

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

**REGULAR MEETING SEPTEMBER 9, 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  
Jessica Montoya, Board Member  
Joi Kempf, Mayor

**AGENDA**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. **CONSENT AGENDA – (pgs 3-14)**
  - AGENDA; MEETING MINUTES: Regular meeting August 12, 2024
  - FINANCIAL REPORTS – through August 31, 2024
    - DDA Expenditure Report, Check Register Report
    - DDA Credit Card Statement; Balance Sheet; City Allocated Expense Report
5. CORRESPONDENCE – (none)
6. SPECIAL PRESENTATION (as needed)
7. COMMITTEE REPORTS (as needed)
  - A. City Services Negotiating Committee
  - B. 338 Third Street Negotiating
8. PUBLIC PARTICIPATION
9. **UNFINISHED BUSINESS:**
  - A. None
10. **NEW BUSINESS:**
  - A. Façade Grant Application – Mette Financial 301 E. Third Street (pgs 15-22)
  - B. Officer Elections (pgs 23-24)
  - C. I AM Imlay City Project Update (pgs 25-26)
  - D. Merchant Trick or Treating (pgs 27-32)
  - E. WinterFest Special Event Permit (pgs 33-39)
  - F. 2024 Summer Concert Report (pgs 41-55)
11. EXECUTIVE DIRECTOR’S REPORT (pgs 57-63)
12. **CLOSED SESSION** – Convened For Property Acquisition
13. PUBLIC PARTICIPATION
14. BOARD MEMBER COMMENTS
15. ADJOURNMENT

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## Consent Agenda

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DATE: **September 9, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

**Items Attached:**

- a. Meeting Agenda
- b. Meeting Minutes
  - August 12th Regular Session
  - August 12th Closed Session (provided at meeting)
- c. Financial Reports – Ending August 31, 2024
  - DDA Expenditure Report = \$51,559.43
  - Check Register Report = \$44,019.58
  - DDA Credit Card Statement
  - Balance Sheet = \$224,539.95
- d. Spreadsheet of FY 2023-24 monthly City administrative transfers –
  - August Totals \$6,503.26

**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  
**August 12, 2024**  
**MEETING MINUTES**

A regular meeting of the Downtown Development Authority was held on Monday, August 12, 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: Kim Jorgensen, Steve Robbins, Justin Shattuck, Jessica Montoya, Mayor Joi Kempf, Walter Bargaen

Absent: Neil Docherty (excused), Stu Davis (excused)

**Quorum Present**

**4. CORRESPONDENCE** – none

**5. SPECIAL PRESENTATION** – none

**6. COMMITTEE REPORTS**

**City Services Negotiating Committee** – Chair Bargaen acknowledged an email communication from City Manager Horton.

**338 Third Street Negotiating Committee** – Director Malzahn reported that the committee met earlier in the day and recommended using the closed session agenda item later in the meeting to discuss further.

**7. CONSENT AGENDA**

**MOTION** by Shattuck, supported by Jorgensen to approve the consent agenda items as presented including: Meeting agenda; 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

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

**8. PUBLIC PARTICIPATION** – none

**9. UNFINISHED BUSINESS** – none

**10. NEW BUSINESS**

**A. Shop, Dine Explore, Enjoy Street Banners**

Director Malzahn presented her designs, production estimates and recommended 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.

**MOTION** by Robbins, supported by Shattuck 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



Roll Call: AYES –Robbins, Shattuck, Jorgensen, Montoya, Kempf, Bargaen

NAYS – none

**MOTION CARRIED 6/0**

#### **B. Fire Hall Improvements**

Director Malzahn presented several estimates for interior/ exterior power washing, concrete repairs and floor coating. The Board discussed usage of the space for the market and other events and the need for some basic maintenance.

**MOTION** by Robbins, supported Kempf to approve the maintenance work at 338 E. Third Street, including power washing and concrete repairs in the amount of not to exceed \$6000.

Roll Call: AYES – Robbins, Kempf, Montoya, Shattuck, Jorgensen, Bargaen

NAYS – none

**MOTION CARRIED 6/0**

#### **C. Wayfinding Sign Repairs / Replacements**

The Board reviewed the original specs for the 2004 wayfinding sign project. Discussion was had about the DDA's responsibility to maintain that project or to remove the signs that are no longer viable. There is an immediate need to repair the 5 directional signs that are faded and peeling along Van Dyke in MDOT ROW. Those signs require specific materials to meet MDOT requirements. Malzahn submitted an inventory/condition report showing the majority of pedestrian signs have started to show wear and will need to be addressed soon, the destination signs are still in general good condition.

**MOTION** by Jorgensen, supported by Robbins to approve the sign repairs estimate as presented by Valley Sign Company in the amount of \$16,057.

Roll Call: AYES – Jorgensen, Robbins, Kempf, Montoya, Shattuck, Bargaen

NAYS – none

**MOTION CARRIED 6/0**

#### **D. Fall Décor Discussion and Budget Allocation**

Director Malzahn presented several concept designs for fall décor. She recommended that 3-4 select areas in the CBD be decorated for the season to keep costs down. The Chamber of Commerce is paying forward their straw bales' leftover from SummerFest, which Malzahn now has stored in the back of the fire hall. Jorgensen recommended using White Feather Farms for mums/pumpkins etc. since they are the donors of the straw.

**MOTION** by Jorgensen, supported by Kempf to approve a fall decoration budget – not to exceed \$2500.

Roll Call: AYES – Jorgensen, Kempf, Robbins, Montoya, Bargaen

NAYS – Shattuck

**MOTION CARRIED 5/1**

#### **11. DIRECTORS REPORT**

Malzahn presented her written report in the meeting packet for July 2024. In addition, Malzahn gave an update on the EV Charger grant, the bike rack project, market manager report, and took updates for the board member list.

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

**MOTION** by Robbins, support by Jorgensen to enter closed session at 6:08 pm

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

**RE-ENTER REGULAR SESSION AT 6:50 PM**

**MOTION** by Shattuck, support by Robbins to proceed with negotiations between the DDA and City Manager to acquire the 3 city-owned parcels including the old fire hall, DPW and former sign shop. All in Favor 6/ Nays 0 - **MOTION CARRIED UNANIMOUSLY**

**13. PUBLIC PARTICIPATION** – none

**14. BOARD MEMBER COMMENTS** – none

**15. ADJOURNMENT**

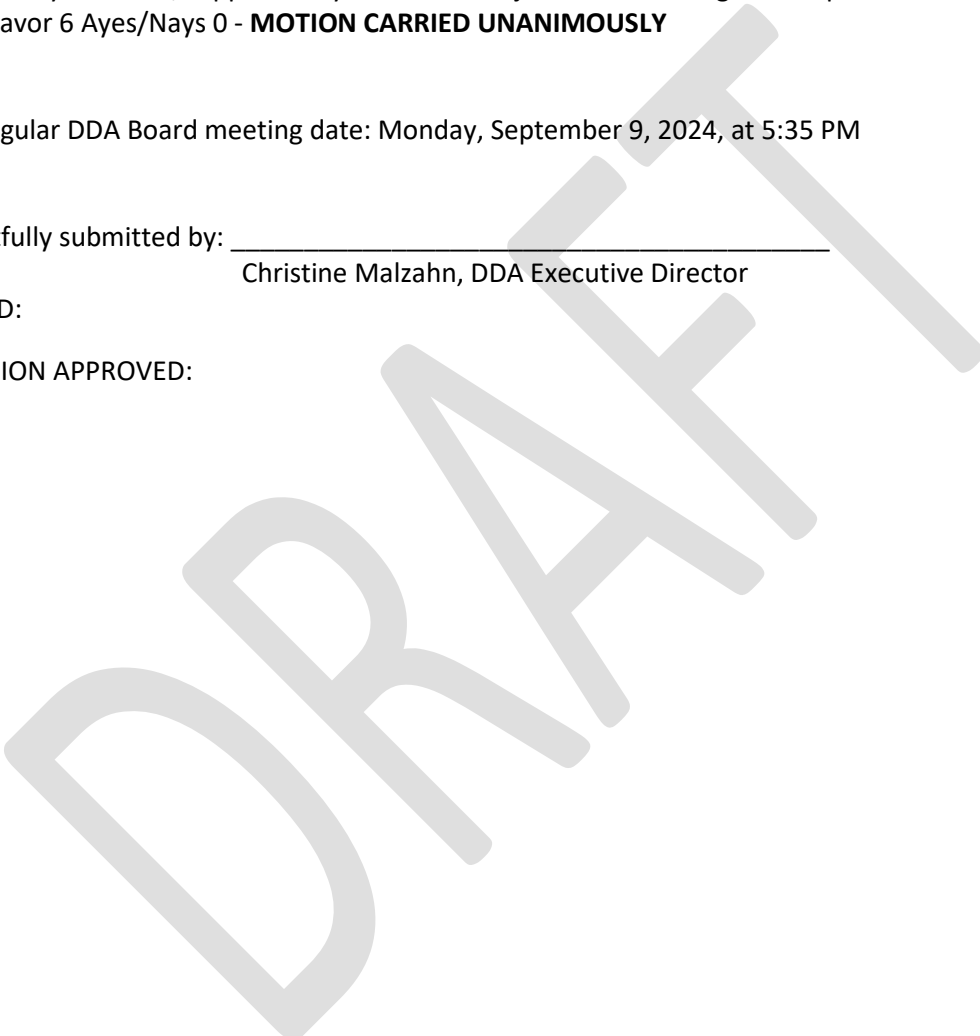
**MOTION** by Shattuck, supported by Robbins to adjourn the meeting at 6:58 pm All in Favor 6 Ayes/Nays 0 - **MOTION CARRIED UNANIMOUSLY**

Next Regular DDA Board meeting date: Monday, September 9, 2024, at 5:35 PM

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

DDA APPROVED:

CITY COMMISSION APPROVED:





DB: Imlay City

Check Date Bank Check # Payee Description Account Dept Amount

Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY  
 08/07/2024 TRI 85211 IMLAY CITY ROTARY CLUB DDA 24-25 DUES 815.000 705.00 250.00

08/07/2024 TRI 85212 LAPEER DEVELOPMENT CORPORATION 24/25 PROFESSIONAL SERVICES DDA 973.100 705.00 6,250.00

08/07/2024 TRI 85215 PENZIEN FARMS FARMERS MARKET REIMBURSEMENT 973.300 705.00 74.00

08/07/2024 TRI 85218 SEIBERT AND DLOSKI LEGAL SERVICES JULY 2024 826.000 705.00 30.00

08/07/2024 TRI 85223 TRI-CITY TIMES ADVERTISING DDA 973.006 705.00 609.50  
 ADVERTISING DDA 973.300 705.00 746.00

08/15/2024 TRI 85246 FINELINE LANDSCAPE CONSTRUCTION 2024 MOWING CONTRACT PAYMENT 5 OF 7 956.000 705.00 806.40

08/15/2024 TRI 85254 MITT TV DDA I AM IMLAY CITY INTERVIEWS 880.000 705.00 5,000.00

08/15/2024 TRI 85256 PENZIEN FARMS FARMERS MARKET REIMBURSEMENT 973.300 705.00 81.00

08/15/2024 TRI 85258 QUADIENT POSTAGE 730.000 705.00 1.38

08/22/2024 TRI 85276 CHRISTINE MALZAHN MILEAGE DAGWOODS 860.000 705.00 17.42  
 LAPEER REGISTER OF DEEDS 860.000 705.00 17.42  
 LAPEER COUNTRY CLUB 860.000 705.00 25.46

08/22/2024 TRI 85288 CONSUMERS ENERGY DDA BLDG 923.000 265.00 16.00

08/22/2024 TRI 85303 DTE ENERGY ELECTRIC- DDA SPRINKLER 921.000 705.00 32.41

08/22/2024 TRI 85304 DTE ENERGY ELECTRIC- DDA SIGN 921.000 705.00 17.90

08/22/2024 TRI 85308 DTE ENERGY ELECTRIC- DDA STREET LIGHTS 921.000 705.00 184.69

08/22/2024 TRI 85309 DTE ENERGY ELECTRIC- 150 DDA BANCROFT 921.000 705.00 48.94

08/22/2024 TRI 85317 FRONTIER PHONE BILL 5/10 - 6/03 853.000 705.00 55.33

08/22/2024 TRI 85318 FRONTIER CITY HALL PHONE 6/10/2024 - 7/05/2024 853.000 705.00 55.33

08/22/2024 TRI 85319 FRONTIER CITY PHONE 7/10 - 8/05/2024 853.000 705.00 55.74

08/22/2024 TRI 85320 IMLAY CITY HARDWARE POWER CORD ELEC BLOCK 973.300 705.00 34.27

08/22/2024 TRI 85323 MICHIGAN MUNICIPAL LIABILITY POOL RENEWAL PREMIUM 7/01/2024 - 07/01/2025 830.000 705.00 974.90

08/22/2024 TRI 85324 MONTY'S FARMS FARMERS MARKET 973.300 705.00 17.00

08/22/2024 TRI 85324 MONTY'S FARMS FARMERS MARKET 973.300 705.00 17.00

User: RENEE

DB: Imlay City

CHECK DATE FROM 08/01/2024 - 08/31/2024

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

08/22/2024	TRI	85326	PENZTEN FARMS	FARMERS MARKET REIMBURSEMENT	973.300	705.00	155.00
08/22/2024	TRI	85328	RICOH USA, INC.	COPIER - CITY HALL	818.000	705.00	70.00
08/22/2024	TRI	85334	THE PRINT SHOP	STREET BANNERS DDA	880.000	705.00	1,450.00
08/22/2024	TRI	85335	VALLEY CITY SIGN	DDA REPLACEMENT FACE ON SIGNS	930.000	705.00	8,028.50
08/22/2024	TRI	85336	VC3 INC	CLOUD PROTECTION AND RECOVERY	818.000	705.00	5.15
				MICROSOFT OFFICE 365	818.000	705.00	8.30
				CHECK TRI 85336 TOTAL FOR FUND 248:			13.45
08/29/2024	TRI	85346	FRONTIER	HARD LINES	853.000	705.00	9.53
08/29/2024	TRI	85353	MML WORKERS' COMP FUND	WORKERS' COMPENSATION-INSTALLMENT	831.000	705.00	54.07
				NUMBER 2		0	
08/29/2024	TRI	85354	MONTY'S FARMS	FARMERS MARKET	973.300	705.00	19.00
08/29/2024	TRI	85357	PENZTEN FARMS	FARMERS MARKET REIMBURSEMENT	973.300	705.00	99.00
				Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORI			44,019.58

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 08/31/2024 (NORM (ABNORM))	ACTIVITY FOR MONTH 08/31/24 INCR (DECR)	AVAILABLE BALANCE (ABNORM)	% BDT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000 - REVENUE							
248-000.000-402.000	TAX REVENUE	324,000.00	324,000.00	0.00	0.00	324,000.00	0.00
248-000.000-560.000	WINTER FEST	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
248-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE APP	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
248-000.000-665.000	INTEREST INCOME	0.00	0.00	0.18	0.00	(0.18)	100.00
248-000.000-675.001	ROTARY PARK DONATIONS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-000.000-675.500	FARMERS MARKET REVENUE	4,000.00	4,000.00	2,145.00	315.00	1,855.00	53.63
248-000.000-675.600	DDA CONCERT SERIES	500.00	500.00	515.70	515.70	(15.70)	103.14
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	1,800.00	1,800.00	1,500.00	0.00	300.00	83.33
Total Dept 000.000 - REVENUE							
		355,400.00	355,400.00	4,160.88	830.70	351,239.12	1.17
TOTAL REVENUES							
		355,400.00	355,400.00	4,160.88	830.70	351,239.12	1.17
Expenditures							
Dept 265.000 - BUILDING MAINTENANCE							
248-265.000-921.000	ELECTRICITY	1,500.00	1,500.00	44.24	0.00	1,455.76	2.95
248-265.000-923.000	HEAT	500.00	500.00	32.00	16.00	468.00	6.40
248-265.000-924.000	WATER & SEWER CHARGES	500.00	500.00	0.00	0.00	500.00	0.00
Total Dept 265.000 - BUILDING MAINTENANCE							
		2,500.00	2,500.00	76.24	16.00	2,423.76	3.05
Dept 705.000 - UNALLOCATED ACTIVITY							
248-705.000-703.000	WAGES & SALARIES	50,600.00	50,600.00	8,530.28	4,220.18	42,069.72	16.86
248-705.000-706.000	HOURLY WAGES	15,000.00	15,000.00	1,309.00	1,035.00	13,691.00	8.73
248-705.000-706.011	HOURLY INTERN	0.00	0.00	1,440.00	618.00	(1,440.00)	100.00
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	1,100.00	1,100.00	179.26	89.84	920.74	16.30
248-705.000-714.000	OPTICAL INSURANCE	500.00	500.00	0.00	0.00	500.00	0.00
248-705.000-715.000	SOCIAL SECURITY	4,500.00	4,500.00	857.06	450.63	3,642.94	19.05
248-705.000-716.000	HEALTH INSURANCE	23,000.00	23,000.00	4,118.58	2,059.29	18,881.42	17.91
248-705.000-717.000	LIFE/DISABILITY INS	750.00	750.00	134.62	67.31	615.38	17.95
248-705.000-718.000	RETIREMENT AND OEBR	3,000.00	3,000.00	310.22	154.15	2,689.78	10.34
248-705.000-721.000	PTO/VACATION PAY-OUT	3,000.00	3,000.00	333.18	222.12	2,666.82	11.11
248-705.000-727.000	OFFICE SUPPLIES	800.00	800.00	13.11	13.11	786.89	1.64
248-705.000-730.000	POSTAGE	200.00	200.00	1.38	1.38	198.62	0.69
248-705.000-740.000	OPERATING SUPPLIES	2,000.00	2,000.00	216.42	216.42	1,783.58	10.82
248-705.000-741.000	ADVERTISING	7,000.00	7,000.00	11.97	11.97	6,988.03	0.17
248-705.000-807.000	AUDIT FEES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
248-705.000-815.000	DUES/MEMBERSHIPS	1,000.00	1,000.00	250.00	250.00	750.00	25.00
248-705.000-817.000	CONSULTING FEES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
248-705.000-818.000	CONTRACTED SERVICES	5,000.00	5,000.00	284.25	83.45	4,715.75	5.69
248-705.000-826.000	LEGAL SERVICES	1,000.00	1,000.00	0.00	0.00	970.00	3.00
248-705.000-830.000	LIABILITY INSURANCE	200.00	200.00	974.90	974.90	(774.90)	487.45
248-705.000-831.000	WORKERS COMPENSATION	400.00	400.00	54.07	54.07	345.93	13.52
248-705.000-853.000	TELEPHONE EXPENSES	1,200.00	1,200.00	342.83	225.93	857.17	28.57
248-705.000-860.000	TRANSPORTATION & CONFERENCES	2,500.00	2,500.00	60.30	60.30	2,439.70	2.41
248-705.000-900.000	COMMUNITY PROMOTION	14,000.00	14,000.00	7,214.00	6,450.00	6,786.00	51.53
248-705.000-921.000	PRINTING & PUBLISHING	500.00	500.00	0.00	0.00	500.00	0.00
248-705.000-921.000	ELECTRICITY	35,000.00	35,000.00	4,513.32	4,342.39	30,486.68	12.90
248-705.000-930.000	MISCELLANEOUS REPAIRS & MAINT	12,000.00	12,000.00	8,028.50	8,028.50	3,971.50	66.90
248-705.000-931.000	STREETScape MAINTENANCE	55,000.00	55,000.00	18,916.24	12,666.66	36,083.76	34.39
248-705.000-956.000	MISCELLANEOUS	4,000.00	4,000.00	1,697.46	826.40	2,302.54	42.44

User: RENE  
DB: Imlay City

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PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 08/31/2024	ACTIVITY FOR MONTH 08/31/24	AVAILABLE BALANCE	% BDT USED
		ORIGINAL BUDGET	AMENDED BUDGET				

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
248-705.000-958.000	ADMINISTRATIVE/TRANSFER TO	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00
248-705.000-973.000	DEVELOPMENT COSTS-UNALLOCATED	20,000.00	20,000.00	678.12	678.12	19,321.88	3.39
248-705.000-973.002	LEASES	1,300.00	1,300.00	0.00	0.00	1,300.00	0.00
248-705.000-973.006	DDA CONCERT SERIES EXP	12,000.00	12,000.00	6,303.22	653.22	5,696.78	52.53
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	LAPPEER DEVELOPMENT CORPORATIO	6,250.00	6,250.00	6,250.00	6,250.00	0.00	100.00
248-705.000-973.300	FARMERS MARKET EXPENSE	10,000.00	10,000.00	1,909.55	1,508.45	8,090.45	19.10
248-705.000-973.560	WINTER FEST	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
248-705.000-973.600	ROTARY PARK EXPENSES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-705.000-975.000	CAPITAL OUTLAY	12,000.00	12,000.00	132.34	132.34	11,867.66	1.10

Total Dept 705.000 - UNALLOCATED ACTIVITY 352,900.00 352,900.00 75,094.18 52,374.13 277,805.82 21.28

TOTAL EXPENDITURES 355,400.00 355,400.00 75,170.42 52,390.13 280,229.58 21.15

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY: 355,400.00 355,400.00 4,160.88 830.70 351,239.12 1.17

TOTAL REVENUES 355,400.00 355,400.00 75,170.42 52,390.13 280,229.58 21.15

NET OF REVENUES & EXPENDITURES 0.00 0.00 (71,009.54) (51,559.43) 71,009.54 100.00



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

TRANSACTION DETAIL



Transactions

Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits
07-30 <i>Concerts 248 705 000 973 006</i>	07-31	55432864213206907279290	SQ *BOTANAS EL PAIZA IMLAY CITY MI	\$100.70 ✓
07-31 <i>Farmers Market 248 705 000 973 300</i>	07-31	55432864213206983948743	AMAZON MKTPL*RV32Y68I1 Amzn.com/bill WA	\$21.19
07-31 <i>Farmers Market 248 705 000 973 300</i>	08-01	55432864213207047334011	AMAZON MKTPL*RF7IQ6OQ2 Amzn.com/bill WA	\$15.90
08-07	08-07	85411174220023000164270	PAYMENT - THANK YOU	\$812.74 CR
08-16 <i>Streetscape 248 705 000 931 000</i>	08-19	02305374230200101958481	HOBBY LOBBY #361 FORT GRATIOT MI	\$92.78 ✓

Fees Charged

Total Fees for this period \$0.00

Interest Charged

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

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

	Annual Percentage Rate (APR)	Special Offer or Eligible Purchases APR Expiration Date	Balance Subject to Interest Rate	Days Rate Used	Interest Charge
Purchases	18.24% (v)	NA	\$495.28	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

Contact Information		
<b>Contact us online</b> card.fnbo.com	<b>Talk To Us</b> 800-819-4249 We accept calls made through relay services (dial 711)	<b>Mail Payments To</b> FNBO P.O. Box 2818 Omaha, NE 68103-2818



Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.200	CASH - CHECKING ACCOUNT	206,509.02
248-000.000-001.201	CASH - CHECKING HRA	702.25
248-000.000-001.210	CASH - CHECKING DDA	20,109.27
248-000.000-040.000	ACCOUNTS RECEIVABLE	92.00
248-000.000-101.000	PREPAID - ASSET	7,716.83
<b>Total Assets</b>		<b>235,129.37</b>
*** Liabilities ***		
248-000.000-202.000	ACCOUNTS PAYABLE	10,589.42
<b>Total Liabilities</b>		<b>10,589.42</b>
*** Fund Balance ***		
248-000.000-390.000	FUND BALANCE	261,364.01
<b>Total Fund Balance</b>		<b>261,364.01</b>
<b>Beginning Fund Balance - 23-24</b>		<b>261,364.01</b>
<b>Net of Revenues VS Expenditures - 23-24</b>		<b>34,185.48</b>
<b>*23-24 End FB/24-25 Beg FB</b>		<b>295,549.49</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(71,009.54)</b>
<b>Ending Fund Balance</b>		<b>224,539.95</b>
<b>Total Liabilities And Fund Balance</b>		<b>235,129.37</b>

\* Year Not Closed





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## AGENDA ITEM NB 10a. 301 E. Third Street – Mette Financial

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**DATE:** September 9, 2024

**TO:** DDA Board Members

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

**Background:** The DDA office received a façade/sign grant application from Rob Mette on August 26, 2024 requesting funding to help pay for new signage at his office. Note that the submission received only includes one quote (although it would be the preferred local vendor). I did inform the applicant that the application requires a minimum of two estimates.

**Items Attached:** Façade Grant Application

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

**Recommendation:** Motion to approve the sign grant application in the amount of \$350.00 as submitted

### Façade Grant Application Process and Checklist

The application must be completed and returned to the Imlay City DDA director along with:

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

\_\_\_\_\_  
Construction Code Authority Representative

\_\_\_\_\_  
Date

### Grant Application

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

Mette Financial  
Name of Applicant

301 E. First St., Suite 500, Imlay City, MI  
Address of Applicant

301 E. First St., Suite 500, Imlay City, MI  
Address of Property Proposed for Improvement

Rob Mette, owner  
Business Contact Person & Title

586-634-2874  
Phone

\_\_\_\_\_  
Fax

rob@mettefinancial.com  
Email

Newark Real Estate LLC  
PO BOX 184  
Imlay City, MI 48444

August 22, 2024

Imlay City DDA  
150 North Main Street  
Imlay City, MI 48444

**RE: Facade Grant 301 E. First Street Imlay City, Michigan**

Newark Real Estate, LLC, the 'Landlord', has given Mette Financial, the 'Tenant', permission to apply for and execute the Facade Grant provided by the Imlay City DDA. Tenant has the full authority to alter the existing signage on First Street and all designs have been approved by the Landlord.

If anyone should have any further questions feel free to contact me at [colinpgiles@gmail.com](mailto:colinpgiles@gmail.com) or at 586.255.1092

Thank you,



**Colin Giles**  
**Newark Real Estate, LLC**  
Vice President of Sole Member  
Newark Promotions Inc.

**Landlord Acknowledgement:**

Acknowledged before me in Lapeer County, Michigan, on August 22, 2024 by Colin Giles, officer of Newark Real Estate, LLC, a Michigan limited liability company, for the company.



Notary Public Signature

Notary's Name

County of Lapeer

Acting in the County of Lapeer



My Commission expires:

My Commission Expires July 8, 2029

Acting in Lapeer County MI

Notary Public, Lapeer County, MI

JENNIFER DAVIS

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
CORPORATIONS, SECURITIES & COMMERCIAL LICENSING BUREAU

Date Received

JUN 10 2015

(FOR BUREAU USE ONLY)

ADJUSTED PURSUANT TO  
TELEPHONE AUTHORIZATION

per Rob Mette  
This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

FILED

JUN 15 2015

ADMINISTRATOR

Tran Info:1 CORPORATIONS DIVISION  
Chk#: 2540 Amt: \$50.00  
ID: ROBERT METTE

EFFECTIVE DATE:

Name

Rob Mette

Address

2455 Beacon Drive

City

Inlay City

State

MI

ZIP Code

48444

Document will be returned to the name and address you enter above. If left blank, document will be returned to the registered office.

ARTICLES OF ORGANIZATION

For use by Domestic Limited Liability Companies  
(Please read information and instructions on reverse side)

E6609V

Pursuant to the provisions of Act 23, Public Acts of 1993, the undersigned executes the following Articles:

ARTICLE I

The name of the limited liability company is: Mette Financial Group LLC

ARTICLE II

The purpose or purposes for which the limited liability company is formed is to engage in any activity within the purposes for which a limited liability company may be formed under the Limited Liability Company Act of Michigan.

ARTICLE III

The duration of the limited liability company if other than perpetual is: \_\_\_\_\_

ARTICLE IV

1. The name of the resident agent at the registered office is: Robert S. Mette

2. The street address of the location of the registered office is:

2455 Beacon Drive Inlay City, Michigan 48444  
(Street Address) (City) (Zip Code)

3. The mailing address of the registered office if different than above:

\_\_\_\_\_, Michigan \_\_\_\_\_  
(P.O. Box or Street Address) (City) (Zip Code)

ARTICLE V (Insert any desired additional provision authorized by the Act; attach additional pages if needed.)

Signed this 5 day of June, 2015

By Robert S. Mette

(Signature(s) of Organizer(s))

Robert S. Mette

(Type or Print Name(s) of Organizer(s))

GF

Description of work to be done:

Currently the sign in front of 301 E. Third Street, Imlay City, MI 48444 advertises businesses that no longer maintain occupancy (Both front and back). Therefore, I am applying for a Façade Grant to cover 50% of the cost to remove the existing vinyl graphics and apply new accurate graphics.

I requested a quote from only 1 business. The Print Shop was the only local sign shop that I know of and always like to work with local businesses if and when I can.

All existing vinyl on the signs will be removed. The new graphics will show the address across the top of the sign with Mette Financial and Newark Real Estate, LLC as current tenants. As you will see by the letter from the landlord providing approval for this work to be done, Newark Real Estate, LLC is also the property owner.

Pictures of the current sign and what is proposed are included in this submission.

Should the DDA have any questions about this submission, please let me know.

Rob Mette  
Mette Financial



301 EAST FIRST STREET

Existing  
Sign



FIDUCIAL

810-724-6431

Bookkeeping  
Tax • Payroll  
Business Counseling

[www.fiducial.com](http://www.fiducial.com)

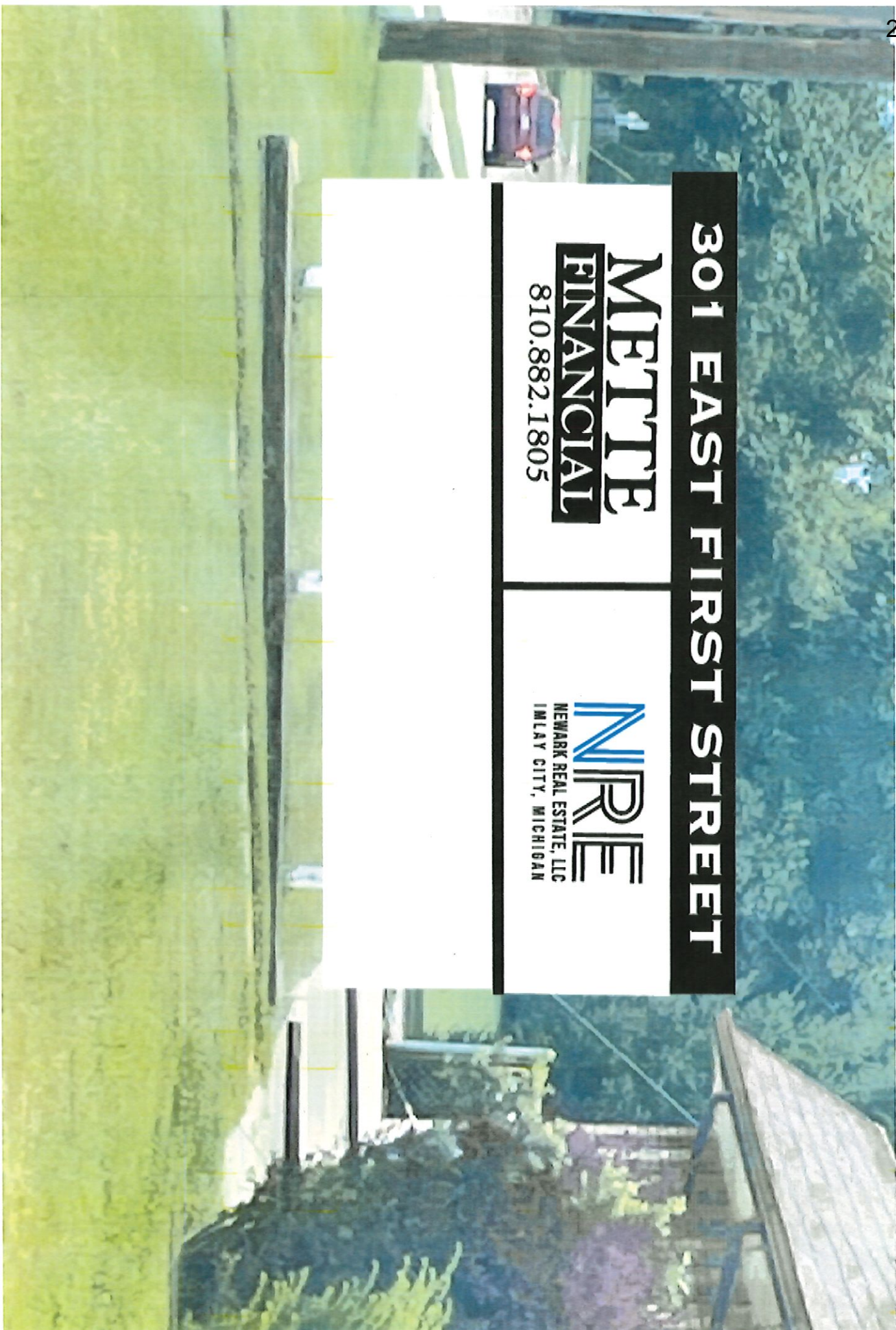


*Proposed*

**301 EAST FIRST STREET**

**METTIE  
FINANCIAL**  
810.882.1805

**NRPE**  
NEWMARK REAL ESTATE, LLC  
IMLAY CITY, MICHIGAN







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

Date 8-19-24 RTH  
 Deadline \_\_\_\_\_

QUOTE  INVOICE

Business / Name Mette Financial  
 Email \_\_\_\_\_ Phone (586) 634-2874

QTY	DESCRIPTION	COST PER	TOTAL	
	Side 1			
2	Black Vinyl for Address (2-side)		150.-	
	10" Address x 10 ft			
2 Qty	2" Blk Lines/Dividers x 10 ft			
2 Qty	2" x 26" Dividers			
1	Mette 2x4	} 65.-	130.-	
1	NRE 2x4			
2	Blanks			
1	Setup Fee / Finish	75 + 2 sides	150.-	
1	Installation/Assemble		257.25	
Check all that apply:		Design	Apply / Assemble	LABOR COSTS:
		Set up / Layout	Fold / Cut	
		Prep / Finish	Installation	

Notes:  
301 EAST THIRD STREET  
 SUBTOTAL: 687.25  
 TAX: 12.75  
 TOTAL: 700.00  
 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	



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## AGENDA ITEM NB 10b. Officer Elections

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**DATE:** September 9, 2024

**TO:** DDA Board Members

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

**Background:** Per the 2024 adopted DDA By-laws section 2.2 the officers of the Authority shall be elected in July of each year by the members of the Board. Each officer shall serve for one year or until his or her successor shall take office. Vacancies in office shall be filled by election of the Board.

**Items Attached:** 2024 DDA Bylaw Excerpt

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

## **ARTICLE II**

### **OFFICERS**

#### **Section 2.1 – OFFICERS**

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

#### **Section 2.2 – ANNUAL ELECTION**

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

#### **Section 2.3 – DUTIES OF CHAIR**

The chairperson shall preside at all meetings of the Board and shall perform such other duties as they are assigned to him or her by the Board.

#### **Section 2.4 – DUTIES OF VICE CHAIR**

The vice chairperson shall preside whenever the chairperson is unavailable. If neither the chairperson nor the vice chairperson is available to preside at a meeting, a temporary presiding officer shall be elected for that meeting.

#### **Section 2.5 – DUTIES OF SECRETARY**

The Board may employ and fix the compensation of a secretary, who shall maintain custody of the official seal and records, books, documents, or other papers not required to be maintained by the treasurer. The secretary shall attend meetings of the Board and keep a record of the proceedings and shall perform such other duties delegated by the Board.

#### **Section 2.6 – DUTIES OF TREASURER**

The treasurer of the City of Imlay City will be asked to serve as the DDA treasurer. They shall keep the financial records of the Authority and who, together with the Director, if any, shall approve all accounts payable vouchers for the expenditure of funds of the Authority. The treasurer shall perform such other duties as may be delegated to him or her by the Board and shall furnish bond in an amount prescribed by the City of Imlay City Charter.

#### **Section 2.7 – EXECUTIVE DIRECTOR**

The Board may employ and fix the compensation of a director, subject to the approval of the City of Imlay City Commission. The director shall serve at the pleasure of the board. A member of the Board is not eligible to hold the position of director. Before entering upon the duties of the office, the director shall take and subscribe to the constitutional oath and furnish bond by posting a bond in the amount of \$5,000 payable to the Authority for the use and benefit of the Authority, approved by the Board, and filed with the Clerk of the City of Imlay City, if not covered by the City's Municipal Insurance policy. The premium on the bond shall be considered an operating expense of the Authority, payable from funds available to the Authority for the expense of operation. The director shall be the chief executive officer of the Authority. Subject to the approval of the Board, the director shall supervise and be responsible for the preparation of plans and the performance of the functions of the authority in the manner authorized by Public Act No. 197 of 1975. The director shall attend the meetings of the Board and shall render to the Board and the governing body a regular report covering the activities and financial condition of the Authority. If the director is absent or disabled, the Board may designate a qualified person as acting director to perform the duties of the office, the acting director shall take and subscribe to the constitutional oath and furnish a bond as required by the director. The director shall furnish the Board with information or reports governing the operations of the Authority, as the Board requires.



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## AGENDA ITEM NB 10c. I AM Imlay City Storytelling Project

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**DATE:** September 9, 2024

**TO:** DDA Board Members

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

**Background:** Director Malzahn has recorded 26 storyteller videos and has approved 15 banners to date. The target goal was 40 with an anticipated release date of October 12, 2024. Malzahn is seeking input and direction from the Board on how they wish to complete this project.

**Items Attached:** Storyteller Participant List

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

**Recommendation:** Motion to set release date for \_\_\_\_\_.



Declined	Signed On	Name	Nominated by	email	Living	Deceased	Contribution	quote submitted	photo subn
X	X	John Lengemann		johnl@mlm-law.net	X		Current Business Owner	X	X
		Collin Giles							
	X	Ted Sadler			X			X	X
	X	Ayleen Hernandez		ayleen36hernandez@gmail.com	X		High School Artist	X	X
	X	Greg Irwin		girwin@lcschools.us	X		IC Art Teacher	X	X
		Vlasic / Deb Holt		debra.holt@conagra.com	X		Business		
X		Viola Pisariuk			X		Lifelong Resident (Leah's Grandmother)		
	X	Marilyn Swihart		bswhart1904@charter.net	X		Community Author	X	X
		Ruth Krake							
		Beth VanDyk							
		Tom Schultz							
		John Mulder							
		Maria Brown							
	X	Lee Super			X			X	
	X	Randy Jorgensen		rjorgensen@pageone-inc.com	X		Publisher	X	X
		Rene Vandenberg							
	X	Stu Camron			X		School Superintendent	X	X
		Bob Muir					Funeral Home		
		Gary Walton					Local Farmer		
X		Chester Marco					GB Packers Player		
		Nancy Schiller / Dr. Glen Smith					Local Physician		
	X	Tim Mooney		April Peterson			Local Resident of Palmer Ho	X	X
	X	Jim Sillers		em6760@yahoo.com	X		Rotarian / Community Philan	X	X
	X	Barbara Yockey			X		Local Business Owner	X	X
		Ian Kempf		Joi Kempf			Eastern MI Fair		
X		Walt Bergen					DDA Chairman		
X		Cynthia Strobel							
	X	Kristen Shattuck			X		Local Business Owner	X	X
X		Hispanic Services Center							
		Sweet Treats					Yolanda Hernandez		
	X	Trish Dennis			X		Indigo Lavender Farms	X	
	X	Tim Dudley			X				
	X	Stu Davis			X				
	X	Bob Conrad			X			X	X
	X	Yaqui (Jackie) Soria			X			X	X
	X	Anakin Mills			X				
	X	Alexa Lengemann			X				
	X	Denise Kovacic			X			X	
	X	Javier Sanchez			X				
	X	Dr. George Jones				X	1st Doctor in Imlay City		X
	X	John Borland Sr.				X	Pioneer Family		
	X	Bob Burman				X	Early 1900's Race Car Driver		X
	X	Charles Marshall				X	Pioneer Family Business		
	X	Charles Palmer				X	Founder Imlay City		X
	X	Lee Weyer				X	Nat League Umpire 1980's		X
	X	Dorothy Leith				X	1st Woman Doctor in Lapeer County		X
		Ruth Knight				X	Girl Scout - Progressive Female Leader		
		Gladys Lancaster				X	1st Women Pharmacist		
	X	Gene Coscarelli		Justin Shattuck		X			
	X	Imlay City Rosies		Bette Karward		X			
	X	Laura Lopez			X		Spanish Teacher		
		Vlasic ?		Deb Holt					



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## AGENDA ITEM NB 10d. Merchant Trick or Treating

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**DATE:** September 9, 2024

**TO:** DDA Board Members

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

**Background:** Director Malzahn has met with the Chamber of Commerce promotions coordinator to plan for trick or treating downtown with a party in the farmers market from 11:00 am – 3:00 pm. The party would feature a DJ for music, and would include a costume contest, inflatable games and an inflatable corn maze. Currently, the DDA has no budget line item for this event

**Items Attached:** Merchant Trick or Treating Poster

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

**Recommendation:** Motion to use \$1,000 of the funds previously approved for fall décor for this fall event.



IMLAY CITY MERCHANT'S

# TRICK OR TREAT & HALLOWEEN PARTY

IN THE MARKET

 SATURDAY OCTOBER 26TH

 DOWNTOWN TRICK OR TREATING 11:00 AM - 1:00 PM

 MARKET PARTY 11:00 AM - 3:00 PM



**DJ DANCE  
PARTY**

**COSTUME  
CONTEST**

**INFLATABLE  
GAMES**

**INFLATABLE  
CORN MAZE**

[WWW.ICDDA.COM](http://WWW.ICDDA.COM) **OR** [WWW.IMLAYCITYCHAMBEROFCOMMERCE.ORG](http://WWW.IMLAYCITYCHAMBEROFCOMMERCE.ORG)



# Imlay City Special Events Permit Application

Please send completed application to:

**City of Imlay City**  
**150 N. Main Street**  
**Imlay City, Michigan 48444**  
**(810)724-2135**

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

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

### EVENT INFORMATION:

Event Date: October 24, 2024 Type of Event: Merchant Trick or treat w/ Party in the Market

Time frame of Event: 11-3 Location: Downtown - Third + Almont Farmer's Market Parking lot

Does this event require a route to be mapped out? No (Please attach proposed route)

Is this event a Fireworks display? No (Please attach a current application for fireworks other than consumer or low impact. You can find this form at [www.michigan.gov](http://www.michigan.gov))

Does this event require DPW barricades or cones?  [ Y ] [ N ]

Does this event require police assistance? No Estimated # of Participants: \_\_\_\_\_

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

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

Trick or treating in merchant stores and business tables set up in farmer market parking lot. Inflatables, DJ in farmer market area for party w/ costume contest.

PLEASE DESCRIBE HOW YOU WILL NOTIFY THE COMMUNITY AROUND THE LOCATION ABOUT THE EVENT:

Door to door marketing, posters, newspaper advertising, social media

NAME OF ORGANIZATION OR SPONSOR

IC DDA and Chamber of Commerce

150 N. Main Imlay City MI 48444

810 724 2135 ext 1307 ddaDirector@imlaycity.org

Event Contact Information

Sheryl Davis

Address City State Zip Code

810 542 3256 ic.Chamber.exe.dir@gmail.com

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

[Signature]

9/5/24

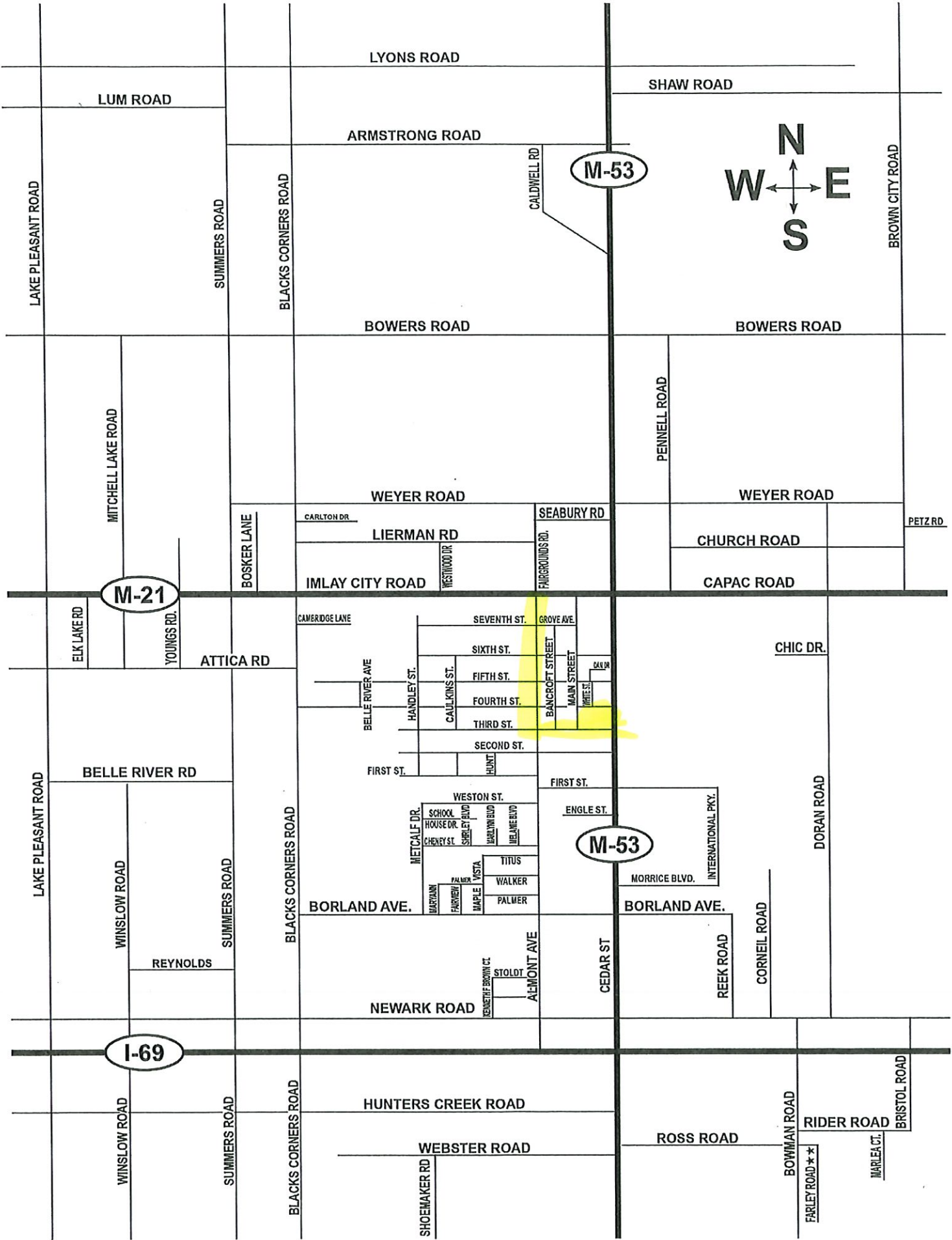
FOR OFFICIAL USE ONLY

DPW Superintendent Approval Date Fire Chief Approval Date
Police Chief Approval Date City Manager Approval Date
City Commission Approval Date DDA Director Approval Date

## Rules

- Organization is responsible for own cleanup after event
- Must have adequate volunteers to assure a safe event
- All participants must obey all laws and/or city ordinances
- No alcoholic beverages allowed on city streets or city parks without permit





M-21

M-53

M-53

I-69



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## AGENDA ITEM NB 10f. WinterFest Special Event Permit

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**DATE:** September 9, 2024

**TO:** DDA Board Members

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

**Background:** Director Malzahn has met with the Chamber of Commerce promotions coordinator to plan for the 2024 WinterFest Event. The event will be held on December 7, 2024 from 10am – 7 pm, and will include a Kringle Market, Lunch with Santa, Kids Crafts, Live Nativity, Lighted Parade, Tree Lighting, Visit with Santa and more.

**Items Attached:** Save The Date Announcement  
Special Event Permit Application

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

**Recommendation:** Motion to submit the Special Event Permit to City Commission as presented



Free Family Fun



save the date!



Winter Fest

Dec 7<sup>th</sup> 10 am - 7 pm  
event details →



Downtown Imlay City



# Imlay City Special Events Permit Application

Please send completed application to:

**City of Imlay City**  
**150 N. Main Street**  
**Imlay City, Michigan 48444**  
**(810)724-2135**

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

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

### EVENT INFORMATION:

Event Date: December 7, 2024 Type of Event: Winter Fest

Time frame of Event: 10am - 7pm Location: downtown Imlay City

Does this event require a route to be mapped out? yes (Please attach proposed route)

Is this event a Fireworks display? No (Please attach a current application for fireworks other than consumer or low impact. You can find this form at [www.michigan.gov](http://www.michigan.gov))

Does this event require DPW barricades or cones? [  Y ] [ N ]

Does this event require police assistance? yes Estimated # of Participants: \_\_\_\_\_

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

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

Holiday event w/ Kingle Market, kids activities, lunch with Santa, live nativity, evening lighted parade, tree lighting in Jacob Steele Park, visits with Santa.

PLEASE DESCRIBE HOW YOU WILL NOTIFY THE COMMUNITY AROUND THE LOCATION ABOUT THE EVENT:

Door to door canvassing, posters, newspaper ads, social media

NAME OF ORGANIZATION OR SPONSOR

IC DDA / IC Chamber of Commerce

Representative/Organization Name

150 N. Main Imlay City MI 48444

Address

City

State

Zip Code

800 724 2135 586 801 0166 dda.director@imlaycity.org

Phone Number

Fax Number mobile

E-mail Address

Event Contact Information

Christine Malzahn

Name

Address City State Zip Code

586 801 0166 dda.director@imlaycity.org

Phone Number

Fax Number

E-mail Address

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

Christine Malzahn

Representative Signature

9/5/24

Date

FOR OFFICIAL USE ONLY

DPW Superintendent Approval Date

Fire Chief Approval Date

Police Chief Approval Date

City Manager Approval Date

City Commission Approval Date

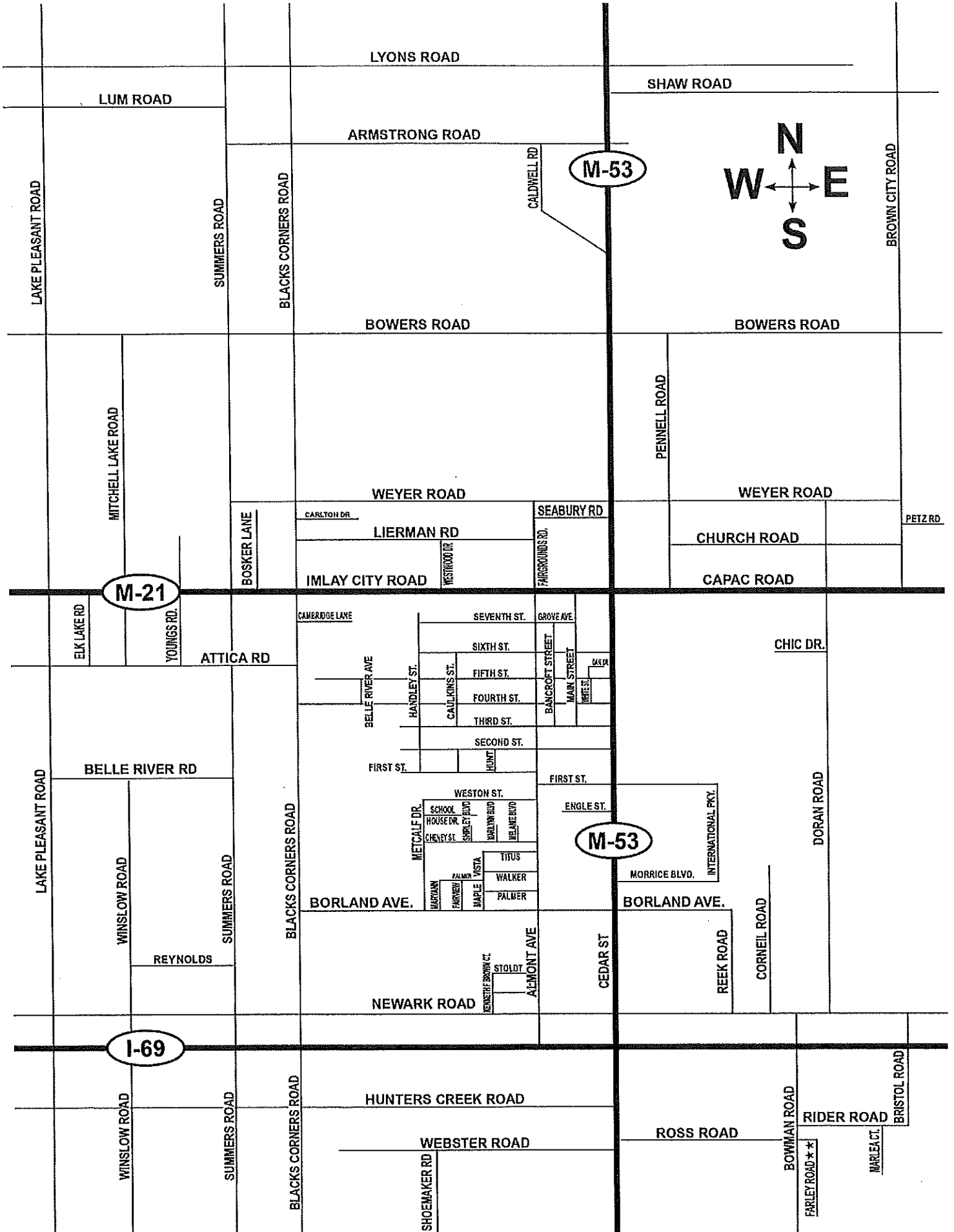
Christine Malzahn 9/5/24

DDA Director Approval Date



## Rules

- Organization is responsible for own cleanup after event
- Must have adequate volunteers to assure a safe event
- All participants must obey all laws and/or city ordinances
- No alcoholic beverages allowed on city streets or city parks without permit



Current Details WinterFest – Saturday December 7<sup>th</sup> (event to run 10:00 am – 7:00 pm):

**Kringle Market and Food Trucks 10:00 am – 4:00 pm:**

To be held inside the Old Fire Hall

**Lunch with Santa 12:00 am – 12:00 am (reservation required):**

To be held inside the Eagles

**Kids Craft Stations 12:00 am-4:00 pm:**

Specific locations TBD, but will be setup either inside retail stores or under canopy tents along the municipal sidewalks on Third Street and Almont Avenue

**Emergency Vehicle – First Responders Display/Demonstration 12:00 pm – 4:00 pm – Third and Main parking area.** Access to the parking areas and Depot Drive to be barricaded off Saturday at 8:00 am – re-open at 4:30 pm. This is the area between El Ranchito and Third & Main – south of Third Street to the Historical Museum.

**Horse Drawn Wagon Rides 12:00 – 4:00 pm (PENDING)**

Final route TBD but initial route to be Lamb Steel Park loading area; exit on to Third Street; turn right on to Bancroft; Bancroft north to 5<sup>th</sup> street turn right; 5<sup>th</sup> Street east to N. Main turn right; N. Main south to 4<sup>th</sup> street turn left; 4<sup>th</sup> street to Lamb Steele Alley turn right back to loading/unloading area. The horses/driver are accustomed to street traffic, and while it may cause delays to vehicles behind the wagon, the activity should not require road closures.

**Warming Stations (Time TBD):**

Locations TBD – but limited to Third Street, Almont Ave, Farm Market and Lamb Steele Park Areas – on municipal sidewalks or grassy areas. Hot cocoa and smores available – sponsored by the Parks and Rec Commission

**Parade:**

Please hang NO PARKING notices along parade route as required prior to 8:00 am Saturday Dec 7<sup>th</sup> so that vehicles parked along Third and Almont after 3:00 pm on Saturday can be towed away.

Road closures to commence at 4:00 pm (once parade has passed streets can be re-opened).

Parade to begin promptly at 5:00 PM.

Staging along Second Street – (staging to start at 3:00 pm)

Parade Route - from staging area enter onto Almont Avenue

Turn right onto Third Street (eastbound) to Main Street -turn left (northbound) to Fourth Street –

Turn left (westbound) on Fourth Street to Almont Avenue –

Turn left (southbound) on Almont Avenue –

Back to staging area.

**Tree Lighting 5:30 ish -7:00 pm:**

Once the parade ends crowd will gather around the unlit tree near the gazebo area and Santa will help us light the tree after the mayor presents a key to the city. Visits with Santa available in the gazebo after the tree lighting.

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## AGENDA ITEM NB 10f. 2024 Summer Concert Report

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**DATE:** September 9, 2024

**TO:** DDA Board Members

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

**Background:** Director Malzahn has completed the required reporting for the MACC grant. The reporting provides a complete summary for this DDA-funded event.

**Items Attached:** MACC Grant Report  
Event Spreadsheet

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

**Recommendation:** Motion to accept the MACC Grant report as submitted.



## General Information

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**Due Date:** 09/30/2024

**Grant Type:** Minigrants Arts Project

## Organization

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**Organization Name:** IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY

**Other Name:**

**Address:** 150 N. Main Street

**City:** Imlay City

**State:** MI

**Zip Code:** 48444

**County:** Lapeer

**Federal ID:** 38-600-7180

**DUNS #:**

**Telephone:** (810) 724-2135

**Website (URL):** [icdda.com](http://icdda.com)

**Status:** 08 Government - Municipal

**Discipline:** 02 Music

**Institution:** 99 None of the Above

**Authorizing Official:** Walter Bargaen

**Authorizing Official Title:** Board Chairman

**Authorizing Official Email:** [Walter.bargaen@choiceone.com](mailto:Walter.bargaen@choiceone.com)

## Contact

---

**Project Director:** Christine Malzahn  
**Title:** DDA Executive Director  
**Address:** 150 N. Main Street  
**City:** Imlay City  
**State:** MI  
**Zipcode:** 48444  
**Business Phone:** (810) 724-2135  
**Other Phone:**  
**Fax:**  
**Email:** ddadirector@imlaycity.org

## Report Details

---

The Grant Agreement with MACC requires the final reporting of grant activities. Review your agreement for specific grant reporting requirements. The grant report is used by the Council for grant agreement monitoring, project evaluation and research. Final grant payment will not be processed until the required grant report is officially received and approved. The content of the grant report should reflect all programmatic and financial activities of the funded project, from beginning to end, in accordance with your grant agreement.

**Please submit your final report by the due date as stipulated in your grant agreement.**

If the report is not completed and submitted by the due date, you may be asked to return funds. Also, until the report is received, future awards by the Michigan Arts & Culture Council will not be processed.

If you have questions, please contact Council staff at 517-241-4011.

**Once the final report is completed and saved, click "Submit". After clicking "Submit" the Final Report Certification will be sent to the Project Director and Authorizing Official via DocuSign email. The final report is not complete until the Final Report Certification has been signed and uploaded by both individuals. The Project Director will receive an email from [mcaca@michigan.org](mailto:mcaca@michigan.org) as confirmation of the submission.**

## Project

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**Grant Number:** 24MG9458

**Award Amount:** \$4,000

**Start Date:** 10/01/2023

**End Date:** 09/30/2024

**Project Primary Discipline:** Music

**Type of Activity:** Concert/performance/reading

**Project Description:** Summer Concerts in the Park Series held annually in downtown Imlay City. These concerts are something the community looks forward to every summer. Since we are a low to moderate income community, many citizens do not have an opportunity for cultural or art. This is one of our efforts that helps to bring the cultural experience to our community. It is held on Tuesday evenings in Lamb Steele Park. A typical concert attendance ranges from 60-250 people each week. We vary the type of music and performance to allow for a wide range of different musical artistic expressions.

**Project Primary Counties:** St Clair;Lapeer;Sanilac

## Participation Summary

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**Total number of Michigan artists directly involved:**

Enter the number of Michigan artists directly involved in providing artistic services for your project.

81

**Total paid to Michigan artists:**

Enter the amount paid to Michigan artists directly involved in providing artistic services for your project.

\$9,765



**Total number of artists directly involved:**

Enter the total number of artists directly involved in providing artistic services for your project. This total number should include Michigan artists.”

81

**Total paid to artists:**

Enter the total amount to be paid to artists directly involved in providing artistic services specifically identified with the award (this total **must** include the amount paid to Michigan artists).

As a reminder, the total number of Michigan artists participating as well as total paid to Michigan artists can be equal or be less than the total number of artists participating/total paid to artists, but it cannot be greater than.

\$9,765

**Adults Engaged**

Enter the number of adults who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Do not count individuals primarily reached through TV, radio or cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers. Participation through electronic media, including webinars or any other on-line experience, should not be included. The distribution of literary material likewise should not be included.

875

## Youth Engaged

Enter the number of children/youth (0-18 years) who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Do not count individuals reached through TV, radio or cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers. Participation through electronic media, including webinars or any other on-line experience, should not be included. The distribution of literary material likewise should not be included.

140

## Total number of new hires

Enter the number of full time employees/equivalents that will be hired by the applicant organization in the past year. Do not include contract workers. A full time employee is defined as someone who works a minimum of 35 hours a week and receives a W2\* from the organization. A part time employee is defined as someone who works less than 35 hours a week and receives a W2\* from the organization. A contractual worker would be someone who receives a 1099\*\* from the organization.

1

## Total number of employees

Enter the number of full time employees/equivalents for the applicant organization. Do not include contract workers. A full time employee is defined as someone who works a minimum of 35 hours a week and receives a W2\* from the organization. A part time employee is defined as someone who works less than 35 hours a week and receives a W2\* from the organization. A contractual worker would be someone who receives a 1099\*\* from the organization.

2

## Population Benefited by Age

Select all categories that made up 25% or more of the population that directly benefited, excluding broadcasts or online programming. **DO NOT SELECT ALL BOXES.**

Young Adults (19 - 24 years), Adults (25 - 64 years), Older Adults (65+ years)

### Population Benefited by Race / Ethnicity

---

Select any of the categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations directly involved with the MACC Grant Project, rather than through broadcasts or online programming. **DO NOT SELECT ALL BOXES.**

Hispanic/Latino, White

### Population Benefited by Distinct Groups

---

Select any of the categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations directly involved with the MACC Grant Project, rather than through broadcasts or online programming. **DO NOT SELECT ALL BOXES.**

Individuals with Disabilities, Individuals below the Poverty Line

### Contract Status

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Select option that best describes the current status.

Contract Completed: Met required grant match.

## Financials

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### Council Award

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\$4,000

### Revenue and Expense Report

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### Expenses

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#### Employee Expenses

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Type	MACC Grant Funds	Organization Funds	In-Kind Support (if allowable by program)	Total Employee Expenses
Employees	\$0	\$1,102	\$0	\$1,102
	<b>\$0</b>	<b>\$1,102</b>	<b>\$0</b>	<b>\$1,102</b>

## Non Employee Expenses

Expense	MACC Grant Funds	Organization Funds	In-Kind Support (if allowable by program)	Total Non-Employee Costs
Artists Fees	\$4,000	\$4,750	\$0	\$8,750
	<b>\$4,000</b>	<b>\$4,750</b>	<b>\$0</b>	<b>\$8,750</b>

## Additional Project Expenses

Expense	MACC Grant Funds	Organization Funds	In-Kind Support (if allowable by program)	Total Additional Project Expenses
Advertising	\$0	\$1,074	\$0	\$1,074
Music License Fees	\$0	\$1,015	\$0	\$1,015
	<b>\$0</b>	<b>\$2,089</b>	<b>\$0</b>	<b>\$2,089</b>

## Other Expenses

Expense	MACC Grant Funds	Organization Funds	In-Kind Support (if allowable by program)	Total Other Expenses
Food / Giveaways	\$0	\$707	\$0	\$707
	<b>\$0</b>	<b>\$707</b>	<b>\$0</b>	<b>\$707</b>

## Expenses Totals

	MACC Grant Funds	Organization Funds	In-Kind Support (if allowable by program)	Total
<b>Employee Expenses</b>	<b>\$0</b>	<b>\$1,102</b>	<b>\$0</b>	<b>\$1,102</b>
<b>Non Employee Costs</b>	<b>\$4,000</b>	<b>\$4,750</b>	<b>\$0</b>	<b>\$8,750</b>
<b>Additional Project Expenses</b>	<b>\$0</b>	<b>\$2,089</b>	<b>\$0</b>	<b>\$2,089</b>
<b>Other Expenses</b>	<b>\$0</b>	<b>\$707</b>	<b>\$0</b>	<b>\$707</b>
<b>Total Project Expenses</b>	<b>\$4,000</b>	<b>\$8,648</b>	<b>\$0</b>	<b>\$12,648</b>

## Revenue

## Revenue - Earned

Revenue Earned	Amount
Ticket sales/Admissions	\$0
Tuition	\$0
Contracted Services	\$0
Total Revenue Earned	\$0

## Revenue - Unearned (Corporate, Foundation, Private Support)

Corporation Name	Amount
Choice One Bank	\$500
	\$500
Foundation Name	Amount
Private Support	Amount
Private Donations	\$0
Unearned Corporate, Foundation, Private Support	Amount
Total	\$500

## Revenue - Unearned (Government Support - Federal, State, Local)

Federal - Government Support	Amount
State - Government Support (do not include MACC grant)	Amount
Local - Government Support	Amount
Government Support	Amount
Total	\$0

## Revenue - Other Unearned Revenue (not listed above)

Other Unearned Revenue (not listed above)	Amount
Other Unearned Revenue (not listed above)	Amount
Total	\$0

## Revenue Totals

	Amount
In-Kind Revenue (added from expenses)	\$0
MACC Grant Award	\$4,000

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<b>Total Cash Match</b>	<b>\$500</b>
<b>Total Cash Revenue</b>	<b>\$4,500</b>
<b>Total Project Revenue</b>	<b>\$4,500</b>

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## Questions & Attachments

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Once the final report is completed and saved, click "Submit". After clicking "Submit" the Final Report Certification will be sent to the Project Director and Authorizing Official via DocuSign email. The final report is not complete until the Final Report Certification has been signed and uploaded by both individuals. The Project Director will receive an email from [macc@michigan.org](mailto:macc@michigan.org) as confirmation of the submission.

## Questions

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## Project Summary

Provide a summary of the project offered during the grant cycle. Be sure to include the artistic/cultural merit and community impact of the project. (Max. 2,500 characters)

The Imlay City Downtown Development Authority (DDA) presented an eight-week concert series in Lamb Steele Park, located in downtown Imlay City. The concerts were held on Tuesday evenings from 7-8:30 pm during the months of June, July and August. We worked diligently to bring quality performances from professionals who are passionate about music and art and provide a true cultural experience to the Imlay City community. This year's performances offered a wide range of musical genres and family entertainment. Our audiences enjoyed two cultural-themed nights (a Mariachi band and German Polka band). We brought in a 19-piece orchestra to play "Big-Band" favorites, an Elvis impersonator, and a group of 30 high-school-aged musicians to showcase their talents, an award winning Nashville country-western artist and several classic rock cover bands . On the evening of July 30th, together with a classic rock cover band, we hosted an Ice Cream Social offering free face-painting and a live mermaid experience - the youth in attendance loved the event.

Imlay City, population 3,500, is located within the County of Lapeer where residents are severely underserved in the areas of art and cultural affairs. Residents have little opportunity or exposure to arts within the community as Imlay City does not have an art museum (Flint, 35 miles) or performance theatre (Lapeer, 15 miles). Therefore, the Concert Series is extremely valuable, as it offers an opportunity for the community to experience live music and engage in performances without having to travel any lengthy distance, not to mention that these concerts are free for all to enjoy.

## Project Implementation

How the project was implemented, including timetable or schedule of activities, management, staff and volunteer participation in the project. (Max. 2,500 characters)

Imlay City DDA Director, Christine Malzahn began planning and implementing the 2024 concert series in October of 2023 with the press release announcing our MACC grant award. Subsequently, she followed with vetting and contracting the artists for the upcoming summer's performances. All 8 artists' contracts were fully executed before the end of 2023. In March 2024 a schedule of events was released and marketing materials were created.

The Imlay City DDA engaged in a wide array of marketing activities ensuring that both Imlay City residents and the surrounding communities were made aware of the events occurring in the downtown. Marketing materials included the production of 200 glossy 11x17 posters distributed at local businesses, ten large 24"x36" coroplast sandwich board signs were displayed throughout downtown Imlay City. Event dates were posted on community websites, calendars and digital message board signs. Weekly advertisements were published in the Tri-City Times (a local paper of general circulation) announcing the performers for each concert.

The DDA hired a summer intern to assist with marketing the concerts including updates to the DDA website ([www.icdda.com](http://www.icdda.com)) and our social media pages (Facebook and Instagram - with presently over 8000 followers).

## Project Success

Explain if the grant program was a success – provide examples of how you measured the success. (Max. 2,500 characters)

The program was a success this year measured by the increase in attendees. This year we saw a 50% increase in attendance, last year we had 510 present over the 8-week concert series, while in 2024 we had 1015 audience members over the same time frame. Stats were gathered through head counts and monitoring the number of free giveaways that were provided each week.



## Project Challenge

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What was the biggest obstacle or what would you have changed to ensure the project ran smoothly? (Max. 2,500 characters)

The biggest challenge was dealing with mother nature and the elements. Imlay City does not have an pavilion or amphitheater complex to host concerts or events under any type of shelter, so dealing with the heat, humidity, rain, and storms always provide a challenge. Luckily we had use of an unused old firehall so that one of the concerts could be moved indoors for public safety due to incoming inclement weather.

## Attachments

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### Supplemental Materials

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Required attachments include photos of the program and any promotional materials that include the MACC logo. Additional attachments at the discretion of the applicant.

[2024\\_summer\\_concert\\_series\\_Grant\\_Announcement.png](#)  
886.4 KB - 09/04/2024 2:10 PM

[Concerts\\_In\\_The\\_Park\\_2024.pdf](#)  
23.6 MB - 09/04/2024 2:06 PM

[Grant\\_Award\\_Press\\_Release.docx](#)  
14.3 KB - 09/04/2024 2:57 PM

Total Files: 3

## Certification

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## Final Report for 24MG9458

- Once you click "Submit," the Project Director will receive the Final Report Certification for signature via a DocuSign email.
- When the Project Director completes the DocuSign email, the Authorizing Official will receive the Final Report Certification via a DocuSign email.
- After the Authorizing Official completes the DocuSign email, the Final Report Certification will automatically be uploaded in SmartSimple and the final report is submitted.
- **Note: The final report is NOT submitted until the Project Director and Authorizing Official complete the Final Report Certification DocuSign email. MACC is not responsible for unsigned documents contributing to missed deadlines.**

### Signed Certification:

Budget-ImlayCityDDA

2024 Summer Concert Series

2024 Budget = \$12,000

	<u>Detail</u>	<u>Attendance</u>	<u>Expense</u>	<u>Artist Fees</u>	<u>Notes</u>
8-Week Series	Operating Supplies (snacks/water)		\$ 108		
	Advertising		\$1,073.50		
	Licensing - Sesac		\$ 581		
	Licensing - ASCAP		\$ 434		
	Employee Expense		\$ 1,102		
June 18th	Swing Shift Orchestra	100		\$ 750	
June 25th	El Ballet Folklorico Estudiantil	110		\$ 2,000	
July 9th	Elvis	195		\$ 750	Storms Anticipated - Moved to Firehall
July 16th	Black Mountain Sons	85		\$ 1,100	
July 30th	Full Circle Project / Ice Cream Social	140		\$ 1,000	
	Face Painter			\$ 300	
	Pixey The Mermaid			\$ 150	
	Ice Cream Treats		\$ 600		
August 10th - Summer Fest	3rd Degree Burns	280		\$ 500	
August 13th	Enzain Aus Detroit	45		\$ 1,000	Same week as Armada Fair and School Registration
August 20th	Juliann Ankley & The Rogues	60		\$ 1,200	Rain until 5:00 pm moved to tent in FM lot Warsaw Cuisine
Total Attendees		1015	\$ 3,898	\$ 8,750	

Total Expenses  
 Choice One Sponsorship  
 MACC Grant  
 Net Cost

\$ 12,648  
 \$ (500)  
 \$ (4,000)  
 \$ 8,148

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## Directors Report

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**DATE:** September 9, 2024

**TO:** DDA Board Members

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

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

**Action Needed:** No Board Action Needed

## Director's Report – September 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 Third Degree Burns, Enzian aus Detroit and Julianne Ankley for weekly concerts
- Began planning for Merchant Trick or Treating and WinterFest Events

### Economic Development

- Continue to work with Code Enforcement and Police Chief on blighted downtown building conditions.
- Assisted two new business owners with zoning and business licenses (new Vietnamese restaurant and potential user in the old fire hall)

### Place Making/Streetscape

- Solicited storytellers for the I AM Imlay City project, and recorded 15 storytellers at MittTV Studios.
- Created 12 I AM Imlay City Banners for proofing.
- Spent 2 days in MittTV studio recording videos for the project
- Processed wayfinding sign project approvals and check deposit
- On-site meeting with DPW and Todd Mackenzie to discuss bike rack installation

### Grants:

- Processed 1 façade grant application.
- Attended meetings to make our EV Charger Station NEVI compliant for our grant
- Researched EPA Grant and held discussion meeting with Four County Foundation
- Completed MACC Concert grant required reporting

### Farmers Market:

- Staff and I cleaned and prepped the old fire hall for ongoing market season.
- Solicited vendors for the market.
- Met with contractors for fire hall maintenance

### Billboard:

- Artwork submitted for Oktober Fest Rotary Campaign.

### Imlay City Façade Corp

- Drafted letter of funding request to LDC
- Continued to work on Façade Corp application and guidelines for new applicants
- Prepared packets and meeting notices for Sept 9<sup>th</sup> meeting

### Meetings and Other:

- Attended Rotary Club weekly meetings.
- Processed invoices, check requests, and mailed payments.
- Made updates to the DDA website for current meeting information.
- Attended the Spanish language Class

- Attended 3 – MI Funding Hub Grant workshop sessions.
- Attended the Lapeer County Economic Club lunch.
- Met with Lapeer County Foundation and Lapeer DDA reps to discuss a regional Community heart and Soul initiative
- Prepared meeting minutes, agendas, action item sheets, and board packets.

**From:** [Christine Malzahn](mailto:Christine.Malzahn)  
**To:** [wbargen@icdda.com](mailto:wbargen@icdda.com); [sdavis@icdda.com](mailto:sdavis@icdda.com); [kjorgensen@icdda.com](mailto:kjorgensen@icdda.com); [ishattuck@icdda.com](mailto:ishattuck@icdda.com); [srobbins@icdda.com](mailto:srobbins@icdda.com); [ndocherty@icdda.com](mailto:ndocherty@icdda.com); [jmontoya@icdda.com](mailto:jmontoya@icdda.com); [jkempf@imlaycity.org](mailto:jkempf@imlaycity.org)  
**Cc:** [ddapromotions@imlaycity.org](mailto:ddapromotions@imlaycity.org)  
**Subject:** Week Ending August 16h  
**Date:** Friday, August 16, 2024 12:42:04 PM  
**Attachments:** [2024.08.12 Meeting Minutes.docx](#)

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Hello Board Members,

Here is a quick recap of this week's activities. Attached are the minutes from Monday's meeting – let me know if you note any corrections that are needed.

Valley Sign verified that their quote is still valid – so I have authorized them to begin updating the art files and they will be sending a proof for review. Addam from Red Beard Solutions will be power washing the fire hall in the next week or two.

DPW Supervisor Ed and I met with Todd McKenzie about the bike rack project and installation needs for the three units. We hope to have them ready for installation by October, I asked Todd to include some solar lights to illuminate the message boards as well as a commemorative plaque, acknowledging Four County Foundation as part of the funding.

I sent out proofs for the eleven – I AM Imlay City banners and videos that I have completed. The participants seem to be very pleased with the work so far. I have another 14 scheduled to be in the studio next week to record their stories, so I am getting close to my goal of 30 for this installation.

I attended the Lapeer DDA's monthly luncheon, one of the ideas we discussed was to produce a joint (Almont, Lapeer and Imlay) fun promo video for Downtown Day (September 28<sup>th</sup>). If you have any video ideas that you think will go viral we are looking for ideas on how to showcase peeks of each community that entice shoppers to attend. Jim Alt is arranging for sponsorship of a few gift cards as giveaways if a shopper can show at least one paid receipt from each of the towns that day. We plan to use Petula Clark's song "Downtown" as our theme and I'll let you know how you can participate when we film Imlay City!

The concert on Tuesday had a very small crowd in attendance. Not sure if it was due to other activities in the area or the genre. However, those in attendance all enjoyed the performance.

Yesterday's market was well attended, and the vendors reported higher than normal sales – so it was a good day! Chris even had a few new vendors.

I have spoken with Brian Garner, an attorney with Taylor and Butterfield. He will be drafting a purchase agreement based on our discussion for the 3 city-owned parcels on Third Street. We will, of course, review it at our September meeting if it is ready and I will post a Imlay City Façade Corp meeting notice for the same evening.



**From:** [Christine Malzahn](mailto:Christine.Malzahn@icdda.com)  
**To:** [wbargen@icdda.com](mailto:wbargen@icdda.com); [srobbins@icdda.com](mailto:srobbins@icdda.com); [jshattuck@icdda.com](mailto:jshattuck@icdda.com); [jmontoya@icdda.com](mailto:jmontoya@icdda.com); [kjorgensen@icdda.com](mailto:kjorgensen@icdda.com); [sdavis@icdda.com](mailto:sdavis@icdda.com); [jkempf@imlaycity.org](mailto:jkempf@imlaycity.org); [ndocherty@icdda.com](mailto:ndocherty@icdda.com)  
**Subject:** Week Ending August 30th  
**Date:** Thursday, August 29, 2024 9:49:26 AM  
**Attachments:** [2024.09.09 Agenda.doc](#)  
[2024.09.09 Agenda.doc](#)

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Hello Board Members,

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

Attached are drafts of our two agendas. We will have our regular meeting Monday Sept 9th at 5:35 per usual and then move into the Façade Corp meeting following.

I've been busy recording I AM Imlay videos at the MittTV studio. We did 15 over a two-day period. That brings us to 26 so far, more on this update at our next meeting.

Chris Bishop and I began working on our WinterFest (December 7<sup>th</sup>) and Merchant Trick or Treating (October 26<sup>th</sup>) events. I've spoken with the Chamber several times and we have a meeting scheduled for next Tuesday to discuss details.

The Concert series wrapped up last week with a decent attendance. I am working on submitting the reporting from our \$4000 MACC grant and hope to have a detailed report for you in either Sept or Oct.

The Farmer's Market is going ok. Sadly, we do not have as many vendors as last year. Many who were with us last year no longer operate their small home-based businesses. Each week we are averaging 7-9 vendors.

Sales are holding steady, but still down from last year's figures.

The power washing on the old fire hall should be completed by next week, Addam from Red Beard revised his pricing after he and I talked further about what was a priority. He will be washing the inside walls, concrete floor, bay doors, cleaning the gutters, and some general cleanup outside for \$3,700.

The Print Shop is re-printing the Shop Dine banners for us, since the pole pockets were not large enough to hold the rods. They should be completed and installed by the end of next week.

I've been meeting with Kathy Dickens from the Four County Community Foundation about some property acquisition possibilities and blight remediation work. Her and I are working on an EPA grant opportunity that if approved would award us \$10,000,000 for area-wide projects including two downtown properties, the community pavilion, downtown pocket parks, Rotary Park improvements and pool renovations. More to follow on this topic.

That's it for now - I will be out of the office tomorrow for an extra long holiday weekend, but if you need anything just shoot be a text or call, hoping you all enjoy the last lovely days of summer too.

Regards,

**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)

## Market Manager's Report

- On-going social media postings to promote market
- Signed up a few new vendors for the Market.
- Continued reaching out to more prospective vendors.
- Started working on WinterFest planning and advertising.
- Working on filling the spaces for Kringle Market. Posted on multiple social media pages. Response has been great.
- Attended a class to learn Spanish.
- Cleaned up the fire hall a bit.
- Submitted the reports required for the Farmer's Market Snap Program.