

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

REGULAR MEETING OCTOBER 14, 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 1-14)
AGENDA;
MEETING MINUTES: Regular meeting September 9, 2024; Executive Session (provided at meeting)
FINANCIAL REPORTS: through September 30, 2024
DDA Expenditure Report, Check Register Report
DDA Credit Card Statement; Balance Sheet; City Allocated Expense Report
5. CORRESPONDENCE – (none)
6. SPECIAL PRESENTATION (none)
7. COMMITTEE REPORTS
 - A. City Services Negotiating Committee
 - B. 338 Third Street Negotiating
8. PUBLIC PARTICIPATION
9. **UNFINISHED BUSINESS:**
 - A. None
10. **NEW BUSINESS:**
 - A. Streetscape RFP (pgs 15-23)
 - B. Irrigation RFP (pgs 25-31)
 - C. DDA Equipment Purchase (pgs 33-35)
 - D. Hometown Hero Banners (pgs 37-42)
 - E. Community Pavilion Grant (43-56)
 - F. Façade RAP Grant (pg 57)

CLOSED SESSION – For the purpose of property acquisition (pg 59)
G. Real Estate Re-Development RAP Grant (pg 61)
11. EXECUTIVE DIRECTOR’S REPORT (pgs 63-66)
12. PUBLIC PARTICIPATION
13. BOARD MEMBER COMMENTS
14. ADJOURNMENT

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**IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY**

Regular Meeting
September 9, 2024
MEETING MINUTES

A regular meeting of the Downtown Development Authority was held on Monday, September 9, 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 5:33 pm

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL – Director Malzahn called the roll.

Present: Kim Jorgensen, Steve Robbins, Justin Shattuck, Neil Docherty, Stu Davis, Mayor Joi Kempf, Chairman Walter Bargaen

Absent: Jessica Montoya (excused)

Also Present: Chris Bishop, Sam Moore

Quorum Present

4. CONSENT AGENDA

Add items 10G Downtown Day; 10H MiPDM Application

MOTION by Davis, supported by Docherty to approve the consent agenda items as presented including:

Meeting agenda with additions; Regular meeting minutes 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

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

5. CORRESPONDENCE – none

6. SPECIAL PRESENTATION – none

7. COMMITTEE REPORTS

City Services Negotiating Committee – Chair Bargaen has sent a meeting request to city management for a follow-up meeting.

338 Third Street Negotiating Committee – Item will be discussed during closed session

8. PUBLIC PARTICIPATION – Barb DiMarzo requested special consideration of her Façade Grant Application which was not submitted to the DDA office to be included on the agenda. She is requesting a \$1,000 match for paint work to the front window area and the side of the building. The Board reviewed her documentation.

MOTION by Davis, supported by Jorgensen to approve the grant request for 200 E. Third pending verification by Director Malzahn that all grant application requirements have been met.

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

NAYS – none

MOTION CARRIED 7/0

9. UNFINISHED BUSINESS – none

10. NEW BUSINESS

A. Façade/Sign Grant Application 301 E. Third Street – Mette Financial

The Board reviewed the application submission. Rob Mette was present to speak on his behalf, noting that his application only includes one quote. He would prefer only to use local business partners, therefore only requested a quote from The Print Shop.

MOTION by Jorgensen, supported by Robbins to approve the sign grant application in the amount of \$350.00 as submitted

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

NAYS – none

MOTION CARRIED 7/0

B. Officer Elections

Chairman Walt Bargaen opened the floor for nominations.

Board Chair – nomination by Davis of Justin Shattuck; nomination by Kempf of Walter Bargaen

Motion to close nominations Davis, supported by Robbins.

Ballot vote: Shattuck 2 votes; Bargaen 5 votes.

MOTION CARRIES 5/2 in favor of Walter Bargaen as Board Chair

Vice-Chair – nomination by Robbins of Neil Docherty

Motion to close nominations by Robbins, supported by Kempf

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

Secretary – nomination by Davis of Kim Jorgensen

Motion to close nominations by Davis, supported by Shattuck

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

Treasurer – nomination by Robbins of Stu Davis

Motion to close nominations by Shattuck, supported by Robbins

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

C. I AM Imlay City Storytelling Project

Director Malzahn presented a spread sheet list of the 26 storytellers who have completed their videos. She asked the Board if they would like her to proceed with an October 2024 reveal with those participants or extend the project until next spring in order to recruit more participants and reach the original target of 40 storytellers. The Board agreed that they would like to move the release date to next May and will help spread the word to interested parties.

NO BOARD ACTION TAKEN

D. Merchant Trick or Treating

The Board reviewed a special event permit for the October 26th Merchant Trick or Treating & Party in the Market event drafted by Director Malzahn. Malzahn reported that she is working with the Chamber to plan for the event. The Chamber will be coordinating the Merchant Trick or Treating portion and the DDA will coordinate the party in the park. The park area will include an inflatable corn maze and two other inflatable games, a costume contest with prizes, DJ, and cider & donuts. Events time is from 11:00 am -3:00 pm

MOTION by Davis, supported by Jorgensen to use \$1,000 of the funds previously approved for fall décor for this fall event and to submit the special event permit as shown.

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

NAYS – none

MOTION CARRIED 7/0**Kempf and Robbins were excused from the meeting @ 6:10 pm****E. WinterFest 2024**

The Board reviewed the special event permit for the December 7th WinterFest event drafted by Director Malzahn. Malzahn is collaborating with the Chamber to plan the event again for this year. Details are still being finalized but will include a Kringle Market, Lunch with Santa, Live Nativity, Night Parade and Tree Lighting Ceremony.

MOTION by Davis, supported by Docherty to submit the WinterFest Special Event Permit to city commission as presented.

Roll Call: AYES – Davis, Docherty, Jorgensen, Shattuck, Barga

NAYS – none

MOTION CARRIED 5/0**F. 2024 Summer Concert Report**

Director Malzahn presented the final report as required to meet the terms of the \$4000 MACC grant received. She noted that expenses totaled \$12,648 and revenues were \$4500, so the line item is under budget by roughly \$4,000.

MOTION by Davis, supported by Shattuck to accept the 2024 Summer Concert Final Report as presented.

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

G. Downtown Day

Director Malzahn presented information on the Michigan Downtown Association's Annual Downtown Day. The event this year will be held on September 28th. Malzahn is collaborating with the city of Lapeer and Almont to produce a short video showcasing all three Lapeer downtowns and will feature a cover soundtrack to "Downtown" by Petula Clark with a video montage of businesses and downtown sites from all three communities. The video will be released on social media and as a kick-off to a separate MDA networking event held in downtown Lapeer on Sept 26th.

MOTION by Davis, supported by Docherty to budget \$1000 for Downtown Day marketing and expenses.

Roll Call: AYES – Davis, Docherty, Jorgensen, Shattuck, Barga

NAYS – none

MOTION CARRIED 5/0**H. MiPDM Application**

Director Malzahn presented a continuing education opportunity that she is requesting enrollment in through the Michigan Downtown Association. This is a year-long course designed to increase proficiencies in 16 targeted areas of downtown management.

MOTION by Davis, supported by Jorgensen to fund the \$200 non-refundable application fee for enrollment into the MDA MiPDM course.

Roll Call: AYES – Davis, Jorgensen, Docherty, Shattuck, Barga

NAYS – none

MOTION CARRIED 5/0**11. DIRECTORS REPORT**

Malzahn presented her written report in the meeting packet for August 2024.

12. CLOSED SESSION - for the purposes of property acquisition

MOTION by Davis supported by Shattuck to enter closed session at 6:24 pm

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

RE-ENTER REGULAR SESSION AT 6:45 PM

MOTION by Davis, supported by Docherty to authorize Chairman Walt Bargaen to execute the purchase agreement and issue the \$1000 earnest deposit money.

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

NAYS – none

MOTION CARRIED 5/0

MOTION by Davis, supported by Docherty to authorize \$2500 for attorney fees to assist with lease/property agreements.

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

NAYS – none

MOTION CARRIED 5/0

13. PUBLIC PARTICIPATION – none

14. BOARD MEMBER COMMENTS – none

15. ADJOURNMENT

MOTION by Davis, supported by Docherty to adjourn the meeting at 6:55 pm

All in Favor 4 Ayes/Nays 1 - **MOTION CARRIES 4/1**

Next Regular DDA Board meeting date: Monday, October 14, 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

09/05/2024 TRI 85383 FIRST NATIONAL BANK OF OMAHA DDA 931.000 705.00 92.78

DDA 0
 DDA 973.006 705.00 100.70
 DDA 973.300 705.00 21.19
 DDA 973.300 705.00 15.90

CHECK TRI 85383 TOTAL FOR FUND 248: 230.57

09/05/2024 TRI 85390 MONTY'S FARMS FARMERS MARKET 973.300 705.00 35.00

09/05/2024 TRI 85393 OUTERONT DDA SIGN8/12/2024 - 09/08/2024 880.000 705.00 764.00

09/05/2024 TRI 85395 PENZIEN FARMS FARMERS MARKET REIMBURSEMENT 973.300 705.00 91.00

09/05/2024 TRI 85396 RB'S HOMEMADE FUDGE FARMERS MARKET 973.300 705.00 50.00

09/12/2024 TRI 85408 DTE ENERGY ELECTRIC- CITY DDA 921.000 705.00 2,315.18

ELECTRIC- CITY DDA 921.000 705.00 966.20
 ELECTRIC- CITY DDA 921.000 705.00 47.77
 ELECTRIC- CITY DDA 921.000 705.00 764.36

CHECK TRI 85408 TOTAL FOR FUND 248: 4,093.51

09/12/2024 TRI 85414 FRONTIER HARD LINES 853.000 705.00 9.55

09/12/2024 TRI 85423 MICHIGAN DOWNTOWN ASSOCIATION DDA TUITION ENROLLMENT MIPDM PROGRAM 815.000 705.00 200.00

DDA ANNUAL CONFERENCE AND MOBILE TOUR 860.000 705.00 310.00

CHECK TRI 85423 TOTAL FOR FUND 248: 510.00

09/12/2024 TRI 85424 MONTY'S FARMS FARMERS MARKET 973.300 705.00 45.00

09/12/2024 TRI 85425 PENZIEN FARMS FARMERS MARKET REIMBURSEMENT 973.300 705.00 173.00

09/12/2024 TRI 85428 QUADIENNT POSTAGE 703.000 705.00 0.97

09/12/2024 TRI 85430 RICOH USA, INC. COPIER -9/01 - 9/30 818.000 705.00 11.02

09/12/2024 TRI 85438 VC3 INC CLOUD PROTECTION FOR SEPT 818.000 705.00 5.15

MICROSOFT OFFICE 365 SEPT 818.000 705.00 8.30

CHECK TRI 85438 TOTAL FOR FUND 248: 13.45

09/12/2024 TRI 85439 WELLS FARGO VENDOR RENT ON COPIER 956.000 705.00 26.95

09/12/2024 TRI 85440 ATA NATIONAL TITLE GROUP 44-24928449-GCM EARNST MONEY DEPOSIT DDA 180-122 E THIRD 973.000 705.00 1,000.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
09/12/2024	TRI	85441	READ BEARD SOLUTIONS	CONCRETE SURFACE CLEANING DDA			** VOIDED **
09/12/2024	TRI	85442	RED BEARD SOLUTIONS	CONCRETE SURFACE CLEANING DDA	930.000	705.00	3,643.00
09/19/2024	TRI	85450	FINELINE LANDSCAPE CONSTRUCTION	2024 MOWING CONTRACT PAYMENT #6	956.000	705.00	806.40
09/19/2024	TRI	85452	FRONTIER	PHONE BILL 2 MONTHS	853.000	705.00	111.48
09/19/2024	TRI	85454	GREENSCAPE SOLUTIONS	AUGUST MAINTANANCE DDA	931.000	705.00	2,000.00
09/19/2024	TRI	85457	IMLAY CITY AREA CHAMBER OF	MEMBERSHIP DUES	815.000	705.00	100.00
09/19/2024	TRI	85460	MONTY'S FARMS	FARMERS MARKET	973.300	705.00	25.00
09/19/2024	TRI	85463	OUTFRONT	POSTERS PRODUCTION	880.000	705.00	1,300.00
				DDA POSTERS 9/9 - 10/06/2024	880.000	705.00	764.00
				CHECK TRI 85463 TOTAL FOR FUND 248:			<u>2,064.00</u>
09/19/2024	TRI	85465	PENZIEN FARMS	FARMERS MARKET REIMBURSEMENT	973.300	705.00	88.00
09/19/2024	TRI	85470	STINE, KATHY	FARMERS MARKET REIMBURSEMENT	973.300	705.00	10.00
09/19/2024	TRI	85471	THOMAS GRASS	FARMERS MARKET	973.300	705.00	53.00
09/19/2024	TRI	85472	TRI-CITY TIMES	DDA ADVERTISING	741.000	705.00	420.00
				DDA ADVERTISING	973.006	705.00	249.00
				DDA ADVERTISING	973.300	705.00	546.00
				CHECK TRI 85472 TOTAL FOR FUND 248:			<u>1,215.00</u>
09/19/2024	TRI	85473	VC3 INC	COMPUTER SERVICE CONTRACT	818.000	705.00	187.50
09/26/2024	TRI	85487	CONSUMERS ENERGY	150 BANCROFT	923.000	265.00	16.00
09/26/2024	TRI	85498	DTE ENERGY	ELECTRIC- 150 BANCROFT	921.000	265.00	40.49
09/26/2024	TRI	85506	DTE ENERGY	ELECTRIC- DDA SPRINKLER	921.000	705.00	30.34
09/26/2024	TRI	85507	DTE ENERGY	ELECTRIC- DDA SIGN	921.000	705.00	17.90
09/26/2024	TRI	85512	DTE ENERGY	ELECTRIC- STREET LIGHT	921.000	705.00	133.66
09/26/2024	TRI	85522	MONTY'S FARMS	DDA PUMPKINS MUWS CORN STALKS	931.000	705.00	84.00
				FARMERS MARKET	973.300	705.00	7.00
				CHECK TRI 85522 TOTAL FOR FUND 248:			<u>91.00</u>
09/26/2024	TRI	85523	PENZIEN FARMS	FARMERS MARKET REIMBURSEMENT	973.300	705.00	89.00

Check Date Bank Check # Payee Description Account Dept Amount

Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY

Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORI 17,775.79

PERIOD ENDING 09/30/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDC
		ORIGINAL BUDGET	AMENDED BUDGET				
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	2,400.00	255.00	1,600.00	60.00
248-000.000-675.600	DDA CONCERT SERIES	500.00	500.00	515.70	0.00	(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	4,415.88	255.00	350,984.12	1.24
TOTAL REVENUES							
Total Dept 265.000 - BUILDING MAINTENANCE		2,500.00	2,500.00	132.73	56.49	2,367.27	5.31
Expenditures							
Dept 265.000 - BUILDING MAINTENANCE							
248-265.000-921.000	ELECTRICITY	1,500.00	1,500.00	84.73	40.49	1,415.27	5.65
248-265.000-923.000	HEAT	500.00	500.00	48.00	16.00	452.00	9.60
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	132.73	56.49	2,367.27	5.31
Dept 705.000 - UNALLOCATED ACTIVITY							
248-705.000-703.000	WAGES & SALARIES	50,600.00	50,600.00	12,862.49	4,332.21	37,737.51	25.42
248-705.000-706.000	HOURLY WAGES	15,000.00	15,000.00	2,669.00	1,360.00	12,331.00	17.79
248-705.000-706.011	HOURLY INTERN	0.00	0.00	1,440.00	0.00	(1,440.00)	100.00
248-705.000-710.000	BONUS PAY	1,000.00	1,000.00	0.00	89.84	830.90	24.46
248-705.000-713.000	DEFERRED COMP CONTRIBUTION	1,100.00	1,100.00	269.10	0.00	500.00	0.00
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	1,285.29	428.23	3,214.71	28.56
248-705.000-716.000	HEALTH INSURANCE	23,000.00	23,000.00	6,177.87	2,059.29	16,822.13	26.86
248-705.000-717.000	LIFE/DISABILITY INS	750.00	750.00	201.93	67.31	548.07	15.92
248-705.000-718.000	RETIREMENT AND OPER	3,000.00	3,000.00	465.70	155.48	2,534.30	25.52
248-705.000-721.000	PTG/VACATION PAY-OUT	3,000.00	3,000.00	444.24	111.06	2,555.76	14.81
248-705.000-727.000	OFFICE SUPPLIES	800.00	800.00	13.11	0.00	786.89	1.64
248-705.000-730.000	POSTAGE	200.00	200.00	1.38	0.00	198.62	0.69
248-705.000-740.000	OPERATING SUPPLIES	2,000.00	2,000.00	216.42	0.00	1,783.58	10.82
248-705.000-741.000	ADVERTISING	7,000.00	7,000.00	431.97	420.00	6,568.03	6.17
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	550.00	300.00	450.00	55.00
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	496.22	211.97	4,503.78	9.92
248-705.000-826.000	LEGAL SERVICES	1,000.00	1,000.00	30.00	0.00	970.00	3.00
248-705.000-830.000	LIABILITY INSURANCE	200.00	200.00	974.90	0.00	(774.90)	487.45
248-705.000-831.000	WORKERS COMPENSATION	400.00	400.00	54.07	0.00	345.93	13.52
248-705.000-833.000	TELEPHONE EXPENSES	1,200.00	1,200.00	513.86	171.03	686.14	42.82
248-705.000-860.000	TRANSPORTATION & CONFERENCES	2,500.00	2,500.00	370.30	310.00	2,129.70	14.81
248-705.000-880.000	COMMUNITY PROMOTION	14,000.00	14,000.00	10,042.00	2,828.00	3,958.00	71.73
248-705.000-900.000	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	8,788.73	4,275.41	26,211.27	25.11
248-705.000-930.000	MISCELLANEOUS REPAIRS & MAINT	12,000.00	12,000.00	11,671.50	3,643.00	328.50	97.26
248-705.000-931.000	STREETSCAPE MAINTENANCE	55,000.00	55,000.00	21,093.02	2,176.78	33,906.98	38.35
248-705.000-956.000	MISCELLANEOUS	4,000.00	4,000.00	2,530.81	833.35	1,469.19	63.27

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 09/30/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/24		AVAILABLE BALANCE		% BDCST USED
		ORIGINAL BUDGET	AMENDED BUDGET		INCR (DECR)	NORM (ABNORM)			
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Expenditures									
248-705.000-958.000	ADMINISTRATIVE/TRANSFER TO	35,000.00	35,000.00	0.00	0.00	0.00	35,000.00	0.00	
248-705.000-973.000	DEVELOPMENT COSTS-UNALLOCATED	20,000.00	20,000.00	1,678.12	1,000.00	1,000.00	18,321.88	8.39	
248-705.000-973.002	LEASES	1,300.00	1,300.00	0.00	0.00	0.00	1,300.00	0.00	
248-705.000-973.006	DDA CONCERT SERIES EXP	12,000.00	12,000.00	6,652.92	349.70	349.70	5,347.08	55.44	
248-705.000-973.008	BRICK/BENCH EXPENSE	100.00	100.00	0.00	0.00	0.00	100.00	0.00	
248-705.000-973.100	LAPER DEVELOPMENT CORPORATIO	6,250.00	6,250.00	6,250.00	0.00	0.00	0.00	100.00	
248-705.000-973.300	FARMERS MARKET EXPENSE	10,000.00	10,000.00	3,158.64	1,123.09	1,123.09	6,841.36	31.59	
248-705.000-973.560	WINTER FEEST	4,000.00	4,000.00	0.00	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	0.00	2,000.00	0.00	
248-705.000-975.000	CAPITAL OUTLAY	12,000.00	12,000.00	132.34	0.00	0.00	11,867.66	1.10	
Total Dept 705.000 - UNALLOCATED ACTIVITY		352,900.00	352,900.00	101,465.93	26,245.75	26,245.75	251,434.07	28.75	
TOTAL EXPENDITURES		355,400.00	355,400.00	101,598.66	26,302.24	26,302.24	253,801.34	28.59	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:									
TOTAL REVENUES		355,400.00	355,400.00	4,415.88	255.00	255.00	350,984.12	1.24	
TOTAL EXPENDITURES		355,400.00	355,400.00	101,598.66	26,302.24	26,302.24	253,801.34	28.59	
NET OF REVENUES & EXPENDITURES		0.00	0.00	(97,182.78)	(26,047.24)	(26,047.24)	97,182.78	100.00	

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.200	CASH - CHECKING ACCOUNT	180,427.78
248-000.000-001.201	CASH - CHECKING HRA	702.25
248-000.000-001.210	CASH - CHECKING DDA	20,109.27
248-000.000-101.000	PREPAID - ASSET	9,831.17
Total Assets		211,070.47
*** Liabilities ***		
248-000.000-202.000	ACCOUNTS PAYABLE	10,790.50
Total Liabilities		10,790.50
*** Fund Balance ***		
248-000.000-390.000	FUND BALANCE	261,364.01
Total Fund Balance		261,364.01
Beginning Fund Balance - 23-24		261,364.01
Net of Revenues VS Expenditures - 23-24		36,098.74
*23-24 End FB/24-25 Beg FB		297,462.75
Net of Revenues VS Expenditures - Current Year		(97,182.78)
Ending Fund Balance		200,279.97
Total Liabilities And Fund Balance		211,070.47

* Year Not Closed



*Christmas
I need
these receipts
Thanks*

CITY OF IMLAY CITY
Account number ending in 9672
Transactions for billing cycle ending 09/24/24



TRANSACTION DETAIL

Transactions

Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits
09-09	09-09	85411174253023000268873	PAYMENT - THANK YOU	\$230.57 CR
09-09	09-10	55432864253207320658798	SQ *WHITE FEATHER FARM ATTICA MI	\$320.00
		<i>Streetscape 248 705 000 931 000</i>		
09-11	09-12	55446414255021146031932	ROME0 PRINTING COMPANY ROME0 MI	\$144.00
		<i>Com Promotions 248 705 000 880 000</i>		
09-11	09-12	55463154256013953197285	INFLATABLES ETC PORT HURON MI	\$500.00
		<i>Com Promotion 248 705 000 880 000</i>		
09-12	09-13	02305374257000609792830	USPS PO 2546500444 IMLAY CITY MI	\$30.45
		<i>Postage 248 705 000 730 000</i>		

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
Total Interest for this Period	\$0.00

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

	Annual Percentage Rate (APR)	Special Offer or Eligible Purchases APR Expiration Date	Balance Subject to Interest Rate	Days Rate Used	Interest Charge
Purchases	18.24% (v)	NA	\$572.31	32	\$0.00
Cash Advance	30.49% (v)	NA	\$0.00	32	\$0.00

2024 Total Year-to-Date

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

Contact Information

Contact us online
card.fnbo.com

Talk To Us
800-819-4249
We accept calls made through relay services (dial 711)

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

City Administrative Applied Charges																
2023-2024 Budget	324,500.00	Electricity	Street Lamps	Copier Misc. #956,000	GL #956,000	Office Supplies Non-DDA Purchased	Phones GL# 853,000	City Grounds Maintenance GL Misc. #956,000	Other	Administrative Transfer	Legal Services GL # 826,000	Computer Services GL # 818,000	Old Fire Hall Consumers Energy	Water Usage for downtown irrigation	MML Liability Insurance GL# 830,000	Monthly Totals
7/1/2023	\$2,665.23			\$50.56		\$48.55		\$940.00		\$35,000.00						\$38,604.34
8/1/2023	\$2,650.84			\$50.24		\$119.02		\$940.00								\$3,723.56
9/1/2023	\$2,703.44			\$26.95			\$81.10	\$940.00	\$5.93							\$3,658.42
10/1/2023	\$2,801.50			\$63.38			\$7.36	\$840.00	\$1,073.34							\$4,785.58
11/1/2023	\$2,818.39			\$207.29		\$44.64	\$62.47									\$3,232.79
12/1/2023	\$3,395.95			\$70.88		\$22.51	\$68.34		\$70.40							\$3,628.08
1/1/2024	\$4,022.87			\$55.94		\$31.32	\$113.05									\$4,223.18
2/1/2024	\$2,927.46			\$65.76		\$71.27	\$114.60									\$3,179.09
3/1/2024	\$2,810.06			\$97.35		\$16.39	\$55.79									\$2,979.59
4/1/2024	\$4,441.57			\$26.95		\$57.04	\$55.33	\$906.40	\$189.56							\$5,576.85
5/1/2024	\$4,145.07			\$80.91		\$46.54	\$18.86	\$906.40	\$375.00							\$5,472.73
6/1/2024	\$4,013.79			\$48.77		\$11.90	\$50.00	\$906.40				\$480.00	\$187.50		\$16.00	\$5,614.36
																\$89,355.54
2024-2025 Budget	\$30,000.00			\$4,000.00			\$1,200.00	\$4,000.00		\$35,000.00						200.00
6/12/2788																
7/1/2024	\$3,999.93			\$64.66			\$9.43	\$906.40				\$13.30				\$9,086.13
8/1/2024	\$4,243.14			\$70.00			\$177.87	\$806.40			\$30.00	200.95				\$6,503.26
9/24/2024	\$4,093.51			\$37.97			\$121.03	\$806.40				200.95				\$5,259.86



AGENDA ITEM NB 10a. Streetscape Request for Proposal

DATE: **October 11, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Per the City/DDA purchasing policy this contracted service needs to be advertised. The current contract with Greenscape Solutions expires in April 2025.

Director Malzahn's recommendations and changes from previous rfp versions are highlighted in yellow.

Items Attached: Streetscape RFP

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

Recommendation: Motion to approve the Streetscape RFP as drafted and authorize it to be advertised to interested parties.

LANDSCAPING SERVICE 2024 – RFP

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

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

PURPOSE & OBJECTIVES

The DDA is interested in receiving proposals from companies or agencies with the ability and interest in providing any or all of these services. **A minimum of a one (1) year contract with options to renew for up to 4 additional years will be negotiated. The service contract will cover a time period that begins April 15, 2025 and ends April 14, 2026.**

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

DEFINITION OF SERVICES

BID ITEM # 1

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

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

- Furnishing and installing all landscaping materials. The types and quantities of the landscaping materials (annuals or perennials) shall be agreed upon by the Director of the DDA and the Contractor before planting. Contractor shall identify the types and quantity of materials to be included in a typical setting. There may be different materials required depending upon the situation of location, sun, shade, etc. The DDA would prefer that a mix of colorful annuals line the bump-outs during the spring and summer.
- Furnishing a list of any nursery intending to supply the necessary plant materials. The DDA reserves the right to inspect plant materials before awarding this contract and at any time during this contract. The DDA encourages the use of a local nursery.
- Selecting specimen quality plants (unless specifically noted otherwise) that are sound, healthy, and vigorous with normal habit of growth and well-developed rooted systems.
- Ensure plants shall be free of diseases, insects, pests, egg or larva.
- Ensuring plants shall not remain unplanted for longer than 3 days after delivery unless proper protection against drying is provided. Plants that have not been properly protected will not be accepted.

- Locating all underground irrigation lines and objects before excavating. Damaged lines will be the responsibility of the contractor.
- Removing and off-site disposal of all annual plant materials from the identified bump outs. **Use of existing DDA-owned trash receptacles is strictly prohibited.**
- Ensuring the surrounding paved/brick paver areas shall be kept free from accumulations of waste matter or debris at all times during the progress of work.
- After planting operations have been completed, removing trash, excess soil, empty plant containers and rubbish from the area. The Contractor shall leave the site area broom-clean and shall wash down paved area, leaving the area in a clean and safe condition.
- Turning and aerating the existing topsoil in each bump out.
- Adding mulch in each bump out. **Mulch to be 3 inches deep (but not more than 4 inches deep)**, single, shredded native hardwood bark mulch, not larger than 3 inches in length and ½ inch in width, free of wood chips and sawdust.
- Adding plant mix where required, to be prepared by mixing 1/3-part topsoil, well mixed with 1/3-part peat and 1/3-part existing soils.
- Setting all plants shall be so that when settled they will bear the same relation to the finished grade as they bore to the natural grades before being transplanted.
- Fertilizing, at the discretion of the Contractor, to ensure proper life and health of planted materials.
- Soaking all planted materials with water immediately after planting. Watering will be the Contractor's responsibility until the job is completed and accepted by the DDA Director. The Contractor shall be responsible for watering all planting upon installation using the DDA's irrigation system, pruning and applying such sprays as are necessary to keep the planting free of insects and disease until the end of the warranty period.
- Privately owned property is specifically excluded from the services included in this bid item.
- Public area(s) with **both annual and perennial plantings** to be covered under this bid item include, but are not limited to, the following:
 - M-53 (Cedar Street) and Third Street Entrance/Gateway
 - Bumpout/bed areas near the corner of Fourth and Almont Streets
 - Bumpout/bed areas near the corner Third Street, Almont Avenue and Bancroft Street within the DDA district
 - **Lamb Steele Park Gazebo (potted annuals)**
 - Wayfinding Signs throughout the downtown
 - Lamb Steele Park
 - Farmers' Market
 - Municipal Office

- Municipal Office front and rear entrances (potted annuals)
 - M-21 and Almont Avenue Sign/ Entrance
- Public area(s) with **perennial/tree/shrub plantings only** to be covered under this bid item include, but are not limited to, the following:
 - Corner of Fourth and Almont Streets
 - Pocket Park located on south side of Third Street and East of Bancroft
 - Pocket Park located on north side of Third Street and West of Bancroft
 - Bancroft Street Parking Lot
 - Area around the building located at 150 Bancroft Street
 - Depot Drive bump-outs/bed areas including fence line running along railroad tracks
 - Lamb Steele Building West Side
 - Wayfinding Signs throughout the downtown
 - Police Station
 - Pool/Senior Center
 - Fire Hall
 - Rotary Park
 - Lamb Steele Park
 - Farmers' Market
 - Department of Public Works
 - Waste Water Treatment
 - Municipal Office
 - Digital Sign on M-53
 - Industrial Park
 - Industrial Park Entrance (M-53 and Morrice Boulevard)

BID ITEM # 2

STREET BUMPOUTS AND PUBLIC AREAS – MAINTENANCE OF PLANT MATERIAL

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

- Maintaining **all** plant material for a period equal to the term of the agreement.
- Maintaining bump outs and other public areas based upon the design as approved by the DDA and Contractor upon the contract discussions. Including but not limited to: weeding, trimming of bushes and removing dead flower heads after bloom and removing litter.
- Pruning, spraying, trimming, watering, and fertilizing flowers that have been installed in the public areas. Weeding, replacing top soil and mulch and removing all dead plant material (leaf, twigs, etc.) from the bump outs and public areas on an as-needed basis in order to maintain the quality and overall appearance of downtown, or as deemed necessary by the DDA.

- Submitting a record of all fertilizers, herbicides, insecticides, and disease control chemicals used.
- Reporting all materials found dead, missing or in poor condition during the maintenance period to the DDA Director immediately. All plants which in the opinion of the DDA Director are dead, unsightly or have lost natural shape due to excessive pruning or inadequate or improper maintenance by the Contractor, will be removed and replaced within two (2) weeks of notification by the DDA Director and at no additional cost of the owner.
- Maintaining mulch to help reduce evaporation and the frequency of watering.
- Ensuring all pruning cuts are made to lateral branches, buds, or flush with trunk. Stubbing will be permitted. Shrubs shall be clipped into whatever shape is aesthetically pleasing and appropriate for where situated.
- Preparing bump outs and public areas after spring months and for winter months, removing all dead plant materials, etc.
- Examples of the public area to be covered under this bid item include but are not limited to the following:
 - M-53 and Third Street Entrance/Gateway
 - Corner of Fourth and Almont Streets
 - Third Street, Almont Avenue and Bancroft Street within the DDA district
 - Pocket Park located on south side of Third Street and East of Bancroft
 - Pocket Park located on north side of Third Street and West of Bancroft
 - Bancroft Street Parking Lot
 - Area around the building located at 150 Bancroft Street
 - Depot Drive (to include fence line running along railroad tracks)
 - ~~Lamb Steele Building West Side~~
 - Lamb Steele Park including gazebo
 - Wayfinding Signs throughout the downtown
 - Police Station
 - Pool/Senior Center
 - Fire Hall
 - Rotary Park
 - Lamb Steele Park
 - Farmers' Market
 - Department of Public Works
 - Waste Water Treatment
 - Municipal Office
 - Digital Sign on M-53
 - Industrial Park
 - M-21 and Almont Avenue Sign/ Entrance
 - Industrial Park Entrance (M-53 and Morrice Boulevard)

TIMELINE

- Advertisement of RFP during the week of October 21, 2024
- Bids due November 8, 2024, at 12:00 PM (Noon)
- Opening of bids November 8, 2024 at 3:00 PM
- Contract award announcement November 18, 2024 DDA Board Meeting

EMPLOYEES

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

MATERIALS AND EQUIPMENT

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

HOLD HARMLESS

The Contractor hereby agrees and undertakes to indemnify and save the City of Imlay City and the DDA harmless of and from all claims, demands, and rights of action of every name, nature and description whether arising under State or Federal statutes, or at common law, for injury or alleged injury to persons whether employees of the City, or the Contractor, or to third parties, and for damages or alleged damage to property regardless of to whom it may belong to in whose custody it may be, arising through, on account of, or out of this agreement and formed negligently or otherwise. The Contractor will, upon notice from the 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 Contractor shall identify the number of personnel that will be provided to perform each bid item, the hours and days of the week that they will be working (unless specifically indicated in this document) and an anticipated work schedule. Neither the workers nor the services they are providing shall be conducted so it will interfere with a business or its customers.

COSTS

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

REFERENCES AND EXPERIENCE

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

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

LICENSE(S), PERMITS AND INSURANCE

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

START UP

The term of the contract shall be from December 1, 2024 through November 30, 2025. The successful Contractor shall be prepared to start with all services on or before April 15, 2025 weather dependent.

EVALUATION

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

1. A firm shall submit its response to this request for proposals to the DDA on or before **Noon, Friday, November 8, 2024.**
2. The DDA Director will review all proposals at the time of bid openings, **3:00 p.m. EST on Friday, November 8, 2024.** Proposals deemed to be in the best interest of the DDA may be selected for a phone call and/or walk through of the downtown.
3. Upon completion of phone calls and walk through, the DDA Director intends to select a "preferred firm" with any and all of the bid request items. If an agreement/contract cannot be reached with the first selection, the DDA reserves the right to terminate discussions and begin negotiating with another applicant. The agreement/contract will be executed with a single entity, but this does not preclude a consortium effort. Any necessary clarifications and or adjustments to bid items and required services shall take place during such negotiations.
4. The agreement/contract will then be reviewed and approved by the DDA Board of Directors.

Selection criteria will include, but are not limited to:

- Estimated costs
- Relevant experience
- Qualifications of selected firms
- Selected plant material

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

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

RESPONSES

Sealed proposals with two (2) hard copies + one digital electronic file to this request for proposal shall be submitted no later than 12:00 p.m. EST on Friday November 8, 2024. Please clearly mark the outside of the response, “**DOWNTOWN LANDSCAPING SERVICES**” and deliver to:

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

In lieu of paper responses, proposals may be submitted electronically to ddadirector@imlaycity.org. The DDA is not responsible for undeliverable or submissions that are automatically directed to spam.

CONTACT

Questions regarding the Bid Items should be directed to:

Christine Malzahn, Director
Imlay City Downtown Development Authority
810.724.2135 (office) ext 1307
586.801.0166 (cell)
ddadirector@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: Friday November 8, 2024
BEFORE 12:00 P.M. EST

The undersigned, as a Bidder, declares that he/she has familiarized themselves with the location of the proposed project in the City of Imlay City and the conditions under which it must be constructed; also, that he/she has carefully examined the Plans and Specifications which they understand and access 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:

- 1. STREET BUMPOUTS AND PUBLIC AREAS-
FURNISHING AND INSTALLING ALL
LANDSCAPE MATERIALS \$ _____
- 2. STREET BUMPOUTS AND PUBLIC AREAS –
MAINTENANCE OF PLANT MATERIAL \$ _____

TOTAL BID PROPOSAL AMOUNT \$ _____

COMPANY NAME _____

COMPANY ADDRESS _____

CONTACT NAME AND NUMBER _____

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

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AGENDA ITEM NB 10b. Irrigation System Maintenance Request for Proposal

DATE: **October 11, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Per the City/DDA purchasing policy this contracted service needs to be advertised. The current contract with Aqua Turf expires in April 1, 2025. Director Malzahn's recommendations and changes from previous rfp versions are highlighted in yellow.

Items Attached: Irrigation System RFP

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

Recommendation: Motion to approve the Irrigation RFP as drafted and authorize it to be advertised to interested parties.

IRRIGATION SERVICE RFP 2024

Imlay City Downtown Development Authority
 150 N. Main Street
 Imlay City, MI 48444
 (810)-724-2135
ddadirector@imlaycity.org

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

PURPOSE & OBJECTIVES

The DDA is interested in receiving proposals from companies or agencies with the ability and interest in providing these services. A minimum of a one (1) year contract with options to renew for up to **four (4) additional** years will be negotiated. The service contract will cover a time period that begins April 1, 2025 and ends March 31, 2026.

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

DEFINITION OF SERVICES (HEADLINES)

Bid Item

Irrigation

- There are three separate irrigation systems in Downtown Imlay City:
 - M-53/ Gateway consists of 19 zones and serves grass and flower beds that line M-53 and Third Street at entrance
 - Third Street consists of 16 zones that serve bump outs along Third Street
 - Depot Drive consists of 6 zones that serve grass and flower beds
- The contractor would be responsible for turning the system on at the beginning of the contract period.
- The contractor would be responsible for winterizing the system in the month of October.
- During the time of the contract, the contractor will be responsible to inform the DDA Director of any damages and or problems with the irrigation system.
- Repairs to the systems that are not the cause of the contractor's neglect will be addressed on a case-by-case basis. **Repair costs should not be included in the bid amount.**
- It is a preference that the contractor will have the experience and ability to fix any problems associated with a commercial/governmental irrigation system.
- The contractor would be responsible to check/run the system once a month to ensure the effectiveness of the system watering the vegetation (i.e., heads that are clogged, nonfunctional heads, and or aim of spray).

TIMELINE

- Advertisement of RFP during the week of October 21, 2024
- Bids due November 8, 2024, at 12:00 PM (Noon)
- Opening of bids November 8, 2024 at 1:00 PM
- Contract award announcement November 18, 2024 DDA Board Meeting

EMPLOYEES

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

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

COSTS

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

REFERENCES AND EXPERIENCE

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

- A demonstrated knowledge and ability to undertake and perform the services being requested upon which the bid is being provided.
- A brief company history and background with regard to company reliability, experience and the ability of service persons directly employed or supervised by the contractor to render prompt and satisfactory service. The background should include a list of references.
- A list of the roles and responsibilities of the individual who will be directly involved with the supervision of the persons providing the service(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 performed: Workers Compensation Coverage (Statutory), Employers Liability Coverage (\$500,000), Commercial General Liability (\$1,000,000), and Automobile Liability (\$1,000,000).

START UP

The term of the contract shall be from April 1, 2025, through March 31, 2026. The successful contractor shall be prepared to start with all services on April 1, 2025.

EVALUATION

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

1. A firm shall submit its response to this request for proposals to the Downtown Development Authority Director, Christine Malzahn, by 12:00 p.m. on Friday, November 8, 2024.
2. The DDA Director will review all proposals at the time of bid openings. Proposals deemed to be in the best interest of the DDA shall be selected for a phone call and/or walk through of the downtown.

3. Upon completion of phone calls and walk through, the DDA Director intends to select a “preferred firm” with any and all of the bid request items. If an agreement/contract cannot be reached with the first selection, the DDA reserves the right to terminate discussions and begin negotiating with another applicant. The agreement/contract will be executed with a single entity, but this does not preclude a consortium effort. Any necessary clarifications and or adjustments to bid items and required services shall take place during such negotiations.
4. The agreement/contract will then be reviewed and approved by the DDA Board of Directors.

Selection criteria will include, but not be limited to:

Estimated costs
 Relevant experience
 Qualifications of selected firms

When the DDA Director selects a final proposal, her recommendation will be forwarded to the DDA Board for action.

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

RESPONSES

Sealed proposals with two (2) copies to this request for proposal shall be submitted to the Director of the Imlay City Downtown Development Authority no later than 12:00p.m., Friday, November 8, 2024.

Please clearly mark the outside of the response, “DOWNTOWN IRRIGATION SERVICES” and deliver to:

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

In lieu of paper responses, proposals may be submitted electronically to ddadirector@imlaycity.org. The DDA is not responsible for undeliverable or submissions that are automatically directed to spam.

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

CITY OF IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY
ATTENTION: DIRECTOR
150 NORTH MAIN STREET
IMLAY CITY, MI 48444

BIDS DUE: **FRIDAY, November 8, 2024**
BEFORE 12:00 P.M. LOCAL TIME

The undersigned, as a Bidder, declares that he/she has familiarized themselves with the location of the proposed project in the City of Imlay City and the conditions under which it must be constructed; also, that he/she has carefully examined the Plans and Specifications which they understand and access 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:

1. IRRIGATION \$ _____

TOTAL BID PROPOSAL AMOUNT \$ _____

COMPANY NAME _____

COMPANY ADDRESS _____

CONTACT NAME AND NUMBER _____

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

**CITY OF IMLAY CITY
ADVERTISEMENT FOR BIDS
IRRIGATION SERVICE DOWNTOWN**

The City of Imlay City Downtown Development Authority (DDA) is seeking sealed bids for Irrigation Service for Downtown Areas until 12:00 p.m., Friday, November 8, 2024. Bids should be clearly marked "DOWNTOWN IRRIGATION SERVICES" and submitted to Imlay City Downtown Development Authority, ATTENTION: **Christine Malzahn**, Director, 150 North Main Street, Imlay City, MI 48444 **or via email to: ddadirector@imlaycity.org**. Bid forms and specifications may be obtained by calling (810) 724-2135, request by email to ddadirector@imlaycity.org, or in person at the Imlay City offices located at 150 North Main Street. The City of Imlay City and DDA reserve the right to accept or reject any or all bids, to waive any irregularities and to accept the bid deemed to be in the best interest of the City.

Christine Malzahn
Executive Director
Imlay City Downtown Development Authority

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AGENDA ITEM NB 10c. Equipment Purchase

DATE: October 11, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: As part of regular weekly maintenance, the market area needs to be swept and or blown -out of debris left behind. For convenience Director Malzahn is requesting the DDA to purchase its own equipment to perform this work.

Items Attached: EGO Power+ LB6703 Pricing

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

Recommendation: Motion to approve the purchase of an EGO Power Leaf Blower at \$269 from Vinkier's Ace Hardware in Almont

EGO Power+ LB6703 180 mph 670 CFM 56 V Battery Handheld Leaf Blower Kit (Battery & Charger) W/ 4.0 AH BATTERY

Shop all [EGO](#) Item # 7018658 | Mfr # LB6703

[\(692\)](#) [Write Review](#) | [Q&A \(21\)](#)



EGO KIT INCLUDES

POWER+ 670 CFM BLOWER

4.0 AH ARC LITHIUM™ BATTERY WITH FUEL GAUGE

320W CHARGER

Roll over image to Zoom

\$269.00

Regular Price

\$269.00

Sign In / Join

\$20.00 off Ace Rewards Exclusive

\$249.00

Pay in 4 interest-free payments of \$67.25 with **PayPal**. [Learn more](#)

Ships to Store for Pickup

Get it Fri, Oct 11

FREE

Scheduled Delivery

Delivery is not offered at this store

[Check delivery options](#)

Ship It

Usually ships **next day**

Check arrival date and cost

From: Vinckier Ace Hardware, 4545 Van Dyke Rd, Almont, MI 48003

[Change store](#)

i Get it faster at [10 nearby stores](#)

1 ▼

ADD TO CART



Returns



Free returns on most items within 30 days.

\$269.00

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AGENDA ITEM NB 10d. Hometown Hero Banners

DATE: **October 11, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: The existing 33 HomeTown Hero banners that were produced and displayed in downtown for the past 3 spring/summer seasons have reached their end of life usability. If the Board would like to continue this tradition, Director Malzahn is recommending that the design be updated and new banners be printed.

The program guideline currently charges \$60 per name to banner sponsors. Production cost for new banners is estimated at \$51 each. Based on the price for the new Shop, Dine Explore banners.

Items Attached: Hometown Hero Application

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

Recommendation: Motion to approve the creation and purchase of new Hometown Hero banners for spring 2025 installation at a cost of \$1700



MILITARY HOMETOWN HERO BANNER PROGRAM

Upon submittal of this application, please review the Military Hometown Hero Banner Program guidelines for further details. The initial cost per banner is Sixty Dollars (\$60.00) for the production, installation, and removal of the banner. The banner will be displayed mid-late may for a limited time frame. Please send a check, payable to the Imlay City Downtown Development Authority, along with the completed application to:

Imlay City DDA
150 N. Main Street
Imlay City, Michigan 48444

Honoree Information

Name of Service Person _____

[Please print name exactly as you want to appear on banner]

Is Service Person a resident of Lapeer County? Yes No

Branch of the U.S. Military Service:

- | | | |
|--|---|---|
| <input type="checkbox"/> U.S. Army | <input type="checkbox"/> U.S. Navy | <input type="checkbox"/> U.S. Coast Guard |
| <input type="checkbox"/> U.S. Marine Corps | <input type="checkbox"/> U.S. Air Force | |

Please indicate the type of banner you would like to order:

- Active Duty Veteran Memorial

What you will need to submit:

- Application
- 5 x 7 high quality photo of the Service Person in uniform
(Please do not send original photo. Photo will not be returned.)
- Military Verification Form *(e.g., Military ID, DD214, etc.)*
- \$60.00 payable to Imlay City DDA. (Please reference “*Hometown Hero*” on check.)

Applicant Contact Information

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

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

Relationship to Service Person _____

If the Service Person being honored is living, they will need to grant permission for their name and likeness to be placed on a banner in Downtown Imlay City. A separate form has been provided for this.

You can verify military records online by visiting

<http://www.archives.gov/veterans/military-service-records>

For additional information or questions, please contact the Imlay City
 Downtown Development Authority via email at

ddadirector@imlaycity.org



MILITARY HOMETOWN HEROES BANNER PROGRAM

HONOREE RELEASE FORM

I hereby grant permission to the Imlay City Downtown Development Authority to utilize my name and likeness for their Military Hometown Hero Banner Program.

Honoree Signature _____

Dated _____



MILITARY HOMETOWN HEROES BANNER PROGRAM

GUIDELINES AND SPONSORSHIPS

The Military Hometown Heroes Banner program has been created to honor and recognize military personnel (active, honorably discharged or deceased) that reside or have resided in Lapeer County; those who can and do call Imlay City their hometown. This program is funded through payments and donations which enable purchase and placement of the banners on Downtown Imlay City lampposts.

Banners measure approximately 24" x 40" and will have the Service Person's name, image and military branch. Those military men and women who have been honorable discharged will be designated with a white star, those who have died in the line of duty a gold star, and active duty members will be designated with a blue star.



GUIDELINES

1. Honoree must be on active duty, honorably discharged or deceased from any branch of the United States Military.
2. Honoree must be or have been a resident of Imlay City.
3. Each Banner will list the Honoree's name and branch of service and will be proudly displayed on a lamppost in Downtown Imlay City.
4. The Imlay City Downtown Development Authority will have the sole responsibility of hanging and removal of the Banner. Once produced and installed, Banners shall remain the property of the Imlay City Downtown Development Authority until removed and presented to the family or requestor.
5. The Banner will be displayed from Memorial Day to fall, upon removal, the Banner will be returned to the person who made the original application request. If the Banner starts

to show any signs of deterioration before the planned removal date, said Banner will be removed and returned to the requestor.

SPONSORSHIPS / DONATIONS

Sponsorships and donations will be used to assist families who would like to take part in this program but are not able to afford to pay the cost of banner requests. You can sponsor a specific banner/family or simply donate funds to be used as needs arise. Sponsors will be listed on the Imlay City Downtown Development Authority website and on its social media pages as a program sponsor/donor from Memorial Day to early fall during the year of contribution.

If you are interested in becoming a sponsor/donor for this program, please complete the following and return along with your donation.

Name (or Business Name) _____

Street Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

If you wish to sponsor a specific Banner, please list the Service Person's name below in order to allow us to match your donation with their application.

Name of Service Person _____

Please return the completed form along with your check to:

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



AGENDA ITEM NB 10e. Community Pavilion Grant

DATE: **October 11, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: There are several new grant opportunities under which the community center pavilion project meets the criteria. The MEDC RAP 3.0 would fund up to \$1 million with a 50% required match and the EPA Environmental Justice grant would fund up to \$10 million with a \$0 match. Applying on one or both of these opportunities will require updated budget calculations and/or revisions to the site plan.

Items Attached: Spicer Group Estimate* (provided at Board table)
RAP 3.0 Guidelines
EPA Community Justice Grant Strategies

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

Recommendation: Motion to approve the Spicer Group proposal for grant assistance work on the community pavilion center.

REVITALIZATION AND PLACEMAKING (RAP FUND) PROGRAM

GUIDELINES

Program Overview

The Revitalization and Placemaking (“RAP”) Program is an incentive program that will proactively deploy state funding to address community revitalization needs in Michigan communities by investing in projects that enable population and tax revenue growth through rehabilitation of underutilized buildings and historic structures, and development of permanent place-based infrastructure associated with social zones and traditional downtowns, outdoor dining, and place-based public spaces. Administered by the Michigan Economic Development Corporation (“MEDC”), this tool provides access to development gap financing for 1) real estate rehabilitation and development projects; 2) public place-based infrastructure projects; or 3) façade improvement program implementation projects. Grants will be awarded for individual projects; however, grants for place-based infrastructure and/or façade program implementation may be awarded to subgrant programs. Awards may be made based on individual application or based on funding rounds as determined by the MEDC.

Program Goals

Through the RAP Program, the MEDC partners with local communities to proactively address revitalization needs by investing in projects that promote population and tax revenue growth. These investments help create the environment necessary to attract and retain talent, add new housing options, enable business creation and attraction, and provide resources for Michigan citizens and communities.

Eligible Applicants:

- Real Estate Rehabilitation and Development: Individuals or entities working to rehabilitate vacant, underutilized, blighted, and historic structures. These applicants may include non-profits and local economic development organizations or private real estate developers.
- Public Place-Based Infrastructure (individual projects): Individuals or entities working on the development of permanent place-based infrastructure¹ associated with traditional downtowns, social-zones, outdoor dining and placed-based public spaces. These applicants may include but are not limited to: Municipal or economic development organizations such as Downtown Development Authorities, local units of government, local Land Bank Fast Track Authorities² or other entities approved by the MEDC.
- Façade or Public Place-Based Infrastructure Subgrant (as part of a funding round): Economic development organizations and other public entities working to improve the streetscape in traditional downtowns and neighborhood commercial nodes by investing in place-based infrastructure on publicly owned and maintained properties or investing in private building facades through an existing and active local façade improvement program.

¹ Amenity that is not intended to be temporary, including but not limited to a site improvement or building, and that positively contributes to a traditional downtown or a mixed-use area with abundant accommodations for non-motorized transportation.

² Local authority created under Act 258 of 2003.

Eligible Properties:

- Real Estate Rehabilitation and Development:
 1. Must qualify as Previously Developed Property³ and may have previously contained or currently contains a structure.
 2. Must be located in or contributing to a traditional downtown, central business district, neighborhood commercial node or adjacent walkable neighborhood; and
- Public Place-Based Infrastructure:
 1. Must be located in or contributing to a traditional downtown, central business district, neighborhood commercial node or adjacent walkable neighborhood; and
 2. Must be a property and be owned and maintained by a municipality or community-focused non-profit; and
 3. Must be a physical location that is generally open and accessible to the public, without cost, and is owned and maintained for the public good. Public space can be used for recreation, public use, or as places for people to gather.
- Façade Program Implementation:
 1. Must be located in or contributing to a traditional downtown, central business district, neighborhood commercial node or adjacent walkable neighborhood; and
 2. Must fit the requirements of the local and currently active façade improvement program.

Eligible Costs

"Eligible Costs" are at least one, or any combination, of the following expenditures:

- a. Acquisition or costs for real property;
- b. Fees or costs for alteration, new construction, improvement, demolition, or rehabilitation of buildings of an approved project, including utility tap fees, and fees and costs paid to a governmental entity for permits, zoning, and inspections;
- c. Costs associated with site improvements such as access (including ADA improvements) and streetscaping elements such as lighting, fencing, street furniture, etc.;
- d. Fees or costs for site improvements, including a surface parking lot, parking garage, parking ramp, utilities and public infrastructure, such as roads, curbs, gutters, sidewalks, landscaping, lighting, grading and land balancing;
- e. Fees or costs for the addition of machinery, equipment or fixtures for an approved project;
- f. Professional fees or costs for an approved project for the following services: architectural, engineering, environmental, and surveying;
- g. Real estate developer fees not to exceed 4% of total project costs;
- h. Other costs associated with real estate or place-based infrastructure development may be considered on a case-by-case basis.

Award Structures and Funding

Funding availability is based on income tax revenue deposited into the Revitalization and Placemaking Fund and appropriated for this program as described in Section 696 of the Income Tax Act of 1967.

Grants for place-based infrastructure and/or façade program implementation may be awarded to subgrant

³ Previously developed property means property that was part of an existing developed residential, commercial, or industrial zone and contained a structure serviced by utilities, or former dumps, landfills, and other areas filled with nonnative material.

programs and will have unique funding limits as determined in the funding round.

All awards will be structured as performance-based reimbursement grants with milestones and reporting requirements:

- Real Estate Rehabilitation and Development:
 1. Grant awards on a single project associated with the rehabilitation of vacant and blighted buildings or costs associated with the repurposing of space left vacant shall not exceed the lesser of \$1.5 million or 50% of Eligible Costs, except all allowed under 2. below.
 2. Grant awards for a single project with an extraordinary economic development impact or public benefit that has maximized all other state loans and financing tools as determined by the MEDC, will be eligible for an award amount up to the lesser of \$5 million or 50% of the Eligible Costs. Any project for consideration must pursue and maximize all additional programs and/or funding sources available to support the project (e.g., Loan capacity, Housing TIF, Federal Historic Tax Credit, etc.). Also, any instances of Extraordinary Economic Development Impact/Public Benefit shall satisfy the MEDC Place Incentives Guidance, and embody one or more of the additional qualities described below:
 - Project will eliminate long lasting instances of blight and/or environmental contamination (10+ years), through the redevelopment of the property.
 - Project has a geographic correlation, and addresses community needs associated with a significant, strategic MEDC investment.
 - Project is proposed in an area of historic disinvestment and has not seen new or rehabilitated mixed-use development in 5+ years.

** All projects funded under these criteria are subject to RAP regional targets and will significantly impact the availability of additional funding for other projects in the region.**
- Public Place-Based Infrastructure:
 1. For a single project associated with the development of permanent place-based infrastructure in support of a traditional downtown or central business district and associated with social-zones⁴, outdoor dining, etc.: must have a minimum request of \$500,000 and a maximum of the lesser of \$1 million or 50% of Eligible Costs.
 2. Grant applications will be accepted as part of an application round as announced by the MEDC.
- Public Place-Based Infrastructure and/or Façade Program (Subgrant Funding Rounds):
 1. There is no minimum or maximum request amount for subgrant applications, but applicants are encouraged to only include the most competitive projects and to recognize that all projects in the grant application must meet readiness requirements and have all funding sources secured.
 2. There is no minimum grant amount for each subrecipient grant within the subgrant application, but the maximum grant amount for each subrecipient grant request within the subgrant application is limited to the lessor of \$500,000 or 50% of Eligible Costs.
 3. Grant applications may be submitted as part of an application round as announced by the MEDC.

Award Disbursement

Awards will be disbursed in two parts. The first disbursement will be for up to fifty percent (50%) of the eligible costs submitted, not to exceed fifty percent (50%) of the grant; and, upon Project completion, up to fifty percent (50%) of eligible costs submitted, not to exceed the remaining balance of the grant.

There will be no more than two disbursements per project.

⁴ Area or district established by a local governmental unit (city, village, township, county) under MCL 436.1551

Project Considerations

The most competitive applications will clearly address community revitalization needs by responding to the criteria below:

1. **Local support and match:** All submissions must include a letter of support from the local or regional economic development organization and the highest municipal local official, such as the City Manager, Mayor, or Township Supervisor. The letter must also state that support is specific to the RAP project and not just general project support. If the project is for place-based infrastructure, the letter must provide a detailed explanation of who will maintain the space and how ongoing maintenance costs will be funded.
2. **Location:** Preference will be given to projects located in traditional downtowns, neighborhood commercial nodes, and Geographically Disadvantaged Areas⁵.
3. **Capacity:** The applicant, consultant or individual member of the development team must have experience implementing a project of a similar scope.
4. **Long-term impacts:** Competitive applicants will be able to articulate how the proposal will have a long-term impact in the community including addressing how the project will enable growth in population and tax revenue.
5. **Financial Viability:**
 - Demonstrate long-term financial viability of the project
 - Demonstrate financial need for the incentive award
 - Demonstrating that all other financing sources have been exhausted.
6. **Local and Regional Impact Considerations:**
 - Project should demonstrate how it supports the vision and goals stated in the local master plan, downtown plan, capital improvements plan and/or economic development strategy.
 - Project should demonstrate the readiness of infrastructure – utilities, housing, transportation, public transit, and other community services. Is the project filling available capacity or creating need for new community or state investments in infrastructure/resources?
 - The most competitive proposals will include a financial contribution from the local unit of government.
7. **Additional programing, partnership and design considerations may be incorporated into funding round applications.**

All RAP Program awards shall be memorialized by final written agreement with terms and conditions in accordance with these RAP Guidelines, MEDC approval, and any other applicable laws. These terms and conditions shall otherwise be satisfactory to the MEDC, and shall include, without limitation, performance-based milestones governing disbursements, repayment provisions, and periodic reporting to facilitate the MEDC's report to the Michigan Legislature. The RAP Program agreements shall also include a provision for repayment due to breach of the written agreement or failure to meet measurable milestones.

⁵ Geographically Disadvantaged Areas are defined as economically distressed and historically underinvested census tracts and counties, especially in urban and rural areas, that tend to experience relatively high unemployment and low household incomes. MEDC and the State of Michigan operationalize geographically disadvantaged areas to constitute Treasury-designated Opportunity Zones and Small Business Administration-defined HUBZones (Historically Underutilized Business Zones).

EPA Community Justice Grant Strategies

Requirement 1: Climate Action Strategies

Applicants *must include at least one project aligned with at least one of the Climate Action Strategies* identified below. When addressing the strategy in their application, applicants should describe relevant challenges faced in the Project Area and how the selected Climate Action Strategy(ies) and associated project(s) will address those challenges.

- Strategy 6: Brownfield Redevelopment for Emissions Reduction and Climate Resilience
 - Many disadvantaged communities contain brownfield sites that impede economic development. Redeveloping brownfields provides an opportunity to make investments that contribute to community revitalization, resilience, and GHG emissions reduction. Redeveloping brownfield sites also supports infill development that significantly reduces residential vehicle use and the associated GHG emissions. Strategy 6 supports the redevelopment of brownfield sites that have already been cleaned up, or where a site assessment indicates that cleanup is not necessary for reuse. These projects should seek to improve energy efficiency through investments in low- and zero-emission technologies, integrate climate resiliency, and / or mitigate climate change impacts while also promoting economic development and improving public health for residents. Examples could include construction of a public park or partnering on a LEED Certified low-income housing project on a former brownfield site.
 - [Do we need cleanup? Would we be able to do so before submitting the application in November?](#)
 - [Build and / or upgrade existing structures and sites to improve community use while reducing GHG emissions and / or improving climate resilience.](#)
- Strategy 3: Energy-Efficient, Healthy, and Resilient Housing and Buildings
 - Residential and commercial buildings are a significant source of GHG emissions due to the large amounts of electricity consumed for heating, cooling, lighting, and other similar functions. Many disadvantaged communities also face a disproportionately high energy burden, defined as the percentage of gross household income spent on energy costs. Many factors can influence high energy burden, including higher-cost fuels, such as propane or other bottled fuels, and energy-inefficient homes due to a lack of insulation in older homes or older appliances. Strategy 3 supports investments in low and zero-emission technologies and energy efficiency upgrades that can help decarbonize residential and commercial buildings, decrease energy burden, and increase resilience for communities. Many of these activities also contribute to positive public health outcomes by improving indoor air quality and the safety and comfort of buildings. Co-benefits associated with this strategy can be maximized by combining additional Climate Action and Pollution Reduction Strategies to improve indoor air quality and / or produce additional resiliency benefits. This strategy can support a range of residential and commercial buildings, including single-family homes, multi-family

housing buildings, small businesses, community health facilities, community centers, nonprofit offices, schools, and other similar community-serving buildings.

- Could we incorporate some of these methods into the upstairs apartment units(s)?
- Install energy efficiency measures such as insulation, double or triple glazed windows, “cool roofs” that reflect sunlight, and energy management systems in public buildings.
- Install ventilation systems to help improve indoor air quality during pollution-related events such as wildfires.
- Install or retrofit homes or multi-family housing with higher-efficiency electric heating, cooling, and cooking systems (e.g., heat pumps, heat pump water heaters, electric and induction stoves, electric clothes dryers).

Requirement 2. Pollution Reduction Strategies

Applications *must include at least one project aligned with at least one of the Pollution Reduction Strategies identified below.* When addressing the strategy in their application, applicants should describe relevant challenges faced in the Project Area and how the selected Pollution Reduction Strategy(ies) will address those challenges. Each Pollution Reduction Strategy outlined below is focused on pollution monitoring, prevention, and remediation of quantifiable and health harming pollutants.

- **Strategy 1: Indoor Air Quality and Community Health Improvements**
 - Disadvantaged communities often face high levels of indoor air pollution from several sources, including mold, lead paint, radon, asbestos, fossil fuel combustion, and pollution from outdoors that seeps inside. These pollutants can have a detrimental impact to human health, particularly for vulnerable populations including children, the elderly, and people with health conditions like asthma and heart disease. 6 Activities under Strategy 1 can include education on air toxins / toxics and how to monitor them (e.g., curriculum development, outreach strategies, public education activities) and direct assessment and remediation to reduce harmful air pollution (e.g., installation of filtration systems, building retrofits that address multiple sources of pollution, replacement of wood heaters that do not meet EPA standards, asbestos abatement in schools).
 - One of the health criteria Imlay City scored high on on CJEST map was asthma – could make argument for bad air quality – other properties, schools, public buildings we would want to do this work on? Or just focus on the building/apartment?
 - Could also just build curriculum and do public education activities – I think, but need to verify – wording is confusing
 - Remediate or mitigate harmful substances in buildings, including lead, mercury, pesticides, radon, mold, PCBs (caulk, flooring, etc.), lead-based paint, asbestos, and other toxic substances
- **Strategy 2: Outdoor Air Quality and Community Health Improvements**
 - Outdoor air pollution from mobile and stationary sources can compromise human health and the environment in many ways, including by triggering asthma attacks

and heart attacks, exacerbating respiratory disease, and causing children and adults to miss school and work on bad air days. Activities funded under Strategy 2 could include: funding the purchase, upgrade, and / or maintenance of equipment and technology to allow for the inspection, testing, monitoring, and sampling of air pollution; purchasing equipment that limits community exposure to outdoor air pollutants; and reducing exposure to near-road pollution, pollution from airports and ports, and mobile source pollution. This could include land use and zoning policies that enable households to live in affordable, dense, and vibrant communities within urban and rural areas. These activities can be bolstered by educating the public on air toxins / toxics and how to monitor them (e.g., curriculum development, outreach, public education), and communication of air pollution assessment results to reduce exposure, including during environmental emergencies or events where the risk of pollution exposure is high.

- Again, high rates of asthma in the community – could ask for funding for purchase of equipment or technology to monitor.

- Strategy 3: Clean Water Infrastructure to Reduce Pollution Exposure and Increase Overall System Resilience

- Disadvantaged communities often lack access to clean water and clean drinking water. Functional water infrastructure is essential for protecting the quality of drinking water resources as well as the safety of recreational waters communities use for subsistence fishing, swimming, and other activities everyone deserves to enjoy. Strategy 3 addresses challenges communities face in accessing clean, reliable drinking water and wastewater treatment. Projects funded under this strategy may include focused infrastructure investments that can be completed within the three-year project period and within the funding amounts specified in this NOFO, as well as assessment and planning that will enable communities to better access tens of billions of dollars in federal water infrastructure funding from other sources such as EPA's Clean Water and Drinking Water State Revolving Funds. Targeted infrastructure projects can include identification and replacement of lead pipes in homes and public spaces, improved resilience of water systems through deployment of backup power such as onsite renewable energy and storage, targeted efficiency upgrades, septic to sewer conversions, lining waste lagoons, and investments in redundancy such as backup wells. Assessment and planning efforts could include, for example, a leak detection and pipe replacement plan, or a PFAS monitoring program that informs a funding application to one of several sources of state and federal funding.
 - Potentially add WWTP upgrades to application? Not sure what's going on with potential partnership with Vlasic but this could be another option
 - May require more work to incorporate all the WWTP upgrades – maybe just focus on clarifiers? Seems like it could be done in 3 year deadline
 - One example of project:
 - Prepare and apply for state and / or federal water infrastructure funding to address larger community needs (e.g., a leak detection and pipe replacement plan, a PFAS action plan, or upgrades to water

and wastewater treatment facilities that reduce pollution) by:
 Assessing the problem through water sampling and monitoring;
 Developing a plan, which could include the necessary design and engineering work; Preparing an application for federal funding to one of several sources such as to EPA's State Revolving Loan funds.

- Does this mean we could only get grant for TA and preparation of application to revolving fund?

Requirement 3. Community Engagement and Collaborative Governance Plan:

Track I applications must include a Community Engagement and Collaborative Governance Plan. Successful implementation of environmental and climate justice projects requires relationships and meaningful engagement among an ecosystem of community leaders and members alongside partners across many sectors. This plan is required to help ensure that grant activities are driven and informed by the views of the Project Area community and are accomplished through collaboration among key stakeholders. The plan should describe how the applicant will engage, educate, and be responsive to community members throughout project development and / or implementation. Additionally, the plan should incorporate a Collaborative Governance Structure that demonstrates how the Lead Applicant and Collaborating Entities (as described in Section III.A) will work together to successfully implement the grant in a timely, effective, and equitable manner. The Community Engagement and Collaborative Governance Plan cannot exceed 10 single spaced pages – excess pages will not be reviewed. It should address the following elements and any others the applicant deems relevant to their projects:

- Past Community Outreach and Engagement Conducted: The applicant should demonstrate what outreach and engagement methods were used to engage with the Project Area community, including any with specific neighborhoods or groups, and how this impacted the selection of the strategies and associated projects as well as the applicant's implementation approach.
 - Do we have any examples of this? Any surveys done? Feedback in public meetings? Any input from community?
- Community Engagement Plan Implementation: The applicant should demonstrate the specific community engagement methods, as well as how they will mitigate barriers and involve relevant governmental stakeholders, necessary to support overall implementation including:
 - Clear Methods for Engagement and Transparency: The applicant should describe the following elements:
 - Outreach methods that provide opportunities for broad and diverse community member involvement in project development and / or implementation and feedback during grant performance.
 - Transparent mechanisms that will promote meaningful accountability to the needs and preferences of residents in the Project Area.
 - Mechanism(s) that will be used to continuously inform the community before and during project implementation on project status, benefits available to them through the project, and indicators being tracked, such as air quality improvements or trees planted.

- Regular town hall meetings (in-person and virtual options)?
 - Online survey platform for ongoing feedback?
 - Dedicated project website with updates and feedback forms?
 - Quarterly newsletter (print and digital) distributed to all households?
 - Social media engagement strategy?
- Mitigating Barriers: The applicant should describe measures to minimize and mitigate barriers around community engagement and participation in project development and / or implementation including but not limited to those related to linguistic differences, communication challenges, disabilities, inaccessible technology, lack of trust or awareness, transportation, childcare, and elderly / adult care.
 - Language: Provide materials in all locally spoken languages – Spanish and English?
 - Communication: Use multiple channels (digital, print, radio) to reach all demographics?
 - Accessibility: Ensure all in-person venues are ADA compliant?
 - Technology: Offer computer access at local library or community center for those without internet?
 - Elderly/Adult Care: Coordinate with local care facilities to ensure participation opportunities?
- Government Involvement: As applicable, the applicant should demonstrate the support and involvement of government agencies needed to facilitate successful grant performance. For example, projects that intersect with local-government authorities such as permitting, planning, and zoning are encouraged to demonstrate the involvement and cooperation of local government authorities.
 - Since we're applying as municipality, not sure what to put for this?
- Collaborative Governance Structure: The applicant should provide details regarding the roles and responsibilities of the Lead Applicant, Collaborating Entities, and community residents and / or community-selected representatives for implementing, managing, and overseeing the application's project activities, including how they should meet regularly to discuss project implementation. The description should include at a minimum:
 - Outreach methods to solicit community representatives and processes to choose representatives to enable a broad cross-section of community representatives to participate so different voices are heard.
 - Conduct an open application process for community representatives?
 - An explanation of how the Lead Applicant and Collaborating Entities will coordinate with each other and community members to inform and engage the community on project development and progress.
 - Establish a monthly committee meeting with representatives from all stakeholder groups?
 - An outline of the planned decision-making processes between the Lead Applicant and Collaborating Entities, including procedures to ensure that decisions are transparent and can be made in an expedited manner when necessary.

- Develop a clear structure outlining roles, responsibilities, and decision-making procedures?
- Implement a consensus-based decision-making model for major project milestones?
- Create an expedited decision-making process for time-sensitive issues, with checks and balances?
- Processes for replacing a Collaborating Entity to ensure that the replacement entity has comparable skills, qualifications, expertise, community support, and experience to avoid any adverse impact on grant performance. EPA approval of the qualifications, expertise, and experience of the replacement Collaborating Entity will be required pursuant to 2 CFR 200.308I(2) and / I(c)(6).
 - Create a transition plan template to facilitate smooth handovers if replacements are needed – LCCF? Or DDA nonprofit? Talk about how these would be backups?

Requirement 4. Community Strength Plan:

Track I applications must include a Community Strength Plan. Advancing environmental and climate justice requires bolstering the strength and economic prosperity of a community for the benefit of local residents, while also ensuring those residents can remain within the community and benefit from the investments over the long term. Executive Order 14096, Revitalizing Our Nation's Commitment to Environmental Justice for All, states, “Advancing environmental justice will require investing in and supporting culturally vibrant, sustainable, and resilient communities in which every person has safe, clean, and affordable options for housing, energy, and transportation. It is also necessary to prioritize building an equitable, inclusive, and sustainable economy that offers economic opportunities. Pursuing these and other objectives integral to advancing environmental justice can successfully occur only through meaningful engagement and collaboration with underserved and overburdened communities to address the adverse conditions they experience and ensure they do not face additional disproportionate burdens or underinvestment.” In alignment with this Executive Order and to help EPA assess whether the proposed projects will benefit disadvantaged communities, as required by §138(b)(1) of the CAA, this plan should describe how the projects in the application are intended to (1) maximize the economic benefits of the projects for existing residents in the Project Area, and (2) avoid unintended consequences for existing residents in the Project Area including the displacement of residents in the Project Area. This plan cannot exceed 5 single-spaced pages – excess pages will not be reviewed. Consistent with the above discussion, the plan should address the following elements:

1. Maximizing Economic Benefits of Projects: The plan should describe how the projects included in the application will maximize economic benefits for individuals in the Project Area, including priority populations defined in footnote 3. Examples of economic benefits, as described below, could include (1) opportunities for local small businesses or contractors; (2) jobs for community members; (3) financial savings for residents; and other similar benefits, in alignment with EPA grant regulations and applicable law.⁸

- **Business Opportunities:** Applicants may need to hire contractors to carry out certain project activities. Applicants may inform local businesses of open solicitations and encourage them to compete for contracts. For example, applicants may consider partnering with their local government’s small business office to broadly advertise contracting opportunities. Similarly, applicants should make a “good faith effort” to provide disadvantaged business enterprises (DBEs) with an opportunity to compete for contracts in accordance with EPA’s 40 CFR Part 33 Disadvantaged Business Enterprise rule.
 - Partner with the local chamber of commerce to identify and support a local entrepreneur to occupy the business space, focusing on a business type that fills a community need? Or just find locally-owned business ourselves who is looking for a property?
 - **Job Opportunities:** Applicants may propose measures to facilitate the employment and retention of workers from disadvantaged communities on funded projects. For example, applicants may propose developing recruitment strategies in partnership with their local workforce development board; funding supportive services for workers on grant-funded projects (e.g., transportation, childcare, mental health supports), coordinating such services with local social service providers; or establishing goals for hiring individuals from disadvantaged communities on the projects and transparently tracking progress toward those goals. Applicants may propose measures to increase community awareness of these job opportunities and the associated skill requirements, such as hiring workshops or job fairs. Applicants may also describe specific measures that will ensure Project Area residents are developing skills that are necessary to take advantage of existing or future jobs in professions contributing to the reduction of GHG emissions and other air pollutants
 - Give priority to local residents for new jobs created by the project?
 - **Financial Savings:** Applicants may also describe how and the extent to which Project Area residents will receive direct economic benefits from the Climate Action and Pollution Reduction projects in the applications, such as through energy bill savings or affordable zero- or low-emission transportation solutions. The plan may also discuss how the applicant plans not only to deliver these benefits for residents in the short-term but also to preserve them for the long-term. As an example, applicants working on a transportation project that will deliver immediate cost savings for residents may negotiate with a vendor / contractor to lock-in long-term cost savings for community members.
 - Design the renovated building to be highly energy-efficient, reducing utility costs for future residential and commercial tenants? Solar panels for tenants and business?
2. **Displacement Avoidance:** Benefits to disadvantaged communities can be evaluated by whether residents are able to retain the benefits of EPA-funded projects over the short and long-term. While climate action and pollution reduction can have a positive impact on a community, those benefits can also lead to unintended consequences, such as increased costs of living in a Project Area. Given that the purpose of CAA §138 is to fund activities that will benefit disadvantaged communities, applicants should describe measures to increase the likelihood that existing community members of the Project Area will benefit from investments in both the immediate and long term. Applicants should discuss potential short-term and long-term risks associated with the proposed projects to residents, small businesses, nonprofits, and other community members in the Project Area. Applicants

should assess and describe the community’s vulnerability to rising costs attributable to the proposed projects and assess potential impacts to households, small businesses, and other existing groups. Based on the specific risks identified, applicants should describe measures for mitigating those risks as applicable. Some measures can mitigate these displacement vulnerabilities in the short-term, whereas other measures can have long-term impacts. For example, for projects that increase the energy efficiency of multi-family housing facilities, and that may have the unintended effect of raising rents for those facilities, the approach may focus on outreach / education to residents, such as information packets, tenant protection workshops that feature information about tenant rights under applicable state and local laws, or other educational activities. Other approaches may focus on securing commitments from landlords benefiting from EPA funded property improvements to extend affordable housing covenants or agree not to raise rents unnecessarily.¹⁰ Applicants can also describe how they will work with relevant entities, such as local governments, to create policies, plans, or programs to mitigate unintended impacts of the EPA-funded investments. Applicants should describe any work already underway in the Project Area that would mitigate these risks, or existing policies, ordinances, or programs that are relevant. For example, an applicant could describe any ordinances in the Project Area designed to expedite construction or availability of additional affordable housing. Applicants can also describe any Climate Action and Pollution Reduction Strategies proposed as part of this application that might help mitigate displacement risks by providing project co-benefits. For example, a strategy that promotes increased housing density as a tool to reduce emissions could have the co-benefit of reducing housing costs by increasing housing supply.

- Implement a rent stabilization agreement for the new apartments, ensuring that a portion of units remains affordable for low-income residents if there will be multiple units? If not multiple units and just one, then maybe make rent for business and apartment stabilized?
- Implement a building-wide recycling and composting program, potentially partnering with local farms or gardens?

Requirement 5. Readiness Approach:

Given the statutory requirement that all Community Change Grants must be completed within three years, applicants must describe their approach for initiating grant performance upon award, or generally within 120 days after award, in compliance with the requirements in 2 CFR Parts 200 and 1500, 40 CFR Part 33 that apply to all EPA grants so they can successfully complete the grant within the three-year period. This includes addressing the readiness considerations listed below, and any others, that are applicable to the projects and how they will be met. If any of the below considerations are not applicable, the application should explain why not.

- Government Approvals: If government approval at any level (e.g., construction permits) is necessary to implement or perform a project, the applicant must demonstrate that they have obtained such approval. If such approval has not been obtained, then the applicant must demonstrate how they will obtain it immediately after award, so it does not impede grant implementation.

- **Federal Requirements for Construction Projects:** Applicants must demonstrate that they have systems in place, or a plan to have such systems in place immediately after the grant award, to comply with CAA § 314 and the Davis-Bacon and Related Acts prevailing wage requirement, the Build America Buy America domestic preference requirement, and other cross-cutting statutory and Executive Order requirements that apply to Federally funded construction projects.
- **Alignment with Existing Plans:** Applicants must demonstrate that the project(s) in the Project Area as defined in Appendix A are consistent with any community development, climate resilience, or hazard mitigation plans, or other comparable government land use restrictions.
- **Site Control:** Applicants must demonstrate that they own or control the site where a project will be performed or that they will have legally binding access or permission to the site so they can perform the project(s).
- **Operations and Maintenance:** Applicants must describe their operations and maintenance plan and financing approach for their project's infrastructure investments, if relevant, which may include long-term service costs, fee structures, detailed indebtedness for all properties, and other relevant information demonstrating how operations and maintenance of the investment will be assured during and after the grant award.

Requirement 6. Compliance Plan: Applicants must submit a Compliance Plan that describes how they will: (i) ensure compliance with the grant's terms and conditions, including 2 CFR § 200.302(b) (financial management), 2 CFR § 200.303 (internal controls), and 2 CFR § 200.332 (requirements for pass-through entities); and (ii) manage broader legal and compliance risks. This plan cannot exceed 5 single-spaced pages – excess pages will not be reviewed.



AGENDA ITEM NB 10f. RAP 3.0 Façade Subgrants

DATE: **October 11, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: As part of the RAP 3.0 funding round, the MEDC has incorporated a new category for Façade or Public Place-Based Infrastructure Subgrant. This pool of money is designed for economic development organizations and other public entities work to improve the streetscape in traditional downtowns and neighborhood commercial nodes by investing in place-based infrastructure on publicly owned and maintained properties or investing in private building facades through an existing and active local façade improvement program.

Items Attached: RAP 3.0 Guidelines (see packet pages 43-46)

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

Recommendation: Motion to authorize Director Malzahn to proceed with a RAP 3.0 application submission on behalf of the DDA/Imlay City Façade Corp.

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CLOSED SESSION – For the purpose of Property Acquisition

DATE: **October 11, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

CONFIDENTIAL

Packet materials are not subject to FOIA request

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AGENDA ITEM NB 10g. MEDC Real Estate Re-Development RAP Grant

DATE: **October 11, 2024**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: As part of the RAP 3.0 funding round, the MEDC

Items Attached: RAP 3.0 Guidelines (see packet pages 43-46)

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

Recommendation: Motion to authorize Director Malzahn to proceed with an RAP 3.0 application submission for the 118 Third Street property redevelopment.

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Directors Report

DATE: October 11, 2024

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Items Attached: October Report
 Weekly email reports
 Market Manager report (provided at meeting)

Action Needed: No Board Action Needed

Director's Report – October 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 downtown day and shopping challenge
- Updated website calendar of events and other happenings
- Continued planning for Merchant Trick or Treating and WinterFest Events
- Created and launched Downtown Day video campaign

Economic Development

- Continued to assist a developer with Johnny's Place purchase and liquor license issues

Place Making/Streetscape

- Completed repairs to irrigation meter leak
- Installed and maintained fall decorations with DDA Promotions staff

Grants:

- Processed 2 façade grant reimbursement payments.
- Continued research on EPA NOFO and held multiple meetings with Four County Foundation
- Researched DNR Recreation Passport NOFO
- Began planning for MEDC NOFO RAP 3.0 grant application(s)
- Continued to meet with MDOT and State reps for the EV Charger replacement

Farmers Market:

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

Billboard:

- Artwork submitted for Bomb Burgers Campaign.

Imlay City Façade Corp

- Filed request for UEI # for Imlay City Façade Group on Sams.gov

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 2 – MI Funding Hub Grant workshop sessions.
- Attended October 15 City Commission Meeting for Special Event Permits
- Attend monthly department head meeting
- Attended MDA downtown Lapeer networking and walking tour
- Attended the Lunch and Learn MDA webinar
- Cleaned 150 Bancroft building
- Prepared meeting minutes, agendas, action item sheets, and board packets.

From: [Christine Malzahn](#)
To: wbargen@icdda.com; sdavis@icdda.com; srobbins@icdda.com; ndocherty@icdda.com; jkemp@imlaycity.org; jmontoya@icdda.com; jshattuck@icdda.com; kjorgensen@icdda.com
Cc: ddapromotions@imlaycity.org
Subject: Week Ending Sept 13
Date: Friday, September 13, 2024 10:13:00 AM
Attachments: [2024.09.09 Imlay Facade Corp Meeting Minutes.docx](#)
[2024.09.09 Meeting Minutes.docx](#)

Hello Board Members,

Attached are the minutes from both of Monday's meetings. Please let me know if you have any corrections.

The purchase agreement and earnest deposit monies have been executed. So we are now on the clock to get the estimates for construction.

The Downtown Day Video project was started last night with the band recording in all three communities. I am working to arrange for a group to help record some candid gatherings on Third Street this coming Tuesday evening. We need a large crowd so can you meet with me @ 5:30 to participate?

Christine Malzahn

DDA Executive Director
City of Imlay City
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From: [Christine Malzahn](#)
To: wbargen@icdda.com; srobbins@icdda.com; ndocherty@icdda.com; jshattuck@icdda.com; jkempf@imlaycity.org; jmontoya@icdda.com; kjorgensen@icdda.com; sdavis@icdda.com
Cc: ddapromotions@imlaycity.org
Subject: Week Ending Sept 20th
Date: Friday, September 20, 2024 2:19:00 PM
Attachments: [IMG_1576.JPG](#)
[IMG_1558.JPG](#)

Happy Fall Friday All,

Just a couple of things to update you on. Chris and I put out the fall decorations on Wednesday – they look great and I’ve attached a couple of photos. We will add some corn stalks next week when Monty’s Farms has them ready and Chris and I will continue to water when we can until mother nature gives us some rain.

I wrapped up the Michigan Downtown Day videos and we sent a press release to both the TCT and LCP. Several of the Chamber Board members showed up to help us look like a crowd and I appreciate their time. The final video will be released as and networking event opener next Thursday @ the Pix Theater in Lapeer. This is a MDA event and you are welcome to join from 4-7:00 pm, you’ll be able to hear about all the great things other DDA’s are doing!

City Commission voted unanimously on a motion of support for our purchase of Kitty’s Place. Neil continues to work on contractor work estimates. Good news is that we do not need to pull a building permit or fire suppress the structure, which would have put us way beyond our budget according to Neil. They also approved the Merchant Trick or Treat Special Event permit with the road closures on Third and Almont Ave.

Chris reported another slow week for market day sales, and we may lose Penzien’s, due to a personal injury, for the rest of the season.

Todd from Aqua Turf is going to try and fix our irrigation water leak next week. He cannot give me pricing yet, since it’s pretty much a needle in haystack search for the valve box. I will keep you updated as best I can, but it will need to be repaired before next season for sure.

As always if you have any questions or want to chat – I’m available!

Christine Malzahn

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