

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

REGULAR MEETING MAY 13, 2024
5:35 P.M.

Walter Bargen, Chair
Kim Jorgensen, Secretary-Treasurer
Stu Davis, Treasurer

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

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CORRESPONDENCE – Hispanic Services Center (pgs 3-4)
5. SPECIAL PRESENTATION – (none)
6. COMMITTEE REPORTS (as needed)
 - a. City Services Negotiating Committee
7. **CONSENT AGENDA APPROVALS** (pgs 5-17)
 - AGENDA
 - MEETING MINUTES, regular meeting April 8, 2024
 - FINANCIAL REPORTS – through April 30, 2024
 - DDA Expenditure Report, Check Register Report
 - DDA Credit Card Statement; Balance Sheet
8. PUBLIC PARTICIPATION
9. **UNFINISHED BUSINESS:**
 - a. None
10. **NEW BUSINESS:**
 - a. 77 N. Main - Historical Society Façade Grant Application (pgs 19-30)
 - b. 535 N. Cedar - Silver Grill Façade Grant Application (pgs 31-39)
 - c. 325 N. Cedar – Groomology Façade Grant Application (pgs 41-48)
 - d. Four County Community Foundation Grant Award (pgs 49-54)
 - e. Consumers Energy Grant Award (pgs 55-63)
 - f. DDA Billboard Lease & Fee Schedule (pgs 65-68)
 - g. Irrigation Contract 2024-2025 (pgs 69-71)
 - h. Johnny’s Place Open Invoice (pgs 72-77)
 - i. Lapeer County Press “Welcome To Summer” Advertisement (pgs 79-82)
 - j. Trash Receptacle Replacement (pgs 83-89)
 - k. Fourth Street Municipal Parking Lot Repairs / Signage (pgs 91-92)
 - l. Imlay City Purchasing Policy Updates (pgs 93-95)
 - m. Memorial Day Flags & Banners (pgs 97-98)
11. EXECUTIVE DIRECTOR’S REPORT (pgs 99-103)
12. **CLOSED SESSION** – Convened for the purpose of property acquisition.
13. PUBLIC PARTICIPATION
14. BOARD MEMBER COMMENTS
15. ADJOURNMENT

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AGENDA ITEM
Correspondence

DATE: May 13, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Items included are for informational purposes only.

Items Attached: Hispanic Services Center thank you letter

Action Needed: None

Hispanic Service Center

P.O. Box 284
113 N. Almont Ave
Imlay City, MI 48444
(810) 724-3665



info@imlayHSC.org
www.imlayhsc.org

April 18, 2024

City of Imlay City
150 North Main St.
Imlay City, MI. 48444

To Whom It May Concern:

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

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

Your donation will be put to good use and will be given to those less fortunate again, we would like to express to you our sincerest thanks

Board Members

Tim Scherer, Walter Bargaen, Angelita McCoy, Josefina Baragan, Abel Pena, Mary Jones, Joe Munoz, Ceste Spivey and Agelica Ochoa.

Sincerely

Lourdes Enke
(Director)



Consent Agenda

DATE: **May 13, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Items Attached:

- a. Meeting Agenda
- b. Meeting Minutes
April 8th Regular Session
- c. Financial Reports – Ending April 30, 2024
DDA Expenditure Report = \$17,919.12
Check Register Report = \$10,815.55
DDA Credit Card Statement
Balance Sheet = \$362,818.71
- d. Spreadsheet of FY 2023-24 monthly City Administrative Transfers

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

Recommendation: Motion to approve the consent agenda items as presented.

**IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY**

Regular Meeting
April 8, 2024
MEETING MINUTES

A regular meeting of the Downtown Development Authority was held on Monday, April 8, 2024, at Imlay City Hall, 150 North Main Street, Imlay City MI 48444.

1. **CALL TO ORDER**
Chair Walt Bargaen called the meeting to order at 5:35 pm
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL** – Director Malzahn called the roll:
Present: Justin Shattuck, Stu Davis, Kim Jorgensen, Neil Docherty, Walter Bargaen, Mayor Joi Kempf
Absent: Steve Robbins (arrived 5:40)
Quorum Present
4. **CORRESPONDENCE** - none
5. **SPECIAL PRESENTATION** – Director Malzahn and Justin Shattuck presented the “I AM Imlay City” Consumers Energy grant pitch to the board in advance of the competition pitch being presented at the CEDM Conference on April 29th.
6. **COMMITTEE REPORTS**
City Services Negotiating Committee – Chair Bargaen provided an update that no meetings have been scheduled as of yet due to the lack of availability of city administration.
7. **CONSENT AGENDA**
MOTION by Davis, supported by Shattuck to approve the consent agenda items including: Meeting Agenda; Regular Meeting Minutes March 11, 2024; Closed Session Minutes March 11, 2024; Financial Reports through March 30, 2024.
All in Favor 7 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**
8. **PUBLIC PARTICIPATION** – none
9. **OLD BUSINESS** – none
10. **NEW BUSINESS**
 - A. **Hispanic Services Funding Request**
The Board reviewed a funding request submitted by the Hispanic Services Center. Center Director Lourdes Emke was present to answer Board questions. The event will be held on May 4, 2024 in the same location as last year. DDA funds will be used for event advertising.
MOTION by Davis, supported by Kempf to approve the funding request for advertising the Hispanic Services Center Cinco DeMayo 2024 event in an amount of \$1,000.00
Roll Call: AYES – Davis, Kempf, Robbins, Shattuck, Docherty, Jorgensen, Bargaen
NAYS – none
MOTION CARRIED 7/0

B. Millage Capture Determination

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

Lapeer County EMS

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

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

NAYS – none

MOTION CARRIED 7/0

Lapeer County Senior Services

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

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

NAYS – none

MOTION CARRIED 7/0

Lapeer County Public Safety

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

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

NAYS – none

MOTION CARRIED 7/0

Lapeer County Veterans

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

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

NAYS – none

MOTION CARRIED 7/0

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

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

NAYS – Davis

MOTION CARRIED 6/1**All future Lapeer County Special Voted Millages**

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

C. Summer Intern Position

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

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

Roll Call: AYES – Davis, Robbins, Jorgensen, Shattuck, Docherty, Kempf, Borgen
NAYS – none

MOTION CARRIED 7/0

D. Landscape Architect Request for Proposal Results

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

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

Roll Call: AYES – Jorgensen, Docherty, Davis, Robbins, Shattuck, Kempf, Borgen
NAYS – none

MOTION CARRIED 7/0

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

Roll Call: AYES – Davis, Jorgensen, Robbins, Shattuck, Docherty, Kempf, Borgen
NAYS – none

MOTION CARRIED 7/0

E. Board Member Vice Chair Election

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

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

Roll Call: AYES – Jorgensen, Robbins, Davis, Kempf, Shattuck, Docherty, Borgen
NAYS – none

MOTION CARRIED 7/0

F. Board Member Appointments

The current Board membership consists of 7 members with 2 vacancies created by recent resignations. Discussion was held on how to fill the open seats. Director Malzahn offered to post a help-wanted ad on Facebook and the DDA website.

NO BOARD ACTION TAKEN

G. Farm Market Manager / DDA Promotions Candidate

Director Malzahn reported that she has received 4 applications and interviewed 3 candidates.

Christina Maupin was present, introduced herself and offered to answer questions from the Board.

MOTION by Davis, supported by Kempf to accept the recommendation to hire Christina Maupin as the Farm Market Manager/DDA Promotions Asst at a rate of \$16 per hour.

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

NAYS – none

MOTION CARRIED 7/0

H. Pine Tree Replacement

The Board reviewed estimates from Schutz's Tree Farm and Weingartz Tree to remove a diseased pine tree and replace it with a 14' concolor fir. The estimates also include watering for a 6-month period 2x per week. Director Malzahn reported that she would be attending the Parks and Rec meeting to ask for their support and possible funding assistance with the project.

MOTION by Davis, supported by Kempf to approve the removal of existing pine located near the gazebo and installation of new 16' Concolor Pine at a price not to exceed \$3,100.

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

NAYS – none

MOTION CARRIED 7/0

I. Re-Development Proposal RFP Results

The DDA Board reviewed a business proposal that was received as a result of the RPF for the 3 city-owned parcels. Only one submission was received, and Director Malzahn was requesting authorization to draft a letter of support and present it to the city commission at their next meeting. Mayor Kempf said it probably was not needed and that the city commissioners already would know that the DDA is eager to have an economic boost from redeveloping that area. Davis suggested that the DDA board NOT support one single proposal, and encourage more developers to look at the opportunity.

NO BOARD ACTION TAKEN

11. DIRECTORS REPORT

Malzahn presented her written report in the meeting packet for April 2024. She also reported that the 150 Bancroft property listing is live, and a grant submission was completed for the bike rack/informational message centers and submitted to Four County Community Foundation requesting \$8,000.

12. PUBLIC PARTICIPATION – none

13. BOARD MEMBER COMMENTS – none

14. ADJOURNMENT

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

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

Respectfully submitted by: _____
Christine Malzahn, DDA Executive Director

DDA APPROVED:

CITY COMMISSION APPROVED:

DRAFT

User: RENE
DB: Imlay City

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/24	AVAILABLE BALANCE	% BDT & USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000 - REVENUE							
248-000.000-402.000	TAX REVENUE	290,000.00	290,000.00	329,870.85	0.00	(39,870.85)	113.75
248-000.000-549.412	GRANT REVENUE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-000.000-550.000	ART IN THE ROUGH REVENUE	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
248-000.000-560.000	WINNER FEE	2,000.00	2,000.00	534.00	0.00	1,466.00	26.70
248-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE APP	12,000.00	22,375.00	22,374.52	0.00	0.48	100.00
248-000.000-665.000	INTEREST INCOME	0.00	0.00	1.30	0.00	(1.30)	100.00
248-000.000-667.000	RENTAL INCOME	1,000.00	1,000.00	344.40	0.00	655.60	34.44
248-000.000-675.500	FARMERS MARKET REVENUE	3,500.00	5,148.00	6,979.00	100.00	(1,831.00)	135.57
248-000.000-675.600	DDA CONCERT SERIES	2,500.00	2,500.00	4,445.00	0.00	(1,945.00)	177.80
248-000.000-675.800	BRICK PAVERS/BENCHES	100.00	100.00	0.00	0.00	100.00	0.00
248-000.000-675.880	COMMUNITY PROMOTION REIMBURSEMENT	5,400.00	5,400.00	5,725.00	1,800.00	(325.00)	106.02
248-000.000-677.000	OTHER REIMBURSEMENTS	0.00	0.00	575.00	0.00	(575.00)	100.00
Total Dept 000.000 - REVENUE		324,500.00	336,523.00	370,849.07	1,900.00	(34,326.07)	110.20
TOTAL REVENUES							
Total Dept 265.000 - BUILDING MAINTENANCE		324,500.00	336,523.00	370,849.07	1,900.00	(34,326.07)	110.20
Expenditures							
Dept 265.000 - BUILDING MAINTENANCE							
248-265.000-921.000	ELECTRICITY	1,500.00	1,500.00	1,252.68	51.28	247.32	83.51
248-265.000-923.000	HEAT	500.00	500.00	44.47	44.47	455.53	8.89
248-265.000-924.000	WATER & SEWER CHARGES	400.00	400.00	108.48	60.24	291.52	27.12
248-265.000-930.000	MISCELLANEOUS REPAIRS & MAINT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 265.000 - BUILDING MAINTENANCE		4,400.00	4,400.00	1,405.63	155.99	2,994.37	31.95
Dept 705.000 - UNALLOCATED ACTIVITY							
248-705.000-703.000	WAGES & SALARIES	44,000.00	44,000.00	39,302.65	4,019.22	4,697.35	89.32
248-705.000-706.000	HOURLY WAGES	8,000.00	8,000.00	7,354.25	300.00	645.75	91.93
248-705.000-710.000	BONUS PAY	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
248-705.000-713.000	DEFERRED COMP CONTRIBUTION	0.00	0.00	342.48	85.62	(342.48)	100.00
248-705.000-714.000	OPTICAL INSURANCE	500.00	500.00	702.25	0.00	(202.25)	140.45
248-705.000-715.000	SOCIAL SECURITY	4,500.00	4,500.00	3,629.39	332.57	870.61	80.65
248-705.000-716.000	HEALTH INSURANCE	21,200.00	21,200.00	18,874.93	1,887.97	2,325.07	89.03
248-705.000-717.000	LIFE/DISABILITY INS	750.00	750.00	643.12	67.31	106.88	85.75
248-705.000-718.000	RETIREMENT AND OPEB	2,300.00	2,300.00	1,473.57	149.34	826.43	64.07
248-705.000-721.000	PTO/VACATION PAY-OUT	3,000.00	3,000.00	2,619.05	211.54	380.95	87.30
248-705.000-727.000	OFFICE SUPPLIES	800.00	800.00	805.88	282.42	(5.88)	100.74
248-705.000-730.000	POSTAGE	200.00	200.00	73.58	0.65	126.42	36.79
248-705.000-740.000	OPERATING SUPPLIES	100.00	400.00	475.15	0.00	(75.15)	118.79
248-705.000-741.000	ADVERTISING	9,000.00	9,000.00	1,861.98	1,267.50	7,138.02	20.69
248-705.000-807.000	AUDIT FEES	1,500.00	1,500.00	800.70	0.00	699.30	53.38
248-705.000-815.000	DUES/MEMBERSHIPS	1,500.00	1,500.00	827.31	0.00	672.69	55.15
248-705.000-817.000	CONSULTING FEES	500.00	10,123.00	9,012.00	0.00	1,111.00	89.02
248-705.000-818.000	CONTRACTED SERVICES	2,000.00	2,000.00	1,091.80	891.56	908.20	54.59
248-705.000-826.000	LEGAL SERVICES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-705.000-830.000	LIABILITY INSURANCE	200.00	200.00	183.81	0.00	16.19	91.91
248-705.000-831.000	WORKERS COMPENSATION	400.00	400.00	291.60	54.07	108.40	72.90
248-705.000-853.000	TELEPHONE EXPENSES	1,200.00	1,200.00	1,273.61	114.88	(73.61)	106.13
248-705.000-860.000	TRANSPORTATION & CONFERENCES	2,500.00	2,500.00	1,650.34	809.56	849.66	66.01
248-705.000-880.000	COMMUNITY PROMOTION	16,000.00	16,000.00	19,257.75	2,291.17	(3,257.75)	120.36
248-705.000-900.000	PRINTING & PUBLISHING	0.00	500.00	138.08	0.00	361.92	27.62
248-705.000-921.000	ELECTRICITY	30,000.00	30,000.00	29,344.08	4,390.29	655.92	97.81

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/24	AVAILABLE BALANCE	% BDT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
248-705.000-923.000	HEAT	400.00	400.00	0.00	0.00	400.00	0.00
248-705.000-930.000	MISCELLANEOUS REPAIRS & MAINT	3,000.00	3,000.00	877.74	0.00	2,122.26	29.26
248-705.000-931.000	STREETS& MAINTENANCE	55,000.00	55,000.00	39,104.03	500.00	15,895.97	71.10
248-705.000-956.000	MISCELLANEOUS	6,000.00	6,000.00	4,229.71	107.46	1,770.29	70.50
248-705.000-958.000	ADMINISTRATIVE/TRANSFER TO	35,000.00	35,000.00	35,000.00	0.00	0.00	100.00
248-705.000-973.000	DEVELOPMENT COSTS-UNALLOCATED	20,000.00	20,000.00	6,758.50	0.00	13,241.50	33.79
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	8,369.07	0.00	3,630.93	69.74
248-705.000-973.008	BRICK/BENCH EXPENSE	100.00	100.00	0.00	0.00	100.00	0.00
248-705.000-973.100	LAPER DEVELOPMENT CORPORATIO	6,250.00	6,250.00	6,250.00	0.00	0.00	100.00
248-705.000-973.300	FARMERS MARKET EXPENSE	8,000.00	9,600.00	9,607.12	0.00	(7.12)	100.07
248-705.000-973.550	ART IN THE ROUGH EXPENSE	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
248-705.000-973.560	WINTER FEST	2,000.00	2,000.00	2,371.76	0.00	(371.76)	118.59
248-705.000-975.000	CAPITAL OUTLAY	12,000.00	12,000.00	13,391.45	0.00	(1,391.45)	111.60
Total Dept 705.000 - UNALLOCATED ACTIVITY		320,100.00	332,123.00	267,988.74	17,763.13	64,134.26	80.69
TOTAL EXPENDITURES		324,500.00	336,523.00	269,394.37	17,919.12	67,128.63	80.05
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		324,500.00	336,523.00	370,849.07	1,900.00	(34,326.07)	110.20
TOTAL EXPENDITURES		324,500.00	336,523.00	269,394.37	17,919.12	67,128.63	80.05
NET OF REVENUES & EXPENDITURES		0.00	0.00	101,454.70	(16,019.12)	(101,454.70)	100.00

Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
04/04/2024	TRI	84404	FIRST NATIONAL BANK OF OMAHA	DDA VARIOUS SUPPLIES	727.000	705.00	116.59
				DDA VARIOUS SUPPLIES		0	
				DDA VARIOUS SUPPLIES	727.000	705.00	10.99
				DDA VARIOUS SUPPLIES	727.000	705.00	2.99
				DDA VARIOUS SUPPLIES	727.000	705.00	52.99
				DDA VARIOUS SUPPLIES	860.000	705.00	15.00
				DDA VARIOUS SUPPLIES	860.000	705.00	311.06
				DDA VARIOUS SUPPLIES	860.000	705.00	36.00
				DDA VARIOUS SUPPLIES	860.000	705.00	275.00
				DDA VARIOUS SUPPLIES	860.000	705.00	172.50
				DDA VARIOUS SUPPLIES	880.000	705.00	1,258.00
				DDA VARIOUS SUPPLIES	880.000	705.00	58.00
				DDA VARIOUS SUPPLIES	880.000	705.00	202.00
				DDA VARIOUS SUPPLIES	880.000	705.00	(53.76)
				DDA VARIOUS SUPPLIES	880.000	705.00	62.93
				CHECK TRI 84404 TOTAL FOR FUND 248:			2,520.29
04/04/2024	TRI	84408	FRONTIER	HARD LINE PHONES CITY, WWTP POOL	853.000	705.00	9.55
04/04/2024	TRI	84421	WELLS FARGO VENDOR	COPIER	956.000	705.00	26.95
04/11/2024	TRI	84423	ACCUNET WEB SERVICES	DDA SERVICE FEE 5/10/24 - 5/10/25	818.000	705.00	697.00
04/11/2024	TRI	84428	CITY OF IMLAY CITY	150 BANCROFT	924.000	265.00	9.27
04/11/2024	TRI	84436	HISPANIC SERVICE CENTER	DDA SPONSORSHIP TO CINCO DE MAYO	741.000	705.00	1,000.00
04/11/2024	TRI	84448	OUTFRONT	DDA BILLBOARD	880.000	705.00	764.00
04/11/2024	TRI	84452	QUADIANT	POSTAGE	730.000	705.00	0.65
04/11/2024	TRI	84455	RICOH USA, INC.	COPIER - 4/01 - 4/30	956.000	705.00	53.56
04/11/2024	TRI	84459	STAPLES	BINDERS	727.000	705.00	6.84
				COPY PAPER AND FORKS SPOONS	727.000	705.00	26.68
				CHECK TRI 84459 TOTAL FOR FUND 248:			33.52
04/11/2024	TRI	84465	TRI-CITY TIMES	DDA FARMERS MARKET	741.000	705.00	84.00
04/11/2024	TRI	84466	VCS INC	OFFICE 365 AND 365 APPS	727.000	705.00	8.30
				CLOUD PROTECTION AND RECOVERY	818.000	705.00	5.00
				CHECK TRI 84466 TOTAL FOR FUND 248:			13.30
04/11/2024	TRI	84467	VIEW NEWSPAPER GROUP	DDA ADVERTISING	741.000	705.00	183.50

Check Date Bank Check # Payee Description Account Dept Amount

Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
04/11/2024	TRI	84468	WELLS FARGO VENDOR	COPIER 3/26 - 4/25/2024	956.000	705.00	26.95
04/19/2024	TRI	84474	CITY OF IMLAY CITY	FOR COLLECTION CONNECTION BILL	924.000	265.00	50.97
04/19/2024	TRI	84476	DTE ENERGY	ELECTRIC- CITY/DDA	921.000	705.00	974.00
				ELECTRIC- CITY/DDA	921.000	705.00	773.10
				ELECTRIC- CITY/DDA	921.000	705.00	2,409.49
				ELECTRIC- CITY/DDA	921.000	705.00	48.80
				CHECK TRI 84476 TOTAL FOR FUND 248:			4,205.39
04/19/2024	TRI	84481	FRONTIER	CITY HALL PHONES	853.000	705.00	55.33
04/19/2024	TRI	84490	STAPLES	BOOKKEEPER BINDERS	727.000	705.00	34.72
04/25/2024	TRI	84493	BS & A SOFTWARE	ANNUAL SUPPORT	818.000	705.00	189.56
04/25/2024	TRI	84507	CONSUMERS ENERGY	150 BANCROFT	923.000	265.00	44.47
04/25/2024	TRI	84508	DAN'S TREE SERVICE	DDA REMOVE SPRUCE TREE AT THE END OF	931.000	705.00	500.00
04/25/2024	TRI	84514	DTE ENERGY	ELECTRIC- 101 W CAPAC	921.000	265.00	19.98
04/25/2024	TRI	84515	DTE ENERGY	ELECTRIC- 113 E THIRD UNIT 2	921.000	265.00	31.30
04/25/2024	TRI	84523	DTE ENERGY	ELECTRIC-120 N MAIN	921.000	705.00	184.90
04/25/2024	TRI	84537	MML WORKERS' COMP FUND	WORKERS' COMPENSATION-INSTALLMENT	831.000	705.00	54.07
				4/01/24 - 6/15/2024 INSTALLMENT 1		0	
04/25/2024	TRI	84544	STAPLES	COPY PAPER AND TABS	727.000	705.00	22.32
				Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY			10,815.55



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

*Could I get these receipts please
 Kened*



TRANSACTION DETAIL

Transactions

Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits
03-27	03-27	55310204087083326790572	AMZN MKTP US*RA3297GF2 SEATTLE WA	\$62.93 ✓
			<i>Community Promotion - 248 705 000 880 000</i>	
03-28	03-28	55432864088209959384556	APPLE.COM/BILL 866-712-7753	\$0.99
			<i>operating Supplies 248 705 000 740 000 CA</i>	
04-03	04-04	82301024094900014388377	SIGNS365.COM 800-2658830 MI	\$58.00 ✓
			<i>community promotion 248 705 000 880 000</i>	
04-10	04-10	85411174101023000018074	PAYMENT - THANK YOU	\$2,520.29 CR
04-15	04-16	82711164106000012356767	COLONIAL INN RESORTS L HARBOR SPRING MI	\$189.00
			<i>Trans & Conferences 248 705 000 860 000</i>	
			Arival Date: 24/04/15 Folio Number: mccsr_Pv	
04-16	04-17	55432864107203092435836	SQ *CC'S COMPUTER SERV Imlay city MI	\$268.23 ✓
			<i>operating Supplies 248 705 000 740 000</i>	
04-16	04-17	82301024107900016572205	SIGNS365.COM 800-2658830 MI	\$38.00 ✓
			<i>office Supplies 248 705 000 727 000</i>	
04-23	04-24	02305374115000614509460	TRACTOR-SUPPLY-CO #063 IMLAY CITY MI	\$52.96 ✓
			<i>office Supplies 248 705 000 727 000</i>	

Fees Charged

Interest Charged

Total Fees for this period	\$0.00	Interest Charge on Purchases	\$0.00
		Interest Charge on Cash Advances	\$0.00
		Interest Charge on Balance Transfers	\$0.00
		Total Interest for this Period	\$0.00

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	18.24% (v)	NA	\$1,537.69	30	\$0.00
Cash Advance	30.49% (v)	NA	\$0.00	30	\$0.00

2024 Total Year-to-Date

Total Fees Charged in 2024	\$0.00
Total Interest Charged in 2024	\$0.00

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.200	CASH - CHECKING ACCOUNT	342,506.07
248-000.000-001.201	CASH - CHECKING HRA	702.25
248-000.000-001.210	CASH - CHECKING DDA	20,022.74
248-000.000-040.000	ACCOUNTS RECEIVABLE	2,460.24
248-000.000-101.000	PREPAID - ASSET	7,716.83
Total Assets		373,408.13
*** Liabilities ***		
248-000.000-202.000	ACCOUNTS PAYABLE	10,589.42
Total Liabilities		10,589.42
*** Fund Balance ***		
248-000.000-390.000	FUND BALANCE	261,364.01
Total Fund Balance		261,364.01
Beginning Fund Balance		261,364.01
Net of Revenues VS Expenditures		101,454.70
Ending Fund Balance		362,818.71
Total Liabilities And Fund Balance		373,408.13

Monthly - Administrative Transfers

Month	Electricity Street Lamps	Copier Misc. GL #956.000	Office Supplies Non-DDA Purchased	Phones	City Grounds Maintenance GL Misc. #956.000	Other	Administrative Transfer	
Jul-23	\$2,665.23	\$50.56	\$48.55		\$840.00		\$35,000.00	
Aug-23	\$2,650.84	\$50.24	\$119.02	\$63.46	\$840.00			
Sep-23	\$2,703.44	\$26.95		\$81.10	\$840.00	\$6.93		
Oct-23	\$2,801.50	\$63.38		\$7.36	\$840.00	\$1,073.34		
Nov-23	\$2,818.39	\$207.29	\$44.64	\$162.47				
Dec-23	\$3,395.95	\$70.88	\$22.51	\$68.34		\$70.40		
Jan-24	\$4,022.87	\$55.94	\$31.32	\$113.05				
Feb-24	\$2,927.46	\$65.76	\$71.27	\$114.60				
Mar-24	\$2,810.06	\$97.35	\$16.39	\$55.79				
Apr-24	\$4,441.57	\$26.95	\$57.04	\$55.33		\$189.56		
May-24								
Jun-24								
	\$31,237.31	\$715.30	\$410.74	\$721.50	\$3,360.00	\$1,340.23	\$35,000.00	\$72,785.08
								22%
2023-2024 Budget	\$30,000.00	\$6,000.00	\$800.00	\$1,200.00	\$6,000.00		\$35,000.00	

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AGENDA ITEM NB 10a. 77 N. Main Historical Society Façade Grant Application

DATE: May 13, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: The Historical Society submitted a Façade Grant Application to the DDA office on May 8th. They are seeking to install new signage on the annex building and are requesting a façade grant in the amount of \$678.12 to pay for 50% of the production and installation costs.

Items Attached: 77 N. Main - Historical Museum Façade Grant Application

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

Recommendation: Motion to approve the Façade Grant Application for the matching amount requested \$678.12

Façade Grant Application Process and Checklist

This application must be completed and returned to the Imlay City DDA director no later than the 14 business days prior to the next regular DDA Board meeting along with:

- A notarized letter of permission from owner (if applicant is not the property owner).
- Documentation of DBA, LLC or Company organization documents confirming legitimate business name.
- A **detailed** written description of the project plans (scope of work, including materials and color schemes), **pictures of the current area/conditions, and a rendering or picture of proposed work** which addresses how the project complies with the Façade Grant guidelines. *See attached*
- A **detailed** cost estimate for all eligible costs supported by a quote from a **minimum of two or more licensed and/or insured** contractors or suppliers. Include Contractor / Supplier's business name, address, phone number, email, license or insurance certificate and website. *See attached. Greg's Signs of Lapeer was contacted and failed to respond to request. Too busy!*
- Copies of any permits necessary to complete the work.
- Completed W9 Form *We are nonprofit - file 990N*
- Upon project completion applicant must provide pictures of completed work and proof of payment to all suppliers/contractors (CASH TRANSACTIONS NOT ACCEPTED)
- The applicant has spoken to the Construction Code Authority and has received information regarding the permits needed and regulations related to this project.**

Construction Code Authority Representative

Date

Grant Application

- Check One: Property Owner Business Owner
- Check One: Signage (\$1,500 Maximum Grant) Other Façade Improvements (\$5,000 Maximum Grant)

Imlay City Historical Commission

Name of Applicant

77 North Main, Imlay City

Address of Applicant

77 North Main, Imlay City

Address of Property Proposed for Improvement

Marilyn Swihart, Board Secretary

Business Contact Person & Title

810-724-1904 _____
Phone Fax Email

Please give a detailed description of work to be done: See attached proposal, which details the sign to be added to the front of the museum annex.

The estimated improvement cost is \$ 1,356.24

The 50% reimbursement is estimated to be \$ 678.12 (not to exceed \$5,000).

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

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

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

Marilyn Swihart Board Secretary 5-1-24
Applicant Signature Title Date

For DDA use only

Property Address 27 N. Main, Imlay City

Project is Eligible Not Eligible for the Grant Program.

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

Christa Naylor 5/6/24
DDA Director Signature Date

Board Action Date: _____ Approved _____ Denied _____

If approved reimbursement check # _____ Disbursement date: _____



phillips SIGN & LIGHTING INC.

40920 Executive Drive, Harrison Twp, MI 48045-1363

Phone: (586) 468-7110 Fax: (586) 468-7441 Visit us online at: www.phillipssign.com

Contract:
Imlay City Historical Museum
77 N Main Street, Imlay City, MI. 48444
phone: (810) 724-1904 - fax: (586)
contact: Marilyn Swihart

RE: 77 N Main Street, Imlay City, MI. 48444

Item: #1 Wall Sign
consists of:
PS&L to fabricate (1) single faced non illuminated wall sign.
Sign to be about 18" tall x 84" wide.
Sign to be fabricated from 6mm alupanel with premium quality digitally printed vinyl applied first surface. Copy to read per client approved artwork.
Graphics to have a clear laminate.
Sign to be installed with exposed fasteners.
PS&L to install @ site and verify location with client.


Continued on next page.

Contract:
Continued from previous page.

	Item: #1 Wall Sign				
permit cost:	per city				
sign cost:	682.49				
6% sales tax:					
installation:	673.75				
total:	1,356.24				
down payment:	678.12				
balance C.O.D.:	678.12				

• Price is subject to review after 15 days due to fluctuating material costs. X _____

(print)

acceptance: _____ date: _____
 **DEAN MAIBERGLER** 4-30-24
 salesperson: _____ date: _____

- Warranty (Materials & Labor)** - 5 years on construction workmanship, 1 year on lighting & electrical components.
 * Warranty excludes existing items, mdo signs, banners, acts of God and vandalism. Electrical UL listed.
EXTRAS - Sign Permit, Electrical Permit, and X 250.00 staff time fee (for permit procurement), as required.
- Client is responsible for landlord approval and final electrical hook-up. Installation based on normal conditions X _____
 - Additional costs may be incurred if problems are encountered during excavation of footing (i.e., poor soil conditions, buried objects, sprinklers, etc.). PS&L assumes no responsibility for any sprinkler damage X _____.
 - PS&L assumes no responsibility for damage to landscaping/grass due to install. X _____
 - If clean art work is not provided, art work will be generated at a rate of **\$50.00** Per Hr. X _____
 - Engineer sealed drawings, if required, to be provided at additional cost. X 0.0
 - PS&L takes all precautionary steps to protect parking surfaces during installations. PS&L cannot be held liable for parking lot repairs if required. X _____
 - Price quoted assumes reasonable access for installation and wiring of signage and components. X _____
 - Installation quotations are estimates subject to verification of technical survey and confirmed access to signage. X _____
 - No sign construction will begin prior to obtaining permits without written authorization of client. X _____
 - Any additional required endorsements or changes to PS&L's current liability insurance certificate may be subject to additional costs. X _____
 - Photographs and/or videos of signage may be used by PS&L for marketing purposes. X _____
 - Credit Card orders over \$1,000.00 will be subject to a 3% fee. X _____
 - Invoices over 30 days are subject to 2% finance charges. X _____

Item #1

TOTAL SIGN AREA: 10.5 Sq. Ft.

Wall Sign
Aluminum Composite
Qty: 1

Lead #:	P21003959
PROJECT:	Imlay City Historical Museum
FILE:	Imlay City Historical-Wall 1
SITE ADDRESS:	77 N Main Street, Imlay City, MI, 48444
LEAD:	DM
LAYOUT:	CG
REVISION:	—
Date:	4-23-24

1 Qty: 1 -6mm
Aluminum Composite
Routed to Shape
Digitally Printed Graphics
Laminate Overlay
Exposed Fasteners

060 DARK
GREEN
091 GOLD
METALIC

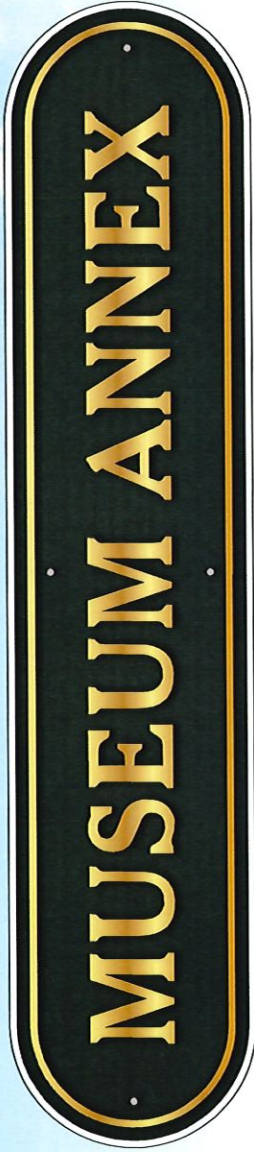
Design, details and plans represented herein are the property of Phillips Sign & Lighting Inc. All or any part of these designs (except registered trademarks) are protected. Attempts to duplicate designs without written consent may result in Legal Repercussions.

phillips SIGN & LIGHTING inc.
PS&L
Ph: 586.468.7110

24
40920 Executive Drive
Harrison Twp., MI
48045-1363

Side View

84 in

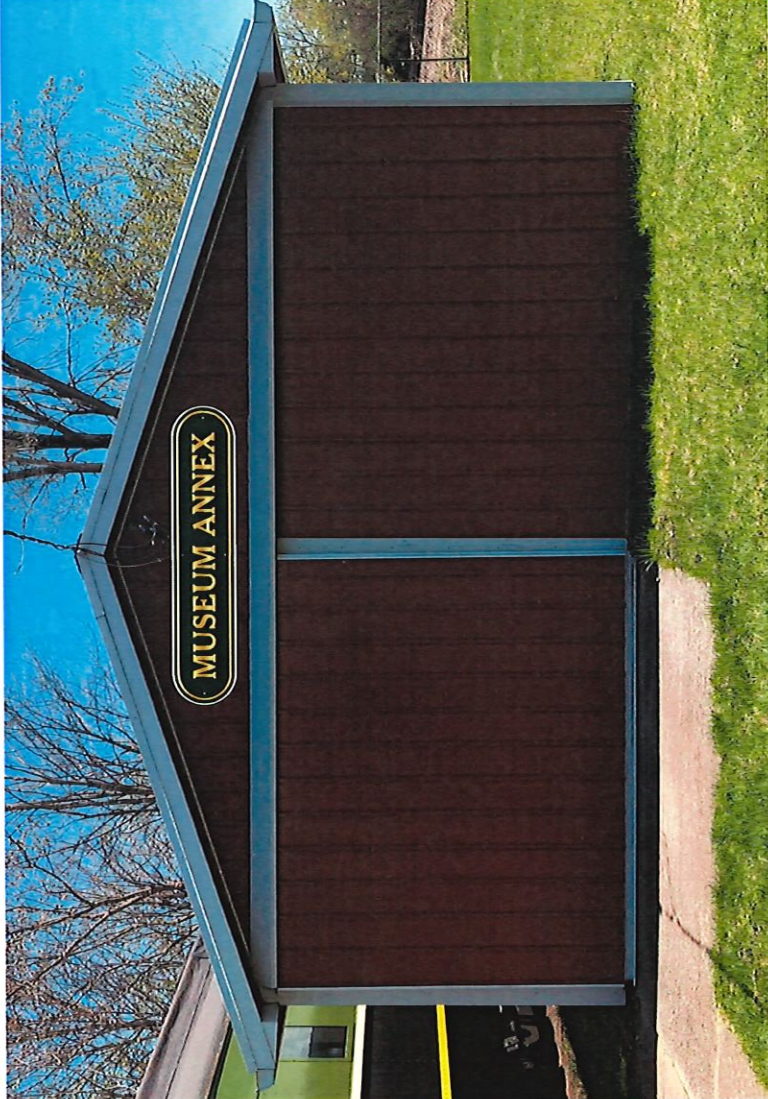


18 in

6 3/8 in

6mm

Proposed Sign - Simulated Perspective View is Approximate



Existing @ Site



Approved: _____ Date: _____

Permit: _____

This form must be kept by the seller when making tax exempt sales. The exempt organization may reproduce this form.



STATE OF MICHIGAN

DEPARTMENT OF TREASURY

TREASURY BUILDING

LANSING, MICHIGAN 48922

THIS EXEMPTION/FORM IS NOT TRANSFERABLE TO ANOTHER INDIVIDUAL OR ENTITY.

Effective Date April 13, 1990

JOHN ENGLER, Governor
DOUGLAS B. ROBERTS, State Treasurer

NP-0004057

IMLAY CITY HISTORICAL COMMISSION
77 MAIN ST.
IMLAY, MI 48444

This letter serves as notice to a seller that your organization qualifies to buy goods and services without paying the Michigan sales or use tax. **TREASURY DOES NOT ISSUE TAX EXEMPT NUMBERS.**

To buy goods and taxable services without paying a sales or use tax, present:

- a copy of this letter, and
- a completed certificate (below) certifying to the seller that the goods or services being purchased are for purposes of the organization and are being paid for from organizational funds. The seller must keep a copy of this certificate with the record of the sale.

Please note the following.

- This exemption does not apply to the purchase of tangible personal property or to the purchase of vehicles that are not used primarily to carry out the purposes of your organization as stated in your bylaws or articles of incorporation.
- Employees or members may NOT use this exemption to purchase goods or services for personal use.

The Michigan Department of Treasury may review your exempt status at any time to verify your eligibility. If the Internal Revenue Service revokes your exempt status, if a Treasury audit discovers non-exempt status, or if for any other reason your organization no longer qualifies for exemption, then your organization is subject immediately to sales or use tax on its purchases.

Please notify us if you have a name or address change. If you have questions, please contact this office at 517 - 373-3190.

Sincerely,

Dale P. Vettel, Administrator
Sales, Use and Withholding Taxes Division

CERTIFICATE REQUIRED FOR TAX-EXEMPT SALES

I certify that the item or items being purchased are to be used or consumed in connection with the operation of the exempt institution or agency named above and that the consideration for this purchase moves from the funds of the designated institution or agency. In the event this claim is disallowed, the transferee promises to reimburse the seller for the amount of tax involved.

Signature of Authorized Representative of Non-Profit Organization <i>Marilyn Swickart</i>	Date 2-5-19
--	----------------

Confirmation

4-30-24
Done
2023
AJ

[Home](#) | [Security Profile](#) | [Logout](#)

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** IMLAY CITY HISTORICAL COMMISSION
- **EIN:** 237068934
- **Tax Year:** 2023
- **Tax Year Start Date:** 01-01-2023
- **Tax Year End Date:** 12-31-2023
- **Submission ID:** 10065520241217784513
- **Filing Status Date:** 04-30-2024
- **Filing Status:** Pending

Note: Print a copy of this filing for your records. Once you leave this page, you will not be able to do so.

MANAGE FORM 990-N SUBMISSIONS

City of Imlay City
Imlay City Historical Commission, Inc.INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: APR 06 2004

IMLAY CITY HISTORICAL COMMISSION
INC
C/O MARILYN M SWIHART
77 MAIN ST
IMLAY CITY, MI 48444-1313Employer Identification Number:
23-7068934

DLN:

17053321013023

Contact Person:

MICHAEL A LUDWIG

ID# 31470

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Foundation Status Classification:

509(a)(1)

Advance Ruling Period Begins:

November 12, 2003

Advance Ruling Period Ends:

December 31, 2007

Addendum Applies:

Yes

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and

Letter 1045 (DO/CG)

Attachment #4, Page 2
City of Imlay City
Imlay City Historical Commission, Inc.

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IMLAY CITY HISTORICAL COMMISSION

contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social security taxes under the Federal Insurance Contributions Act on amounts of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally \$25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return. Because you will be treated as a public charity for return filing purposes during your entire advance ruling

Letter 1045 (DO/CG)

IMLAY CITY HISTORICAL COMMISSION

period, you should file Form 990 for each year in your advance ruling period that you exceed the \$25,000 filing threshold even if your sources of support do not satisfy the public support test specified in the heading of this letter.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

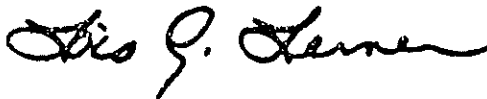
Attachment #4, Page 4
City of Imlay City
Imlay City Historical Commission, Inc.

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IMLAY CITY HISTORICAL COMMISSION

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Enclosure(s) :
Form 872-C



AGENDA ITEM NB 10b. 535 N. Cedar Street Silver Grill Façade Grant Application

DATE: May 13, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Silver Grill submitted a Façade Grant Application to the DDA office on May 3rd. They are seeking to install new signage on the building as well as a face change on the pole-mounted sign. They are requesting a grant in the amount of \$5000.00 to pay for 50% of the production and installation costs. However, the maximum allowed signage grant is \$1,500.

Director Malzahn has reviewed the application and has found it to meet the requirements of the façade grant program.

Items Attached: 535 N. Cedar Street - Silver Grill Façade Grant Application

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

Recommendation: Motion to approve the Façade Grant Application for Silver Grill in the amount of \$1,500 for new signage.

Façade Grant Application Process and Checklist

This application must be completed and returned to the Imlay City DDA director no later than the 14 business days prior to the next regular DDA Board meeting along with:

- A notarized letter of permission from owner (if applicant is not the property owner).
- Documentation of DBA, LLC or Company organization documents confirming legitimate business name.
- A **detailed** written description of the project plans (scope of work, including materials and color schemes), **pictures of the current area/conditions, and a rendering or picture of proposed work** which addresses how the project complies with the Façade Grant guidelines.
- A **detailed** cost estimate for all eligible costs supported by a quote from a **minimum of two or more licensed and/or insured contractors or suppliers**. Include Contractor / Supplier's business name, address, phone number, email, license or insurance certificate and website.
- Copies of any permits necessary to complete the work. *(Contractor to pull permits)*
- Completed W9 Form *→ To be submitted*
- Upon project completion applicant must provide pictures of completed work and proof of payment to all suppliers/contractors (CASH TRANSACTIONS NOT ACCEPTED)
- The applicant has spoken to the Construction Code Authority and has received information regarding the permits needed and regulations related to this project. *Applicant will need permits*

Construction Code Authority Representative

Date

Grant Application

Check One: Property Owner

Business Owner

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

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

Silver Grill Restaurant Diane Gavrilowski
Name of Applicant

8490 Stanford N. AptC Washington ^{TWP} MI 48094
Address of Applicant

535 N. Cedar St. I.C. 48444
Address of Property Proposed for Improvement

Diane Gavrilowski officer
Business Contact Person & Title

586-722-3234
Phone

810-724-0732
Fax

dianegav@gmail.com
Email

Please give a detailed description of work to be done: we are planning on changes faces on the sign by the street. And we are planning a facelift to front of building with adding Name and logo on building

The estimated improvement cost is \$ 9,251.00 building street sign 2891.00

The 50% reimbursement is estimated to be \$ 5,000.00 (not to exceed \$5,000).

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

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

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

Deanne Jamulinski officer 5-3-24
Applicant Signature Title Date

For DDA use only

Property Address 535 N. Cedar Street

Project is Eligible Not Eligible for the Grant Program.

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

Christa Mahajan 5/6/24
DDA Director Signature Date

Board Action Date: _____ Approved _____ Denied _____

If approved reimbursement check # _____ Disbursement date: _____



4/29/2024-10:57 AM

Contract:
Continued from previous page.

	<u>Item: #1</u> Wall Sign	<u>Item: #2</u> Face Change	<u>Item: #3</u> Wall Sign	<u>Item: #4</u> Wall Sign
permit cost:	per city	per city	per city	per city
sign cost:	7,113.90	2,075.97	2,166.99	3,391.86
6% sales tax:				
installation:	2,178.00	815.38	977.63	977.63
total:	9,291.90	2,891.35	3,144.62	4,369.49
down payment:	4,645.95	1,445.67	1,572.31	2,184.75
balance C.O.D.:	4,645.95	1,445.67	1,572.31	2,184.75

• Price is subject to review after 15 days due to fluctuating material costs. X

(print)

acceptance:

date:

Dean Maiberg
DEAN MAIBERGER

4-30-24

salesperson:

date:

Warranty (Materials & Labor) - 5 years on construction workmanship, 1 year on lighting & electrical components.

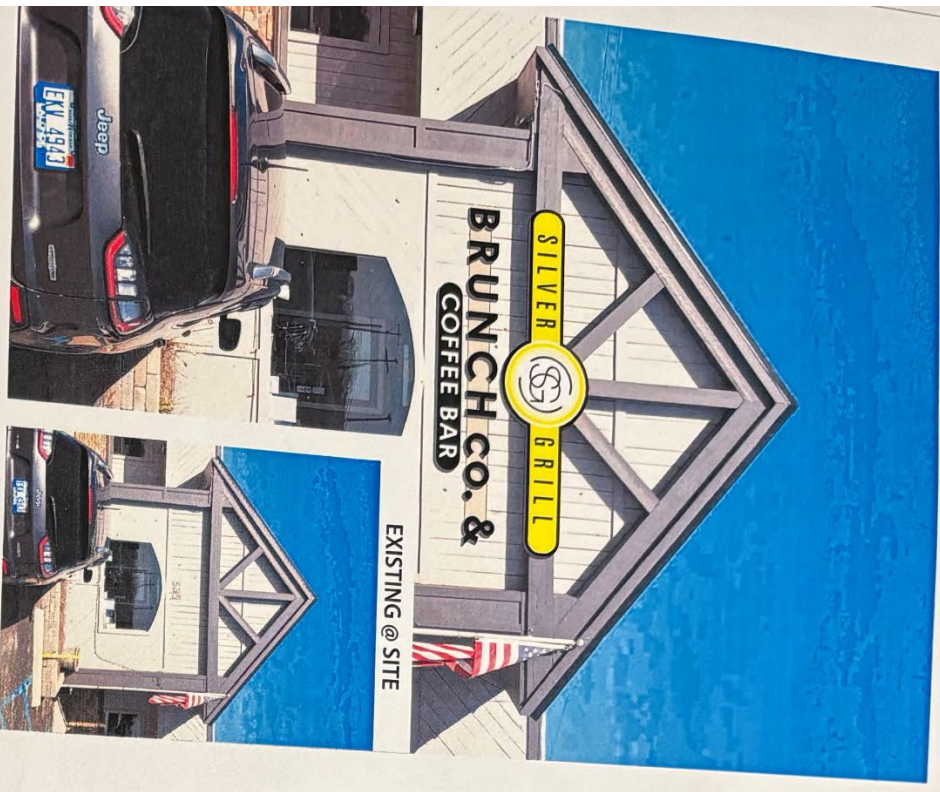
* Warranty excludes existing items, mdo signs, banners, acts of God and vandalism. Electrical UL listed.

EXTRAS - Sign Permit, Electrical Permit, and X \$250 staff time fee (for permit procurement), as required.

- Client is responsible for landlord approval and final electrical hook-up. Installation based on normal conditions X _____
- Additional costs may be incurred if problems are encountered during excavation of footing (i.e., poor soil conditions, buried objects, sprinklers, etc.). PS&L assumes no responsibility for any sprinkler damage X _____
- PS&L assumes no responsibility for damage to landscaping/grass due to install. X _____
- If clean art work is not provided, art work will be generated at a rate of \$50.00 Per Hr. X _____
- Engineer sealed drawings, if required, to be provided at additional cost. X \$0
- PS&L takes all precautionary steps to protect parking surfaces during installations. PS&L cannot be held liable for parking lot repairs if required. X _____
- Price quoted assumes reasonable access for installation and wiring of signage and components. X _____
- Installation quotations are estimates subject to verification of technical survey and confirmed access to signage. X _____
- No sign construction will begin prior to obtaining permits without written authorization of client. X _____
- Any additional required endorsements or changes to PS&L's current liability insurance certificate may be subject to additional costs. X _____
- Photographs and/or videos of signage may be used by PS&L for marketing purposes. X _____
- Credit Card orders over \$1,000.00 will be subject to a 3% fee. X _____
- Invoices over 30 days are subject to 2% finance charges. X _____

PLEASE
TIAL
LL

SIMULATED ELEVATION VIEW



EXISTING @ SITE

SIMULATED NIGHT VIEW



"BRUNCH &" WILL NOT BE AS BRIGHT AS "COFFEE BAR" DUE TO THE PERF VINYL OVERLAY

Item #1
TOTAL SIGN AREA: 21 Sq. Ft.

Illuminated Wall Sign
Qty: 1

Lead # : P21003692	
PROJECT: Silver Grill / Inlay City	
FILE: Silver Grill-Wall Sign-1	
SITE ADDRESS: 535 N. Cedar St., Inlay City, MI 48444	
LEAD: DM	REVISION: BF 4/24/24
LAYOUT: BF	
Date: 4/19/24	

Design, details and photos represented herein are the sole property of Phillips Sign & Lighting Inc. All or any part of these designs (except registered trademarks) are protected. Attempts to duplicate designs without written consent may result in legal repercussions.

Phillips SIGN & LIGHTING inc.

Ph: 586.468.7110

40920 Executive Drive
Harrison Twp., MI
48045-1363

Phillipsign.com

Approved: _____ Date: _____

Permit: _____

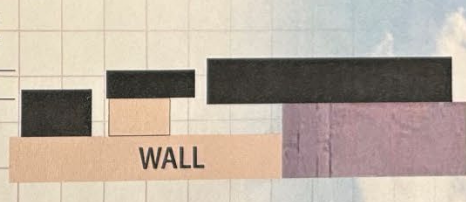
AVG. STROKE = 2"
AVG. WIDTH = 7.25"



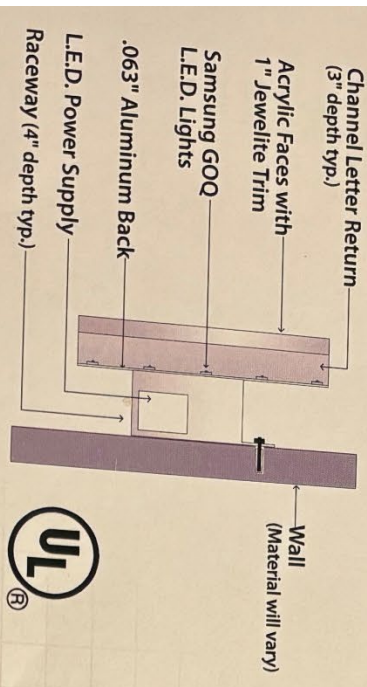
5 in



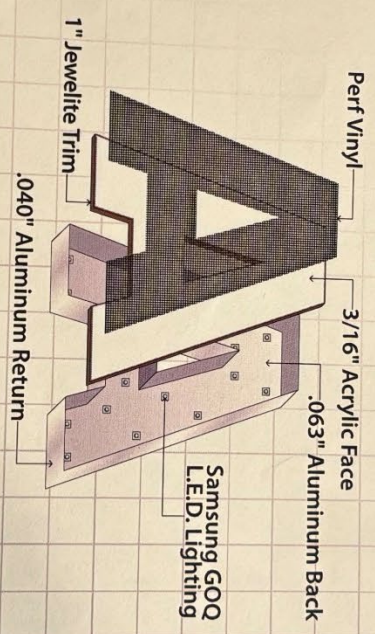
BRUNCH CO. & COFFEE BAR



ENLARGED SIDE VIEW



PERF VINYL



Illuminated Wall Sign
Qty: 1

Lead #: P21003892	
PROJECT: Silver Grill / Inlet City	
FILE: Silver Grill-Wall Sign-1	
SITE ADDRESS: 535 N. Cedar St., Inlet City, MI 48444	
LEAD: DM	REVISION: BF 4/24/24
LAYOUT: BF	
Date: 4/19/24	

1 Channel Letters:
Aluminum Returns
Acrylic Face
Perf Vinyl
1" Jewelrite Trim
L.E.D.s

2 Channel Capsule:
Aluminum Returns
Acrylic Face
Vinyl
1" Jewelrite Trim
L.E.D.s

3 Channel Capsule:
Aluminum Returns
Acrylic Face
Vinyl
1" Jewelrite Trim
L.E.D.s

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Phillips SIGN & LIGHTING Inc.



Ph: 586.468.7110

40920 Executive Drive
Harrison Twp., MI
48045-1363

esign.com

Approved: _____

Date: _____

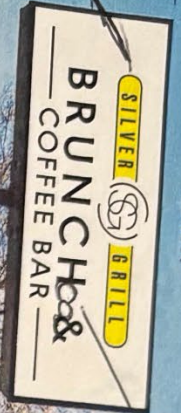
Permit: _____

UPDATE TO ITEM #1
(yellow)
HALO ON CIRCLE ONLY

49 1/4 in (+/-)

10 ft 3/4 in (+/-)

SIMULATED ELEVATION VIEWS



SIDE: A



SIDE: B

ADD yellow



SIMULATED NIGHT VIEW

* Scaled Elevation is Approximate. All Measurements to be field verified.
hillipsign.com

Approved: _____

Date: _____

Permit: _____

Item #2
TOTAL SIGN AREA: 41.64 Sq. Ft.

Face Change for Double Sided Pole Sign
Qty: 1

Lead #: P21003892

PROJECT: Silver Grill / Imlay City
FILE: Silver Grill-FC-2

SITE ADDRESS: 535 N. Cedar St., Imlay City, MI 48844

LEAD: DM REVISION:
LABOUR: BF

Date: 4/19/24

REV 1

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Phillips SIGN & LIGHTING



Ph: 586.468.7110

40920 Executive Drive
Harrison Twp., MI
48045-1363

Signs By Crannie, Inc.
 4145 Market Place
 Flint, MI, 48507- USA
 Phone: (810)-487-0000 Fax: (810)-487-0711
 www.signsbycrannie.com



Job Name Wall Sign
Job Name and Location
 Silver Grill
 535 N Cedar Rd
 Imlay City, MI USA

Proposal Submitted To:

Anthony Phone: (586) 212-5315
 Silver Grill Fax:
 535 N Cedar Rd E-mail:
 Imlay City, MI USA

Proposal No	Proposal Date	Payment Terms	Contact	Page
012629	12/15/2022	Bal upon Comp.	Paul	Page 1 of 1

Quantity	Product - Description	Unit Price	Extended Price
1	LED lit wall sign. Polycarbonate face with digitally printed graphics. Faux mounting brackets. UL listed.	\$6,446.56	\$6,446.56
1	Installation of quoted signage	\$1,248.00	\$1,248.00

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED, AND THE ABOVE TO BE IN ACCORDANCE WITH THE DRAWINGS AND OR SPECIFICATIONS SUBMITTED FOR THE ABOVE WORK AND COMPLETED IN A WORKMANLIKE MANNER.

PRICES DO NOT INCLUDE PERMIT FEES OR PRIMARY ELECTRICAL TO SIGNS.

PRICE QUOTATION GOOD FOR 10 DAYS.

The client is responsible for supplying production ready, vectorized artwork of logos and custom letter styles in an eps or ai format.

Taxable	\$6,446.56
NonTaxable	\$1,248.00
SalesTax	\$386.79
Freight	\$0.00
Permits.	\$0.00
OrderTotal	\$8,081.35
Deposit Req 50%	\$4,040.68

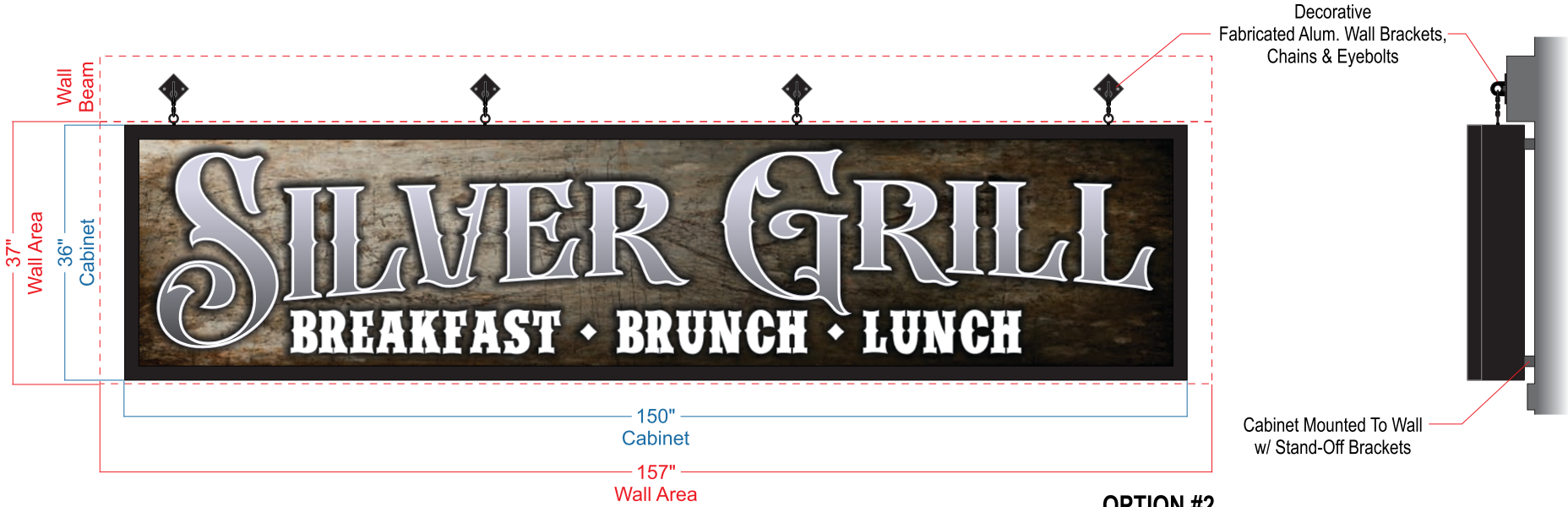
TERMS - DEPOSIT DOWN, BALANCE DUE AT TIME OF INSTALLATION.

WARRANTY - one year all parts and labor barring vandalism or acts of God.

Prices quoted are minimum for the work described and do not include; stamped engineering drawings, site plans, ZBA, or Planning Commission meetings nor any verbal agreements expressed or implied. There may be additional charges for delays caused by client, the client's contractors or agents. Unusual digging conditions (ie; water, ledge, gravel, debris, etc.) or unseen obstructions in or behind wall will be billed for in addition to the above quoted costs at sub-contractor cost plus 15%. Interest, in the amount of 1.5% per month will be applied to accounts that are delinquent by more than 30 days. Client agrees to pay collection agency fees, reasonable and customary attorney fees and court costs that may be incurred for non-payment. The above-described signage shall remain the property of Signs by Crannie, Inc. until paid for in full. Signs by Crannie, Inc. reserves the right to remove the above described signage from the premises after 90 days from the date of installation for non-payment. The purchaser agrees to hold Signs by Crannie, Inc. harmless for any and all liabilities involving the removal of signage, whatsoever.

SALESPERSON: _____ DATE: _____
 ACCEPTED BY: _____ TITLE: _____
 SIGNATURE: _____ DATE: _____

For: Silver Grill



OPTION #2



Wall Sign - Qty. 1

- Single Face, LED Illuminated
- Alum. Cabinet & Retainers
- Polycarbonate Face w/ Printed Vinyl Graphics
- Sign Mounted To Wall w/ Faux Hanging Brackets

X
Signature for approval of artwork - Proceed to production as shown



4145 Market Place
Flint, Michigan 48507
810-487-0000
www.SignsByCrannie.com

Customer: Silver Grill
Address: 535 N. Cedar St.
Imlay City, MI

Salesperson: Paul Swatzell
Date: 12-13-22
D-T: X
Scale: 1/2"=1'-0"

Filename: SilverGrill-Wall Sign
Drawn By: G.Alumbaugh
Revision: GA 1-9-23

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AGENDA ITEM NB 10c. Groomology Façade Grant Application

DATE: **May 13, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Natalie Lewis, new owner of Kelly's Pet Salon location, submitted a Façade Grant Application to the DDA office on April 25th. She is seeking to install new face change signage to the existing sign located at 325 N. Cedar Street.

Director Malzahn has reviewed the application and has found it to meet the requirements of the façade grant program but has requested clarification of vendor and total funding being requested.

Items Attached: 325 N. Cedar Street - Groomology Grant Application

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

Recommendation: Motion to approve the Façade Grant Application for Groomology signage in the amount of \$_____.

RECEIVED
APR 25 2024
By: KM

Façade Grant Application Process and Checklist

This application must be completed and returned to the Imlay City DDA director no later than the 14 business days prior to the next regular DDA Board meeting along with:

- A notarized letter of permission from owner (if applicant is not the property owner).
- Documentation of DBA, LLC or Company organization documents confirming legitimate business name.
- A **detailed** written description of the project plans (scope of work, including materials and color schemes), **pictures of the current area/conditions, and a rendering or picture of proposed work** which addresses how the project complies with the Façade Grant guidelines.
- A **detailed** cost estimate for all eligible costs supported by a quote from a **minimum of two or more licensed and/or insured** contractors or suppliers. Include Contractor / Supplier's business name, address, phone number, email, license or insurance certificate and website.
- Copies of any permits necessary to complete the work.
- Completed W9 Form
- Upon project completion applicant must provide pictures of completed work and proof of payment to all suppliers/contractors (CASH TRANSACTIONS NOT ACCEPTED)
- N/A** The applicant has spoken to the Construction Code Authority and has received information regarding the permits needed and regulations related to this project.

Construction Code Authority Representative

Date

Grant Application

Check One: Property Owner

Business Owner

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

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

Name of Applicant **NATALIE LEWIS**

Address of Applicant **10271 WILDCAT RD. CROSWELL, MI 48122**

Address of Property Proposed for Improvement **325 N. CEDAR ST. IMLAY CITY, MI. 48144**

Business Contact Person & Title

Phone **5810-343-3101**

Fax

Email **GROOMOLOGY BY NATALIE @ GMAIL.COM**

needs to be completed

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

The estimated improvement cost is \$ _____.

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

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

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

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

Natalie Lewis

Applicant Signature

Title

Date

For DDA use only

Property Address 325 N. Cedar St

Project is Eligible _____ Not Eligible for the Grant Program.

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

Christina Mahesh

DDA Director Signature

5/9/24

Date

Board Action Date: _____ Approved _____ Denied _____

If approved reimbursement check # _____ Disbursement date: _____







325

Grooming by Erika
 (810) 724-5335
 WELLNESS PET COMPANY

Grooming By Miranda
 810-627-6007

 **Kelly's Pet Salon**
810 724-5335

DEADLINE: _____

46
INVOICE



DESIGN NEEDED? Y / N
NEW SCREEN? Y / N
NEW DIGITIZING? Y / N

ADD'L INVOICE/S:

1157

DATE: 4-24-24

7047 Lakeshore Road, Lexington, MI 48450

810-359-7055

www.LakeshoreGraphics.net

"A Business With No Sign, Is A Sign Of No Business"

ORDER TAKEN BY: Clare

Thank you for your business!

CUSTOMER: Natalie

BUSINESS: Croomology by Natalie

PHONE: PROOF

NEEDS BILL EMAILED

EMAIL FOR: PROOF BILLING: _____

<input type="checkbox"/> Lakeshore Sleeve	<input type="checkbox"/> SUBLIMATION	<input type="checkbox"/> PLASMA
<input type="checkbox"/> SCREEN PRINT	HEAT <input type="checkbox"/> PRINT <input type="checkbox"/> CUT	<input type="checkbox"/> SANDBLASTING
<input type="checkbox"/> EMBROIDERY	NAME <input type="checkbox"/> BACK <input type="checkbox"/> FRC	<input type="checkbox"/> ENGRAVING
<input type="checkbox"/> DIRECT TO GARMET	VINYL <input type="checkbox"/> PRINT <input type="checkbox"/> CUT	<input type="checkbox"/> PRINTED CARDSTOCK
<input type="checkbox"/> NEEDS INSTALL	<input type="checkbox"/> NEEDS LAMINATE	<input type="checkbox"/> MILL ITEMS or SHIPPING

- FLC
- FRC
- BACK
- SLEEVE
- L
- R

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
	<u>24 x 80 Double sided All-panel printed laminated</u>	<u>350 Quote /per Tini</u>	<u>-</u>

NOTES:

-50% DEPOSIT DUE UPON ORDER PLACEMENT-
PLEASE CHECK ORDER BEFORE LEAVING TO ENSURE ACCURACY
WE ARE NOT LIABLE ONCE ORDER LEAVES PREMISES.

INITIAL BOX AFTER COMPLETION
CHECKED IN BY COMPLETED BY CUSTOMER CALLED DATE: _____

SPOKE TO VOICEMAIL

SUBTOTAL FROM ADDITIONAL INVOICES			
PAYMENT NOTES:		SUBTOTAL	
<input type="checkbox"/> Credit Card		TAX	
<input type="checkbox"/> Check		TOTAL	
<input type="checkbox"/> Other		DEPOSIT	
PAYMENT TYPE/DATE:		REMAINING BALANCE	

CUSTOMER APPROVED ORDER/PICKED UP BY: _____ DATE PICKED UP: _____



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

Date 4-23-24 K 47

Deadline _____

QUOTE INVOICE

Business / Name Groomology By Natalie
 Email _____ Phone (586) 343-3101

QTY	DESCRIPTION	COST PER	TOTAL
OPT. 1 2	Sign 24" x 81" w →	20.1 ea	40.2
	Alpha Panels		
OPT. 2 2	Sign J-Bond —	160 —	320 —
	Set up of her Logo, info		35 —
	Installation 70hrlg		

Check all that apply:	Design	Apply / Assemble	LABOR COSTS:
	Set up / Layout	Fold / Cut	
	Prep / Finish	Installation	

Notes: 	SUBTOTAL:	
	TAX:	
	TOTAL:	
	Payment #1:	
	New Balance:	
	Payment #2:	
Balance:		

PLEASE CIRCLE ONE:
 Called Texted Emailed

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

Picked up by: _____

Payment #1 Date	
Method	
Payment #2 Date	
Method	

Kelly Villanueva
360 West 5th Street
Imlay City, MI 48444
New York, NY 90210

May 1, 2024

Dear DDA Board Members,

In June, Nataile Lewis from Groomology will be a new business to the downtown district. She has requested a façade loan for signage located at 325 North Cedar.

In the past, there was a "wrap" on the base of the sign to sell canaries. The wrap lasted many years and never faded.

If you have any questions, I can be reached by phone or text.

Thank You,
Kelly Villanueva

Kelly Villanueva
Kelly's Pet Salon
810 338-8870

Megan Tietz 5/6/2024

MEGAN TIETZ
Notary Public, State of Michigan
County of Lapeer
My Commission Expires 09-11-2029
Acting in the County of Lapeer



Nod Publishers
4567 Main St.
Buffalo, NY 98052



AGENDA ITEM NB 10d. Four County Community Fund Grant Award

DATE: **May 13, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: The DDA received notice on April 29, 2024, that the grant submitted on behalf of the DDA by Director Malzahn was awarded. The grant submission was for the design and manufacturing of 3 custom bike racks/community information signs. The application requested \$8,000 with a \$8,000 match from DDA funds for this public improvement project.

This public improvement project was adopted in our 2024 capital improvement plan and listed as a goal in the 2014 TIF plan as well.

The three install locations are TBD, but it is suggested the one be located near the pool, on the corner of Fourth and Almont, and near the bump out on Third and Bancroft.

Items Attached: Grant Agreement
Cost estimates
Sketch designs by Todd McKenzie

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

Recommendation: Motion to enter into the grant agreement and begin production for the three bike rack/community information kiosks.



Four County
Community Foundation

141 S. Main Street
Suite A
Romeo, MI 48065

tel: 810.798.0909
fax: 810.798.0908
web: 4ccf.org

RECEIVED

APR 29 2024

BY: RM

April 25, 2024

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

Grant Number: **2024242**

Dear Christine Malzahn:

Congratulations! Four County Community Foundation has awarded **City of Imlay City** a grant for **\$8,000.00** from its **Dora & Toos Ondersma Fund** in support of **Bike Rack Community Information Center Art Installation**.

To receive your grant check, sign the enclosed **Grant Agreement** and return it to the Foundation office. A return envelope is included for your convenience.

At the completion of your program or project, you are required to submit a **Final Grant Report**. The Final Grant Report (mailed with your grant check), is used to communicate the positive impact of grants and to secure future funding from donors. Your organization *must* submit this report to be eligible for future funding.

I would like to make a special request. Please invite me to a work session, an event, or an activity related to your grant project. I would like to see the work that you are doing in our community! I have a big check that can be used for press photos. Email me your availability for photos.

Four County Community Foundation is proud to be a partner in this program. The Foundation applauds your efforts to improve the quality of life in our local community and wishes you continued success!

Sincerely,

Kathy Dickens
Executive Director
kdickens@4ccf.org

Enclosures: Grant Agreement Form
Return Envelope



**Four County
Community Foundation**

**141 S. Main Street
Suite A
Romeo, MI 48065**

**tel: 810.798.0909
fax: 810.798.0908
web: 4ccf.org**

Grant Agreement

Four County Community Foundation awards this Grant to **City of Imlay City** from its **Dora & Toos Ondersma Fund**. This agreement is a mechanism that ensures funds will be used for the purpose stated in the grant request. It contains terms and conditions necessary to retain the Foundation's nonprofit status.

Grantee Organization: City of Imlay City

Contact: Christine Malzahn

Grant Number: 2024242

Grant Amount: \$8,000.00

Program Title: Bike Rack Community Information Center Art Installation

Conditions: Payment upon receipt of signed Grant Agreement

1. Expenditure of Grant Funds

- A. This grant is awarded for the purpose described above and in accord with the submitted budget. The program is subject to modification only with the Foundation's prior written approval.
- B. Grantees agree to spend all funds awarded as proposed in the application as well as any conditions set forth by the Foundation. Grantees are required to maintain adequate documentation.
- C. Grantees are required to return all unused funds to the Foundation within 60 days of the program completion.
- D. The grant period is one year from date of check issuance.

2. Publicity

- A. Four County Community Foundation will be credited with program support in all written and oral interviews associated with this program.
- B. The undersigned is required to email three or more high-quality digital photographs of the *program in action* to mbrown@4ccf.org. Include the grant number and program title.
- C. When you upload photos to social media sites, please tag Four County Community Foundation's Facebook page (@4CountyCommunityFoundation) and/or Instagram account (@4ccf).
- D. In signing this agreement, you acknowledge all photos may be used for Four County Community Foundation social media and publications.

3. Limits of Commitment

- A. Unless otherwise stipulated in writing, this award is granted with the understanding that the Foundation has no obligation to provide additional support to the Grantee.
- B. For additional funding, an application must be submitted through the normal grant procedure.

Helping Our Community Grow

Connecting Lapeer, Macomb, Oakland and St. Clair Counties

CFNS
ACCREDITED
FOUNDATION

4. Reports to the Foundation

- A. The Grantee will provide the Foundation with a written detailed *Final Grant Report* within thirty (30) days of completion of the program using the form you will receive with your check.
- B. If your organization has overdue Final Grant Reports, future applications will not be considered.

Your expected program completion date: _____

5. Compliance

- A. Failure to comply with all terms of this agreement will affect any future consideration of additional grant requests.
- B. This grant is intended to comply with current and applicable laws pursuant to the provisions of the Internal Revenue Code and regulations issued thereunder pertaining to charitable organizations. The terms of this agreement shall be considered binding on all parties.

Grantee:

Signature of Grantee	Date
----------------------	------

Printed Name of Grantee

Signature of Superintendent/President/Chairperson	Date
---	------

Print Name and Title

To request a publicity photo presentation utilizing the Foundation's "Big Check," please indicate two convenient times and locations and/or contact Kathy Dickens - kdickens@4ccf.org

Four County Community Foundation:

Executive Director	Date
--------------------	------

Customer Name: Imlay City DDA
Company Name: Customized Creationz LLC
Quote Number: 328.24
Date: March 28, 2024

Dear Imlay City DDA,

Thank you for considering Customized Creationz LLC for your artistic bicycle rack needs. We are pleased to present you with the following quote for three artistic yet functional bicycle racks based on the concept provided on February 2, 2024:

1. Design Concept:

- Collaborative design process to create unique and visually appealing bicycle rack concepts tailored to your space and preferences, including artwork that represents the past history of Imlay City.

2. Manufacturing:

- Precision manufacturing of three custom artistic bicycle racks, each with approximate dimensions of 4 feet by 4 feet square area, incorporating durable materials and expert craftsmanship to ensure longevity and functionality.

3. Delivery:

- Safe and timely delivery of the artistic bicycle racks to your designated location.

Please note the following terms and conditions:

- Material costs may fluctuate at the time of signing, potentially affecting the final quote amount.
- This quote is valid for 30 days from the date of issuance. Should you wish to proceed after this period, a new quote will be revised to reflect any changes in material costs.
- Any changes to the quote will be provided in a new updated quote revision.
- Payment terms: 50% deposit required upon acceptance to cover materials, with the remaining 50% payable upon delivery of the product.
- Ownership: Customized Creationz LLC retains ownership of the design and any intellectual property associated with the bicycle racks until full payment has been received.
- Liability: Customized Creationz LLC shall not be held liable for any damages or injuries resulting from the installation or use of the bicycle racks.

Total Quote Amount: \$14,580

We are committed to delivering high-quality artistic bicycle racks that not only provide functionality but also celebrate the rich history of Imlay City. If you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for the opportunity to serve you.

Sincerely,

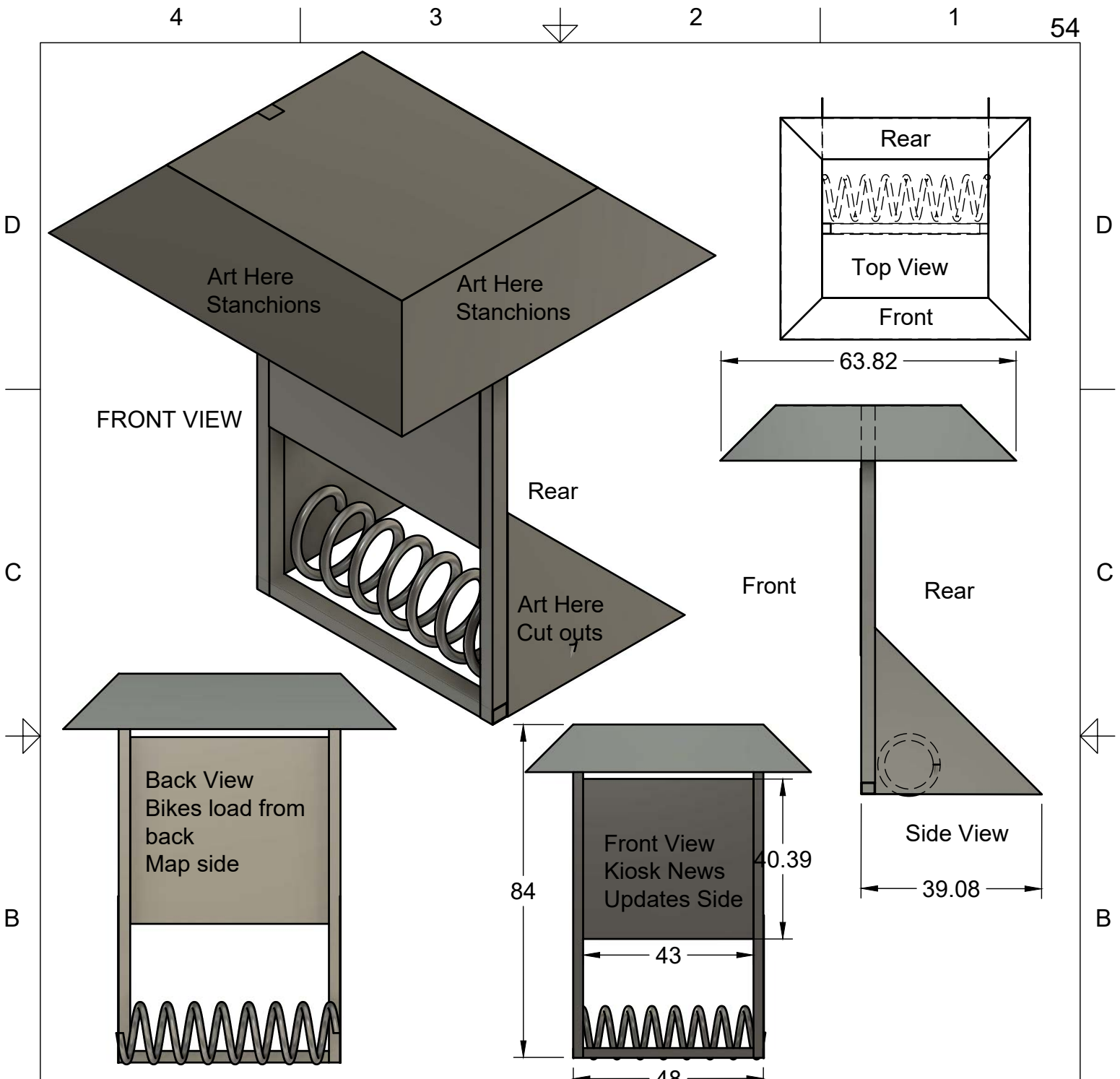
Todd M McKechnie

Owner

Customized Creationz LLC

4013 Van Dyke Almont, MI 48003

Contact Information: 586.651.0194 / graphics@customizedcreationz.com



A	PROJECT				
	Todd M McKechnie 586.651.0194				
A	TITLE				
	IC bike rack 2024				
	V1.5 Rough Design NO ART YET				
Pending Approval Art designs will be added to sides and top roof					
APPROVED	SIZE	CODE	DWG NO	REV	
CHECKED	CD	1	v1.5		
DRAWN	Todd McKechnie 2/5/2024		SCALE 1:40	WEIGHT 265	SHEET 1/1



AGENDA ITEM NB 10e. Consumers Energy \$25,000 Grant Award

DATE: **May 13, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Director Malzahn pitched the “Our Past Creates Our Future – I AM Imlay City” project on Monday, April 29th during the Consumers Energy Put Your Town on the Map competition. The project submitted by Malzahn to Consumers Energy was one of 80 applications, narrowed to 10 finalists, and presented during the competition as one of 9 communities represented. Imlay City won 1st place and \$25,000 for its innovative placemaking project. This project is an interactive video/audio walking tour art display. It will showcase our historical figures, current contributors, and future leaders.

Now that the project has been funded, the next steps are being developed to identify the 80 storytellers that will be featured so that production can begin. An intake application has been created and Malzahn is seeking the formation of an ad-hoc committee with representation from the DDA, City Commission, Parks and Rec Commission, Historical Museum, Chamber of Commerce, Library, and Hispanic Services Center to help solicit nominations and review submissions to identify the 80 storytellers.

Items Attached: Consumers Energy Blog Post
I AM Imlay City Application

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

Recommendation: Motion to approve the I AM Imlay City application, appoint _____ as DDA representative on the review committee, and authorize Director Malzahn to begin production work on the project.

TRENDING: Muskegon County Parks, Six Rivers Regional Land Conserv...

f t i SEARCH 🔍



Company Overview Powering Michigan Empowering Communities

Protecting the Planet Consumers Energy Website

PUT YOUR TOWN ON THE MAP: IMLAY CITY IS MORE THAN JUST GATEWAY TO THE THUMB

Posted by [Jodie Solari](#) | May 2, 2024 | [Empowering Communities](#) | 0 🗨️ | ★★★★★



Before Christine Malzahn, Director of Imlay City's Downtown Development Authority even spoke, she piqued interest with her prop – a replica downtown street lamp post displaying a banner with a name, image and "I AM Imlay City" scrawled down the side. When she did start to speak it felt almost like a poem.

OF CONSUMERS ENERGY

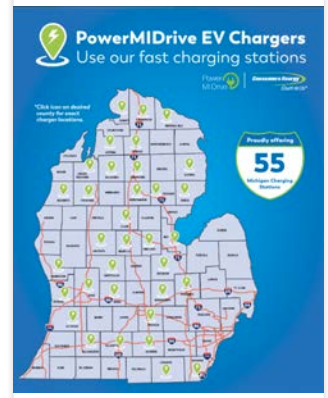
Count on th



00:00

00:31

POWERMIDRIVE EV CHARGERS MAP





“Consumers Energy let’s put Imlay City on the **MAP!** with our unique, innovative ‘I AM Imlay City’ community storytelling interactive art project. Our project is quite simple...it’s about people. People like us who make stories, and those stories that make places, and those places that build our communities. A community created by seeing its people, knowing its people, and by making its people feel important.”

The name on the prototype banner was of 12th grade Imlay City student Ayleen Hernandez, the image was one that resembles her, giving an idea of what a self-portrait might look like. A QR code on the banner takes you to a YouTube channel where Hernandez talks about the art she created and how she represents Imlay City. And that banner is just the beginning after Imlay City was awarded the top prize of \$25,000 at Consumers Energy’s Put Your Town on the Map competition.

The “Our Past Creates Our Future – I AM Imlay City” project will be an interactive video/audio walking tour art display. “It will showcase our historical figures, current contributors and future leaders,” said Malzahn.

She indicated there has been a lot of interest from the community already including high school art students, the art teacher and even the chief of police.

“It’s so amazing that we can feature these everyday people who are living their best life in Imlay City,” she said.

And while Imlay City was the big winner, they weren’t the only winner.



The 10 finalists made their pitches during the Small Town and Rural Development Conference.

Rogers City – in Presque Isle County – received the \$15,000 second place prize for a public art sculpture. And coming in third was St. Johns, in Clinton County, for community artistic benches.

“The passion displayed by these participants underscores how meaningful funding like this can be to truly grow and strengthen our small communities,” said Angela Thompkins, chief diversity officer and vice president of community affairs, who served as emcee for this year’s competition. “We look forward to seeing how the projects will benefit their region and enhance placemaking within their communities.”

Malzahn said she plans to get to work quickly, having contributors make official submissions and getting them in the MITT TV studio to record their stories. While Malzahn and team get to work on the I AM Imlay City project, she said people don't have to wait to visit. Currently Imlay City may be seen as the gateway to the thumb – a passthrough to get gas on the way to their destination – but Malzahn said it offers so much more. "Downtown is an old manufacturing city – but we are bringing our town back – and the DDA under my direction are being proactive to do the work and attract the mom and pops to live their best life."

Check out these past Put Your Town on the Map winners:



I AM Imlay City Community Storytelling Art Project

The Imlay City DDA is excited to bring together our community collaborators to showcase our historical figures, current contributors, and future leaders. Our storytelling project gives purpose to where we've been, what we've achieved, and the path forward to a thriving community.

Before submitting this application, please review the I AM Imlay City Community Storytelling Program guidelines for further details. There is no cost to participate in this program, all submissions will be reviewed, and the featured stories will be selected by an independent committee. Please send the completed application to:

Imlay City DDA
150 N. Main Street
Imlay City, Michigan 48444
or via email: ddadirector@imlaycity.org

Storyteller Contributor Information

Name of Person _____
[Please print name exactly as you want to appear on banner]

Is Storyteller a resident of Imlay City? Yes No Is Storyteller a resident of Imlay Twp.? Yes No
Age of Storyteller: _____ Is Storyteller: Living Deceased

Deadlines for submittal:

- Application (due by June 1, 2024)
- High-quality photo of the person or self-portrait (due by August 1, 2024)
(Please do not send original photo or artwork, submissions will not be returned.)
- Final narrative story script (due by July 1, 2024)
- Video recordings scheduled on select dates July-August 2024

Applicant Contact Information

Please complete the following information to allow us to contact you should we have any questions.

Name _____
Street _____
City _____ State _____ Zip _____
Home Phone _____ Cell Phone _____
Email _____

Relationship to Featured Storyteller _____

If the featured storyteller being honored is living, they will need to grant permission for their name and likeness to be placed on a banner in Downtown Imlay City, social media, and video narrative on our YouTube @downtownimlaycity. A separate form has been provided for this.

For additional information or questions, please contact the Imlay City
Downtown Development Authority via email at: ddadirector@imlaycity.org or phone 810-724-2135 ext 1307



I AM Imlay City Community Storytelling Art Project

FEATURED STORYTELLER RELEASE FORM

I hereby grant permission to the Imlay City Downtown Development Authority to utilize my name and likeness for their **I AM Imlay City Community Storytelling Art Project**.

I understand that my name and likeness may be placed on a banner in Downtown Imlay City, featured on social media and available to view or download a video narrative from our YouTube channel @downtownimlaycity.

Featured Storyteller Signature _____ Date _____

Parent or Guardian Signature if Storyteller is a minor: _____ Date _____

AYLEEN HERNANDEZ

I AM imlay city

IMLAY CITY STUDENT - 12TH GRADE
 "There is no power for change greater than a community discovering what it cares about."

@DOWNTOWNIMLAYCITY



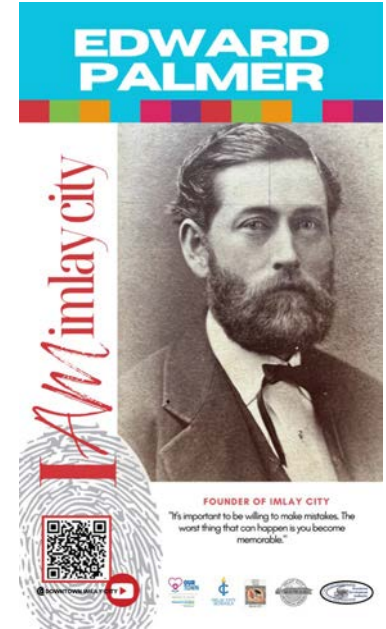
I AM Imlay City Community Storytelling Art Project

GUIDELINES

The Imlay City DDA is excited to bring together our community collaborators to showcase our historical figures, current residents, business owners and future leaders. Our storytelling project is intended to give purpose to where we've been, what we've achieved, and the path forward to a thriving community.

The program is designed to feature residents or business owners who can and do call Imlay City their hometown. This program is funded through a Consumers Energy Grant and DDA funds which will enable the production, implementation, and creation of custom banners on Downtown Imlay City lampposts, MittTV studio-produced video/audio narrations and social media content.

Banners measure approximately 24" x 40" and will have the featured storyteller's name, image, unique QR code, and personal quote.



1. The featured storyteller must be or have been a resident of Imlay City or Imlay Township.
2. Each banner will list the featured storyteller's name, image, QR code to their personal story, and a favorite personal quote.
3. These banners will be proudly displayed on a lamppost in Downtown Imlay City during 1 of 2 display periods. Banners may be re-installed at the discretion of the DDA.
4. The Imlay City Downtown Development Authority will have the sole responsibility of hanging and removal of the banners. Once produced and installed, banners shall remain the property of the Imlay City Downtown Development Authority. Banners will not be gifted to the featured storyteller and will be preserved as an art installation at the Imlay City Historical Museum.
5. Installation dates and big reveal party is TBD.

Audio/Video Narrative Guidelines

We want our storytellers to be authentic and will choose our final participants based on their genuine and honest stories which reflect their personal experiences and perspectives. We ask you to avoid embellishment or exaggeration in storytelling to maintain authenticity. Our goal is to embrace our diversity and ensure that everyone feels valued and respected regardless of their background, identity, or beliefs. We will use this storytelling as a tool for community building and strengthening our social connections, to foster a sense of belonging and solidarity among participants and viewers by sharing stories that celebrate shared experiences, values, and aspirations.

Featured Storytellers will record in the MittTV Studio, located in Romeo Michigan, their unique 3–5 minute narrative. The individual stories will be accessed via QR code from the banner images and linked to our You-Tube Channel @downtownimlaycity. Once an applicant is chosen as a featured storyteller our team will provide constructive feedback, where needed to help create a clear message to viewers. MittTV directors and editors retain final editorial rights.

Please answer our initial intake questions. Once chosen as a featured storyteller, you will be given time to refine your final narrative.

1. I AM Imlay City because?

2. Why do you want to be a part of this community storytelling project?

3. Can you describe the unique charm or character that makes you love being “from Imlay City”?

4. What do you value most about this Imlay City community?

5. How do you feel connected to the local culture or traditions of Imlay City?

6. How do you envision your life story unfolding in the future, based on your past experiences here in Imlay City?

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AGENDA ITEM NB 10f. DDA Billboard Lease and Fee Schedule

DATE: **May 13, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Outfront Media rep Jack Tany has notified director Malzahn of an increase in poster production costs for the DDA billboard space. The monthly rent will continue to be invoiced at \$764 per month with an increase in poster production cost of \$100 (applicable when the image changes).

Director Malzahn has received requests from the city administration to continue securing this space for advertising purposes, as well as requests for businesses outside of the DDA district to utilize it for their temporary campaigns or campaigns not associated with DDA sponsorship.

Items Attached: Billboard Calendar
City Fee Schedule

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

Recommendation: Motion to approve the continuation of billboard space as provided by OutFront Media to the DDA, charging sponsors within the DDA District \$700 per 4-week period (subsidized), sponsors outside the DDA District \$864 per 4-week period (actual cost), and allow removal of DDA logo requirement where not applicable.

2024 - DDA Billboard

January

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5	6
1		King & King	King & King	King & King	King & King	King & King	King & King
	7	8	9	10	11	12	13
2	King & King	King & King	King & King	King & King	King & King	King & King	King & King
	14	15	16	17	18	19	20
3	King & King	King & King	King & King	King & King	King & King	King & King	King & King
	21	22	23	24	25	26	27
4	King & King	King & King	King & King	King & King	King & King	King & King	King & King
	28	29	30	31			
1	King & King	King & King	King & King	King & King			

February

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2	3
	4	5	6	7	King & King	King & King	King & King
2	King & King	King & King	King & King	King & King	King & King	King & King	King & King
	11	12	13	14	15	16	17
3	King & King	King & King	King & King	King & King	King & King	King & King	King & King
	18	19	20	21	22	23	24
4	King & King	King & King	King & King	King & King	King & King	King & King	King & King
	25	26	27	28	29		
1	NEW						

March

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1	2
	3	4	5	6	7	8	9
2							
	10	11	12	13	14	15	16
3							
	17	18	19	20	21	22	23
4							
	24	25	26	27	28	29	30
1	NEW AD						

April

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	31	1	2	3	4	5	6
2							
	7	8	9	10	11	12	13
3							
	14	15	16	17	18	19	20
4							
	21	22	23	24	25	26	27
1	Heritage Church	Heritage Church	Heritage Church	Heritage Church	Heritage Church	Heritage Church	Heritage Church
	28	29	30				
2	Heritage Church	Heritage Church	Heritage Church	Heritage Church	Heritage Church	Heritage Church	Heritage Church

May

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3	4
	Heritage Church	Heritage Church	Heritage Church	Heritage Church	Heritage Church	Heritage Church	Heritage Church
	5	6	7	8	9	10	11
3	Heritage Church	Heritage Church	Heritage Church	Heritage Church	Heritage Church	Heritage Church	Heritage Church
	12	13	14	15	16	17	18
4	Heritage Church	Heritage Church	Heritage Church	Heritage Church	Heritage Church	Heritage Church	Heritage Church
	19	20	21	22	23	24	25
1	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms
	26	27	28	29	30	31	1
2	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms

June

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	2	3	4	5	6	7	8
3	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms
	9	10	11	12	13	14	15
4	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms
	16	17	18	19	20	21	22
1	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms
	23	24	25	26	27	28	29
2	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms
	30	31					

July

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5	6
3	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms
	7	8	9	10	11	12	13
4	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms	Indigo Lavender Farms
	14	15	16	17	18	19	20
1	Chamber - Summer Fest	Chamber - Summer Fest	Chamber - Summer Fest	Chamber - Summer Fest	Chamber - Summer Fest	Chamber - Summer Fest	Chamber - Summer Fest
	21	22	23	24	25	26	27
2	Chamber - Summer Fest	Chamber - Summer Fest	Chamber - Summer Fest	Chamber - Summer Fest	Chamber - Summer Fest	Chamber - Summer Fest	Chamber - Summer Fest
	28	29	30	31			
3	Chamber - Summer Fest	Chamber - Summer Fest	Chamber - Summer Fest	Chamber - Summer Fest			

August

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2	3
					Chamber - Summer Fest	Chamber - Summer Fest	Chamber - Summer Fest
4	Chamber - Summer Fest	PD	Chamber - Summer Fest	Chamber - Summer Fest	Chamber - Summer Fest	Chamber - Summer Fest	Chamber - Summer Fest
	11	12	13	14	15	16	17
1	Woods-N-Waters	Woods-N-Waters	Woods-N-Waters	Woods-N-Waters	Woods-N-Waters	Woods-N-Waters	Woods-N-Waters
	18	19	20	21	22	23	24
2	Woods-N-Waters	Woods-N-Waters	Woods-N-Waters	Woods-N-Waters	Woods-N-Waters	Woods-N-Waters	Woods-N-Waters
	25	26	27	28	29	30	31
3	Woods-N-Waters	Woods-N-Waters	Woods-N-Waters	Woods-N-Waters	Woods-N-Waters	Woods-N-Waters	Woods-N-Waters

September

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5	6
4	Woods-N-Waters	PD	Woods-N-Waters	Woods-N-Waters	Woods-N-Waters	Woods-N-Waters	Woods-N-Waters
	8	9	10	11	12	13	14
1	Rotary OctoberFest	Rotary OctoberFest	Rotary OctoberFest	Rotary OctoberFest	Rotary OctoberFest	Rotary OctoberFest	Rotary OctoberFest
	15	16	17	18	19	20	21
2	Rotary OctoberFest	Rotary OctoberFest	Rotary OctoberFest	Rotary OctoberFest	Rotary OctoberFest	Rotary OctoberFest	Rotary OctoberFest
	22	23	24	25	26	27	28
3	Rotary OctoberFest	Rotary OctoberFest	Rotary OctoberFest	Rotary OctoberFest	Rotary OctoberFest	Rotary OctoberFest	Rotary OctoberFest
	29	30					
	Rotary OctoberFest	Rotary OctoberFest					

October

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4	5
4			Rotary OctoberFest	Rotary OctoberFest	Rotary OctoberFest	Rotary OctoberFest	Rotary OctoberFest
	6	7	8	9	10	11	12
1	Nightmares From Hell	Nightmares From Hell	Nightmares From Hell	Nightmares From Hell	Nightmares From Hell	Nightmares From Hell	Nightmares From Hell
	13	14	15	16	17	18	19
2	Nightmares From Hell	Nightmares From Hell	Nightmares From Hell	Nightmares From Hell	Nightmares From Hell	Nightmares From Hell	Nightmares From Hell
	20	21	22	23	24	25	26
3	Nightmares From Hell	Nightmares From Hell	Nightmares From Hell	Nightmares From Hell	Nightmares From Hell	Nightmares From Hell	Nightmares From Hell
	27	28	29	30	31		
4	Nightmares From Hell	Nightmares From Hell	Nightmares From Hell	Nightmares From Hell	Nightmares From Hell	Nightmares From Hell	Nightmares From Hell

November

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1	2
						Nightmares From Hell	Nightmares From Hell
	3	4	5	6	7	8	9
1	DDA WinterFest	DDA WinterFest	DDA WinterFest	DDA WinterFest	DDA WinterFest	DDA WinterFest	DDA WinterFest
	10	11	12	13	14	15	16
2	DDA WinterFest	DDA WinterFest	DDA WinterFest	DDA WinterFest	DDA WinterFest	DDA WinterFest	DDA WinterFest
	17	18	19	20	21	22	23
3	DDA WinterFest	DDA WinterFest	DDA WinterFest	DDA WinterFest	DDA WinterFest	DDA WinterFest	DDA WinterFest
	24	25	26	27	28	29	30
4	DDA WinterFest	DDA WinterFest	DDA WinterFest	DDA WinterFest	DDA WinterFest	DDA WinterFest	DDA WinterFest

December

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6	7
1	DDA WinterFest	DDA WinterFest	DDA WinterFest	DDA WinterFest	DDA WinterFest	DDA WinterFest	DDA WinterFest
	8	9	10	11	12	13	14
2	Heritage Church	Heritage Church	Heritage Church	Heritage Church	Heritage Church	Heritage Church	Heritage Church
	15	16	17	18	19	20	21
3	Heritage Church	Heritage Church	Heritage Church	Heritage Church	Heritage Church	Heritage Church	Heritage Church
	22	23	24	25	26	27	28
4	Heritage Church	Heritage Church	Heritage Church	Heritage Church	Heritage Church	Heritage Church	Heritage Church
	29	30	31				
	Heritage Church	Heritage Church	Heritage Church	Heritage Church	Heritage Church	Heritage Church	Heritage Church

CITY OF IMLAY CITY FY 2024/25 FEE SCHEDULE

CITY OFFICE

EFFECTIVE: 07/01/2024

NOTARY - RESIDENT	FREE
NOTARY - NON-RESIDENT	\$10.00
FOIA	PER STATE GUIDELINES
COPIES	\$0.10
PLAT BOOKS	\$40.00
RECYCLE BIN PURCHASE	\$15.00
NSF FEE (RETURNED CHECK OR EFT)	\$35.00
GARAGE SALE PERMIT	FREE
GARAGE SALE IF WE REMOVE SIGNS	\$5.00
BLIGHT-LAWN MOWING	\$125 PLUS COST OF MOWING
COPY OF TAXES BANKS/MORTGAGE COMPANIES	\$5.00/EACH OR \$500 FULL ROLL
PEDDLER CANVASSERS SOLICITORS	1 WEEK \$50.00
PEDDLER CANVASSERS SOLICITORS	1 MONTH \$150.00
PEDDLER CANVASSERS SOLICITORS	1 YEAR \$300.00

WASTE WATER TREATMENT PLANT

FOR LAB TESTS OF LAGOON: BOD	\$25.00
FOR LAB TESTS OF LAGOON: P	\$24.00
FOR LAB TESTS OF LAGOON: NH3-N	\$18.00
FOR LAB TESTS OF LAGOON: T.S.S.	\$15.00
FOR LAB TESTS OF LAGOON: F/C	\$19.00
CAMPER TRAILER DUMPING	????

DDA

BILLBOARD SPONSORSHIP	\$600.00/FOUR WEEK PERIOD
FARMER'S MARKET VENDOR:	
EARLY BIRD RATE (PAID IN-FULL BEFORE MAY 31 OF MARKET SEASON)	\$100.00
FULL SEASON RATE (PAID IN-FULL AFTER JUNE 1 OF MARKET SEASON)	\$125.00
DAILY RATE (VENDOR OR FOOD TRUCK)	\$15.00

PARKS & RECREATION RENTAL

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



AGENDA ITEM NB 10g. Irrigation Contract 2024-2025

DATE: **May 13, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: The DDA issued an RFP for Irrigation Services in the downtown district in 2022 for a period of one year. Per the bid document, additional years are allowed to be negotiated, and as such a contract extension was approved in the year 2023. Director Malzahn is recommending that an additional contract extension with the current provider, AquaTurf, be extended to include the term April 2024-April 2025.

Items Attached: Irrigation Services Contract

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

Recommendation: Motion to approve a one-year contract extension with AquaTurf for irrigation services as outlined in the agreement.

City of Imlay City- Downtown Development Authority

IRRIGATION

AGREEMENT

Agreement made May 14, 2024 between the Imlay City Downtown Development Authority, 150 North Main Street, Imlay City, Michigan 48444, hereinafter referred to as DDA and Aqua Turf Irrigation, 78 Homestead Lane, Imlay City, 48444, hereinafter referred to as CONTRACTOR.

DDA and CONTRACTOR, in consideration of the mutual covenants set forth herein, agree as follows:

ARTICLE - 1 WORK

Sprinkler System start-ups \$300.00

The price includes the start up of three irrigation systems; M – 53 Gateway, Depot Drive, and Third Street, located in Downtown Imlay City. This price includes labor. Major work and or replacements to the system will not be covered under this charge and must be approved by DDA Director before work is started and or incurred.

Sprinkler System blow outs \$300.00

(The price includes the blow out of three irrigation systems; M – 53 Gateway, Depot Drive, and Third Street, located in Downtown Imlay City. This price includes labor. Major work and or replacements to the system will not be covered under this charge and must be approved by DDA Director before work is started and or incurred.

Labor rates \$40.00 per man hour

Minimum service call (no minimum hours) \$ 60.00

The service call does not include the cost of parts needed to complete work. If the contractor is already on site for sprinkler system start ups and or blow outs there will be no minimum service call charge to the Imlay City Downtown Development Authority.

The Imlay City Downtown Development Authority is not responsible for travel costs that may be incurred from driving to/from Imlay City for service calls.

ARTICLE 2 - CONTRACT TIME PERIOD

April 1, 2024 and ending April 1, 2025*

*As stated in the Invitation to Bid, this contract can be renewed annually for a total of three years with the pricing that was supplied by the Contractor in the bid. This is the third year of the contract.

ARTICLE 3 -CONTRACT PRICE

DDA will pay CONTRACTOR in periodic monthly payments prorated based on the percentage of work completed or by usage following properly submitted invoices.

ARTICLE 4 - CONTRACT DOCUMENTS

The complete contract between DDA and CONTRACTOR consists of the Invitation to Bid, Bid Form, Insurance, and Agreement.

ARTICLE 5 - CONTRACT CHANGES

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

ARTICLE 6- CONTRACTOR'S BREACH

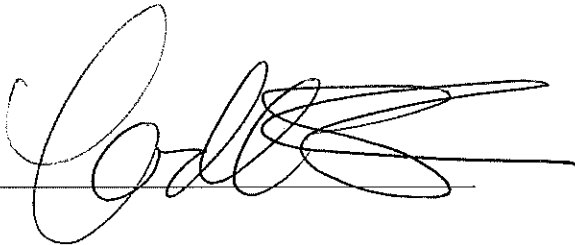
Default and/or breach of any contract provisions by the Contractor will be cause for immediate termination of contract. The City shall further reserve the right to pursue claims toward the successful completion of the service.

ARTICLE 7 - COVENANT IN PUBLIC CONTRACTS; BREACH, EFFECT

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

ARTICLE 8 - SIGNATURES

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



Aqua Turf Irrigation

City of Imlay City

5/3/24

Date

Date



AGENDA ITEM NB 10h. Johnny's Place Open Invoice

DATE: **May 13, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: In March 2023 Johnny's Place utilized the DDA billboard space to advertise its restaurant for 8 weeks March 20th-May 14th. Invoice #8816 was created in miscellaneous receivables showing a total amount due of \$1200. This invoice is still outstanding. Johnny's Place has since closed, and owner Wanda Wilson has filed for bankruptcy.

Items Attached: Invoice #8816
Bankruptcy Court Case #24-30038-JDA Filing

Action Needed: Provide directives to either request the amount be added to delinquent tax, or have the invoice voided.



INVOICE

73

Due Date	Invoice Date	Total Due
05/30/2023	05/30/2023	1,200.00
Customer No.	Invoice Number	Payment Amount
7143	0000008816	

Please make checks payable to CITY OF IMLAY CITY

CUSTOMER

WANDA WILSON JOHNNY'S PLACE RESTAURANT 145 E CAPAC RD IMLAY CITY, MI 48444

REMIT TO

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

Detach and return with payment

Remaining Unapplied Credits: 0.00

Quantity	Description	Unit Price	Amount
1	MAR-APRIL (BILLBOARD)	600.00	600.00
1	APRIL-MAY (BILLBOARD)	600.00	600.00
0	MAY-JUNE (BILLBOARD) N/C	0.00	0.00

Total Invoice:	1,200.00
Credits Applied:	0.00
Payments Applied:	0.00
Invoice Balance:	1,200.00

2023 ADVERTISING DDA BILLBOARD
MARCH 20TH-APRIL 19TH; APRIL 20TH-MAY 14TH; MAY 15TH- JUNE
2ND

Please make checks payable to CITY OF IMLAY CITY



**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF MICHIGAN
SOUTHERN DIVISION**

In re:

WANDA ELIZABETH ANN WILSON

Debtor(s)

Case No. 24-30038-JDA

CHAPTER 13 STANDING TRUSTEE'S FINAL REPORT AND ACCOUNT

Melissa A. Caouette, chapter 13 trustee, submits the following Final Report and Account of the administration of the estate pursuant to 11 U.S.C. § 1302(b)(1). The trustee declares as follows:

- 1) The case was filed on 01/09/2024.
- 2) The plan was confirmed on NA.
- 3) The plan was modified by order after confirmation pursuant to 11 U.S.C. § 1329 on NA.
- 4) The trustee filed action to remedy default by the debtor in performance under the plan on NA.
- 5) The case was dismissed on 02/20/2024.
- 6) Number of months from filing to last payment: 0.
- 7) Number of months case was pending: 1.
- 8) Total value of assets abandoned by court order: NA.
- 9) Total value of assets exempted: \$41,622.00.
- 10) Amount of unsecured claims discharged without payment: \$0.00.
- 11) All checks distributed by the trustee relating to this case have cleared the bank.

Receipts:

Total paid by or on behalf of the debtor	\$0.00
Less amount refunded to debtor	\$0.00

NET RECEIPTS: **\$0.00**

Expenses of Administration:

Attorney's Fees Paid Through the Plan	\$0.00
Court Costs	\$0.00
Trustee Expenses & Compensation	\$0.00
Other	\$0.00

TOTAL EXPENSES OF ADMINISTRATION: **\$0.00**

Attorney fees paid and disclosed by debtor: \$187.00

Scheduled Creditors:

Creditor Name	Class	Claim Scheduled	Claim Asserted	Claim Allowed	Principal Paid	Int. Paid
ABSOLUTE RESOLUTIONS INVESTMI	Unsecured	10,034.27	10,034.27	10,034.27	0.00	0.00
AMCOL CLMBIA	Unsecured	25.00	NA	NA	0.00	0.00
AMERICAN EXPRESS	Unsecured	2,085.30	NA	NA	0.00	0.00
AMERICAN EXPRESS TRAVEL	Unsecured	1,030.95	NA	NA	0.00	0.00
ASCENSION MICHIGAN LAB SERVICI	Unsecured	48.54	NA	NA	0.00	0.00
BEAUMONT HOSPITALS	Unsecured	1,666.22	NA	NA	0.00	0.00
CARAMANGO FOODS	Unsecured	8,000.00	NA	NA	0.00	0.00
CITIBANK	Unsecured	256.31	NA	NA	0.00	0.00
CONSUMERS ENERGY	Unsecured	1,000.00	126.09	126.09	0.00	0.00
COREWELL HEALTH	Unsecured	3,089.60	NA	NA	0.00	0.00
CREDIT ONE BANK	Unsecured	461.69	NA	NA	0.00	0.00
DISCOVER BANK	Unsecured	3,558.88	NA	NA	0.00	0.00
DTE ENERGY	Unsecured	1,400.00	NA	NA	0.00	0.00
ESSENTAL ANESTHESIA SERVICES	Unsecured	263.86	NA	NA	0.00	0.00
FIRST DATA MERCHANT SERVICES	Unsecured	159.92	NA	NA	0.00	0.00
FIRSTSOURCE FINANCIAL SERVICES	Unsecured	1,030.95	NA	NA	0.00	0.00
FONRTIER AIRLINES	Unsecured	2,368.25	NA	NA	0.00	0.00
GASTROINTESTINAL ENDOSCOPY C	Unsecured	77.10	NA	NA	0.00	0.00
GASTROINTESTINAL ENDOSCOPY C	Unsecured	698.28	NA	NA	0.00	0.00
GATESTONE & CO. INTERNATIONAL	Unsecured	2,045.30	NA	NA	0.00	0.00
GENESIS FS CARD SERVICES	Unsecured	1,238.39	NA	NA	0.00	0.00
GREEN HORIZON LAWN SPRAY	Unsecured	188.00	NA	NA	0.00	0.00
HARRY WASVARY, MD	Unsecured	50.00	NA	NA	0.00	0.00
HENRY FORD URGENT CARE	Unsecured	150.00	NA	NA	0.00	0.00
IMLAY CITY DOWNTOWN DEVELOPN	Unsecured	1,200.00	NA	NA	0.00	0.00
INTERNAL REVENUE SERVICE	Priority	4,433.31	NA	NA	0.00	0.00
JC EHRlich	Unsecured	2,185.30	NA	NA	0.00	0.00
JP MORGAN CHASE BANK	Unsecured	1,859.25	1,859.25	1,859.25	0.00	0.00
KELLAM & ASSOC PC	Unsecured	14.58	NA	NA	0.00	0.00
LINDE GAS & EQUIPMENT	Unsecured	975.23	NA	NA	0.00	0.00
LOAN AT LAST	Unsecured	3,500.00	NA	NA	0.00	0.00

Scheduled Creditors:

Creditor Name	Class	Claim Scheduled	Claim Asserted	Claim Allowed	Principal Paid	Int. Paid
LOANDEPOT	Secured	260,000.00	NA	NA	0.00	0.00
LOANDEPOT	Secured	10,000.00	NA	NA	0.00	0.00
MATTINA, KENT & GIBBONS	Unsecured	5,400.00	NA	NA	0.00	0.00
MCLAREN REGIONAL MEDICAL CEN	Unsecured	246.90	NA	NA	0.00	0.00
MERCURY CARD SERVICES	Unsecured	3,875.04	NA	NA	0.00	0.00
MICHIGAN DEPT OF TREASURY	Unsecured	101.78	NA	NA	0.00	0.00
MICHIGAN DEPT OF TREASURY	Priority	3,698.00	NA	NA	0.00	0.00
MICHIGAN DEPT OF TREASURY	Priority	776.24	NA	NA	0.00	0.00
MICHIGAN DEPT OF TREASURY	Priority	2,889.99	NA	NA	0.00	0.00
MICHIGAN DEPT OF TREASURY	Priority	2,652.91	NA	NA	0.00	0.00
MILESTONE	Unsecured	699.53	NA	NA	0.00	0.00
MISSION LANE/TAB BANK	Unsecured	597.13	NA	NA	0.00	0.00
M-NOLANS	Unsecured	5,000.00	NA	NA	0.00	0.00
NATIONWIDE CREDIT & COLLECTIO	Unsecured	640.00	NA	NA	0.00	0.00
NATIONWIDE CREDIT INC	Unsecured	904.61	NA	NA	0.00	0.00
NICK'S PROPERTIES	Secured	0.00	NA	NA	0.00	0.00
NICK'S PROPERTIES	Secured	43,000.00	NA	NA	0.00	0.00
NORTHSTAR ANESTHESIA OF MICHIG	Unsecured	500.00	NA	NA	0.00	0.00
OAKLAND COLON & RECTAL ASSOC	Unsecured	140.68	NA	NA	0.00	0.00
ORTON REFRIGEATION & HEATING	Unsecured	1,550.00	NA	NA	0.00	0.00
PAYPAL	Unsecured	510.00	NA	NA	0.00	0.00
PHILLIPS & COHEN ASSOCIATES LTD	Unsecured	8,486.37	8,486.37	8,486.37	0.00	0.00
PRIORITY WASTE RESOURCES LLC.	Unsecured	228.35	NA	NA	0.00	0.00
SYSCO	Unsecured	574.71	NA	NA	0.00	0.00
TORRO	Unsecured	12,000.00	NA	NA	0.00	0.00
UNITED CREDIT SERVICES	Unsecured	4,236.14	NA	NA	0.00	0.00
WOLVERINE SIGN WORKS	Unsecured	1,022.73	NA	NA	0.00	0.00
ZULILY	Unsecured	2,164.36	NA	NA	0.00	0.00

Summary of Disbursements to Creditors:

	<u>Claim Allowed</u>	<u>Principal Paid</u>	<u>Interest Paid</u>
Secured Payments:			
Mortgage Ongoing	\$0.00	\$0.00	\$0.00
Mortgage Arrearage	\$0.00	\$0.00	\$0.00
Debt Secured by Vehicle	\$0.00	\$0.00	\$0.00
All Other Secured	\$0.00	\$0.00	\$0.00
TOTAL SECURED:	\$0.00	\$0.00	\$0.00
Priority Unsecured Payments:			
Domestic Support Arrearage	\$0.00	\$0.00	\$0.00
Domestic Support Ongoing	\$0.00	\$0.00	\$0.00
All Other Priority	\$0.00	\$0.00	\$0.00
TOTAL PRIORITY:	\$0.00	\$0.00	\$0.00
GENERAL UNSECURED PAYMENTS:	\$20,505.98	\$0.00	\$0.00

Disbursements:

Expenses of Administration	<u>\$0.00</u>
Disbursements to Creditors	<u>\$0.00</u>

TOTAL DISBURSEMENTS :	<u>\$0.00</u>
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12) The trustee certifies that, pursuant to Federal Rule of Bankruptcy Procedure 5009, the estate has been fully administered, the foregoing summary is true and complete, and all administrative matters for which the trustee is responsible have been completed. The trustee requests a final decree be entered that discharges the trustee and grants such other relief as may be just and proper.

Dated: 02/21/2024

By: /s/ Melissa A. Caouette

Trustee

STATEMENT: This Unified Form is associated with an open bankruptcy case, therefore, Paperwork Reduction Act exemption 5 C.F.R. § 1320.4(a)(2) applies.

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AGENDA ITEM NB 10i. Lapeer County Press Welcome To Summer Advertisement

DATE: May 13, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: The Lapeer County Press is soliciting ads for its premier summer edition. Previously the DDA has advertised both the concert series and the farmers market in a side-by-side full page advertisement inviting readers to come and visit Imlay City.

Items Attached: Estimate Sheet
2023 Tear Sheet

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

Recommendation: Motion to approve the full-page ad in the Lapeer County Press “Welcome to Summer” publication in the amount of \$1098.

Come enjoy Imlay City!



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 concert location will be announced on our facebook page)

MORE INFORMATION:

Visit www.icdda.com or call 586-724-2135

THIS YEARS LINE UP:

- JUNE 13 **Full Circle Project** - easy classic rock
- JUNE 20 **Kevin Herzog** - pop rock
- JUNE 27 **Bob Marshall Band** - country western
- JULY 11 **Motor City Josh & The Big Three** - rockin blues
- JULY 18 **Acoustic Ash** - motown activism
- AUG 1 **Bernadette Kathryn & Lonely Days Band** - country rebel
- AUG 8 **Pat Smillie Band** - soulful motown
- AUG 15 **Della** - country singer/songwriter



While in town be sure to shop, dine & support our downtown district businesses!

2023 Market Season



FARMER'S MARKET



Thursday's 10 AM - 4 PM JUNE 15 - OCTOBER 12

Downtown Imlay City near Third Street and Main Street

WE WANT YOU!

Calling all crafters, bakers, gardeners, artisans and produce growers... if you make it or harvest it, the Imlay City Farmer's Market is the place to sell it! Visit www.ICdda.com to get your vendor app and reserve your spot today or call 810.724-2135 and ask for the Market Manager for more information!

Welcome SUMMER

PUBLISHES **5.26.24**
DEADLINE **5.16.24**

Filled with information about local and state-wide festivals and fairs, summer sports, can't-miss family adventures and more!

ADVERTISING RATES:



FEATURED SECTION

The County Press

VIEW Newspaper Group

CODE: 2056



City of Imlay City
Downtown Development Authority

Summer 2024

Concerts in the PARK

Grab your lawn chairs, picnic blanket and favorite dance partners and join us in

LAMB STEELE PARK
Downtown Imlay City
Tuesday evenings
7:00 pm - 8:30 pm

Be sure to like and follow our Facebook page: Downtown Imlay City for weather or event changes.

2024 Concert Performances

- June 18 - Swing Shift Orchestra • Big Band Favorites
- June 25 - Estudiantil & Mariachi with El Ballet Folklorico
- July 9 - Elvis • A Tribute To The King
- July 16 - Black Mountain Sons • Classic Rock and Blues
- July 30 - Full Circle Project • Classic Rock and Blues
- SAT., August 10 (SUMMER FEST 7-10 pm) - 3rd Degree Burns
- August 13 - Enzian aus Detroit • German Polka Band
- August 20 - Juliann Ankle and The Rogues • Country Western

These concerts are FREE to the public funded in partnership by the MACC and the IC DDA



Find us on "Downtown Imlay City" for event announcements

2024 Downtown Imlay City

FARMER'S MARKET

THURSDAY'S

July 11th - October 10th
9am to 2pm

Corner of Third Street and Main Street - Imlay City
www.icdda.com



AGENDA ITEM NB 10j. Trash Receptacle Replacement

DATE: May 13, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: The

Items Attached: Purchase Estimate

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

Recommendation: Motion to approve the purchase of 3 trash receptacles.



Quote

Barco Products, LLC
24 N Washington Ave
Batavia IL (800) 338-2697
customerservice@barcoproducts.com

Account Number - 6180

Estimate # QUORCO19549

5/6/2024

Customer

Christine Malzahn
City Of Imlay City DDA
150 N Main St
Imlay City MI 48444

Ship To

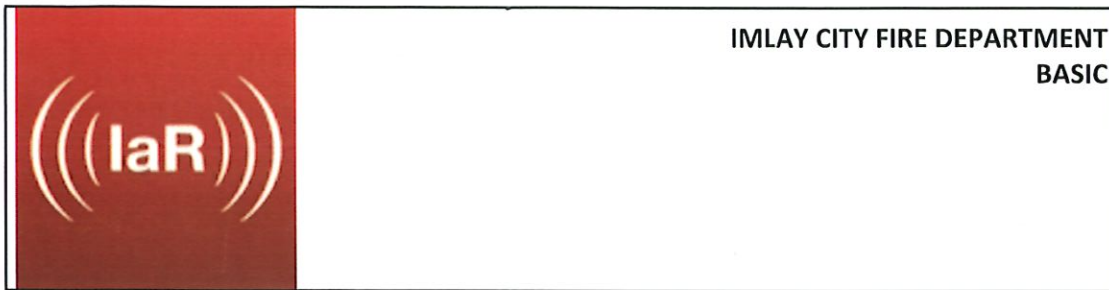
Christine Malzahn
City Of Imlay City
605 Folk Ct
Imlay City MI 48444

Item	Qty	Rate	Amount	Estimated Lead Time
KTR2200-BK Ravinia Receptacle/ 32 Gallon Receptacle/ Black	3	\$728.85	\$2,186.55	Ships in 1 to 2 Days
LIFTGATE Liftgate Fees	1	\$90.00	\$90.00	

Subtotal	\$2,276.55
Tax Total (%)	\$131.19
Shipping	\$281.88
Total	\$2,689.62

*Estimated lead time is based on normal fulfillment time of an order at this moment. Orders with large quantities may require additional time. These estimates are subject to change based on the nationwide supply chain issue.

PRICING FOR THIS QUOTE IS LOCKED IN FOR 30 DAYS

**Basic Information**

FDID	4409
State	Michigan
Incident Date	04-06-2024
Station	001
Incident Number	0000041
Exposure	0

Basic Information

Incident Type	600 Good intent call, other.
---------------	------------------------------

Location Type

Address In Wildland Module	No
Location Type	1 Street Address
Census Tract	
Number Or Milepost	145
Street Prefix	N North
Street Or Highway Name	Almont
Street Type	AVE Avenue
Apt Or Suite	
City	Imlay City
Location State	MI Michigan
Zip	48444
Cross Street Or National Grid	

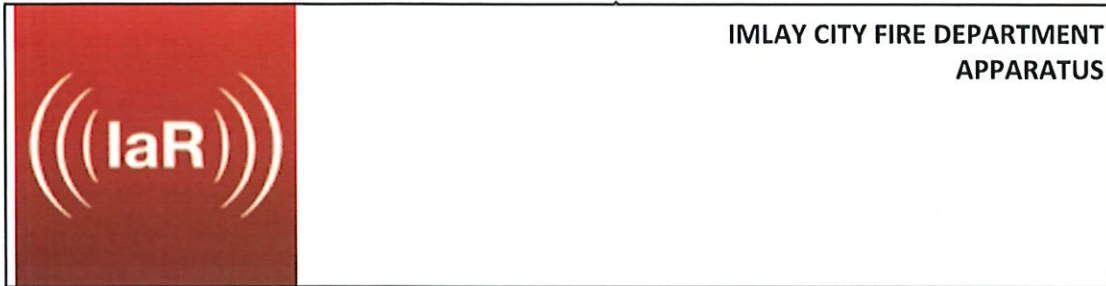
Aid Given Or Received

Mutual Aids Incident Number	
-----------------------------	--

Dates And Times

Alarm Date	04-06-2024
Alarm Time	13:21:00
Arrival Date	04-06-2024
Arrival Time	13:29:00
Controlled Date	04-06-2024
Controlled Time	13:35:00
Last Unit Cleared Date	04-06-2024
Last Unit Cleared Time	13:36:00

Shifts And Alarms



FDID	4409
State	Michigan
Incident Date	04-06-2024
Station	001
Incident Number	0000041
Exposure	0
Apparatus # 1	
3 0 3	
Apparatus Or Resource	99 Privately owned vehicle.
Dispatch Date	04-06-2024
Dispatch Time	13:21:00
Arrival Date	04-06-2024
Arrival Time	13:29:00
Clear Date	04-06-2024
Clear Time	13:36:00
Sent	Yes
Number Of People	1
Apparatus Use	0 Other.
Action Taken 1	81 Incident command.
Action Taken 2	86 Investigate.
Action Taken 3	
Action Taken 4	
Apparatus Id	303
Apparatus Type Code	99
Member # 1	
Marceau, Jeffrey	
1 Member First Name	Jeffrey
1 Member Last Name	Marceau
1 Member Rank Or Grade	Captain
1 Member Action Taken 1	81 Incident command.
1 Member Action Taken 2	86 Investigate.
Apparatus # 2	
Standby	
Apparatus Or Resource	00 Other apparatus/resources.
Dispatch Date	04-06-2024



michigan municipal league

Michigan Municipal League Liability and Property Pool

Email Form

Print Form ⁸⁷

Trouble? Fax or mail to:
MML Pool Claims
3196 Kraft Avenue S.E. Suite 206
Grand Rapids MI 49512-2065
Fax: 616-942-0390

Occurrence / Incident Reporting Form

- Property Loss Automobile Loss
- General Liability Loss Sewer Backup

Contact Information			
Municipality Name: City of Imlay City			
Street: 150 North Main	City: Imlay City	State: MI	Zip: 48444
Contact Name: Christine Malzahn		Title: DDA Director	
Phone Number: 810-724-2135 ext 1307		Email: ddadirector@imlaycity.org	
Incident Information			
Date of Incident: 4/6/2024			
Injured Party or Owner of Damaged Property Name: Imlay City DDA - Trash Receptacle			
Street: Corner of Almont Ave & Fourth St.	City: Imlay City	State: MI	Zip: 48444
Phone Number: 810-724-2135 Ext 1307		Email: ddadirector@imlaycity.org	
Description of Incident			
Fire emergency call placed from nearby retail business, reporting that the contents of trash receptacle had ignited. Imlay City Fire Department arrived on scene, noted that the fire was contained and extinguished. Department of Public Works was notified on the incident and photographed the unit noting it was no longer usable due to the interior melting.			
Municipal Property Description (if applicable)			
Ravinia Receptacle 32 gallon, black. Purchase July 2023 from Barco Products			
Municipal Automobile Description (if applicable)			
Make:	Model:	Year:	VIN Number:
Additional Comments			

Christine Malzahn

4/18/2024

Preparer's Name

Date

DDA Director

ddadirector@imlaycity.org

Preparer's Title

Preparer's Email

MICHIGAN MUNICIPAL LEAGUE LIABILITY AND PROPERTY POOL
Property Endorsement Schedule for the City of Imlay City
as of 3/1/2024

City Of Imlay City
150 N. Main St.
Imlay City, MI 48444-1172

Michigan Municipal League Liability
and Property Pool
PO Box 2054
Southfield, MI 48037-2054

Policy #: MML001151031
Effective From: 7/1/2023 to 7/1/2024

STATUS	LIMITS	DEDUCTIBLE	VALUATION
<u>Location #16: Various Throughout The City, Imlay City, MI 48444</u>			
			Building 2 - Trash Receptacles
Add	Property In The Open	\$24,000	\$250 Replacement Cost
			N/A

This Endorsement Changes your Total Policy Property Limit to: \$23,872,402

This is a Non-Premium Bearing Endorsement.

All other Terms and Conditions remain the same.



michigan municipal league

MICHIGAN MUNICIPAL LEAGUE
LIABILITY AND PROPERTY POOL
c/o MEADOWBROOK, INC
3196 Kraft Ave SE, Suite 206
Grand Rapids, MI 49512

Keybank 56-704
412

VOID AFTER SIX MONTHS

CHECK DATE 05/02/24	CHECK NO. 5136784
------------------------	----------------------

PAY TO THE ORDER OF:
CITY OF IMLAY CITY

Six Hundred Fifty Two Dollars And 70/100

CHECK AMOUNT \$652.70

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



[Signature]

VOID OVER \$652.70

Security Features Included (Details on Back) MP

⑈05⑆36784⑈ ⑆04⑆207040⑆ 00700⑆5532⑈

MICHIGAN MUNICIPAL LEAGUE
LIABILITY AND PROPERTY POOL
c/o MEADOWBROOK, INC
3196 Kraft Ave SE, Suite 206
Grand Rapids, MI 49512

Payment for replacement trash receptacle, less a 250 deductible. date of loss 4/6/24

Check #: 5136784
Date Issued
5/2/2024

56-704
412

Keybank
127 Public Square

Payee CITY OF IMLAY CITY

Insured	Claimant Name Service Date(s)	Invoice Number	Claim Number Loss Date	Amount
Imlay City, City Of	City of Imlay City		100PR2400267 4/6/2024	\$652.70
	Loss/Indemnity			

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AGENDA ITEM NB 10k. Fourth Street Municipal Parking Lot Repairs and Signage

DATE: **May 13, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: On May 7th City Commission awarded the bid to a contractor to re-surfacing the municipal parking lot located behind King & King Accountant directly abutting the grassy pocket park area behind the buildings on Almont Avenue. Currently, there are no signs designating the parking area as “public parking” or reserved spaces for handicapped accessibility. Director Malzahn is recommending that the DDA assist the city with this project with funding for new signage.

Items Attached: Sample signage.

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

Recommendation: Motion to approve the purchase of municipal and handicapped parking signage for the public parking area located behind King & King Accountants in an amount not to exceed \$500





AGENDA ITEM NB 10L. City Purchasing Policy Updates

DATE: **May 13, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: The city administration is recommending that the City of Imlay City's purchasing policy be updated. The version currently in effect was previously adopted in 2007. This updated policy, if approved, would be in effect for all department heads, including the DDA. As such, Director Malzahn, is seeking Board approval to follow the guidelines as provided in the policy.

Items Attached: Proposed Purchasing Policy

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

Recommendation: Motion to adopt the city of Imlay City purchasing policy as amended and adopted by City Commission.

CITY OF IMLAY CITY
PROPOSED PURCHASING POLICY
Adopted: ~~August 21, 2007~~ May 21, 2024

This policy addresses general procurement guidelines applicable to the acquisition of goods and service for the City of Imlay City. The adherence to the policies set forth below will:

- Reinforce consistency and efficiency in expense policies for the City;
 - Ensure the maximum purchasing value of public funds regarding procurement;
 - Provide safeguards for maintaining a procurement and disposition system of quality and integrity;
 - Provide for effective purchasing functions that allow for the necessary business of the City to be performed in a timely fashion; and
 - Provide for fair and equitable treatment of all persons involved in public purchasing by the City.
- A. **Purchase Requisitions.** All purchases of good or services exceeding \$1,000, ~~\$5000~~ or non-routine purchases without appropriation in the current budget, shall be submitted to the City Manager using the attached Purchase Requisition form for approval prior to purchase. The purchase Requisition establishes the need and provides justification for any goods or services. The purchase Requisition form should be completed in its entirety to include justification, suggested vendors, quantity, specifications, shipping details and pricing. When deemed appropriate, additional memoranda and/or documentation are encouraged for supporting the purchase Requisition. A purchase Requisition is an internal document.
- B. **Purchase Orders.** A purchase order is an official and binding document for the City of Imlay City to contract/order for goods or services. It is authorized by the City Manager following the full approval of a purchase Requisition. An approved purchase Requisition signed by the City Manager and assigned a purchase order number shall serve as an approval for the purchase.

Note: A purchase requisition must be completed any time a purchase will exceed \$999 ~~\$2,500~~. A purchase order only needs to be completed if the vendor will require it.

- C. **Criteria by Cost.** The following methods are available to be utilized in the acquisition of goods, services and contracts, depending on the nature of the good/services being sought and the projected expense:
1. Purchases under \$5,000 ~~\$9,999~~ are solicited in the following manner:

Under \$500	\$1000	Best quote
\$500 \$1001 - \$1000	\$2,499	Three quotes, preferably in writing
\$1,000 \$2,500 - \$5,000	\$9,999	Three written quotes – purchase requisition required in advance of purchase.
 2. Purchases for good, services and construction over \$5,000 ~~\$10,000~~ will be by sealed bid.

3. **Competitive Sealed Bidding.** For purchases of ~~\$5,000~~ **\$10,000** or more, competitive sealed bidding is the preferred method for purchasing goods and services. Faxed bids may also be accepted if determined to be advantageous to the City.
 4. **Sole Source.** A contract may be awarded without competition when it is determined in writing that there is only one source for the required supply or service or when competitive bidding is either not feasible or advantageous to the City.
 5. **Emergency Purchase.** A purchase may be made under emergency provisions without competition when it is determined that conditions exist which create a disruption of essential operations or conditions adversely affecting the safety, health or security of persons or property such as may arise by reason of floods, tornadoes, riots, equipment failures, or such other reason as may be determined by the City Manager.
 6. **Joint Purchases.** A purchase may be made without competition when the public interest would best be served by joint purchase with, or from, another governmental unit.
 7. **Professional Services.** A contract for professional services may be made without competition. Such contracts are exempted from the competitive process by State law.
 8. **Circumventing Requirements.** Splitting a purchase across multiple departments, funds or purchase requests/orders, or categorizing a purchase as an emergency for the purpose of circumventing authorization levels or requirements is strictly prohibited.
- D. **Commission Approval.** All non-emergency purchases of ~~\$5,000~~ **\$10,000** or more shall first be approved by the City Commission.
- E. **Local Buying.** Supplies and materials shall be purchased locally if they are available at competitive prices. This will be accomplished by ensuring that local vendors are included in the competitive shopping process. The City has a responsibility to its residents, however, to obtain the maximum value for each public dollar spent.
- F. **Penalty for Failure to Comply.** Any officer or employee of the City of Imlay City who violates the provisions of this policy shall be subject to disciplinary action up to and including dismissal or discharge.

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AGENDA ITEM NB 10m. Memorial Day Flags & Banners

DATE: **May 13, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: The DDA has purchased flags again this year for the Imlay City area cemetery veteran's grave markings in the amount of \$178.00. DDA staff is working to arrange for the Lapeer Teen Work Group to assist with the installation of the flags. Currently, Phil Knuckle and a small group of vets do this work but due to physical limitations, they are seeking assistance for work in the township cemetery.

The DDA has also previously arranged for the hometown Heros banners to be installed by the DPW, as part of the Memorial Day celebration.

Items Attached: Better Buy Flag Invoice

Action Needed: No Board Action is needed, just direction to Director Malzahn on how to proceed with banner install.

Better Buy Flag

(810) 969-4063

1047 Roods Lk Rd

Lapeer, MI 48446

Invoice

Number 02876

Date 5/2/2024

Bill To City of Imlay City DDA
150 N. Main St
Imlay City, MI, 48444

Ship To Imlay City Downtown Devlp Authority
150 N. Main St
Imlay City, MI, 48444

PO Number	Terms	Customer #	Ship	Via	Project

Item #	Description	Quantity	Price Each	Tax1	Amount
	12"x18" US Sewn W/ Tip 3/8 X 30"	100.00	\$1.78	✓	\$178.00

Shipping Cost \$0.00

Sub Total \$178.00

Sales Tax 0.00% on \$178.00 \$0.00

Amount Paid \$178.00

Discount \$0.00

Amount Due \$0.00

Total \$178.00

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



Directors Report

DATE: May 13, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Items Attached: May Report
Weekly email Reposts
Market Manager Report

Action Needed: No Board Action Needed

Director's Report – May 2024

Promotions/Events

- On-going Social media postings and engagement with downtown merchants on Facebook.
- Updated website calendar of events and other happenings
- Continued posting one Tuesday Trivia weekly banner on Facebook
- Submitted press releases for Consumers Energy 1st Place award

Economic Development

- Arranged for viewing of 118 E. Third Street
- Retained services of an appraiser for old fire hall & DPW location – held site visit
- Retained services of an environmental engineer for summary reports for old fire hall and DPW
- Continued working with the investors for the old fire hall and DPW
- Assisted 4 new businesses opening in downtown spaces
- Met with new developer regarding funding assistance and re-development liquor license.

Place Making/Streetscape

- Drafted the revised Sidewalk Ordinance 20 to include grass clippings, yard waste and debris removal requirements, this has been submitted to city manager, and will be presented to city commission for review at the May 21st meeting.
- Held kick-off meeting at MittTV studio for I AM Imlay City project.
- Purchased and delivered flags to VFW for Memorial Day cemetery grave markings.

Grants:

- Received \$8000 grant award from Four County Community Foundation for the Bike Rack/Community Information Centers
- Assisted city department staff with hiring and kickoff meeting with new grant writer intern Anne Garcia.
- Received \$25,000 1st place award for the I AM Imlay City Community Storytelling Art Project.
- Processed 3 submitted façade grant applications

Farmers Market:

- Completed 2024 Double-up Food Bucks grant agreement and submitted required agency documents
- Printed posters for downtown advertising

Billboard:

- Submitted artwork for Indigo Farms for their 8-week sponsorship.

Meetings and Other:

- Attended Rotary Club weekly meetings.
- Met with Board Chair Walt Bargaen to discuss employment issues, and other DDA business
- Attended the Rural Partners conference in Thompsonville for Consumers Energy “Put Your Town on the Map” Competition.
- Processed invoices, check requests, and mailed payments.
- Made updates to the DDA website for current meeting information.
- Posted DPW Road Construction Solicitation on Bidnet
- Attended Department Head meeting
- Prepared meeting agendas, action item sheets, and board packets for the April 8 DDA meeting

Christine Malzahn

From: Christine Malzahn <ddadirector@imlaycity.org>
Sent: Friday, April 12, 2024 1:01 PM
To: jkempf@imlaycity.org; jshattuck@icdda.com; kjorgensen@icdda.com;
ndocherty@icdda.com; sdavis@icdda.com; wbargen@icdda.com; srobbins@icdda.com
Subject: Week Ending April 12th
Attachments: 2024.04.08 Meeting Minutes.docx

Happy Friday All,

Attached are the draft minutes from our Monday meeting (kindly let me know if you see anything that needs correcting).

Just a couple of updates....

The new pine tree should be planted in the next week or so, we are waiting on Miss Dig to come and mark the utilities.

The final 'I AM Imlay City' presentation was submitted for the Consumers Energy Pitch Competition. I am now working on a new grant opportunity for planning assistance from SEMCOG to help pay for our pocket park designs, we can request up to \$50,000 with a local match of 18.5%. Submissions are due May 24th, so I've a bit of time to work on it.

The City also has a new funding source for grant writing research or assistance through the Four County Foundation, I attended a zoom meeting to gather the details and shared that with the other Imlay City department heads this morning. Our allocation is \$10,000 with no match for the city... so of course we are going to hop on board with that.

There is a bit of a snag with our EV charger grant, technically it didn't meet the upgrade requirements so I am working with everyone to make an addendum to our application.

Tina started yesterday and is working to get the office and storage closets in order.

Let me know if you have any questions or would like to meet any discuss a project.

Christine Malzahn

DDA Executive Director
City of Imlay City
150 North Main Street
Imlay City, Michigan 48444
Office: 810-724-2135 ext. 1307
Email: ddadirector@imlaycity.org

Christine Malzahn

From: Christine Malzahn <ddadirector@imlaycity.org>
Sent: Friday, April 26, 2024 2:51 PM
To: wbargen@icdda.com; ndocherty@icdda.com; kjorgensen@icdda.com; jshattuck@icdda.com; srobbins@icdda.com; sdavis@icdda.com; jkempf@imlaycity.org
Cc: ddapromotions@imlaycity.org
Subject: Week Ending April 26th
Attachments: Screenshot 2024-04-26 at 2.07.58 PM.jpeg; 2024.05.13 Agenda.doc

Hello All,

Here is a quick recap of what's been happening in the office.

I've finalized the grant pitch that Justin and I will be presenting this coming Monday afternoon at the CEDM conference. Attached is a picture of how the sample banner will be presented (thanks to Steve Tietz and my husband Jon for their construction skills) – I think it looks amazing.

I organized and participated in the department head grant writer/researcher interviews. We had four candidates, and everyone agreed to offer the position to Annie Garcia and she has accepted. This assistant is being paid for by a \$10,000 Four County Community Foundation grant. Her work will be a great help to every city department in our grant work.

At Walt's request, I have agreed to serve on a GLTA transportation committee. I attended a Zoom meeting this past week and we are working to bring awareness and partnerships with GLTA to businesses and residents here in Imlay City that may need transportation alternatives. I think we can also use this service to help attendance at our Farmers Market.

I continue to work with the Sims and coordinate all the moving parts for the Firehall / DPW purchase. Also working with another investor interested in opening an ice cream parlor, they need a building to lease, so we are researching several options.

The concolor fir tree was planted in the park on Wednesday – it's a beauty, so come and take a look.

Tina continues to organize the promotions office and paperwork for the upcoming market season. We had to have a new battery installed on the laptop and some software updated, but it seems to be functioning ok now. I have also asked her to plan a park clean-up project for Lamb Steele gazebo area and Rotary Park on May 18th – please mark your calendars if you can lend a hand for an hour or two that day.

All other items being worked on are listed on the attached draft agenda for our next meeting.

Have a great weekend, I'll be back in the office after the conference on Wednesday, so let me know if you have any questions or ideas to share.

Christine Malzahn

DDA Executive Director
 City of Imlay City
 150 North Main Street
 Imlay City, Michigan 48444
 Office: 810-724-2135 ext. 1307

Christine Malzahn

From: Christine Malzahn <ddadirector@imlaycity.org>
Sent: Friday, May 3, 2024 1:46 PM
To: jkempf@imlaycity.org; wbargen@icdda.com; sdavis@icdda.com; jshattuck@icdda.com; srobbins@icdda.com; ndocherty@icdda.com; kjorgensen@icdda.com
Subject: Week Ending May 3rd
Attachments: 2024.05.13 Agenda.doc

Happy Friday!

What a week we've had here in the DDA office! I've been busy with the grant awards, paying invoices, and taking care of all the business items for our meeting that keep rolling in.

I've arranged for a commercial appraisal to be done on the Old Fire Hall and DPW as well as a summary report from Trevor Woollatt, an environmental engineer with Flies and Vanderbeck on the EGLE studies and drafting a purchase agreement for city commission. Also working with the Sims and the Brownfield Coordinator for our region so that the study work that EGLE has already done can be assigned to the Sims as the purchase moves forward. Lots of moving parts with those properties.

We had a showing on the Bancroft building on Wednesday, but no offer yet.

In case you missed it on our social media page. Here is a link to the Consumers Energy Blog discussing my presentation and 1st place award: <https://force4michigan.com/put-your-town-on-the-map-imlay-city-is-more-than-just-gateway-to-the-thumb/>

I'm attaching the agenda for our next meeting; I'm hoping anything else that pops up next week can wait until June since this month's meeting is quite full.

Christine Malzahn

DDA Executive Director
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