

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

REGULAR MEETING AUGUST 14, 2023
5:35 P.M.

Walter Bargaen, Chair
Kelly Villanueva, Vice-Chair
Kim Jorgenson, Secretary-Treasurer
Stu Davis, Treasurer

Justin Shattuck, Board Member
Steve Robbins, Board Member
Neil Docherty, Board Member
Joi Kempf, Mayor

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PUBLIC PARTICIPATION
6. CORRESPONDANCE – none
7. APPROVAL OF MINUTES
 - Informational Meeting July 10, 2023 (pgs 3-5)
 - Regular Meeting, July 10, 2023 (pgs 7-11)
 - Special Meeting July 31, 2023 (pgs 13-15)
8. FINANCIAL REPORTS – July 2023 (pgs 17-22)
 - a. DDA Expenditure Report
 - b. Check Register Report
 - c. DDA Credit Card Statement
 - d. Balance Sheet
9. OLD BUSINESS
 - a. Bike Rack Purchase (pgs 23-26)
10. NEW BUSINESS
 - a. City Fee Schedule (DDA related fees) (pgs 27-32)
 - b. Landscape Maintenance Contract Renewal (pgs 33-42)
 - c. 2023-2024 Landscape Projects (pgs 43-46)
 - d. Community Center Grant Opportunity (pgs 47-48)
11. EXECUTIVE DIRECTOR'S REPORT (pgs 49-52)
12. BOARD MEMBER COMMENTS
13. ADJOURNMENT

THIS PAGE LEFT INTENTIONALLY BLANK

**IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY**

Informational Meeting
July 10, 2023 @ 5:00 PM

INFORMATIONAL MEETING MINUTES

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

1. CALL TO ORDER

Vice Chairman Shattuck called the meeting to order at 5:05 pm

2. PLEDGE OF ALLEGIANCE

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

Present: Kim Jorgensen, Stu Davis, Justin Shattuck, Mayor Joi Kempf

Absent: Walter Bargaen (arrived at 5:17 pm), Kelly Villanueva (arrived at 5:20 pm), Neil Docherty, Steve Robbins

Also present: Christine Malzahn, Executive DDA Director, Patti Biolchini (arrived at 5:10 pm)

4. APPROVAL OF AGENDA

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

All in Favor 4 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

5. PUBLIC PARTICIPATION – none

6. NEW BUSINESS

a. Bi-Annual Information Meeting Material

Director Malzahn presented the informational material packet she created and led the Board and meeting attendees through the 12-page document. Highlights included focus on the 2023-24 approved budget with department breakdowns of:

FY 2023-24 APPROVED REVENUES

CITY OF IMLAY CITY \$263,524

LAPEER COUNTY \$60,975

TOTAL REVENUES \$324,500

DEPARTMENTAL EXPENDITURES:

BUILDING MAINTENANCE \$4,400

SALARIES & BENEFITS \$85,250

OFFICE \$1,100

PROFESSIONAL SERVICES \$14,350

UTILITIES \$34,100

COMMUNITY PROMOTION \$25,100

BEAUTIFICATION \$64,000

REVENUE SHARING \$35,000
COMMUNITY EVENTS \$28,000
GRANTS /CAPITAL OUTLAY \$32,000
TOTAL EXPENDITURES \$323,300

The meeting material included a breakdown of Value-Added City Services that are assumed by the DDA which include:

LEASES (CN CROSSING) \$1200
REVENUE TRANSFER \$35,000
ELECTRICITY \$30,000
STREETSCAPE MAINTENANCE \$55,000
REPAIRS/MAINTENANCE \$3,000
TOTAL: \$124,200

Malzahn also explained the history of the DDA current opt-out millages, reporting that in 2009 the Imlay City DDA voted unanimously to NOT capture the 911 Lapeer County Special Millage. This action was affirmed with a vote in August 2019 to abstain from the capture through the 2026 tax year. Correspondence in August 2019 from the DDA to the Executive Director of the Lapeer County EMS, confirms this decision for the 2020 ballot proposal.

In 2010 the Imlay City DDA voted unanimously TO capture the Senior Services Special Millage approved by the voters through December 2026 but to gift those monies back to the authority as long as the center stays in Imlay City. This action was confirmed in correspondence in 2010, 2018 and 2019. 2022 TIF capture calculations on opt-out millages are: Senior (0.243) \$4086.52; MCF Oper (0.3196) \$5374.71; EMS (0.8814) \$14,822.49; Law Enf. (1.45) \$24,384.64; Veterans (0.1813) \$3,048.92. **TOTAL OPT-OUT CAPTURE \$51,717.28**

FY 2023-2024 Goals and Objectives cited:

- Replacing and/or repairs to brick paver areas along Third Street and Almont Ave.
- Purchase additional trash receptacles, pet waste disposal systems, bike racks and way-finding kiosk.
- Re-striping and maintenance as needed in downtown municipal areas.
- Conduct a market study to help determine an appropriate business mix and to identify recruiting strategies.
- Work with the MEDC and engage their assistance with programs they offer to expand business recruitment.
- Improve the viaduct with multi-use path and landscaping.
- Provide incentives to local business owner's including the offering of business service seminars and other special services.
- Host consortium events to establish a "Social District"
- Use the provisions of the Brownfield Redevelopment Authority to assist specific businesses or sites.
- Engage property owners with blighted buildings to incentivize re-development. Focus on Grainery and Nash site.
- Continue Farmers Market and expand and build pavilion.
- Seek Community Placemaking grant(s) for funding of a pavilion structure.

- Manage and promote Redevelopment Liquor License Program.
- Facilitate a license with any interested party to bring bar to downtown.
- Actively market municipal properties in the downtown district in accordance with city commission direction.
- Seek placemaking grants to re-develop pocket parks in downtown.
- Hire social media company to actively market downtown.
- Send out RFP for professional services.

7. **PUBLIC PARTICIPATION** – Kirsten Shattuck expressed her concerns over the state of the downtown. She is disgusted and wants the board to do something about the dying town. Questions what can be done about the empty buildings that are blighted, why isn't the Board providing amenities like bike racks and fixing parking issues to help draw more people to downtown. Would like fines implemented on non-compliant building owners.

8. **BOARD MEMBER COMMENTS**

9. **ADJOURNMENT**

MOTION by Bargaen, support by Davis to adjourn the meeting at 5:34 pm
 All in Favor 6 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

Respectfully submitted by: _____
 Christine Malzahn, DDA Executive Director

APPROVED:

CITY COMMISSION APPROVED:

THIS PAGE LEFT INTENTIONALLY BLANK

**IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY**

Regular Meeting
July 10, 2023

MEETING MINUTES

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

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL – Patti Biolchini called the roll:

Present: Walter Bargaen, Kim Jorgenson, Stu Davis, Kelly Villanueva, Justin Shattuck, Mayor Joi Kempf

Absent: Steve Robbins (excused), Neil Docherty (excused)

Also present: Christine Malzahn, Executive DDA Director and Patti Biolchini, Market Manager/Promotions

APPROVAL OF AGENDA

MOTION by Davis, support by Jorgenson to approve the agenda with the addition of item 10h.

Resignation Letter from Ray Krakowski.

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

4. PUBLIC PARTICIPATION – none

5. CORRESPONDENCE - none

6. APPROVAL OF MINUTES

Regular Meeting June 12, 2023

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

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

7. FINANCIAL REPORTS – June 2023

a. DDA Expenditure Report

b. Balance Sheet

c. Check Register Report

Director Malzahn presented the financials through June 30, 2023. Fund balance is \$248,945.99, check register expenditures for June total \$30,030.62.

8. OLD BUSINESS

NONE

10. NEW BUSINESS

a. Giffels Webster NextSteps® for Communities Presentation – Jill Bahm

Giffels Webster representative Jill Bahm introduced herself and discussed the NextSteps Community engagement program that GW has developed. She described the scope of work performed and listed other communities that they have partnered with previously. Director Malzahn noted that the DDA worked with Hamilton Anderson in 2002 in a similar project to assist the Board in developing community assessment data and developing an action plan. Chair Barga requested an RFP for professional services be drafted.

NO BOARD ACTION TAKEN

b. Façade Grant Application – 110 W. Third Street

The Board reviewed the submission by Dr. Young. Shattuck noted that there was a notation on the contractor's proposal about a credit card surcharge and wanted to make sure that the Façade match monies did not include any of those fees.

MOTION by Jorgenson, support by Kempf to approve the Façade Grant application for Dr. Robert

Young in the amount of \$3768.

Roll Call: AYES – Shattuck, Villanueva, Barga, Jorgenson, Davis, Kempf

NAYS – none

MOTION CARRIED 6/0

c. Façade Grant Application – 100 E. Third Street

The Board reviewed the submission by Toth Properties. Toth Office Manager Tina Pangburn, answered questions about the scope of work being performed on the stucco repairs. Shattuck noted that this project is exactly why the DDA developed this program and is very happy that the current blighted conditions of this property will be addressed.

MOTION by Shattuck, support by Jorgenson to approve the Façade Grant application for Toth Properties LLC in the amount of \$5,000.

Roll Call: AYES – Shattuck, Villanueva, Barga, Jorgenson, Davis, Kempf

NAYS – none

MOTION CARRIED 6/0

d. Outlook Media Lease Renewal

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 Davis, support by Shattuck 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.

Roll Call: AYES – Shattuck, Villanueva, Barga, Jorgenson, Davis, Kempf

NAYS – none

MOTION CARRIED 6/0

e. 4th Qtr. Budget Amendments

Director Malzahn reviewed the spreadsheet she prepared with the FY 2022-23 line items that need to be amended to reflect the current budget to actual report. The FY will end with 96.45% of the approved budget being met.

MOTION by Bergen, support by Villanueva to approve the 4th quarter department 248 budget amendments as presented for FY 2022-2023.

Roll Call: AYES – Shattuck, Villanueva, Bergen, Jorgenson, Davis, Kempf

NAYS – none

MOTION CARRIED 6/0

f. Election of Officers

Chair Bergen noted that officer elections are conducted annually in July per DDA by-laws. Shattuck stated he is concerned the entire Board was not present at this meeting and that the two newest members of the Board have not regularly attended the meetings therefore he did not feel it right to vote on officer elections tonight. Villanueva spoke in favor of Bergen. Davis nominated Shattuck for Vice Chair – he declined.

MOTION by Kempf, support by Villanueva to nominate Walt Bergen as Board Chairman

Roll Call: AYES – Kempf, Villanueva, Bergen, Jorgenson, Davis

NAYS – Shattuck

MOTION CARRIED 5/1

MOTION by Kempf, support by Davis to nominate Kelly Villanueva for Vice Chair

Roll Call: AYES – Kempf, Villanueva, Bergen, Jorgenson, Davis

NAYS – Shattuck

MOTION CARRIED 5/1

MOTION by Kempf, support by Villanueva to nominate Kim Jorgenson for Secretary

Roll Call: AYES – Kempf, Jorgenson, Villanueva, Bergen, Davis

NAYS – Shattuck

MOTION CARRIED 5/1

MOTION by Kempf, support by Jorgenson to nominate Stu Davis for Treasurer

Roll Call: AYES – Kempf, Villanueva, Bergen, Jorgenson

NAYS – Shattuck, Davis

MOTION CARRIED 4/2

g. Farm Market Requests

Market Manager Biolchini led the discussion about items of concern for the market.

Item #1 Food truck permitting. Biolchini is suggesting that the DDA waive or reduce the fee from the city-imposed amount \$150. The fee is too high to attract food trucks to the market given the limited number of shoppers we have here. Director Malzahn offered to request an update to the current application at the next city commission meeting. Mayor Kempf suggested that would be appropriate to bring it to the commission unless it could be done administratively between the director and city manager. Malzahn reported that there is no record of fees being imposed on Food Truck vendors for DDA events in previous years.

Item # 2 **Not to exceed 15 Hours per week increase.** Biolchini noted that the limit of 15 hours a week is adversely affecting her ability to effectively grow the market, fulfill the reporting requirements and advertise the market given that on-site market day management is at least 9-10 of those hours. Davis noted that in previous years there was no restriction on the number of hours the market manager could work and that the Director provided oversight on what was needed as long as it is within the approved budget.

MOTION by Bargaen, support by Davis to remove the 15-hour per week restriction for the market manager position.

Roll Call: AYES – Kempf, Villanueva, Bargaen, Jorgenson, Davis
NAYS – Shattuck

MOTION CARRIED 5/1

Item #3 **Discussion on compensation rate.** Biolchini conveyed to the board how difficult her job has been building back the market from previous years and that when she accepted this position was unaware of the negative reputation the market has and that she was basically starting from scratch to build relationships. Director Malzahn noted statewide current employment difficulties and the need to set a wage that will allow for current employee retention. She also cited the current minimum pay rate for city employees averages at least \$15 per hour. Shattuck reminded the Board of the past practices of a performance review in conjunction with compensation adjustments, Jorgenson agreed that an adjustment should wait until after a few months of employment.

MOTION by Villanueva, support by Davis to increase the hourly wage for the Market Manager to \$16 per hour.

Roll Call: AYES – Kempf, Villanueva, Bargaen, Davis
NAYS – Shattuck, Jorgenson

MOTION CARRIED 4/2

Item #4 **Notification expectations.** Biolchini reported that due to unforeseen issues the decision had been made to close to market early or to move it indoors due to poor weather conditions. She is seeking understanding from the Board on expectations for notification to them when these occurrences happen. Jorgenson questioned the reasoning for closing the market early last week and that the market hours had been established as 10-4. She would like those to be adhered to, especially since it has been advertised as such. Jorgenson also questioned why some of the vendors were leaving the market earlier than the agreement states and would like the manager to find a way to ensure continuity. Market Manager expressed those vendors leaving early was due to their commitments at other markets for same day. In order for them to fully commit to this Imlay City market they would need more sale revenues.

NO BOARD ACTION TAKEN

h. Resignation Letter – Ray Krakowski (added item)

Chair Bargaen noted the emailed receipt of board member Krakowski's letter of resignation. The letter stated that due to Ray's current business plan he felt he would no longer be an effective board member as wishes to step down. The Board thanked him for his many years of service.

MOTION by Bargaen, support by Shattuck to regretfully accept the resignation of Ray Krakowski.
All in Favor 6 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

10. DIRECTORS REPORT

Malzahn presented her written report in the meeting packet for July 2023. Additional items discussed during the meeting included updates on order status for trash receptables, pet waste systems and custom bike racks. Dee's Café outdoor seating area has been approved. Mi Ranchito restaurant will be opening in the next few weeks at the old Nachos location. An update on the DPW 4th Street repair project was provided noting that the Third Street entrance off Cedar Street will be affected by temporary closures during the construction and also during the M-DOT resurfacing construction as well. Swing Shift Orchestra has been contracted to fill the August 15th Concert Series date due to the cancellation by Della.

11. BOARD MEMBER COMMENTS

Shattuck complimented Director Malzahn on the Informational Meeting Packet and said he thought it looked great. He expressed his frustration regarding certain Board members not attending, they need to represent and show up consistently.

Villanueva thinks the Board is now on the right track and is pleased with the direction.

12. ADJOURNMENT

MOTION by Shattuck, support by Davis to adjourn the meeting at 7:05 pm
All in Favor 6 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

Next Regular DDA Board meeting date: Monday August 14, 2023, at 5:35 PM

Respectfully submitted by: _____
Christine Malzahn, DDA Executive Director

APPROVED:

CITY COMMISSION APPROVED:

THIS PAGE LEFT INTENTIONALY BLANK

**IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY**

Special Meeting
July 31, 2023

MEETING MINUTES

A regular meeting of the Downtown Development Authority was held on Monday July 31, 2023, at the Imlay City Hall, 150 North Main Street, Imlay City MI 48444.

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

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

Present: Walter Bargaen, Stu Davis, Kelly Villanueva, Justin Shattuck, Steve Robbins

Absent: Kim Jorgenson (excused), Neil Docherty (excused), Mayor Joi Kempf

APPROVAL OF AGENDA

MOTION by Davis, support by Shattuck to approve the agenda with the addition of item 7f. Self-Watering Planter Discussion

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

4. PUBLIC PARTICIPATION – none

5. CORRESPONDENCE - none

6. OLD BUSINESS
NONE

7. NEW BUSINESS

7a. MACC Mini Grant – Summer Concert Series

Executive Director Malzahn reviewed the application that she drafted for a Michigan Arts and Culture Council (MACC) micro grant opportunity. The grant, if awarded, will fund \$4,000 in matching grant funds for the 2024 season Summer Concerts.

MOTION by Davis, support by Robbins to approve the MACC Grant as drafted by Director Malzahn for submission.

Roll Call: AYES – Davis, Robbins, Villanueva, Shattuck, Bargaen

NAYS – none

MOTION CARRIED 5/0

7b. MACC Community Partners Grant – Our Past Creates Our Future – I AM Imlay City

Executive Director Malzahn reviewed the application that she drafted for a Michigan Arts and Culture Council (MACC) community partners grant opportunity. The grant, if awarded, will

fund \$10,000 in matching grant funds for an "I AM Imlay City" civic pride initiative. The project will allow for the creation of eighty 2-sided vinyl banners to be displayed in two separate installations. Each banner will feature local artist renderings or historical artifacts. The banners will include a video QR code linked to a You-Tube channel with a narration describing the individual work of art. The intent is to bring awareness of our past and focus on the future of Arts here in Imlay City.

MOTION by Bargaen, support by Robbins to approve the MACC Grant as drafted by Director Malzahn for submission.

Roll Call: AYES – Bargaen, Robbins, Villanueva, Shattuck, Davis

NAYS – none

MOTION CARRIED 5/0

7c. RFP – Professional Services

The Board reviewed the RFP for Professional Services as drafted by director Malzahn.

Submissions in response to the RFP will include professional assistance creating a comprehensive community assessment of the downtown DDA district with the end result being a detailed list of action plans to be implemented as future goals of the Board.

MOTION by Davis, support by Villaneuva authorizing Director Malzahn to publish the RFP for Professional Services as drafted.

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

7d. DDA Sub-Committee Creation

Chairman Bargaen led the discussion regarding the need for DDA sub-committees. He would like areas of need identified including but not limited to assisting the market manager and/or director Malzahn. These committees would allow interested volunteers to focus their efforts in specific areas of interest. Director Malzahn reviewed additional meeting packet information on the MainStreet 4-pillars approach that is used in other municipalities. After discussion on who would be responsible to organize and direct the efforts of the volunteers it was decided that more information on the 4-pillars approach may be needed.

NO BOARD ACTION TAKEN

7e. 4th Qtr. Budget Ice Cream Social Entertainment

Director Malzahn is requesting funding for additional entertainment during the August 22nd Summer Concert event. Choice One Bank will be sponsoring the DDA Ice Cream Social with service starting at 6:00 pm. The band for the evening will not be taking the stage until 7:00 pm. Malzahn is suggesting that a clown or magician along with DJ music will help entertain the crowd during that social hour.

MOTION by Villaneuva, support by Davis to authorize an amount not to exceed \$500 for entertainment expenses at the August 22nd Ice Cream Social event.

Roll Call: AYES – Villanueva, Davis, Robbins, Shattuck, Bargaen,

NAYS – none

MOTION CARRIED 5/0

7f. DDA Owned Self-Watering Planter Pots

Several parties have approached Director Malzahn expressing interest in purchasing some of the self-watering pots that are not being utilized for seasonal flowers. The pots are currently in storage in the old DPW facility and will need to be moved or disposed of due to the

pending sale of the property. Villaneuva suggested that the pots be donated to local organizations such as the FHA and asked Director Malzahn to investigate options.
MOTION by Davis support by Villaneuva to table item until next month.
All in Favor 5 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

8. **PUBLIC PARTICIPATION** – none

9. **BOARD MEMBER COMMENTS**

10. **ADJOURNMENT**

MOTION by Shattuck, support by Davis to adjourn the meeting at 6:33 pm
All in Favor 5 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

Next Regular DDA Board meeting date: Monday August 14, 2023, at 5:35 PM

Respectfully submitted by: _____
Christine Malzahn, DDA Executive Director

APPROVED:

CITY COMMISSION APPROVED:

THIS PAGE LEFT INTENTIONALY BLANK

User: RENE
DB: Imlay City

PERIOD ENDING 07/31/2023

GL NUMBER	DESCRIPTION	2023-24		2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT USED
		ORIGINAL BUDGET	AMENDED BUDGET	NORM (ABNORM)	MONTH 07/31/23 INCR (DECR)				
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
Dept 000.000 - REVENUE	TAX REVENUE	290,000.00	290,000.00	0.00	0.00	290,000.00	0.00	0.00	0.00
248-000.000-402.000	GRANT REVENUE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00
248-000.000-549.412	ART IN THE ROUGH REVENUE	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00	0.00	0.00
248-000.000-550.000	WINTER PLAYGROUND	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00
248-000.000-560.000	LOCAL COMMUNITY STABILIZATION SHARE APP	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00	0.00	0.00
248-000.000-573.000	INTEREST INCOME	0.00	0.00	0.15	0.15	(0.15)	100.00	9.44	0.00
248-000.000-665.000	RENTAL INCOME	1,000.00	1,000.00	94.40	94.40	905.60	100.00	9.44	0.00
248-000.000-667.000	FARMERS MARKET REVENUE	3,500.00	3,500.00	1,690.00	1,690.00	1,810.00	48.29	1,810.00	48.29
248-000.000-675.500	DDA CONCERT SERIES	2,500.00	2,500.00	430.00	430.00	2,070.00	17.20	2,070.00	17.20
248-000.000-675.600	DDA CONCERT SERIES	100.00	100.00	0.00	0.00	100.00	0.00	100.00	0.00
248-000.000-675.800	BRICK PAVERS/BENCHES	5,400.00	5,400.00	600.00	600.00	4,800.00	11.11	4,800.00	11.11
248-000.000-675.880	COMMUNITY PROMOTION REIMBURSEMENT								
Total Dept 000.000 - REVENUE		324,500.00	324,500.00	2,814.55	2,814.55	321,685.45	0.87	321,685.45	0.87
TOTAL REVENUES									
Total Dept 265.000 - BUILDING MAINTENANCE		324,500.00	324,500.00	2,814.55	2,814.55	321,685.45	0.87	321,685.45	0.87
Expenditures									
Dept 265.000 - BUILDING MAINTENANCE	ELECTRICITY	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	0.00
248-265.000-921.000	HEAT	500.00	500.00	0.00	0.00	500.00	0.00	500.00	0.00
248-265.000-923.000	WATER & SEWER CHARGES	400.00	400.00	0.00	0.00	400.00	0.00	400.00	0.00
248-265.000-930.000	MISCELLANEOUS REPAIRS & MAINT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	0.00
Total Dept 265.000 - BUILDING MAINTENANCE		4,400.00	4,400.00	0.00	0.00	4,400.00	0.00	4,400.00	0.00
Total Dept 705.000 - UNALLOCATED ACTIVITY									
Dept 705.000 - UNALLOCATED ACTIVITY	WAGES & SALARIES	44,000.00	44,000.00	3,303.47	3,303.47	40,696.53	7.51	40,696.53	7.51
248-705.000-703.000	HOURLY WAGES	8,000.00	8,000.00	1,058.25	1,058.25	6,941.75	13.23	6,941.75	13.23
248-705.000-706.000	BONUS PAY	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00
248-705.000-710.000	OPTICAL INSURANCE	500.00	500.00	0.00	0.00	500.00	0.00	500.00	0.00
248-705.000-714.000	SOCIAL SECURITY	4,500.00	4,500.00	319.60	319.60	4,180.40	7.10	4,180.40	7.10
248-705.000-716.000	HEALTH INSURANCE	21,200.00	21,200.00	1,892.74	1,892.74	19,307.26	8.93	19,307.26	8.93
248-705.000-717.000	LIFE/DISABILITY INS	750.00	750.00	60.03	60.03	689.97	8.00	689.97	8.00
248-705.000-718.000	RETIREMENT AND OPEB	2,300.00	2,300.00	107.36	107.36	2,192.64	4.67	2,192.64	4.67
248-705.000-721.000	PTO/VACATION PAY-OUT	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	0.00
248-705.000-727.000	OFFICE SUPPLIES	800.00	800.00	66.85	66.85	733.15	8.36	733.15	8.36
248-705.000-730.000	POSTAGE	200.00	200.00	0.00	0.00	200.00	0.00	200.00	0.00
248-705.000-740.000	OPERATING SUPPLIES	100.00	100.00	286.42	286.42	(186.42)	286.42	(186.42)	286.42
248-705.000-741.000	ADVERTISING	9,000.00	9,000.00	13.95	13.95	8,986.05	0.16	8,986.05	0.16
248-705.000-807.000	AUDIT FEES	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	0.00
248-705.000-815.000	DUES/MEMBERSHIPS	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	0.00
248-705.000-817.000	CONSULTING FEES	500.00	500.00	0.00	0.00	500.00	0.00	500.00	0.00
248-705.000-818.000	CONTRACTED SERVICES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	0.00
248-705.000-826.000	LEGAL SERVICES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	0.00
248-705.000-830.000	LIABILITY INSURANCE	200.00	200.00	3,066.91	3,066.91	(2,866.91)	1,533.46	(2,866.91)	1,533.46
248-705.000-831.000	WORKERS COMPENSATION	400.00	400.00	0.00	0.00	400.00	0.00	400.00	0.00
248-705.000-853.000	TELEPHONE EXPENSES	1,200.00	1,200.00	50.00	50.00	1,150.00	4.17	1,150.00	4.17
248-705.000-860.000	TRANSPORTATION & CONFERENCES	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	0.00
248-705.000-880.000	COMMUNITY PROMOTION	16,000.00	16,000.00	0.00	0.00	16,000.00	0.00	16,000.00	0.00
248-705.000-921.000	ELECTRICITY	30,000.00	30,000.00	2,665.23	2,665.23	27,334.77	8.88	27,334.77	8.88
248-705.000-923.000	HEAT	400.00	400.00	0.00	0.00	400.00	0.00	400.00	0.00
248-705.000-930.000	MISCELLANEOUS REPAIRS & MAINT	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	0.00
248-705.000-931.000	STREETSCAPE MAINTENANCE	55,000.00	55,000.00	0.00	0.00	55,000.00	0.00	55,000.00	0.00

User: RENE
DB: Imlay City

PERIOD ENDING 07/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 07/31/2023	ACTIVITY FOR MONTH 07/31/23	AVAILABLE BALANCE	% BDT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
248-705.000-956.000	MISCELLANEOUS	6,000.00	6,000.00	890.56	890.56	5,109.44	14.84
248-705.000-958.000	ADMINISTRATIVE/TRANSFER TO	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00
248-705.000-973.000	DEVELOPMENT COSTS-UNALLOCATED	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
248-705.000-973.002	LEASES	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
248-705.000-973.006	DDA CONCERT SERIES EXP	12,000.00	12,000.00	5,456.74	5,456.74	6,543.26	45.47
248-705.000-973.008	BRICK/BENCH EXPENSE	100.00	100.00	0.00	0.00	100.00	0.00
248-705.000-973.100	LAPER DEVELOPMENT CORPORATIO	6,250.00	6,250.00	0.00	0.00	6,250.00	0.00
248-705.000-973.300	FARMERS MARKET EXPENSE	8,000.00	8,000.00	912.93	912.93	7,087.07	11.41
248-705.000-973.550	ART IN THE ROUGH EXPENSE	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
248-705.000-973.560	WINTER PLAYGROUND	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-705.000-975.000	CAPITAL OUTLAY	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00
Total Dept 705.000 - UNALLOCATED ACTIVITY		320,100.00	320,100.00	20,151.04	20,151.04	299,948.96	6.30
TOTAL EXPENDITURES		324,500.00	324,500.00	20,151.04	20,151.04	304,348.96	6.21

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		324,500.00	324,500.00	2,814.55	2,814.55	321,685.45	0.87
TOTAL EXPENDITURES		324,500.00	324,500.00	20,151.04	20,151.04	304,348.96	6.21
NET OF REVENUES & EXPENDITURES		0.00	0.00	(17,336.49)	(17,336.49)	17,336.49	100.00

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.200	CASH - CHECKING ACCOUNT	228,698.45
248-000.000-001.210	CASH - CHECKING DDA	18,226.56
248-000.000-101.000	PREPAID - ASSET	1,143.97
Total Assets		248,068.98
*** Liabilities ***		
248-000.000-200.100	WAGES PAYABLE	2,290.88
248-000.000-202.000	ACCOUNTS PAYABLE	13,625.30
Total Liabilities		15,916.18
*** Fund Balance ***		
248-000.000-390.000	FUND BALANCE	272,201.43
Total Fund Balance		272,201.43
Beginning Fund Balance - 22-23		272,201.43
Net of Revenues VS Expenditures - 22-23		(22,712.14)
*22-23 End FB/23-24 Beg FB		249,489.29
Net of Revenues VS Expenditures - Current Year		(17,336.49)
Ending Fund Balance		232,152.80
Total Liabilities And Fund Balance		248,068.98

* Year Not Closed

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
07/06/2023	TRI	82856	BAC TO BASICS FARM	FARMERS MARKET	973.300	705.00	8.00
07/06/2023	TRI	82861	JW CREATIONS	FARMERS MARKET	973.300	705.00	5.00
07/06/2023	TRI	82863	MONTY'S FARMS	FARMERS MARKET	973.300	705.00	38.00
07/06/2023	TRI	82868	STINE, KATHY	FARMERS MARKET REIMBURSEMENT	973.300	705.00	67.00
07/10/2023	TRI	82872	JOSH FORD	DDA CONCERT	973.006	705.00	1,000.00
07/13/2023	TRI	82881	ASCAP	DDA LICENSE FEE	973.006	705.00	434.73
07/13/2023	TRI	82885	DTE ENERGY	ELECTRIC- CITY	921.000	705.00	1,174.48
				ELECTRIC- CITY	921.000	705.00	1,182.04
				ELECTRIC- CITY	921.000	705.00	42.80
				CHECK TRI 82885 TOTAL FOR FUND 248:			<u>2,399.32</u>
07/13/2023	TRI	82889	FIRST NATIONAL BANK OF OMAHA	DDA VARIOUS	740.000	705.00	286.42
				DDA VARIOUS		0	
				DDA VARIOUS	973.006	705.00	260.00
				DDA VARIOUS	973.006	705.00	132.72
				DDA VARIOUS	973.006	705.00	13.25
				DDA VARIOUS	973.006	705.00	166.04
				DDA VARIOUS	973.300	705.00	14.28
				DDA VARIOUS	973.300	705.00	26.52
				CHECK TRI 82889 TOTAL FOR FUND 248:			<u>899.23</u>
07/13/2023	TRI	82893	HOETTEL HOMESTEADS	FARMERS MARKET	973.300	705.00	54.00
07/13/2023	TRI	82898	MONTY'S FARMS	FARMERS MARKET	973.300	705.00	43.00
07/13/2023	TRI	82903	RICOH USA, INC.	COPIER -CITY HALL	956.000	705.00	23.61
07/13/2023	TRI	82904	SCOTT'S LAWN MAINTENANCE	2023 GROUNDS MAINTENANCE CONTRACT JULY	956.000	705.00	840.00
07/13/2023	TRI	82908	STAPLES	OFFICE SUPPLIES	727.000	705.00	11.11
07/13/2023	TRI	82909	STINE, KATHY	FARMERS MARKET REIMBURSEMENT	973.300	705.00	10.00
07/13/2023	TRI	82912	TRI-CITY TIMES	ADVERTISING	741.000	705.00	13.95

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
07/13/2023	TRI	82915	VC3 INC	MICROSOFT OFFICE 360	727.000	705.00	8.30
07/18/2023	TRI	82916	ASH HARRIS	DDA JULY 18TH CONCERT PERFORMANCE	973.006	705.00	600.00
07/18/2023	TRI	82917	BAC TO BASICS FARM	FARMERS MARKET	973.300	705.00	10.00
07/18/2023	TRI	82918	DANIELLE KEMPA	FARMERS MARKET	973.300	705.00	10.00
07/18/2023	TRI	82919	HOETTEL HOMESTEADS	FARMERS MARKET	973.300	705.00	45.00
07/18/2023	TRI	82920	JOE ANKLEY	FARMERS MARKET	973.300	705.00	29.00
07/18/2023	TRI	82921	PENZIEN FARMS	FARMERS MARKET REIMBURSEMENT	973.300	705.00	141.00
07/18/2023	TRI	82922	STINE, KATHY	FARMERS MARKET REIMBURSEMENT	973.300	705.00	20.00
07/20/2023	TRI	82945	STAPLES	PAPER AND SHEET PROTECTORS	727.000	705.00	47.44
07/20/2023	TRI	82947	WELLS FARGO VENDOR	COPIER 6/26/2023 - 7/25/2023	956.000	705.00	26.95
07/27/2023	TRI	82955	BERNADETTE KATHRYN AND THE LONELY	DDA CONCERT PERFORMANCE	973.006	705.00	1,100.00
07/27/2023	TRI	82971	DTE ENERGY	ELECTRIC- 101 W CAPAC	921.000	705.00	16.46
07/27/2023	TRI	82972	DTE ENERGY	ELECTRIC- 113 E THIRD	921.000	705.00	26.36
07/27/2023	TRI	82979	DTE ENERGY	ELECTRIC-120 N MAIN	921.000	705.00	223.09
07/27/2023	TRI	82990	FORD CO MUSIC	SUMMER CONCERT SERIES 8/08/2023	973.006	705.00	1,000.00
07/27/2023	TRI	82993	HENRY, LYNNE	SUMMER CONCERT PERFORMANCE	973.006	705.00	750.00
07/27/2023	TRI	82994	HOETTEL HOMESTEADS	FARMERS MARKET	973.300	705.00	60.00
07/27/2023	TRI	83009	PENZIEN FARMS	FARMERS MARKET REIMBURSEMENT	973.300	705.00	275.00
07/27/2023	TRI	83014	STINE, KATHY	FARMERS MARKET REIMBURSEMENT	973.300	705.00	10.00
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							10,245.55

Account Summary



Payment Information

Balance \$899.23
 Credits -\$899.23
 Payments -\$0.00
 Fees +\$622.64
 Service Transfers +\$0.00
 Cash Advances +\$0.00
 Charges Charged +\$0.00
 Interest Charged +\$0.00
New Balance \$622.64

Statement Closing Date 07/25/23
 Days in Billing Cycle 29

Total Credit Limit \$15,500.00
 Available Credit \$14,877.00
 Cash Limit \$3,100.00
 Available Cash \$3,100.00

New Balance \$622.64
 Minimum Payment Due \$35.00
 Past Due Amount \$0.00
Payment Due Date August 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!

Price
\$8.68



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
7-11	7-12	55432863192202859750435	AMZN Mktp US*RC1NJ8FL3 Amzn.com/bill WA	248 705 973 300 \$539.28
7-14	7-17	0230537319600815040493	USPS PO 2546500444 IMLAY CITY MI	248 705 730 \$66.00
7-17	7-17	55432863198204587017206	Amazon.com*BU7XF5WD3 Amzn.com/bill WA	248 705 975 \$17.36
7-19	7-19	85411173200023000010453	PAYMENT - THANK YOU	\$899.23 (CR)

Subtotal: \$17.36
 Handling: \$0.00
 Before tax: \$17.36
 Fed Tax: \$0.00
Total: \$17.36

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	17.99% (v)	N/A	\$1,000.76	29	\$0.00
Cash Advance	30.24% (v)	N/A	\$0.00	29	\$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!

JT APPROVAL
 DATE 8/1/23
 in Market
 \$ 705 600 973.30
 [Signature]



AGENDA ITEM NB 9a: Bike Rack Purchase

DATE: August 14, 2023

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: During the June DDA Board meeting discussion was held regarding public improvement purchases. The need for bike racks throughout downtown was brought forward by Director Malzahn. The item was tabled until further pricing was provided from the manufacturer.

Items Attached: EMP Welding Price Quote
Bike Design Option Pictures

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

Recommended Motion: Motion to approve the purchase of 4 bike rack units.

EMP Welding and Fabrication LLC

2110 East Brocker Road
Metamora, MI 48455

Pricing Quote

PREPARED FOR

Christine Malzahn
Imlay City Ex. Director
150 North Main Street
Imlay City, MI 48444

PREPARED DATE

August 9, 2023

ITEM	QTY	PRICE	TOTAL
Labor for: Heart approx. 3 ft tall, 2.5" round tube	1	\$200	
Labor for: Garden sign approx 3 ft tall, 4" round tube	1	\$300	
Labor for: Bike logo arch approx 3 ft tall, 2.5" round tube	1	\$300	
Labor for: Bike rack approx 3ft tall, 3/8" thick x 2" solid flat bar and 1" solid square bar	1	\$600	
Labor for: Ornamental orb on approx 7 ft tall 2.5" round tube	1	\$400	
Material cost for bike rack	1	\$220	
Material cost for heart	1	\$80	
Material cost for bike logo arch	1	\$80	

Material cost for ornamental orb	1	\$110	
Material cost for garden sign	1	\$300	
Total manufacturing cost			\$2590

***The material quote is verified with steel supplier, though material is not ordered yet**

Below is the email quote from Ragz 2 Rich's Powdercoating and Media Blasting, Lapeer:

The heart \$75.00 a piece

The garden (green) sign & Bike signs \$150 per.

Bike rack \$200.00 per (these will take a Lot of oven time as they are so heavy and thick)

The pole and Orb 175.00.

Price includes the following :

Mil scale removal, degreaser, cleaning, sandblasting, corrosion protection primer and choice of house color RAL's ie...red, Blue, black, green, ect. UV stable. (Non house colors additional cost if requested)

Please feel free to give me a call if you have any questions.

Quote is being based off the pict's only and subject to change if additions, or drastic changes are made to the pict's as shown.

Also this quote is good for 30 days as materials continue to fluctuate.

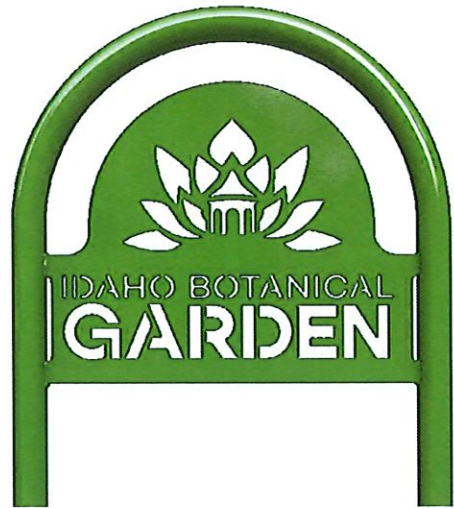
200
80
75

\$355 ea



300
80
150

\$530



300
80
150

\$530 ea



220
600
200

\$1020



400
110
175

\$685





AGENDA ITEM NB 10a: City Fee Schedule Review

DATE: August 14, 2023

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: The City of Imlay City is in the process of reviewing and updating its entire fee schedule. As part process, the DDA is asked to review the compiled list of fees and provide any adjustments it deems appropriate for its department.

Items Attached: Draft City of Imlay City 2023 Fee Schedule

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

Recommended Motion: Motion to approve the fee schedule as presented.

CITY OF IMLAY CITY 2023 FEE SCHEDULE

PARKS & RECREATION RENTAL

	Current	Proposed
BUTTERFLY GARDEN AND PERGOLA - RESIDENT	\$40.00/TWO HOURS	
BUTTERFLY GARDEN AND PERGOLA - NONRESIDENT	\$80.00/TWO HOURS	
LAMB/STEELE PARK GAZEBO - RESIDENT	\$50.00/DAY	
LAMB/STEELE PARK GAZEBO - NONRESIDENT	\$100.00/DAY	
LIONS PARK PAVILION - RESIDENT	\$50.00/DAY	
LIONS PARK PAVILION - NONRESIDENT	\$100.00/DAY	
OLD SCHOOL PARK	NOT CURRENTLY RENTABLE	
ROTARY PARK GAZEBO - RESIDENT	\$50.00/DAY	
ROTARY PARK GAZEBO - NONRESIDENT	\$100.00/DAY	
VETERANS PARK	NOT CURRENTLY RENTABLE	

SWIMMING POOL

AFTERNOONS	\$5.00
EVENINGS & SATURDAY MORNINGS	\$4.00
WATER AEROBICS	\$3.00
CHILDREN 3 & UNDER	\$1.00
SENIOR CITIZENS (55) & VETERANS	\$1.00
FAMILY SEASON PASS - RESIDENT	\$135.00
FAMILY SEASON PASS - NONRESIDENT	\$165.00
SINGLE PERSON SEASON PASS - RESIDENT	\$60.00
SINGLE PERSON SEASON PASS - NONRESIDENT	\$75.00
SUPER SAVER PASS (15 SWIMS)	\$45.00
POOL RENTAL APPLICATION DEPOSIT	\$50.00
POOL RENTAL - RESIDENT	\$100.00/HOUR
POOL RENTAL - NONRESIDENT	\$125.00/HOUR
SWIM CLASSES:	
8 - 1/2 HOUR LESSONS	\$46.00
4 - 1/2 HOUR LESSONS	\$23.00
PRIVATE LESSONS	\$18.00/HALF HOUR

FIRE-RESCUE

APPARATUS:	
ENGINE 321	\$200.00/HOUR
TENDER/PUMPER 331 (2,500 GALLON)	\$200.00/HOUR
TENDER 333 (7,000 GALLON)	\$250.00/HOUR
GRASS/BRUSH TRUCK 343	\$150.00/HOUR
HEAVY RESCUE TRUCK 351	\$200.00/HOUR
LADDER TRUCK 361	\$250.00/HOUR
RAPID RESPONSE TRUCK 371	\$100.00/HOUR
MAN POWER/EQUIPMENT:	
FIRE FIGHTER LABOR	\$20.00/HOUR
EXTRICATION EQUIPMENT	\$100.00/HOUR
MISC. SUPPLIES	REPLACEMENT COST
GALLONS OF WATER FLAT RATE:	
0-5000 GALLONS	\$125.00
5,000-10,000 GALLONS	\$200.00
10,000-15,000 GALLONS	\$275.00

Other agencies will be billed per their respective Fee Schedule for cost recovery
15% administrative shall be added to all bills

CITY OF IMLAY CITY 2023 FEE SCHEDULE

PARKS & RECREATION RENTAL

	Current	Proposed
BUTTERFLY GARDEN AND PERGOLA - RESIDENT	\$40.00/TWO HOURS	
BUTTERFLY GARDEN AND PERGOLA - NONRESIDENT	\$80.00/TWO HOURS	
LAMB/STEELE PARK GAZEBO - RESIDENT	\$50.00/DAY	
LAMB/STEELE PARK GAZEBO - NONRESIDENT	\$100.00/DAY	
LIONS PARK PAVILION - RESIDENT	\$50.00/DAY	
LIONS PARK PAVILION - NONRESIDENT	\$100.00/DAY	
OLD SCHOOL PARK	NOT CURRENTLY RENTABLE	
ROTARY PARK GAZEBO - RESIDENT	\$50.00/DAY	
ROTARY PARK GAZEBO - NONRESIDENT	\$100.00/DAY	
VETERANS PARK	NOT CURRENTLY RENTABLE	

SWIMMING POOL

AFTERNOONS	\$5.00
EVENINGS & SATURDAY MORNINGS	\$4.00
WATER AEROBICS	\$3.00
CHILDREN 3 & UNDER	\$1.00
SENIOR CITIZENS (55) & VETERANS	\$1.00
FAMILY SEASON PASS - RESIDENT	\$135.00
FAMILY SEASON PASS - NONRESIDENT	\$165.00
SINGLE PERSON SEASON PASS - RESIDENT	\$60.00
SINGLE PERSON SEASON PASS - NONRESIDENT	\$75.00
SUPER SAVER PASS (15 SWIMS)	\$45.00
POOL RENTAL APPLICATION DEPOSIT	\$50.00
POOL RENTAL - RESIDENT	\$100.00/HOUR
POOL RENTAL - NONRESIDENT	\$125.00/HOUR
SWIM CLASSES:	
8 - 1/2 HOUR LESSONS	\$46.00
4 - 1/2 HOUR LESSONS	\$23.00
PRIVATE LESSONS	\$18.00/HALF HOUR

FIRE-RESCUE

APPARATUS:	
ENGINE 321	\$200.00/HOUR
TENDER/PUMPER 331 (2,500 GALLON)	\$200.00/HOUR
TENDER 333 (7,000 GALLON)	\$250.00/HOUR
GRASS/BRUSH TRUCK 343	\$150.00/HOUR
HEAVY RESCUE TRUCK 351	\$200.00/HOUR
LADDER TRUCK 361	\$250.00/HOUR
RAPID RESPONSE TRUCK 371	\$100.00/HOUR
MAN POWER/EQUIPMENT:	
FIRE FIGHTER LABOR	\$20.00/HOUR
EXTRICATION EQUIPMENT	\$100.00/HOUR
MISC. SUPPLIES	REPLACEMENT COST
GALLONS OF WATER FLAT RATE:	
0-5000 GALLONS	\$125.00
5,000-10,000 GALLONS	\$200.00
10,000-15,000 GALLONS	\$275.00



Other agencies will be billed per their respective Fee Schedule for cost recovery
15% administrative shall be added to all bills

CITY OF IMLAY CITY 2023 FEE SCHEDULE

POLICE DEPARTMENT - RECORDS BUREAU

	Current	Proposed
ACCIDENT REPORT	\$11.00	
Also available online through MPS	NO CHARGE	
SEX OFFENDER REGISTRATION	\$50.00	
PRELIMINARY BREATH TEST	\$20.00	
FINGERPRINTS	\$10.00/CARD	
IN-STATION PREMISES VIDEO	\$35.00/HOUR	
IN-CAR VIDEO	35.00/HOUR	
INTERVIEW-VIDEO EVIDENCE	\$35.00/HOUR	
NO PARKING - FIRST OFFENSE	\$10.00	
NO PARKING - SECOND OFFENSE	\$20.00	
NO PARKING - THIRD OFFENSE	\$50.00	
COPIES - PAPER:		
8-1/2 X 11 - BLACK AND WHITE	\$0.50/PAGE	
8-1/2 X 11 - COLOR	\$1.00/PAGE	
NON-PAPER MEDIA:		
CDR 700MB WITH JEWEL CASE	\$20.00	
DVDR 4.76GB WITH JEWEL CASE	\$20.00	
USB FLASH DRIVE 8GB	\$25.00	
ICPD RECORD RETRIEVAL COSTS:		
DISPATCH	\$4.91/QUARTER HOUR - \$19.63/HOUR	
IT	\$7.59/QUARTER HOUR - \$30.36/HOUR	
ADMINISTRATIVE ASSISTANT	\$6.81/QUARTER HOUR - \$27.22/HOUR	
PROPERTY MANAGER	\$5.80/QUARTER HOUR - \$23.20/HOUR	
OFFICER	\$8.57/QUARTER HOUR - \$34.28/HOUR	
DEPUTY	\$9.00/QUARTER HOUR - \$35.99/HOUR	
SERGEANT	\$9.85/QUARTER HOUR - \$39.41/HOUR	
LIEUTENANT	\$10.84/QUARTER HOUR - \$43.35/HOUR	

POLICE DEPARTMENT

POLICE VEHICLE UNITS:	
FORD EXPLORER POLICE INTERCEPTOR	\$65.00/HOUR
DODGE DURANGO POLICE VEHICLE	\$65.00/HOUR
STAGING VEHICLE	\$65.00/HOUR
PERSONNEL:	
POLICE OFFICER	\$58.00/HOUR
COMMAND OFFICER (SERGEANT)	\$72.00/HOUR
INCIDENT COMMANDER	\$96.00/HOUR
EQUIPMENT:	
ROAD FLARES (BOX)	\$100.00
EZFLARE	\$20.00
FIRE EXTINGUISHER, 10LB	\$100.00
POLICE LINE TAPE (BOX)	\$18.00

CITY OF IMLAY CITY 2023 FEE SCHEDULE

UTILITIES - WATER/SEWER BILLED QUARTERLY

	Current	Proposed
WATER READY TO SERVE - 1/2"	\$39.14/QUARTER	
WATER READY TO SERVE - 5/8"	\$39.14/PER QUARTER	
WATER READY TO SERVE - 3/4"	\$39.14/QUARTER	
WATER READY TO SERVE - 1"	\$97.85/QUARTER	
WATER READY TO SERVE - 1-1/2"	\$195.70/QUARTER	
WATER READY TO SERVE - 2"	\$313.12/QUARTER	
WATER READY TO SERVE - 3"	\$587.10/QUARTER	
WATER READY TO SERVE - 4"	\$978.50/QUARTER	
WATER READY TO SERVE - 6"	\$1,957.00/QUARTER	
WATER READY TO SERVE - 8"	\$3,131.20/QUARTER	
WATER READY TO SERVE OUTSIDE CITY - 1/2"	\$78.28/QUARTER	
WATER READY TO SERVE OUTSIDE CITY - 5/8"	\$78.28/QUARTER	
WATER READY TO SERVE OUTSIDE CITY - 3/4"	\$78.28/QUARTER	
WATER READY TO SERVE OUTSIDE CITY - 1"	\$195.70/QUARTER	
WATER READY TO SERVE OUTSIDE CITY - 1-1/2"	\$391.40/QUARTER	
WATER READY TO SERVE OUTSIDE CITY - 2"	\$626.24/QUARTER	
WATER READY TO SERVE OUTSIDE CITY - 3"	\$1,174.20/QUARTER	
WATER READY TO SERVE OUTSIDE CITY - 4"	\$1,957.00/QUARTER	
WATER READY TO SERVE OUTSIDE CITY - 6"	\$3914.00/QUARTER	
WATER READY TO SERVE OUTSIDE CITY - 8"	\$6,262.40/QUARTER	
WATER USAGE CHARGE:		
0 TO 10,000 GALLONS	\$5.50/1,000 GALLONS	
OVER 10,000 GALLONS	\$8.54/1,000 GALLONS	
WATER IRRIGATION RATE - ALL USAGE	11.53/1,000 GALLONS	
WATER USAGE CHARGE OUTSIDE CITY:		
0 TO 10,000 GALLONS	\$11.10/1,000 GALLONS	
OVER 10,000 GALLONS	\$17.08/1,000 GALLONS	
VLASIC (CONAGRA) USAGE	\$9.82/1,000 GALLONS	
SEWER ONLY (NO METER)	\$62.25/QUARTER	
SEWER READY TO SERVE - 1/2"	\$21.20/QUARTER	
SEWER READY TO SERVE - 5/8"	\$21.20/QUARTER	
SEWER READY TO SERVE - 3/4"	\$21.20/QUARTER	
SEWER READY TO SERVE - 1"	\$52.75/QUARTER	
SEWER READY TO SERVE - 1-1/2"	\$105.50/QUARTER	
SEWER READY TO SERVE - 2"	\$168.80/QUARTER	
SEWER READY TO SERVE - 3"	\$316.80/QUARTER	
SEWER READY TO SERVE - 4"	\$527.50/QUARTER	
SEWER READY TO SERVE - 6"	\$1,055.00/QUARTER	
SEWER READY TO SERVE - 8"	\$1,688.00/QUARTER	
SEWER READY TO SERVE OUTSIDE CITY - 1/2"	\$42.20/QUARTER	
SEWER READY TO SERVE OUTSIDE CITY - 5/8"	\$42.20/QUARTER	
SEWER READY TO SERVE OUTSIDE CITY - 3/4"	\$42.20/QUARTER	
SEWER READY TO SERVE OUTSIDE CITY - 1"	\$105.50/QUARTER	
SEWER READY TO SERVE OUTSIDE CITY - 1-1/2"	\$211.00/QUARTER	
SEWER READY TO SERVE OUTSIDE CITY - 2"	\$337.60/QUARTER	
SEWER READY TO SERVE OUTSIDE CITY - 3"	\$633.00/QUARTER	
SEWER READY TO SERVE OUTSIDE CITY - 4"	\$1055.00/QUARTER	
SEWER READY TO SERVE OUTSIDE CITY - 6"	\$2,110.00/QUARTER	
SEWER READY TO SERVE OUTSIDE CITY - 8"	\$3,376.00/QUARTER	
SEWER USAGE CHARGE	\$8.23/1,000 GALLONS	
SEWER USAGE CHARGE OUTSIDE CITY	\$16.46/1,000 GALLONS	

CITY OF IMLAY CITY 2023 FEE SCHEDULE

CCA - PLANNING AND ZONING

	Current	Proposed
ZONING PERMIT		\$35.00
SITE PLAN REVIEW:		
MULTI-FAMILY		\$405 (PLUS \$4.00/UNIT)
CLUSTER HOUSING DEVELOPMENT		\$440.00 (PLUS \$7.00/UNIT)
COMMERCIAL/OFFICE SERVICE DEVELOPMENT		\$450 (PLUS \$45.00/ACRE OR FRACTION THERE OF)
MOBILE HOME PARK		\$520.00 (PLUS \$4.00/MOBILE HOME)
INDUSTRIAL DEVELOPMENT		\$470.00 (PLUS \$45.00/ACRE OR FRACTION THERE OF)
INSTITUTIONAL & PUBLIC/SEMI DEVELOPMENT		\$430.00 (PLUS \$45.00/ACRE OR FRACTION THERE OF)
SIGN REVIEW (IF SEPARATE FROM PLAN)		\$250.00

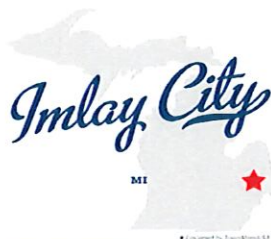
The above fees are for all applications requiring plan approval, an additional application is required if any of the above uses require reviews and/or approval at a cost of \$415.00.
The application fee shall be the higher of the two.

ENGINEERING, PLANNING OR LEGAL FEES WILL BE CHARGED ON AN HOURLY BASIS BEYOND APPLICANT FEES

REZONING		\$450.00 (PLUS \$5.00/ACRE OR FRACTION THERE OF)
VARIANCES		\$275.00/VARIANCE
SUBDIVISION REVIEW (PLAT REVIEW):		
PRELIMINARY PLAT REVIEW		\$390.00 (PLUS \$4.00/LOT)
FINAL APPROVAL		\$285.00 (PLUS \$2.00/LOT)
CONDOMINIUM REVIEW:		
PRELIMINARY REVIEW		\$390.00 (PLUS \$4.00/LOT)
FINAL REVIEW		\$285.00 (PLUS \$2.00/LOT)

An additional fee of \$165.00 shall be charged for each review, which includes land development under the Michigan Condominium Act as amended for master deed review.

SPECIAL MEETING FEES		\$100.00
LOT SPLIT REVIEW		\$200.00 (PLUS \$25.00/RESULTING LOT)
ADDRESS APPLICATION		\$55.00
NSF		\$30.00
ZONING MAP		\$5.00
INDUSTRIAL FACILITIES TAX EXEMPTION APPLICATION FEE		\$500.00





AGENDA ITEM NB 10b: Landscape Maintenance Contract

DATE: August 14, 2023

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: The current DDA Landscaping Maintenance Agreement is in effect until April 1, 2024. Within Exhibit A paragraph 1 under Purpose & Objectives it provides an option for renewal of up to 3 additional years to be negotiated. Current contractor, Cynthia Chesnutt of Greenscape Solutions, has requested that the contract be renewed now providing her ample time to work with local growers prior to the 2024 planting season so that preferred planting materials be available to us.

Items Attached: 2023-2024 Landscaping Maintenance Agreement

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

**CITY OF IMLAY CITY – DOWNTOWN DEVELOPMENT AUTHORITY
LANDSCAPING MAINTENANCE
AGREEMENT**

Agreement made this 18th day of April, 2023 between the Imlay City Downtown Development Authority (DDA), 150 North Main Street, Imlay City, Michigan 48444, hereinafter referred to as DDA and Greenscape Solutions located at PO Box 24, Yale, MI 48097, hereinafter referred to as CONTRACTOR. DDA and CONTRACTOR, in consideration of the mutual covenants set forth herein, agree as follows:

ARTICLE – 1 WORK

Contractor shall provide and pay for all labor, materials, and equipment in the performance of landscaping maintenance work for Imlay City as described in the LANDSCAPING SERVICE 2023 – SUMMARY as shown in Exhibit A.

ARTICLE 2 – CONTRACT TIME PERIOD

April 1, 2023 and ending April 1, 2024

ARTICLE 3 -CONTRACT PRICE

DDA will pay CONTRACTOR in periodic monthly payments prorated on the basis of the percentage of work completed or by usage following properly submitted invoices of the following work in Bump Outs and Public Areas as defined in LANDSCAPING SERVICE 2023 – SUMMARY.

A.	Furnishing and Installing All Landscape Materials	<u>\$30,000.00</u>
B.	Maintenance of Plant Material	<u>\$10,000.00</u>

ARTICLE 4 – CONTRACT DOCUMENTS

The complete contract between DDA and CONTRACTOR consists of the LANDSCAPING SERVICE 2023 – SUMMARY, Bid Form, Insurance, and Agreement.

ARTICLE 5 – CONTRACT CHANGES

The DDA reserves the right to cancel all or part of the services upon 30-day written notice to the Contractor. Cancellation of service will result in payments that are pro-rated against the total contract award.

ARTICLE 6- CONTRACTOR'S BREACH

Default and/or breach of any contract provisions by the Contractor will be cause for immediate termination of contract. The DDA shall further reserve the right to pursue claims toward the successful completion of the contracted services.

ARTICLE 7 - COVENANT IN PUBLIC CONTRACTS; BREACH, EFFECT

Included herein is a covenant by the contractor and his subcontractors not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or a handicap unrelated to an individual's ability to perform the job. Breach of this covenant may be regarded as a material breach of the contract.

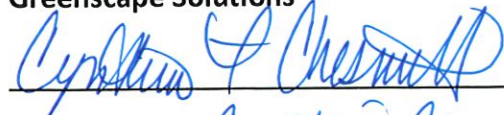
ARTICLE 8- PROVISIONS

- A. Indemnification and Waiver. The CONTRACTOR agrees to indemnify the DDA for any claims, actions, damages, and liability, which are due to the actions, non-actions, or negligence of the CONTRACTOR, its employees, and agents.
- B. Assignment. This Agreement is not assignable by CONTRACTOR without the prior written consent of the DDA.
- C. Entire Agreement. This Agreement contains the whole of the agreement between the parties, and said parties acknowledge that there have been no representations or understandings other than those expressly set forth herein.
- D. Jurisdiction and Venue. This Agreement shall be governed by and construed according to the laws of the State of Michigan. Venue for any disputes under this Agreement shall lie in Lapeer County, Michigan.
- E. Effective Date. This Agreement shall be effective as of the date shown above.

ARTICLE 9 - SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this contract in at least 2 counterparts, each of which shall be deemed an original, the day and year first above written,

Greenscape Solutions



Printed Name: Cynthia Chesnut

Date: 4-24-23

Inlay City Downtown Development Authority



Christine Malzahn, Executive Director

Date: 4/18/2023

EXHIBIT A

LANDSCAPING SERVICE 2023 – SUMMARY

Imlay City Downtown Development Authority
150 N. Main Street
Imlay City, MI 48444
810.724.2135

The Imlay City Downtown Development Authority is seeking qualified firms to prepare and submit proposals for Landscaping and Maintenance in Downtown Imlay City.

PURPOSE & OBJECTIVES

The DDA is interested in receiving proposals from companies or agencies with the ability and interest in providing any or all of these services. A minimum of a one (1) year contract with options to renew for up to 3 additional years will be negotiated. The service contract will cover a time period that begins April 15, 2023 and ends April 14, 2024.

In order to evaluate the proposals on an equal basis and to ensure the proposals meet the minimum goals of the DDA, each proposal should, at a minimum, address the following terms and conditions for services being bid identified in "Definition of Services."

DEFINITION OF SERVICES

BID ITEM # 1

STREET BUMPOUTS AND PUBLIC AREAS – FURNISHING AND INSTALLING ALL LANDSCAPE MATERIALS

During the term of the contract, the Contractor shall be responsible for the following:

- Furnishing and installing all landscaping materials. The types and quantities of the landscaping materials (annuals or perennials) shall be agreed upon by the Director of the DDA and the Contractor before planting. Contractor shall identify the types and quantity of materials to be included in a typical setting. There may be different materials required depending upon the situation of location, sun, shade, etc. The DDA would prefer that colorful annuals line the bump outs during the spring and summer.
- Furnishing a list of any nursery intending to supply the necessary plant materials. The DDA reserves the right to inspect plant materials before awarding this contract and at any time during this contract. The DDA encourages the use of a local nursery.
- Selecting specimen quality plants (unless specifically noted otherwise) that are sound, healthy, and vigorous with normal habit of growth and well-developed rooted systems.

- Ensure plants shall be free of diseases, insects, pests, egg or larva.
- Ensuring plants shall not remain unplanted for longer than 3 days after delivery unless proper protection against drying is provided. Plants that have not been properly protected will not be accepted.
- Locating all underground irrigation lines and objects prior to excavating. Damaged lines will be the responsibility of the contractor.
- Removing and disposing of all annual plant materials from the identified bump outs.
- Ensuring the surrounding paved/brick paver areas shall be kept free from accumulations of waste matter or debris at all times during the progress of work.
- After planting operations have been completed, removing trash, excess soil, empty plant containers and rubbish from the area. The Contractor shall leave the site area broom-clean and shall wash down paved area, leaving the area in a clean and safe condition.
- Turning and aerating the existing topsoil in each bump out.
- Adding mulch in each bump out. Mulch to be 4 inches deep (but not more than 5 inches deep), single, shredded native hardwood bark mulch, not larger than 3 inches in length and ½ inch in width, free of wood chips and sawdust.
- Adding plant mix where required, to be prepared by mixing 1/3-part topsoil, well mixed with 1/3-part peat and 1/3-part existing soils.
- Setting all plants shall be so that when settled they will bear the same relation to the finished grade as they bore to the natural grades before being transplanted.
- Fertilizing, at the discretion of the Contractor, to ensure proper life and health of planted materials.
- Soaking all planted materials with water immediately after planting. Watering will be the Contractor's responsibility until the job is completed and accepted by the DDA Director. The Contractor shall be responsible for watering all planting upon installation using the DDA's irrigation system, pruning and applying such sprays as are necessary to keep the planting free of insects and disease until the end of the warranty period.
- Privately owned property is specifically excluded from the services included in this bid item.
- Examples of the public area to be covered under this bid item include, but are not limited to, the following:
 - M-53 and Third Street Entrance/Gateway
 - Corner of Fourth and Almont Streets

- Third Street, Almont Avenue and Bancroft Street within the DDA district
- Pocket Park located on south side of Third Street and East of Bancroft (no annuals)
- Pocket Park located on north side of Third Street and West of Bancroft (no annuals)
- Bancroft Street Parking Lot (no annuals)
- Area around the building located at 150 Bancroft Street (no annuals)
- Depot Drive (no annuals) (to include fence line running along railroad tracks)
- Lamb Steele Building West Side (no annuals)
- Lamb Steele Park including gazebo (no annuals)
- Wayfinding Signs throughout the downtown (no annuals)
 - Police Station
 - Pool/Senior Center
 - Fire Hall
 - Rotary Park
 - Lamb Steele Park
 - Farmers' Market
 - Department of Public Works
 - Waste Water Treatment
 - Municipal Office
 - Digital Sign on M-53
 - Industrial Park
- M-21 and Almont Avenue Sign/ Entrance (no annuals)
- Industrial Park Entrance (M-53 and Morrice Boulevard) (no annuals)

BID ITEM # 2

STREET BUMPOUTS AND PUBLIC AREAS – MAINTENANCE OF PLANT MATERIAL

During the term of the contract, the Contractor shall be responsible for the following:

- Maintaining all plant material for a period equal to the term of the agreement.
- Maintaining bump outs and other public areas based upon the design as approved by the DDA and Contractor upon the contract discussions. Including but not limited to: weeding, trimming of bushes and removing dead flower heads after bloom and removing litter.
- Pruning, spraying, trimming, watering, and fertilizing flowers that have been installed in the public areas. Weeding, replacing top soil and mulch and removing all dead plant material (leaf, twigs, etc.) from the bump outs and public areas on an as-needed basis in order to maintain the quality and overall appearance of downtown, or as deemed necessary by the DDA.
- Submitting a record of all fertilizers, herbicides, insecticides, and disease control chemicals used.
- Reporting all materials found dead, missing or in poor condition during the maintenance period to the DDA Director immediately. All plants which in the opinion of the DDA Director are dead, unsightly or

have lost natural shape due to excessive pruning or inadequate or improper maintenance by the Contractor, will be removed and replaced within two (2) weeks of notification by the DDA Director and at no additional cost of the owner.

- Maintaining mulch to help reduce evaporation and the frequency of watering.
- Ensuring all pruning cuts are made to lateral branches, buds, or flush with trunk. Stubbing will be permitted. Shrubs shall be clipped into whatever shape is aesthetically pleasing and appropriate for where situated.
- Preparing bump outs and public areas after spring months and for winter months, removing all dead plant materials, etc.
- Examples of the public area to be covered under this bid item include but are not limited to the following:
 - M-53 and Third Street Entrance/Gateway
 - Third Street, Almont Avenue and Bancroft Street within the DDA district
 - Pocket Park located on south side of Third Street and East of Bancroft
 - Pocket Park located on north side of Third Street and West of Bancroft
 - Bancroft Street Parking Lot
 - Area around the building located at 150 Bancroft Street
 - Depot Drive
 - Lamb Steele Building West Side
 - Lamb Steele Park including gazebo
 - Wayfinding Signs throughout the downtown
 - Police Station
 - Pool/Senior Center
 - Fire Hall
 - Rotary Park
 - Lamb Steele Park
 - Farmers' Market
 - Department of Public Works
 - Waste Water Treatment
 - Municipal Office
 - Digital Sign on M-53
 - Industrial Park
 - M-21 and Almont Avenue Sign/ Entrance
 - Industrial Park Entrance (M-53 and Morrice Boulevard)

II. TIMELINE

- Advertisement of RFP during the week of March 29, 2023 and April 5, 2023.
- Bids due April 10, 2023, at 12:00 PM (Noon)
- Opening of bids April 10, 2023 at 12:00 PM (Noon)

- Contract granted / approved at the April DDA Meeting / City Commission Meeting

EMPLOYEES

The Contractor shall provide the name and phone number of a supervisor dedicated to the City's downtown maintenance program. The Contractor shall provide all other staff contacts that will be responsible for the implementation of the contract during the life of the contract. All employees shall be the responsibility of the Contractor, who shall be solely responsible for the terms and conditions of their employment and remuneration. The Contractor agrees that all employees shall meet the DDA's standard of appearance and etiquette, adhering to the same regulations that are promulgated by the City with respect to the department of its employees. Each employee shall wear a clearly identifiable uniform that has been approved by the DDA. Each employee will be in possession of a valid Michigan operator's, chauffeurs, or other license appropriate for the type of vehicle or equipment that is being operated, and the DDA's designee shall produce license upon demand. The DDA reserves the right to refuse the service of any employee of the Contractor who does not meet the standards stipulated herein. Contractor shall be responsible for replacement of said employee immediately so as not to disrupt services. When working in or near roadways, employees of Contractor must be wearing neon yellow or orange to increase visibility.

MATERIALS AND EQUIPMENT

The Contractor will provide all items used in the course of providing the requested services as set forth in this document. The Contractor shall be solely responsible for all repairs, maintenance, and storage of vehicles and or equipment used in the course of providing the requested services set forth in this document.

HOLD HARMLESS

The Contractor hereby agrees and undertakes to indemnify and save the DDA harmless of and from all claims, demands, and rights of action of every name, nature and description whether arising under State or Federal statutes, or at common law, for injury or alleged injury to persons whether employees of the City, or the Contractor, or to third parties, and for damages or alleged damage to property regardless of to whom it may belong to in whose custody it may be, arising through, on account of, or out of this agreement and formed negligently or otherwise. The Contractor will, upon notice from the DDA, settle, adjust or defend the same at its sole cost and expense, and without expense to the DDA, and will pay any judgment rendered therein, together with costs of the court.

HOURS OF PERFORMANCE

The Contractor shall identify the number of personnel that will be provided to perform each bid item, the hours and days of the week that they will be working (unless specifically indicated in this document) and an anticipated work schedule. Neither the workers nor the services they are providing shall be conducted so it will interfere with a business or its customers.

COSTS

The successful Contractor shall provide a cost breakdown for each item being bid.

REFERENCES AND EXPERIENCE

In addition to adhering to the above terms and conditions, the prospective Contractor should be able to provide the following:

- A demonstrated knowledge and the ability to undertake and perform the services being requested upon which the bid is being provided.
- A brief company history and background with regard to company reliability, experience and the ability of service persons directly employed or supervised by the contractor to render prompt and satisfactory service. The background should include a list of references.
- A list of the roles and responsibilities of the individual who will be directly involved with the supervision of the persons providing the service or service(s).

LICENSE(S), PERMITS AND INSURANCE

The Contractor shall maintain and provide copies of all required or necessary licenses, City, State and Federal. The Contractor shall obtain and pay for any permits, fees and assessments required by the City of Imlay City for execution of the work herein described. A proof of the following insurances must be received by the DDA before work can be done; Workers' Compensation Coverage (Statutory), Employers Liability Coverage (\$500,000), Commercial General Liability (\$1,000,000), and Automobile Liability (\$1,000,000). Additionally the DDA shall be named as additional insured on all policies.

START UP

The term of the contract shall be from April 15, 2023 through April 14, 2024. The successful Contractor shall be prepared to start with all services on April 15, 2023.

EVALUATION

The following process will be utilized in the selection of a firm for this project:

1. A firm shall submit its response to this request for proposals to the DDA on or before Noon, Monday, April 10, 2023.
2. The DDA Director will review all proposals at the time of bid openings, 12:00 p.m. EST on Monday, April 10, 2023. Proposals deemed to be in the best interest of the DDA shall be selected for a phone call and/or walk through of the downtown.
3. Upon completion of phone calls and walk through, the DDA Director intends to select a "preferred firm" with any and all of the bid request items. If an agreement/contract cannot be reached with the first selection, the DDA reserves the right to terminate discussions and begin negotiating with another applicant. The agreement/contract will be executed with a single entity, but this does not preclude a consortium effort. Any necessary clarifications and or adjustments to bid items and required services shall take place during such negotiations.
4. The agreement/contract will then be reviewed and approved by the DDA Board of Directors.

Selection criteria will include, but are not limited to:

Estimated costs
Relevant experience
Qualifications of selected firms
Selected plant material

When the DDA Director selects a final proposal, her recommendation will be forwarded to the DDA Board for action. The DDA may award one contract or any combination of contracts. The items may be awarded as a package or separately.

The DDA and City of Imlay City reserve the right to accept or reject any or all bids, to waive any irregularities and to accept the bid deemed to be in the best interest of the DDA and/or City.

RESPONSES

Sealed proposals with EIGHT (8) copies to this request for proposal shall be submitted no later than 12:00 p.m. EST on Monday April 10, 2023 Please clearly mark the outside of the response, "**DOWNTOWN LANDSCAPING SERVICES**" and deliver to:

City of Imlay City
Downtown Development Authority
150 N. Main Street
Imlay City, Michigan 48444
Attention: Christine Malzahn, Director

CONTACT

Questions regarding the Bid Items should be directed to:

Christine Malzahn, Director
Imlay City Downtown Development Authority
810.724.2135 (office)
810.441.8636 (cell)
ddadirector@imlaycity.org



AGENDA ITEM NB 10c: 2023-2024 Landscape Projects

DATE: August 14, 2023

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: FY 2023-2024 budget for streetscape maintenance is approved at \$55,000. The current contract accounts for \$40,000 annually for landscape maintenance. It has been suggested that additional improvements be considered in the downtown areas including planting of additional trees, bed area improvements to areas along depot drive, Third and Almont, Fourth and Almont, Bancroft parking lot, and drain areas in Lamb Steele Park.

Items Attached: Google Earth Downtown Imlay City Map
Goals & Direction FY 2023-24

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



GOALS AND DIRECTION

where we're heading... **FY 2023-2024**

§ from current TIF plan

In accordance with the current Tif plan (adopted in 2014) and projects from previous years, the DDA plans to continue with the following objectives:

Lease and advertise on billboard located on M-53 (Cedar Street).

Maintain and upgrade the DDA website as needed.

Assist the city in becoming a Redevelopment Ready community

Promotion and management of the Imlay City Facade Loan Program.

Retail Incubation Program @ 150 POP

Implementation of downtown marketing plan including print material.

Collaborate with other local organizations including the Imlay City Chamber of Commerce, Lapeer Development Corporation, Rotary Club, Lapeer County Ed-Tech, & Imlay City Community Schools.

Host special events that draw people into the community including: Farmers Market; Concert in the Park Series, Art In The Rough, Winter Playground.

NEW AREAS OF FOCUS INCLUDE:

PUBLIC IMPROVEMENT

§ In the streetscaping plan, the Downtown Development Authority will retain and replace sidewalks; upgrade utilities as needed and pave streets in accordance with the City's Master Plan.

Replacing and/or repairs to brick paver areas along Third Street and Almont Ave.

Purchase additional trash receptacles, pet waste disposal systems, bike racks and way-finding kiosk.

§ Provide for necessary improvements to city-owned downtown parking areas.

Re-stripping and maintenance as needed.

PROMOTION / MARKETING

§ Conduct a market study to help determine an appropriate businesses mix and to identify recruiting strategies.

Work with the MEDC and engage their assistance with programs they offer to expand business recruitment.

§ Develop marketing materials to promote businesses, development opportunities and incentives in DDA District.

Engage with Giffells Webster in their NextSteps for Downtowns Program.

§ Improve the viaduct with multi-use path and landscaping.

Initiated discussion with CN Railroad regarding improvements to the viaduct including additional lighting, painting and beautification of the embankments.

ECONOMIC DEVELOPMENT

§ Provide incentives to local business owner's including the offering of business service seminars and other special services.

Host consortium events to establish a "Social District"

§ Use the provisions of the Brownfield Redevelopment Authority to assist specific businesses or sites.

Engage property owners with blighted buildings to incentivize re-development. Focus on Grainery and Nash site.

§ Continue Farmers Market and expand and build pavilion.

Seek Community Placemaking grant(s) for funding of a pavilion structure.

§ Manage and promote Redevelopment Liquor License Program.

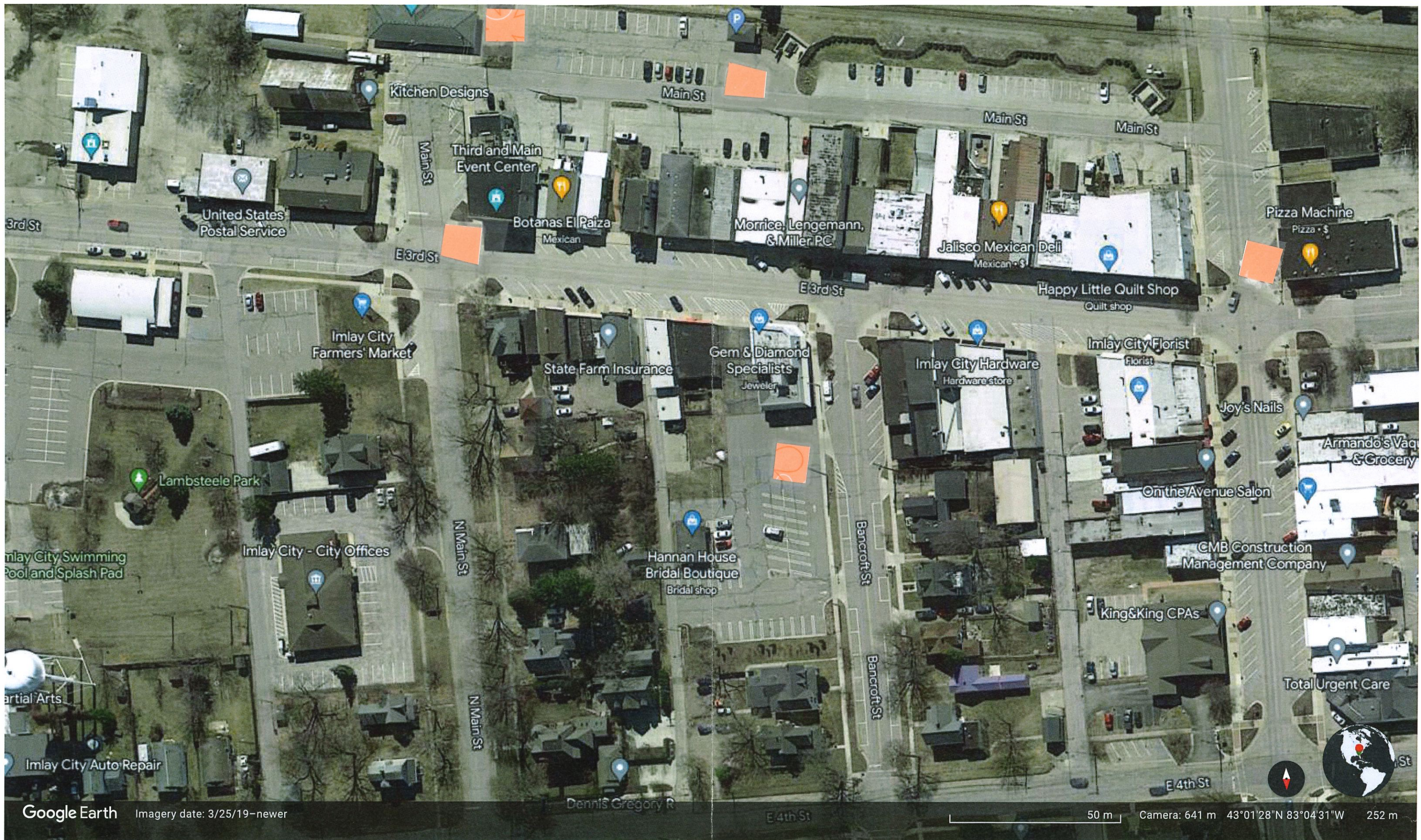
Facilitate a license with any interested party to bring bar to downtown.

§ Actively market municipal properties in the downtown district in accordance with city commission direction.

Seek placemaking grants to re-develop pocket parks in downtown.

§ Hire social media company to actively market downtown.

Send out RFP for professional services.



Cleveland Pear ?

New tree locations



AGENDA ITEM NB 10e: Community Center Grant Opportunity

DATE: **August 14, 2023**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background : The Michigan Department of Labor and Economic Opportunity announces the availability of up to \$60 million in Community Center Grant program funds for Michigan municipalities and organizations to expand programming or work on capital projects.

“Community Centers are essential for thriving communities and they offer Michiganders places to gather, connect, learn and access resources,” said Governor Whitmer. “This funding for community centers across Michigan will help us deliver on our ‘Make it in Michigan’ vision for economic development by revitalizing places to make them more attractive to live, work and invest. Let’s keep working together to make every region of our state a place where anyone can envision a bright future.”

These grants build on Gov. Whitmer’s ‘Make it in Michigan’ strategy to win projects, invest in people and revitalize places, with two types of grants available—program grants and capital project grants. Applicants may apply for both grants, but the total request from one organization cannot exceed \$2.5 million. The deadline to apply is Aug. 31.

Capital Project Grant examples could include but are not limited to new construction, remodeling existing structures, purchasing land, purchasing equipment, purchasing and installing energy efficient heating and/or cooling equipment, installing renewable energy systems, weatherizing facility, replacing roof and windows, and/or installing/updating recreation fields.

Community Center Program Grant examples could include but are not limited to mentoring, STEM education, environmental justice activities, renewable energy information, disaster preparedness, outdoor education, before or after-school education, volunteer programs, youth volunteer efforts, career or workforce training, recreational or athletic activities, senior activities, veteran support activities, food access, wraparound services, health services, behavioral services and licensed childcare.

A Community Center, for the purpose of this project, is defined as a building or other place in which people may gather to receive support services and to participate in social, educational, recreational and cultural activities. Centers are typically free and open to the community in which they are located or serve. Preference will be given to communities that are below the average median income, according to the most recent federal decennial census and to centers serving the ALICE population.

Items Attached: *Rowe Engineering Grant Assistance Proposal (*available at meeting)

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

Recommended Motion: Motion to retain Rowe Engineering and their team to assist Director Malzahn with a grant submission for a Community Pavilion Structure to be installed, if funded, over Farmers Market

Director's Report – August 2023

Promotions

- On-going Social media postings and engagement with downtown merchants on Facebook, including construction updates
- I continue to engage and meet with business owners in the district, delivered to merchants updated concert posters for window display

Farmer's Market

- Continue to assist Patti Biolchini with market operations and troubleshooting. The vendors & patrons report that they really like being indoors.
- Ordered new 4x2' Farmer Market corro signs.

Economic Development

- Spoke with 2 interested candidates about the incubator space. Waiting on further contact and business plan submissions.
- Continue to work with City administration for the Sage Creek Winery business.
- Attended the MEDC Emerging Developers Conference held on August 9th in Flint
- Submitted the MACC microgrant requesting \$4,000 for 2024 summer concert series programming
- Submitted the MACC Community Partners grant requesting \$10,000 for a civic pride project – “Our Past Creates Our Future – I AM Imlay City”

Place Making/Streetscape

- Pet waste systems have been installed.
- DPW has removed the US Flags from downtown. Several had previously been torn down during recent storms.
- Issued the Professional Services RFP for assistance in creating a comprehensive community assessment.

Billboard:

- Artwork and installation for Summerfest billboard was completed.
- Submitted artwork for Woods-N-Waters billboard. Payment received and receipted.
- Rotary payment was received and receipted for their October installation.

Meetings and Other:

- Organized and monitored concert in the park – Acoustic Ash, Bernadette Kathryn & Lonely Days Band, Pat Smillie Band.
- Attended Monthly Department Head Meeting.
- Attended Rotary Club weekly meetings.
- Attended the Chamber of Commerce networking lunch event @ AT&T
- Processed invoices, check requests, and mailed payments.
- Made updates to the DDA website for current meeting information added the RFP button. Prepared meeting agendas, action item sheets, board packets for both the Special Meeting and Regular meeting.
- Drafted addendum for current 150 Bancroft tenant Marla Beal. She has requested a two-month extension to her lease. She is expected to be in her new permanent location by September 30th.

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, September 11, 2023

From: Christine Malzahn <ddadirector@imlaycity.org>
Sent: Thursday, July 27, 2023 11:37 AM
To: jkempff@imlaycity.org; justin@happylittlequiltshop.com; kellyspetsalon@outlook.com; ndocherty@internationalte.com; steve@steverobbins.net; emailstu430@gmail.com; Tri-City Times; ddapromotions@imlaycity.org
Subject: Week of July 17th Update
Attachments: 23.07.31 Special Meeting Packet.pdf

Hello Board Members,

Attached is the board packet for our special meeting posted for this Monday, July 31st 2023 @ 5.35 pm. I have been notified from Neil that he is unable to attend – if anyone else will miss this meeting due to scheduling conflict, please let either myself or Walt know asap so that we can confirm a quorum.

I have spent the majority of this week in grant writing mode and preparing your meeting packets. Also organizing invoices and attending the department head meeting yesterday.

I'm sure I don't need to remind you to go check out the fair this week... I was able to go there yesterday for Rotary lunch and walk around a bit. Sooooo much to see.

Be sure to stop by the market today (I'll be lending a hand to Patti as needed) we have food truck Holy Guacamole joining us along with two new vendors "Baked with a Blessing" vegan/paleo baked goodies and the Juice Guy with fresh squeezed lemonade to quench your thirst. We are setup in the fire hall again in an effort to stay out of the heat as much as possible.

I'll be out of the office tomorrow as I had to North Carolina for the weekend but will look forward to seeing you all on Monday.

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, July 21, 2023 1:51 PM
To: jkempf@imlaycity.org; justin@happylittlequiltshop.com; kellyspetsalon@outlook.com; ndocherty@internationalte.com; steve@steverobbins.net; emailstu430@gmail.com; walter.bargen@choiceone.com; Tri-City Times; ddapromotions@imlaycity.org
Subject: Week of July 17 Update

Hello Board Members;

Another busy, yet productive, week for the DDA - here is a quick recap of office activities for this past week.

I drafted an RFP for Professional Services as requested at the last meeting after the Giffells Webster presentation. This will be an agenda item at our next meeting for your review.

Tuesday's concert went off rain-free (although dark gray clouds lingered from the afternoon storms). The crowd enjoyed Acoustic Ash and the snacks that I passed out – I counted 52 people in attendance. After I introduced the Ash and made my general announcements, I dashed inside and joined the commission meeting to present the Information Meeting packet. My presentation was very well received and I was able to answer a few questions about the bike racks and opt-out millages.

I attend the Chamber networking lunch at the AT&T store and Rotary Meeting both on Wednesday.

On Wednesday morning Suzanne Lossing from the Greater Flints Arts Council came to assist me with the grant portal that the Michigan Arts & Culture Council (MACC) now uses. We have two grants that I am currently writing for funding – one for next year's concert series and one for an interactive history/cultural banner program. The submission deadline is August 3rd – so I am asking for a **special meeting on Monday July 31st @ 5:35 pm** to approve the grant submission. Can you please mark your calendars and tell me if you will be able to attend so I can confirm a quorum will be present (I believe that Kim will be out of the country at that time – and with Ray resigning I know we will be down 2).

Thursday's market day was interesting. Patti was on vacation so I was Market Manager for the day. With the predicated storms I opted to set up in the firehall and boy were we grateful for that shelter when the front moved through – it would have been a disaster without that building. We had a huge lighting strike right next door – really scared us but everyone is ok. Options for the rest of the season and moving forward once the building is sold to Sage Creek need to be discussed. Overall morning sales were robust and we only had two vendors cancel, the others pretty much packed up and called it a day when it was safe to do so. I am going to keep the Farm Market discussion on the agenda for August.

The rest of my time was spent processing invoices, payments general office duties.

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: Thursday, August 3, 2023 4:06 PM
To: jkempf@imlaycity.org; justin@happylittlequiltshop.com; kellyspetsalon@outlook.com; ndocherty@internationalte.com; steve@steverobbins.net; emailstu430@gmail.com; Tri-City Times
Subject: Week of July 31st Update
Attachments: Screenshot 2023- Grant Submissions.png; Pet Waste System.jpg

Hello Board Members,

Thank you for your attendance and approval of the two grants I drafted this past Monday at the special DDA meeting. After quite a few hours spent yesterday refining our submission I successfully submitted both of them (you can see the grant number on the attached screen shot) before today's 5:00pm deadline. Now the wait begins to see if we will be funded on these two projects. So, fingers crossed and a prayer sent heavenward is appreciated.

The Tuesday concert with Bernadette Kathryn was a success with the usual size crowd of 100 or so people. The band loved the dinner I arranged for them from Botanias (yes, this was in their contract).

I took the updated posters for the remaining concerts around town and swapped them out in the store windows, while just checking in with the business owners to see how they were doing. Everyone seems grateful for the job we are all doing. The 3 pet waste systems have been installed and look great if you haven't seen them yet I've attached a picture.

The Michigan Department of Labor and Economic Opportunity announced the availability of up to \$60 million in Community Center Grant program funds for Michigan municipalities and organizations to expand programming or work on capital projects. In researching this further and attending a webinar on this opportunity, I am confident that a permanent market pavilion or indoor year-round market facility meets their criteria. With the large number of food insecure families here and the data Patti has of our current weekly market shoppers using their bridge cards w/double up food bucks, I think we would have no problem showing the need and impact here in Imlay. This is cost reimbursement grant not a match so getting funded for a project like this would be HUGE! We can apply for up to \$2.5 million dollars (no ours wouldn't be near that amount – but we can think big on this). I would need some help in writing this grant because engineering and architecture drawings are needed. I have reached out to Jason Ball from Rowe Engineering to get a proposal from them for their assistance. If anyone wants me to reach out to another agency, please let me know quickly. The grant submission deadline is August 31 so I don't have a lot of time.

With the two late work nights this week and extra hours put in writing the grant I am not planning to be in the office tomorrow. I will work from home a bit to draft the minutes from Monday's meeting and be available by phone or email if anyone needs me.

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