

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

**MEETING SEPTEMBER 11, 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 (pgs 3-7)
  - a. Chamber of Commerce Special Event Permit – Merchant Trick or Treating 10/21/23
  - b. Thank you note Bob Marshall Band
7. APPROVAL OF MINUTES (pgs 9-12)  
Regular Meeting, August 14, 2023
8. FINANCIAL REPORTS – August 2023 (pgs 13-19)
  - a. DDA Expenditure Report
  - b. Check Register Report
  - c. DDA Credit Card Statement
  - d. Balance Sheet
9. **OLD BUSINESS**
  - a. DDA Issued Emails Addresses (pgs 21-23)
10. **NEW BUSINESS**
  - a. EV Charging Station (pgs 25-46)
  - b. 2023 Summer Concert Series Report (pgs 47-49)
  - c. Professional Services - Community Assessment Proposals (pgs 51-95)
  - d. @150 POP Application – Collection Connection LLC (pgs 97-118)
11. EXECUTIVE DIRECTOR’S REPORT (pgs 119-121)
- 12.
13. FARM MARKET MANAGER REPORT (pg 122)
14. BOARD MEMBER COMMENTS
15. ADJOURNMENT

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## AGENDA ITEM Correspondence

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DATE: **September 11, 2023**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

**Background:** Items included are for informational purposes only.

**Items Attached:** Chamber of Commerce Special Event Permit  
Thank you letter from Bob Marshall Band

**Action Needed:** None

Permit No. \_\_\_\_\_



# 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: October 21, 2023 Type of Event: Merchant Trick or Treat  
 Time frame of Event: 11Am-1pm Location: Downtown, local businesses  
 Does this event require a route to be mapped out? No (Please attach proposed route)  
 Is this event a Fireworks display? No (Please attach a current application for fireworks other than consumer or low impact. You can find this form at [www.michigan.gov](http://www.michigan.gov))  
 Does this event require police assistance? No Estimated # of Participants: 200-300

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

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

Merchant Trick or Treat, local Merchants  
pass out candy at their bussinesses or  
at Farmer's Market



**NAME OF ORGANIZATION OR SPONSOR**

Imlay City Area Chamber of Commerce  
Representative/Organization Name

P.O. Box 312 Imlay City mi 48444  
Address City State Zip Code

810-542-3256 icchamberexedir@gmail.com  
Phone Number Fax Number E-mail Address

**Event Contact Information**

Chris Bishop  
Name

P.O. Box 312 Imlay City mi 48444  
Address City State Zip Code

810-542-3256 icchamberexedir@gmail.com  
Phone Number Fax Number 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 7-30-2023  
Representative Signature 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



THANK YOU

Hi CHRISTINE,

WE WANTED TO THANK YOU  
FOR PROVIDING THE BOB  
MARSHALL BAND A STAGE TO  
ENTERTAIN YOUR AUDIENCE.  
IT IS ALWAYS A PLEASURE  
TO PERFORM SO CLOSE TO  
MY HOMETOWN.

BOB & LORI

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**IMLAY CITY  
DOWNTOWN DEVELOPMENT AUTHORITY**

Rescheduled Regular Meeting  
**August 16, 2023**

**MEETING MINUTES**

A regular meeting of the Downtown Development Authority was held on Wednesday August 16, 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, Kim Jorgenson, Stu Davis, Justin Shattuck, Steve Robbins, Neil Docherty, Mayor Joi Kempf

Absent: Kelly Villanueva (excused)

**4. APPROVAL OF AGENDA**

**MOTION** by Davis, support by Shattuck to approve the agenda with the addition of item 10f. City Issued Emails

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

**5. PUBLIC PARTICIPATION** – none

**6. CORRESPONDENCE** - none

**7. APPROVAL OF MINUTES**

Informational Meeting July 10, 2023, Regular Meeting July 10, 2023, Special Meeting July 31, 2023

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

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

**8. FINANCIAL REPORTS – July 2023**

a. DDA Expenditure Report - \$20, 151.04

b. Balance Sheet - \$232,152.80

c. Check Register Report - \$10,245.55

Director Malzahn presented the financials through July 31, 2023 drawing attention to GL# 248-705-000-830-000 and the \$3,050.72 journal entry for liability insurance that was administratively applied to the DDA accounting records by City Treasurer Sawicki-Franz. Malzahn informed the board that all expenditures must come through the director's office prior to the funds being withdrawn and that the proper procedure was not followed for this expense. Chair Bargaen will request a meeting with appropriate parties to discuss procedure and negotiate the liability expense.

**9. OLD BUSINESS**

**a. Bike Rack Purchase**

The board reviewed pricing options on the previously presented pictures of bike rack ideas. Kim Jorgenson presented an additional option that she photographed in Cheboygan. The board agreed to table this item again until further research and pricing options could be obtained.

**NO BOARD ACTION TAKEN**

**b. Portable Sound System**

Stu Davis and Director Malzahn presented sound system specs and pricing for a Behringer portable speaker with microphone, stand and cables from Sweetwater. These items are recommended and used at the Fairgrounds currently.

**MOTION** by Davis, support by Kempf to approve the purchase of sound system equipment as presented in an amount not to exceed \$1,200.

Roll Call: AYES – Davis, Kempf, Shattuck, Bargaen, Jorgenson, Robbins, Docherty  
NAYS – none

**MOTION CARRIED 7/0**

**10. NEW BUSINESS**

**a. City Fee Schedule (DDA related fees)**

The DDA was asked to review fees associated with DDA activities that will be included in the master fee schedule being published by the city. Fees include Farm Market Vendors, and Billboard Sponsorship.

**MOTION** by Davis, support by Jorgenson to approve the fee schedule as discussed.

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

**b. Streetscape Maintenance Contract Renewal**

Director Malzahn recapped the request presented during Monday’s discussion-only meeting made by Cindy Murray from Greenscape Solutions. She noted that the fall season prior to spring planting is the time for contractors to work with growers, selecting planting materials and quantities needed. The bid RFP issued in 2023 allows for up to three negotiated 1-year renewals. Greenscape is asking for a \$2,000 increase for the 2024 planting season for the same scope of work that is in the current contract.

**MOTION** by Davis, support by Robbins to approve a 1-year contract extension with Greenscape Solutions in the amount of \$42,000.

Roll Call: AYES – Davis, Robbins, Kempf, Shattuck, Bargaen, Jorgenson, Docherty  
NAYS – none

**MOTION CARRIED 7/0**

**c. 2023-2024 Landscape Projects**

The Board reviewed two proposals submitted by Greenscape Solutions. The first was for tree plantings in 5 areas of the downtown district for \$2950 + \$350 weed barrier.

**MOTION** by Davis support by Jorgenson to purchase and install 4 trees by Greenscape Solutions. Motion withdrawn after further budget discussion.

The second proposal was for plantings in 3 bump-out area along Depot Drive, they include hydrangeas and hostas planted with the existing lavender plants and a mix of Arborvitaes and hydrangeas along the rail fencing on the east side of the train viewing platform.

**MOTION** by Davis, support by Kempf to approve the landscape improvements in the Depot Drive area bump-out and rail fencing areas as proposed by Greenscape Solutions in the amount of \$1750.



Roll Call: AYES – Davis, Kempf, Barga, Jorgenson, Robbins, Docherty  
NAYS – Shattuck

**MOTION CARRIED 6/1**

**d. Community Center Grant Opportunity**

Director Malzahn presented a Leo Community Center Grant opportunity funded by the State of Michigan with an August 31, 2023 submission deadline. Municipalities, especially those in underserved communities, are encouraged to apply for up to \$2.5 million dollar projects for re-development or new construction of facilities designated for recreation activities. Data and feedback from current vendors and market shoppers indicates a need for a pavilion covering over Farmer’s Market, since the old fire hall location space will be sold and redeveloped for another purpose. Discussions with the Senior Center director and other non-profits who provide free activities in the downtown area were overwhelmingly positive in support of this project requesting that the proposed structure be utilized as a multi-purposed recreational facility.

**MOTION** by Shattuck support by Davis to move forward with the community center grant application.  
All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

**MOTION** by Robbins support by Jorgenson to approve the proposal submitted by Spicer Group in the amount of \$6,000 for community grant application assistance.

Roll Call: AYES – Robbins, Jorgenson, Shattuck, Docherty, Barga, Davis, Kempf  
NAYS – none

**MOTION CARRIED 7/0**

**e. Brick Paver Removal Project**

Mayor Kempf has requested that the failing brick paver locations in the business district be removed and replaced with stamped concrete to alleviate the trip hazards that are present due to uneven surfaces. Director Malzahn has received complaints asking for a solution to the problem and has forwarded them to the DPW for investigation. A bid spec sheet was developed by DPW Supervisor Priehs, but no proposals have been received from contractors in recent attempts to get pricing by the DDA. Discussion was held by the board over whose responsibility the repairs were and that the DDA budget cannot support a project of this scope. The board would request that the city prioritize and oversee the project with some possible funding assistance by the DDA. Mayor Kempf will request a meeting with City Manager Horton, DPW Supervisor Priehs and Director Malzahn to discuss further.

**NO BOARD ACTION TAKEN**

**f. DDA City Issued E-mail Addresses**

Justin Shattuck brought attention to the board their responsibilities and liabilities that each member has when using their own personal email address should a FOIA request be submitted for communication from or to their personal addresses. Director Malzahn confirmed and suggested that it is a best practice to utilize city issued emails only in the performance of DDA board member duties. The board requested Malzahn to bring back pricing information at the next meeting for further discussion.

**NO BOARD ACTION TAKEN**

**11. DIRECTORS REPORT**

Malzahn presented her written report in the meeting packet for August 2023. Additional items discussed during the meeting included an update on the recently purchased trash cans that have been delivered, DPW will install. Sparkles the Clown is under contract for the ice cream social event

and will provide face painting and balloon art for attendees. She also reported on the conversation with Pete Barnum of the Lapeer FFA. Regarding the self-water pots. Farm Market Manager Report was also provided in the meeting packet.

**ADDED ITEM 10f. DDA Self-Watering Pots**

Director Malzahn reported that she contacted the Lapeer Chapter of the FFA, as suggested by Villanueva at a previous meeting, regarding their use of the self-watering pots longer being used by the DDA. The pots need to be moved from their current storage location due to the sale of property and if a future use is not needed the pots could be donated or sold. The FFA is very interested and will find a use for them in their programming.

**MOTION** by Shattuck, support by Robbins to donate the self-watering pots to the Lapeer FFA Chapter. All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

**12. BOARD MEMBER COMMENTS**

None

**13. ADJOURNMENT**

**MOTION** by Docherty, support by Shattuck to adjourn the meeting at 7:11 pm All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

Next Regular DDA Board meeting date: Monday September 11, 2023, at 5:35 PM

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

DDA APPROVED:

CITY COMMISSION APPROVED:



Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
08/03/2023	TRI	83025	AQUA TURF IRRIGATION	DDA SPRING WATER IRRIGATION CHECK	931.000	705.00	594.75
08/03/2023	TRI	83030	DTE ENERGY	ELECTRIC- CITY	921.000	705.00	1,220.87
				ELECTRIC- CITY	921.000	705.00	1,177.77
				ELECTRIC- CITY	921.000	705.00	43.18
				CHECK TRI 83030 TOTAL FOR FUND 248:			<u>2,441.82</u>
08/03/2023	TRI	83034	FIRST NATIONAL BANK OF OMAHA	DDA MAILING AMAZON	730.000	705.00	66.00
				DDA MAILING AMAZON	973.300	705.00	539.28
				DDA MAILING AMAZON	975.000	705.00	17.36
				CHECK TRI 83034 TOTAL FOR FUND 248:			<u>622.64</u>
08/03/2023	TRI	83038	FRONTIER	PHONE 7/22 - 8/21/2023	853.000	705.00	50.72
08/03/2023	TRI	83041	GREENSCAPE SOLUTIONS	DDA POTTING SOIL FERTILIZER FLOWERS	931.000	705.00	111.89
08/03/2023	TRI	83043	HOETTELL HOMESTEADS	FARMERS MARKET	973.300	705.00	14.00
08/03/2023	TRI	83046	IMLAY CITY HISTORICAL COMMISSION	DDA ELECTRICAL SERVICE 1/01/2023 - 06/30/2023	931.000	705.00	126.00
08/03/2023	TRI	83050	JOE ANKLEY	FARMERS MARKET	973.300	705.00	67.00
08/03/2023	TRI	83051	LAPEER DEVELOPMENT CORPORATION	2023/24 PROFESSIONAL SERVICES DDA	973.100	705.00	6,250.00
08/03/2023	TRI	83055	MITTEL	PHONE7/20 - 8/19/2023	853.000	705.00	4.66
08/03/2023	TRI	83056	OUTFRONT	DDA 7/17/2023 - 8/13/2023	880.000	705.00	735.00
08/03/2023	TRI	83057	PAGE ONE PRINTING	DDA MEETING BOOKLETS COLOR	900.000	705.00	62.50
				DDA MEETING BOOKLETS WITH CHANGES	900.000	705.00	50.00
				DDA MUSIC IN THE PARK POSTERS	973.006	705.00	25.00
				CHECK TRI 83057 TOTAL FOR FUND 248:			<u>137.50</u>
08/03/2023	TRI	83059	PENZIEN FARMS	FARMERS MARKET REIMBURSEMENT	973.300	705.00	222.00
08/03/2023	TRI	83066	STAPLES	OFFICE SUPPLIES	727.000	705.00	62.48
08/03/2023	TRI	83068	STINE, KATHY	FARMERS MARKET REIMBURSEMENT	973.300	705.00	21.00
08/03/2023	TRI	83070	THE PRINT SHOP	DDA SIGNS FARMERS MARKET AND CONCERT	973.006	705.00	37.00
				DDA SIGNS FARMERS MARKET AND CONCERT	973.300	705.00	120.00
				DDA FARMERS MARKET ETC	973.300	705.00	220.00
				CHECK TRI 83070 TOTAL FOR FUND 248:			<u>377.00</u>

Check Date Bank Check # Payee Description Account Dept Amount  
 Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY

08/03/2023 TRI 83075 TRI-CITY TIMES  
 DDA ADVERTISING 973.006 705.00 409.50  
 DDA ADVERTISING 973.300 705.00 586.00  
 CHECK TRI 83075 TOTAL FOR FUND 248: 995.50

08/10/2023 TRI 83090 GREENSCAPE SOLUTIONS  
 MAINTENANCE CONTRACT JUNE 2023 931.000 705.00 2,000.00  
 JULY 2023 PAYMENT #2 931.000 705.00 2,000.00  
 AUGUST CONTRACT PAYMENT #3 931.000 705.00 2,000.00  
 CHECK TRI 83090 TOTAL FOR FUND 248: 6,000.00

08/10/2023 TRI 83094 IMLAY CITY ROTARY CLUB  
 23-24 DUES AND SUSTAINING 815.000 705.00 250.00  
 0  
 FARMERS MARKET 973.300 705.00 5.00  
 FARMERS MARKET REIMBURSEMENT 973.300 705.00 344.00  
 COPIER - 956.000 705.00 23.29  
 2022 GROUNDS MAINTENANCE CONTRACT 956.000 705.00 840.00  
 AUGUST #4 0  
 FARMERS MARKET REIMBURSEMENT 973.300 705.00 17.00

08/10/2023 TRI 83109 TRI-CITY TIMES  
 DDA FARMERS MARKET AND CONCERTS 973.006 705.00 602.00  
 DDA FARMERS MARKET AND CONCERTS 973.300 705.00 698.50  
 CHECK TRI 83109 TOTAL FOR FUND 248: 1,300.50

08/10/2023 TRI 83111 VCS INC  
 OFFICE 365 727.000 705.00 8.30  
 COPIER 7/26 - 8/25/2023 956.000 705.00 26.95  
 SUMMER CONCERT SERIES 973.006 705.00 245.00  
 JULY BILLING STREETScape STILL OWE FO 931.000 705.00 5,000.00  
 WORKERS' COMPENSATION-INSTALLMENT #2 831.000 705.00 57.02  
 7/1/2023 - 7/1/2024 0

08/17/2023 TRI 83131 PENZIEN FARMS  
 FARMERS MARKET REIMBURSEMENT 973.300 705.00 474.00  
 FARMERS MARKET REIMBURSEMENT 973.300 705.00 35.00

08/24/2023 TRI 83169 DTE ENERGY  
 ELECTRIC- 113 E THIRD UNIT 2 921.000 705.00 25.07  
 ELECTRIC- 101 W CAPAC 921.000 705.00 16.09

08/24/2023 TRI 83173 DTE ENERGY  
 ELECTRIC- 120 N MAIN 921.000 705.00 167.86

08/24/2023 TRI 83186 PENZIEN FARMS  
 FARMERS MARKET REIMBURSEMENT 973.300 705.00 314.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
08/24/2023	TRI	83188	STAPLES	TONER FOR FRONT DESK	727.000	705.00	11.90
08/24/2023	TRI	83190	STINE, KATHY	FARMERS MARKET REIMBURSEMENT	973.300	705.00	45.00
08/31/2023	TRI	83208	FRONTIER	08/22/2023-09/21/2023	853.000	705.00	7.36
08/31/2023	TRI	83210	GREENSCAPE SOLUTIONS	DDA MAINTENANCE CONTRACT SEPT. 23 PAY	931.000	705.00	2,000.00
08/31/2023	TRI	83211	HALABICKY, DOUG	FARMERS MARKET	973.300	705.00	10.00
08/31/2023	TRI	83220	PENZIEN FARMS	FARMERS MARKET REIMBURSEMENT	973.300	705.00	135.00
08/31/2023	TRI	83224	STAPLES	PAPER	727.000	705.00	44.64
08/31/2023	TRI	83225	STINE, KATHY	FARMERS MARKET REIMBURSEMENT	973.300	705.00	22.00
08/31/2023	TRI	83230	VC3 INC	MONTHLY FEE FOR EXTRA SECURITY ON 365	727.000	705.00	3.00
08/31/2023	TRI	83231	VC3 INC	SET UP FEE FOR SECURITY PROGRAM FOR M	818.000	705.00	75.00
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORI							30,336.94

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	2023-24		MONTH 08/31/23	ACTIVITY FOR	AVAILABLE	% BDCFT USED
		ORIGINAL BUDGET	AMENDED BUDGET		NORM (ABNORM)	INC (DECR)				

Revenues										
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY										
Revenues										
248-000.000-402.000	REVENUE									
248-000.000-402.000	TAX REVENUE	290,000.00	290,000.00	0.00	0.00	0.00	0.00	290,000.00	0.00	0.00
248-000.000-549.412	GRANT REVENUE	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00
248-000.000-550.000	ART IN THE ROUGH REVENUE	6,000.00	6,000.00	0.00	0.00	0.00	0.00	6,000.00	0.00	0.00
248-000.000-560.000	WINTER PLAYGROUND	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00
248-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE APP	12,000.00	12,000.00	0.00	0.00	0.00	0.00	12,000.00	0.00	0.00
248-000.000-665.000	INTEREST INCOME	0.00	0.00	0.15	0.15	(0.15)	0.00	(0.15)	100.00	100.00
248-000.000-667.000	RENTAL INCOME	1,000.00	1,000.00	94.40	94.40	0.00	0.00	905.60	9.44	9.44
248-000.000-675.500	FARMERS MARKET REVENUE	3,500.00	3,500.00	2,895.00	2,895.00	605.00	1,205.00	605.00	82.71	82.71
248-000.000-675.600	DDA CONCERT SERIES	2,500.00	2,500.00	445.00	445.00	15.00	15.00	2,055.00	17.80	17.80
248-000.000-675.800	BRICK PAVERS/BENCHES	100.00	100.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00
248-000.000-675.880	COMMUNITY PROMOTION REIMBURSEMENT	5,400.00	5,400.00	1,200.00	1,200.00	600.00	600.00	4,200.00	22.22	22.22
248-000.000-677.000	OTHER REIMBURSEMENTS	0.00	0.00	575.00	575.00	575.00	575.00	(575.00)	100.00	100.00
Total Dept 000.000 - REVENUE		324,500.00	324,500.00	5,209.55	5,209.55	2,395.00	2,395.00	319,290.45	1.61	1.61

Expenditures										
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY										
Expenditures										
Dept 265.000 - BUILDING MAINTENANCE										
248-265.000-921.000	ELECTRICITY	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00	0.00
248-265.000-923.000	HEAT	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00
248-265.000-924.000	WATER & SEWER CHARGES	400.00	400.00	0.00	0.00	0.00	0.00	400.00	0.00	0.00
248-265.000-930.000	MISCELLANEOUS REPAIRS & MAINT	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00
Total Dept 265.000 - BUILDING MAINTENANCE		4,400.00	4,400.00	0.00	0.00	0.00	0.00	4,400.00	0.00	0.00

Dept 705.000 - UNALLOCATED ACTIVITY										
248-705.000-703.000	WAGES & SALARIES	44,000.00	44,000.00	6,449.43	6,449.43	3,145.96	3,145.96	37,550.57	14.66	14.66
248-705.000-706.000	HOURLY WAGES	8,000.00	8,000.00	2,322.25	2,322.25	1,264.00	1,264.00	5,677.75	29.03	29.03
248-705.000-710.000	BONUS PAY	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00
248-705.000-714.000	OPTICAL INSURANCE	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00
248-705.000-715.000	SOCIAL SECURITY	4,500.00	4,500.00	655.69	655.69	336.09	336.09	3,844.31	14.57	14.57
248-705.000-716.000	HEALTH INSURANCE	21,200.00	21,200.00	3,771.17	3,771.17	1,878.43	1,878.43	17,428.83	17.79	17.79
248-705.000-717.000	LIFE/DISABILITY INS	750.00	750.00	120.06	120.06	60.03	60.03	629.94	16.01	16.01
248-705.000-718.000	RETIREMENT AND OPEB	2,300.00	2,300.00	224.23	224.23	116.87	116.87	2,075.77	9.75	9.75
248-705.000-721.000	PTO/VACATION PAY-CUT	3,000.00	3,000.00	165.58	165.58	165.58	165.58	2,834.42	5.52	5.52
248-705.000-727.000	OFFICE SUPPLIES	800.00	800.00	197.17	197.17	130.32	130.32	602.83	24.65	24.65
248-705.000-730.000	POSTAGE	200.00	200.00	66.00	66.00	66.00	66.00	134.00	33.00	33.00
248-705.000-740.000	OPERATING SUPPLIES	100.00	100.00	286.42	286.42	0.00	0.00	(186.42)	286.42	286.42
248-705.000-741.000	ADVERTISING	9,000.00	9,000.00	13.95	13.95	0.00	0.00	8,986.05	0.16	0.16
248-705.000-807.000	AUDIT FEES	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00	0.00
248-705.000-815.000	DUES/MEMBERSHIPS	1,500.00	1,500.00	250.00	250.00	250.00	250.00	1,250.00	16.67	16.67
248-705.000-817.000	CONSULTING FEES	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00
248-705.000-818.000	CONTRACTED SERVICES	2,000.00	2,000.00	75.00	75.00	75.00	75.00	1,925.00	3.75	3.75
248-705.000-826.000	LEGAL SERVICES	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00
248-705.000-830.000	LIABILITY INSURANCE	200.00	200.00	3,050.72	3,050.72	(16.19)	(16.19)	(2,850.72)	1,525.36	1,525.36
248-705.000-831.000	WORKERS COMPENSATION	400.00	400.00	57.02	57.02	57.02	57.02	342.98	14.26	14.26
248-705.000-853.000	TELEPHONE EXPENSES	1,200.00	1,200.00	162.74	162.74	112.74	112.74	1,037.26	13.56	13.56
248-705.000-860.000	TRANSPORTATION & CONFERENCES	2,500.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00	0.00
248-705.000-880.000	COMMUNITY PROMOTION	16,000.00	16,000.00	735.00	735.00	735.00	735.00	15,265.00	4.59	4.59
248-705.000-900.000	PRINTING & PUBLISHING	0.00	0.00	112.50	112.50	112.50	112.50	(112.50)	100.00	100.00
248-705.000-921.000	ELECTRICITY	30,000.00	30,000.00	5,316.07	5,316.07	2,650.84	2,650.84	24,683.93	17.72	17.72
248-705.000-923.000	HEAT	400.00	400.00	0.00	0.00	0.00	0.00	400.00	0.00	0.00

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDC
		ORIGINAL BUDGET	AMENDED BUDGET		MONTH 08/31/23	INCR (DECR)		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
248-705.000-930.000	MISCELLANEOUS REPAIRS & MAINT	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00	
248-705.000-931.000	STREETSCAPE MAINTENANCE	55,000.00	55,000.00	13,832.64	13,832.64	41,167.36	25.15	
248-705.000-956.000	MISCELLANEOUS	6,000.00	6,000.00	1,780.80	890.24	4,219.20	29.68	
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	6,775.24	1,318.50	5,224.76	56.46	
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	LAPHER DEVELOPMENT CORPORATIO	6,250.00	6,250.00	6,250.00	6,250.00	0.00	100.00	
248-705.000-973.300	FARMERS MARKET EXPENSE	8,000.00	8,000.00	4,801.71	3,888.78	3,198.29	60.02	
248-705.000-973.500	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	17.36	17.36	11,982.64	0.14	
Total Dept 705.000 - UNALLOCATED ACTIVITY		320,100.00	320,100.00	57,488.75	37,337.71	262,611.25	17.96	
TOTAL EXPENDITURES		324,500.00	324,500.00	57,488.75	37,337.71	267,011.25	17.72	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		324,500.00	324,500.00	5,209.55	2,395.00	319,290.45	1.61	
TOTAL EXPENDITURES		324,500.00	324,500.00	57,488.75	37,337.71	267,011.25	17.72	
NET OF REVENUES & EXPENDITURES		0.00	0.00	(52,279.20)	(34,942.71)	52,279.20	100.00	

ITY OF IMLAY CITY  
 Account number ending in 9672  
 Transactions for billing cycle ending 08/24/23



### TRANSACTION DETAIL

**Item subtotal**

\$24.95

#### Transactions

Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits
<i>Concert</i> 07-27	07-28	05436843209400084027744	SAMS CLUB #6664 UTICA MI ✓	\$78.66
<i>concert</i> 08-01	08-02	72711103213900013600056	BOTANAS EL PAIZA IMLAY CITY MI ✓	\$82.68
<i>concert</i> 08-02	08-02	55310203214083365127809	AMZN MKTP US*TH75P8962 AMZN.COM/BILL WA ✓	\$7.99
08-07	08-07	85411173219023000002632	PAYMENT - THANK YOU	\$622.64 CR
<i>Market</i> 08-11	08-11	55432863223202256050127	Amazon.com*TA8CV0RM0 Amzn.com/bill WA ✓	\$24.95
<i>Office supplies</i> 08-15	08-15	55432863227203513766246	AMZN Mktp US*TO7IB37R2 Amzn.com/bill WA ✓	\$27.29

\$24.95  
 \$0.00  
 \$0.00

**\$24.95**

#### Fees Charged

Total Fees for this period

\$0.00

#### Interest Charged

Interest Charge on Purchases	\$0.00
Interest Charge on Cash Advances	\$0.00
Interest Charge on Balance Transfers	\$0.00
<b>Total Interest for this Period</b>	<b>\$0.00</b>

#### Charge Summary

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

	Annual Percentage Rate (APR)	Special Offer or Eligible Purchases APR Expiration Date	Balance Subject to Interest Rate	Days Rate Used	Interest Charge
Purchases	17.99% (v)	NA	\$421.99	30	\$0.00
Cash Advance	30.24% (v)	NA	\$0.00	30	\$0.00

#### 2023 Total Year-to-Date

Total Fees Charged in 2023	\$0.00
Total Interest Charged in 2023	\$0.00

#### Contact Information

Contact us online  
 card.fnbo.com

Talk To Us  
 1-800-819-4249  
 (TDD Telecommunications Device for the Deaf: 1-800-925-2833)

Mail Payments To  
 FNBO  
 P.O. Box 2818  
 Omaha, NE 68103-2818

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.200	CASH - CHECKING ACCOUNT	193,180.74
248-000.000-001.210	CASH - CHECKING DDA	18,226.56
248-000.000-040.000	ACCOUNTS RECEIVABLE	575.00
248-000.000-101.000	PREPAID - ASSET	1,143.97
<b>Total Assets</b>		<b>213,126.27</b>
*** Liabilities ***		
248-000.000-200.100	WAGES PAYABLE	2,290.88
248-000.000-202.000	ACCOUNTS PAYABLE	13,625.30
<b>Total Liabilities</b>		<b>15,916.18</b>
*** Fund Balance ***		
248-000.000-390.000	FUND BALANCE	272,201.43
<b>Total Fund Balance</b>		<b>272,201.43</b>
<b>Beginning Fund Balance - 22-23</b>		<b>272,201.43</b>
<b>Net of Revenues VS Expenditures - 22-23</b>		<b>(22,712.14)</b>
<b>*22-23 End FB/23-24 Beg FB</b>		<b>249,489.29</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(52,279.20)</b>
<b>Ending Fund Balance</b>		<b>197,210.09</b>
<b>Total Liabilities And Fund Balance</b>		<b>213,126.27</b>

\* Year Not Closed

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## **AGENDA ITEM NB 9a: DDA Issued Email Addresses**

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**DATE:** September 11, 2023

**TO:** DDA Board Members

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

**Background:** Board member Justin Shattuck requested an agenda item be added to last month's meeting to discuss responsibilities and liabilities with the usage of personal email addresses as compared with DDA issued email addresses. The Board requested Director Malzahn to bring back pricing options for creation and storing of all email communication for board members.

**Items Attached:** Civic Clarity Proposal

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



PROPOSAL FOR  
**IMLAY CITY DDA EMAIL**



*Prepared by*  
Julie Braun  
Sr. Project Manager  
Civic Clarity Website Service  
civicclarity.com  
248-684-8715

September 4, 2023

# Email Annual Cost Quote

## Basic Service

We offer RackMail email service, which is web-based (like gmail). You are optionally able to remotely access your email using another device you own, like a phone, or a desktop. While we do provide you with IMAP settings so you can set up your device, we cannot offer support for your devices. Each mailbox has 25G of storage.

**\$36/mailbox**

## Email Archiving

Email Archiving is a separate service that works in tandem with our RackMail email service offering a strong layer of compliance capability.

**Compliance building** - Email Retention is a key component of a compliance plan.

**Legal preparedness** - Email Archiving technology helps to proactively prepare your organization for e-discovery.

**Message recovery** - Has a user accidentally deleted an email? Don't worry, with one click administrators can forward the messages of any individual user back to that user's inbox, eliminating stress over lost or deleted emails.

**Disaster recovery and business continuity** - How safe is your email? With Email Archiving your messages stay safe and accessible from 2 data centers at opposite sides of the United States.

**\*\*Every mailbox on the domain receives archiving. The service does not allow a domain to pick which mailboxes are archived.**

**\$120/mailbox**

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## AGENDA ITEM NB 10a: EV Charger Station

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**DATE:** September 11, 2023

**TO:** DDA Board Members

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

**Background:** The EV Charging station in current use at the Farmers Market area has reached its end-of-life cycle. Upgrades and parts are no longer available for the original ChargePoint unit.

**Items Attached:** ChargePoint CT4000 Family Brochure  
ChargePoint 6000 Series Brochure

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

**Recommended Motion:** Motion to approve the purchase and install of a new EV Charging Station.



401 E ELM ST  
 LANSING MI 48912-1007  
 Phone: 517-827-6200  
 Fax: 517-487-0532

To: City of Imlay  
 401 E. ELM ST.  
 LANSING MI 48912  
 Attn: Christine Malzahn  
 Phone:  
 Email:  
 Fax:

Date: 09/06/2023  
**Project Name:** CITY OF IMLAY- CT4021  
**GB Quote #:** 0244269706  
 Purchase Order Nbr:  
 Release Nbr:  
 Additional Ref#:  
 Revision Nbr:  
 Valid From: 09/06/2023  
 Valid To: 10/06/2023  
 Contact: CONNOR BLAKE  
 Email: connor.blake@graybar.com

**Proposal**

We appreciate your request and take pleasure in responding as follows

**Notes:** \* Lead time is 2-3 weeks. Freight is included.

Item	ItemType	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext.Price
100		1	CHARGEPOINT	CT4021-GW1	DUAL OUTPUT GATEWAY OPTION BOLLARD UNIT	\$4,048.53	1	\$4,048.53
<b>GB Part#:</b> 26377214 <b>Ship From:</b> Drop Ship-Factory								
200		1	CHARGEPOINT	CT4001-CCM	BOLLARD CONCRETE MOUNTING KIT.	\$89.41	1	\$89.41
<b>GB Part#:</b> 26377218 <b>Ship From:</b> Drop Ship-Factory								
300		1	CHARGEPOINT	CT4000-PMGMT	CT4000 POWER MANAGEMENT KIT.	\$47.06	1	\$47.06
<b>GB Part#:</b> 26377219 <b>Ship From:</b> Drop Ship-Factory								
400		1	CHARGEPOINT	CPSUPPORT-AC TIVE	INITIAL STATION ACTIVATION AND CONF SERV	\$349.41	1	\$349.41
<b>GB Part#:</b> 26377192 <b>Ship From:</b> Drop Ship-Factory								

This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval). For more information call 1-800-241-7408 to speak with a leasing specialist.

Subject to the standard terms and conditions set forth in this document. Unless otherwise noted, freight terms are F.O.B. shipping point prepaid and bill. Unless noted the estimated ship date will be determined at the time of order placement.

To: City of Imlay  
 401 E. ELM ST.  
 LANSING MI 48912  
 Attn: Christine Malzahn

Date: 09/06/2023  
 Project Name: CITY OF IMLAY- CT4021  
 GB Quote #: 0244269706

### Proposal

We appreciate your request and take pleasure in responding as follows

Item	ItemType	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext.Price
500		2	CHARGEPOINT	CPCLD-COMMER CIAL-5	5YR PREPAID COMMERCIAL CLOUD PLAN	\$1,280.00	1	\$2,560.00
<b>GB Part#:</b> 26377241 <b>Ship From:</b> Drop Ship-Factory								
600		1	CHARGEPOINT	CT4000-ASSUR E5	5YR PREPAID ASSURE PLAN	\$2,040.00	1	\$2,040.00
<b>GB Part#:</b> 26377256 <b>Ship From:</b> Drop Ship-Factory								

**Total in USD (Tax not included):** \$9,134.41

This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval). For more information call 1-800-241-7408 to speak with a leasing specialist.

Subject to the standard terms and conditions set forth in this document. Unless otherwise noted, freight terms are F.O.B. shipping point prepaid and bill. Unless noted the estimated ship date will be determined at the time of order placement.

To: City of Imlay  
 401 E. ELM ST.  
 LANSING MI 48912  
 Attn: Christine Malzahn

Date: 09/06/2023  
 Project Name: CITY OF IMLAY- CT4021  
 GB Quote #: 0244269706

## Proposal

We appreciate your request and take pleasure in responding as follows

Item	ItemType	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext.Price
------	----------	----------	----------	-------------	-------------	-------	------	-----------

GRAYBAR ELECTRIC COMPANY, INC.  
 TERMS AND CONDITIONS OF SALE

1.,ACCEPTANCE OF ORDER; TERMINATION - Acceptance of any order is subject to credit approval and acceptance of order by Graybar Electric Company, Inc. ("Graybar") and, when applicable, Graybar's suppliers. If credit of the buyer of the goods or services ("Buyer") becomes unsatisfactory to Graybar, Graybar reserves the right to terminate upon notice to Buyer and without liability to Graybar.

2.,PRICES AND SHIPMENTS - Unless otherwise quoted, prices for goods shall be those in effect at time of shipment, which shall be made F.O.B. shipping point, prepaid and bill. Unless otherwise indicated in the applicable quotation or statement of work, prices for services shall be those in effect at the time of completion. The contract price for goods and services shall be increased by the amount of any applicable tariff, excise, fee, assessment, levy, charge or duty of any kind whatsoever, imposed, assessed or collected by any governmental body, whether or not reflected in the costs charged to Graybar, and Graybar may increase its cost for goods and or services appropriately to take into account such increases in Graybar's costs.

3.,RETURN OF GOODS - Credit may be allowed for goods returned with prior approval. A deduction may be made from credits issued to cover cost of handling. Returns will not be accepted for services or any material which has been modified at the request of or by Buyer. In addition, no custom orders may be returned.

4.,TAXES - Prices shown do not include sales or other taxes imposed on the sale of goods or services. Taxes now or hereafter imposed on sales, shipments or services will be added to the purchase price. Buyer agrees to reimburse Graybar for any such tax or provide Graybar with acceptable tax exemption certificate.

5.,DELAY IN DELIVERY - Graybar is not to be accountable for delays in delivery of goods or services occasioned by acts of God, failure of its suppliers to ship or deliver on time, or other circumstances beyond Graybar's reasonable control, including, but not limited to, sourcing, shipment or delivery issues caused by, related to or resulting from COVID-19 or other similar national or global health situations. Factory shipment or delivery dates are best estimates, and in no case shall Graybar be liable for any consequential or special damages arising from any delay in provision of services, shipment or delivery.

6.,LIMITED WARRANTIES - Graybar warrants that all goods sold are free of any security interest and will make available to Buyer all transferable warranties (including without limitation warranties with respect to intellectual property infringement) made to Graybar by the manufacturer of the goods. Buyer acknowledges that the performance of any service which alters the manufacturer provided goods as indicated in the statement of work may void the manufacturer's warranty. Graybar shall use the same care and skill as a similarly situated provider of like services would exercise following commonly accepted industry practices in the performance of its duties under this agreement. GRAYBAR MAKES NO OTHER EXPRESS OR IMPLIED WARRANTIES, AND SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PURPOSE. UNLESS OTHERWISE AGREED IN WRITING BY AN AUTHORIZED REPRESENTATIVE OF GRAYBAR, PRODUCTS SOLD HEREUNDER ARE NOT INTENDED FOR USE IN OR IN CONNECTION WITH (1) ANY SAFETY APPLICATION OR THE CONTAINMENT AREA OF A NUCLEAR FACILITY, OR (2) IN A HEALTHCARE APPLICATION, WHERE THE GOODS HAVE POTENTIAL FOR DIRECT PATIENT CONTACT OR WHERE A SIX (6) FOOT CLEARANCE FROM A PATIENT CANNOT BE MAINTAINED AT ALL TIMES.

7.,LIMITATION OF LIABILITY - Buyer's remedies under this agreement are subject to any limitations contained in manufacturer's terms and conditions to Graybar, a copy of which will be furnished upon written request. Furthermore, Graybar's liability shall be limited to either repair or replacement of the goods, re-performance of the services, or refund of the purchase price, all at Graybar's option, and IN NO CASE SHALL GRAYBAR BE LIABLE FOR INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES. In addition, claims for shortages, other than loss in transit, must be made in writing not more than five (5) days after receipt of shipment. Unless otherwise agreed in the applicable statement of work, acceptance of services will occur not more than five (5) days after completion of performance.

8.,WAIVER - The failure of Graybar to insist upon the performance of any of the terms or conditions of this agreement or to exercise any right hereunder shall not be deemed to be a waiver of such terms, conditions, or rights in the future, nor shall it be deemed to be a waiver of any other term, condition, or right under this agreement.

9.,MODIFICATION OF TERMS AND CONDITIONS - These terms and conditions, and any associated statement of work, supersede all other communications, negotiations, and prior oral or written statements regarding the subject matter of these terms and conditions. No change, modification, rescission, discharge, abandonment, or waiver of these terms and conditions shall be binding upon Graybar unless made in writing and signed on its behalf by a duly authorized representative of Graybar. No conditions, usage of trade, course of dealing or performance, understanding or agreement, purporting to modify, vary, explain, or supplement these terms and conditions shall be binding unless hereafter made in writing and signed by the party to be bound. Any proposed modifications or additional terms are specifically rejected and deemed a material alteration hereof. If this document shall be deemed an acceptance of a prior offer by Buyer, such acceptance is expressly conditional upon Buyer's assent to any additional or different terms set forth herein.

10.,REELS - When Graybar ships returnable reels, a reel deposit may be included in the invoice. The Buyer should contact the nearest Graybar service location to return reels.

11.,CERTIFICATION - Graybar hereby certifies that these goods were produced in compliance with all applicable requirements of Sections 6,7, and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under Section 14 thereof. This agreement is subject to Executive Order 12466, as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Veterans' Readjustment Assistance Act of 1974, as amended, E.O. 13496, 29 CFR Part 471, Appendix A to Subpart A, and the corresponding regulations, to the extent required by law. 41 CFR 60-1.4, 60-741.5, and 60-250.5 are incorporated herein by reference, to the extent legally required.

12.,FOREIGN CORRUPT PRACTICES ACT - Buyer shall comply with applicable laws and regulations relating to anti-corruption, including, without limitation, (i) the United States Foreign Corrupt Practices Act (FCPA) (15 U.S.C. §§ 78dd-1, et. seq.) irrespective of the place of performance, and (ii) laws and regulations implementing the Organization for Economic Cooperation and Development's Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the U.N. Convention Against Corruption, and the Inter-American Convention Against Corruption in Buyer's country or any country where performance of this agreement or delivery of goods will occur.

13.,ASSIGNMENT - Buyer shall not assign its rights or delegate its duties hereunder or any interest herein without the prior written consent of Graybar, and any such assignment, without such consent, shall be void.

14.,GENERAL PROVISIONS - All typographical or clerical errors made by Graybar in any quotation, acknowledgment or publication are subject to correction. This agreement shall be governed by the laws of the State of Missouri applicable to contracts to be formed and fully performed within the State of Missouri, without giving effect to the choice or conflict of law provisions thereof. All suits arising from or concerning this agreement shall be filed in the Circuit Court of St. Louis County, Missouri, or the United States District Court for the Eastern District of Missouri, and no other place unless otherwise determined in Graybar's sole discretion. Buyer hereby irrevocably consents to the jurisdiction of such court or courts and agrees to appear in any such action upon written notice thereof.

15.,PAYMENT TERMS - Payment terms shall be as stated on Graybar's invoice or as otherwise mutually agreed. As a condition of the sales agreement, a monthly service charge of the lesser of 1-1/2% or the maximum permitted by law may be added to all accounts not paid by net due date. Visa, MasterCard, American Express, and Discover credit cards are accepted at point of purchase only.

16.,EXPORTING - Buyer acknowledges that this order and the performance thereof are subject to compliance with any and all applicable United States laws, regulations, or orders. Buyer agrees to comply with all such laws, regulations, and orders, including, if applicable, all requirements of the International Traffic in Arms Regulations and/or the Export Administration Act, as may be amended. Buyer further agrees that if the export laws are applicable, it will not disclose or re-export any technical data received under this order to any countries for which the United States government requires an export license or other supporting documentation at the time of export or transfer, unless Buyer has obtained prior written authorization from the United States Office of Export Control or other authority responsible for such matters.

17., CANCELLATION; CHANGES FOR SERVICES - Buyer may cancel or make changes to a statement of work up to five (5) business days prior to commencement of the work. All changes and cancellations after such date are subject to Graybar's prior written approval in Graybar's sole and absolute discretion. Buyer shall pay to Graybar amounts necessary to cover cancellation, restocking fees and other charges applicable to the cancelled goods or services including those incurred or committed to by Graybar.

Subject to the standard terms and conditions set forth in this document. Unless otherwise noted, freight terms are F.O.B. shipping point prepaid and bill. Unless noted the estimated ship date will be determined at the time of order placement.



Product Name	Product Description
CT4021-GW1	Dual Output Gateway North America, Bollard Unit - 208/240V @30A with Cord Management
CT4001-CCM	CT4000 Bollard Concrete Mounting Kit. Bolts: 5/8 - 11 x 9" F1554 Grade 55 hot-dipped galvanized threaded bolts - 3 ea. Nuts: 5/8 - Heavy Galvanized Hex Nuts (DH Rated) - 12 ea. Washers: Galvanized Washers (ASTM F436) - 9 ea. Plastic Template - 1 ea
CT4000-PMGMT	CT4000 Power Management Kit. Allows both ports on a dual port station to share a single 40A circuit (Power Share). Also allows a CT4000 to be set up to operate at a lower current (Power Select).
CPSUPPORT-ACTIVE	Initial Station Activation & Configuration Service includes activation of cloud services and configuration of radio groups, custom groups, connections, access control, visibility control, pricing, reports and alerts. One time initial service per station.
CPCLD-COMMERCIAL-5	Prepaid Commercial Cloud Plan subscription with station management features such as: Custom Video uploads and Automatic Software Updates, driver and fleet management features including: Access Control and Pricing & Automatic Payment Collection, as well as energy and power management features which include Power Sharing. Real-time dashboards and reports provided for applicable features. Station Activation purchase required.

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240 East Hacienda Avenue, Campbell, CA 95008 USA

ChargePoint CONFIDENTIAL

Page 1 of 2

**-cha**

Product Name	Product Description
CT4000-ASSURE5	5 prepaid years of ChargePoint Assure for CT4000 station. Includes Parts and Labor Warranty, Remote Technical Support, On-Site Repairs when needed, Unlimited Configuration Changes, and Reporting.

Rip & Replace Program - discount

- Single User
- Uses current infrastructure

-chargepoint+

# CT4000 Family

ChargePoint® Level 2 Commercial Charging Stations

The CT4000 family is the latest generation of ChargePoint commercial charging stations. Refined yet rugged, these stations set the industry standard for functionality and aesthetics.

The CT4000 full motion color LCD display instructs drivers and supports dynamic updates of custom branded videos and advertisements.

Intelligent power management options double the number of parking spaces served by allowing two charging ports to share a single circuit. Sites with single port EV stations can upgrade to dual port stations without requiring additional electrical services.

The CT4000 is the first ENERGY STAR® certified EV charger because it charges efficiently and conserves power when not charging. As an ENERGY STAR certified EV charger, the CT4000 uses significantly less energy than a standard EV charger when in standby mode to help you save money on your utility bill.

All CT4000 models offer one or two standard SAE J1772™ Level 2 charging ports with locking holsters, each port supplying up to 7.2kW. With this standard connector, ChargePoint level 2 stations can charge any EV.

Stations are available in bollard and wall mount configurations for easy installation anywhere. All stations are fully software upgradeable remotely over the air.

Stations come in both 6' and 8' tall models with 18' and 23' cords, respectively. With multiple options for size and cord reach, your station can service up to four parking spaces, reach all car models regardless of parking style or car sizes and increase the usability of your EV spots.

## Driver Friendly User Interface

- + Instructional video shows how to use the station
- + Multi-language: English, French, Spanish
- + Touch button interface; works in rain, ice and with gloves
- + Backed by ChargePoint's world class 24/7 driver phone support

## Easily Communicate with Your Drivers

Whether you're a retail establishment wanting to advertise your latest product, a workplace looking to communicate with employees or a municipality wanting to welcome visitors, ChargePoint's prominent LCD screen makes it easy to reach EV drivers:

- + Daylight readable, with auto brightness control
- + 640 X 480 resolution active matrix
- + Full motion 30fps video support
- + Upload up to 60 seconds of high quality video on a color LCD screen to individual stations as often as desired
- + Brand your charging stations to communicate with drivers
- + Instructional video in English, Spanish or French



The First  
ENERGY STAR®  
Certified EV Charger



## Service Products and Support

ChargePoint offers world-class service products and support that help ensure quality of work, save time and money, protect your investment and enhance the productivity of your charging stations. From site planning to installation and setup, to ongoing care and management, when you choose ChargePoint, you're covered.

- + **ChargePoint Configuration and Activation:** customized setup and activation of your stations
- + **ChargePoint Assure:** the most comprehensive EV Station maintenance and management in the industry

## Energy Measurement and Management

- + Real-time energy measurement
- + 15 minute interval recording
- + Time of Day (TOD) pricing
- + Load shed by percentage of running average or to fixed power output

## Minimize Costs with Flexible Power Management Options

In the vast majority of applications, a full power configuration is the best choice for both station owners and drivers. However, when drivers are parked for a longer time, an intelligent, lower power output can save station owners considerable installation cost while still providing drivers a great charging experience. With flexible power options, station owners can meet the needs of drivers while lowering costs:

### Power Select (Patent Pending)

- + Allows for a lower capacity (less than 40A) circuit to power each port
- + Cuts installation costs by reducing the cost or even avoiding the need to upgrade panels or transformers

### Power Sharing

- + Dynamically share one 40A, 30A or 20A circuit between two parking spaces
- + Doubles the number of parking spots served while reducing installation and operating costs
- + Allows station owners to upgrade a single port station to dual port to serve more drivers with no electrical upgrade

## Clean Cord Technology

- + Keep charging cords off the ground
- + Standard on all models
- + Ultra-reliable second-generation gravity operated mechanism
- + Flexible over entire -40°F to +122°F product temperature range

## Safe, Reliable, Energy Efficient Hardware

- + UL listed, meeting the stringent requirements of the nation's leading safety standards organization
- + Stations are rugged, built to withstand the elements
- + Safe, Reliable and Energy Efficient
- + ENERGY STAR certified, charges efficiently and conserves power when not charging

## When Charging is Mission Critical, Protect Your Investment with ChargePoint Assure

- + **Minimize downtime:** ChargePoint Assure provides the most comprehensive EV Station maintenance and management in the industry
- + **Get up and running quickly and flawlessly:** Professional guidance for station configuration saves you time, and unlimited changes to station policies flexibly supports your business
- + **Eliminate unexpected future expenses:** Cost for parts and on-site labor to install is covered for all Assure eligible repairs
- + **One less thing to worry about:** Proactive station monitoring provides you with regular reporting
- + **Reduced risk of downtime:** We guarantee 98% annual uptime and one business day response to requests
- + **Support when you need it:** We're there for you *and* your drivers. Phone support available for station owners Monday to Friday from 5 AM to 6 PM Pacific. Phone support for drivers is 24/7/365, so you never need to field a driver call

Ultra-reliable second-generation gravity operated mechanism.

18' and 23' cords to reach all car models and serve more parking spaces.

World-class 24/7 driver phone support.

Instructional video shows how to use the station. Multi-language charging instructions, giving drivers the choice of English, French or Spanish.

Driver interaction is supported in any weather by five rugged, back-lit buttons with audio feedback.

Strong and rugged design materials built to withstand the elements.

CT4000 stations come with 18' or 23' cords to increase the usability of your charging spots, on 6' and 8' tall models respectively.

### CT4021

Dual-port bollard charging station with 18' charging cables. Standard *EV Charging Only* sign without optional custom branding.



## Promote Your Brand and Business

Having your stations installed in a visible location makes a bold statement about your business' commitment to sustainability and shows that you care about your customers. ChargePoint CT4000 stations are built for customization so you can conveniently promote your brand as well. With custom signage and video you can:

- + Increase brand recognition
- + Attract EV drivers by making sure your stations are highly visible
- + Ensure EV charging installations are consistent with the look and feel of your brand
- + Differentiate your stations from standard ChargePoint stations to make them easily identifiable by your driver base



Branded CT4021  
Shown with optional  
branding on bollard.  
18' cords on 6' model.

Easily customizable branding area.  
All stations come with *EV Charging Only* sign, which can be replaced with your custom signage.

5.7" color LCD display for customizable video content.

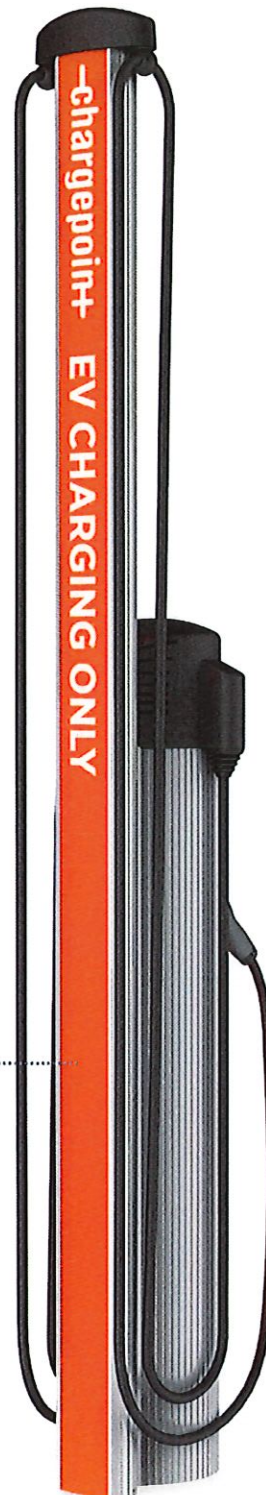
Upload up to 60 seconds of high quality video to individual stations as often as desired.

Daylight readable with auto brightness control.

OPTIONAL:  
Additional customizable branding areas.

All stations have standard extrusions to hold your custom signage.

Artwork templates and material specifications are conveniently downloadable from [chargepoint.com](http://chargepoint.com)



Branded CT4025  
Shown with optional  
branding on back.  
23' cords on 8' model.



## Ordering Information

The order codes below represent specific product configurations. Other product options are available. Please contact ChargePoint Sales for information and order codes.

Specify model number followed by the applicable code(s).

The order code sequence is: **Model-Options**. **Software**, **Services** and **Misc** are ordered as separate line items.

## Hardware

Description		Order Code
Model	1830 mm (6 ft) Single Port Bollard Mount	CT4011-GW1
	1830 mm (6 ft) Dual Port Bollard Mount	CT4021-GW1
	1830 mm (6 ft) Single Port Wall Mount	CT4013-GW1
	1830 mm (6 ft) Dual Port Wall Mount	CT4023-GW1
	2440 mm (8 ft) Dual Port Bollard Mount	CT4025-GW1
	2440 mm (8 ft) Dual Port Wall Mount	CT4027-GW1
Included	Integral Modem – North America	-GW1
Misc	Power Management Kit	CT4000-PMGMT
	Bollard Concrete Mounting Kit	CT4001-CCM

\*Note: ALL CT4000 stations include Integral Modem -GW1.

## Software & Services

Description	Order Code
ChargePoint Commercial Service Plan	CPCLD-COMMERCIAL- <i>n</i> *
ChargePoint Enterprise Plan	CPCLD-ENTERPRISE- <i>n</i> *
ChargePoint Assure	CT4000-ASSURE <i>n</i> *
Station Activation and Configuration	CPSUPPORT-ACTIVE
ChargePoint Station Installation and Validation	CT4000-INSTALLVALID

Note: All CT4000 stations require a network service plan per port.

\*Substitute *n* for desired years (1, 2, 3, 4 or 5 years)

## Order Code Examples

If ordering this...	...the order code is
1830 mm (6 ft) Dual Port Bollard Networked Station with Concrete Mounting Kit	CT4021-GW1 CT4001-CCM
ChargePoint Commercial Service Plan, 3 Year Subscription	CPCLD-COMMERCIAL-3
ChargePoint Station Installation and Validation	CT4000-INSTALLVALID
3 Years of Assure Coverage	CT4000-ASSURE3
1830 mm (6 ft) Single Port Wall Mount Networked Station	CT4013-GW1
ChargePoint Commercial Service Plan, 5 Year Subscription	CPCLD-COMMERCIAL-5
5 Years of Assure Coverage	CT4000-ASSURE5
Station Activation and Configuration	CPSUPPORT-ACTIVE

## Architectural Drawings (Dimensions)

CT4021 1830 mm (6')

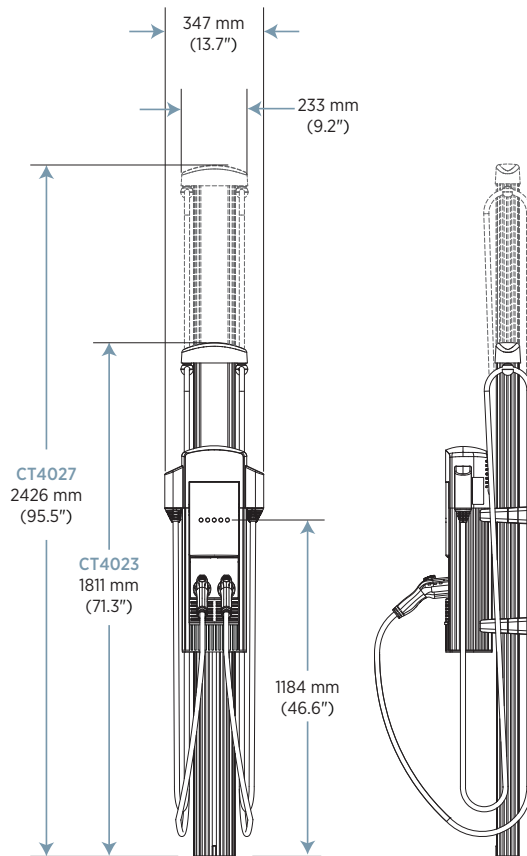
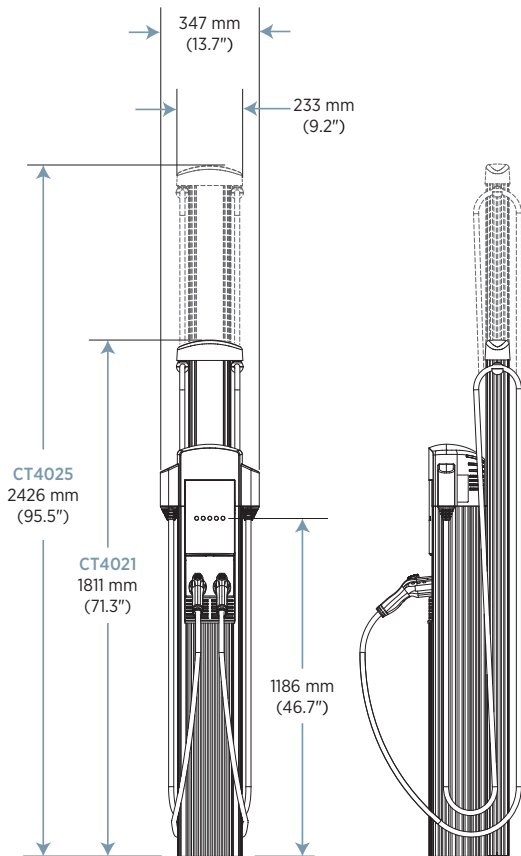
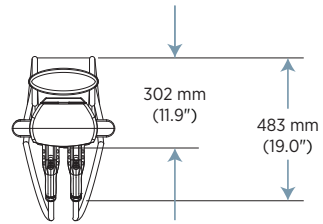
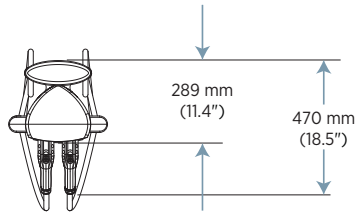
CT4025 2440 mm (8')

Bollard

CT4023 1830 mm (6')

CT4027 2440 mm (8')

Wall Mount



## General Specifications

### Electrical Input

Electrical Input	Single Port (AC Voltage 208 / 240V AC)			Dual Port (AC Voltage 208 / 240V AC)		
	Input Current	Input Power Connection	Required Service Panel Breaker	Input Current	Input Power Connection	Required Service Panel Breaker
Standard	30A	One 40A branch circuit	40A dual pole (non-GFCI type)	30A x 2	Two independent 40A branch circuits	40A dual pole (non-GFCI type) x 2
Standard Power Share	n/a	n/a	n/a	32A	One 40A branch circuit	40A dual pole (non-GFCI type)
Power Select 24A	24A	One 30A branch circuit	30A dual pole (non-GFCI type)	24A x 2	Two independent 30A branch circuits	30A dual pole (non-GFCI type) x 2
Power Select 24A Power Share	n/a	n/a	n/a	24A	One 30A branch circuit	30A dual pole (non-GFCI type)
Power Select 16A	16A	One 20A branch circuit	20A dual pole (non-GFCI type)	16A x 2	Two independent 20A branch circuits	20A dual pole (non-GFCI type)
Power Select 16A Power Share	n/a	n/a	n/a	16A	One 20A branch circuit	20A dual pole (non-GFCI type)
Service Panel GFCI	Do not provide external GFCI as it may conflict with internal GFCI (CCID)					
Wiring – Standard	3-wire (L1, L2, Earth)			5-wire (L1, L1, L2, L2, Earth)		
Wiring – Power Share	n/a			3-wire (L1, L2, Earth)		
Station Power	8 W typical (standby), 15 W maximum (operation)					

### Electrical Output

Electrical Output	Single Port (AC Voltage 208 / 240V AC)	Dual Port (AC Voltage 208 / 240V AC)
Standard	7.2 kW (240V AC @ 30A)	7.2 kW (240V AC @ 30A) x 2
Standard Power Share	n/a	7.2 kW (240V AC @ 30A) x 1 or 3.8 kW (240V AC @ 16A) x 2



Power Select 24A	5.8 kW (240V AC @ 24A)	5.8 kW (240V AC @ 24A) x 2
Power Select 24A Power Share	n/a	5.8 kW (240V AC @ 24A) x 1 Or 2.9 kW (240V AC @ 12A) x 2
Power Select 16A	3.8 kW (240V AC @ 16A)	3.8 kW (240V AC @ 16A) x 2
Power Select 16A Power Share	n/a	3.8 kW (240V AC @ 16A) x 1 Or 1.9 kW (240V AC @ 8A) x 2

## Functional Interfaces

	Single Port (AC Voltage 208 / 240V AC)	Dual Port (AC Voltage 208 / 240V AC)
Connector Types	SAE J1772™	SAE J1772™ x 2
Cable Length — 1.8 m (6 ft) Cable Management	5.5 m (18 ft)	5.5 m (18 ft) x 2
Cable Length — 2.4 m (8 ft) Cable Management	n/a	7 m (23 ft)
Overhead Cable Management System	Yes	
LCD Display	145 mm (5.7 in) full color, 640 x 480, 30 fps full motion video, active matrix, UV protected	
Card Reader	ISO 15693, ISO 14443, NFC	
Locking Holster	Yes	Yes x 2

## Safety and Connectivity Features

Ground Fault Detection	20 mA CCID with auto retry
Open Safety Ground Detection	Continuously monitors presence of safety (green wire) ground connection
Plug-Out Detection	Power terminated per SAE J1772™ specifications
Power Measurement Accuracy	+/- 2% from 2% to full scale (30A)
Power Report/Store Interval	15 minute, aligned to hour. Vehicle to grid connected and responsive to TOU signals
Local Area Network	2.4 GHz WiFi (802.11 b/g/n)
Wide Area Network	LTE Category 4

## Safety and Operational Ratings

Station Enclosure Rating	Type 3R per UL 50E
Safety and Compliance	UL and cUL listed; complies with UL 2594, UL 2231-1, UL 2231-2, and NEC Article 625
Station Surge Protection	6 kV @ 3,000A. In geographic areas subject to frequent thunder storms, supplemental surge protection at the service panel is recommended.
EMC Compliance	FCC Part 15 Class A
Operating Temperature	-40°C to 50°C (-40°F to 122°F)
Non-Operating Temperature	-40°C to 60°C (-40°F to 140°F)
Terminal Block Temperature Rating	105°C (221°F)
Operating Humidity	Up to 85% @ 50°C (122°F) non-condensing
Non-Operating Humidity	Up to 95% @ 50°C (122°F) non-condensing
Network	All stations include integral LTE modem and will be automatically configured to operate as gateway or non-gateway as needed

ChargePoint, Inc. reserves the right to alter product offerings and specifications at any time without notice, and is not responsible for typographical or graphical errors that may appear in this document



ChargePoint, Inc.  
 240 East Hacienda Avenue  
 Campbell, CA 95008-6617 USA  
 +1.408.841.4500 or  
 +1.877.370.3802 US and Canada toll-free  
 chargepoint.com

Contact Us  
 Visit [chargepoint.com](https://chargepoint.com)  
 Call +1.408.705.1992  
 Email [sales@chargepoint.com](mailto:sales@chargepoint.com)

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Listed by Underwriters Laboratories Inc.



New technology  
• Dual Users

-chargepoint+

\* will require electrical updates

# ChargePoint 6000 Series

Level 2 AC charging for businesses



Prepare for the future of electric mobility with a complete, connected charging solution.





## Maximize charging, minimize complexity

The ChargePoint® 6000 Series (CP6000) makes you part of the future of electric mobility, now. Our integrated electric vehicle (EV) charging solution offers convenient, reliable AC charging for your employees, customers, visitors, residents or fleets. No matter what your organization's goals or your drivers' needs, we provide a complete package that makes it easy to get started and measure success. With flexible software controls, advanced station design and power management capabilities, you can easily scale your charging capacity while controlling costs.

### ChargePoint's integrated solution includes:

- + Charging management software
- + Station hardware providing up to 19.2 kW per port
- + Driver app and network
- + Owner and driver support
- + ChargePoint Assure® service program
- + Turnkey installation via partner network

Ready to charge where your business needs it



Workplace



Retail



Parking



Commercial fleet



Hospitality



Multifamily  
residential



Healthcare



Education



## Keep your drivers happy

Reduce operational headaches, keep stations in use, improve productivity and generate positive brand association by enhancing driver satisfaction. ChargePoint provides everything you need to give your drivers a superior charging experience.

### Effortless

Deliver unique value to your organization by giving drivers charging designed for convenience and accessibility.

### Supported

Provide excellent service without additional effort by relying on our multi-language driver support.

### Connected

Attract drivers and make charging easier with our broad charging network, roaming partnerships, mobile app and driver services.

## Charge with confidence

Reliable charging is critical for your business and your drivers. Choose the solution you can depend on to maximize charging availability, minimize operational disruption and control total cost of ownership.

### Reliable

Keep charging ready with tested solutions engineered for quality, safety and continuous use.

### Integrated

Save time and effort with a complete solution and a single partner for your software, hardware, service and support needs.

### Protected

Succeed without distractions thanks to ChargePoint Assure, our industry-leading maintenance and management service package.





## Benefits of the ChargePoint 6000 Series



Get automatic software updates using reliable cellular connectivity and OCPP communication to the ChargePoint cloud.

Keep cables clean and safe for low-hassle charging using integrated cable management.

Increase station availability with a rugged station designed for easy maintenance.

Give drivers access to pricing information, instructions and charging status with a 8" (inch) interactive display supporting multiple languages, video upload and gesture controls.

Enhance visibility with real-time LED charging status indicators.

Make it easy for authorized drivers to start charging with multiple authentication methods (NFC, RFID, remote and more).



Reduce installation and operational costs with dual port stations that efficiently serve two parking stalls.

Reinforce your brand with customizable station inserts and video uploads for the display.



Focus on your core business by relying on ChargePoint Assure for proactive monitoring, uptime guarantees, and committed service levels.



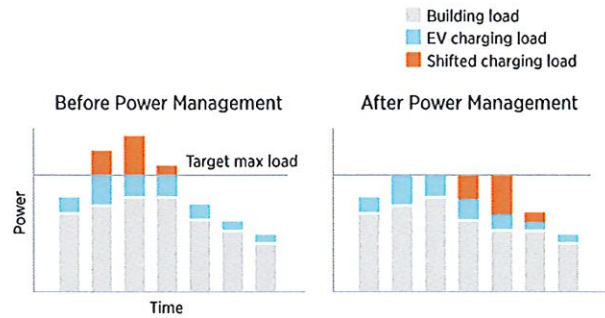
Turn capital expenses into a predictable operational expense by getting the CP6000 solution as a subscription through ChargePoint as a Service.\*



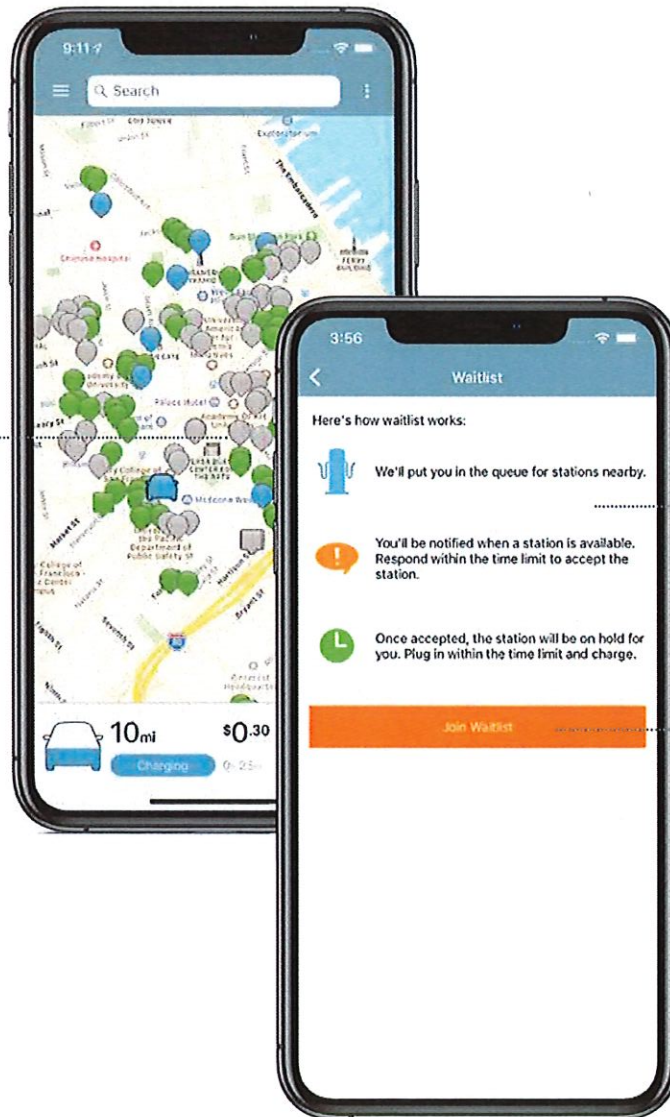
Gain peace of mind by relying on ChargePoint support to help drivers get charging faster.



Make your investment go further with flexible settings, pricing policies, dashboards, analytics and more. Manage your existing Open Charge Point Protocol (OCPP) compliant stations with ChargePoint network software.



Avoid electrical upgrades, reduce electricity bills and serve more drivers with Power Management.



Attract drivers by making your stations part of the broad ChargePoint network.



Enhance driver satisfaction with the user-friendly ChargePoint app. Integrations with vehicle systems and navigation apps provide drivers seamless access to your stations and the ChargePoint network wherever they go.

Maximize station use and save time with Waitlist, which lets drivers enter a queue if all ports are in use and get notified when it is their turn to plug in.



## Specifications

Feature	Description
Power	3.7 - 19.2 kW per port
Connectivity	4G LTE with GSM as backup
Authentication and payment	RFID, tap to charge (NFC), remote via mobile app or in vehicle, contactless credit card, EMV chip credit card option (for -CHIP models only)
Interface	8" (inch) interactive display with full colour, UV protection, gesture touch controls and multi-language support
Connector	SAE J1772 cable
Network communication protocol	OCPP 2.0.1
ISO 15118 standard	Supported
Operating temperature range	-40°C to 50°C
Certifications	UL Certified, Energy Star Certified*

## Configuration options

Feature	Description
Port type	Integrated cable
Number of ports	Dual, single
Mounting options	Pedestal, wall
Cable length	18', 23'

\* Energy Star Certified only applies to dual port versions of the CP6000 hardware.

### Pedestal mount



CP6011B-50A-L5.5  
 CP6011B-80A-L5.5  
 CP6011B-50A-L5.5-CHIP  
 CP6011B-80A-L5.5-CHIP  
 Pedestal mount,  
 single port, 18' cable

CP6021B-50A-L5.5  
 CP6021B-80A-L5.5  
 CP6021B-50A-L5.5-CHIP  
 CP6021B-80A-L5.5-CHIP  
 Pedestal mount,  
 dual port, 18' cable

### Wall mount



CP6013B-50A-L5.5  
 CP6013B-80A-L5.5  
 CP6013B-50A-L5.5-CHIP  
 CP6013B-80A-L5.5-CHIP  
 Wall mount,  
 single port, 18' cable

CP6023B-50A-L5.5  
 CP6023B-80A-L5.5  
 CP6023B-50A-L5.5-CHIP  
 CP6023B-80A-L5.5-CHIP  
 Wall mount, dual port,  
 18' cable





## Manage charging with ease

Flexible software simplifies charging management and makes it easy to update settings as you go. Monitor usage, set pricing, manage energy and simplify reporting across all your stations, including hardware already installed.

### Comprehensive

Eliminate uncertainty and make charging work for your business by accessing all the controls, real-time status and analytics you need.

### Dynamic

Make your investment go further through flexible pricing policies, driver access control, Waitlist and more.

### Optimised

Reduce electrical upgrade and energy costs while serving more drivers with Power Management.

## Prepare for tomorrow

CP6000 is ready to serve your drivers now and grow with your changing needs to meet new demand. Future-proof your charging with modular station hardware and automatic software updates for the latest features.

### Scalable

Manage costs and complexity as you grow with a solution designed to anticipate future requirements.

### Configurable

Tailor charging to your needs, thanks to flexible power inputs, station configurations and installation options.

### Modular

Simplify installation and field servicing with a modular station design.



Please return all payment coupons with your check or money order, payable to DTE Energy, five business days prior to the due date. Do not send cash or attach notes to the payment coupon.

Be sure to write your account number(s) on your check or money order.

**AutoPay Enrollment**

I authorize DTE Energy to enroll my account in AutoPay to debit my bank account each billing period to pay automatically the amount due on my DTE Energy billing statement. To avoid a charge for a return item, I understand that it is my responsibility to ensure that sufficient funds are available to complete each scheduled payment. If my financial institution rejects a transaction, payment will not be applied to my DTE Energy account. I can cancel authorization at [www.dteenergy.com](http://www.dteenergy.com) if I create and sign into my account; or, by calling Customer Care at 800.477.4747; or, by writing to Quality Control, 807 WCB, One Energy Plaza, Detroit, MI 48226.

Bank Account Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Detail of Current Charges**

**For Service at 120 N Main St, Imlay City, MI** *Farmers Market Electrical Box*

**DTE Electric Company Business Electric Service**

**Current Charges**

<b>Power Supply Charges</b>			
Power Supply Capacity Charge	1354.594 @ 0.038080	51.58	
Power Supply Non Capacity Charge	1354.594 @ 0.041050	55.61	
Power Supply Cost Recovery	1354.594 @ 0.019170	25.97	
Other Power Supply Volumetric Surcharges		0.26	
<b>Delivery Charges</b>			
Service Charge		11.25	
LIEAF Factor		0.90	
Distribution	1354.594 @ 0.043200	58.52	
Other Delivery Volumetric Surcharges		2.50	
Other Delivery Surcharges		16.50	
<b>Total DTE Electric Company Current Charges</b>		<b>223.09</b>	

**Current Billing Information**

Service Period	Jun 17, 2023 - Jul 19, 2023
Days Billed	33
Meter Number	7750773 11
Meter Reading	5872.514 Actual - 7227.108 Actual
KWH Used	1354.59400
Your next scheduled meter read date is on or around AUG 16, 2023	

**Usage History - Average per day**

	Current Month	Last Month	Year Ago
KWH Usage	41	39	43
Change		5%	-5%

**Total Current Charges** **223.09**

**If You Smell Natural Gas and DTE Gas Company is Your Natural Gas Provider, Call 800.947.5000**

If the odor is strong, leave the building immediately. Do not use electric switches or an open flame. Open doors and windows.

**If Your Electricity Goes Out**

Check your fuses or circuit breakers, then see if your neighbors' lights are on. To report an outage or fallen power line, contact your electric company. DTE Electric Company customers, call 800.477.4747 or visit [dteenergy.com](http://dteenergy.com) from a location that has power. Stay at least 20 feet away from a fallen power line and anything it's touching, including metal fences and puddles.

**Energy Theft is illegal & dangerous**

Confidentially report suspected tampering by calling our theft hotline at 800.441.6698.

**For More Information**

For more information on your bill or alternative payment methods, call 800.477.4747, visit [dteenergy.com](http://dteenergy.com), or write to DTE Energy, One Energy Plaza, Detroit, MI 48226-1221 before the due date.

DTE Electric Company and DTE Gas Company are DTE Energy subsidiaries and are regulated by the Michigan Public Service Commission, Lansing, Michigan.



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## **AGENDA ITEM NB 10b: 2023 Summer Concert Series Report**

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**DATE:** September 11, 2023

**TO:** DDA Board Members

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

**Background:** The 2023 DDA Summer Concert Series has successfully completed the 8 events. Director Malzahn is providing you with a detailed breakdown of expenditures, revenues and weekly details for each of the dates.

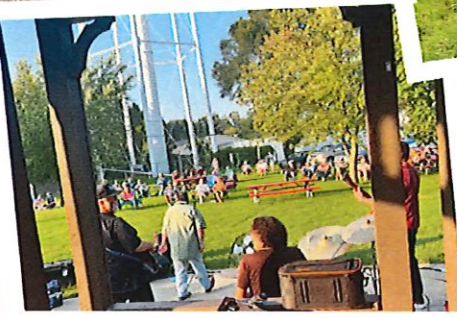
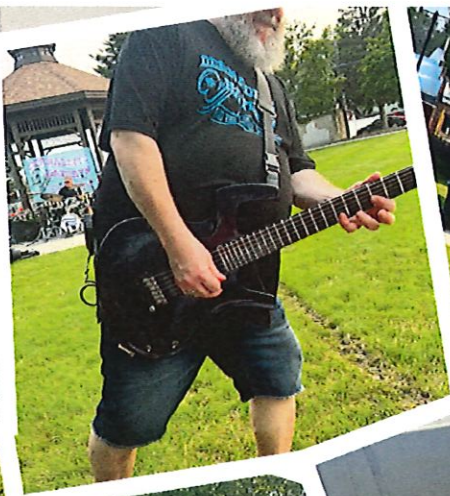
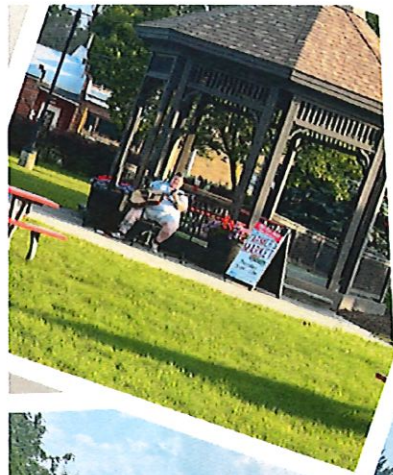
**Items Attached:** Budget detail spread sheet  
Picture collage from this season

**Action Needed:** None

Budget-ImlayCityDDA  
2023 Summer Concert Series

	Detail	Attendance	Expense	Revenue	Grant Funding	Notes				
8-Week Series	Operating Supplies (snacks/water)		\$572.01							
	Marketing		\$102.00							
	Advertising		\$1,011.50							
	Licensing - Sesac		\$1,066.00							
	Licensing - ASCAP		\$434.73							
	Employee Expense		\$800.00							
June 13th	Full Circle Project	15	\$1,000.00			Rain / Storms - moved to fire hall				
June 20th	Kevin Herzog	48	\$350.00							
June 27th Rescheduled Aug 22nd	Bob Marshall Band / Ice Cream Social	86	\$800.00	\$400.00		Air Quality cancellation - reschedule date 68 degress and mostly sunny				
	Fun with Sparkles		\$245.00							
	Marketing		\$40.00							
	Operating Supplies		\$588.66							
July 11th	Motor City Josh & The Big Three	80	\$1,000.00			Cloudy skies rain during day				
July 18th	Acoustic Ash	65	\$600.00			Rain during day				
August 1st	Bernadette Kathryn & Lonely Days Band	92	\$1,100.00			80 degress mostly sun				
	Operating Supplies		\$82.68							
August 8th	Pat Smillie Band	74	\$1,000.00			Hot - Holy Guac Food Truck				
August 15th	Swing Shift Orchestra	70	\$750.00			Rain until 5:00 pm moved to tent in FM lot Warsaw Cuisine				
			\$11,542.58	\$400.00						





Imlay City Downtown Development Authority's Summer

# Concerts in the PARK

Grab your favorite lawn chair, picnic blanket and dance partner to join us in

**LAMB STEELE PARK**  
Downtown Imlay City

Tuesday evenings  
7:00 pm - 8:30 pm

(In case of inclement weather the concerts will be held at Heritage Church, 543 North Cedar Street)



IMLAY CITY, MICHIGAN 48444

**Downtown Development Authority**

WWW.ICDDA.COM





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## **AGENDA ITEM NB 10c: Professional Services – Community Assessment Proposals**

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**DATE:** September 11, 2023

**TO:** DDA Board Members

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

**Background:** The DDA issued an RFP seeking proposals for Professional Services to assist in the development of a focused strategic development plan for the DDA District on August 7, 2023. A bid opening was held at noon on September 6<sup>th</sup> with two submissions received.

**Items Attached:** Rowe Professionals Proposal  
(Strategic Plan = \$6,700, Survey = \$900, 1 Open House Meeting \$1,200)

Giffels Webster Proposal  
(Where We Are = \$10,880, Market Assessment = \$5,620,  
Strategic Plan + 2 Meetings \$9,380)

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

**Recommended Motion:** Motion to retain the services of \_\_\_\_\_ for the purpose of conducting a strategic development plan in the amount of \_\_\_\_\_.



# Proposal to City of Imlay City Downtown Development Authority



giffels   
webster





September 6, 2023

**Christine Malzahn - DDA Executive Director**

150 N. Main Street | Imlay City, MI 48444

Dear Ms. Malzahn,

I am pleased to present our proposal to assist the City of Imlay City's Downtown Development Authority with the development of a Strategic Development Plan. Based on our conversation and my brief discussion with the DDA, I have sought out partners for this project will join our team in helping the DDA understand more broadly what's working and what needs work and helping to create a strategic development plan. Our team includes:

- **Giffels Webster.** An award-winning community and land use planning team backed up by civil engineers, landscape architects, surveyors & GIS specialists – all of whom choose every day to make communities better.
- **Double Haul Solutions.** We work to help clients reach further and cut through the winds of everyday challenges to build prosperous, purpose driven communities, organizations, and teams.
- **The Chesapeake Group.** The Chesapeake Group is the premiere economic development and impact firm in the United States, having prepared more than 1,000 analyses since its inception. TCG has been involved with all facets of urban, suburban, and rural area strategic planning.
- **Vettrano Consulting, LLC.** Jaymes provides focused municipal management consulting relating to operational management, community relations, human resources, and financial planning. Since 2015, Jaymes has completed over 100 consulting projects for municipalities throughout Michigan.

Our team approach brings years of skills, talents, expertise, and passion to the City of Imlay City DDA that aligns with our understanding of the DDA's needs as noted on the pages that follow. Together we have crafted a work program that weaves strategic public engagement and plan development together in a way that demonstrates our capacity to listen, respond, check-in and deliver a product on time and within budget that meets the DDA's needs. In the enclosed proposal, we propose a collaborative approach that allows our team and the DDA to establish forward-thinking and action-oriented goals for the future of Downtown.

Thank you for the opportunity to share our proposal with the City and we look forward to discussing this with you further.

Regards,

**Giffels Webster**

A handwritten signature in black ink that reads "Jill S. Bahm".

Jill Bahm, AICP  
Partner  
248.852.3100

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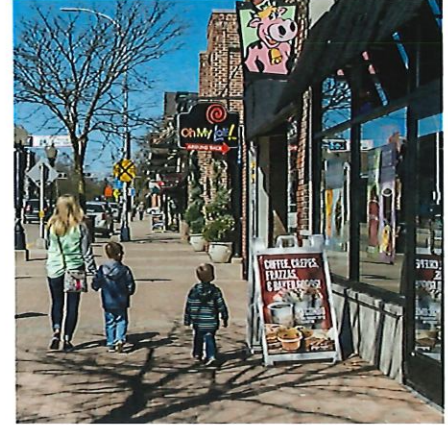
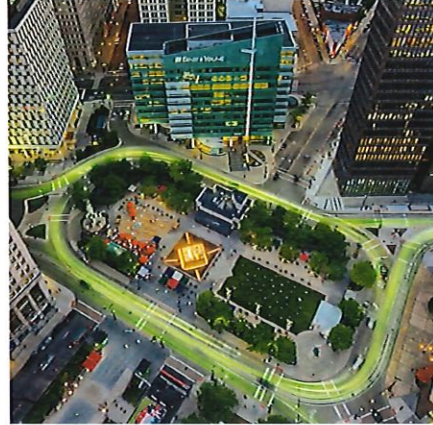
# Firm History



# FIRM HISTORY



## Giffels Webster Project Lead, Strategic Planning



## Celebrating **70 Years** Making Communities Better

Giffels Webster is a Michigan based consulting firm specializing in community planning, civil engineering, land surveying, and related services. Since our inception in 1952, we have been fortunate to provide professional support to land owners and local governments throughout the country. This strong client base, coupled with our passion for the communities in which we work, has been instrumental in our development as a leader in the industry.

Our community planning services include master plans, park and recreation plans, national and state park general management plans, downtown development plans, corridor studies, and tax increment financing plans. Our municipal code portfolio includes zoning and formbased codes, sign ordinances, wireless facilities regulations, and code formatting. We also prepare traffic studies, parking studies, economic development plans, market assessments and public participation plans.

To fulfill these community planning services, Giffels Webster employs three proprietary products, Clearzoning®, NextSteps for Downtown® and PictureThis!™ to achieve results. Clearzoning® is an industry-leading tool for developing clear and user friendly zoning ordinances, while NextSteps for Downtown® is an interactive toolkit for assessing and invigorating downtown vitality. PictureThis!™ is a crowdsourced online tool that enables residents and other interested stakeholders to provide meaningful input into the planning process by uploading photos and comments linked to specific locations in the community.

### MAIN CONTACT

**JILL BAHM, AICP**

Partner

1025 East Maple, Suite 100 | Birmingham, MI 48009

o. 248.852.3100

jbahm@giffelswebster.com

### Quick Facts

#### Founded

1952

Michigan Incorporated - 1960

#### Headquarters

28 West Adams, Suite 1200  
Detroit MI 48226

#### Services

Civil Engineering  
GIS  
Landscape Architecture  
Planning  
Surveying  
Traffic Engineering

#### Markets

Public works  
Transportation  
Healthcare  
Education  
Retail  
Office/Industrial  
Facilities Management  
Urban Redevelopment  
Parks/Trails  
ADA Compliance  
Federal

#### Professional Staff

Administrative - 12  
Civil Engineers - 27  
Construction Inspectors - 5  
GIS Specialists - 2  
Land Surveyors - 20  
Landscape Architects - 4  
Partners - 12  
Planners - 9  
Senior Project Management - 4  
Traffic Engineers - 3

**TOTAL 98 EMPLOYEES**





Collectively, our planning team has over 100 years of experience assisting communities with zoning & form-based codes, traffic & parking studies, economic development plans, and a wide range of long-range planning services, including master plans, recreation plans, downtown development plans, and tax increment financing plans.

Giffels Webster is at the forefront of developing clear and user-friendly zoning ordinances. Our Clearzoning® product, first introduced in 2008, reorganizes zoning and other development regulations for greater efficiency, identifies and resolves conflicting regulations, and provides a significant “health check-up” for zoning codes. Clearzoning is time-tested and trusted by over 30 communities across the U.S.

**Giffels Webster has received recognition at the state and national level for its work with small towns and rural areas including:**

- Lathrup Village Zoning Ordinance received the 2012 Outstanding Project Award from the American Planning Association’s Small Town and Rural Planning Division
- Wayfinding Sign Plan for the City of New Baltimore received the 2020 Inspiring Planning Project Award from the American Planning Association’s Private Practice Division
- City of Novi Development Manual received the 1998 Outstanding Implementation Tool Award from the Michigan Association of Planning.
- The City of Clawson Downtown Master Plan received the 2017 Outstanding Small Town Special Project Plan award from the American Planning Association’s Small Town and Rural Planning Division

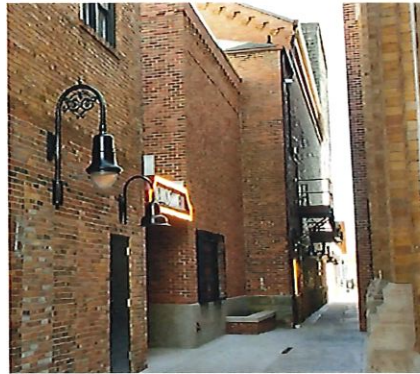
**Giffels Webster staff developed several key educational and training tools / articles including:**

- Zoning Practice, American Planning Association, “Food Truck Feeding Frenzy,” by Rod Arroyo and Jill Bahm
- Michigan Economic Development Corporation (MEDC), Redevelopment Ready Communities Program, Best Practices Training Programs: Zoning and Development Review, Rod Arroyo and Jill Bahm; Joe Tangari has taught RRC Best Practice modules in the Upper Peninsula
- Michigan Association of Planning: Planning and Zoning Essentials, Advanced Training Program in Subdivision Review, Site Plan Review Training, ZBA Training and more.
- Jill Bahm taught Land Use Planning at Wayne State University’s Graduate Planning Program, and Joe Tangari has taught modules of the course as a guest lecturer.

Additionally, Jill Bahm is an alumna of the Form-Based Code Institute and currently serves on the Michigan Association of Planning Board of Directors.



# Planning Awards



**2020 American Planning Association Private Practice Division Inspiring Planning Project Award**  
City of New Baltimore Wayfinding Project

**2019 Michigan Association of Planning Project Excellence Award for Public Engagement**  
City of Rochester Hills Master Plan

**2019 American Planning Association Small Town & Rural Planning Division Outstanding Small Town Comprehensive Plan**  
City of Brighton Comprehensive Plan

**2017 American Planning Association Small Town & Rural Planning Division Outstanding Special Project Plan**  
City of Clawson Downtown Master Plan

**2015 Michigan Association of Planning Outstanding Public Outreach Project**  
State of Michigan Department of Natural Resources Wilderness State Park

**2012 American Planning Association Small Town & Rural Planning Division Outstanding Project**  
City of Lathrup Village Clearzoning Ordinance

**2009 Michigan Association of Planning Daniel Burnham Award for a Comprehensive Plan**  
City of Huntington Woods Master Plan

**2008 Michigan Historic Preservation Network Government/Institution Award**  
City of Huntington Woods Master Plan

**2008 American Society of Landscape Architects Michigan Chapter Merit Award**  
City of Troy Big Beaver Corridor Study

**2007 Michigan Association of Planning Outstanding Planning Project Award**  
City of Troy Big Beaver Corridor Study

**2007 American Planning Association Small Town & Rural Planning Division Vernon Denies Award for a Small Town or Rural Plan**  
City of Adrian Comprehensive Plan

**2007 Michigan Association of Planning Outstanding Planning Project Award - Honorable Mention**  
City of Adrian Comprehensive Plan

**2005 American Planning Association Small Town & Rural Planning Division Award for Excellence**  
Bridgewater & Manchester Townships - Wireless Facilities Master Plan

**2002 American Planning Association Small Town & Rural Planning Division Award for Excellence**  
Bridgewater Township Master Plan

**2000 Michigan Society of Planning Outstanding Planning Project Award**  
City of Detroit Development Manual

**1998 American Planning Association Small Town & Rural Planning Division Award for Excellence**  
Village of New Haven Master Plan



## Services



## Engaging Community Partners

Giffels Webster is highly qualified to facilitate public participation techniques that will engage the public, stimulate their involvement, build consensus, then mobilize the partners with a shared vision for the future of the community. We can also assist communities with the development of a public input plan that maps out strategies and benchmarks for public input across a wide spectrum of community goals and objectives.

Any successful plan must be solidly based upon a community's vision for the future. Such plans must also engage community partners, then mobilize them into action. The three major components in any planning process are:

- Analysis of existing conditions or What do we have?
- Vision or What do we want?
- A Plan for the Future or How do we get there?

While the question "What do we want?" may sound simple, mobilizing the public partners to offer community leaders clear direction is rarely a simple task. We will tailor a public involvement approach that fits your community, meets your expectations, and tracks your project schedule.

### Participation Process

- Planning Fairs
- Focus Groups
- Websites
- Internet Surveys
- Mail Surveys
- Open Houses
- Visioning Sessions
- Charrettes
- Consensus Workshops
- Issues & Solutions
- Workshops
- Picture This! Photo
- Exhibits
- Social Networking Sites



# FIRM HISTORY



## Double Haul Solutions Strategic Planning



Double Haul Solutions (DHS) was launched in 2021 to support communities, organizations, and teams in their efforts to deliver results, address complex challenges, and achieve sought after successes. Don't let DHS' age fool you. Our firm's history began approximately 15 years prior to its incorporation. Since DHS' founding, it has added an employee, two additional strategic consultant/advisors, who focus on Community/Economic Development and Organizational Development, and it has expanded its network of potential subject matter experts and collaborators. Our core team of four has over 70 years of experience.

Through the Double Haul Network, DHS can customize project teams based on the specific and unique needs of each client. With access to community builders, human resources and labor relations specialists, policy experts, project managers, community engagement strategists, planning and community/economic development professionals, financial strategists, and more, the necessary skillsets to build the right team are within arm's reach. DHS focuses on collaborating with authentic leaders who embrace our vision, purpose, and values and who are willing to go the extra mile to foster long-term and genuine client relationships - it's through these genuine relationships that DHS is working to set itself apart from the consulting pack.

The DHS Team consists of innovators with new service offerings on the horizon that will be built to support communities and talent development. We look for challenges still awaiting the solutions that can be developed and sustained to move the needle on important local, state, and national priorities.

DHS is about applying the purpose of a double haul fly fishing cast to help our clients reach further and cut through the wind of everyday challenges.

**SERVICE OFFERINGS**  
 Community Engagement  
 Strategic Planning  
 Organizational Development  
 Project & Program Support  
 Economic Development

**CLIENT PORTFOLIO**  
 City of Traverse City  
 Village of Lexington  
 City of Port Huron  
 City of Mount Clemens  
 City of Northville  
 City of Tecumseh

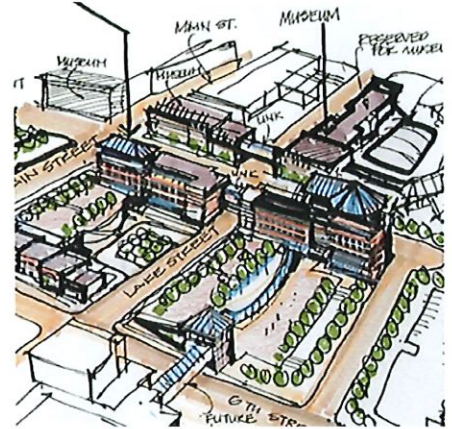
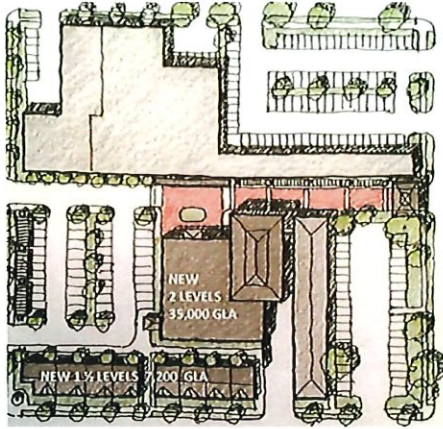
**VALUES**  
*Authenticity:* True to self, true to purpose, and true to values.  
*Community:* Strong communities of employees, customers, and neighbors create environments that foster success and fulfillment.  
*Collaboration:* Success is rarely possible without the support of others.  
*Diversity:* Diversity of heritage, identity, thought, talent, and life experience bolsters opportunity for enrichment, strengthening individuals, teams, organizations, and communities.  
*Leadership:* Leadership is about creating conditions and environments that nurture successful outcomes.  
*Vision:* Opportunity is lost, and hazards are missed, when we focus only on what lies ahead and ignore the periphery.



# FIRM HISTORY



## The Chesapeake Group (TCG) Economic Analysis



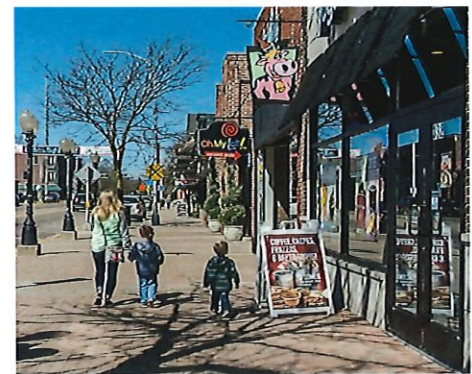
The Chesapeake Group (TCG) is the premier economic analysis and development firm in the United States, having prepared more than 1,000 analyses since its inception. TCG was formed in 1974 and incorporated a year later. In addition to our home base in Maryland, we have satellite offices in Michigan and Florida.

The Chesapeake Group (TCG) provides an integrated array of real estate and economic analyses and development services. Key services include: economic revitalization, including “Main Streets” and mixed-use development plans; economic and community development strategies; assessments of site specific opportunities, generally within the context of larger geographic areas; defining opportunities for emerging R & D related to technology, agricultural production, natural resources and higher education institutions; identifying technology application shifting; tourism development; impact analyses; business, developer, investor and institution recruitment; and transit-oriented development for local governments, Chambers of Commerce, and private sector interests and developers.



# EXPERIENCE

## Brighton Comprehensive Plan Brighton, Michigan



In 2017, the City of Brighton Planning Commission began developing a Comprehensive Plan for the city. This plan includes updating the city's 2012 Master Plan as well as creating a Downtown Plan, Recreation Plan and Complete Streets Plan. This Comprehensive Plan is intended to serve as a guide for how the city can become the place its residents and businesses desire. By creating all these long-range planning documents concurrently, the city is promoting and strengthening city-wide community assets in a way that illustrates how these assets are interrelated.

Giffels Webster initiated the project with a joint workshop with the Downtown Development Authority, Planning Commission and City Council. This was followed by an intensive NextSteps for Downtown® assessment, which included evaluation of building form, streetscape, circulation and parking.

Our planning team facilitated public participation via an on-line survey, open house and Giffels Webster's online crowd-sourced platform, PictureThis™, which provided a resource for citizens, business owners, and visitors to upload photographs, link them to a map location, and offer comments.

The Downtown Plan establishes a block-by-block Framework Plan which specifies building frontage types and building heights consistent with planned outcomes. It also calls for expansion of pedestrian passages that link Main Street and Grand River with larger parking areas and other street frontages. This focus on non-motorized transportation also weaves through the Complete Streets Plan and Recreation Plan.

Action strategies are provided in a matrix that makes implementation straightforward and trackable. The matrix shows how various land use, transportation, recreation, and downtown actions are connected.

**Owner:**  
City of Brighton

**Services Provided**  
Planning

**Cost**  
\$105,000

**Date**  
2017

**Reference**  
Nate Geinzer  
Former City Manager  
810.227.1911

Mike Caruso  
Community Development Manager  
810.844.5149

**Award**  
2019 Vernon Deines Merit Award for an Outstanding Small Town Comprehensive Plan by the American Planning Association's (APA) Small Town and Rural Planning (STaR) Division.



# Development and Tax Increment Finance Plan Clawson, Michigan



The City of Clawson has a Downtown Development Authority that was created in 1990 to improve economic conditions in its downtown. Over the years, the downtown area has seen improvements to private property prompted by public investment in the district. Recognizing that revitalization is a continuous process, the DDA asked Giffels Webster to help develop an updated tax increment finance plan (TIF) that extends the efforts of the DDA into the future.

The 2020 Development and TIF Plan is based on the 2015 Master Plan for Downtown; implementation is likely to take 15 years or longer. The strength of the Plan is the implementation program that sets priorities and correlates specific plan proposals with the appropriate implementation tools. The implementation strategies in the Development Plan will assist the DDA in putting the key recommendations of the Master Plan to work. Annual review of the implementation strategies allows the DDA to adequately budget for needed resources, as well as share and celebrate accomplishments with the community.

**Owner:**  
City of Clawson

**Services Provided**  
Planning  
NextSteps for  
Downtown\* Assessment

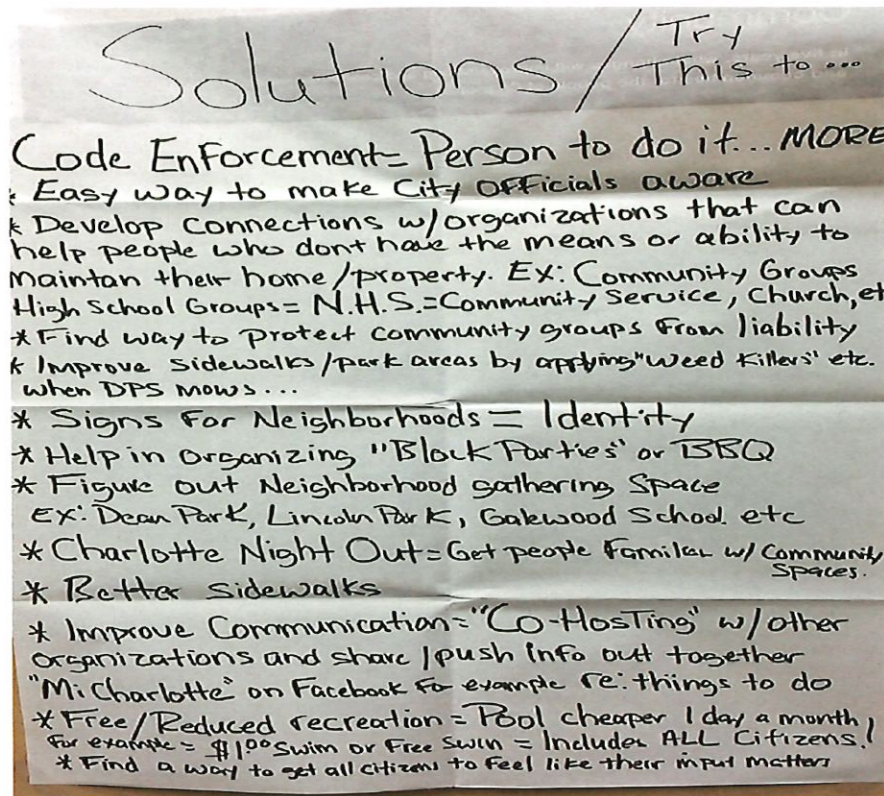
**Date**  
2020

**Reference**  
Joan Horton  
Interim Planning & Zoning  
Administrator  
248.435.5229



# Charlotte Strategic Plan

## Charlotte, Michigan



The City of Charlotte and a variety of community agencies, such as CanDo!, Charlotte Rising, Charlotte Public Schools and the Hayes Green Beach Hospital, have long worked to improve the quality of life in Charlotte, each contributing its own strengths and skills. In 2019, several community members recognized that some of the agencies' strengths and skills overlapped or left gaps. To more efficiently utilize community resources, the City of Charlotte spearheaded an effort to create a 5-year strategic plan - "Vision 2025."

A strategic plan is a planning tool that looks at what's working and what needs work in the community and identifies specific improvement actions that the community has the resources (or a plan to obtain resources) to achieve within the identified time period. The strategic plan is built around the framework of the 7 elements of a healthy community, which address:

- Basic Needs of Residents
- Health and Wellness
- Quality Education and Learning Opportunities for All Ages
- Vibrant and Diversified Economy Arts and Culture
- Strong and Connected Neighborhoods and Communities
- Natural Environment

Through the process, the steering committee reached out for input from its community group members and the public through opportunities including internet surveys, mail surveys, open houses, and social networking sites. Steering committee members used the Giffels Webster "meeting toolkits" to facilitate small group discussions. The resulting plan includes action strategies and metrics to gauge outcomes and progress.

**Owner:**  
City of Charlotte

**Services Provided**  
Planning

**Date**  
2020

**Reference**  
Yvonne Ridge  
City Manager  
517.663.8118  
yridge@cityofeatonrapids.gov



# Comprehensive Plan

## Crosswell, Michigan



Giffels Webster assisted the City of Crosswell with the creation and adoption of the Crosswell Comprehensive Plan. The city is one of few communities in Michigan that have taken on the innovative plan approach.

The Comprehensive Plan is composed of five individual plans—Master Plan, Downtown Development Authority Plan, Recreation Plan, Tax Increment Finance Authority Plan, and Neighborhood Improvement Plan—interconnected to support the overall vision for the future of the community: to be an attractive place for multiple generations to live, work, and do business in.

The plan is the culmination of a 14-month collaboration between several city commissions, committees, municipal staff, and City Council. This collaborative group, which also included other community members, became known as the Comprehensive Plan Task Force. Giffels Webster served as the planning consultant, leading the Task force in monthly meetings and assisting them in the development of goals, objectives, and action strategies to achieve the city's vision.

The planning process included the development and adoption of the Neighborhood Improvement Authority—the first in Michigan. This authority, funded similarly to the DDA and TIFA districts, will provide funding for improvements in residential areas. This includes beautification programs and sidewalk improvements.

**CLIENT**  
City of Crosswell

**SERVICES**  
Planning

**COMPLETION DATE**  
2017

**CONTACT**  
Sue Dobson  
City Clerk  
810.679.2299

# REFERENCES

The Project Team has significant experience working for numerous municipalities and governmental organizations. Please feel free to contact any or all of them.

## **BRIGHTON COMPREHENSIVE PLAN**

### **CITY OF BRIGHTON**

Mike Caruso - Community Development Manager  
200 North First Street, Brighton MI 48116  
810.844.5149

## **DOWNTOWN MASTER PLAN**

### **CITY OF CLAWSON**

Joan Horton - Interim Planning & Zoning Administrator  
425 N. Main, Clawson, MI 48017  
248.435.4500 ext.115

## **CHARLOTTE STRATEGIC PLAN**

### **CITY OF CHARLOTTE**

Yvonne Ridge - City Manager  
517.663.8118  
yridge@cityofeatonrapids.gov





# Project Participants





# Jill Bahm, AICP

## Partner

Jill Bahm, AICP, is a partner at Giffels Webster and has 15 years of experience as a planning consultant. Jill has worked in both the public and private sector, as a Downtown Development Authority director, and municipal city planner. Jill currently serves on the Michigan Association of Planning's Board of Directors. She was one of the co-authors of the American Planning Association's 2014 *Aging in Community Policy Guide*. Jill recently served as an adjunct professor in the graduate urban planning program at Wayne State University and provides local training on planning and zoning issues.

### YEARS OF EXPERIENCE

22

### EDUCATION

Master of Urban and Regional Planning, University of Michigan

Bachelor of Arts in Communications/English, University of Michigan

Form-based Code Institute, Alumnus

National Charrette Institute, Core Level Certificate

### CERTIFICATIONS

American Institute of Certified Planners (American Planning Association)

Michigan Association of Planners

### SPECIAL EXPERTISE

Downtown Development  
Land Use/Planning  
Zoning  
Review Process  
Public Engagement  
Design  
Placemaking  
Training/Education

### Land Use Planning

Master Plan (2023), Genoa Twp.

Master Plan (2022), City of Sylvan Lake

Comprehensive Plan (2021), City of Lathrup Village Master Plan (2021), City of Madison Heights

Strategic Plan (2020), City of Charlotte

Master Plan Update (2019), Rochester Hills

Comprehensive Plan (2018), Brighton (Master Plan, Downtown Plan, Rec Plan & Complete Streets Plan) Capital

Improvement Plan (2019), Brighton

Capital Improvement Plan (2018, 2019, 2020, 2021,2022), Lathrup Village Tech Village Master Plan / Framework Study (2016), Grand Blanc Twp.

### Recreation Planning

Recreation Plan (2023 – 2027), Chesterfield Twp.

Recreation Plan (2021-2025), City of Lathrup Village Recreation Plan (2021-2025), City of Madison Heights Recreation

Plan (2021-2025), City of White Cloud Recreation Plan (2021-2025), Genoa Twp.

Recreation Plan (2020-2024), Paint Creek Trailways Commission

General Management Plans (2008-2016), State of Michigan DNR

Michigan Natural Resources Trust Fund Grant Application Assistance (2018), White Lake Twp. (\$1.4M Awarded), 2021

Genoa Township (\$300,000)

### Zoning

Clearzoning and Zoning Ordinance Audit (2021) Milford Village

Clearzoning and Zoning Ordinance Audit (2021) Milford Twp.

Zoning Ordinance Updates (2018-2023), City of Rochester Hills

Clearzoning and Zoning Ordinance Audit (2020), Village of Cass City

Zoning Ordinance Audit, Zoning Amendments, Sign Ordinance (2019-2021), City of Clare

Clearzoning and Zoning Ordinance Audit (2019-2020), City of Coldwater

Zoning Ordinance Audit (2019), City of Clawson

Sign Ordinance (2019), City of Ann Arbor

Clearzoning, Zoning Code Update and Form-based districts (2017-2020), City of Brighton

Tech Village Form-based Code (2017), Grand Blanc Twp.

Downtown Zoning Updates (2017), City of Clawson Zoning Ordinance Audit (2015), City of Flint

Clearzoning and Clear Code (2014-2015), Watertown Twp.

### Economic Development

Economic Development Strategy (2021), Village of Sparta

Tax Increment Finance Plan (2020), Clawson Downtown Development Authority Pre-Development Services (2020), City of Laingsburg

Pre-Development Services (2020), City of Hillsdale Pre-Development Services (2019), Meridian Twp.

Technology Village Marketing Materials (2017), Grand Blanc Twp. Economic Development Strategy (2014), City of Wixom

Tax Increment Finance Plan (2012), Ferndale Downtown Development Authority

### Ongoing Planning Services

Chesterfield Twp.

City of Bloomfield Hills

City of Brighton

City of Clawson

City of Lathrup Village

City of Ruston, Louisiana

City of Sylvan Lake

Village of Milford



# Julia Upfal, AICP

## Partner

Julia Upfal, AICP, is a senior planner at Giffels Webster with over eight years of community development experience. Julia earned a BA in Urban Studies from Wayne State University in 2012 and a Master of Urban Planning degree from the University of Michigan in 2015.

Julia's has worked in both the public and private sector, most recently serving as the City of Chelsea's Community Development Director. Julia's experience includes master planning, ordinance reviews, code enforcement, economic development, and grant writing; since 2015, Julia has been awarded over \$1,000,000 in public sector grant funding for local communities.

Julia's technical expertise in planning coupled with her passion for public engagement enables her to provide prescriptive guidance that strategically aligns development with established community goals.

Julia's experience reflected below was gained while working at other organizations and with Giffels Webster.

**YEARS OF EXPERIENCE**  
7

**EDUCATION**

Master of Urban Planning  
University of Michigan

Bachelor of Art  
Urban Studies  
Economics Minor  
Wayne State University

**LICENSES/REGISTRATION**

American Institute of  
Certified Planners  
American Planning Association  
Michigan Association  
of Planning  
APA Economic Development  
Division Professional

**SPECIAL EXPERTISE**

Ordinance Review  
Land Use Planning  
Economic Development  
Community Engagement  
Site Plan Review

**Long Term Planning and Special Studies**

2016 Legends District Master Plan, City of Green Bay  
2017 Benchmarking Study, Livingston County  
2022 Master Plan Review, Village of Milford

**Ordinance Review**

2021 Zoning Ordinance, City of Chelsea

**Economic Development**

2017 WEDC Idle Sites Grant, \$425,000, City of Green Bay  
2019 Site Readiness Grant, \$75,000, Village of Fowlerville  
2019 Marketing Strategy, City of Chelsea  
2020 Commercial Rehabilitation District Review Guidelines, City of Chelsea  
2021 EGLE Brownfield Grant, \$475,000, City of Chelsea  
2022 Southside Reinvestment Strategy, City of Port Huron





# Nate Geinzer

## Founder | CEO



Nate launched his local government career in 2005 and quickly found a passion for communities. It is due to this passion and desire to support communities with diverse challenges and needs that he launched Double Haul Solutions in late 2021. In 2022, Nate joined the staff at Oakland University to teach in its Master of Public Administration Program and has supported the Cities of Mount Clemens, Northville, Tecumseh, and Port Huron. Nate brings energy and a strong work ethic to each community he works with. Through his teaching and networking, Nate works to inspire future public administrators to enter the "talent pipeline" offering mentoring and ongoing support. .

**YEARS OF EXPERIENCE**  
17

**EDUCATION**  
Masters of Public Administration,  
Eastern Michigan University

Bachelor of Science, History  
& Social Sciences, Eastern  
Michigan

**SPECIAL EXPERTISE**  
Community Building  
Engagement | Facilitation  
Economic Development  
Facilitation  
Visioning  
Strategic Planning

**Relevant Consulting Work**

- City of Traverse City – Interim City Manager Services
- Village of Lexington – Team Supported Village Manager Services
- City of Port Huron – Community Building & Engagement, Facilitation, Economic Development, Strategic Planning, Technical Assistance, and Advocacy
- City of Tecumseh – Staff Retreat Facilitation, Team Building
- City of Northville – Strategic Project Prioritization Planning, Special Projects, and Grant Assistance
- City of Mount Clemens – Facilitation of Multi-Year Strategic Plan Update
- Hundred Place Consulting/Michigan Municipal Services Authority – Strategic Planning, Staff Support, Subject Matter Professional, etc.

**Relevant Work Experience**

- Oakland University MPA Program – Lecturer: Local Government Management
- City of Northville – Interim Housing Director
- City of Brighton – City Manager
  - Organizational Design, Culture, and Service Improvements
  - Community and Economic Development
  - Downtown Development
  - Fiscal Strategy, Restructuring, and Sustainability
  - Labor Relations
- City of Farmington Hills – Assistant to the City Manager
  - Energy and Environmental Sustainability
  - Community Engagement
  - Community and Economic Development

**Relevant Training**

- Community Leaders Camp: 13 Ways Inc
- Leadership through Communication Excellence and Critical Conversations: Michigan State University
- Economic Development Basic Course: Michigan Economic Development Association
- Real Estate Development and Reuse: International Economic Development Council





# Henry Outlaw

## Project Specialist

Henry is dedicated to helping employees, clients, and the world tackle challenging issues, create positive change, and strengthen relationships. After traveling the world and learning about culture, team leadership, and systems thinking from companies like Fiat Chrysler, IKEA, and United Shore Financial, he decided to focus on giving back to the community.

After receiving his Bachelor's Degree in Criminal Justice at Marygrove College, he received a Master of Public Administration with a focus on Local Government Management and Public Personnel Management. During his tenure in local government, he has led projects that promote inclusion, established consensus among differing parties, and expanded resources and capacity through partnerships.

Comfortable navigating a variety of environments and situations, Henry thrives helping people and organizations do and be their best. Currently a consultant in the public sector, he is passionate about cultivating innovation, synthesizing complex information into actionable insights, and bringing people together.

**YEARS OF EXPERIENCE**  
7

**EDUCATION**  
Masters of Public Administration,  
Eastern Michigan University

Bachelor of Arts, Criminal  
Justice, Marygrove College

**CERTIFICATIONS**  
American Institute of Certified  
Planners (American Planning  
Association)

Michigan Association of  
Planners

**SPECIAL EXPERTISE**  
Strategic Planning  
Community Engagement  
Communications  
Innovation in Operations  
Culture & Team

**Relevant Work Experience**

- Brighton Downtown Development Authority - Project Management Consultant
- City of Brighton - Assistant to the City Manager
- City of Dearborn - Recreation Associate
- City of Ann Arbor - Systems Planning Intern



# Howard Kohn

## President | CEO



Howard Kohn, President and CEO of The Chesapeake Group (TCG), is a highly experienced urban, suburban and rural economic planning consultant. An economist as well, his work frequently entails estimating marketable opportunities, repositioning of organizations, and defining economic impacts relating to public and private activity and developments.

Howard pioneered the renowned revitalization efforts in Baltimore, beginning his career as the initiator, economic analyst, and project planner for those efforts. He later established the Baltimore County revitalization program. During his public sector career, he prepared major components of four comprehensive city and county-wide plans, defined development opportunities for heavy and light rail transit station development, defined the successful approach aimed at attracting tourists to the Inner Harbor in Baltimore, and planned and implemented more than 23 neighborhood revitalization programs.

With over 35 years of experience, Howard has directed projects throughout many parts of the United States. His plans create economic and revenue producing benefits. His community, downtown and other revitalization projects have been prepared for a broad range of suburban and urban settings – from locales with populations less than one-thousand to areas within major cities. Howard's plans are successful because they reflect his awareness of what attracts people to certain areas for business, shopping, and recreational activities as well as those raising families.

Howard has lectured on planning and economic development at colleges and universities in the Washington-Baltimore region. He is or has been a consultant to the Main Street Program of the National Trust, Ford Foundation, Enterprise Foundation, C. Stewart Mott Foundation, and the Paul C. Johnson Foundation.

### EDUCATION

Masters in Urban and Regional Planning  
George Washington University

Bachelors & Advanced Degrees in Economics  
University of Maryland

### CERTIFICATIONS

American Institute of Certified Planners (American Planning Association)

Michigan Association of Planners

### AWARDS

American Planning Association  
Council for Economic Development

National Science Foundation  
Small Business Administration  
Various State Chapters of the American Planning Association  
Various local jurisdiction



## Jaymes Vettraino

### Vettraino Consulting LLC

A committed public service professional, Jaymes provides municipal management consulting services to communities. His focus is on assisting with facilitation, operational management, community relations, human resources, and financial planning. Since 2015, Jaymes has completed over 100 consulting projects for municipalities throughout Michigan.

Through a partnership with GovHR USA, Jaymes provides executive recruitment, executive performance evaluation, and class and compensation study services. Jaymes has successfully recruited for cities, counties, villages, townships, and authorities across the State of Michigan.

As a full-time faculty member of Rochester University (Rochester Hills, MI) and Director of the Civic Engagement, Jaymes focuses on accelerating RU's development of students that have a passion for working in the social and community service sector. Within the School of Business he leads the University's Nonprofit Management, Public Administration, and Human Resources Management degrees.

Prior to starting his consulting service and academic career, Jaymes spent 17 years as a City Manager. Most recently as the City Manager of Rochester, MI, where he led a dynamic management team to simultaneously reduce expenses and increase the level of community service during years of the "great recession." During his time as the Manager of Kutztown, PA, Jaymes had the opportunity to lead the town in the development of its own fiber-to-the-home service and strengthen its town-gown relations with Kutztown University. Jaymes also had the privilege to be the first Manager of Pen Argyl, PA, where he led the community through organizational development initiatives and many grant funded quality of life improvement projects.

Jaymes is married to Lynne and they have two children, Lia and J.J. He has an MBA in Management from Lehigh University (Bethlehem, PA) and a BA in Political Science from Michigan State University (East Lansing, MI).



# Work Plan

# PROPOSED WORK PLAN

As outlined in the July 2023 Informational Meeting handout, the Imlay City Downtown Development Authority is dedicated to the improvement of the DDA district and has accomplished many things over the past year. The handout is forward-thinking and reflects an understanding that the DDA needs to stay focused on the kinds of activities that lead to improvement in not only the appearance of downtown, but also to boost economic activity.

The work plan we're proposing below looks at building an understanding of the available local resources within the DDA (organizational capacity) along with the physical resources of downtown and the community to lead to a strategic plan that anticipates and plans for gaps in resources while supporting a thriving downtown – today and in the future.

In the scope below, our team recommends essential visioning and plan development activities, and includes additional elements that we recommend to optimize these planning efforts. We would be happy to work with the DDA on refining this scope to align best with DDA needs and resources.

## A. Where Are We?

Understanding the DDA's current position provides the essential foundation for effective strategic planning. Assessing DDA operations and governance, along with evaluating the physical conditions downtown, provides context for moving forward. This, in turn, helps shape a strategic plan that is realistic with respect to human and financial resources, leverages the strengths of the DDA and its downtown, and better aligns the organization's efforts with stakeholders and the community.

1. **Operational Review:** Our team will review the essential records of the DDA that reflect the structure, effectiveness and efficiency of the DDA's organization
  - a. Operations & Governance such as: Policies, Procedures, Bylaws, Meeting Minutes, Work Plans, etc.)
    - i. Interview with Director
    - ii. Meeting Observation
    - iii. Review of Provided Documents
  - b. Budget, Including DDA & General Fund Interactions and Transfers
    - i. Interview with Director
    - ii. Review of Provided Documents
2. **Physical environment:** Our team will assess the land use, aesthetics and comfort of downtown to understand what's working and what needs work.

## DELIVERABLE-----

Summary of Findings and Recommendations Prior to First Workshop

3. **SCORE Analysis:** Based on the findings of part one and two, our team will lead the DDA in a workshop to create a foundation for the strategic plan:
  - a. Strengths (S): What is the DDA doing well?
  - b. Challenges (C): What challenges does the DDA face?



- c. Options (O): What options exist to leverage the DDA's strengths and address its challenges?
  - d. Responses (R): Considering the options, what responses could be expected from the DDA, stakeholders and the community? Responses might include brainstorming the pros/cons of each option, the feasibility of the options, the risk of the options and the resources that might be needed with each option.
  - e. Effectiveness (E): Which options and responses are the most appropriate in terms of outcomes and overall value for the DDA?
4. Coinciding with the SCORE analysis above, our team will conduct up to ten stakeholder interviews to dive deeper into the findings of the initial assessment and SCORE analysis. Focused conversations will allow for more candid responses (we will share the feedback but not identify the interviewee).
- a. Internal Stakeholders: Steering Committee Members
  - b. External Stakeholder
    - i. Business Owners
    - ii. Residents
    - iii. Other Stakeholders (As identified by the Steering Committee)

## DELIVERABLE

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Summary of Outcomes from SCORE analysis; summary of interview feedback.

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## RECOMMENDATION

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The community engagement outlined above is limited in an effort to provide an efficient and cost-effective option to the Imlay City DDA. If the Imlay City DDA is looking for a more robust community engagement strategy, our team would be happy to discuss options, benefits, and pricing. Some additional community engagement efforts to consider include:

- Youth Engagement
  - Additional Stakeholder Focus Groups
  - Online Engagement (Web survey, Etc.)
  - Feet on the Street – One-on-One Interviews with Patrons and Businesses
  - Joint DDA/City Council Meeting(s)
- 

**B. Market Assessment. Market Analysis.** Results of the market analysis will help guide and support the DDA's Strategic Plan. Using the best available data, our partners at The Chesapeake Group will:

1. Assess the trade area population & spending potential as well as the location of competing downtowns and their business mix.
2. Assess the regional trends and related commercial and housing development.
3. Assess residential and non-residential property trends, including sale price and other factors.
4. Assess research and development and emerging technology arenas to enhance tax revenues, development, employment, and entrepreneurial niches without negatively impacting either the current or future environment. Identify those with the greatest promise, based on compatibility, competition, and other factors.



5. Assess the goods and services market using two approaches to define economic opportunities: a cluster analysis using gap methodology and demand forecasting.
6. Identify marketable opportunities for the future based on the economic and physical factors derived from the above analysis and the results of previous tasks noted above.
7. Integrate findings from the the operational and financial review with the market assessment and analysis.

## DELIVERABLE

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Market Assessment Report, Findings of SCORE analysis and Summary of Stakeholder Interviews.

Provide recommendations based on operational and financial review.

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- C. Where Do We Want to Go?** Based on the SCORE analysis and interviews, our team will help the DDA develop a strategic plan for the next five years.
1. Over two workshop meetings with the DDA Board, we will help the DDA Board develop the foundation for the plan. This will include:
    - a. Vision: What is the overarching purpose and direction for the DDA? The vision is the “guiding star” that will help keep the DDA focused, and the community understand where DDA efforts are leading.
    - b. Mission: What are the values and core objectives that guide the DDA? The mission is the “who, what, and why” that drives the DDA towards the vision. A strong mission statement helps align everyone to the DDA’s vision/purpose.
    - c. Goals: What are the desired outcomes that lead to accomplishment of the desired vision? Each goal should be well-defined, achievable, and aligned with the organization’s overall strategic direction.
    - d. Actions: What are the individual implementation steps that lead to achieving a goal. Each action outlines what needs to be done, who is responsible, the timeline, required resources, and how progress will be tracked. This section will also include an identification of possible funding sources, with an emphasis on grant opportunities.
    - e. Milestones & Metrics: How will the DDA and community know when progress is being made? Milestones are achievements that demonstrate progress toward goals. Metrics, are quantifiable measurements, like financial indicators, customer satisfaction scores, and others that show the DDA is on track.
  2. Our team will compile the data gathered into a draft Strategic Plan for review by the DDA. We will meet with the DDA to discuss the plan and refine as needed.

## DELIVERABLE

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Final Strategic Plan

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## TIMELINE

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Three (3) – Four (4) months, Contingent Upon Board and Staff Availability as well as Final Scope

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While outside of the scope of the DDA's RFP, our team notes that the DDA may wish to consider additional assistance for implementation and technical guidance to ensure the successful realization of their vision. Implementing a strategic plan involves navigating a complex landscape of operational challenges, resource allocation, and aligning diverse teams that often include volunteers. External expertise can provide outside perspectives and offer specialized knowledge to help the DDA along the way. We find that there are often unforeseen obstacles that arise following a plan. Technical assistance can help optimize processes and enhance efficiency, all while allowing the organization's internal resources to focus on core activities. We offer the two optional elements that are intended to help the DDA with successful implementation efforts of the strategic plan:

**D. OPTIONAL: How Do We Get There?** Our team recommends the DDA consider follow-up efforts to help the DDA build upon the strategic planning process, strengthen the organization and help ensure the strategic plan is executed effectively and efficiently. Below is a very general outline of the process; we can work with the DDA to refine this scope.

1. Governance Training/Best Practices
2. Team Building
3. Budgeting & Work Planning Tool Kit and Training

#### **MEETINGS, TIMELINE AND DELIVERABLES-**

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To be determined.

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**E. Optional: StrongStart (12 Months)**

1. Executive Coaching
  - a. Also available is the option for executive coaching to support the Imlay City DDA Leadership Team. Executive coaching helps support leadership and their teams by enhancing leadership skills, increased self-awareness, and a greater ability to navigate challenges effectively. Executive Coaching focuses leadership in bringing together a cohesive team around the goals and outcomes that are valued by your DDA Board. Executive Coaching can be not only for the DDA Director but other staff who are directly responsible for creating change and moving priorities forward. 12 Month Program.
  - b. Technical Assistance
    - i. 12 Months Technical Implementation Assistance (Approximately 48 hours total)
    - ii. Examples:
      01. Training
      02. Facilitated Discussion
      03. Project Support
      04. Community Engagement
      05. Work Planning and Budgeting





# Timeline & Fees



# TIMELINE & FEES

Monthly Timeline <sup>2</sup>						
Element	October	November	December	January	February	Cost
<b>WHERE ARE WE</b>						\$10,880.00
1. Operational Review						
a. Operations & Governance						
b. Budget						
2. Physical Environment						
3. Interviews <i>*Community Survey Recommended</i>						
4. SCORE Workshops		W				
5. SCORE Analysis   Report						
<b>MARKET ASSESSMENT</b>						\$5,620.00
<b>WHERE DO WE WANT TO GO</b>						\$9,380.00
1. Two Workshops			W	W		
2. Strategic Plan & Meeting					M	
					<b>TOTAL</b>	<b>\$25,880.00</b>

M = Meeting  
W = Workshop

## OPTIONAL

TASK	TIMELINE	COST
*Community (SCORE) Survey		\$3,120.00
Additional Community Engagement		\$TBD
How Do We Get There?		\$TBD
StrongStart (Exectutive Coaching)	12 Months	\$7,350.00
Implementation Support (T/A)	12 Months <i>(Approximately 48 Hours)</i>	\$5,750.00

# Appendix 1

Sample Insurance







SINCE 1962

ROWE



PROPOSAL FOR

# STRATEGIC DEVELOPMENT PLAN

CITY OF IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY

*September 6, 2023*



128 N. Saginaw Street, Lapeer, MI 48446 | (810) 664-9411



**September 6, 2023**

Christine Malzahn, DDA Executive Director  
City of Imlay City Downtown Development Authority  
150 N. Main Street  
Imlay City, MI 48444

## **City of Imlay City DDA Strategic Development Plan**

**Dear Ms. Malzahn:**

ROWE Professional Services Company appreciates the opportunity to present this proposal to assist the City of Imlay City Downtown Development Authority with their strategic development plan. We have provided information regarding the firm's long history working with rural communities as planners and project participants, a timeline, our approach for the project and deliverables, and associated costs. ROWE has prepared and updated development and Tax Increment Financing (TIF) plans for DDA's in a wide range of cities, villages, and townships. Our staff is very familiar with the Redevelopment Ready Communities (RRC) program and the Main Street approach for historic communities. Our team includes a unique blend of planning and design experts who will help create clear direction and vision, as well as sound implementation plans to ensure the overall plan drives action. This project will be managed by Alex C. Hritcu, AICP, who has over 14 years of experience with community planning and has worked with numerous communities across the State of Michigan.

ROWE has included the recommended DDA action plan to establish projects and goals to serve as a tool to measure progress toward sustained prosperity. The scope of services includes:

- Facilitate kick-off meeting with DDA and steering committee to determine project calendar, meeting dates and answer questions about project details.
- Review and summarize past planning and economic activity within the community.
  - » Community Master Plan.
  - » DDA Plan.
  - » Parks and Rec Plan.
  - » Historic Development.
- Assess the current conditions in the DDA including both physical conditions and economic conditions.
  - » Conduct a market study of economic activity with ESRI GIS Business Analyst.
  - » Conduct business zip code survey.
  - » Community population characteristics.
  - » Existing land use, housing, business mix.
- Evaluate issues that could impact community development.
  - » Store vacancies.
  - » Downtown themes and improvements.
  - » County level information.
  - » Proposed land use plan.
- Evaluate downtown parks, greenspace and recreation facilities.
  - » Determine opportunities for improvement, maintenance, and future uses.
- Develop land use analysis for future zoning decisions within the central business district.
- Create working guide for State of Michigan programs and funding resources.
  - » Redevelopment Ready Communities
  - » Michigan Main Street
- Create an action plan that includes priority project, timelines, responsible parties, and funding sources for projects.
- Finalize a DDA Action Plan document that serves as a guide for the DDA to focus its efforts over the next five years.





**September 6, 2023**

Christine Malzahn, DDA Executive Director  
City of Imlay City Downtown Development Authority  
150 N. Main Street  
Imlay City, MI 48444

**City of Imlay City DDA Strategic Development Plan - Continued**

Schedule	2023			2024	
	Oct.	Nov.	Dec.	Jan.	Feb.
Kick-Off Meeting	X				
Review Past Plans		X			
Assessment of Current Conditions		X			
Economic Market Study		X			
Evaluate Issues and Parks			X		
Land Use Analysis			X		
State Funding and Programs			X		
Action Plan Draft				X	
Finalized Plan Report					X

At the end of this project, the strategic plan and implementation framework will be delivered to the City of Imlay City Downtown Development Authority. The final format will be a pdf (Adobe Acrobat) file and 11 hard copies, plus an in-person presentation at a public meeting.

**Total Cost to Complete DDA Strategic Development Plan ..... \$6,700**

Additional tasks that would increase public engagement and provide a more robust implementation strategy are listed below, along with a cost for each.

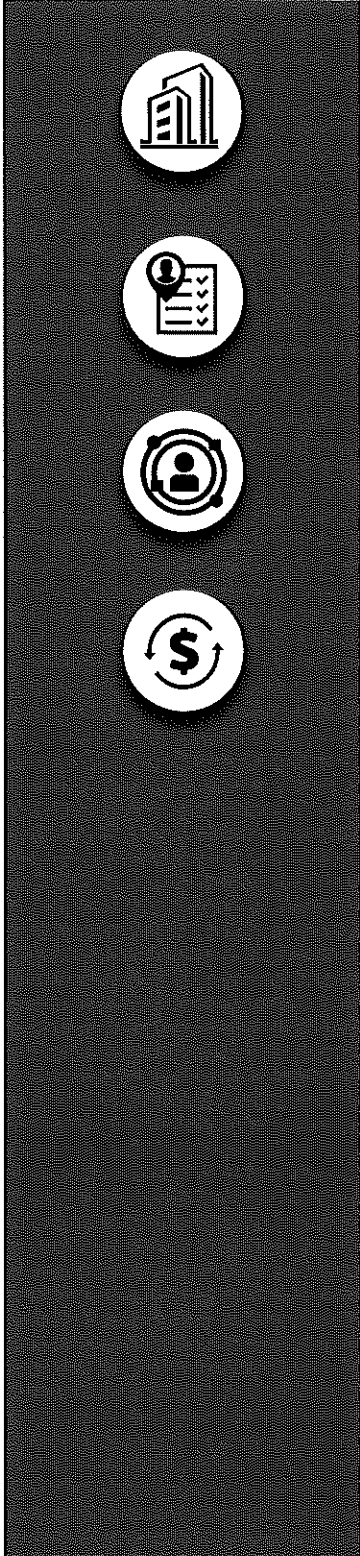
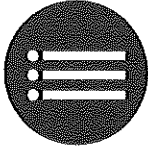
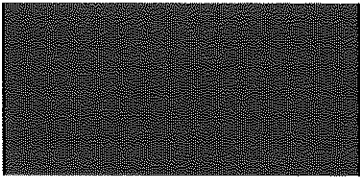
Item	Cost
Community open house to share findings and allow public input	\$1,200
Community survey (online and paper format) to identify residents, businesses, and property owners for downtown developments	\$ 900

Once the community determines the desired scope and budget for the project, ROWE will provide a contract to be executed by both parties. If you have any questions or require additional information, please contact our office at (810) 341-7500 or email [ahritcu@rowepsc.com](mailto:ahritcu@rowepsc.com).

Sincerely,  
ROWE Professional Services Company

  
**Alex C. Hritcu, AICP**  
Senior Planner





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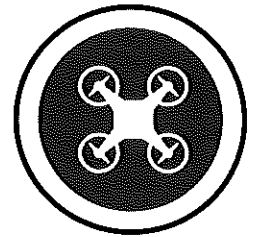
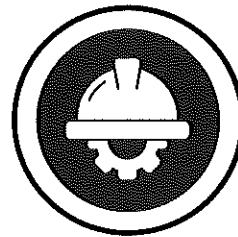
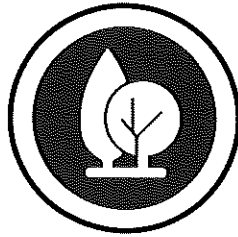
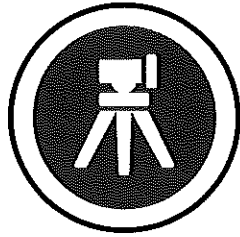
**01** *Firm Information*

**02** *Project Team & Experience*

**03** *References*

**04** *Billing Rates*

## OUR SPECIFIC CAPABILITIES



Since the start in 1962, ROWE has continued to grow as a leading professional engineering consulting firm who combines large-firm resources with broad expertise to deliver the personal service and attention you deserve. Our staff of more than 200 professionals in Michigan and South Carolina strives for 100 percent client satisfaction.

### Planning

- Master / Land Use Plans
- Parks & Recreation Plans
- Downtown Development Plans
- Tax Increment Finance Plans
- Neighborhood Plans
- Strategic Plans
- Zoning Ordinances
- Capital Improvement Programs
- Feasibility Studies
- Urban Design

### Surveying

- Topographic Mapping
- Right-of-Way
- Construction Staking
- Retracement
- Government Corners
- Wind/Solar/Pipeline
- ALTA
- Cadastral / Boundary
- Pipeline Locators
- Remonumentation
- Mobile LiDAR
- LiDAR Data Extraction

### Landscape Architecture

- Streetscapes
- Parks
- Historic Landscapes
- Transportation Corridors
- Recreation Areas
- Walkways & Trails
- Waterfronts
- Residential Development
- Planting Plans
- Site Enhancements
- Campus Planning
- Sensitive Environments

### Civil Engineering

- Bridges
- Roads
- Water Systems
- Traffic Engineering
- Sewer Systems
- Pumping Stations
- Parks & Recreation Facilities
- Land Development
- Signal Design
- Demolition
- Wastewater Treatment
- Parking Lots

### Aerial Imagery/Mapping

- Vertical & Oblique Photography
- Analytic Aerial Triangulation
- DTM-DEM Surface Modeling
- Digital Orthophotography
- GIS Base-Mapping
- UAS Imaging & Mapping
- Digital Orthophotography
- GIS Base-Mapping
- UAS Imaging & Mapping

# FIRM QUALIFICATIONS

## Beyond Technical Excellence

You expect technical expertise and broad experience from a capable consulting firm. At ROWE, we go one step further, combining expertise and experience with dedication to provide unsurpassed personal service. Our commitment to personal service focuses on:

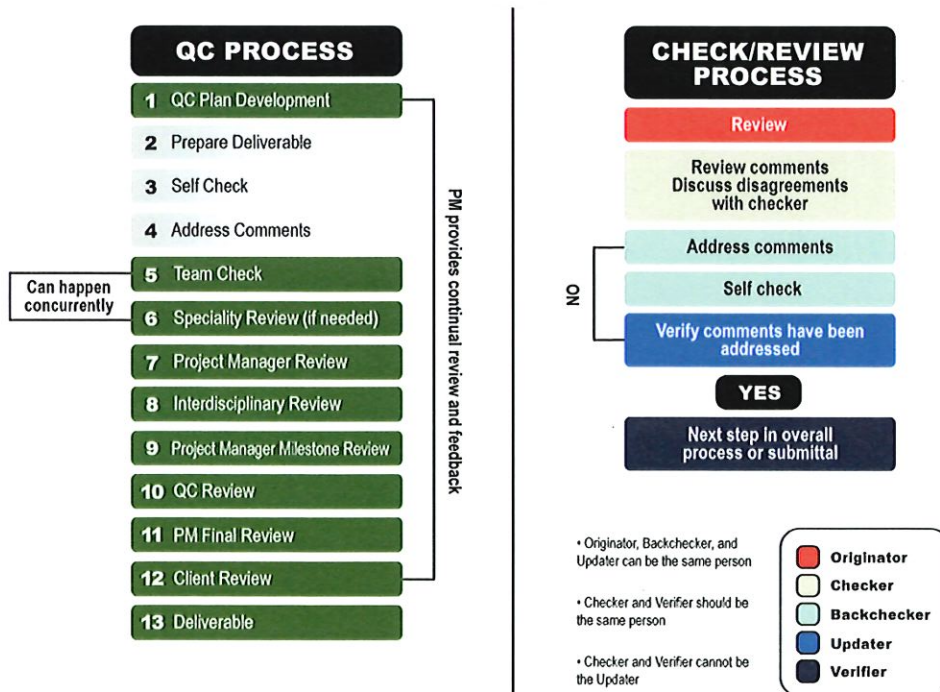
- Building and maintaining long-standing client relationships and treating clients as partners in developing and improving the communities in which we work and live.
- Being available to our clients at a moment's notice to give project advice, answer questions, or address concerns.
- Educating and informing our clients of the latest technology, trends, and regulations.
- Enhancing our communities.

## Project Approach and Personnel

Our satisfied clients include large and small municipalities, corporations, private individuals, and governmental bodies alike. Our approach is simple - we listen to our clients and tailor project teams to meet the specifics of each job. Our clients can rely on their project manager for the technical skills, experience, and education necessary to successfully complete the job on time, within budget, and to their satisfaction. Our corporate resume continually grows as challenging projects present new opportunities.

## Quality Assurance and Control Ensures Accuracy

Effective quality assurance and control is key to every project and is the final gate our projects pass through before reaching the home stretch – presentation to the client. We review each project at key milestones to ensure it meets our standards. This review is completed by qualified personnel not directly involved with the project to provide an unbiased review.





## Project Team

ROWE's team presents a unique combination of deep experience working with downtowns in a wide range of settings and an understanding of the challenges and opportunities facing rural communities, Imlay City in particular. ROWE works with many clients in Lapeer County, including the City of Lapeer, and many townships, including Dryden, Oregon, Lapeer, Metamora, and Hadley. Our knowledge of the county and the overall context in which the Imlay City DDA finds itself, makes us uniquely qualified to provide the DDA with the highest level of service for this proposal.

The team selected for this project includes two Senior Planners, Alex Hritcu and Jason Ball, along with Landscape Architect Doug Schultz.

- Prior to coming to ROWE, Alex was Director of the Oakland County Main Street program, where he worked with dozens of DDAs and small towns to help them build their capacity around strategic plans that drove positive change in communities, both large and small. Alex's expertise is in helping DDA's assess their current condition, set a vision for the future, and devise tangible action steps to achieve the vision.
- Jason has worked in a wide range of communities as a consulting planner and economic development consultant. He has also worked with dozens of nonprofit organizations to develop strategic plans that drive action. He is the current project manager for several RRC certified communities and has in depth knowledge of the program. Jason is also an experienced fundraiser and grant writer.
- Doug Schultz has worked with dozens of communities to design public and park spaces that create vibrancy and attract new businesses and economic activity. Doug also has experience working with Imlay City on a variety of projects.

In addition to our unique staff qualifications, as a firm ROWE also has significant experience with the RRC program. ROWE serves as zoning administrator for two certified communities (Lapeer and Gladwin) and has worked with several communities to achieve certification. If selected, ROWE will ensure that the DDA Strategic Plan aligns with RRC best practices and emphasizes taking action that will set Imlay City on a path toward certification.

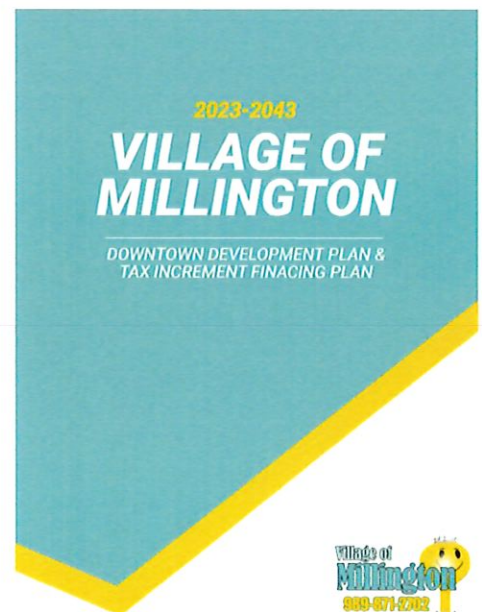
## EXPERIENCE AND QUALIFICATIONS

### 📍 Downtown Development Authority Plan Update | Village of Millington, MI

Assisted the village's Downtown Development Authority with a comprehensive update to its 2003 DDA and Tax Increment Financing Plan consistent with Redevelopment Ready Communities standards.

Services included:

- Working with the DDA to inventory and analyze the status of all parcels within the DDA
- Prioritizing a list of projects, including innovative small business assistance and real estate redevelopment concepts
- Ensuring all required notices and publications were completed



**Client:** Village of Millington  
**Contact:** Patrick Wood, DDA Chair, PO Box 261,  
8569 State Road, Millington, MI 48746, (517) 871-2701

**Completed:** August 2023  
**Project Manager:** Jason Ball, AICP  
**Landscape Architect:** Douglas Schultz, PLA



## Community Master Plan and Planning & Zoning Services | Caro, MI

Assisting the city with a comprehensive update of its 2016 Master Plan, consistent with Redevelopment Ready Communities best practice standards. Public engagement and community redevelopment is a major emphasis, including:

- Online survey with 100+ responses.
- Housing inventory and analysis of over 1,200 parcels in the city utilizing ArcGIS Online.
- Community visioning sessions, focus-group meetings with other city staff and boards, and open house at the local farmer's market.
- Public engagement during the project has emphasized development of actionable goals and strategies along with identification of resources to support continued implementation.



**Client:** City of Caro  
**Contact:** Matthew Lane, City Manager, 317 S. State Street, Caro, MI, 48723, (989) 673-7671

**Completed:** January 2023  
**Project Manager:** Jason Ball, AICP

## Community Master Plan | Ithaca, MI

Assisting the city with adoption of a new master plan, taking into account a land use plan and a comprehensive plan that were adopted in the late 1990's. The update includes working with a plan steering committee, incorporating goals and objectives from the Gratiot County Master Plan, and ensuring compliance with Redevelopment Ready Communities best practice standards. Project activities include:

- Updating existing land use and community characteristics to guide steering committee decisions.
- Facilitating sessions with the steering committee to review goals from existing plans and the county plan, and distill goals down to a few focused, actionable goals for the new plan.
- Updating future land use maps and categories, including identifying sites for redevelopment.
- Identifying opportunities to update the zoning ordinance consistent with master plan goals to be more user-friendly.



**Client:** City of Ithaca  
**Contact:** Jamey Conn, City Manager, 129 W. Emerson, Ithaca, MI, 48847, (989) 875-3200

**Completed:** December 2022  
**Project Manager:** Jason Ball, AICP  
**Planner:** Lauren Marshall





# Alex C. Hritcu, AICP

Senior Planner



**Role on this Project** Project Manager

Alex joined ROWE's Planning Department in 2022 as a senior planner. Since beginning his career in community development in 2009, he has been responsible for a wide range of projects including planning and zoning, master plans, zoning ordinances, downtown design charrettes, DDA development plans, TIF plans, corridor studies, economic development strategies, State and Federal legislative advocacy, and training programs. His responsibilities at ROWE include planning and zoning services with municipal clients, development of master plans and zoning ordinances, and supporting economic development and grant proposal development activities.

### Firm

ROWE Professional Services Company

### Licenses & Registrations

AICP, Michigan, 2014 - No. 027380

### Education

University of Tennessee, Knoxville, TN  
B.A./2005/Urban Studies

Wayne State University, Detroit, MI  
M.U.P./2009/Economic Development



### Years of Experience

1 Years with ROWE

14 Years with other firms

### Affiliations

- American Institute of Certified Planners
- American Planning Association
- Michigan Chapter of American Planning Association
- Colorado Chapter of American Planning Association
- Eastern Michigan University: Guest Lecturer for Masters Historic Preservation Course for Downtown Management
- Oakland University, Master of Public Administration Lecturer, Economic Development Theory and Practice

## Project Experience

### Master Plan

- Almont Township
- Dryden Township
- Goodland Township
- Village of Port Sanilac

### Parks and Recreation Master Plan

- Village of Port Sanilac

### Planning and Zoning Review/Administration Services

- Almont Township
- Blumfield Township
- Goodland Township
- Lapeer Township
- Mundy Township
- North Branch Township
- Village of Holly
- Village of North Branch

### Zoning Ordinance Update

- Almont Township
- Goodland Township
- Marathon Township
- Mundy Township
- Vassar Township
- Vienna Township

## Following is Experience with Other Firms

### Oakland County Downtown Planning and Economic Development

- Assisted in the Village of Holly, Michigan Downtown Urban Design Charrette by MSOC.
- Project lead on the Downtown Farmington, MI Public Art Blue Print Plan.
- Commissioned grant funding of the Downtown Lake Orion, MI, Wayfinding Master Plan.

### Oakland County Corridor Plans

- Assisted in the 2016 Congress of New Urbanism Legacy Charrette of John R. Corridor in Hazel Park, MI.

### Oakland County Downtown Market Data Research

- Provided market data research and reports with the use of ArcGIS ESRI Business Analyst to Auburn Hills, MI, Birmingham, MI and Lathrup Village, MI.
- Commissioned grant funding for the Market Review and Business Recruitment Report for Ferndale, MI, Lake Orion, MI and Ortonville, MI.





# Jason K. Ball, AICP

Senior Planner



**Role on this Project** QA/QC, Co-Project Manager

Jason joined ROWE's Planning Department in 2021 as a senior planner. Since beginning his career in community development in 2008, he has been responsible for a wide range of projects including community plans, corridor studies, economic development strategies, statewide reports, grant applications, and training programs. His responsibilities at ROWE include planning and zoning services with municipal clients, development of master plans, and supporting economic development and grant proposal development activities.

### Firm

ROWE Professional Services Company

### Licenses & Registrations

AICP, Michigan, 2012 - No. 025809

### Education

Grand Valley State University, Grand Rapids, MI B.A./2005/Political Science and Biology

Michigan State University, East Lansing, MI M.U.R.P./2008/Urban and Regional Planning



### Years of Experience

**2** Years with ROWE

**15** Years with other firms

### Continuing Education/Certifications

- National Charrette Institute Certification
- Form-Based Code Certification
- American Institute of Certified Planners (AICP)
- Redevelopment Ready Communities Best Practices

### Affiliations

- American Institute of Certified Planners
- American Planning Association
- Michigan Planning Association

## Project Experience

### Zoning Ordinance Updates

- Village of St. Charles
- City of Gladwin
- Richfield Township
- Vienna Township
- City of Flushing
- Buena Vista Township

### Planning and Zoning Review/Administration Services

- City of Lapeer
- City of Auburn
- Birch Run Township
- Owosso Charter Township
- Metamora Township
- Hadley Township
- Buena Vista Township
- Flushing Township
- Kenossee Township
- Mundy Township

## Following is Experience with Other Firms

### Community Plans

- City of Flint Choice Neighborhoods Plan
- Place-Based Targeting Strategies for housing investments in 76 Michigan counties

### Corridor Plans

- Michigan/Grand River Avenue Alternatives Analysis



# Douglas R. Schultz, PLA

Senior Project Manager



**Role on this Project** Landscape Architect

Doug joined ROWE in 2000, after nine years as a landscape architect with a Lansing-area multi-disciplined firm. As a senior project manager, Doug assists clients corporate-wide with quality of life issues on all projects, from concept to completion. He was named an associate (company shareholder) in 2003.

### Firm

ROWE Professional Services Company

### Licenses & Registrations

LA, 1994, State of Michigan – No. 1190  
LA, 2007, South Carolina – No. 1020

### Education

Michigan State University, East Lansing, MI  
B.L.A./1991/Landscape Architecture



### Years of Experience

**22** Years with ROWE

**9** with other firms

### Affiliations

- American Society of Landscape Architects
- Michigan Downtown Association
- Michigan Urban and Community Forestry Council (Michigan Department of Natural Resources)
- Flint River Watershed Coalition Board Chairman
- Southeast Michigan Council of Governments (SEMCOG) Parks and Recreation Task Force

### Certifications and Training

- Fred Kolmann, CTCB course on Pursuing Excellence in Tennis Court Design (2019)
- AASHTO Bicycle Facility Design Training, MDOT (2020)
- Community Leadership Program for Flint & Genesee Co.
- MDEQ Storm Water Management – Construction Site
- National Playground Safety Inspection

## Project Experience

### City of Imlay City, MI

- Alvin Norlin Pool and Splash Pad: Development of the concept plan, budget, successful MDNR grant application, design, bidding, and construction assistance for the addition of a 60' diameter splash pad, accessible turf seating area, and ornamental fencing.
- Park Concept Plan Development: Provided various schematic site plans for proposed improvements to local parks based on community input sessions. Included within city's five-year community recreation plan (2011).

### City of Imlay City DDA, MI

- Downtown Improvements Concepts: Design and construction of improvements at three separate locations. ROWE provided complete design and construction oversight meeting CDBG funding requirements, including performing wage-rate interviews and following up on wage-compliance issues with the contractors. ROWE worked closely with the DDA and downtown businesses to ensure as little interruption as possible took place to businesses during construction (2010).
  - » Reconstruction of Bancroft Street: Reconstruction of parking lot with curbed islands and landscaping accents.
  - » Decorative bump-outs at the Almont Avenue and 4th Street intersection with brick paver sidewalks and decorative landscaping.
  - » Reconstruction of alley parking lot west of the business district and addition of drainage improvements, decorative landscaping, and handicapped parking.
- Pocket Park: Concept plan, design, and construction oversight for redevelopment of pedestrian connection to off-street parking, to connect to streetscape. Included decorative pavement, trellis, seating and landscaping (2008).
- Parking Lot Redevelopment: Provided concept plans and design for redevelopment of rear parking area and beautification of historic depot, consolidated dumpster enclosure, ornamental fencing, and landscaping (2007).

### City of Au Gres, MI





- Marina and Recreation Plan: Project manager for development of a five-year recreation master plan including redevelopment of a harbor of refuge marina facility the city received from the Michigan Department of Natural Resources (2018).



## REFERENCES

ROWE Professional Services Company has provided municipal consulting services in the mid-Michigan area for over 61 years including planning, engineering, landscape architecture, and design assistance. Our staff has worked throughout the region, providing planning and zoning services to counties, townships, villages, and cities.

Following is a list of communities in the area that we have provided planning service to with contact information for references.

			
<p><b>Village of Port Sanilac</b>                  Larry O'Keefe                  Village Manager                  56 N. Ridge St.                  Port Sanilac, MI 48469                  (810) 622-9963</p>	<p><b>Mundy Charter Township</b>                  Tara Ford                  Building Department                  Coordinator                  3478 Mundy Ave.                  Swartz Creek, MI 48473                  (810) 655-3893</p>	<p><b>Flushing Charter Township</b>                  Fredrick Thorsby                  Township Supervisor                  6524 N. Seymour Rd.                  Flushing, MI 48433                  (810) 659-0800</p>	<p><b>Village of Holly</b>                  Jerry Walker                  Village Manager                  300 East St.                  Holly, MI 48442                  (248) 634- 9571</p>
<p><b>Services Provided:</b></p> <ul style="list-style-type: none"> <li>• Master Plan Update</li> <li>• Parks and Recreation Plan</li> </ul>	<p><b>Services Provided:</b></p> <ul style="list-style-type: none"> <li>• Comprehensive zoning ordinance update</li> <li>• Ongoing planning and development reviews</li> <li>• Complete master plan amendment</li> <li>• Engineering services including grant applications, park development, and parking lot improvements</li> </ul>	<p><b>Services Provided:</b></p> <ul style="list-style-type: none"> <li>• Comprehensive master plan update</li> <li>• Ongoing planning and development reviews</li> <li>• Engineering services including park and trail development and utility improvements</li> </ul>	<p><b>Services Provided:</b></p> <ul style="list-style-type: none"> <li>• Zoning reviews (site plan, SLU, rezonings, variances)</li> <li>• Master plan update</li> <li>• Downtown Development Authority planning</li> <li>• Engineering services including utility system planning and improvements</li> <li>• Zoning ordinance update</li> </ul>



## BILLING RATES

### HOURLY BILLING RATES

Category	Billing Rate Range
Senior Planner .....	\$125-135
Planner .....	\$115-120
Graduate Planner .....	\$105-110
Professional Engineer .....	\$130-155
Professional Landscape Architect .....	\$115-170

\* The above rates are valid through May 2024. ROWE adjusts billing rates annually.

\*\* Reimbursable expenses, such as travel, meals, equipment, and reproduction are included in the above rates.

Confidential Information: This information may be provided to clients or prospective clients for background information. Recipients are asked to keep this information CONFIDENTIAL and not distribute to other firms, entities, or persons without explicit approval from ROWE.

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## AGENDA ITEM NB 10d: @150 Pop Application

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**DATE:** September 11, 2023

**TO:** DDA Board Members

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

**Background:** A completed application from a prospective tenant was received on August 31, 2023 from Merissa Beversdorff with Collection Connection. She is seeking use of the incubator space on Bancroft Street as a temporary home for her recently created business.

**Items Attached:** Completed application

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

**Recommended Motion:** Motion to create and execute a 6-month lease agreement with Collection Connection.





**Imlay City Downtown Development Authority**  
**@ 150 Pop**  
**Background and Program Description**

The DDA has created an business incubator at 150 Bancroft, a Downtown Development Authority owned building, offering entrepreneurs, artists or event organizers use of the space for limited time periods (up to 6 months). A pop-up is a temporary use in an under-utilized space. Pop-ups allow an entrepreneur to test their business in a location for a month(s) instead of a year (or more) required by a lease. It creates the opportunity to make money, make adjustments, and prove to financiers and landlords that a business can succeed. Building owners within the District benefit from getting a prospective long-term tenant.

The DDA will

- Provide a clean and user-friendly space
- Provide marketing tools
- Assist in Zoning and other City regulations
- Provide the tenant with an Entrepreneur Resource Guide
- Match tenant with a mentor who will be a local, established business owner
- Assist in finding a permanent space

The Applicant will

- Provide a product or service as described in a business plan
- Market the business
- Maintain agreed upon business hours
- Consider permanent space within the district or Imlay City once POP Up is complete
- Provide a security deposit
- Pay all utility bills incurred during POP Up
- Provide proof of necessary insurance

**Applications must include the following:**

- Detailed description of Business/ Business Plan including:
  - Desired length of POP Up (up to 6 months)
  - Business Hours
  - Special needs/requests in regards to space
- Detailed marketing plan
- Future Plans/Goals of Business
- Finances to continue after POP Up lease expires
- Applicable pictures or documentation to describe the business
- Completed Application Form

**Please attached the following documentation to your completed Application Form:**

- Detailed description of Business/ Business Plan and include:
  - Desired length of POP Up (up to 6 months)
  - Business Hours
  - Any special needs regarding the building/space
- Detailed marketing plan
- Future Plans/Goals of Business
- Explanation of finances to continue after POP Up lease expires
- Applicable pictures or documentation to describe the business

**EDUCATION**

Please list the School, Location of School, Course of Study, Years Completed and Degree or Diploma Received for each of the following that apply.

Graduate

2007-2010 General studies 2013-2016 counseling

College

Macomb Community / Baker - NO degree

Business/Trade/Technical

High School

Adlai Stevenson High School 07"

**EMPLOYMENT**

Please list your last three employers and include Company Name, Address, Phone Number, Name of Supervisor, Job Title and Month and Year of Employment.

- 1.
- 2.
- 3.

2017-current 586-337-8810  
 Current - Self employed Mitten Home Maintenance  
 Alamat Oral Surgery - 2018-Current - Management  
 51685 vandyke Shelley 586-924-2038  
 Summit Oral Surgery - 2012-2016  
 29427 Ryan Warren 586-755-9340

**EXPERIENCE**

Please explain past experience you believe will help your business be successful. Sales, Customer service, business ownership, ability to multi task, Previous business relationships.

**REFERENCES**

Please list 3 individuals the DDA Director may contact as a reference to your experience and past performance. Include name, address, phone number, email address and relationship to you.

1. Katie white - Alamat oral Surgery Manager  
586-275-8638 - 51685 vandyke Shelby MI 48316  
kwhite@alamatoms.com
2. Irene Basillisco - Scott - Summit oral Surgery Manager - 586-873-1448 428 Rewold Dr. Rochester, MI 48307 irenerenee82@gmail.com
3. Amber Hamilton - Summit Oral Surgery employee  
586-883-0272 6790 Lake wood Dr. Oscoda MI 48750

**Applications will be accepted on a continuous basis. A committee comprised of Imlay City Downtown Development Authority Board of Director members and business leaders within the community will review all applications and make recommendations to the entire DDA Board of Directors. Applications will be reviewed as needed. DDA Board meeting are held the second Monday of each month @ 5:35 pm at city hall.**

[Handwritten Signature]  
Signature

8.30.23  
Date



COLLECTION CONNECTION LLC

586.823.2950

James and Merissa Beversdorf

RECEIVED


AUG 31 2023

BY: Tma

NOTES:

- We plan on using the @150pop building for store front sales, auction preview, work space, auction pick up, and drop off consignment. Currently we are only doing online auctions. We will be putting auction items in a different area, while still having a priced store front. Online auctions sell items across the United States. Most people on the online platforms travel within 50 miles to pick up or drop off auction items. We do have a goal to do live auctions, but just starting out and cold weather coming, it doesn't seem feasible.
- We would like to be open from Monday through Friday 10-2 for normal sales and auction previews. Then auction pick up/ drop off would be by appointments. We do however ask to follow the Imlay City school schedule. Our family time is important to us. We would consider being open some of those days off but would like it to be an option for us.
- We would correlate some of our auction pick up/ drop off days to correlate with events such as the Imlay city farmers market and fairs, to bring in business.
- If allowed we would also love to have tent sales so people driving by who wouldn't come in normally, can see what we have to offer.
- If allowed we would also like to offer a box to collect donations for local nonprofits. We feel that this is a good way to help our community and get people into the store. We are already working with a few.
- Why should you consider us? We have multiple ways of sourcing our items that other people do not have access to, including other auction houses. We have already created a successful business Mitten Home Maintenance LLC, doing property preservation for private homes, and foreclosures. We are aware the work that gets put into building a business. We will bring people in by selling a product, but will also bring people in by selling their product. Collection Connection isn't a business idea. The process started years ago. We are overwhelmed doing it out of our home because things are getting so busy. We have people coming to our house daily for sales, and the local post offices know us by name. Instead these people could see what Imlay city has to offer. We intend on bringing hundreds of new faces to Imlay city monthly.

PARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
PHILADELPHIA PA 19255-0023

3493.355086.338565.28044 1 MB 0.561 532  


COLLECTION CONNECTION  
MERRISSA BEVERSDORF SOLE MBR  
1650 WINSLOW RD  
ATTICA MI 48412

Date of this notice:

Employer Identification  
93-2866628

Form: SS-4

Number of this notice:

For assistance you may call  
1-800-829-4933

IF YOU WRITE, ATTACH  
STUB OF THIS NOTICE.

### WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 93-2866628. This EIN will identify your entity, accounts, tax returns, and other documents, even if you have no employees. Please keep this notice in your files.

Some taxpayers request an EIN for their business. Some taxpayers receive CP575 notices if another person has stolen their identity and are opening a business using their identity. If you did not apply for this EIN, please visit [www.irs.gov](http://www.irs.gov) for more information. If you requested this EIN, please visit [www.irs.gov](http://www.irs.gov) for more information.

When filing tax documents, making payments, or replying to any related correspondence, it is very important that you use your EIN and complete name and address as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction and return the stub to us.

- Collection Connection LLC is looking to use the @150 pop located in down town Imlay City. We would like to use the building for 6 months or longer (if available).
- Business hours are negotiable. We would like to follow the Imlay city school schedule for days open. We would consider being open Monday through Friday 10am to 2pm with other scheduled pick up and drop off times.
- No special needs regarding building. However, we would like to discuss use of a tent if possible to keep items dry during pick up and drop off.

#### MARKETING

- We have applied and been accepted on multiple auction platforms that's advertise across the United States.
- We would use the location as a store front.
- We would use our current platforms such as Ebay and Facebook Marketplace.

#### Future Goals

- Our near future goal is to get an investment loan and own a larger building with apartments above in Imlay City.
- After our lease expires we are hoping to have enough saved to cover some of the 20% down fee on the investment loan. If we cannot cover the loan we would look at other small business loans or possibly using our home as collateral.



# COLLECTION CONNECTION LLC

## 586.823.2950

160 Boncroft, Imlay City, MI 48444

## Auction Services and Direct Sales

Now Accepting Consignment

Open 10-2:20 Monday- Friday or by appointment

In home auctions or smaller in store consignment.

We Ship most items!

- Fine art
- Furniture
- Garage Sale Leftovers
  - Equipment
  - Collectables
  - Jewelry
- Home Goods
  - Clothes
  - Kid stuff

Also working with our community to give back. We accept donations for The Good Samaritans! Check online for an updated list of things they need.

**Ryan Schommer**

From:ryan-schommer@hibid.com

To:mmerissa@yahoo.com

Cc:Shana Sorensen

Thu, Aug 17 at 11:22 AM

Hello Merissa,

Good talking to you today. Don't hesitate to reach out with any questions. My contact info is below!

**Getting started**

- Auction Flex 360 is the program where you will create your auctions and then upload them to HiBid, our online bidding platform. Once the auction is over, you can download the results back into the Auction Flex program for invoicing.
- Auction Flex and HiBid services are a monthly rental with no long term contract, you can cancel anytime. When you upload your auction it will go to 3 sites, Hibid.com, yourstate.Hibid.com, and your private HiBid page where only your auctions appear, yourcompany.Hibid.com. Example: [CSS Auctions \(hibid.com\)](#)
- HiBid can verify and retain the credit card information at the time of registration, but we do not process any payments. Global Payments will do that. More information below.
- We also can schedule a 1 on 1 training sessions with one of our support team members. We have a great support staff here and are completely free and here to help you!

**Here are some helpful webinars**

- Using AF360 for a HiBid Auction Part I Creating the event & uploading to HiBid  
- <https://attendee.gotowebinar.com/register/3891896642142189580>
- Using AF360 for a HiBid Auction Part II Downloading the event & ending the auction  
- <https://attendee.gotowebinar.com/register/1126318134541453068>
- Creating Formulas In Auction Flex 360  
- <https://attendee.gotowebinar.com/register/7577068189491245584>

## **HiBid Internet Bidding Price Structure**

- Internet-Only Auction - .25 per unique bid not to exceed \$75 per auction
- Webcast Live Bidding - \$25 setup + .25 per unique bid not to exceed \$125 per auction. Price includes audio/video broadcasting and all pre-bidding prior to a lot going live!
- Optional Credit Card Registration Authentication - \$1 per authentication with cap at \$50 per auction
- 2% of gross auction proceeds (GAP) from online bidders. You are free to charge whatever you want as a buyer's premium to make up for this cost.
- 0.1% of sale for Real Estate/land only if the winning bidder comes from a portal or hibid.com and for online absentee auctions.
- Auction Flex 360 Rental Plan (Only upfront cost each month)
  - 1 User \$95/month
  - 2-5 Users \$145/month
  - 6-9 Users \$195/month
  - Unlimited \$295/month

## **Credit Card Processing**

- Global Payments is the Integrated Batch Credit Card Processor you could use.
  - They charge roughly 3.29%, which you can cover in your buyer's premium.
  - At the end of your auction you would be able to process all the winning bidder's cards at once and send out invoices at the same time.
  - Expect an email from your Global onboarding representative within the next few business days.

## **Your Assigned Support Representative**

- Shana Sorensen
  - 352-554-9129
  - [shana-sorensen@hibid.com](mailto:shana-sorensen@hibid.com)

Let me know if you have any questions! I'll plan on following up with you Tuesday.



**Andrew Alonso**

From:andrew.alonso@liveauctioneers.com

To:Merissa Miller

Tue, Aug 29 at 2:47 PM

Hi Merissa,

Thank you for the update! We believe you could be a great fit for our platform.

**LiveAuctioneers Traditional Auctions -**

LiveAuctioneers is the world's leading online marketplace for fine art, collectibles, furniture and jewelry.

Founded in 2002, LiveAuctioneers is an acknowledged innovator and was first in its sector to offer mobile bidding, video-streamed auctions, timed auctions and other industry-leading technological advancements. The company's popular online-auction marketplace is where collectors go for the greatest selection of objects.

***Why choose LiveAuctioneers?***

- Most valuable bidders: access to 6 million active bidders from 100+ countries who placed \$29 billion of bids online
- Best-in-class support: get support from an award-winning team with the expertise in the auction industry and obsession to help
- Reliable payments & tools: sell more with industry's highest sell-through & lowest payment dispute rates ([link](#))
- Innovation & stability: LiveAuctioneers is the most stable platform in the industry with 99.999% up-time during live auction events
- Custom-tailored marketing: display and email marketing packages that fit every budget and reach the industry's most qualified buyers ([link](#))

***How much does it cost?******Traditional (live + timed auctions)***

- Account registration: a one time new account registration fee of USD \$500
- Listing fee: the cost to list an auction is \$795 (can include up to 1250 lots/50 item minimum)
- Commissions: 5% of the hammer price on only those lots that sell through LiveAuctioneers
- Buyers premium : established by the seller

***Online Only (timed auctions only)***

- Account registration: a one time new account registration fee of USD \$500
- Listing fee: the cost to list an auction is \$249 (can include up to 400 lots/50 item minimum)
- Commissions: 15% of the hammer price on only those lots that sell through LiveAuctioneers
- Buyers premium : not available

***How do I create my account?***

- **Registration form** : please complete and return the attached form to me at your earliest convenience (we'll send this once you're ready)
- **Items to include** : photocopy of your driver's license or passport + business license or auctioneers license (if applicable)

Once received, you will be connected with our account management team. They will help you create your account, schedule training sessions/answer technical questions and get everything into motion on our end.

Please let me know if you have any questions.

Best,  
Andrew

Show original message

--

**Andrew Alonso**  
***LiveAuctioneers***

P. 929.284.3034

E. [andrew.alonso@liveauctioneers.com](mailto:andrew.alonso@liveauctioneers.com)

Please check your email to verify your account to start registering for auctions and bidding on items. [Resend verification link.](#)

LIVE AUCTION

# The July 2023 Auctions: Day 2

Start: Jul 28, 2023 11:00AM EDT

Auction ended

[View Catalog \(500\)](#)



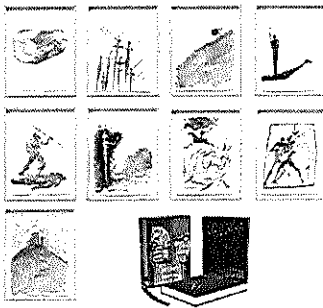
Featuring more items from collector Leon Zielinski's estate, including oil paintings, etchings, sculpture, and mixed media pieces by artists like George Chambers Sr., James Abbott McNeill Whistler, and Marc Chagall, Harriet Frishmuth, Inuit sculptors, and many others.



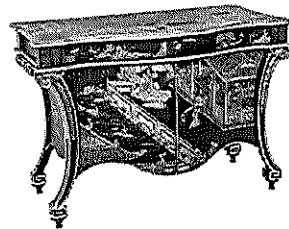
[View Catalog \(500\)](#)

[Auction Information](#)

## Featured Items



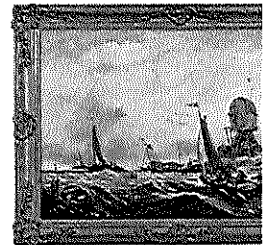
[Mimmo Paladino \(Italian, B. 1948\) Watercolor, Graphite...](#)



[Baker Stately Homes \(American\) Chinoiserie Chest H.35.5...](#)



[In The Manner of Harriet Frishmuth \(American, 1880-1980...](#)



[George Chambers Sr. \(Engl 1803-1840\) Oil On Canvas...](#)

## 500 Results

Keyword or Lot #



### Item Status

- Past
- Sold
- Unsold

### Auction Type

- Live Auction

### Category

- [Fine Art](#)
- [Mixed Media](#)
- [Paintings](#)



500

384

116



500



271

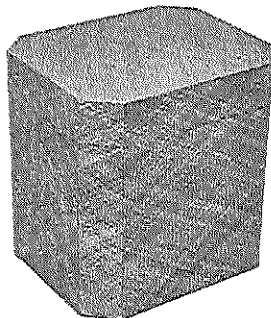
2

120

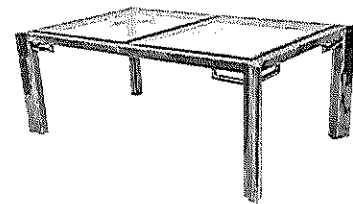
Sort By

View 48

Relevance



Lot 1053



Lot 1054





- [Sculptures & Carvings](#) 49
- [Tribal Art](#) 36
- [Drawings & Watercolors](#) 3
- [Decorative Arts](#) 53
- [Ceramics, Bowls & Glass](#) 34
- [Lamps, Lighting & Candlesticks](#) 1
- [Fine China and Tableware](#) 8
- [Furniture](#) 65
- [Cabinets, Armoires & Cupboards](#) 3
- [Dressers, Desks & Vanities](#) 2
- [Garden and Outdoor Furniture](#) 1
- [Lamps, Lighting & Candlesticks](#) 17
- [Mirrors](#) 9
- [Chairs, Sofas & Lounges](#) 13
- [Jewelry](#) 3
- [Brooches & Pins](#) 2
- [Asian Works of Art](#) 67
- [Ceramics and Pottery](#) 48
- [Asian Furniture](#) 2
- [Prints & Multiples](#) 1
- [Sculptures & Carvings](#) 8
- [Clothing, Costumes & Masks](#) 1
- [Watches & Clocks](#) 2
- [Couture & Textiles](#) 6
- [Handbags & Purses](#) 5
- [Textiles](#) 1
- [Collectibles](#) 33
- [Books, Manuscripts & Archives](#) 12
- [Dolls, Dollhouses & Figurines](#) 4
- [Firearms & Militaria](#) 1

**Price**

10 to 7500 Go

**Ending Within**

3 Months

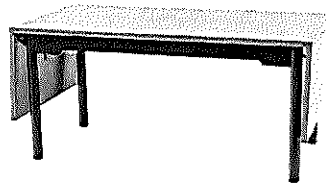
**Auction House**

DuMouchelles

**Origin**

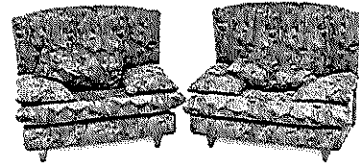
- African 8
- Asian 1
- Canadian 2
- Central American 1
- Chinese 46
- European 4
- Japanese 1
- Russian 1
- Tibetan 1

Estimate \$200 - \$400  
 Unsold \$100

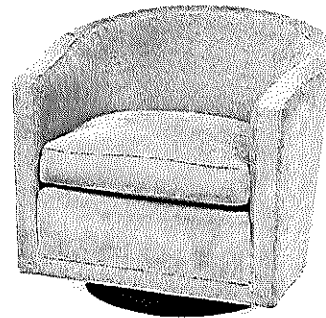


Lot 1055 ♥  
**Edward Wormley For Dunbar Furniture (American) Mid Century Modern Drop Leaf Table/desk, H 28.5" W 30" L 60"**  
 Estimate \$500 - \$700  
 Sold for \$400 2 Bids

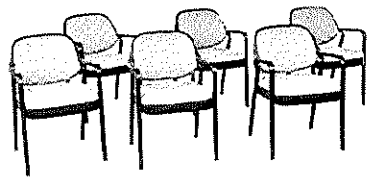
Estimate \$600 - \$1,000  
 Sold for \$550 3 Bids



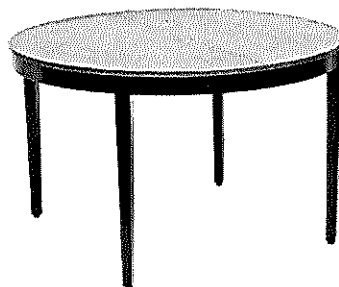
Lot 1056 ♥  
**Pace Collection (NYC, 1960-2001) Upholstered Chairs, Ca. 1990, H 34.5" W 41" Depth 36" 1 Pair**  
 Estimate \$500 - \$800  
 Unsold \$375 1 Bid



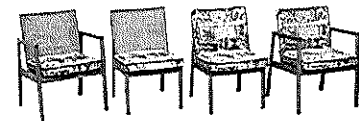
Lot 1057 ♥  
**Dunbar Furniture (Berne, Indiana), Corduroy Upholstered Swivel Club Chair, H 27" W 28" Depth 20.5"**  
 Estimate \$400 - \$600  
 Sold for \$300 1 Bid



Lot 1058 ♥  
**Don Pettit For Knoll International (American) Mid Century Modern Bentwood Chairs Group Of Six H 32" W 22.5" Depth 22"**  
 Estimate \$400 - \$600  
 Unsold \$300



Lot 1059



Lot 1060

Please check your email to verify your account to start registering for auctions and bidding on items. [Resend verification link.](#)

Estimate \$1,000 - \$2,000

Sold for \$750

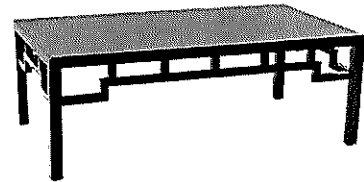
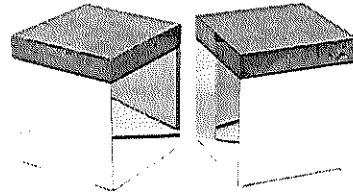
1 Bid

**4 pcs**

Estimate \$700 - \$900

Sold for \$500

1 Bid



Lot 1061

Attributed to Milo Baughman (American) Mid Century Modern Wood & Chrome Square End Tables Ca. 1960, H 17" W 15" L 15" 1 Pair



Estimate \$400 - \$600

Sold for \$550

4 Bids

Lot 1062

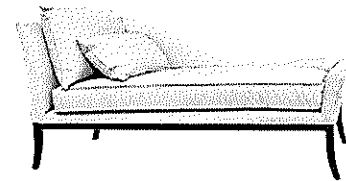
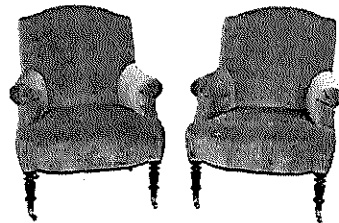
Chinese Influence Black Lacquer Coffee Table, H 16.25" W 25" L 44"



Estimate \$400 - \$600

Sold for \$300

1 Bid



Lot 1063

Upholstered & Black Lacquered Lounge Chairs, H 35.5" W 31.5" L 32" 1 Pair



Estimate \$600 - \$1,000

Sold for \$900

7 Bids

Lot 1064

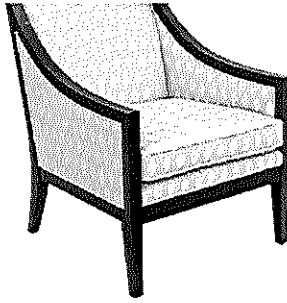
Lee Jofa Furniture (American) Grey Upholstered Chaise Lounge, H 38" W 33" L 73"



Estimate \$600 - \$1,000

Sold for \$3,250

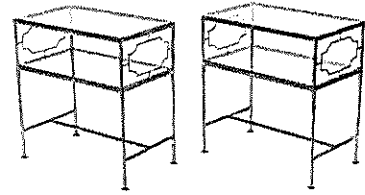
27 Bids



Lot 1065  
Lee Industries (American) Upholstered Accent Chair, H 36" W 27" Depth 32"

Estimate \$400 - \$600

Sold for \$300



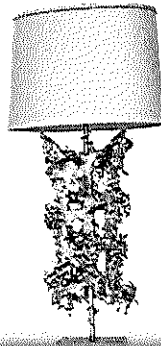
Lot 1066  
Iron & Glass Top End Tables, Ca. 2000, H 26" W 24" Depth 14" 1 Pair

Estimate \$100 - \$200

Sold for \$300

1 Bid

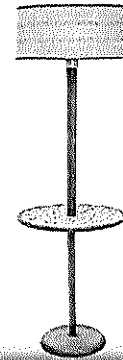
9 Bids



Lot 1067  
Marcello Fantoni (Italian, 1915-2011) Brutalist Torch Cut Brass Lamp, Ca. 1970, H 42" L 10" Depth 8"

Estimate \$800 - \$1,200

Unsold \$600

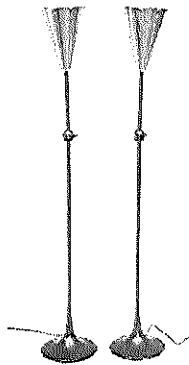


Lot 1068  
Martz & Marshall Studios (Veedersburg, Indiana) Tile Floor Lamp, Ca. 1960, H 57.5" Dia. 18.25"

Estimate \$400 - \$600

Sold for \$325

2 Bids

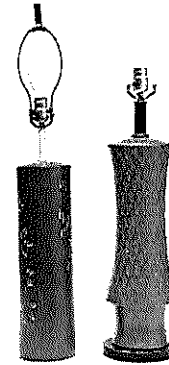


Lot 1069  
Tommi Parzinger Style, Steel & Brass Torchieres, Ca. 1960, H 61.5" Dia. 7.5" 1 Pair

Estimate \$100 - \$200

Sold for \$60

2 Bids



Lot 1070  
Style Of Aldo Londi For Bitossi Raymor (Italian/American) Mid Century Modern Ceramic Lamps, H 25" Dia. 6" 2 pcs

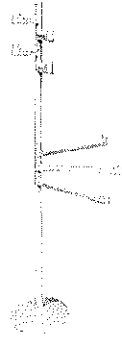
Estimate \$200 - \$400



Sold for \$125

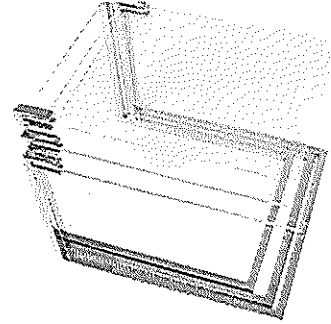
2 Bids





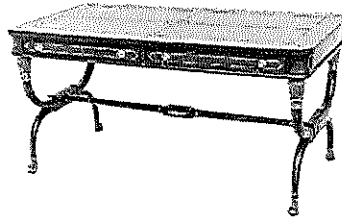
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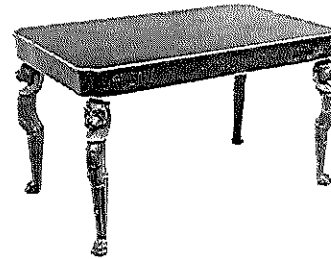
Lot 1071   
[Makio Hasuike \(Japanese\) For Gedy, Mid Century Modern, Coat Rack](#)  
Estimate \$100 - \$200  
Sold for \$60 




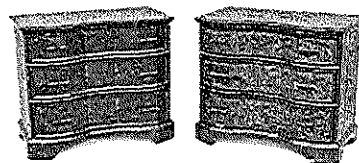
Lot 1072   
[Lucite Nesting Tables, H 18" W 21" Depth 20" 3 pcs](#)  
Estimate \$300 - \$500  
Sold for \$200 





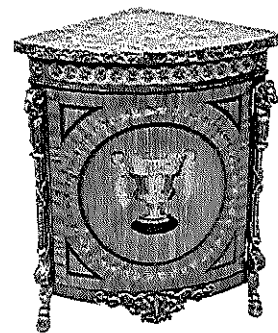
Lot 1073   
[Maitland-Smith \(British\) Mahogany And Tooled Leather Desk, H 30" W 60" Depth 30"](#)  
Estimate \$1,000 - \$1,500  
Sold for \$1,000 





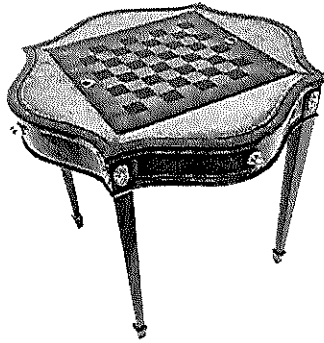
Lot 1074   
[Maitland-Smith \(British\) Empire Style Marble Clad, Bronze Writing Desk, H 30" W 50" Depth 30"](#)  
Estimate \$1,000 - \$2,000  
Unsold \$750



Lot 1075   
[Pair of Maitland-Smith \(British\) Chests Of Drawers, H 32.5" L 36.5" Depth 20"](#)  
Estimate \$600 - \$1,000  
Sold for \$450 



Lot 1076   
[Maitland-Smith \(British\) Marble Top Mahogany Corner Cabinet H 34" W 28.5" Depth 20"](#)  
Estimate \$500 - \$800  
Sold for \$400 



Lot 1077

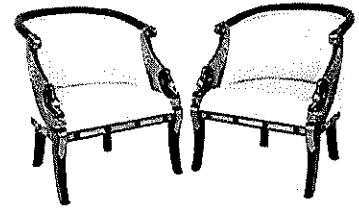
Maitland-Smith (British) Carved Mahogany Games Table, H 30" W 34" L 34"

Estimate \$500 - \$800

Sold for \$600



5 Bids



Lot 1078

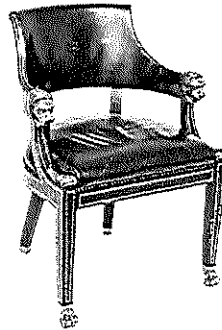
Pair of Maitland-Smith (British) Mahogany And Gilt Swan's Neck Arm Chairs, H 34.5" W 28" Depth 30"

Estimate \$300 - \$500

Sold for \$1,200



18 Bids



Lot 1079

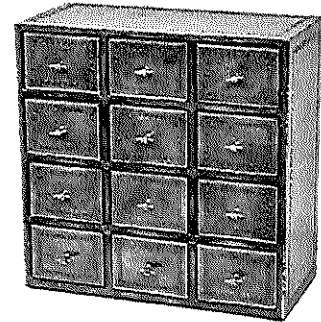
Maitland-Smith (British) Leather Clad Arm Chair H 33" W 25.5" Depth 22"

Estimate \$250 - \$450

Sold for \$900



20 Bids



Lot 1080

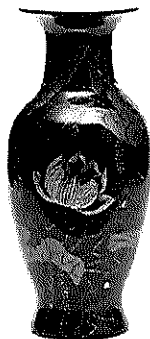
Maitland-Smith (British) Leather-clad Apothecary Chest, 20th C., H 20" W 20" Depth 9"

Estimate \$100 - \$200

Sold for \$225



6 Bids



Lot 1081

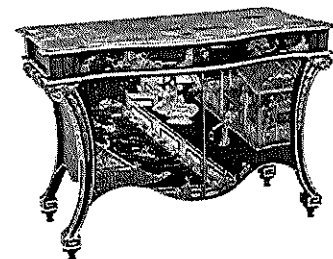
Maitland-Smith Black Vase H 14.5" Dia. 7"

Estimate \$100 - \$200

Sold for \$60



2 Bids

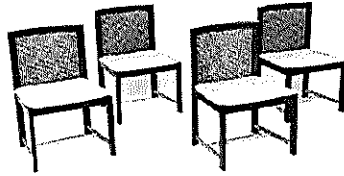




Lot 1082

Baker Stately Homes (American) Chinoiserie Chest H 35.5" L 50" Depth 24.5"



Estimate \$4,000 - \$6,000







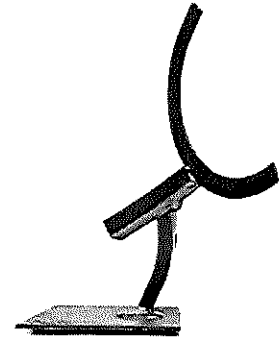
Lot 1083   
Michael Taylor For Baker Chairs, H 32"  
W 21.5" Depth 18.5" 4 pcs  
Estimate \$100 - \$200  
Sold for **\$125** 





Lot 1084   
Giuseppe Gambogi (Italian, 1862-1938)  
Carved Onyx, Alabaster And Marble  
Figural Lamp, Ca. Early 20th C., H 38" W  
14.5"  
Estimate \$2,000 - \$4,000  
Sold for **\$1,600** 




Lot 1085   
Pietro Bazzanti (Italian) Carved Marble  
Sculpture H 19.5" W 13" Depth 10.5"  
Estimate \$1,000 - \$2,000  
Sold for **\$750** 



Lot 1086   
John Piet (American, B. 1946) Welded  
Steel Sculpture, H 32" W 12.5" L 25"  
Estimate \$600 - \$800  
Sold for **\$500** 



Lot 1087   
John Piet (American, B. 1946) Oil Pastel  
On Paper, H 12.5" W 11.75"

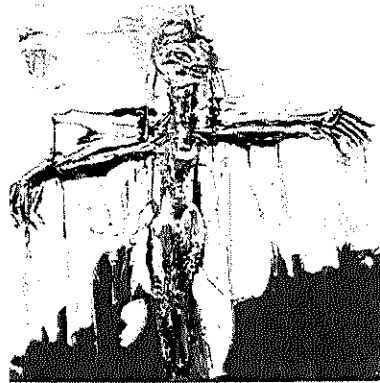


Lot 1088   
Anthony Eve Kemp (American, B. 1963)  
Mixed Media On Board, 2016, H 48" W  
48"



Sold for \$100

Unsold \$1,100



Lot 1089  
Anthony Eve Kemp (American, B. 1963)  
Mixed Media On Board, 2016,  
Crucifixion, H 48" W 48"

Estimate \$1,000 - \$2,000

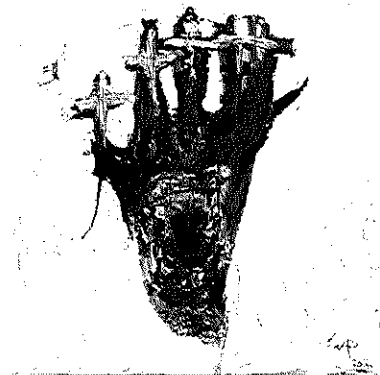
Unsold \$750



Lot 1090  
Anthony Eve Kemp (American, B. 1963)  
Mixed Media On Board, "The Gift", H 48"  
W 48"

Estimate \$1,000 - \$2,000

Unsold \$750



Lot 1091  
Anthony Eve Kemp (American, B. 1963)  
Mixed Media On Board, 2016,  
Abstraction, H 48" W 48"

Estimate \$1,000 - \$2,000

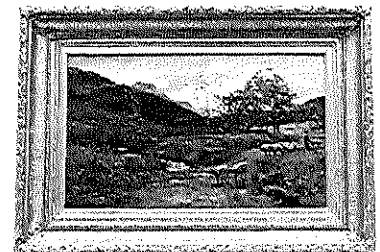
Unsold \$750



Lot 1092  
Thomas Arvid (American 20th/21st C.)  
Giclee On Canvas, 2004, "A Classic  
Setting", #171/375 H 32" W 11"

Estimate \$1,000 - \$1,800

Unsold \$750



Lot 1093



Lot 1094

**Sheep, H 18" W 29"**

Estimate \$600 - \$1,000

Unsold \$500



Lot 1095

**Arnaldo Casella Tamburini Sr. (Italian, 1843-1901) Oil On Beveled Mahogany Panel, 19th C., The Day's Bounty, H 9.5" W 7.5"**

Estimate \$500 - \$1,000

Sold for \$400



2 Bids

**1856, Fisherman's Return, H 13" W 17"**

Estimate \$500 - \$700

Sold for \$700



Lot 1096

**David Giuseppe Sani (Italian, 1828-1914) Oil On Canvas Mounted To Board, 19th C., Monk With Fiascos, H 14" W 10.5"**

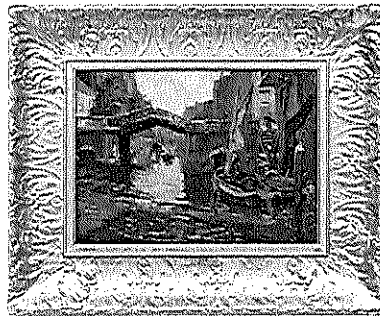
Estimate \$300 - \$600

Sold for \$300

7 Bids



7 Bids



Lot 1097

**Irving Reuben Bacon (American, 1875-1962) Oil On Canvas Mounted To Board, Ca. 1909, Dordrecht, Holland, H 12" W 16.5"**

Estimate \$500 - \$1,000

Sold for \$375



2 Bids



Lot 1098

**Peter Green (British, 1933-2023) Oil On Canvas, River Landscape, H 61" W 49"**

Estimate \$500 - \$900

Sold for \$375

1 Bid



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Lot 1099  
Charles Paul Gruppe (Canadian-American, 1860-1940) Oil On Canvas Board "Harvest Time", H 8" W 10"

Estimate \$400 - \$600

Sold for \$800



Lot 1100  
Samuel L. Margolies (American, 1897-1974) Aquatint On Cream Wove Paper, 1940, R.F.D. #2, H 10" W 12"

Estimate \$400 - \$600

Sold for \$325



8 Bids

2 Bids

[View](#) 48

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## **Director's Report – September 2023**

### **Promotions**

- On-going Social media postings and engagement with downtown merchants on Facebook.

### **@150 Bancroft**

- Hannah House has officially vacated the incubator space. The keys were returned on August 31st and the I conducted a visual inspection of the interior.
- Received a new application to lease the space to Collection Connection and online auction house.

### **Farmer's Market**

- Continue to assist Patti Biolchini with market operations and troubleshooting.

### **Economic Development**

- Continue to work with city administration for the Sage Creek Winery business.
- Submitted a LEO Community Center Pavilion grant.

### **Place Making/Streetscape**

- New trash receptacles have been placed downtown.
- Conducted bid opening for the Professional Services RFP.

### **Billboard:**

- Installation for Woods N Waters billboard was completed.
- Artwork for Rotary was designed for Octoberfest billboard.
- Artwork for additional Rotary billboard was designed for club photo. Payment of extra \$325 is received.

### **Meetings and Other:**

- Organized and monitored concert in the park – Swing Shift Orchestra, Bob Marshall Band/Ice Cream Social
- Attended Monthly Department Head Meeting.
- Attended the tabletop emergency training exercise for the planned CN live exercise being planned for next spring.
- Attended online teams meeting with BidNet Direct. Working to setup Imlay City as a registered municipal purchaser for the MITN purchasing Group
- Met with DPW Supervisor and City Manager to discuss the brick paver removal project
- Attended Rotary Club weekly meetings.
- Processed invoices, check requests, and mailed payments.
- Made updates to the DDA website for current meeting information
- Prepared meeting agendas, action item sheets, board packets for both the Regular meeting.
- Attended the September 5<sup>th</sup> city commission meeting, provided overview of the grant and requested a resolution of support.

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, October 9, 2023

## Christine Malzahn

---

**From:** Christine Malzahn <ddadirector@imlaycity.org>  
**Sent:** Friday, August 25, 2023 11:58 AM  
**To:** jkempf@imlaycity.org; justin@happylittlequiltshop.com; kellyspetsalon@outlook.com; ndocherty@internationalte.com; steve@steverobbins.net; emailstu430@gmail.com; Tri-City Times; walter.bargen@choiceone.com; 'ddapromotions@imlaycity.org'  
**Subject:** Week of August 21 Update  
**Attachments:** Community Center Pavillion Narrative.docx; 2023.08.16 DRAFT Meeting Minutes.docx

Happy Friday Board Members,

Here is a quick recap of this week's activities.

Attached is my draft of meeting minutes from last Wednesday's re-scheduled meeting. If you see any errors that I need to fix, kindly let me know asap.

The last summer concert and ice cream social on Tuesday was for the most part successful. I am concerned about attendance at these events and am curious why the community is not engaging. If not for the concert attendees the ice cream social would have had only 10-12 attendees, however those who were present did enjoy the event overall.

Wednesday morning, I attended the table top emergency response exercise for the rail crossing at the fire hall. This was very informative and two key take aways are our need to have a better contact list with the property/business owners so that communication would not be hampered, also the need for one common administrator on ALL city social media pages, so that in the event of an emergency, directives could be pushed with a common narrative. This means that our social media policy needs an update and a new push for adoption by the city is necessary.

Thursday, I attended the Lapeer Economic Club luncheon for education on cyber security issues. When the meeting handouts are sent to the attendees, I will share because they contain some very useful tips that we could all use both in business and personally in our home networks. I also met with DPW Supervisor Priehs to look at the old DPW site and determine what to do with items left there that are DDA owned. Aside from the planters (which I will contact FFA soon to pick up) the only other things left are the large mural paintings and the metal sculpture arch. I will plan to reach out to Dana Walker to better understand our responsibility with those art pieces. Patti reported that market attendance was down for the day – perhaps this is due to the high heat temps but overall the market was full with 17 vendors attending including the new pet food vendor.

Lastly, I am feverishly working on the community center grant application. Attached is a word document that has my answers to the app questions that I have developed so far. If anyone is interested in proof-reading or offering suggestions to the areas that I am struggling with by all means I'm listening. I was able to have a teams meetings with the planners from Spicer yesterday afternoon and they are working on the architectural renderings, budgeting and implementation portions of the grant. Once I finish this email composition and return the ice cream freezer lent to us from Botanas, I'll be returning my attention to that grant app.

Have a safe and relaxing weekend!



DDA Executive Director  
City of Imlay City  
150 North Main Street

## Christine Malzahn

---

**From:** Christine Malzahn <ddadirector@imlaycity.org>  
**Sent:** Friday, September 1, 2023 12:22 PM  
**To:** jkempf@imlaycity.org; justin@happylittlequiltshop.com; kellyspetsalon@outlook.com; ndocherty@internationalte.com; steve@steverobbins.net; emailstu430@gmail.com; Tri-City Times; walter.bargen@choiceone.com; 'ddapromotions@imlaycity.org'  
**Subject:** Week of August 28th update  
**Attachments:** 2023.09.11 Agenda.doc

Good Friday Afternoon!

My weekly email won't be long today – just a few items to mention.

Luckily the grant submission deadline was pushed back a week due to the power outages and storms that terrorized the state. The grant app is now due Sept 7<sup>th</sup> @ 5:00pm. I am diligently working with the architect and planning team at Spicer to meet the grant app requirements. While they work on the budget and architectural concept, I am still re-working the narratives based on Spicer's recommendations and review. I have requested to be placed on the City Commission agenda for Tuesday's meeting and will present my draft resolution of support and an overview of the proposed project to them.

Market day was a huge success this week as reported by Patti – record sales numbers from the vendors... being indoors continues to be a benefit, even though the weather was terrific yesterday. Please... if you do not already follow our farmers market Facebook page (imlay city farmers market) follow, like and share share share Patti's post! Signs can only grab attention from the passersby – we need to spread awareness of the market and attract shoppers through everyone's personal networks!

Your board packets are being compiled and you will get them via email next Thursday. The draft agenda is attached.

Enjoy the long holiday weekend, stay cool and safe!



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:** ddapromotions@imlaycity.org  
**Sent:** Monday, September 4, 2023 7:10 PM  
**To:** Christine Malzahn  
**Subject:** August Farmers Market update

August Farmers Market Update:

I am still utilizing the old firehall for the farmers market and will continue to do so until the sale to Sagecreek goes through. Since we have been using the firehall the number of vendor cancellations each week, for the most part, is zero. Having a roof over our heads and not having to worry about product getting wet, or too hot, makes the market so much more enjoyable for everyone.

Attendance has gone down this month from 300, on average, per market in July, to 250 per market in August. Since I have a great variety of vendors and marketing has been steady, I would have to point to rainy weather and storms as the culprit. We experienced those conditions for about 3 markets out of the 5 for the month. Also, the start of the school year and a change in schedules probably didn't help.

We had 3 new vendors this month and 2 new food trucks that I added to the vendor rotation. As always, we need great vendors to attract customers but we need customers to make these great vendors stay. With the lower numbers for the month I have had a couple of vendors regrettably, not want to come back.

I have tried to market the food trucks more this month to the businesses in and around Imlay City. The good news is that sales numbers for the food trucks remain at July levels, but sadly, these people are not walking around the market and adding to the sales numbers for any of my vendors. I continue to look for ways to change this dynamic.

We have had a full house of vendors each week and I am constantly looking for new ones to add to the mix. However, this time of year has a lot of festivals which mean that many vendors attend those instead because of higher sales numbers.

Here's hoping for a booming September market,

*Patti Biolchini*  
Farm Market Manager  
City of Imlay City  
810-724-2135  
[ddapromotions@imlaycity.org](mailto:ddapromotions@imlaycity.org)