82584	BRONNER'S COMMERCIAL DISPLAY	DDA CHRISTMAS LIGHTS	931.000	705.00	2,202.70
06/01/2023	TRI	82597	FIRST NATIONAL BANK OF OMAHA	DDA VARIOUS SUPPLIES	727.000	705.00	27.25
				DDA VARIOUS SUPPLIES	727.000	705.00	7.99
				DDA VARIOUS SUPPLIES	815.000	705.00	254.27
				DDA VARIOUS SUPPLIES	880.000	705.00	25.90
				CHECK TRI 82597 TOTAL FOR FUND 248:			315.41
06/01/2023	TRI	82599	FRONTIER	PHONE BILL	853.000	705.00	50.62
06/01/2023	TRI	82600	GREENSCAPE SOLUTIONS	MULCH FOR 2023 SEASON	931.000	705.00	5,000.00
06/01/2023	TRI	82601	HOOK'S ENGRAVING	DDA NAMEBADGES	727.000	705.00	10.00
06/01/2023	TRI	82606	MITTEL	MITTEL 5/20 - 6/19/2023	853.000	705.00	4.66
06/01/2023	TRI	82610	PAGE ONE INC.	DDA POSTERS FARMERS MARKET AND MUSIC	880.000	705.00	110.00
06/01/2023	TRI	82618	VC3 INC	ANNUAL APRIL 2023 - MARCH 2024	818.000	705.00	1,890.81
				CREDIT FOR APRIL 2023	818.000	705.00	(132.41)
				CHECK TRI 82618 TOTAL FOR FUND 248:			1,758.40
06/08/2023	TRI	82624	DTE ENERGY	ELECTRIC-DDA AND CITY	921.000	705.00	1,178.18
				ELECTRIC-DDA AND CITY	921.000	705.00	1,221.55
				ELECTRIC-DDA AND CITY	921.000	705.00	43.22
				CHECK TRI 82624 TOTAL FOR FUND 248:			2,442.95
06/08/2023	TRI	82628	JOHN CZERNEL	JUNE 13 CONCERT PERFORMANCE DDA	973.006	705.00	1,000.00
06/08/2023	TRI	82629	JORDANO GRAPHICS & SIGNS LLC	DDA FEATHER FLAG	973.300	705.00	240.00
06/08/2023	TRI	82634	PETTY CASH	PETTY CASH CITY TO GIVE TO POOL AND D	730.000	705.00	12.60
06/08/2023	TRI	82638	SCOTT'S LAWN MAINTENANCE	2022 GROUNDS MAINTENANCE CONTRACT	956.000	705.00	840.00
				PAYMENT 2		0	
06/08/2023	TRI	82642	STAPLES	OFFICE SUPPLIES	727.000	705.00	1.43
06/08/2023	TRI	82645	CHRISTINE MALZAHN	MDA CONFERENCE DDA	860.000	705.00	377.06
06/15/2023	TRI	82650	MICHIGAN MUNICIPAL LIABILITY	POOL RENEWAL PREMIUM 7/01/2023 -	830.000	705.00	3,066.91
				07/01/2024		0	
06/15/2023	TRI	82678	IMLAY CITY HARDWARE	GLUE DDA	880.000	705.00	9.99

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
06/15/2023	TRI	82680	IMLAY CITY HARDWARE	GORILLA TAPE DDA	880.000	705.00	8.99
06/15/2023	TRI	82706	KEVIN HERZOG	DDA SUMMER CONCERT JUNE 20	973.006	705.00	350.00
06/15/2023	TRI	82725	RICOH USA, INC.	COPIER - CITY HALL	956.000	705.00	24.24
06/15/2023	TRI	82728	STAPLES	BINDERS AND RULED PAPER	727.000	705.00	16.83
06/15/2023	TRI	82729	THE PRINT SHOP	DDA FARMERS MARKET POSTERS	973.300	705.00	281.00
06/15/2023	TRI	82735	WELLS FARGO VENDOR	COPIER PAYMENT	956.000	705.00	26.95
06/22/2023	TRI	82740	DANIELLE KEMPA	FARMERS MARKET	973.300	705.00	25.00
06/22/2023	TRI	82741	DAVE SCHLAUD	FARMERS MARKET	973.300	705.00	31.00
06/22/2023	TRI	82742	DIAMOND M MUSIC	DDA JUNE 27 CONCERT PERFORMANCE	973.006	705.00	800.00
06/22/2023	TRI	82760	SHARON SARLES	FARMERS MARKET	973.300	705.00	10.00
06/22/2023	TRI	82763	STINE, KATHY	FARMERS MARKET REIMBURSEMENT	973.300	705.00	20.00
06/29/2023	TRI	82771	ANKLEY FAMILY FARM STAND	FARMERS MARKET	973.300	705.00	110.00
06/29/2023	TRI	82773	BOTANAS EL PAIZA	DDA POPSICLES FOR CONCERT IN PARK	973.006	705.00	250.00
06/29/2023	TRI	82779	CITY OF IMLAY CITY	WATER 150 POP DDA	924.000	265.00	94.40
06/29/2023	TRI	82794	DTE ENERGY	ELECTRIC- 120 N MAIN	921.000	705.00	197.85
06/29/2023	TRI	82799	DTE ENERGY	ELECTRIC- DDA SIGN	921.000	705.00	16.44
06/29/2023	TRI	82800	DTE ENERGY	ELECTRIC- DDA SPRINKLER	921.000	705.00	25.38
06/29/2023	TRI	82810	FRONTIER	6/22/2023 - 7/21/2023	853.000	705.00	50.62
06/29/2023	TRI	82813	HINTZ MICHAEL	FARMERS MARKET	973.300	705.00	38.00
06/29/2023	TRI	82814	HOETTEL HOMESTEADS	FARMERS MARKET	973.300	705.00	80.00
06/29/2023	TRI	82815	HOOK'S ENGRAVING	WHITE GLOSS MAGNETIC OVAL HOLDER	740.000	705.00	100.00
06/29/2023	TRI	82816	IMLAY CITY AREA CHAMBER OF	DUES JAN 1 - DEC 31 2023	815.000	705.00	100.00
06/29/2023	TRI	82823	MICHIGAN DOWNTOWN ASSOCIATION	CHRISTINE MALZAHN MDA SUMMER WORKSHOP	860.000	705.00	150.00
06/29/2023	TRI	82825	MITTEL	PHONE BILL 06/20/2023 - 07/19/2023	853.000	705.00	4.66
06/29/2023	TRI	82826	MONTY'S FARMS	FARMERS MARKET	973.300	705.00	161.00
06/29/2023	TRI	82829	OUTFRONT	BILLBOARD DDA	880.000	705.00	735.00
06/29/2023	TRI	82836	STAPLES	FOLDERS AND PENS	727.000	705.00	9.92

Check Date Bank Check # Payee Description Account Dept Amount

Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
06/29/2023	TRI	82838	STINE, KATHY	FOLDERS AND PENS	727.000	705.00	9.92
06/29/2023	TRI	82840	THE PRINT SHOP	CHECK TRI 82836 TOTAL FOR FUND 248:			19.84
06/29/2023	TRI	82843	TRI-CITY TIMES	FARMERS MARKET REIMBURSEMENT	973.300	705.00	29.00
06/29/2023	TRI	82845	VC3 INC	MILITARY HERO DDA	880.000	705.00	90.00
06/29/2023	TRI	82847	VIEW NEWSPAPER GROUP	ADVERTISING DDA	741.000	705.00	1,570.00
06/30/2023	TRI	82851	GREENSCAPE SOLUTIONS	DDA NEW COMPUTER AND MON	740.000	705.00	1,549.69
				WELCOME SUMMER DDA	741.000	705.00	622.00
				JUNE DOWN TOWN FLOWERS	931.000	705.00	5,000.00
				Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY			30,030.62

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.200	CASH - CHECKING ACCOUNT	243,443.05
248-000.000-001.210	CASH - CHECKING DDA	17,208.24
248-000.000-101.000	PREPAID - ASSET	1,143.97
Total Assets		261,795.26
*** Liabilities ***		
248-000.000-200.100	WAGES PAYABLE	2,290.88
248-000.000-202.000	ACCOUNTS PAYABLE	10,558.39
Total Liabilities		12,849.27
*** 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		(23,255.44)
Ending Fund Balance		248,945.99
Total Liabilities And Fund Balance		261,795.26



Account Summary

Previous Balance \$315.41
 Payments -\$315.41
 Other Credits -\$0.00
 Purchases \$899.23
 Balance Transfers +\$0.00
 Cash Advances +\$0.00
 Fees Charged +\$0.00
 Interest Charged +\$0.00
New Balance \$899.23

Statement Closing Date 06/26/23
 Days in Billing Cycle 33

Total Credit Limit \$15,500.00
 Available Credit \$14,600.00
 Cash Limit \$3,100.00
 Available Cash \$3,100.00



Payment Information

New Balance \$899.23
 Minimum Payment Due \$35.00
 Past Due Amount \$0.00
Payment Due Date July 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
6-06	6-06	85411173157023000505307	PAYMENT - THANK YOU	\$315.41 (CR)
6-13	6-14	02305973164200084864989	IMLAY CITY HARDWARE 26 IMLAY CITY MI	\$14.28 ✓
6-13	6-14	75306373164177100826348	VISTA FLAGS 325-7252576 TX	\$26.52 ✓
6-13	6-14	05436843164300250255918	KROGER #465 IMLAY CITY MI	\$132.72 ✓
6-13	6-14	05436843165000353818476	DOLLARTREE IMLAY CITY MI	\$13.25
6-16	6-16	55432863167207976892003	Amazon.com*NP95O6O53 Amzn.com/bill WA	\$166.04 ✓
6-19	6-20	55432863170209158371504	Amazon.com*O75R66OT3 Amzn.com/bill WA	\$286.42 ✓
6-22	6-23	75207993173900015400022	DEE S COUNTRY CAFE IMLAY CITY MI	\$260.00 ✓

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	17.74% (v)	N/A	\$360.13	33	\$0.00
Cash Advance	29.99% (v)	N/A	\$0.00	33	\$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

An Easier Way to Pay Your Bills!

Tired of writing checks and spending money on stamps every time you pay a bill? Pay your recurring monthly bills automatically with your credit card! No hassle. No forgetting to send a payment for phone, internet, even utilities. And, no worries about your payment being lost or intercepted in the mail. It's quick and convenient. Start paying your monthly bills with your credit card today!

DDA

I need these receipts

AM

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY
 Revenues

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 06/30/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT & USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000.000 - REVENUE						
248-000.000-402.000	TAX REVENUE	302,299.00	302,298.94	0.00	0.06	100.00
248-000.000-549.412	GRANT REVENUE	2,000.00	0.00	0.00	2,000.00	0.00
248-000.000-550.000	ART IN THE ROUND	0.00	1,143.25	0.00	(1,143.25)	100.00
248-000.000-560.000	WINTER PLAYGROUND	1,500.00	230.00	0.00	1,270.00	15.33
248-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE APP	13,000.00	12,241.04	0.00	758.96	94.16
248-000.000-665.000	INTEREST INCOME	0.00	1.41	0.00	(1.41)	100.00
248-000.000-667.000	RENTAL INCOME	1,500.00	4,814.36	0.00	(3,314.36)	320.96
248-000.000-675.001	ROTARY PARK DONATIONS	500.00	0.00	0.00	500.00	0.00
248-000.000-675.500	FARMERS MARKET REVENUE	3,000.00	4,099.50	305.00	(1,099.50)	136.65
248-000.000-675.600	DDA CONCERT SERIES	500.00	10.00	0.00	490.00	2.00
248-000.000-675.800	BRICK PAVERS/BENCHES	100.00	30.00	0.00	70.00	30.00
248-000.000-675.880	COMMUNITY PROMOTION REIMBURSEMENT	4,000.00	2,920.00	660.00	1,080.00	73.00
248-000.000-677.000	OTHER REIMBURSEMENTS	500.00	120.00	0.00	380.00	24.00
248-000.000-699.000	CARRYOVER/ FUND BALANCE	30,000.00	0.00	0.00	30,000.00	0.00
Total Dept 000.000 - REVENUE						
		358,899.00	327,908.50	965.00	30,990.50	91.37

TOTAL REVENUES						
Total Dept 265.000 - BUILDING MAINTENANCE						
		6,365.00	2,986.53	94.40	3,378.47	46.92

Expenditures						
Dept 265.000 - BUILDING MAINTENANCE						
248-265.000-830.000	LIABILITY INSURANCE	215.00	0.00	0.00	215.00	0.00
248-265.000-921.000	ELECTRICITY	800.00	831.54	0.00	(31.54)	103.94
248-265.000-923.000	HEAT	500.00	366.40	0.00	133.60	73.28
248-265.000-924.000	WATER & SEWER CHARGES	350.00	468.36	94.40	(118.36)	133.82
248-265.000-930.000	MISCELLANEOUS REPAIRS & MAINT	2,500.00	31.50	0.00	2,468.50	1.26
248-265.000-956.000	MISCELLANEOUS	2,000.00	1,288.73	0.00	711.27	64.44
Total Dept 265.000 - BUILDING MAINTENANCE						
		6,365.00	2,986.53	94.40	3,378.47	46.92
Dept 705.000 - UNALLOCATED ACTIVITY						
248-705.000-703.000	WAGES & SALARIES	42,000.00	35,782.87	4,846.14	6,217.13	85.20
248-705.000-706.000	HOURLY WAGES	17,000.00	9,282.00	1,438.50	7,718.00	54.60
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	4,014.88	466.71	485.12	89.22
248-705.000-716.000	HEALTH INSURANCE	3,714.57	10,058.98	1,892.74	(6,344.41)	270.80
248-705.000-717.000	LIFE/DISABILITY INS	750.00	496.31	60.03	253.69	66.17
248-705.000-718.000	RETIREMENT AND OPEB	2,300.00	1,323.87	157.50	976.13	57.56
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	1,213.01	0.00	(114.01)	110.37
248-705.000-730.000	POSTAGE	400.00	79.78	12.60	320.22	19.95
248-705.000-740.000	OPERATING SUPPLIES	250.00	1,730.58	1,649.69	(1,486.58)	692.23
248-705.000-741.000	ADVERTISING	10,000.00	5,712.00	2,192.00	4,288.00	57.12
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	960.93	0.00	539.07	64.06
248-705.000-817.000	CONSULTING FEES	500.00	350.00	0.00	150.00	70.00
248-705.000-818.000	CONTRACTED SERVICES	6,595.00	9,553.84	0.00	(2,858.84)	142.70
248-705.000-826.000	LEGAL SERVICES	500.00	135.00	0.00	365.00	27.00
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
248-705.000-853.000	TELEPHONE EXPENSES	1,200.00	1,196.87	105.28	3.13	99.74
248-705.000-860.000	TRANSPORTATION & CONFERENCES	892.77	742.68	527.06	150.09	83.19

PERIOD ENDING 06/30/2023

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDCGT
		AMENDED BUDGET	NORMAL				
Expenditures							
248-705.000-880.000	COMMUNITY PROMOTION	19,214.00	20,734.94	869.88	(1,520.94)	107.92	
248-705.000-900.000	PRINTING & PUBLISHING	0.00	20.93	0.00	(20.93)	100.00	
248-705.000-921.000	ELECTRICITY	30,000.00	32,945.57	2,682.62	(2,945.57)	109.82	
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	0.00	114.22	98.86	
248-705.000-931.000	STREETSCAPE MAINTENANCE	77,000.00	91,335.41	5,000.00	(14,335.41)	118.62	
248-705.000-956.000	MISCELLANEOUS	6,297.37	8,055.67	891.19	(1,758.30)	127.92	
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	0.00	440.77	97.80	
248-705.000-973.002	LEASES	1,000.00	1,271.00	0.00	(271.00)	127.10	
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	12,675.21	2,400.00	1,324.79	90.54	
248-705.000-973.008	BRICK/BENCH EXPENSE	100.00	14.00	0.00	86.00	14.00	
248-705.000-973.100	LAPPER 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	8,248.56	1,025.00	(498.56)	106.43	
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	11,071.20	0.00	3,163.80	77.77	
Total Dept 705.000 - UNALLOCATED ACTIVITY		352,534.00	348,177.41	26,644.55	4,356.59	98.76	
TOTAL EXPENDITURES		358,899.00	351,163.94	26,738.95	7,735.06	97.84	

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:
 TOTAL REVENUES 358,899.00
 TOTAL EXPENDITURES 358,899.00
 NET OF REVENUES & EXPENDITURES 0.00

YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDCGT
06/30/2023	MONTH 06/30/2023	BALANCE	USED
(ABNORMAL)	(DECREASE)	(ABNORMAL)	
327,908.50	965.00	30,990.50	91.37
351,163.94	26,738.95	7,735.06	97.84
(23,255.44)	(25,773.95)	23,255.44	100.00

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AGENDA ITEM NB 10a:
Giffels Webster NextSteps® for Downtowns Presentation

DATE: July 10, 2023

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: At the May 8th meeting Director Malzahn brought forward some documentation about the Giffels Webster NextSteps for Downtowns program. The Board agreed to investigate this program and hear a presentation from GW.

Items Attached: NextSteps information sheet

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

Who We Are

Giffels Webster is a collection of people who choose every day to make communities better. We do this by offering our consulting services of planning, civil engineering, landscape architecture and surveying. We are proud of our long history of helping improve quality of life in Michigan.

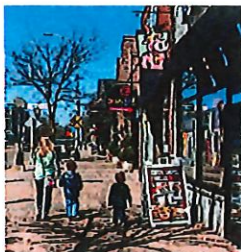
NEXTSTEPS FOR DOWNTOWN® Strategies to Improve Downtown Districts

Does your community need fresh ideas to jumpstart downtown redevelopment? Are you looking for both short-and long-term strategies that can effect real change? NextSteps for Downtown® is a Giffels Webster service that offers communities an opportunity to invigorate their downtown districts.

Through NextSteps for Downtown®, our experts provide a pathway to ideas and solutions for key community stakeholders. We will conduct an intensive assessment that includes a walking tour of the downtown environment and hold informal conversations with various stakeholders. Our downtown professionals will review multiple areas that are often overlooked for improvement and assess how they impact the quality of downtown. Key considerations taken into account through the NextSteps for Downtown® process include signage, buildings, parking, circulation, streetscape and overall land use.

Our Impact

Giffels Webster has been dedicated to making communities better for over 70 years, specializing in community planning, civil engineering, landscape architecture, geographic information systems, traffic engineering, and surveying.



A Comprehensive Toolkit Highlighting: What's Working & What Needs Work Action Items to Enhance Downtown Best Practices

The toolkit is delivered in an interactive format with hyperlinks and fillable implementation worksheets that will continue the "NextSteps" momentum. With this toolkit, community stakeholders can then set priorities, assign champions for each element and start working towards successful implementation.



AGENDA ITEM NB 10b: Façade Grant Application – 110 W. Third Street

DATE: July 10, 2023

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: The DDA office received a façade grant application date stamped on June 14, 2023 for the property located at 110 W. Third Street. Upon review, this application only contains one bid estimate. The grant request is in the amount of \$3768.00.

Items Attached: Façade application – 110 W. Third Street

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

Recommended Motion: Motion to approve the façade grant application for Dr. Robert Young in the amount of \$3768.

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)

ROBERT D. YOUNG

Name of Applicant

6543 ROSEBERRY, STRAUBY TWP., MI 48316

Address of Applicant

110 W. THIRD ST, IMLAY CITY, MI 48444

Address of Property Proposed for Improvement

Rob Young / OWNER

Business Contact Person & Title

(586) 360-7022

Phone

(810) 724-8186

Fax

RYOUNG DDS@YAHOO.COM

Email

Please give a detailed description of work to be done: REPLACE FABRIC ON
5 AWNINGS

The estimated improvement cost is \$ 7536.

The 50% reimbursement is estimated to be \$ 3768 (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] OWNER 6-14-23
Applicant Signature Title Date

For DDA use only

Property Address 110 W. Third Street

Project is Eligible Not Eligible for the Grant Program.

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

[Signature] 7/6/23
DDA Director Signature Date

Board Action Date: _____ Approved _____ Denied _____

If approved reimbursement check # _____ Disbursement date: _____



ROYAL OAK & BIRMINGHAM AWNING L.L.C.

RESIDENTIAL AND COMMERCIAL AWNINGS
 2625 W. 14 MILE RD. • ROYAL OAK, MICHIGAN 48073
 Phone: 248-542-5552-3 • Fax: 248-549-7860
 www.royaloakandbirminghamawning.com



ESTIMATE

Date 3-15-23

Customer	<u>Robert Young DDS Dentistry</u>	Price	
Address	<u>110 W. 3RD</u>	Tax	
City	<u>IMLAY CITY</u>	Paint	
Telephone	<u>586</u>	Total	<u>\$ 7536.00</u>

SEE BELOW

FABRIC AWNING - RECOVERS

Quantity "5" 1-Bubble 5' 4-BULBNOSE 3'-11" 1-10'

MATERIAL SUNBrella 9.25oz ACRYLIC
 - FLAME RETARDANT -

Color DARK BLUE T.B.D

- QUOTE BASED ON CUSTOMERS MEASUREMENTS AND BASED ON THE FRAMES ARE NOT DAMAGED OR RUSTED OUT
 ADDITIONAL CHARGES WILL APPLY
- PERMIT FEE IS AN ADDITIONAL COST IF REQUIRED

DEPOSIT	TERMS	DELIVERY	REMEASURE
---------	-------	----------	-----------

Special Notes

X 3% SURCHARGE ON CREDIT CARD

Salesman



Price subject to change after 30 days.
 "A satisfied customer is our best advertisement"





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/01/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED; subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Legacy Partners II, LLC 31300 Plymouth Road Livonia MI 48150		CONTACT NAME: Raye Lynn McGulre PHONE (A/C, No, Ext): 248-307-7502 E-MAIL ADDRESS: lynnm@legacypartnersins.com FAX (A/C, No): 734-422-1240	
		INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED Royal Oak & Birmingham Tent & Awning, LLC 2625 W 14 Mile Rd Royal Oak MI 48073		INSURER A: Selective Insurance	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 20230301145807204

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	N	N	S2552017	03/01/2023	03/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	N	N	S2552017	03/01/2023	03/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> RETENTION \$ 10,000	N	N	S2552017	03/01/2023	03/01/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N	WC9135574	03/01/2023	03/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

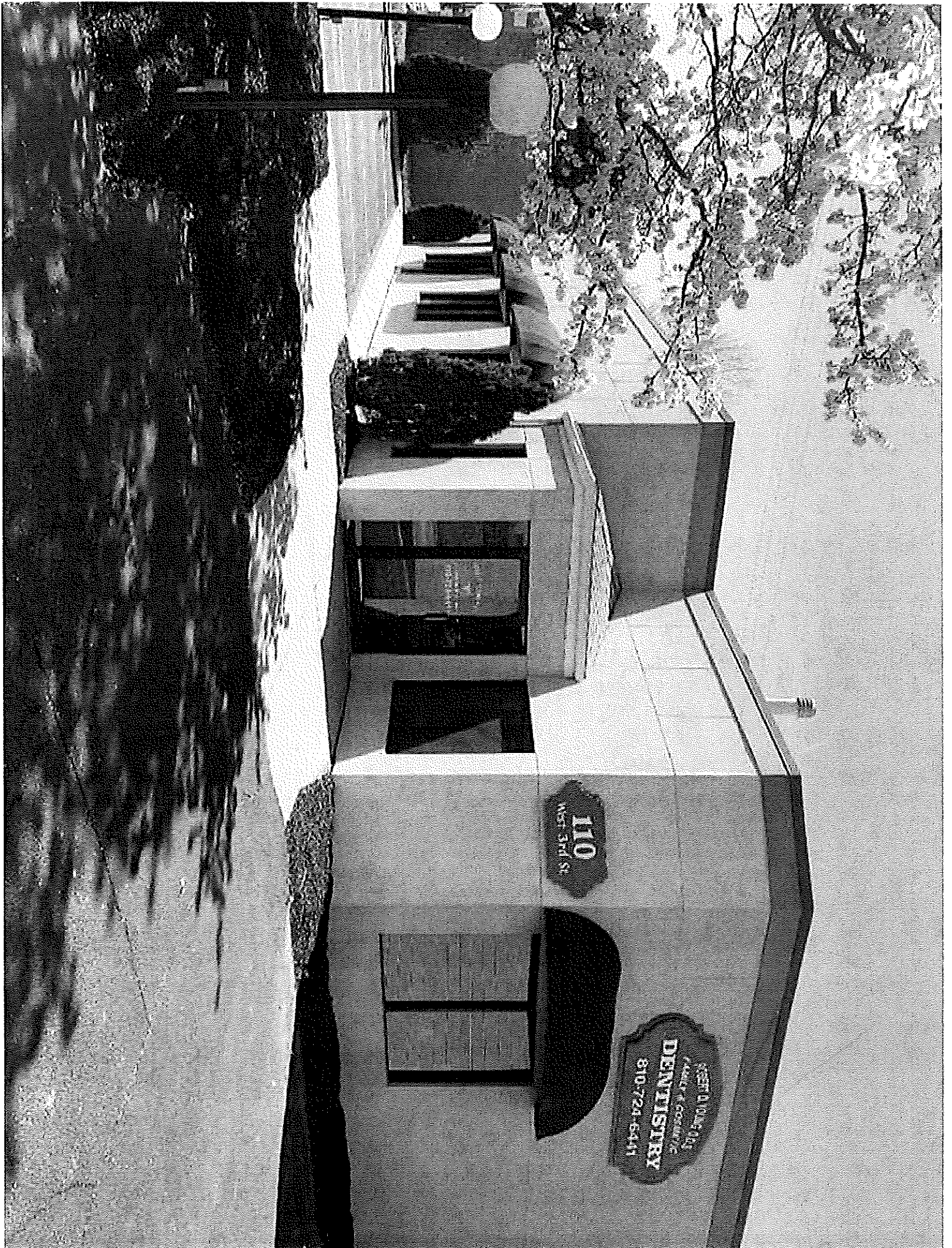
Royal Oak & Birmingham Awning, LLC.
 2625 W. 14 Mile Road
 Royal Oak MI 48067

Fax: 248-549-7860

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE





AGENDA ITEM NB 10c: Façade Grant Application – 100 E. Third Street

DATE: July 10, 2023

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: The DDA office received a façade grant application date stamped on July 5, 2023 for the property located at 100 E. Third Street. Upon review, this application meets the criteria and is eligible for a grant of \$5,000 as requested.

Items Attached: Façade application – 100 E. Third Street

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

Recommended Motion: Motion to approve the façade grant application for Toth Properties LLC in the amount of \$5,000.

RECEIVED

JUL 05 2023

BY: TMA

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)

Toth Properties, LLC
Name of Applicant

117 S. MAIN PO Box 470 Almont MI 48003
Address of Applicant

100 E. Third
Address of Property Proposed for Improvement

Tina Paraburn Property manager ^{cell} 810-886-2255
Business Contact Person & Title

810-798-8091
Phone

810-798-8285
Fax

tmap@tothproperties
Email llc.com

810-798-2300

Please give a detailed description of work to be done: Exterior Brick Repairs
+ Painting

RECEIVED

The estimated improvement cost is \$ 30,000

JUL 05 2023

BY: JINA

The 50% reimbursement is estimated to be \$ 5000 (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] owner 6/20/23
Applicant Signature Title Date

For DDA use only

Property Address 100 E. Third Street

Project is Eligible Not Eligible for the Grant Program.

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

[Signature] 7/6/23
DDA Director Signature Date

Board Action Date: _____ Approved _____ Denied _____

If approved reimbursement check # _____ Disbursement date: _____



SOLE MEMBER CERTIFICATION

The undersigned being the sole member of Toth Properties, LLC, a Michigan limited liability company, hereby certifies that:

1. The Articles of Organization were file in the State of Michigan and have not been amended or revoked.
2. I am the sole member of said limited company and no membership interest has been assigned or transferred.
3. There is no operating agreement for said company.
4. I am duly authorized to make the transaction for which this certificate is given.

I understand and agree this Certification is made for the purpose of inducing the Title Company to issue a policy of title insurance on behalf of the underwriter and indemnifies and hold harmless said company from any loss or damage as a result of reliance upon this certification.

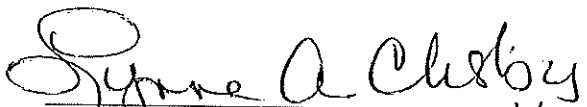
Signed by:
Toth Properties, LLC,
A Michigan Limited Liability Company


By: James C. Toth
Its: Sole Member

10/18/21
Date

State of Michigan
County of Lapeer

The foregoing instrument was acknowledged before me on 10/19/2021 by James C. Toth, Sole Member of Toth Properties, LLC, a Michigan limited liability company.


Notary Public Lynne A. Clisby
Notary County Lapeer State MI
Commission Expires 6/3/2025
Acting in: Lapeer

**Request for Taxpayer
 Identification Number and Certification**

Give Form to the
 requester. Do not
 send to the IRS.

Name (as shown on your income tax return)
James C. Toth

Business name/disregarded entity name, if different from above
Toth Properties, LLC

Check appropriate box for federal tax classification:
 Individual/sole proprietor C Corporation S Corporation Partnership Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
 Other (see instructions) ▶ _____

Exemptions (see instructions):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____

Address (number, street, and apt. or suite no.)
117 S. MAIN

City, state, and ZIP code
Almont MZ 48003

List account number(s) here (optional)

Requester's name and address (optional)

Print or type
 See Specific Instructions on page 2.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

			-				-			
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Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number


7	6	-	0	7	0	7	3	4	5
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶  Date ▶ 6-12-2023

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

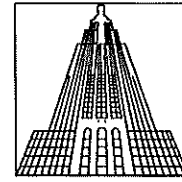
withholding tax on foreign partners' share of effectively connected income, and
 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.



POE

RESTORATION & WATERPROOFING

October 4, 2022

Toth Properties, LLC
117 S. Main St.
Almont, MI 48003
VIA EMAIL

RE: 100 East 3rd St, Imlay City – Masonry Façade Repairs

Poe Restoration & Waterproofing will furnish all labor, material, equipment, supervision, and insurance to complete the following scope of work.

SCOPE OF WORK:

Poe Restoration will repair the masonry on the exterior walls of 100 East 3rd St as described below. This quote is based on our conversation with you and a site visit. Construction documents or drawings were not provided to us, but we will use high-quality materials and experienced tradespeople that will perform the work in a workman-like manner using industry standard means and methods with locally available materials. Please review the Specific Inclusions outlined below carefully. We are happy to provide any clarifications or additional detail that would be helpful.

Specific Inclusions:

On Rear of the Building

- Erect walk-through scaffolding to protect pedestrians from our work;
- Protect the sidewalk, roof, and adjoining buildings as needed;
- Provide an aerial lift and/or scaffolding to access elevated work areas; and
- Remove areas of deteriorated plaster (approximately four areas) by removing loose plaster as well as the severely damaged or deteriorated bricks and then repair the areas by replacing the damaged brick with brick to match as closely as reasonably possible.

Poe Restoration will complete the scope on the rear of the building for \$3,320 (three thousand, three hundred twenty).

On the Front of the Building

- Protect the sidewalk, roof, and adjoining buildings as needed;
- Provide an aerial lift and/or scaffolding to access elevated work areas;
- Repoint meaningfully cracked, de-bonded, excessively recessed, and otherwise damaged mortar joints on the east (front) elevation by grinding and/or chiseling mortar to a depth of 2 to 2.5 times the width of the joint, cleaning the joint free of dust and debris, prewetting the joint, applying the mortar in multiple lifts, and tooling to match the existing joint profile;

21620 Coolidge Hwy, Ste 200, Oak Park, MI 48237 ♦ Office: 248.360.7788 ♦ Fax: 248.360.7140

Jason @ poerestoration.com

- Remove areas of deterioration in the plaster on the corner column by removing the loose plaster as well as the severely damaged or deteriorated bricks and then repair the areas by replacing the damaged brick with brick to match as closely as reasonably possible; and
- Selectively remove significantly cracked, spalled, or otherwise damaged brick and replace them with brick to match the existing as closely as reasonably practicable.

Poe Restoration will complete the scope on the front of the building for \$3,450 (three thousand, four hundred fifty).

On the Side of the Building

- Erect walk-through scaffolding to protect pedestrians from our work;
- Protect the sidewalk, roof, and adjoining buildings as needed;
- Provide an aerial lift and/or scaffolding to access elevated work areas;
- Repoint meaningfully cracked, de-bonded, excessively recessed, and otherwise damaged mortar joints on the east (front) elevation by grinding and/or chiseling mortar to a depth of 2 to 2.5 times the width of the joint, cleaning the joint free of dust and debris, prewetting the joint, applying the mortar in multiple lifts, and tooling to match the existing joint profile;
- Remove areas of deteriorated plaster at a five locations (each averaging approximately 8' x 10') by removing loose plaster as well as the severely damaged or deteriorated bricks and then repair the areas by replacing the damaged brick with brick to match as closely as reasonably possible;
- Selectively remove approximately 480 miscellaneous bricks that are significantly cracked, spalled, or otherwise damaged and replace them with brick to match the existing as closely as reasonably practicable; and
- Remove the plaster and outer wythe of bricks from the bottom 2' of the elevation and lay 4" CMU in place of the bricks with a cove on top to shed water away from the wall.

Poe Restoration will complete the scope on the side of the building for \$56,780 (fifty-six thousand, seven hundred eighty).

Alternate: Patch in Lieu of 4" CMU on the Side Elev. and Brick Replacement on Front Elev.

- In lieu of removing the brick from the bottom 2' of wall and laying 4" CMU and in lieu of replacing brick on the front elevation, we will remove loose areas of plaster, patch the deteriorated brick, and repair the plaster.
- Note that this repair has a limited life expectancy and is *not* intended to be a long-term repair.

Alternate: DEDUCT \$27,000 (twenty-seven thousand).

Agreed to 30,000
7-5-23

General Inclusions:

- A safety-conscious crew with extensive masonry experience
- Daily site cleanup and disposal of all of our refuse
- Legally disposing of all of our waste and debris (including demo'd material)

General Exclusions:

- Securing permits or approvals – it is unlikely that these will be required, but if they are it is the owner's responsibility to secure and pay for these

- Performing, or retaining others to perform, any type of engineering, architectural, inspecting, testing, or other professional work
- Performing, or retaining others to perform, any work required to obtain safe and legal access to our work areas (e.g. covering or de-energizing electric lines, site work, restricting pedestrian or vehicular traffic, etc.)

Sincerely,

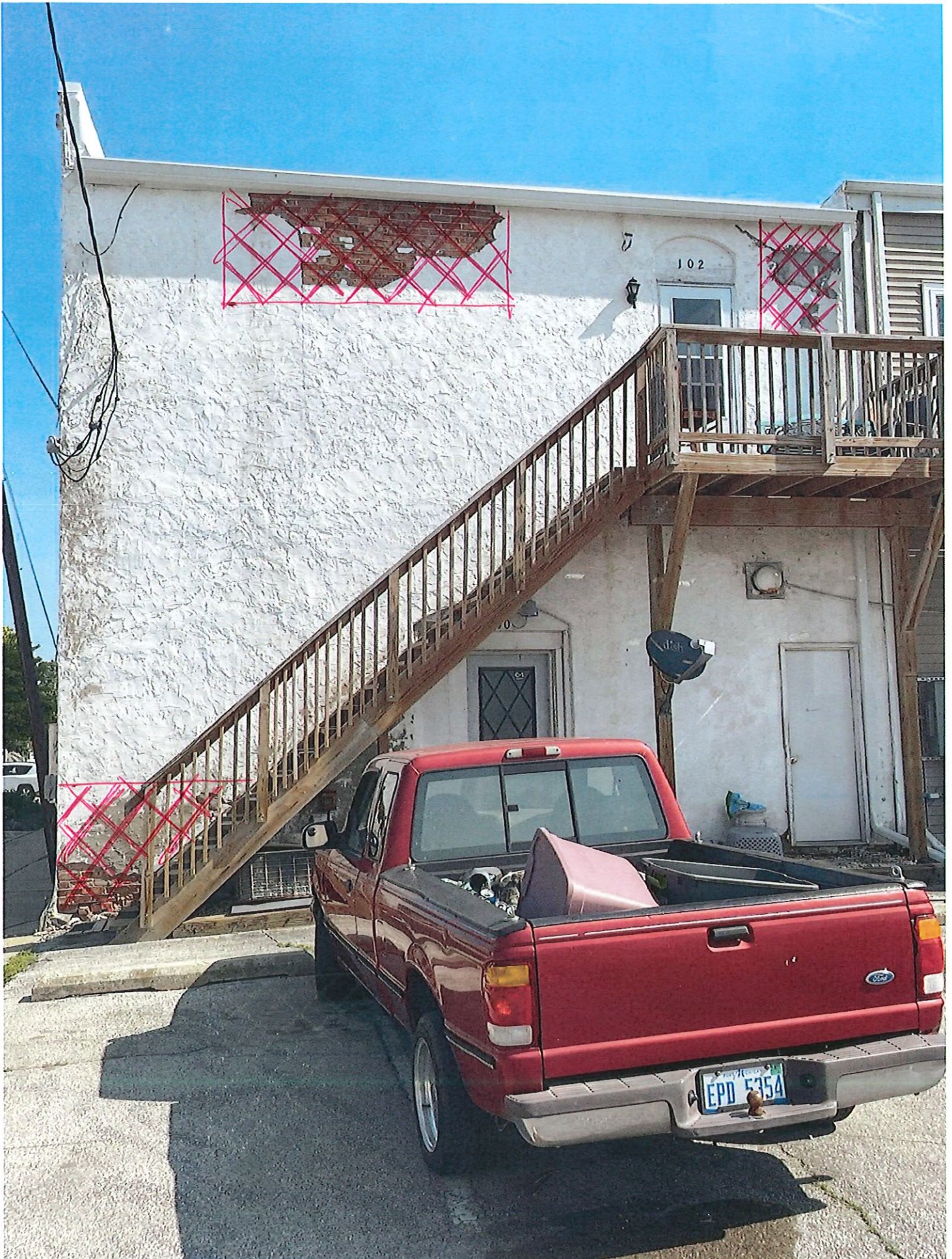
Poe Restoration & Waterproofing

pictures attached.

Plus misc repairs beyond marked areas







Above All Cement & More LLC

(810)-350-8235

aboveallconcrete45@gmail.com

Estimate

06/05/2023

Estimate for

Tina Pangburn / Toth Properties LLC

100 East 3rd ST.

Imlay City, MI 48444

Payable to

Above All Cement & More LLC

Project

Mortar Demo & Red Brick Replacement

Description

Materials/Demo/Labor

Unit price

Total price

\$62,150.00

\$62,150.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

Notice: Estimate could be affected by the weather or unforeseen circumstances
We require a %50 non-refundable deposit to start the job

Subtotal

\$62,150.00

Adjustments

Discount:

\$62,150.00

Notes:

Name:

Date:

Signature:



AGENDA ITEM NB 10d: OutFront Media Lease Renewal

DATE: July 10, 2023

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: The Imlay City DDA contracts with OutFront Media to secure the rights to advertise on billboard unit # 7654-1, situated on M-53 between Second and Third Street above the CN rail viaduct.

The DDA extends the opportunity to businesses within the DDA district to sponsor the billboard with their own custom graphics at a subsidized rate.

Items Attached: Advertiser Agreement

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

Recommended Motion: Motion to authorize Director Malzahn to execute the Advertiser Agreement with OutFront Media in the amount of \$10,007.00 for the advertising period of 8/14/23-8/11/24.

ADVERTISER AGREEMENT

OUTFRONT

CONTRACT NO.: 3675422

DATE: 06/12/23

OUTFRONT Media
6083 Taylor Drive
Flint, MI 48507
(810) 232-8400
(810) 232-8484

ADVERTISER: City of Imlay City
BRAND:
CAMPAIGN:

CLIENT SUPPLIES PRODUCTION: No
ACCOUNT EXECUTIVE: Jack B. Tany (382)

Copy must meet Production specifications and be received 10 working days prior to each advertising period. THIS AGREEMENT AND THE COPY TO BE DISPLAYED HEREUNDER IS SUBJECT TO THE APPROVAL OF OUTFRONT MEDIA'S MARKET GENERAL MANAGER AND THE OWNER OF THE LOCATION AS APPLICABLE

Advertiser Bill-To# 1128431
City of Imlay City
150 N. Main Street
Imlay City, MI 48444
(810) 724-2135
Attn: Dana Walker

Subject to the terms of the Production Information Addendum Page and the OUTFRONT Media Terms and Conditions of Advertising Service each attached hereto and made a part hereof, the advertiser and/or agency listed on this page (collectively, "Advertiser") hereby contracts with Outfront Media LLC ("Company") for the display of advertising copy ("Copy") on the advertising display(s) described below, commencing approximately on the commencement date of the Advertising Period listed below and delivered in accordance with and subject to Company's Specifications for Inventory and Packages located at www.outfrontmedia.com/resources/posting-standards (the "Inventory Specifications"). Advertiser shall provide the Copy in the form and type and within the timeframe specified by Company, including sufficient coverage Copy and posting instructions.
See Production Information Addendum page for shipping quantities and addresses for static copy. For further specifications regarding the inventory and packages purchased under this Contract, see the asset descriptions at www.outfrontmedia.com/resources/posting-standards.

Market	Media/Location(s)	Configured Spots***	Size	GRP/IMP 18+	Units	Advertising Period	No. of Periods	*	Period Cost
Flint, MI Posters	Posters/Unit# 7654-1 M-53 175 ft N/O Second St W/S F/N	NA	10'5"X22'8"		1	08/14/23-08/11/24	13.00	4W	\$764.00

Customer Ref#
Special Instructions:

Net Space Total: \$9,932.00
Net Non-Space Total: \$75.00
Net Agreement Total: \$10,007.00

THIS AGREEMENT IS NON-CANCELABLE BY ADVERTISER EXCEPT AS SET FORTH IN THE TERMS AND CONDITIONS ATTACHED HERETO. THIS CONTRACT CONSISTS OF THIS PAGE, THE INVENTORY SPECIFICATIONS LOCATED AT WWW.OUTFRONTMEDIA.COM/RESOURCES/POSTING-STANDARDS, THE PRODUCTION INFORMATION ADDENDUM PAGE, ANY ADDENDA APPLICABLE TO OTHER PRODUCTS AND SERVICES (SUCH AS MOBILE ADVERTISING OR ATTRIBUTION SERVICES), AND THE OUTFRONT MEDIA TERMS AND CONDITIONS OF ADVERTISING SERVICE INCORPORATED HEREIN, ALL OF WHICH ADVERTISER HEREBY ACKNOWLEDGES RECEIVING AND APPROVING. ANY MISSING PAGES OF THIS CONTRACT MAY BE OBTAINED OR REQUESTED THROUGH ANY OUTFRONT MEDIA OFFICE OR REPRESENTATIVE IF LOST OR NOT RECEIVED BY ADVERTISER. FACSIMILE OR ELECTRONIC SIGNATURES SHALL HAVE THE SAME FORCE AND EFFECT AS ORIGINAL SIGNATURES. THIS CONTRACT MAY BE EXECUTED IN SEVERAL COUNTERTYPES, EACH OF WHICH SHALL CONSTITUTE ONE AND THE SAME INSTRUMENT. THE AGENCY AND/OR THE SIGNATORY HERETO REPRESENTS AND WARRANTS THAT THEY ARE AUTHORIZED TO EXECUTE THIS CONTRACT ON BEHALF OF AND BIND THE ADVERTISER AND THAT THE ADVERTISER APPROVES SAME.

ACCEPTED AND AGREED TO BY - OUTFRONT MEDIA

ADVERTISER/AGENCY

AUTHORIZED SIGNATURE - TITLE

BY _____ DATE _____

PLEASE PRINT

NAME - TITLE

DATE

* Period Codes: M=Monthly; W=Weekly; 4W=4 Weeks; D=Daily; OT=One Time TF=Till Forbid *** Configured Spots is the maximum number of spots on a digital display

ADVERTISER AGREEMENT

OUTFRONT/

CONTRACT NO.: 3675422

DATE: 06/12/23

ADVERTISER: City of Imlay City
BRAND:
CAMPAIGN:

CLIENT SUPPLIES PRODUCTION: No
ACCOUNT EXECUTIVE: Jack B. Tany (382)

OUTFRONT Media
 6083 Taylor Drive
 Flint, MI 48507
 (810) 232-8400
 (810) 232-8484

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 MARKET GENERAL MANAGER AND THE OWNER OF THE LOCATION AS APPLICABLE

Advertiser Bill-To# 1128431

City of Imlay City
 150 N. Main Street
 Imlay City, MI 48444
 (810) 724-2135
 Attn: Dana Walker

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See Production Information Addendum page for shipping quantities and addresses for static copy. For further specifications regarding the inventory and packages purchased under this Contract, see the asset descriptions at www.outfrontmedia.com/resources/posting-standards.

Market/Media	Specifications	#Units	Copy Size	Total Sq. Ft.	Date(s)	No. of Periods	Period Cost T=Tax Value B=Barrier Value	Period Total
Flint, MI Posters Production Costs	Production of one 10.5 x 22.8 eco poster. Unit# 7654-1 M-53 175 ft N/O Second St W/S F/N Posting/Install Date 08/14/23	1	10.5"x22.8"		08/14/23	1.00	\$75.00	\$75.00

Ref. Space Contract#
 Customer Ref#
 Special Instructions:

Total Net Amount: \$75.00
 Total Shipping Cost: \$0.00
 Total Sales Tax: \$0.00
 Net Non-Space Total: \$75.00

THIS AGREEMENT IS NON-CANCELABLE BY ADVERTISER EXCEPT AS SET FORTH IN THE TERMS AND CONDITIONS ATTACHED HERETO. THIS CONTRACT CONSISTS OF THIS PAGE, THE INVENTORY SPECIFICATIONS LOCATED AT WWW.OUTFRONTMEDIA.COM/RESOURCES/POSTING-STANDARDS, THE PRODUCTION INFORMATION ADDENDUM PAGE, ANY ADDENDA APPLICABLE TO OTHER PRODUCTS AND SERVICES (SUCH AS MOBILE ADVERTISING OR ATTRIBUTION SERVICES), AND THE OUTFRONT MEDIA TERMS AND CONDITIONS OF ADVERTISING SERVICE INCORPORATED HEREIN, ALL OF WHICH ADVERTISER HEREBY ACKNOWLEDGES RECEIVING AND APPROVING. ANY MISSING PAGES OF THIS CONTRACT MAY BE OBTAINED OR REQUESTED THROUGH ANY OUTFRONT MEDIA OFFICE OR REPRESENTATIVE IF LOST OR NOT RECEIVED BY ADVERTISER. FACSIMILE OR ELECTRONIC SIGNATURES SHALL HAVE THE SAME FORCE AND EFFECT AS ORIGINAL SIGNATURES. THIS CONTRACT MAY BE EXECUTED IN SEVERAL COUNTERPARTS, EACH OF WHICH SHALL CONSTITUTE ONE AND THE SAME INSTRUMENT. THE AGENCY AND/OR THE SIGNATORY HERETO REPRESENTS AND WARRANTS THAT THEY ARE AUTHORIZED TO EXECUTE THIS CONTRACT ON BEHALF OF AND BIND THE ADVERTISER AND THAT THE ADVERTISER APPROVES SAME.

* Period Codes: M=Monthly; W=Weekly; 4W=4 Weeks; D=Daily; OT=One Time TF=Full Forbid *** Configured Spots is the maximum number of spots on a digital display

ADVERTISER AGREEMENT - PRODUCTION INFORMATION ADDENDUM

OUTFRONT

Advertiser Bill-To# 1128431
 City of Imlay City
 150 N. Main Street
 Imlay City, MI 48444
 (810) 724-2135
 Attn: Dana Walker

CONTRACT NO.: 3675422

ADVERTISER: City of Imlay City
 BRAND:
 CAMPAIGN:

ACCOUNT EXECUTIVE: Jack B. Tany (382)

DATE: 06/12/23

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 MARKET GENERAL MANAGER AND THE OWNER OF THE LOCATION AS APPLICABLE

Market	Media/Location(s)	Configured Spots***	Size	Copy Due Date	Shipping Quantity	Shipping Address	Service AE	Ext. Fab Per Sq Ft
Flint, MI Posters	Posters/Unit# 7654-1 M-53 175 ft N/O Second St. W/S F/N	NA	10'5"X22'8"	07/31/23	1	OUTFRONT Media 6083 Taylor Dr. Flint, MI 48507 (810) 232-8400 Attn Outdoor Operations		

- 1. Scope of the Contract.** The "Contract" consists of these terms and conditions, the facing page, the Production Information Addendum, any attached addenda applicable to other products and services (such as mobile advertising or attribution services), if any, and Company's Specifications for Inventory and Packages located at www.outfrontmedia.com/resources/posting-standards (the "Inventory Specifications"), which are incorporated by reference herein. If an advertising agency or other agent or licensee of Advertiser ("Agency") is entering into this Contract on Advertiser's behalf, Agency represents that it has the authority to act and is acting as agent for Advertiser.
- 2. Delivery of Copy.** At least ten working days before the estimated start date (unless otherwise agreed in writing by Company or set forth in the Inventory Specifications), Advertiser, at its sole expense, shall furnish and deliver to Company or to service points designated by Company sufficient supply of advertising copy ("Copy"), in the form and type specified by Company, with all necessary overage supply and posting instructions. If Copy is not timely and properly received in accordance with the Contract, a loss of service may occur and additional costs may be charged by Company, although commercially reasonable efforts will be used to post late Copy as promptly as practicable after receipt from Advertiser. If Advertiser requests expedited installation within five working days of Company's receipt of late Copy, a fee of not less than \$650 per location will be payable. Company may use the location(s) in any manner prior to posting the late received Copy without limiting Advertiser's liability to pay for such location(s).
- 3. Copy Approval and Responsibility for Content.** The character, design, text and illustrations on Copy and the material used are subject to approval by Company and by the location owner, transit company/authority or third party controlling the location ("Owner"). Nudity, pornographic, profane or obscene Copy is prohibited. If Copy is rejected, Advertiser shall provide acceptable replacement Copy within ten days of notification of rejection. If Advertiser fails to provide acceptable replacement Copy within such ten-day period, Company shall have the right to use the location(s) involved in any manner, without releasing Advertiser from its obligation to pay for such location(s). If after installation or posting, the Owner of a display disapproves any advertisement or if Company determines that adverse publicity, reputational harm or liability to Company or third parties has or is likely to result from any display, Company shall have the right to remove the advertisement and, at its option, either terminate this Contract or request new acceptable Copy in accordance with this paragraph. Advertiser shall indemnify, defend and save harmless Company and Owner against all claims and liabilities (including reasonable attorneys' fees and expenses) arising out of the advertising material displayed under this Contract, including, but not limited to, any claim for defamation, fraud, misrepresentation, any claim for infringement of any copyright, trademark, or other intellectual property right, or any claim for violation of any right of privacy, common law right or any other right of any person or entity.
- 4. Publicity for Certain Copy.** If the Copy concerns a political, religious or social issue, Advertiser (including Agency) shall not make any press release or other public announcement or media outreach regarding this Contract or the related Copy that refers to Company without Company's express prior written consent (which consent may be granted or denied in Company's sole discretion), except as required under applicable law, in which case Advertiser shall obtain the approval of Company as to the form, nature and extent of the press release, public announcement or media outreach prior to issuing the press release or making the public announcement.
- 5. Inspection of Displays.** Advertiser shall inspect each display within three days after installation or posting. Unless Advertiser gives written notice to Company specifying any defect within such three-day period, the display shall be conclusively presumed to have been inspected and approved by Advertiser for all purposes whatsoever, including the content and location of displays.
- 6. Maintenance and Damage.** Company will use commercially reasonable efforts to maintain static displays in good condition to the extent of matters reasonably within Company's control. Should Advertiser's static Copy be lost, stolen, damaged, defaced, or deteriorated for any reason whatsoever, including ordinary wear and tear, Advertiser shall furnish replacement Copy, upon Company's request, without liability or expense to Company. If Advertiser fails to provide such replacement Copy, Company may use the location in any manner, without releasing Advertiser from its obligation to pay for such location. Any repainting or reposting requested by Advertiser in addition to that specified herein shall be paid by Advertiser in advance per Company's current quoted prices.
- 7. Inability to Post Copy.** If for any reason whatsoever (i) Company is unable to secure any specified location or loses the right to use any location, or (ii) Company posts fewer locations or less Copy than specified, or (iii) any location becomes obstructed, destroyed or defaced, or (iv) Company fails to display digital Copy in accordance with the minimum display standard for digital displays as set forth in the Inventory Specifications, or (v) Company fails to deliver the minimum number of guaranteed impressions in accordance with the Inventory Specifications (where Company has provided an impression guarantee), or (vi) Company otherwise fails to meet its obligations hereunder, such failure shall not be deemed a breach or termination of this Contract and shall not render Company liable for any damages or offsets of any kind other than as set forth in this paragraph. As Advertiser's sole remedy and Company's sole obligation for any such failure (except where a more specific remedy is expressly provided for in this Contract), Company shall, at its sole option, either (A) extend the Advertising Period and/or post additional Copy to provide an equivalent amount of advertising service at the contracted location or a replacement location of equal value (per Company's prices and/or classifications), (B) provide a pro-rated credit for advertising services equivalent to the amounts paid for services not rendered, or (C) terminate the Contract in whole or in part and receive payment in full for services rendered through the termination date, with all other remedies at law or equity being expressly waived by Advertiser.
- 8. Illumination of Static Displays.** Where illuminated static displays are provided, illumination will be from dusk to midnight unless otherwise specified by Company for a specific display. If illumination is halted or reduced for any reason, including, but not limited to, compliance with law or malfunction of equipment, and such period of halted or reduced illumination continues for more than five days after Company's receipt of notice from Advertiser, as Advertiser's sole remedy for such illumination failure, Advertiser shall receive a credit for the period of reduced or non-illumination at the rate of 15% of the contract price for the impacted period.
- 9. Invoicing and Payment.** Invoicing will be rendered monthly in advance dating from the commencement date of the first Advertising Period. Where the facing page of this Contract specifies delivery by impressions and Company approves payment in arrears, invoicing will be rendered monthly as of the last business day of each month during the Advertising Period and following the end of the Advertising Period based on the number of impressions delivered during the prior monthly period or part thereof. Invoices rendered to Advertiser shall be conclusive as to the correctness of the items stated unless Company receives written objection within 15 days of the invoice date. Non-receipt of invoices or lack of invoicing shall not impact Advertiser's liability hereunder. All rates and adjustments are computed on the basis of 30 days to the month, unless

a different period is specified on the facing page of this Contract. Invoices shall be due 30 days after the date of invoice and failure to pay within such timeframe shall result in a default hereunder and shall further be deemed a default under any other agreements with Company. Invoices not paid when due shall accrue interest at the rate of 1.5% per month (18% annually), or such lesser rate permitted by law. Additionally, any discounts given shall be forfeited/reversed for invoices not paid within 60 days from the date thereof. Notwithstanding the foregoing, in the event that Company accepts payment by ACH or credit card, Company shall have the right, at Company's option, to either (i) require Advertiser to pay all amounts due or coming due under the Contract on the date of the ACH or credit card payment or (ii) require Advertiser to set up recurring payments whereby Advertiser's ACH or credit card is charged on each invoice date for the full invoice amount.

10. Credit Approval. Acceptance of this Contract is subject to credit check and approval by Company. Company, in its sole discretion, may extend or reject credit, or at any time during the term withdraw credit, and Company may thereupon require partial or full payment of the remaining contract amount in advance.

11. Advertiser Default. In the event of default or material breach by Advertiser, in addition to other remedies available at law, Company may: (i) cancel this Contract without prior notice and demand payments of all amounts remaining due and owing; (ii) without terminating this Contract, declare the entire balance of payments to be made hereunder immediately due and payable; (iii) remove all of Advertiser's Copy without limiting Advertiser's liability hereunder; and/or (iv) declare Advertiser in default under any other agreement with Company. Waiver by Company of any breach by Advertiser hereunder shall not prejudice the rights of Company with respect to any breach not specifically waived by Company.

12. Unused Copy. Company shall not be held responsible for unused posters, displays or other Copy provided by Advertiser and Company may dispose of any such materials in its discretion. Company may promote Company's own business through the use of Advertiser's Copy or displays in any manner whatsoever.

13. General. This Contract contains the full agreement of the parties, and no prior representation or assurance, verbal or written not contained herein, shall affect or alter the obligations of either party hereto. Company and Advertiser accept this Contract subject to all federal, state and municipal laws and regulations. In the event any advertisement becomes illegal, Company reserves the right to terminate same upon notice to Advertiser. This Contract is not cancelable or assignable by Advertiser, nor may the subject of the advertising be changed without the consent of Company. All parties comprising Advertiser hereunder, including Agency, shall be jointly and severally liable under this Contract. This Contract and all related claims shall be construed according to the laws of the State of New York and New York County, New York shall be the proper and exclusive legal jurisdiction and venue for any resulting legal action. Company is an Equal Opportunity Employer.

14. Counterpart Signatures. This Contract may be executed in numerous counterparts, all of which shall be considered one and the same agreement. For purposes of this Contract, facsimile or electronic signatures shall be considered original signatures.

End of Terms and Conditions



AGENDA ITEM NB 10e: 4th Qtr Budget Amendments

DATE: July 10, 2023

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Year end budget amendments are needed to close out FY 2022-23 showing a positive fund balance. Budget to actual report is showing 96.45% resulting in positive additional to fund balance.

Items Attached: Budget Amendment Form

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

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

IMLAY CITY
BUDGET AMENDMENT FORM

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

FUND/DEPT NAME : 248 - DDA
ORIGINATOR NAME: Christine Malzahn

ACCOUNT NUMBERS				DESCRIPTION	ORIGINAL	PRIOR	REQUEST	REQUEST	NEW
FUND	DEPT	ACT	ACCOUNT		BUDGET	AMENDED	BUDGET	BUDGET	AMENDED
							INCREASE	DECREASE	BUDGET
248	265	000	930 . 000	Misc Repairs	2500.00	0.00	0.00	-2400.00	100
248	705	000	703 . 000	Wages & Salaries	42000.00	0.00	0.00	-1268.89	40731.11
248	705	000	706 . 000	Hourly Wages	17000.00	0.00	0.00	-7000.00	10000.00
248	705	000	741 . 000	Advertising	10000.00	0.00	0.00	-4000.00	9000.00
248	705	000	807 . 000	Audit Fees	1500.00	0.00	0.00	-700.00	800.00
248	705	000	815 . 000	Membership & Du	1500.00	0.00	0.00	-500.00	1000.00
248	705	000	826 . 000	Legal Fees	500.00	0.00	0.00	-300.00	200.00
248	705	000	923 . 000	Heat	400.00	0.00	0.00	-400.00	0.00
248	705	000	973 . 005	DDA Workshop	800.00	0.00	0.00	-800.00	0.00
248	705	000	973 . 100	Lapeer Developm	6250.00	0.00	0.00	-6250.00	0.00
248	705	000	973 . 550	Art In Rough	6000.00	0.00	0.00	-1100.00	4900.00
248	705	000	975 . 000	Capital Outlay	14235.00	0.00	0.00	-3000.00	11235.00
248	265	000	921 . 000	Electricity	800.00		50.00		850.00
248	265	000	924 . 000	Water/Sewer	350.00		125.00		475.00
248	705	000	716 . 000	Health Ins.	3714.57		6500.00		10214.57
248	705	000	727 . 000	Office Supplies	1099.00		150.00		1249.00
248	705	000	740 . 000	Operating	250.00		1500.00		1750.00
248	705	000	818 . 000	Contracted Servic	6695.00		3000.00		9695.00
248	705	000	880 . 000	Community Prom	19214.00		1550.00		20764.00
248	705	000	900 . 000	Printing	0.00		25.00		25.00
248	705	000	921 . 000	Electricity	30000.00		3000.00		33000.00
248	705	000	931 . 000	Streetscape	77000.00		14500.00		91500.00
248	705	000	956 . 000	Miscellaenous	6297.37		1800.00		8097.37
248	705	000	973 . 002	Leases	1000.00		271.00		1271.00
248	705	000	973 . 300	Farmers Market	7750.00		500.00		8250.00
248	000	000	550 . 000	Art In Rough	0.00	0.00	-1143.25	0.00	-1143.25
248	000	000	667 . 000	Rental	0.00	0.00	-3314.36	0.00	-4814.36
248	000	000	675 . 500	Farm Market	0.00	0.00	-794.50	0.00	-3794.50
							27718.89	-27718.89	0.00

ALL BUDGET AMENDMENT REQUESTS MUST BALANCE!!!

DEPT. HEAD: Christine Malzahn CITY MGR: _____

DATE ENTERED : _____



AGENDA ITEM NB 10f: Election of Officers

DATE: July 10, 2023

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Synopsis from the DDA Bylaws adopted April 2023:
ARTICLE II - OFFICERS

Section 1

The officers of the Authority shall consist of a chairperson, vice chairperson, secretary and treasurer and director if appointed.

Section 2

The officers of the Authority shall be elected in July of each year by the members of the Board. Each officer shall serve for one year or until his or her successor shall take office. Vacancies in office shall be filled by election of the Board.

Items Attached: DDA Term List

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

Recommended Motion: Nominations and motions to appoint officers for FY 2023-24.

**DOWNTOWN DEVELOPMENT AUTHORITY
TERM LIST
Appointed by Mayor**

NINE MEMBERS	NUMBER	4-YEAR TERM
Stu Davis 430 South Almont Avenue Imlay City, MI 48444 emailstu430@gmail.com		June 2025
Kelly Villanueva, 360 West Fifth Street Imlay City, MI 48444 kellyspetsalon@outlook.com		June 2027
Joi Kempf, 144 East Third Street Imlay City, MI 48444 jkempf@imlaycity.org		Mayor
Kim Jorgensen 681 North Blacks Corners Road Imlay City, MI 48444 TCT@pageone-inc.com		June 2025
Walt Bargaen, Chairman 485 W. First Street Imlay City, MI 48444 walter.bargaen@choiceone.com		June 2027
Justin Shattuck, Vice-Chair 112 E. Third Street Imlay City, MI 48444 justin@happylittlequiltshop.com		June 2027
Ray Krakowski 206 E. Third St Imlay City, MI 48444 ray@auctioneeratlarge.com		June 2024
Steve Robbins 380 N. Cedar St Imlay City, MI 48444 steve@steverobbins.net		June 2027
Neil Docherty 64323 Kildare Dr Washington, MI 48095 ndocherty@internationalte.com		June 2027

Amended Ordinance-DDA went from a 12 member to a 9-member Board-effective 2019

Revised 9/10/2021

Amended – DDA Regular Meeting 07/11/2022 – “f. Discussion Regarding DDA Board Size. Board will remain at 7 members. Bylaws state Board will consist of up to 10 members”

Amended – DDA Regular Meeting 5-8-2023 9-member Board

C:\Users\DDA\Documents\Board and Director\DDA TERMLIST 2023.docx



AGENDA ITEM NB 10g: Farm Market Requests

DATE: July 10, 2023

TO: DDA Board Members

FROM: Patti Biolchini, Farm Market Manager

Background:

1. Food truck permitting. The City has a permit fee for food truck vendors. Currently it's \$50 for the week, \$150/month, \$300/year. It is hard to bring in a food truck for \$50/week because their sales are not that much for a Farmers Market. I suggest bring the cost down to \$15/day, which is the current cost to be a vendor.

2. Not to exceed 15 Hours per week increase. The duties of the market manager include: weekly & monthly reporting metrics for WIC, Senior Fresh, and Double Up partnerships, pre-market day setup/organization, advertising/marketing, 9-hour on-site market day management, post-market day cleanup, bookkeeping submissions require more than 15 hours per week to get the job done. I would suggest increasing the numbers of hours to UP TO 20 HOURS, average. This way on lighter weeks that run smoothly I don't have to use the 20 hours but they can be used for the Murphy's Law weeks. Lastly, in order to make the market run smoothly for my predecessor, step by step instructions on how to successfully run a market needs to be developed, vendor lists compiled and relationships maintained.

3. Discussion on compensation rate.

4. Notification expectations. If the market closes early for the day or changes hours? Is it up to the Market Manager or is there a need to get permission from the Board?

5. Planning for future market seasons. What are the Boards thoughts on once-a-month market or 2 times per month vs. a weekly market day. Also changing the hours of the market to incorporate working families. There are many challenges with holding a once-a-week market including:

- vendor availability each week
- low customer numbers which translates into limited sales for vendors, which in turn affects vendor commitment. This cycle then affects the number of hours it takes each week to recruit new vendors.

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

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Director's Report – July 2023

Promotions

- On-going Social media postings and engagement with downtown merchants on Facebook, including new updated cover photos.
- Submitted artwork for newspaper publication in TCT for the Farm Market and the Concerts.
- I continue to engage and meet with business owners in the district.

Farmer's Market

- Continue to assist Patti Biolchini with market operations and troubleshooting. Weather continues to be an issue.

Economic Development

- Started marketing campaign for 150 POP building.
- Continue to work with City administration for the Sage Creek Winery business.

Place Making/Streetscape

- Working with Construction Code Authority to get addresses assigned to the 3 pocket parks in the business district. Filled out a work request with DTE to meet with a Community Planner to discuss bringing electricity to those three areas for future placemaking projects.
- Followed up with EMP designs for custom bike racks – awaiting concept design and pricing.
- Ordered trash receptacles and pet waste systems.
- Had two additional Hometown Hero banners installed.
- Developed an aerial map of the business district with locations for new tree planting. Worked with City Admin to gather input from the parks and rec regarding proper species for these areas.

Billboard:

- Artwork and Installation for Indigo Farms was installed. Payment received and receipted.
- Artwork submitted to Outfront media for Chamber's Summerfest promotion.

Meetings and Other:

Completed the 6-week Thursday evening RRC webinar series.

Organized and monitored concert in the park – Kevin Herzog.

Attended the evening DPW informational meeting for the 4th Street water/sewer/paving project.

Attended the Planning Commission Meeting to review Redevelopment Ready needed documentation.

Monthly Department Head Meeting.

Attended Rotary Club weekly meetings.

Processed invoices, check requests, and mailed payments.

Made updates to the DDA website and updated current meeting information.

Prepared meeting agendas, action item sheets, board packets for both the Informational Meeting and Regular meeting.

Invoice issued for 150 Bancroft water/sewer.

Held meetings with Chamber of Commerce to begin planning for Winter Playground.

Prepared informational meeting material, sent meeting notices to taxing jurisdiction and partners.

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

Next DDA Board Meeting – Monday, August 14, 2023

Christine Malzahn

From: Christine Malzahn <ddadirector@imlaycity.org>
Sent: Friday, June 16, 2023 11:11 AM
To: justin@happylittlequiltshop.com; kellyspetsalon@outlook.com; jkempf@imlaycity.org; ndocherty@internationalte.com; ray@auctioneeratlarge.com; steve@steverobbins.net; emailstu430@gmail.com; walter.bargen@choiceone.com; 'ddapromotions@imlaycity.org'
Subject: Week of June 16th Update
Attachments: 2023.06.10 DRAFT Meeting Minutes.docx

Happy Friday Board Members,

Here is a quick re-cap of what has been happening in the office this week.

Rain Rain Go Away!!! We had a rain issues at both the Tuesday concert and the Thursday market 😞

I moved the concert to the old fire hall and the show went on to a small crowd of 20. The band was fantastic and I will definitely ask them back for next year. I did purchase some pre-packaged snacks to pass out and will plan to hand them out (or you can as part of your community engagement efforts) at other concert events when there is not a vendor or sponsor present with munchie offerings.

Patti closed down the market about 1:30 after the rain came through and severe weather alerts were announced. Once the initial rain came in several vendors packed to leave anyway. She has plans to move the market indoors to the old fire hall (as long as its city owned) when wet weather is predicated. Even with all the rain, the opening market day went well with 10 vendors. She has completed all her reports and re-organized things for next week.

The draft meeting minutes are attached from Monday's meeting. Kindly let me know if there are any obvious corrections needed.

Cindy continues to do maintenance on the streetscape, and her and I have troubleshot a couple of matters. I am working with Dan's Tree Service to get pricing on removal of the BuckThorns in the pocket park by Botanas and near the Pin Cushion – those are dying and an eye sore. He is also getting me pricing for the repair work around the drain areas (pool and depot drive) where our mulch is washing away in to the storm drains. I hope to have that on your next agenda.

I made several updates to the website and posts on social media for both the market and the concerts – please watch for those and click on the “interested” button or share w/comment this ups our engagement efforts with Facebooks algorithm.

Yesterday's Redevelopment Ready Best Practice #5 focused on economic development and how important a management plan is. So I'll be focusing my efforts in the next few weeks in finding the tools to help us with that as well as drafting our bi-annual report for the July 10th meeting.

My time sheet shows 51 work hours for the week (between meeting night & concert) so I'll not be in the office on Monday – I'm going to use that OT as flex time. If you need to reach me feel free to use my cell # 586-801-1066.

Have a great weekend – hope to see you all at Tuesday concert (your id badges should be ready by then too)!

Christine Malzahn

Christine Malzahn

From: Christine Malzahn <ddadirector@imlaycity.org>
Sent: Friday, June 23, 2023 4:01 PM
To: jkempf@imlaycity.org; justin@happylittlequiltshop.com; kellyspetsalon@outlook.com; ndocherty@internationalte.com; ray@auctioneeratlarge.com; steve@steverobbins.net; emailstu430@gmail.com; walter.bargen@choiceone.com; 'ddapromotions@imlaycity.org'
Subject: Week of June 19th Update

Happy Friday All,

Here is a quick re-cap of what's been happening in the office this week.

Thank goodness for sunny summer weather... Tuesdays concert was well attended (about 85 people) and I think a majority enjoyed the performance. Some attendees asked about their "free" ice cream treat – so maybe it is now expected that we give them a treat with their free concert...? I told the ones that inquired that we had a sponsor for the next concert, so they should be sure to come on the 27th! With that said I ordered 125 popsicles from Botanas and 125 ice cream cookie sandwiches from Dee's for the Choice One Bank volunteers to pass out. The freezer was delivered and all ready for storage, now we just need the rain to hold off on Tuesday so people attend the concert.

The weather also cooperated for the Farm Market. Patti had 7 vendors set up and reported that most had a good day of sales.

Besides the concert and market assistance, I spent the rest of my time this week preparing the packet information for our bi-annual meeting on the 10th @ 5:00 pm., updating the website and creating social media posts.

I am still needing bios from each of you for the website – something more than where you live and what you do. Justin offered the following questions that if each of you answer, may help us create some interest from the readers. I really like this idea of common questions yet different perspectives since each of you represent a different demographic. Can you please prepare your answers and bring them to the next meeting?

1. Where is your favorite place in the downtown district?
2. What is your favorite memory in the downtown district?
3. Looking at the future of the downtown district, what scares you the most?
4. What are you most optimistic about in the future of the downtown district?
5. If you could make one viable, tangible action a reality in the downtown district a reality, what would it be and why?

Hope you all have a great weekend!

Christine Malzahn

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

Christine Malzahn

From: Christine Malzahn <ddadirector@imlaycity.org>
Sent: Friday, June 30, 2023 11:21 AM
To: jkempf@imlaycity.org; justin@happylittlequiltshop.com; kellyspetsalon@outlook.com; ndocherty@internationalte.com; ray@auctioneeratlarge.com; steve@steverobbins.net; emailstu430@gmail.com; walter.bargen@choiceone.com; Tri-City Times; 'dda'
Subject: Week of June 26th DDA Update
Attachments: July 10, 2023 Agenda - Special Meeting.doc; July 10, 2023 Agenda.doc

Happy Friday Board Members,

Here is a quick update on whats been happening this week in the office.

As you know I made the call to cancel the concert on Tuesday, and I am confident it was the right decision with the dangerous air quality. The Bob Marshall Band has agreed to a make-up date of August 22nd at no additional cost to us, so we will still have the full 8-week series. Of course, there is no concert next Tuesday on the holiday, mark your calendar for July 11th for Motor City Josh and the Big Three. I did receive a cancellation message that Delaney Natke is unable to perform on her contracted date (Aug 15th) so I am actively looking for a new band to fill in. I'm leaning towards Swing Shift Orchestra. They play "big band" style music and since we don't have anything like that in the line up it may be a nice genre to include. If you have any thoughts on that or a favorite group that I should consider please let me know ASAP.

After careful monitoring and communication with her vendors, Patti made the call to proceed with the market on Thursday. Even though everyone setup in the cold rain - it was a full market and she has reported that the vendors were very pleased with their sales numbers! Dana Walker paid us a visit on site and her and I did a short PSA from the market. I hope you've all seen it on our social media pages.

I am working with the Construction Code Authority to get addresses assigned to the three pocket parks in town. DTE is requiring specific address before they will schedule a meeting with us to address our request to bring power to those areas.

I attended the Planning Commission meeting on Tuesday night to help the commissioner understand the Redevelopment Ready Community process and what documents were needed from that body in order to move that process forward. The master plan, bylaws, annual report and commissioner manuals were among the items discussed.

During the monthly department head meeting I learned of the DPW open house informational meeting that Ed Priehs was facilitating for the 4th Street City water/sewer project. Here is what I learned while attending... the project is expected to begin sometime in mid-august (weather and material dependent). There is some significant work to be done at the boulevard entrance off Cedar Street on to Third Street as the new sewer lines are connected to, so we can expect some lane closures and re-routing to the downtown area again. The total project is expected to take 2-3 months to complete. On top of that construction work, M-DOT is still planning maintenance work on Van Dyke from second street all the way to Timmer's. So, we should all prepare for an onslaught of orange cones and pack our patience – but when done it will be a much need improvement to Imlay City. As it gets closer to go time, I will start giving updates on our social media pages and website. Of course, I will do my best to keep you all informed as well.

Marla has agreed to proceed with the new short-term lease for \$400 per month for the POP building. I have prepared that document and will be meeting with her next week for signatures.

Cindy delivered some beautiful flower planters at the City Hall entrance (I'll do my best to keep them alive)! Her and I continue to meet to address issues as they arise. The annual flowers are showing a little fatigue due to insufficient watering 🌧️!

Good news on the budget... I have just compiled the needed 4th qtr. amendments and final payments to vendors for FY 2022-23. Congratulations – you are under budget by 3.55%. This will be on our next agenda for approval (draft agenda attached).

As a reminder we have scheduled a Special Meeting for 5:00 pm on July 10th for the required bi-annual informational meeting (agenda also attached). I have published the meeting notice for this meeting in the TCT and notified the clerks in our TIF district as directed by PA57. I spent a significant amount of my time creating the report to be presented and will be sending that meeting packet separately from your regular meeting packet next week.

City Hall will be closed on Monday and Tuesday. I will be using some of my accumulated comp time for Monday's hours and of course Tuesday is a paid holiday. I am very much looking forward to a nice 4-day weekend spent relaxing in Lexington with my family. I hope each of you enjoy the weekend how ever you are spending it!

Christine Malzahn

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