

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

**REGULAR MEETING AUGUST 12, 2024**  
**5:35 P.M.**

Walter Bargen, Chair  
Neil Docherty, Vice Chair  
Kim Jorgensen, Secretary  
Stu Davis, Treasurer

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

**AGENDA**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CORRESPONDENCE – (none)
5. COMMITTEE REPORTS (as needed)
  - a. City Services Negotiating Committee
  - b. 338 Third Street Negotiating
6. **CONSENT AGENDA** (pgs 3-21)

AGENDA

MEETING MINUTES:  
Regular meeting July 8, 2024; Information Meeting July 8, 2024; Special Meeting July 22, 2024

FINANCIAL REPORTS – through July 31, 2024  
DDA Expenditure Report, Check Register Report  
DDA Credit Card Statement; Balance Sheet; City Allocated Expense Report
7. PUBLIC PARTICIPATION
8. **UNFINISHED BUSINESS:**
  - a. None
9. **NEW BUSINESS:**
  - a. Shop, Dine Explore, Enjoy Street Banners (pgs 23-27)
  - b. Old Fire Hall Maintenance (pgs 29-33)
  - c. Wayfinding Signage RFP (pgs 35-59)
  - d. Fall Décor Discussion and Budget Allocation (pgs 61-63)
10. EXECUTIVE DIRECTOR’S REPORT (pgs 64-68)
11. **CLOSED SESSION** – (as needed)
12. PUBLIC PARTICIPATION
13. BOARD MEMBER COMMENTS
14. ADJOURNMENT

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## Consent Agenda

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DATE: **August 12, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

**Items Attached:**

- a. Meeting Agenda
- b. Meeting Minutes
  - July 8th Regular Session
  - July 8<sup>th</sup> Informational Meeting
  - July 22<sup>nd</sup> Special Meeting
- c. Financial Reports – June 30<sup>th</sup> Ending July 31, 2024
  - DDA Expenditure Report = \$39,960.49
  - Check Register Report = \$22,741.19
  - DDA Credit Card Statement
  - Balance Sheet = \$276,048.18
- d. Spreadsheet of FY 2023-24 monthly City administrative transfers –
  - July Totals \$9,086.13

**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  
**July 8, 2024**  
**MEETING MINUTES**

A regular meeting of the Downtown Development Authority was held on Monday, June 10, 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 Stu Davis, Kim Jorgensen, Steve Robbins, Neil Docherty, Walter Bargaen

Absent: Justin Shattuck (excused), Mayor Joi Kempf

**Quorum Present**

**4. CORRESPONDENCE** – none

**5. SPECIAL PRESENTATION** – none

**6. COMMITTEE REPORTS**

**City Services Negotiating Committee** – Chair Bargaen is working to a schedule a follow-up meeting date.

**7. CONSENT AGENDA**

**MOTION** by Davis, supported by Docherty to approve the consent agenda items including: Meeting Agenda; Regular Meeting Minutes June 10, 2024; Executive Session June 10, 2024, Financial Reports through June 30, 2024.

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

**8. PUBLIC PARTICIPATION** – none

**9. OLD BUSINESS** – none

**10. NEW BUSINESS**

**A. 206 E. Third Street Façade Grant Application**

Ray Krakowski presented his updated façade grant request with pictures of both former and current building conditions. He plans to add decorative metal siding to the unpainted brick areas on the front of his building to complete the exterior updates. The Board asked about the blue paint color expressing concerns over the density. All are hoping that the new siding will tone down the overall look.

Director Malzahn informed Krakowski that he will need to contact the Construction Code Authority for necessary permits and asked for his timeframe for completion of the work.

**MOTION** by Jorgensen, supported by Robbins to approve the Façade Grant Application for the matching amount requested \$5,000 as requested.

Roll Call: AYES – Jorgensen, Robbins, Davis, Docherty, Bargaen

NAYS – none

**MOTION CARRIED 5/0****B. Yard Game Equipment Purchases**

Director Malzahn suggested that concert and event goers may like additional options when attending happening in the park. She is recommending that a giant connect game and 2 sets of cornhole boards may attract more attendees.

Jorgensen recommended a local craftsmen that may be able to make the cornhole games for us, she will share his contact info.

**MOTION** by Davis, supported Jorgensen to approve the purchase of yard game equipment in an amount not to exceed \$700

Roll Call: AYES –Davis, Jorgensen, Robbins, Docherty, Bargaen

NAYS – none

**MOTION CARRIED 5/0**

**C. Imlay City Façade Corp Meeting Date**

Director Malzahn asked the DDA Board to schedule a meeting on the IC Façade Corp to review and re-activate the loan program. She reported that funding options are needed by several local property owners whose buildings need extensive repairs. The meeting will be posted for July 22, 2024, to follow a DDA Special Board Meeting @ 5:35 pm.

**D. Wayfinding Sign Repairs / Replacements**

The Board reviewed two price quotes for repairs to the existing signage. 5 units need to be replaced, and others need new paint and or logo updates if a re-branding campaign is considered. Davis reported that Valley Signs may have some proprietary rights to the units and suggested that Malzahn research the original contract with them.

The Board is in favor of utilizing The Print Shop since they are local, but more research is needed on whether the DPW can remove and re-install the aluminum panels for the Print Shop since that is outside their scope of work.

**MOTION** by Davis, supported by Docherty to table this item until July 22, 2024, Special Meeting.

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

**11. DIRECTORS REPORT**

Malzahn presented her written report in the meeting packet for June 2024. In addition, Malzahn reported:

**12. CLOSED SESSION** - for the purposes of property purchase consideration

**MOTION** by Davis, support by Docherty to enter closed session at 6:17 pm

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

**RE-ENTER REGULAR SESSION AT 6:21 PM**

**No Board Action Taken**

**13. PUBLIC PARTICIPATION** – none**14. BOARD MEMBER COMMENTS** – none**15. ADJOURNMENT**

**MOTION** by Davis, supported by Docherty to adjourn the meeting at 6:25 pm

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

Next Regular DDA Board meeting date: Monday, August 12, 2024, at 5:35 PM

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

DDA APPROVED:

CITY COMMISSION APPROVED:

DRAFT

**IMLAY CITY  
DOWNTOWN DEVELOPMENT AUTHORITY**

Informational Meeting  
**July 8 @ 5:00 PM**

**INFORMATIONAL MEETING MINUTES**

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

**1. CALL TO ORDER**

Chairman Barga called the meeting to order at 5:10 pm

**2. PLEDGE OF ALLEGIANCE**

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

Present: Walter Barga, Stu Davis, Kim Jorgensen (arrived at 5:12 pm), Steve Robbins (arrived 5:15 pm)  
Neil Docherty (arrived 5:18 pm)

Absent: Justin Shattuck, Mayor Joi Kempf

**4. APPROVAL OF AGENDA**

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

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

**5. PUBLIC PARTICIPATION** – none

**6. NEW BUSINESS**

**a. Bi-Annual Information Meeting Material**

Director Malzahn presented the informational material packet she created and led the Board and meeting attendees through the 12-page document. Highlights included:

The State of Michigan requires that Downtown Development Authorities hold two “informational meetings” per calendar year. Informational meetings are held for the purpose of informing the public of the goals and direction of the authority, including projects to be undertaken in the coming year. Our DDA by-laws mandate that our informational meetings will be held in July and December to be aligned with the State requirement.

Malzahn authored the report and will present it. Her overview will primarily focus on DDA-highlighted activities from January 1, 2024 to present with a few notes on 2023 activities.

The current DDA TIF plan can be accessed via a scan of the QR code on the front page. Imlay City adopted a TIF plan in 1985, it was updated and re-adopted in 2014 for a 30-year term. It is this plan that determined the base taxable value rate when the plan was created that now allows for the DDA to capture 2.5 mills off the growth in property value of the initial values. That is how the DDA is funded.

On page 2 is a map of the DDA TIF District boundaries highlighted in red, that area is where the DDA captures its funding.

Also, on page 2 is the DDA vision statement and a quick recap of Stats from Jan 1 – through June 30, 2024, showing that the DDA held 6 regular monthly meetings. They sponsored 2 concerts in the park so far this summer with a great turnout last week to hear the mariachi band.

The DDA district welcomed three new businesses: Grooming by Miranda, JG's Used Book Store, and Heavenly Sweets.

Not mentioned in the packet is the DDA-owned building at 150 Bancroft Street. While currently unoccupied and listed for sale, the DDA hosted rent-free Collection Connection through March 2024.

Page 3 provides a list of Goals and Direction taken from the TIF plan and shows the areas focused on last year. 13 out of 19 goals, prioritized last year have been completed, 4 are still listed as “work in progress” with the remaining 2 not yet initiated. Completed projects include:

- Utilizing the billboard space on Cedar Street to market our events a local business.
- Maintenance and updates to our icdda.com website.
- Management of the Imlay City Façade Corporation.
- Retail incubation program @ 150 POP
- Develop print materials to market downtown activities.
- Collaborated with Lapeer Development Corp on marketing vacant buildings.
- Hosted 8 concerts, 28 weekly Farm Markets, and co-hosted WinterFest event with the Chamber of Commerce.
- Worked with the DFW to replace the brick paver areas along Third Street and Almont Ave.
- Purchased trash receptacles, pet waste disposal systems.
- We engaged with Giffells Webster to learn about their Next Steps for Downtowns Program.
- We submitted 5 grant applications, including a \$1.2 million dollar request to fund a community pavilion structure.
- We issued an RFP for professional services to assist us with a market study to help determine an appropriate business mix, to identify recruiting strategies and for plan creation to revitalize the downtown area.

On page 4 is an overview of the data gathered in the community master plan survey and additional stakeholder input gathered at our SWOT (Strengths, Weaknesses, Opportunities, and Threats) community engagement activity that we held as part of our June 2024 Board meeting. Pictured in the right-hand column are several problems that were identified including vacancies, limited dining options, attracting people/businesses to downtown, lack of retail, and lack of attractions/park spaces, and in the red text a few possible solutions that were generated during the evening.



Malzahn took all that data and studied the current TIF plan to prioritize goals and direction for moving forward in the second half of 2024 and 2025. With both the TIF plan and the stakeholder input compared, page 5 shows a list of projects that overlap both sectors. With assistance from Wade Trim Community Planner, Caitlyn Habben, she and I will develop strategies that will guide the DDA toward a revitalization of our downtown.

Page 6 shows events that are currently being planned for the rest of 2024. Note that some of the dates are still subject to change.

A comprehensive breakdown of the approved 2020-2025 budget is on page 6. Anticipated revenues totaling \$355,400 are shown with the majority of funding coming through the TIF tax capture for Imlay City coming in at just over \$230,000.

Anticipated expenditures match revenues with the largest chunk of the budget spent on DDA employees and then streetscape/beautification at just under \$60,000.

In April the Board acted regarding Lapeer County Special Voted Mileages. On the bottom of page 6 you see noted that we have confirmed opt-out status, not capturing the Lapeer EMS millage until 2026. We will however begin to capture the Lapeer Public Safety, Senior Services and Veterans special voted millages (pending voter approval) with the condition of entering into revenue-sharing agreements with those groups operating within Imlay City city limits to gift back to them 100% of the actual capture, which should total around \$40,000.

Grants are the focus on page 8. The DDA has submitted 5 grant funding applications since July totaling nearly \$1.3 million. 4 of our submissions have been awarded, totaling \$79,000. The remaining grant application, submitted to Senator Gary Peters's office has been moved on to committee for further consideration and is still pending approval.

The DDA administers a Façade Grant program of its own. Since January 1, 2024, the DDA has approved 4 façade grant applications totaling \$4279 for exterior building improvements and signage.

Wrapping up this report on pages 9-11 is data from our website showing we had just over 3.8k visitors to our site since January 1, 2024, with 2.1k hits using a Google search and 764 direct visits.

Stats for our DDA social media sites (Downtown Imlay City, Imlay City Farmers Market) show a combined reach of over 27,000 viewers and a new surge in Instagram followers since the DDA Intern Ruby has re-activated that account.

Malzahn noted that the DDA is quite active and engaged in this community, the DDA is also compliant with all required reporting at the local and State levels and maintains a very open and transparent website with all budget documents, meeting agendas, minutes, and complete board packets updated every month.

Our ICDDA website also hosts information on opportunities for residents to participate in some community programs like the Hometown Hero Banners, Memorial Paver Bricks, façade grants and info on the fun stuff like the Farmer Market, Summer Concert series, and Winterfest.

## **7. PUBLIC PARTICIPATION**

None heard

8. **BOARD MEMBER COMMENTS** - none

9. **ADJOURNMENT**

**MOTION** by Davis, support by Docherty to adjourn the meeting at 5:30 pm  
All in Favor 5 / Nays 0 - **MOTION CARRIED UNANIMOUSLY**

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

DDA APPROVED:

CITY COMMISSION APPROVED:

DRAFT

**IMLAY CITY  
DOWNTOWN DEVELOPMENT AUTHORITY**

Regular Meeting

**July 22, 2024**

**SPECIAL MEETING MINUTES**

A regular meeting of the Downtown Development Authority was held on Monday, July 22, 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 Stu Davis, Kim Jorgensen, Justin Shattuck, Walter Bargaen, Steve Robbins (arrived 5:48 pm)

Absent: Neil Docherty, Mayor Joi Kempf

**Quorum Present**

**4. AGENDA APPROVAL**

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

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

**5. PUBLIC PARTICIPATION** – none

**6. OLD BUSINESS**

**A. Wayfinding Signage Repairs**

Director Malzahn presented findings on the contract with Valley Signs regarding proprietary rights on repairs. She reported that there are no restrictions, however after the DPW Supervisor inspected two sign locations he noted that heavy equipment will be needed for removal, and the DPW will not be able to assist with the project. Malzahn also reported that the type of vinyl used in the original project could not be removed effectively enough to allow for the re-usage of the aluminum panels.

**MOTION** by Davis to approve the replacement of the 5 deteriorated signs in the amount of \$16,057 by Valley Signs.

**MOTIONS FAILS DUE TO LACK OF SUPPORT**

Director Malzahn will issue an RFP for the work needed to repair/replace the existing signage.

**7. NEW BUSINESS**

**A. Farmers Market / DDA Events Coordinator**

Director Malzahn presented Chris Bishop as a replacement for the Farm Market Manager and DDA Events Coordinator.

**MOTION** by Davis, supported by Jorgensen to approve the employment of Chris Bishop as the new market manager/events coordinator at a rate of \$17 hr, up to 20 hours per week.

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

NAYS – none

**MOTION CARRIED 5/0**

**B. Fire Hall Improvements / Acquisition**

Director Malzahn reported that the pending purchase of the fire hall will not move forward. The City Commission agrees that the farmers market should continue in that location for the season and possible future uses that benefit the city should be investigated further. The property needs routine maintenance and updates to make it a more enjoyable experience for all. She will work to bring estimates for power-washing and painting the interior, along with some repairs to the concrete flooring.

**ACTION** to form a sub-committee to negotiate with the city to acquire the fire hall property consisting of Jorgensen, Robbins, and Docherty.

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

**11. DIRECTORS REPORT**

Malzahn reported that she has had the irrigation meter shut-off for now and is looking for the sprinkler system plans from the 2004 Streetscape project when it was installed. Current contractor Aqua Turf indicated that the high usage may be due to a leak. Still, he is unable to locate the valve box to isolate the leak unless he excavates the entire area.

**13. PUBLIC PARTICIPATION** – Mike Vermeesch asked where he could find the environmental reports for city-owned parcels.

**14. BOARD MEMBER COMMENTS** – none

**15. ADJOURNMENT**

**MOTION** by Shattuck, supported by Davis to adjourn the meeting at 6:10 pm

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

Next Regular DDA Board meeting date: Monday, August 12, 2024, at 5:35 PM

Respectfully submitted by: \_\_\_\_\_

Christine Malzahn, DDA Executive Director

DDA APPROVED:

CITY COMMISSION APPROVED:

Check Date Bank Check # Payee Description Account Dept Amount

Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
06/30/2024	TRI	84980	FIRST NATIONAL BANK OF OMAHA	DDA	727.000	705.00	68.00
				DDA		0	
				DDA	860.000	705.00	9.45
				DDA	973.000	705.00	49.00
				DDA	973.006	705.00	2.00
				DDA	973.006	705.00	12.35
				DDA	973.006	705.00	49.00
				DDA	973.006	705.00	2.00
				DDA	973.006	705.00	2.00
				DDA	973.006	705.00	27.94
				DDA	973.006	705.00	10.98
				DDA	973.006	705.00	2.00
				DDA	973.006	705.00	3.00
				DDA	973.300	705.00	159.00
				CHECK TRI 84980 TOTAL FOR FUND 248:			396.72

06/30/2024	TRI	84991	TRI-CITY TIMES	ADVERTISING	741.000	705.00	16.28
06/30/2024	TRI	85010	AQUA TURF IRRIGATION	DDA FIX IRRIGATION IN STREETSCAPE	931.000	705.00	791.35
				TIMER AND WATER TAP AT POLICE STATION	931.000	705.00	471.25
				CHECK TRI 85010 TOTAL FOR FUND 248:			1,262.60

06/30/2024	TRI	85012#	CITY OF IMLAY CITY	DDA WATER 150 BANCROFT	924.000	265.00	60.24
				STREETSCAPE H20	931.000	705.00	4,192.41
				CHECK TRI 85012 TOTAL FOR FUND 248:			4,252.65

06/30/2024	TRI	85013	DTE ENERGY	ELECTRIC- JUNE 2024	921.000	705.00	2,277.02
				ELECTRIC- JUNE 2024	921.000	705.00	712.50
				ELECTRIC- JUNE 2024	921.000	705.00	960.80
				ELECTRIC- JUNE 2024	921.000	705.00	49.61
				CHECK TRI 85013 TOTAL FOR FUND 248:			3,999.93

06/30/2024	TRI	85019	METRO SIGN INC	EMC REPLACEMENT DDA	975.000	705.00	9,100.00
06/30/2024	TRI	85024	TRI-CITY TIMES	DDA ADVERTISING	973.006	705.00	273.00
06/30/2024	TRI	85081	CITY OF IMLAY CITY	WATER BILL 9/29/2023 - 6/24/2024			** VOIDED **
06/30/2024	TRI	85082	GREENSCAPE SOLUTIONS	WATER 10/12/23 - 6/24/2024 DDA SPRINK			** VOIDED **
				MAINTENANCE CONTRACT JUNE	931.000	705.00	2,000.00



CHECK DISBURSEMENT REPORT FOR CITY OF IMLAY CITY  
 CHECK DATE FROM 06/30/2024 - 07/31/2024

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
07/12/2024	TRI	85039	WELLS FARGO VENDOR	COPIERS	956.000	705.00	26.95
07/18/2024	TRI	85057	GARY BURNS	AUGUST 10 CONCERT DDA	973.006	705.00	500.00
07/18/2024	TRI	85059	JOHN CZERNEL	DDA SUMMER CONCERT JULY 30	973.006	705.00	1,000.00
07/18/2024	TRI	85060	JULIANNE LLC	DDA AUGUST 20 CONCERT PERFORMANCE	973.006	705.00	1,200.00
07/18/2024	TRI	85063	MATTHIAS EICHMANN	DDA CONCERT PERFORMANCE AUGUST 13	973.006	705.00	1,000.00
07/18/2024	TRI	85069	PENZIEN FARMS	FARMERS MARKET REIMBURSEMENT	973.300	705.00	80.00
07/18/2024	TRI	85074	WENDY CARMACK	JULY 30 ICE CREAM SOCIAL FACE PAINTIN	973.006	705.00	300.00
07/25/2024	TRI	85100	CONSUMERS ENERGY	DDA GAS 6/14 - 7/15	923.000	265.00	16.00
07/25/2024	TRI	85107	DTE ENERGY	ELECTRIC- DDA SPRINKLER 6/18 - 7/17/2	921.000	705.00	28.48
07/25/2024	TRI	85108	DTE ENERGY	ELECTRIC- DDA SIGN 6/18 - 7/17/2024	921.000	705.00	18.82
07/25/2024	TRI	85113	DTE ENERGY	ELECTRIC- STREET LIGHTS DDA JUNE18 -	921.000	705.00	123.63
07/25/2024	TRI	85114	DTE ENERGY	ELECTRIC- 150 BANCROFT DDA JUNE18 -	921.000	265.00	44.24
07/25/2024	TRI	85129	EL RENCHITO	FARMERS MARKET	973.300	705.00	32.00
07/25/2024	TRI	85131	HILLHARDS FINEST FARM TO TABLE	FARMERS MARKET	973.300	705.00	2.00
07/25/2024	TRI	85142	MONICA HENDRICKSON	ICE CREAM SANDWICHES DDA	973.006	705.00	400.00
07/25/2024	TRI	85143	MONTY'S FARMS	FARMERS MARKET	973.300	705.00	31.00
07/25/2024	TRI	85146	OUTFRONT	BILLBOARD DDA 7/15 - 8/11/2024	880.000	705.00	764.00
07/25/2024	TRI	85147	PENZIEN FARMS	FARMERS MARKET REIMBURSEMENT	973.300	705.00	108.00
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORI							39,960.49

\*#-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER DESCRIPTION

Revenues

2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 07/31/2024	ACTIVITY FOR MONTH 07/31/24	AVAILABLE BALANCE	% BGD	
		NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED	
Dept 000.000 - REVENUE						
248-000.000-400.000	BALANCE FORWARD FROM FUND BALANCE	0.00	0.00	0.00	0.00	
248-000.000-402.000	TAX REVENUE	0.00	0.00	0.00	0.00	
248-000.000-549.412	GRANT REVENUE	0.00	0.00	0.00	0.00	
248-000.000-550.000	ART IN THE ROUGH REVENUE	0.00	0.00	0.00	0.00	
248-000.000-551.200	STATE GRANT (MSHDA)	0.00	0.00	0.00	0.00	
248-000.000-551.300	STATE GRANT (MEDC)	0.00	0.00	0.00	0.00	
248-000.000-555.000	ART INITIATIVE REVENUE	0.00	0.00	0.00	0.00	
248-000.000-560.000	WINTER FEST	0.00	0.00	0.00	0.00	
248-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE APP	0.00	0.00	0.00	0.00	
248-000.000-574.000	STATE REVENUE SHARING	0.00	0.00	0.00	0.00	
248-000.000-581.011	LOCAL GRANT INTERN	0.00	0.00	0.00	0.00	
248-000.000-607.000	CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	
248-000.000-665.000	INTEREST INCOME	0.00	0.00	0.00	0.00	
248-000.000-665.004	INTEREST INCOME - BONDS	0.00	0.00	0.00	0.00	
248-000.000-667.000	RENTAL INCOME	0.00	0.00	0.00	0.00	
248-000.000-673.300	SALE OF PROPERTY	0.00	0.00	0.00	0.00	
248-000.000-675.000	MISC/DONATIONS	0.00	0.00	0.00	0.00	
248-000.000-675.001	ROTARY PARK DONATIONS	0.00	0.00	0.00	0.00	
248-000.000-675.500	FARMERS MARKET REVENUE	0.00	0.00	0.00	0.00	
248-000.000-675.600	DDA CONCERT SERIES	0.00	0.00	0.00	0.00	
248-000.000-675.800	BRICK PAVERS/BENCHES	0.00	0.00	0.00	0.00	
248-000.000-677.000	COMMUNITY PROMOTION REIMBURSEMENT	0.00	0.00	0.00	0.00	
248-000.000-677.000	OTHER REIMBURSEMENTS	0.00	0.00	0.00	0.00	
248-000.000-695.000	PROCEEDS FROM DEBT ISSUANCE	0.00	0.00	0.00	0.00	
248-000.000-699.000	CARRYOVER/ FUND BALANCE	0.00	0.00	0.00	0.00	
Total Dept 000.000 - REVENUE		0.00	0.00	3,070.00	(3,070.00)	100.00

TOTAL REVENUES 0.00 0.00 3,070.00 3,070.00 (3,070.00) 100.00

Expenditures

Dept 000.000 - REVENUE						
248-000.000-718.200	MERS - ADD'L CITY CONTRIBUTION	0.00	0.00	0.00	0.00	
Total Dept 000.000 - REVENUE		0.00	0.00	0.00	0.00	
Dept 265.000 - BUILDING MAINTENANCE						
248-265.000-830.000	LIABILITY INSURANCE	0.00	0.00	0.00	0.00	
248-265.000-921.000	ELECTRICITY	0.00	0.00	44.24	(44.24)	100.00
248-265.000-923.000	HEAT	0.00	0.00	16.00	(16.00)	100.00
248-265.000-924.000	WATER & SEWER CHARGES	0.00	0.00	0.00	0.00	0.00
248-265.000-930.000	MISCELLANEOUS REPAIRS & MAINT	0.00	0.00	0.00	0.00	0.00
248-265.000-956.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
Total Dept 265.000 - BUILDING MAINTENANCE		0.00	0.00	60.24	(60.24)	100.00

Dept 705.000 - UNALLOCATED ACTIVITY						
248-705.000-703.000	WAGES & SALARIES	0.00	0.00	4,310.10	(4,310.10)	100.00
248-705.000-706.000	HOURLY WAGES	0.00	0.00	274.00	(274.00)	100.00
248-705.000-706.011	HOURLY INTERN	0.00	0.00	822.00	(822.00)	100.00
248-705.000-710.000	BONUS PAY	0.00	0.00	0.00	0.00	0.00



User: IRENEE  
DB: Imlay City

PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 07/31/2024	ACTIVITY FOR MONTH 07/31/24		AVAILABLE BALANCE		% BDC USED
		ORIGINAL BUDGET	AMENDED BUDGET		INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Expenditures									
248-705.000-713.000	DEFERRED COMP CONTRIBUTION	0.00	0.00	89.42	89.42	(89.42)	0.00	100.00	
248-705.000-714.000	OPTICAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-715.000	SOCIAL SECURITY	0.00	0.00	406.43	406.43	(406.43)	0.00	100.00	
248-705.000-716.000	HEALTH INSURANCE	0.00	0.00	2,059.29	2,059.29	(2,059.29)	0.00	100.00	
248-705.000-717.000	LIFE/DISABILITY INS	0.00	0.00	67.31	67.31	(67.31)	0.00	100.00	
248-705.000-718.000	RETIREMENT AND OPEB	0.00	0.00	156.07	156.07	(156.07)	0.00	100.00	
248-705.000-718.200	MERS - ADD'L CITY CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-718.800	MERS - EMPLOYEE CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-722.000	PTO/VACATION PAY-OUT	0.00	0.00	111.06	111.06	(111.06)	0.00	100.00	
248-705.000-722.000	SICK LEAVE PAY-OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-725.000	FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-727.000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-730.000	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-740.000	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-741.000	ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-786.000	SIGNS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-807.000	AUDIT FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-815.000	DUES/MEMBERSHIPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-817.000	CONSULTING FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-818.000	CONTRACTED SERVICES	0.00	0.00	200.80	200.80	(200.80)	0.00	100.00	
248-705.000-826.000	LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-830.000	LIABILITY INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-831.000	WORKERS COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-853.000	TELEPHONE EXPENSES	0.00	0.00	116.90	116.90	(116.90)	0.00	100.00	
248-705.000-860.000	TRANSPORTATION & CONFERENCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-880.000	COMMUNITY PROMOTION	0.00	0.00	764.00	764.00	(764.00)	0.00	100.00	
248-705.000-900.000	PRINTING & PUBLISHING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-921.000	ELECTRICITY	0.00	0.00	170.93	170.93	(170.93)	0.00	100.00	
248-705.000-923.000	HEAT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-930.000	MISCELLANEOUS REPAIRS & MAINT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-931.000	STRETSCAPE MAINTENANCE	0.00	0.00	6,249.58	6,249.58	(6,249.58)	0.00	100.00	
248-705.000-956.000	MISCELLANEOUS	0.00	0.00	871.06	871.06	(871.06)	0.00	100.00	
248-705.000-958.000	ADMINISTRATIVE/TRANSFER TO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-973.000	DEVELOPMENT COSTS-UNALLOCATED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-973.002	LEASES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-973.005	DDA WORKSHOP EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-973.006	DDA CONCERT SERIES EXP	0.00	0.00	5,650.00	5,650.00	(5,650.00)	0.00	100.00	
248-705.000-973.008	BRICK/BENCH SERIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-973.100	LAPPER DEVELOPMENT CORPORATIO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-973.300	FARMERS MARKET EXPENSE	0.00	0.00	362.00	362.00	(362.00)	0.00	100.00	
248-705.000-973.550	ART IN THE ROUGH EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-973.560	WINTER FEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-973.600	ROTARY PARK EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-975.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-993.000	PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-705.000-994.000	INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 705.000 - UNALLOCATED ACTIVITY		0.00	0.00	22,680.95	22,680.95	(22,680.95)		100.00	
TOTAL EXPENDITURES		0.00	0.00	22,741.19	22,741.19	(22,741.19)		100.00	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:		0.00	0.00	3,070.00	3,070.00	(3,070.00)		100.00	
TOTAL REVENUES		0.00	0.00	3,070.00	3,070.00	(3,070.00)		100.00	

User: RENE  
DB: Imlay City

PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 07/31/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDC & BDC USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY		0.00	0.00	22,741.19	22,741.19	(22,741.19)	100.00
TOTAL EXPENDITURES		0.00	0.00	(19,671.19)	(19,671.19)	19,671.19	100.00
NET OF REVENUES & EXPENDITURES							



**CITY OF IMLAY CITY**  
Account number ending in 9672  
For billing cycle ending 07/24/2024

New Balance  
**\$812.74**

Minimum Payment  
**\$35.00**

Payment Due  
**08/22/2024**

**Your Account Summary**



Previous Balance	\$396.72
Payments	-\$396.72
Other Credits	-\$53.99
Purchases	\$866.73
Balance Transfers	\$0.00
Cash Advances	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00

**New Balance \$812.74**

Statement Closing Date 07/24/24

Days in Billing Cycle 29

Total Credit Limit \$15,500.00

Available Credit \$14,687.00

Cash Limit \$3,100.00

Available Cash \$3,100.00

**Your Payment Information**

New Balance \$812.74

Minimum Payment Due \$35.00

Past Due Amount \$0.00

**Payment Due Date 08/22/2024**

**Manage your business expenses with convenient online access.**



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

**Log in today to explore all the online possibilities!**

Issued by First National Bank of Omaha (FNBO®).

Please read entire statement for additional important information about your account.



Account Number XXXX-XXXX-XXXX-9672

New Balance

Minimum Payment

Payment Due

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.200	CASH - CHECKING ACCOUNT	257,256.42
248-000.000-001.201	CASH - CHECKING HRA	702.25
248-000.000-001.210	CASH - CHECKING DDA	19,966.07
248-000.000-040.000	ACCOUNTS RECEIVABLE	1,500.00
248-000.000-101.000	PREPAID - ASSET	7,716.83
<b>Total Assets</b>		<b>287,141.57</b>
*** Liabilities ***		
248-000.000-202.000	ACCOUNTS PAYABLE	11,093.39
<b>Total Liabilities</b>		<b>11,093.39</b>
*** Fund Balance ***		
248-000.000-390.000	FUND BALANCE	261,364.01
<b>Total Fund Balance</b>		<b>261,364.01</b>
Beginning Fund Balance - 23-24		261,364.01
Net of Revenues VS Expenditures - 23-24		34,355.36
*23-24 End FB/24-25 Beg FB		295,719.37
Net of Revenues VS Expenditures - Current Year		(19,671.19)
Ending Fund Balance		276,048.18
Total Liabilities And Fund Balance		287,141.57

\* Year Not Closed



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## AGENDA ITEM NB 10a. Shop Dine Explore Enjoy Street Banners

---

DATE: **August 12, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

**Background:** Director Malzahn is recommending the creation of 30 new banners to be installed in the CBD. The banners will be created for generic uses to enhance the downtown streetscape. The banners will be used to replace the current hometown hero display and will be displayed for a 8-week timeframe.

**Items Attached:** Design concepts  
Signs 365 Quote  
The Print Shop quote

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

**Recommendation:** Motion to approve the purchase of 30 trivia banners for installation along Third Street and Almont Avenue from The Print Shop in the amount of \$1525.00

**SHOP  
DINE  
EXPLORE  
ENJOY**



*Downtown Imlay City*  
www.icdda.com

**WELCOME**

**SHOP  
DINE  
EXPLORE  
ENJOY**



*Downtown Imlay City*  
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EXPLORE  
ENJOY**



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www.icdda.com

**WELCOME**



- BANNER
- RIGID
- ADHESIVE
- HANDHELD
- MAGNET
- MISC

- CURRENCY
- IMAGE ZONE
- CART
- MENU

### HD BANNER (VINYL)

Vinyl 18oz Double Sided, 24" x 41.5"

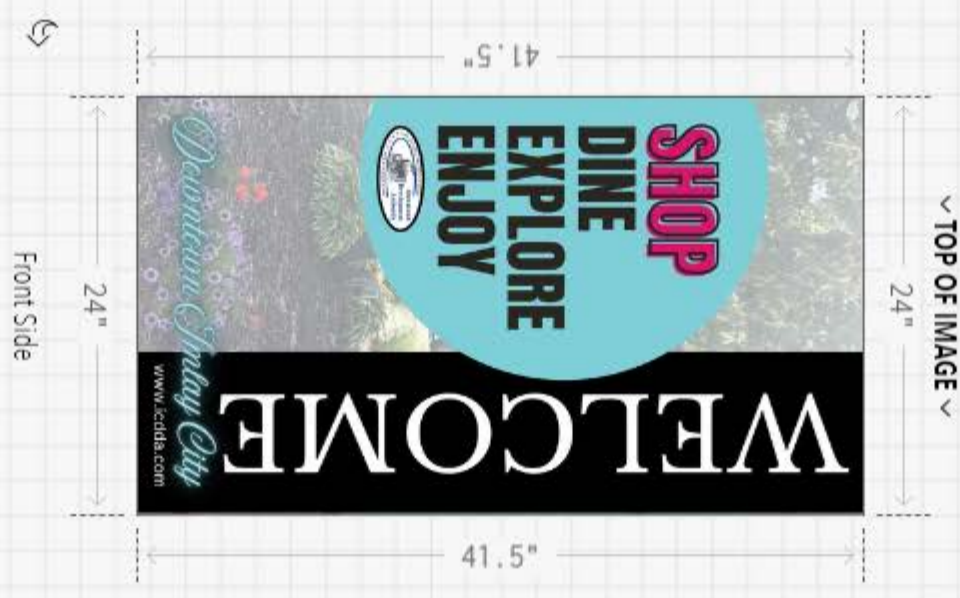
- 13oz
- 15oz
- 18oz

**PRICING AND SHIPPING**

Option	Price
Single-Sided	\$1.25 per sqft
	\$1.75 per sqft
	\$2.25 per sqft
Double-Sided	\$4.25 per sqft

**\$48.00**  
8 sqft / 24 Hour  
Production

**ADD TO CART**



IMAGES **1**

SIZE **24" x 41.5"**

MATERIAL **18oz**

PRINT SIDES **DOUBLE**

WELDING **NO**

ROPE **NONE**

GROMMETS **NO**

POLE POCKETS **Top & Bottom**

WIND SLITS **NO**

HOW ARE WE DOING?

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Terms and Conditions

(800) 265-8830

Customer Service Hours





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## AGENDA ITEM NB 10b. Fire Hall Improvements

---

DATE: **August 12, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

**Background:** The City Commission has authorized the DDA use of the old fire hall location to house the weekly Farmers Market for the remaining 2024 market season. While the vendors and market manager appreciate the use of the facility, it does need some cleaning and maintenance repairs.

**Items Attached:** J's Development Estimate  
Integrity Masonry Estimate  
Red Beard Solutions Inc Estimate

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

**Recommendation:** Motion to approve the maintenance work at 338 E. Third Street. Including power washing and concrete repairs in the amount of not to exceed \$6000.

# ESTIMATE



J's Development  
810-656-9965

**BILL TO**  
imlay city fire hall

**ESTIMATE #** 277  
**ESTIMATE DATE** 08/01/2024

---

**DESCRIPTION**

**AMOUNT**

power wash inside and outside of fire hall 3,400.00  
cover drain with concrete

**TOTAL \$3,400.00**

*Thank you*

**TERMS & CONDITIONS**

Not responsible for grass or landscaping damage. Half of the total balance is due when I start the job, and the rest when the job is complete. Not responsible for salt damage. No warranty.

# INTEGRITY

MASONRY SOLUTIONS  
VALUES OVER PERSONAL GAIN LLC

Brick Repair · Concrete · Cultured Stone · Porches  
Paver Patios & Walkways · Paver Repair  
Brick Repair · Fireplaces · Bonded & Insured

2731 Graham Rd., Imlay City, MI 48444  
(810) 423-8011 • (810) 627-8246  
www.facebook.com/IntegrityMasonrySolutionsLLC



Date: 8/8/24  
Home Phone: (810) 724-2135  
Other Contact: ddadirector@ImlayCity.org  
Source: \_\_\_\_\_  
Job #: \_\_\_\_\_

Homeowner(s): Christine Malzahn  
Address: 150 N. Main St  
City: Imlay City State: \_\_\_\_\_ Zip: 48444

JOB SPECIFICATIONS:

\* Remove Grates  
\* Fill in Drain w/ Concrete - \$3000.-

\* Commercial Grade Epoxy - \$36,000.-  
Aprox 6000 sq ft.

\* Basic Epoxy - \$24,000.-

CURRENT BRICK SIZE AND/OR COLOR:

REPLACEMENT BRICK SIZE AND/OR COLOR:

I, the homeowner, accept and authorize replacement brick that I have chosen and its size, color, texture and name. I understand that it may not be an exact match to my existing brick.

Signature: \_\_\_\_\_

Acceptance of Contract: The prices quoted, specifications and conditions are hereby accepted:

Signature: \_\_\_\_\_

Print: \_\_\_\_\_ Date: \_\_\_\_\_

TERMS: Payment of the contract price shall be paid in the manner following:

Deposit \$ \_\_\_\_\_

Date: \_\_\_\_\_

Total Due Upon Completion:

\$ \_\_\_\_\_

Form of Payment:

Check #: \_\_\_\_\_

CC #: \_\_\_\_\_

Cash: \_\_\_\_\_



## Red Beard Solutions Inc

150 North Main Street  
Imlay City, MI 48444

(810) 724-2135  
ddadirector@imlaycity.org

ESTIMATE	<b>32</b> #287
TOTAL	\$11,050.00

### CONTACT US

3141 N Summers Rd  
Imlay City, MI 48444

(810) 417-1005  
addam@solutionsbyredbeard.com

## ESTIMATE

Services	qty	unit price	amount
Commercial building wash (organics and oxidization) Low pressure cleaning is a method to clean commercial properties using water and other safe cleaning agents and surfactants.  Low pressure cleaning is safe enough to put your hand in front of yet powerful enough to clean and kill mold.  Low pressure washing protects against surface damage that can be done by power washing.	360.0	\$8.00	\$2,880.00
Concrete Surface cleaning	7000.0	\$0.25	\$1,750.00
Interior soft wash	13000.0	\$0.30	\$3,900.00
Property protection A great amount of care must be taken to ensure the protection of your property like heating and cooling fixtures, light fixture and other electrical receptacles. This is a very large portion of the job that will need to be done before we even wash.	1.0	\$600.00	\$600.00
Commercial building wash (organics) Low pressure cleaning is a method to clean commercial properties using water and other safe cleaning agents and surfactants.  Low pressure cleaning is safe enough to put your hand in front of yet powerful enough to clean and kill mold.  Low pressure washing protects against surface damage that can be done by power washing.	360.0	\$4.50	\$1,620.00
Gutter cleaning Remove debris and dirt from your gutter. Ensures your gutters are properly channeling water away from your home. Improves the life of your gutters.	1.0	\$300.00	\$300.00



Ruffly 150 ft of gutter

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Services subtotal: \$11,050.00

Subtotal	\$11,050.00
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<b>Total</b>	<b>\$11,050.00</b>
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We are honored to be your exterior detailing specialist! Please head to our Facebook & Google pages to leave us a review. Thank you for choosing Red Beard Solutions Inc High Pressure & Soft Washing. #redbeardwashere

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## AGENDA ITEM NB 10c. Wayfinding Sign RFP

---

DATE: **August 12, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

**Background:** Several of the current wayfinding signs are becoming unsightly and need to be repaired. The current signs were implemented as part of a branding campaign in 2012 and have reached their end-of-life expectancy.

I have included in the packet the 2012 RFP as drafted by McKenna Associates, original specs and winning accepted bid from vendor Valley Signs.

A current inventory and condition assessment was completed indicating that a minimum of 5 signs be replaced with two additional repairs for decorative finials. The 5 that are in most urgent need of replacement are in the MDOT ROW and will require a professional sign company to complete the work since it will require MDOT approved components and permitting.

The remaining pedestrian signs are beginning to deteriorate, and it is suggested that a budget be created for the scope of work over the next few budget cycles.

**Items Attached:** Current sign locations and conditions  
 2012 Wayfinding Signage RFP  
 2012 McKenna Sign Design  
 Valley Sign Work Estimate – 6/14/24  
 Valley Sign Work Estimate – 7/3/2024

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

**Recommendation:** Motion to approve the sign repairs estimate as presented by Valley Sign Company in the amount of \$16,057.

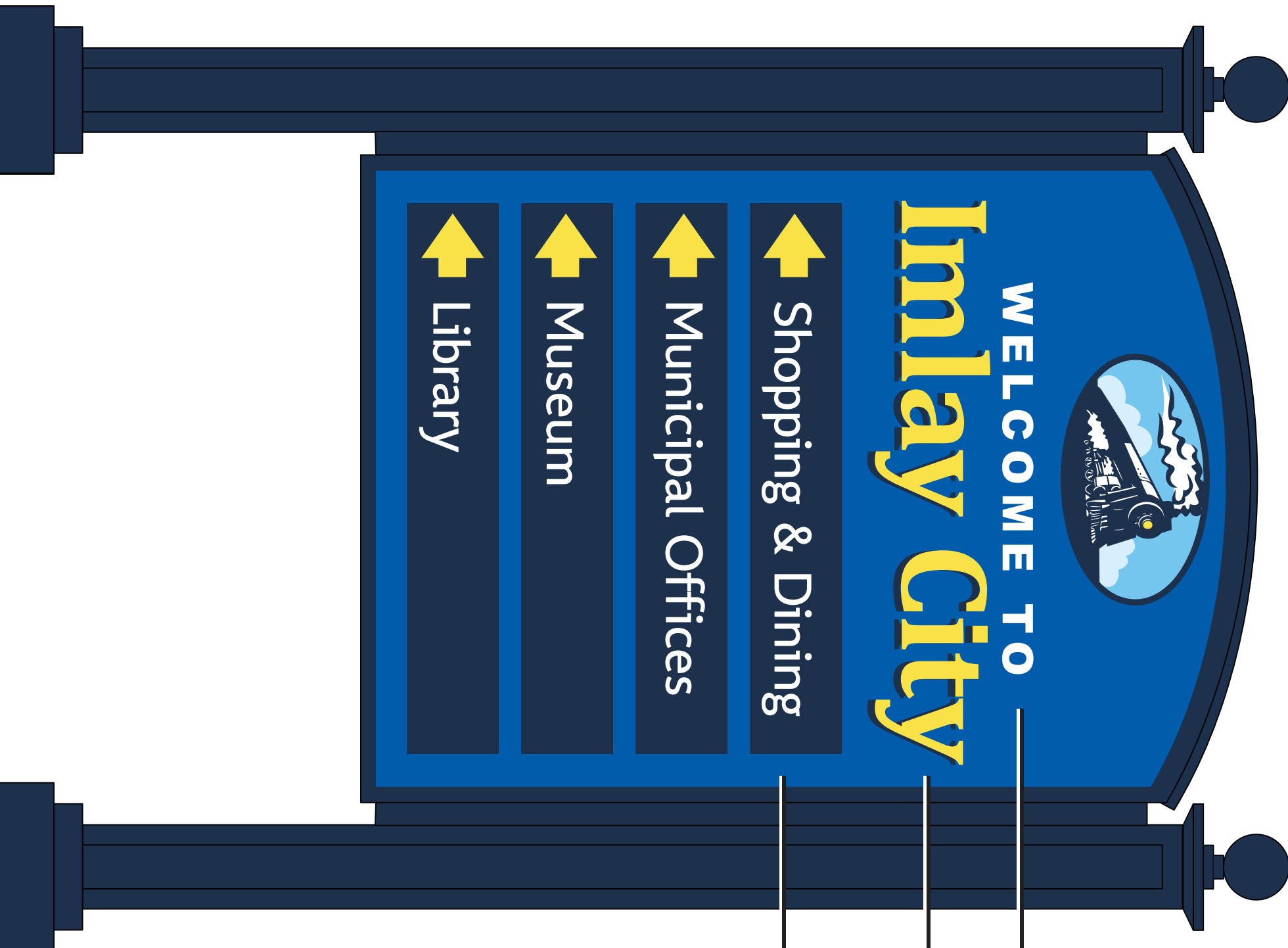
# Imlay City Wayfinding Sign Types



Imlay City Train Emblem



Directional Sign - MDOT



Gateway Sign with Directional Information

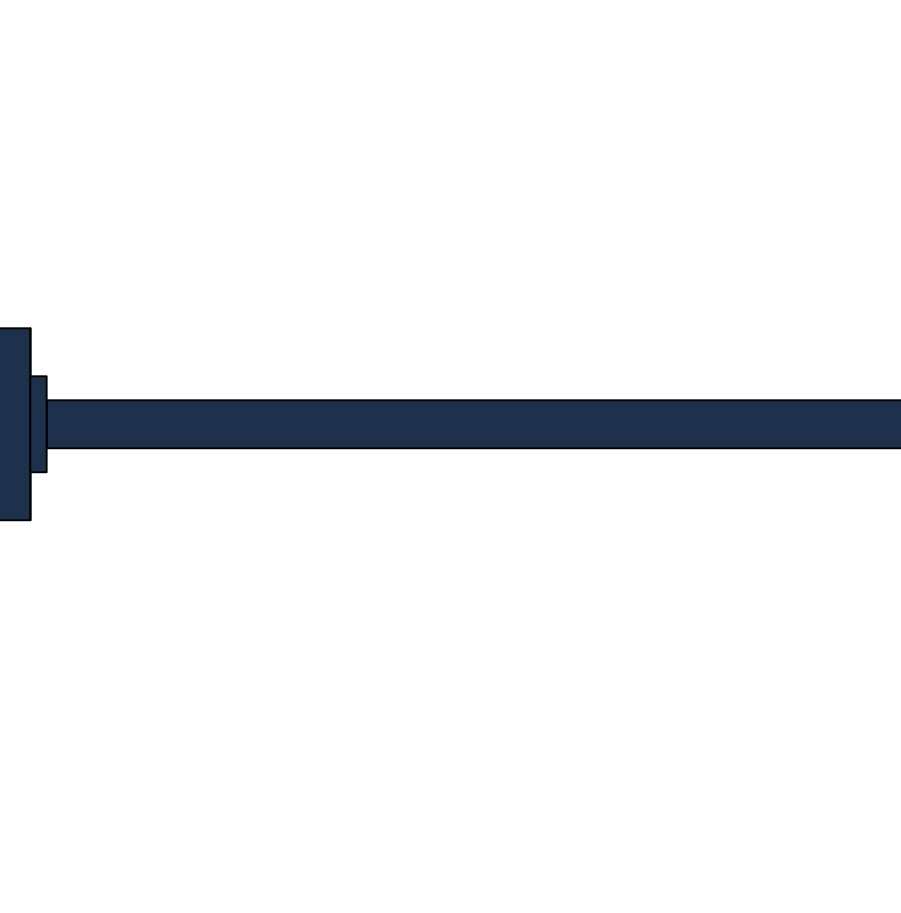
**FONT USAGE:**  
 Arial Black  
 Cambria Bold  
 Wayfinding Sans



Destination Sign



Electronic Sign



Pedestrian Directional Sign

# Imlay City Wayfinding: Colors and Typography

## COLORS



PANTONE  
296



PANTONE  
286



PANTONE  
108



WHITE

## CAMBRIA BOLD

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

0123456789

## WAYFINDING SANS - REGULAR

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

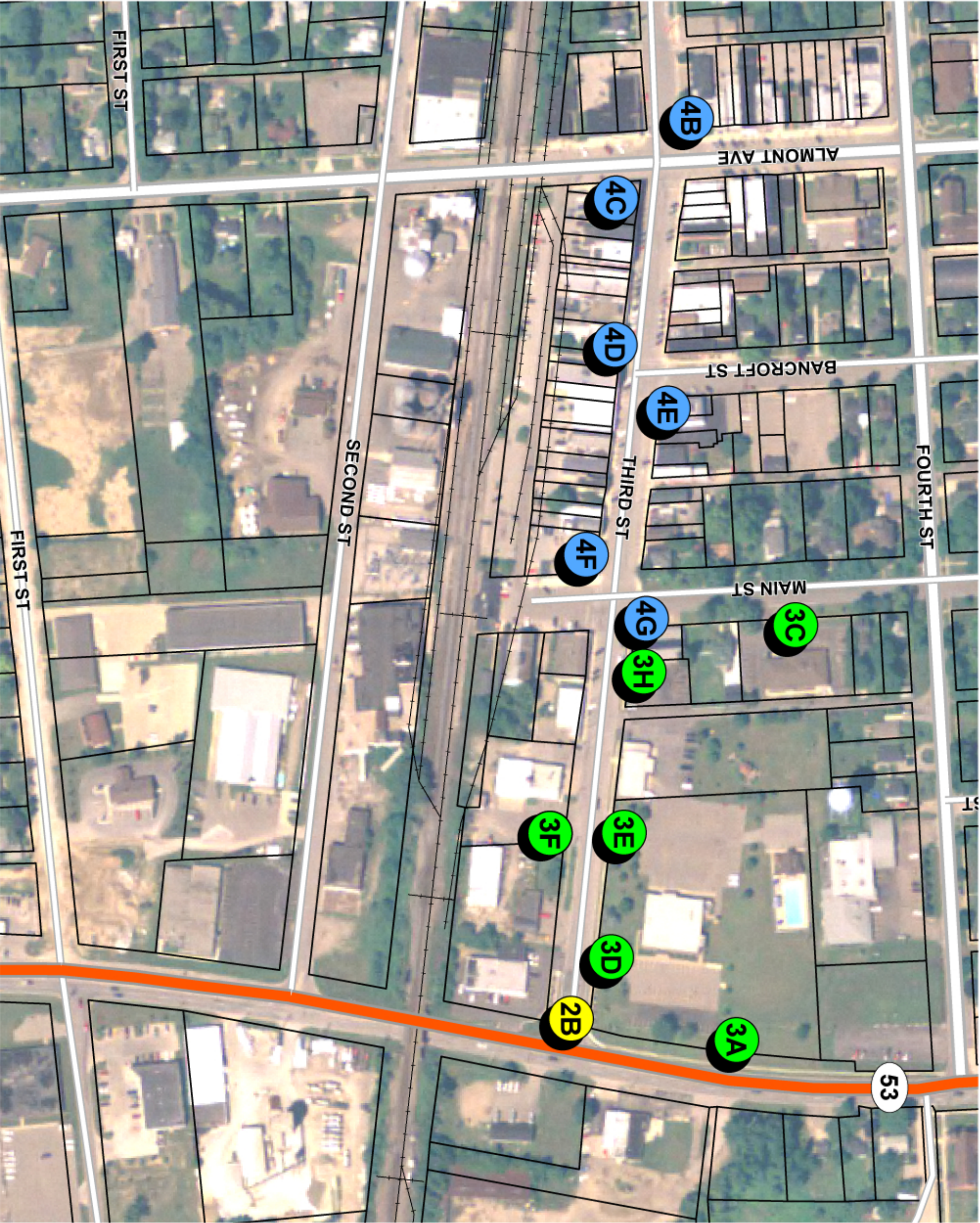
0123456789

## ARIAL BLACK

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

0123456789



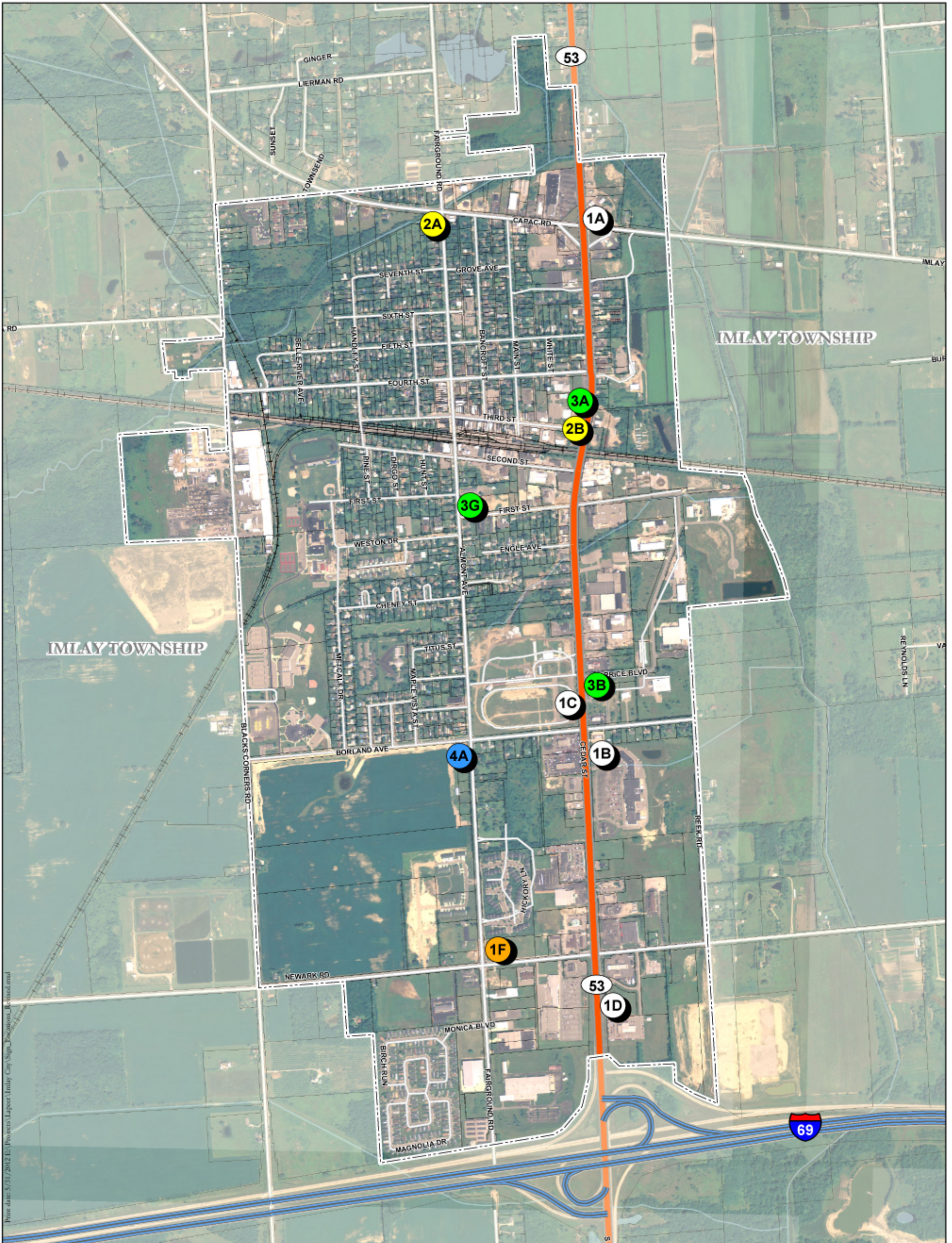
**Downtown Sign Locations**  
Imlay City, Lapeer County, Michigan

November 12, 2012

- LEGEND**
- 2 Gateway Sign
  - 3 Destination Sign
  - 4 Pedestrian Directional Sign

- State Highway
- County Road











November 12, 2012

# Sign Locations

Imlay City, Lapeer County, Michigan

**LEGEND**

-  Interstate 69
-  State Highway
-  County Road

-  Directional Sign-MDOT Std.
-  Gateway Sign
-  Destination Sign
-  Pedestrian Directional Sign
-  Arrow to Right

0 1,000 2,000 Feet



**MCKenna**  
ASSOCIATES

Parcel Data Source: Michigan Geographic Framework, Michigan Center for Geographic Information, Version 5a, Lapeer County, 2003



Sign 3.B 10.84 in



Sign 3.C 10.84 in



Sign 3.D  
On separate  
drawing - #148,368  
\*Do not build



Sign 3.E 9.54 in



Sign 3.F 10.84 in



Sign 3.G 15.92 in



Sign 3.H 10.84 in

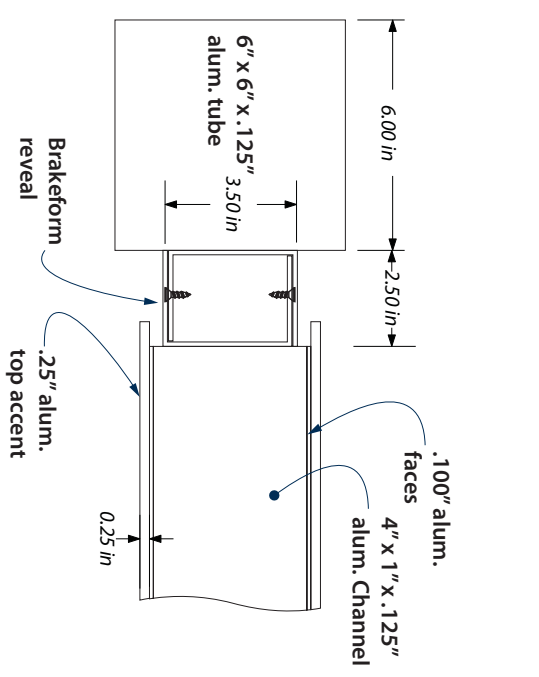


Sign 3.I 10.84 in

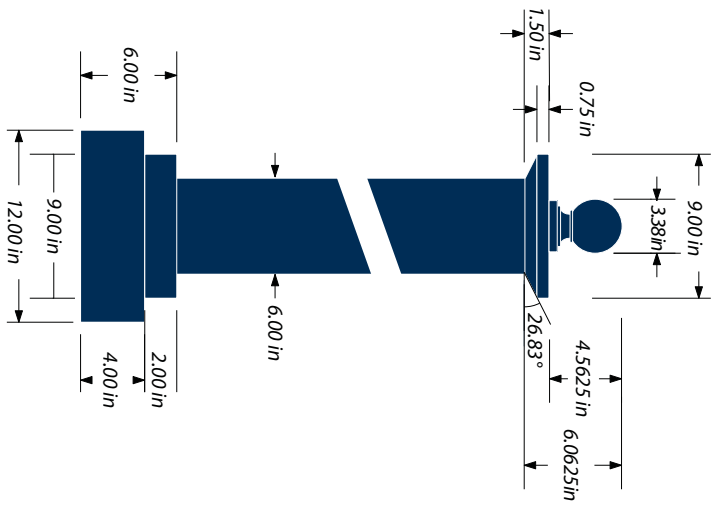
COPY SCHEDULE



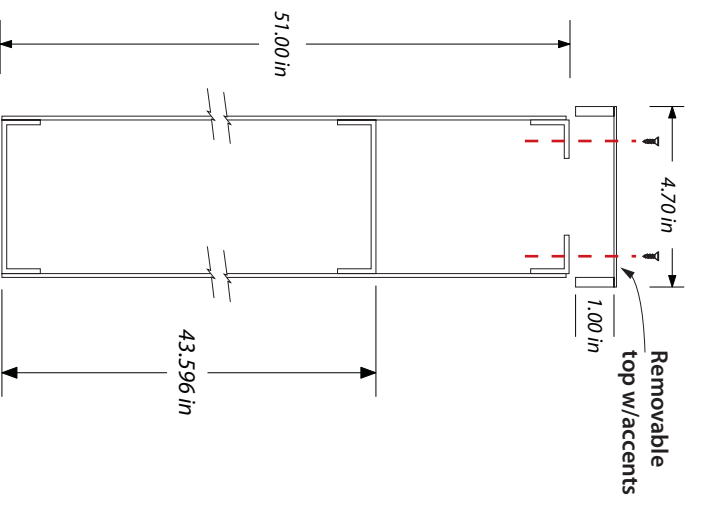
Sign 3.J



TOP VIEW OF REVEAL ATTACHMENT  
SCALE:1:5



SIDE VIEW DETAIL  
SCALE:1"=1'-0"



DETAIL AA  
SCALE:1:5

PAGE 2

**DRAWING #148,359B**

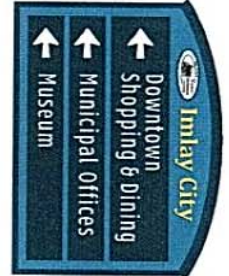
SCALE: 1/4" = 1'-0"  
NINE (9) D/F NON-ILLUMINATED SIGNS REQ'D



5009 WestRiver Drive · Constock Park, MI 49821 · Ph:616.784.5711 · Fax:616.784.8280 · www.valleycitysign.com  
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PROJECT: IMLAY CITY	DESIGNER: KN
PHOTOS/CAN(S):NO	REVISIONS: JB,KN
DATE: 1.4.13	SALES: 42 (MC)
HOURS: 2.75 + 1	





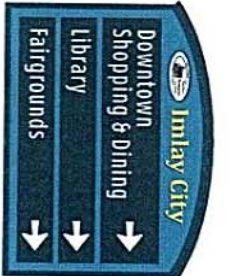
Sign 1.B



Sign 1.C.1

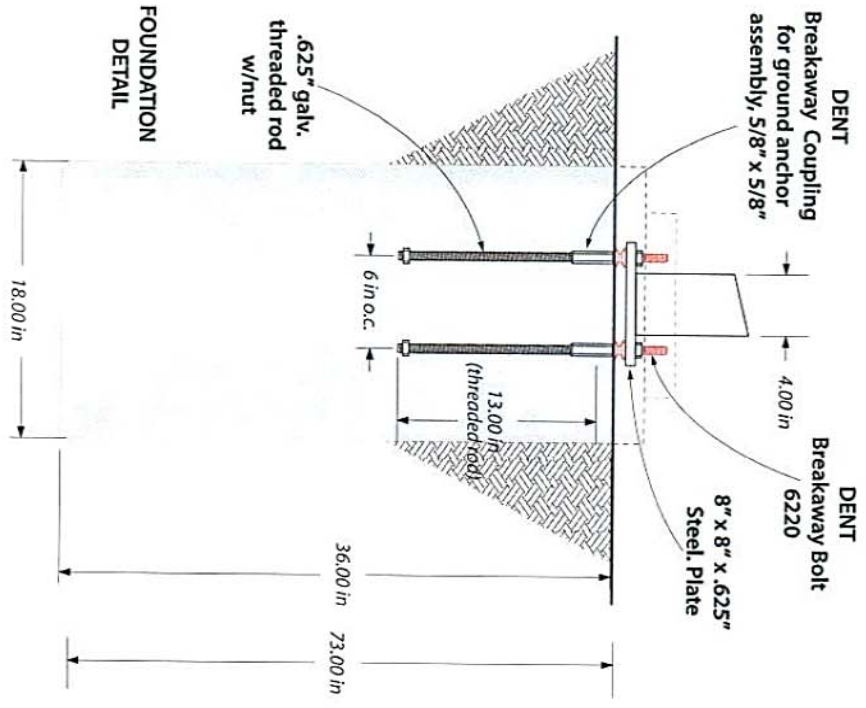
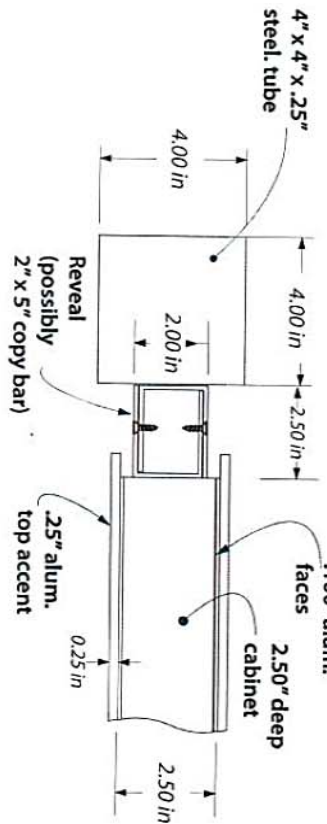


Sign 1.D

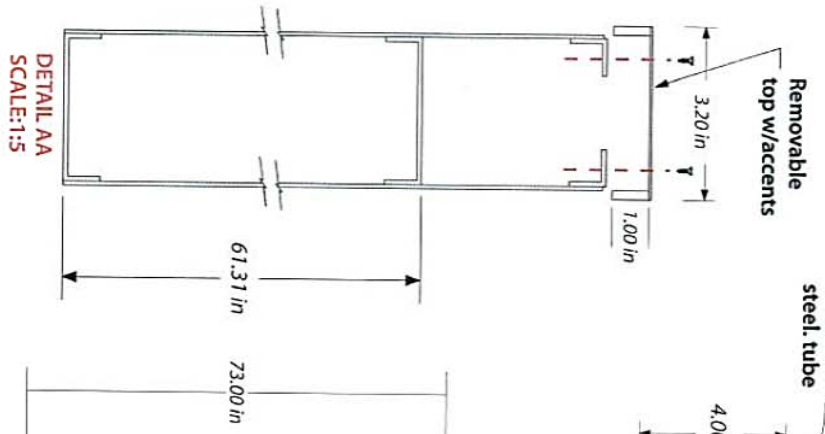


Sign 1.F

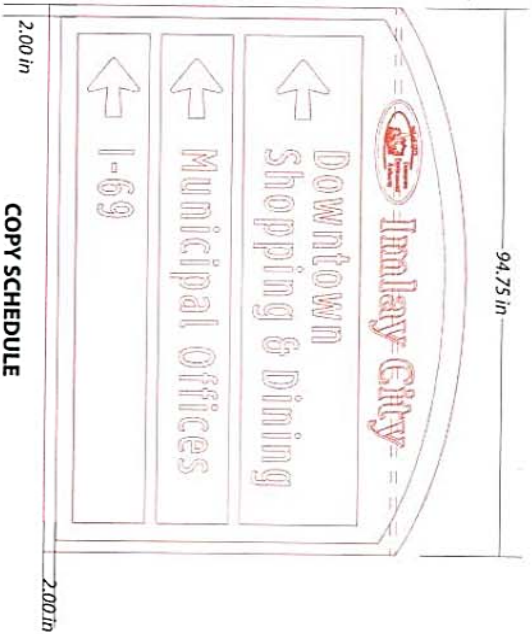
TOP VIEW OF REVEAL ATTACHMENT  
SCALE: 1:5



FOUNDATION  
DETAIL



DETAIL AA  
SCALE: 1:5

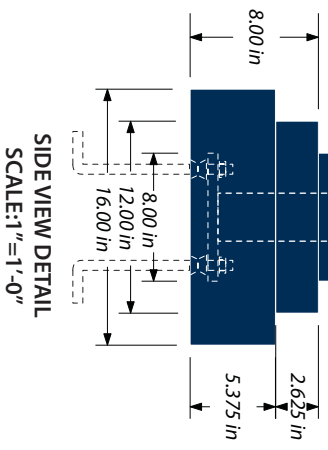
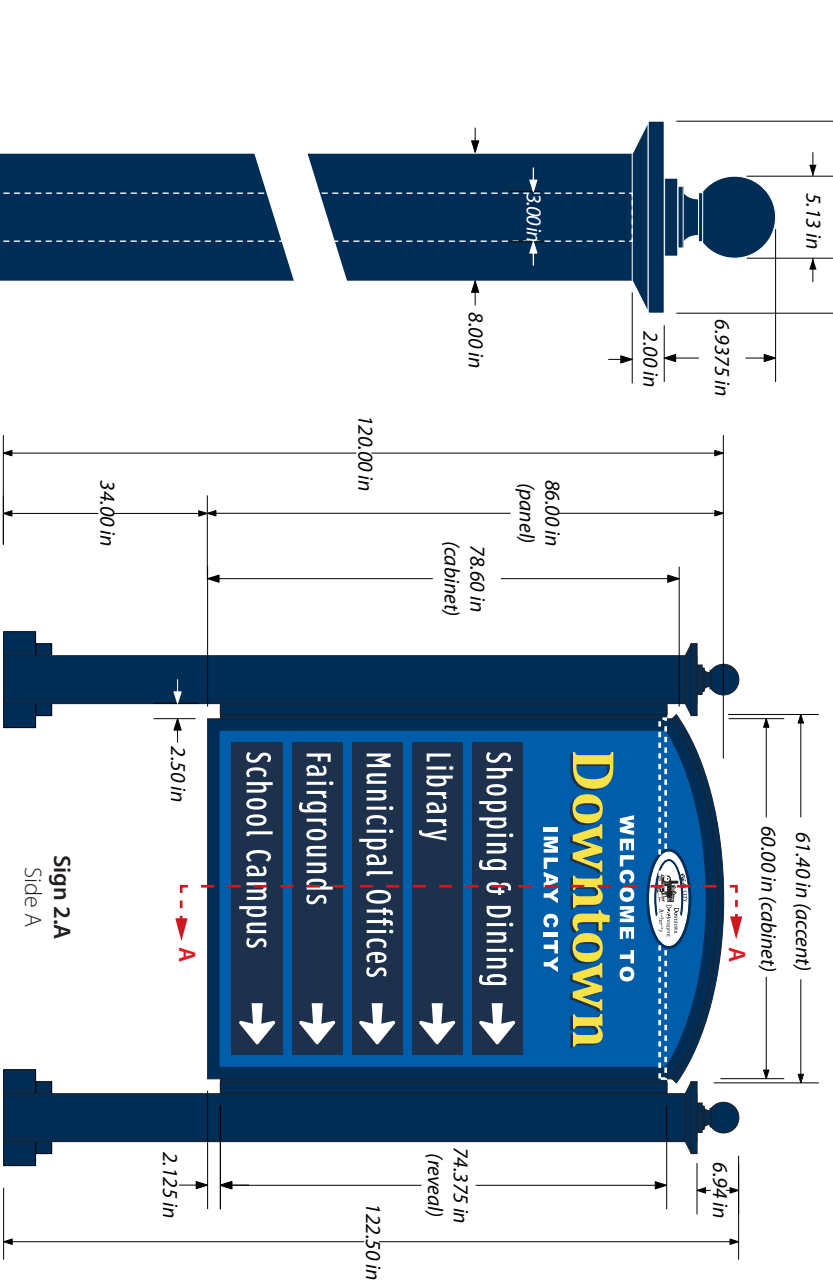


**COPY SCHEDULE**  
**DRAWING # 148,361E**  
SCALE: 3/8" = 1'-0"  
FIVE (5) S/F NON-ILLUMINATED SIGNS REQ'D

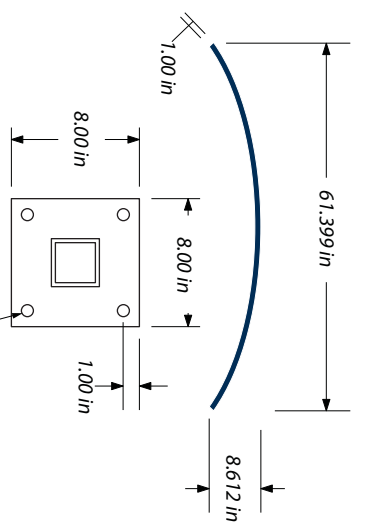
**VALLEY CITY  
SIGN**  
An Employee Owned Company

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PROJECT: **IMLAY CITY**  
PHOTOSCAN(S): **NO**  
DATE: **1.21.13**  
HOURS: **2.25 + 3**  
DESIGNER: **KN**  
REVISIONS: **JR(2), KN (3)**  
SALES: **42 (MC)**



**VALLEY CITY**  
An Employee Owned Company



**CUSTOM NON-ILLUMINATED SIGN:**

- 78.60" h x 60" w cabinet - 4" x 1" x .125" alum. C-Channel construction
- .100 alum. faces will extend past top of cabinet, back of faces at top will have tabs for attaching removable top
- Paint Map to Match PMS 296C Blue and PMS 286C Blue (2.00" border)
- .100" alum. removable top w/ 61.40" w x 1.00" h x .25" thick accents welded to sides, paint Map to match PMS296C
- Entire face surface applied w/High Intensity Scotchlite (#3930)
- Entire face (except accent) a digital print on clear w/gloss overlaminate applied over High Intensity Scotchlite
- 74.375" h x 2.50" w x 3.50" deep braketform reveal (see page 2)
- .750" h x 16.67" w oval logo
- 8.50" h Blue rectangles
- .4" h copy
- 2.375" h (w in WELCOME)
- 6.72" h (D in Downtown)
- 2.375" h (I in IMLAY)
- See page 2 for copy layout and details

**POSTS:**

- 3" x 3" x .25" alum. posts, w/ 8" x 8" external cover and 8" x 8" x .625" aluminum base plates
- 6.00" duracap on top w/ 2.00" h x 1.200" w cap accents, note: bottom of cap has bevel
- 8.00" h x 16" wide 2x - step base (removable), .100" alum. construction
- 74.375" h x 2.50" w x 3.50" deep braketform reveals on sides

**INSTALLATION:**

- Mount to concrete footing w/DENT .625"Ø Break-away bolt (6220), DENT Breakaway coupling for ground anchor assembly (.625" x .625", .625"Ø x 13" long galv. threaded rod w/nuts and 8" x 8" x .625" alum. plates
- Mount in 18"Ø x 36" deep footing (see page 2)



**PAGE 1 OF 2**  
**PLEASE REFER TO COPY SCHEDULE**  
**DRAWING #148,360B**

SCALE: 3/8" = 1'-0"  
TWO (2) D/F SIGNS REQ'D

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**PROJECT: IMLAY CITY**  
**PHOTOS/CAN(S): NO**  
**DATE: 1.4.13**  
**HOURS: 2.25 +1.25**  
**DESIGNER: KN**  
**REVISIONS: JB, KN**  
**SALES: 42 (MC)**

## EXISTING SIGN LOCATIONS & CONDITIONS

### **SIGN 1A – Directional; Double Steel Pole Mount; MDOT\***

#### **Current condition = Slight split and curl in center horizontal**

Located on WB Capac Rd. near the M-53 (Cedar St.) intersection. This sign indicates ⇐ I-69.

Located approx. 127 feet to west edge of M-53 and 36 feet to center of Capac Rd.

### **SIGN 1B - Directional; Double Steel Pole Mount; MDOT\***

#### **Current condition = Two significant splits and curl in center horizontal + fading**

Located on NB M-53 (Cedar St.) approaching the Borland Road intersection. This sign indicates ⇐ Fairgrounds

Located approx. 328 feet south of Borland Road and 38 feet to the center of M-53 (Cedar St.).

### **SIGN 1D - Directional; Double Steel Pole Mount; MDOT\***

#### **Current condition = Two significant splits and curl in center horizontal + fading**

Located on NB M-53 (Cedar St.) near the Newark Road intersection. This sign indicates ⇐ Fairgrounds.

Located approx. 500 feet south of Newark Rd. and 52 feet to the center of M-53 (Cedar St.)

### **SIGN 2A - Gateway\***

#### **Current condition = Sign ok – broken finial on right post**

Located on EB Capac Rd. near the Almont Avenue intersection. This monument sign indicates Historical Downtown.

Located approx. 56 feet to west edge of Almont Avenue and 40 feet to center of Capac Rd.

**SIGN 2B - Gateway\*****Current condition = two significant split and curl in center horizontal**

Located on Third Street at the M-53 (Cedar St.) intersection. This sign will replace an existing monument sign for the Historical Downtown. I believe this sign is out of the MDOT right of way.

It is the center of the intersection of Third and M-53 and 58 feet to center of M-53 (Cedar St.)

**SIGN 3A - Destination; Double Steel Pole Mount; MDOT\*****Current condition = Three significant splits and curl in center horizontal + fading**

Located on NB M-53 (Cedar St.) near the train viaduct. This sign indicates ⇐ Downtown Shopping District

This sign is not near a major intersection and is 22 feet to the center of M-53 (Cedar St.)

**SIGN 3B – Destination****Current condition = Sign ok – No repairs needed**

Located on Morrice Blvd. off NB M-53 (Cedar St.). This sign indicates Industrial park. I believe this is off the MDOT right of way.

Located in center island on Morrice Blvd. off M-53 and 80 feet to center of M-53.

**SIGN 3C – Destination****Current condition = Sign ok – No repairs needed**

Located on N. Main Street This destination sign indicates Municipal Offices

Located in the right of way between the parking lot and Main Street

**SIGN 3D – Destination****Current condition = Sign ok – broken finial on right post\***

Located on E. Third Street. This destination sign indicates Police Department

Located in landscape bed area off parking lot

**SIGN 3E – Destination****Current condition = Sign ok – No repairs needed**

Located on E. Third Street. This destination sign indicates Senior Center

Located in the right of way between the parking lot and Third Street, in landscape bed area.

**SIGN 3E – Destination****Current condition = Sign ok – No repairs needed**

Located on E. Third Street. This destination sign indicates Farmers Market

Located in landscape bed area at concrete pad.

**SIGN 3F – Destination****Current condition = Sign ok – No repairs needed**

Located off the alley behind municipal offices. This destination sign indicates Lamb Steel Park

Located in landscape bed area, off the municipal parking lot.

**SIGN 4A – Pedestrian; Single Pole Mount****Current condition = Sign ok – No repairs needed**

Located on Almont Avenue, just south of Borland. This sign indicates ⇔ Fairgrounds.

**SIGN 4B– Pedestrian; Single Pole Mount****Current condition = Small horizontal split with slight peeling. Will need repairs**

Located on N. Almont Avenue, on the corner of Third Street, in the bedding area in front of Dr. Young's Office. This sign indicates: Shopping & Dining; Municipal Offices; Museum; School Campus.

**SIGN 4C– Pedestrian; Single Pole Mount****Current condition = Small horizontal split with slight peeling. Will need repairs**

Located on S. Almont Avenue, on the corner of Third Street, in the bedding area at 101 E. Third. This sign indicates: Shopping, Dining; Municipal Offices; Museum; Library.

**SIGN 4D– Pedestrian; Single Pole Mount****Current condition = Small horizontal split with slight peeling. Will need repairs**

Located on E. Third Street, mid-block at Bancroft Intersection. This sign indicates: Parking; Old School Park; Public Pool; Lamb Steele Park

**SIGN 4E – Pedestrian; Single Pole Mount****Current condition = Small horizontal split with slight peeling. Will need repairs**

Located on Third Street, on the SE corner of Bancroft and Third. This sign indicates: Parking; Old School Park

**SIGN 4F – Pedestrian; Single Pole Mount****Current condition = Small horizontal split with slight peeling. Will need repairs**

Located on Third Street, on the SE corner of Third and Main. This sign indicates: Parking; Train Viewing Platform; Museum; Municipal Offices

**SIGN 4G – Pedestrian; Single Pole Mount****Current condition = Small horizontal split with slight peeling. Will need repairs**

Located on Third Street on the NE corner of Third and Main. This sign indicates: Parking; Train Viewing Platform; Museum; Municipal Offices

**SIGN 1F – Pedestrian; Single Pole Mount****Current Condition = Faded but not peeling – No Repairs Needed**

Located on WB Newark Rd. near the Almont Avenue intersection. This sign indicates ⇒ Fairgrounds.

Located approx. 306 feet east of Almont Avenue and 37 feet to center of Newark Rd.

**Request for Proposal  
November 6, 2012  
City of Imlay City  
150 North Main Street  
Imlay City, MI 48444  
Re: Imlay City Signage and Wayfinding Program  
Request for Proposal – Fabrication and Installation of Signage**

THE IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY (DDA) wishes to extend an invitation to all qualified contractors to submit a proposal for fabrication and Installation of Signage in association with the City of Imlay City, Imlay City, Michigan. The turn-key project includes, but may not be limited to, signage fabrication and installation per specifications attached.

The Imlay City DDA intends to enter into a service contract with a signage contractor who will partner with the DDA Director in determining the best manner in which to execute the signage plan cited in this Request and in the Design Manual. The contract will be based on a Guaranteed Maximum Price (GMAX) contract.

Owner: Imlay City DDA

Designer: McKenna Associates

McKenna Contact: Jim Allen, Associate

Owner's Representative: Kim Marrone, DDA Director

Timeline: Bidder conference: November 19, 9:00 AM

All questions due: December 3, 2012

Bids due: 3pm EST, December 6, 2012

Award contract: December 10, 2012

Installation start: March, 2013

Under a separate attachment you will receive a copy of the Signage Design Manual and the Wayfinding Signage Plan for your review. Additional resource documents are also included. Complete the Bid Sheet as specified.



**EMPLOYEES**

The successful contract shall provide the name and phone number of a supervisor dedicated to the sign installation. All employees shall be the responsibility of the Contractor, who shall be solely responsible for the terms and conditions of their employment and remuneration. The Contractor agrees that all employees shall meet the DDA's standard of appearance and etiquette, adhering to the same regulations that are promulgated by the City with respect to the department of its employees. Each employee will be in possession of a valid Michigan operator's, chauffeur's or other license appropriate for the type of vehicle or equipment that is being operated, said DDA's designee shall produce license upon demand. The DDA reserves the right to refuse the service of any employee of the contractors who does not meet the standards stipulated herein; contractor shall be responsible for replacement of said employee immediately, so as not to disrupt services.

**MATERIALS AND EQUIPMENT**

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

**HOLD HARMLESS**

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

**HOURS OF PERFORMANCE**

The successful contractor shall identify the hours and days of the week that they will be working (unless specifically indicated in this document) and an anticipated work schedule. Neither the workers nor the services they are providing shall be conducted so it will interfere with a business or its customers.

### **COSTS**

The successful contract shall provide a cost breakdown for each item being bid. It is not anticipated that a Contractor must bid on all individual items.

### **REFERENCES AND EXPERIENCE**

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

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

### **LICENSE(S), PERMITS, AND INSURANCE**

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

In responding to this Request for Proposal please provide the following information:

1. Proposal Response: Written responses shall be submitted to the City of Imlay City, 150 North Main Street, Imlay City, MI 48444, no later than 3pm EST, December 6, 2012. Email copies are acceptable by the deadline with three (3) original hardcopies to follow within 48-hours. Email to:

[kmarrone@imlaycity.org](mailto:kmarrone@imlaycity.org).

2. Proposal Content: Your firm's submittal MUST include the following:

a. Material, Setup, and Fabrication Costs: Clearly differentiate the cost of each category. For each signage type, indicate unit costs for each specific sign. Use the attached template for presenting the cost of production. The assumed finishes and materials must be priced to meet the exact specs described in the design documents. Cost of shop drawings should be included in the bid price.

b. Installation Services Scope: Turn-key installation services shall include, but not necessarily be limited to:

1. Storage & Delivery of Materials to/at Project Site
2. All signage hardware per specs
3. All labor to erect all signage components. Please price this separately as the installation may be completed by our Department of Public Works. This decision will be based on the departments schedule and the cost of installation.
4. Relevant Firm Experience & References: Provide background information and data on projects that your firm has completed within the past five years that are similar in nature and scope to the above referenced project. Include a list of owner references with contact names and current telephone numbers.
5. Project Management: Each proposer must provide the name(s) and contact information for the person(s) designated as the project manager for this work. Provide a list of no fewer than three projects managed by this person(s) previously, as well as customer contact information at each project.
6. Owner Form of Agreement: The contract agreement shall be between the Imlay City DDA and Contractor for a total cost of the work with a negotiated Guaranteed Maximum Price.
7. Site Logistics: Contractor will be responsible for Coordination of staging, parking, traffic control, clean up and haul-off, and all other site-related issues with the Imlay City DDA and the Michigan Department of Transportation, among other community stakeholders.
8. Installation Schedules: Prepare and submit two schedules: 1) a production and fabrication schedule and 2) installation schedule that display your firm's understanding of the project scope, logical sequence of activities, and overall completion commitment. Such schedules shall be cited in number of weeks of duration. A final schedule of completion will be negotiated between the successful proposer and the DDA as part of contract negotiation. The negotiated milestone schedule shall be considered your firm's commitment to the Imlay City DDA.  
  
Deviating from your set schedule will result in penalty fees.
9. Insurance and Bonds: Your firm's insurance policies must meet the requirements set forth in the Contract document. Payment and Performance Bonds—the Successful Proposer will be requested to furnish bonds in the amount of 100% of the contract value and covering the faithful performance of the work and payment of all obligations related in any way to the work covered under a future contract.
10. Additional Information: Provide any additional information that will demonstrate your firm's ability to perform the signage services on this project.

11. Site Review: Site reviews during the proposal period are encouraged to give you a more complete understanding of the project. The site is accessible with no prior arrangements necessary.
12. Optional Bidder Conference/ Conference Call: Monday, November 19, 2012 at 9:00 AM at the Imlay City Hall, 150 North Main Street, Imlay City, MI 48444. For those who cannot attend in person, please make arrangements to call in by contacting Kim Marrone, (810)724-2135.
13. Questions: During the period leading up to submittal of your proposal, please direct all written correspondence and/or questions to the undersigned by email to kmarrone@imlaycity.org. All questions must be submitted by December 3, 2012.
14. Contractor Selection: Based upon review of the qualitative and quantitative contents of the written proposals, the Owner intends to award the project to a selected contractor no later than December 10, 2012. Owner reserves the right to reject any or all responses at its sole discretion. The above instructions are intended to standardize the responses to allow the selection team to evaluate each firm's competitiveness; ability, and commitment to making this project a reality. We look forward to your involvement in this effort.

#### **Selection Process**

The successful Proposer will be selected through a scoring system; however, the selection committee will also discuss the proposals and may use non-scoring criteria, including information from references, to select the winning bidder.

Complete negotiations for contract to be approved by the Imlay City DDA the Week of December 10, 2012

Contract is approved and work to commence once signs are fabricated. MDOT Permit has been approved for all signage.

#### **Selection Criteria**

a. Experience with Similar Projects *(15 points)*

This section shall describe the demonstrated experience of the firm in manufacturing and permitting signs of similar nature to that described in the introduction of this request for proposals.

Proposals shall describe how the Wayfinding signs will meet the requirements of the Michigan Department of Transportation.

Each proposal must include three references with contact details.

b. Suitability of materials to be used for signs *(20 points)*

Although cost is certainly a consideration, the Imlay City DDA prefers to install signs with minimal maintenance requirements and will look for a choice of materials that would require less maintenance.

This concern will be balanced against the cost of producing the signs and may result in a higher cost bid being selected.

The material selection must also take into account MDOT requirements for the wayfinding signs.

c. Process/instructions to be provided for sign installation  
(5 points)

Include a description of the installation method and footing requirements, including the extent to which assistance would be needed from the company submitting the proposal.

d. Ability to meet deadlines (20 points)

Lay out the company's approach to completing the manufacturing and supply of the signs as described in this request for proposals. Include a production schedule that culminates in the initial set of signs being completed and installed by April 30, 2013.

e. Cost (25 points)

Provide a base cost breakdown for the manufacturing and supply of signage as well as a breakdown of installation costs per sign design.

There are four sign designs. All signs will have a train logo which we will provide the vectorized artwork for.

**Sign Type 1** are the directional MDOT signs. When bidding these, make sure to attach a separate sheet if the cost per sign design is different for each sign (i.e. Sign 1A cost is higher than Sign 1B). Please note that the signs should have clearance of 7' not 5'9" as indicated on the drawings. Revised plans will be available online at [www.icdda.com](http://www.icdda.com) beginning 11/13/12. Sign 1E is no longer part of the bid.

**Sign Type 2** are the Gateway Signs with Directional Information.

**Sign Type 3** are the Destination Signs. We are requesting an additional quote on adding a LED message panel to the bottom of one of these types of signs. Cost will determine if we purchase one of these signs with an LED Display.

**Sign Type 4** are the Pedestrian Directional Signs. These signs will not need poles. They will be mounted to our existing light poles downtown.

*Kim Marrone*

Kim Marrone  
DDA Director  
City of Imlay City  
ph: 810.724.2135  
[kmarrone@imlaycity.org](mailto:kmarrone@imlaycity.org)

PROPOSAL FOR  
CITY OF IMLAY CITY  
DOWNTOWN DEVELOPMENT AUTHORITY  
LAPEER COUNTY, MICHIGAN

CITY OF IMLAY CITY  
150 NORTH MAIN STREET  
IMLAY CITY, MI 48444

BIDS DUE: THURSDAY, DECEMBER 6, 2012  
Before 3:00 p.m. local time

**The undersigned, as a Bidder, declares that he/she has familiarized themselves with the locations of the proposed project in the City of Imlay City and the conditions under which it must be installed; also, that he/she has carefully examined the Plans, and Specifications which they understand and accepts as sufficient for the purpose and agrees that he/she will contract with the City of Imlay City to furnish all labor, material, equipment, and insurance necessary to do all the work specified and prescribed and that they will accept in full payment therefore the sum of:**

Fabrication costs to include all material costs, labor costs, and all necessary hardware for installation. Please attach a cost breakdown per sign if the cost varies by sign (i.e. cost of sign 1A is different from Sign 1B).

	<b>PER SIGN</b>	<b>TOTAL</b>
1. Fabrications Cost- Directional Sign Type 1	\$ _____	\$ _____
2. Fabrication Cost - Gateway Sign Type 2	\$ _____	\$ _____
3. Fabrication Cost - Destination Sign Type 3	\$ _____	\$ _____
4. Fabrication Cost - Pedestrian Sign Type 4	\$ _____	\$ _____

Installation costs to include all equipment and labor costs associated with installation

	<b>PER SIGN</b>	<b>TOTAL</b>
5. Installation Cost - Directional Sign Type 1	\$ _____	\$ _____
6. Installation Cost - Gateway Sign Type 2	\$ _____	\$ _____
7. Installation Cost - Destination Sign Type 3	\$ _____	\$ _____
8. Installation Cost - Pedestrian Sign Type 4	\$ _____	\$ _____

**TOTAL BID PROPOSAL AMOUNT** **\$ \_\_\_\_\_**

55 Original quote for repairs, 1090 updates and refresh of all 220 signs

Quote QTE00045963

Page 1

Working Location: Imlay, City of  
Multi Locations

Imlay, City of  
150 N Main Street

Imlay City MT 49444

Imlay City MT 49444

Contact: Christine Malzahn  
Salesperson: Mary Cook  
Date: 6/14/2024  
It is VALLEY CITY SIGNS pleasure to submit this quotation for the following:

Qty	Item Number	Drawing # / Description	Unit Price	Extended Price
5	REPLACEMENT FACE - NON-ILLUM	* 73" x 94.75" x .100" single faced aluminum panel replacement face * Full digitally printed reflective vinyl face * Screw mounted over existing sign face * Includes painting posts as needed * Replacement of qty 1x steel post * Paint (1x) color, Digital print (1x) ** Large directional signs with 2x posts	1,974.00	\$9,870.00
2	REPLACEMENT FACE - NON-ILLUM	* 86" x 60" x .100" double faced aluminum panel replacement face * Full digitally printed reflective vinyl face * Screw mounted over existing sign face * Includes painting posts as needed * Paint (1x) color, Digital print (1x) ** Medium directional signs with 2x posts	2,674.00	\$5,348.00
9	REPLACEMENT FACE - NON-ILLUM	* 43.60" x 60" x .100 double faced aluminum panel replacement face * Full digitally printed reflective vinyl face * Mount to existing posts * Includes painting posts as needed * Paint (1x) color, Digital print (1x) ** Building ID sign	2,053.00	\$18,477.00

Working Location: Inlay, City of  
Multi Locations

Quote QNE00045963  
Inlay, City of  
150 N Main Street

Inlay City MI 48444

Inlay City MI 48444

Contact: Christine Malzahn  
Salesperson: Mary Cook  
Date: 6/14/2024

Qty	Item Number	Drawing # / Description	Unit Price	Extended Price
10	REPLACEMENT FACE - NON-ILLUM		1,245.00	\$12,450.00
		* 51" x 41" x .100" single faced aluminum panel replacement face		
		* Full digitally printed reflective vinyl face		
		* Mount to existing post		
		* Includes painting posts as needed		
		* Paint (1x) color, Digital print (1x)		
		** Small directional sign single post		

1 MISCELLANEOUS Other 142.00 \$142.00  
 \* 2x replacement Finial Balls Duracap that were damaged  
 \* Painted to match existing posts

1 INSTALLATION Drawing not required 27,500.00 \$27,500.00

1 ADMINISTRATION FEE For researching & obtaining permits 150.00 \$150.00

TERMS 50% Down, Bal N30 CREDIT LINE \$39,000.00

Subtotal \$73,937.00  
 Permits \$0.00  
 Tax \$0.00  
 Total \$73,937.00

NOTES  
 Permit costs and Sealed Engineer Drawings cost will be added if applicable.  
 Installation costs based upon normal conditions.

Pricing is valid for 90 days from date of quote, unless noted above.  
 Message Systems pricing is valid for 30 days from date of quote.

I authorize Valley City Sign to fill out any application necessary to obtain a sign permit for this project.



Revised quote for needed repairs only

Quote QTE00045963

Working Location: Imlay, City of  
Multi Locations

Imlay, City of  
150 N Main Street

Imlay City MI 48444

Imlay City MI 48444

Contact: Christine Malzahn  
Salesperson: ~~Mary Cook~~  
Date: 7/3/2024  
It is VALLEY CITY SIGN's pleasure to submit this quotation for the following:

Qty	Item Number	Drawing # / Description	Unit Price	Extended Price
5	REPLACEMENT FACE - NON-ILLUM	* 73" x 94.75" x .100" single faced aluminum panel replacement face * Full digitally printed reflective vinyl face * Screw mounted over existing sign face * Includes painting posts as needed * Replacement of qty 1x steel post * Paint (1x) color, Digital print (1x) ** Large directional signs with 2x posts	1,974.00	\$9,870.00
1	MISCELLANEOUS	Other * 2x replacement Finial Balls Duracap that were damaged * Painted to match existing posts	142.00	\$142.00
1	INSTALLATION	Drawing not required * This price to be adjusted if VCS delivers the panels and the DPW installs * No warranty if DPW installs new panels	5,895.00 (1179.00ea) \$517.00	\$5,895.00
1	ADMINISTRATION FEE	For researching & obtaining permits	150.00	\$150.00

2012 pricing - \$2826.00

2012 pricing \$517.00

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Contact: Christine Malzahn  
Salesperson: Mary Cook  
Date: 7/3/2024

Qty	Item Number	Drawing # / Description	Unit Price	Extended Price
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	TERMS	CREDIT LINE		
	50% Down, Bal N30			
		\$39,000.00		
			Subtotal	\$16,057.00
			Permits	\$0.00
			Tax	\$0.00
			Total	\$16,057.00

NOTES

Permit costs and Sealed Engineer Drawings cost will be added if applicable.  
Installation costs based upon normal conditions.

Pricing is valid for 90 days from date of quote, unless noted above.  
Message Systems pricing is valid for 30 days from date of quote.

I authorize Valley City Sign to fill out any application necessary to obtain a sign permit for this project.

By signing below, I agree to the attached terms and conditions, or as previously agreed to.

Name/Title	Signed By	Date
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Purchase Order # (If a purchase order is not required, please enter "N/A")

Valley City Sign	5009 West River Drive, Comstock Park, MI 49321	(616) 784-5711	Fax (616) 784-8280
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## VALLEY CITY SIGN

## Base Bid

## PROPOSAL FOR

CITY OF IMLAY CITY  
DOWNTOWN DEVELOPMENT AUTHORITY  
LAPEER COUNTY, MICHIGANCITY OF IMLAY CITY  
150 NORTH MAIN STREET  
IMLAY CITY, MI 48444BIDS DUE: THURSDAY, DECEMBER 6, 2012  
Before 3:00 p.m. local time

**The undersigned, as a Bidder, declares that he/she has familiarized themselves with the locations of the proposed project in the City of Imlay City and the conditions under which it must be installed; also, that he/she has carefully examined the Plans, and Specifications which they understand and accepts as sufficient for the purpose and agrees that he/she will contract with the City of Imlay City to furnish all labor, material, equipment, and insurance necessary to do all the work specified and prescribed and that they will accept in full payment therefore the sum of:**

Fabrication costs to include all material costs, labor costs, and all necessary hardware for installation. Please attach a cost breakdown per sign if the cost varies by sign (i.e. cost of sign 1A is different from Sign 1B).

		<b>PER SIGN</b>	<b>TOTAL</b>
1.	Fabrications Cost- Directional Sign Type 1	\$ <u>2,826.00</u>	\$ <u>16,956.00</u>
2.	Fabrication Cost - Gateway Sign Type 2	\$ <u>3,914.00</u>	\$ <u>7,828.00</u>
3.	Fabrication Cost - Destination Sign Type 3	\$ <u>1,897.00</u>	\$ <u>17,073.00</u>
4.	Fabrication Cost - Pedestrian Sign Type 4	\$ <u>895.00</u>	\$ <u>10,740.00</u>

Installation costs to include all equipment and labor costs associated with installation

		<b>PER SIGN</b>	<b>TOTAL</b>
5.	Installation Cost - Directional Sign Type 1	\$ <u>517.00</u>	\$ <u>3,102.00</u>
6.	Installation Cost - Gateway Sign Type 2	\$ <u>631.00</u>	\$ <u>1,262.00</u>
7.	Installation Cost - Destination Sign Type 3	\$ <u>597.00</u>	\$ <u>5,373.00</u>
8.	Installation Cost - Pedestrian Sign Type 4	\$ <u>114.00</u>	\$ <u>1,368.00</u>

**TOTAL BID PROPOSAL AMOUNT**\$ 71,095.02\*\*

\*\*Bid proposal amount includes \$3350.00 for existing sign removal

\*\*Bid proposal amount includes \$3200.00 for Give-Em-A-brake traffic routing equipment for sign types 1 & 2

\*\*Bid proposal amount includes P&P Bond amount of \$843.02

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## AGENDA ITEM NB 10d. Fall Décor Discussion and Budget Allocation

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DATE: **August 12, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

**Background:** DDA records indicate that fall decorations were purchased for the downtown Third Street and Almont Avenue public areas. Director Malzahn is seeking Board direction and funding allocation in order to purchase seasonal inventory.

**Items Attached:** None

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

**Recommendation:** Motion to approve a fall decoration budget – not to exceed \$2500.





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## Directors Report

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**DATE:** August 12, 2024

**TO:** DDA Board Members

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

**Items Attached:** August Report  
Weekly email reports  
Market Manager report

**Action Needed:** No Board Action Needed

## Director's Report – August 2024

### Promotions/Events

- On-going Social media postings and engagement with downtown merchants on Facebook and Instagram.
- Staff and I created ads and social media postings for upcoming concerts and farmers market with boosted advertising.
- Updated website calendar of events and other happenings
- Hosted Elvis, Black Mountain Sons, Full Circle Project for July concerts
- Organized Ice Cream Social event
- Designed new light pole banners

### Economic Development

- Hosted a leading developers meeting with MEDC, LDC, City and Township management on July 19th
- Continue to work with Code Enforcement and Police Chief on blighted downtown building conditions.

### Place Making/Streetscape

- Solicited storytellers for the I AM Imlay City project, recorded 3 storytellers at MittTV Studios.
  - Spent 3 days in MittTV studio recording videos for the project
  - Began planning for future Rotary Park improvements
  - Researched 2004 Streetscape project for plans on irrigation system
  - Researched 2012 Wayfinding sign project.
- Worked on city branding campaign

### Grants:

- Processed 1 façade grant reimbursement application.
- Attended meetings to make our EV Charger Station NEVI compliant for our grant

### Farmers Market:

- Installed lights and flags banners in fire hall
- Staff and I cleaned and prepped the old fire hall for ongoing market season.
- Managed day-of Market on-site July 11 and 18
- Hired new market manager
- Solicited vendors for the market.
- Met with contractors for fire hall maintenance

### Billboard:

- Artwork submitted for Woods N Waters Campaign.

### Imlay City Façade Corp

- Filed annual tax reports
- Revised Façade Corp application and guidelines for new applicants
- Prepared packets and meeting notices for July 22 meeting

### Meetings and Other:

- Attended Rotary Club weekly meetings.
- Presented Bi-Annual Information report to City Commission at their July 16<sup>th</sup> meeting
- Processed invoices, check requests, and mailed payments.

- Made updates to the DDA website for current meeting information.
- Attended Department Head meeting
- Attended the Hispanic Coalition monthly meeting
- Attended the virtual Lunch & Learn MDA meeting.
- Attended 3 – MI Funding Hub Grant workshop sessions.
- Attended the Lapeer County Economic Club lunch.
- Prepared meeting minutes, agendas, action item sheets, and board packets for the July 8th regular DDA meeting, July Informational Meeting, July 22<sup>nd</sup> special meeting and Imlay City Façade Corp Meeting

**From:** [Christine Malzahn](#)  
**To:** [wbargen@icdda.com](mailto:wbargen@icdda.com); [jkempf@imlaycity.org](mailto:jkempf@imlaycity.org); [srobbins@icdda.com](mailto:srobbins@icdda.com); [ndocherty@icdda.com](mailto:ndocherty@icdda.com); [kjorgensen@icdda.com](mailto:kjorgensen@icdda.com); [jshattuck@icdda.com](mailto:jshattuck@icdda.com); [sdavis@icdda.com](mailto:sdavis@icdda.com)  
**Subject:** Week Ending July 26th  
**Date:** Friday, July 26, 2024 12:18:00 PM  
**Attachments:** [2024.07.22 Special Meeting Minutes.docx](#)

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Hi All,

Attached are the meeting minutes from this past Monday. Let me know if there are any corrections needed.

The farmers market this week was a little slow and we had 2 vendors cancel Thursday morning and 3 no-shows. Chris Bishop and I have met and we are implementing a \$15 pre-pay requirement as a penalty for any vendors who do not give us at least 48 hours notice for their absence if they want to come back as a vendor. It's possible that fair week played a role in the lack of afternoon shoppers.

I'm sad to report that Senators Peters's office called to let us know that our Community Pavilion Grant will not be funded. I will continue to explore other funding opportunities and see how else we can get this much-needed project implemented.

Lastly, Ruby let me know that she has received a two-week paid scholarship at her school, so she will be leaving the DDA on August 9<sup>th</sup> instead of the 23<sup>rd</sup>. She will be missed and has been a huge asset in marketing DDA activities.

Have a great weekend!

**Christine Malzahn**

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