

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

REGULAR MEETING MARCH 10, 2025
5:35 P.M.

Walter Bargen, Chair
Neil Docherty, Vice Chair
Kim Jorgensen, Secretary
Stu Davis, Treasurer
Joi Kempf, Board Member

Justin Shattuck, Board Member
Steve Robbins, Board Member
Jessica Montoya, Board Member
John Genord, Board Member
Barbara Yockey, Mayor

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. **CONSENT AGENDA** – (pgs 3-11)
 - AGENDA; MEETING MINUTES: Regular Meeting February 10, 2025
 - FINANCIAL REPORTS: through February 28, 2025
 - DDA Expenditure Report, Check Register Report; Credit Card Statement; Balance Sheet;
5. CORRESPONDENCE – (none)
6. SPECIAL PRESENTATION (none)
7. COMMITTEE REPORTS
8. PUBLIC PARTICIPATION
9. **UNFINISHED BUSINESS:**
 - A. Social District Print Materials (pgs 13-18)
 - B. Façade Grant Application Review (pgs 19-24)
10. **NEW BUSINESS:**
 - A. FY 2024-25 Budget Amendments (pgs 25-26)
 - B. I AM Imlay Storytelling Release Event (pgs 27-28)
 - C. Credit Card Processing Equipment (pgs 29-32)
 - D. FY 2025-26 Budget Review (pgs 33-35)
 - E. Montoya Resignation Notice (pg 37)
 - F. Social District Commons Pavilion (pgs 39-40)
 - G. Historic Downtown Advertising (Genord) (pgs 41-45)
 - H. Ground Floor Residential Zoning Use (Genord) (pg 47)
 - I. Business & Developer Recruitment Subcommittee (Genord) (pg 49)
 - J. Business District Blight Ordinance creation (Genord) (pg 51)
 - K. Board Member Qualifications (Genord) (pg 53-57)
 - L. Fund Request – Blueberry Festival (pgs 59-61)
11. **CLOSED SESSION** – For the purpose of property acquisition (if needed)
12. EXECUTIVE DIRECTOR’S REPORT (pgs 63-67)
13. PUBLIC PARTICIPATION
14. BOARD MEMBER COMMENTS
15. ADJOURNMENT

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Consent Agenda

DATE: March 10, 2025

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Items Attached:

- a. Meeting Agenda
- b. Meeting Minutes
 - February 10th Regular Meeting
- c. Financial Reports – Ending February 28, 2025
 - DDA Expenditure Report = \$ 28,811.88
 - Check Register Report = \$ 20,897.73
 - Credit Statement – January 2025
 - Ending Fund Balance Sheet = \$ 388,064.48

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

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

**IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY**

**February 10, 2025 Regular Meeting
MINUTES**

A regular meeting of the Downtown Development Authority was held on Monday, February 10, 2025, at the Imlay City Municipal Offices, 150 N. Main Street, Imlay City MI 48444.

1. **CALL TO ORDER** - Chair Walt Bargaen called the meeting to order at 5:35 pm
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL** – Director Malzahn called the roll.
Present: Justin Shattuck, Kim Jorgensen, Stu Davis, Steve Robbins, Joi Kempf, Mayor Barbara Yockey, Chairman Walter Bargaen
Absent: Jessica Montoya, Neil Docherty, John Genord
Quorum Present
4. **CONSENT AGENDA**
MOTION by Davis, supported by Yockey to approve the consent agenda items as presented.
Consent agenda items include:
 - Meeting Agenda
 - Meeting Minutes: January 13th Regular Meeting
 - Financial Reports – Ending January 2025 - DDA Expenditure Report = \$55,417.57.
Check Register Report = \$12,167.73; Credit Statement – January 2025
Ending Fund Balance Sheet = \$416,915.28.
 - FY24-25 City administrative transfers; January Totals \$5,385.40

All in Favor 8 / Nays 0 - MOTION CARRIED UNANIMOUSLY
5. **CORRESPONDENCE** – none
6. **SPECIAL PRESENTATION** – none
7. **COMMITTEE REPORTS** - none
8. **PUBLIC PARTICIPATION** – none
9. **UNFINISHED BUSINESS**
 - A. **City Services MOU**
The Board reviewed the revised MOU draft that was presented to Chair Walter Bargaen. The changes reflect a fixed administrative transfer of \$35,000 annually and the DDA capture of interest earned on its fund balance monthly. The rate earned will be the rate posted for the city’s general checking account. The agreement will be for a one-year term.
The Board also reviewed a streetlamp location map and a proposal from DTE to convert the remaining 39 of 144 street lamps in the DDA district to LED. City commission has approved a cost share for this project as a city-wide initiative to reduce utility costs.
MOTION by Davis, supported by Robbins to approve the MOU for city services as revised and to approve the cost share of \$8,869.14 for the conversion of 39 streetlamps in the DDA District to LED.
Roll Call: AYES – Davis, Robbins, Jorgensen, Kempf, Shattuck, Yockey, Bargaen
NAYS – none
MOTION CARRIED 7/0

10. NEW BUSINESS

A. 126 N. Almont Façade Grant Request

The Board reviewed a completed façade grant application from Dr. Ernest Centofanti for brick repair work at his location. The Board questioned the application form and the Boards desire to fund routine maintenance or for repairs to commercial locations that are not open to the public at least 5-days a week. The Board would like to review the façade grant application at an upcoming meeting.

MOTION by Davis, supported by Yockey to approve the façade grant reimbursement request in the amount of \$1,100.00 for 126 N. Almont Avenue.

Roll Call: AYES – Davis, Yockey, Shattuck, Jorgensen, Kempf, Robbins, Bergen

NAYS – none

MOTION CARRIED 7/0

B. Hispanic Services Center Funding Request

HSC director presented plans for their main fundraising event Cinco DeMayo. This year's event will be held on May 3rd and is in partnership with Gateway Church. She is seeking advertising sponsorship from the DDA to offset event costs. The Board requested that Third Street and Almont Avenue NOT be closed to traffic unless there were specific event activities happening in the area.

MOTION by Bergen support by Robbins for Chair Bergen to abstain from voting on this agenda item since he serves as the Board Chair on the HSC Board of Directors.

All in Favor 7 Ayes/Nays 0

MOTION CARRIED 7/0

MOTION by Robbins, supported by Jorgensen to approve the funding request for \$1800 plus an in-kind advertising sponsorship on the DDA billboard for the HSC Cinco De Mayo event.

Roll Call: AYES – Robbins, Jorgensen, Davis, Kempf, Shattuck, Yockey,

ABSTAIN - Bergen

NAYS – none

MOTION CARRIED 6/0/1

C. Strategic Plan Work Session

Director Malzahn presented information on two qualified consultants to help facilitate a strategic planning session. Malzahn noted that the Board, the Downtown and the director would benefit from having a list of goals and priorities that was driven from board members input. Several Board members expressed doubt and effectiveness, since this step was taken years ago and did not result in positive changes. Malzahn stated that in order for this effort to be successful it will require participation, ownership and engagement from everyone to successfully implement its directives.

MOTION by Yockey, supported by Kemp to hire Kaitlyn Habben from Wade Trim to facilitate a strategic Planning Work session on Monday, March 3rd for \$500.

Roll Call: AYES – Yockey, Kempf, Robbins, Shattuck, Bergen

NAYS – Jorgensen, Davis

MOTION CARRIED 5/2

CLOSED SESSION - NONE

11. EXECUTIVE DIRECTORS REPORT

Director Malzahn provided her written report in the meeting packet for January 2025.

12. **PUBLIC PARTICIPATION –**

Mike Vermeesch asked if there was any update on the RAP 3.0 façade Subgrant submission

13. **BOARD MEMBER COMMENTS – none**

14. **ADJOURNMENT**

MOTION by Davis, supported by Yockey to adjourn the meeting at 6:35 pm

All in Favor 7 Ayes/Nays 0

MOTION CARRIED 7/0

Next Regular DDA Board meeting date: Monday, March 10, 2025, at 5:35 PM

Respectfully submitted by: _____

Christine Malzahn, DDA Executive Director

DDA APPROVED:

CITY COMMISSION APPROVED:

DRAFT

USER: RENEE
DB: Imlay City

PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 02/28/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 02/28/25 INCR (DECR)	AVAILABLE BALANCE		% BUDGET USED
		ORIGINAL BUDGET	AMENDED BUDGET			NORM (ABNORM)	NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000.000 - REVENUE	TAX REVENUE	324,000.00	324,000.00	352,368.87	0.00	(28,368.87)	108.76	
248-000.000-402.000	WINTER FEST	3,000.00	3,000.00	775.00	0.00	2,225.00	25.83	
248-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE APP	20,000.00	20,000.00	18,333.53	0.00	1,666.47	91.67	
248-000.000-665.000	INTEREST INCOME	0.00	0.00	1.22	0.00	(1.22)	100.00	
248-000.000-667.000	RENTAL INCOME	0.00	0.00	250.00	0.00	(250.00)	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	4,190.00	0.00	(190.00)	104.75	
248-000.000-675.600	DDA CONCEPT 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	5,564.00	0.00	(3,764.00)	309.11	
Total Dept 000.000 - REVENUE		355,400.00	355,400.00	381,998.32	0.00	(26,598.32)	107.48	
TOTAL REVENUES								
		355,400.00	355,400.00	381,998.32	0.00	(26,598.32)	107.48	
Expenditures								
Dept 265.000 - BUILDING MAINTENANCE	ELECTRICITY	1,500.00	1,500.00	161.65	0.00	1,338.35	10.78	
248-265.000-921.000	HEAT	500.00	500.00	340.63	91.77	159.37	68.13	
248-265.000-923.000	WATER & SEWER CHARGES	500.00	500.00	127.84	0.00	372.16	25.57	
Total Dept 265.000 - BUILDING MAINTENANCE		2,500.00	2,500.00	630.12	91.77	1,869.88	25.20	
Dept 705.000 - UNALLOCATED ACTIVITY								
248-705.000-703.000	WAGES & SALARIES	50,600.00	50,600.00	33,397.54	2,804.20	17,202.46	66.00	
248-705.000-706.000	HOURLY WAGES	15,000.00	15,000.00	9,418.00	1,343.00	5,582.00	62.79	
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	0.00	1,000.00	0.00	
248-705.000-713.000	DEFERRED COMP CONTRIBUTION	1,100.00	1,100.00	762.72	89.84	337.28	69.34	
248-705.000-714.000	OPTICAL INSURANCE	500.00	500.00	581.77	0.00	(81.77)	116.35	
248-705.000-715.000	SOCIAL SECURITY	4,500.00	4,500.00	3,592.45	426.93	907.55	79.83	
248-705.000-716.000	HEALTH INSURANCE	23,000.00	23,000.00	16,474.32	2,059.29	6,525.68	71.63	
248-705.000-717.000	LIFE/DISABILITY INS	750.00	750.00	538.48	67.31	211.52	71.80	
248-705.000-718.000	RETIREMENT AND OPEB	3,000.00	3,000.00	1,320.84	155.48	1,679.16	44.03	
248-705.000-721.000	PTO/VACATION PAY-OUT	3,000.00	3,000.00	4,341.84	1,638.10	(1,341.84)	144.73	
248-705.000-727.000	OFFICE SUPPLIES	800.00	800.00	201.55	36.97	598.45	25.19	
248-705.000-730.000	POSTAGE	200.00	200.00	38.72	0.69	161.28	19.36	
248-705.000-740.000	OPERATING SUPPLIES	2,000.00	2,000.00	984.42	80.00	1,015.58	49.22	
248-705.000-741.000	ADVERTISING	7,000.00	7,000.00	3,450.42	1,850.00	3,549.58	49.29	
248-705.000-807.000	AUDIT FEES	1,000.00	1,000.00	817.37	0.00	182.63	81.74	
248-705.000-815.000	DUES/MEMBERSHIPS	1,000.00	1,000.00	1,277.31	0.00	(277.31)	127.73	
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	1,811.26	224.74	3,188.74	36.23	
248-705.000-826.000	LEGAL SERVICES	1,000.00	1,000.00	420.00	390.00	580.00	42.00	
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	157.82	124.89	242.18	39.46	
248-705.000-853.000	TELEPHONE EXPENSES	1,200.00	1,200.00	1,078.94	50.00	121.06	89.91	
248-705.000-860.000	TRANSPORTATION & CONFERENCES	2,500.00	2,500.00	1,370.42	0.00	1,129.58	54.82	
248-705.000-880.000	COMMUNITY PROMOTION	14,000.00	14,000.00	16,076.00	0.00	(2,076.00)	114.83	
248-705.000-900.000	PRINTING & PUBLISHING	500.00	500.00	94.64	94.64	405.36	18.93	
248-705.000-921.000	ELECTRICITY	35,000.00	35,000.00	27,748.94	287.97	7,251.06	79.28	
248-705.000-930.000	MISCELLANEOUS REPAIRS & MAINT	12,000.00	12,000.00	19,825.96	34.97	(7,825.96)	165.22	
248-705.000-931.000	STREETSCAPE MAINTENANCE	55,000.00	55,000.00	34,352.57	775.00	20,647.43	62.46	

REVENUE AND EXPENDITURE REPORT FOR CITY OF IMLAY CITY
 PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 02/28/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 02/28/25		AVAILABLE BALANCE		% BDC & USED
		ORIGINAL BUDGET	AMENDED BUDGET		INCR (DECR)	NORM (ABNORM)			
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Expenditures									
248-705.000-956.000	MISCELLANEOUS	4,000.00	4,000.00	12,888.14	8,896.09	(8,888.14)	322.20		
248-705.000-958.000	ADMINISTRATIVE/TRANSFER TO	35,000.00	35,000.00	35,000.00	0.00	0.00	100.00		
248-705.000-973.000	DEVELOPMENT COSTS-UNALLOCATED	20,000.00	20,000.00	10,253.12	0.00	9,746.88	51.27		
248-705.000-973.002	LEASES	1,300.00	1,300.00	2,271.00	0.00	(971.00)	174.69		
248-705.000-973.006	DDA CONCERT SERIES EXP	12,000.00	12,000.00	7,707.92	0.00	4,292.08	64.23		
248-705.000-973.008	BRICK/BENCH EXPENSE	100.00	100.00	0.00	0.00	100.00	0.00		
248-705.000-973.100	LAPPER DEVELOPMENT CORPORATIO	6,250.00	6,250.00	6,250.00	0.00	0.00	100.00		
248-705.000-973.300	FARMERS MARKET EXPENSE	10,000.00	10,000.00	4,375.83	0.00	5,624.17	43.76		
248-705.000-973.560	WINTER FEST	4,000.00	4,000.00	2,294.49	0.00	1,705.51	57.36		
248-705.000-973.600	ROTARY PARK EXPENSES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00		
248-705.000-975.000	CAPITAL OUTLAY	12,000.00	12,000.00	7,422.34	7,290.00	4,577.66	61.85		
Total Dept 705.000 - UNALLOCATED ACTIVITY		352,900.00	352,900.00	271,012.04	28,720.11	81,887.96	76.80		
TOTAL EXPENDITURES		355,400.00	355,400.00	271,642.16	28,811.88	83,757.84	76.43		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:									
TOTAL REVENUES		355,400.00	355,400.00	381,998.32	0.00	(26,598.32)	107.48		
TOTAL EXPENDITURES		355,400.00	355,400.00	271,642.16	28,811.88	83,757.84	76.43		
NET OF REVENUES & EXPENDITURES		0.00	0.00	110,356.16	(28,811.88)	(110,356.16)	100.00		



CITY OF IMLAY CITY
 CHRISTINE MALZAHN
 Account number ending in 9672
 Transactions for billing cycle ending 02/24/25

Price
 Business \$17.99

TRANSACTION DETAIL

Transactions

Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits
02-12	02-12	85411175043023000058722	PAYMENT - THANK YOU	\$236.38 CR
02-16	02-18	55432865047207297013140	AMAZON MKTPL*GN2F15OB3 Amzn.com/bill WA	\$57.21

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

i: \$53.97

j: \$0.00

o: \$53.97

t: \$3.24

i: \$57.21

Charge Summary

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

	Annual Percentage Rate (APR)	Special Offer or Eligible Purchases APR Expiration Date	Balance Subject to Interest Rate	Days Rate Used	Interest Charge
Purchases	17.74% (v)	NA	\$155.33	31	\$0.00
Cash Advance	29.99% (v)	NA	\$0.00	31	\$0.00

2025: \$57.21

2025 Total Year-to-Date

Total Fees Charged in 2025 \$0.00

Total Interest Charged in 2025 -\$19.49

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

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.200	CASH - CHECKING ACCOUNT	387,878.14
248-000.000-001.201	CASH - CHECKING HRA	215.98
248-000.000-001.210	CASH - CHECKING DDA	20,684.12
248-000.000-101.000	PREPAID - ASSET	2,114.34
Total Assets		410,892.58
*** Liabilities ***		
248-000.000-200.100	WAGES PAYABLE	512.19
248-000.000-202.000	ACCOUNTS PAYABLE	22,315.91
Total Liabilities		22,828.10
*** Fund Balance ***		
248-000.000-390.000	FUND BALANCE	277,708.32
Total Fund Balance		277,708.32
Beginning Fund Balance		277,708.32
Net of Revenues VS Expenditures		110,356.16
Ending Fund Balance		388,064.48
Total Liabilities And Fund Balance		410,892.58

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AGENDA ITEM UB 9a: Social District Branding Materials

DATE: **March 10, 2025**

TO: DDA Board Members

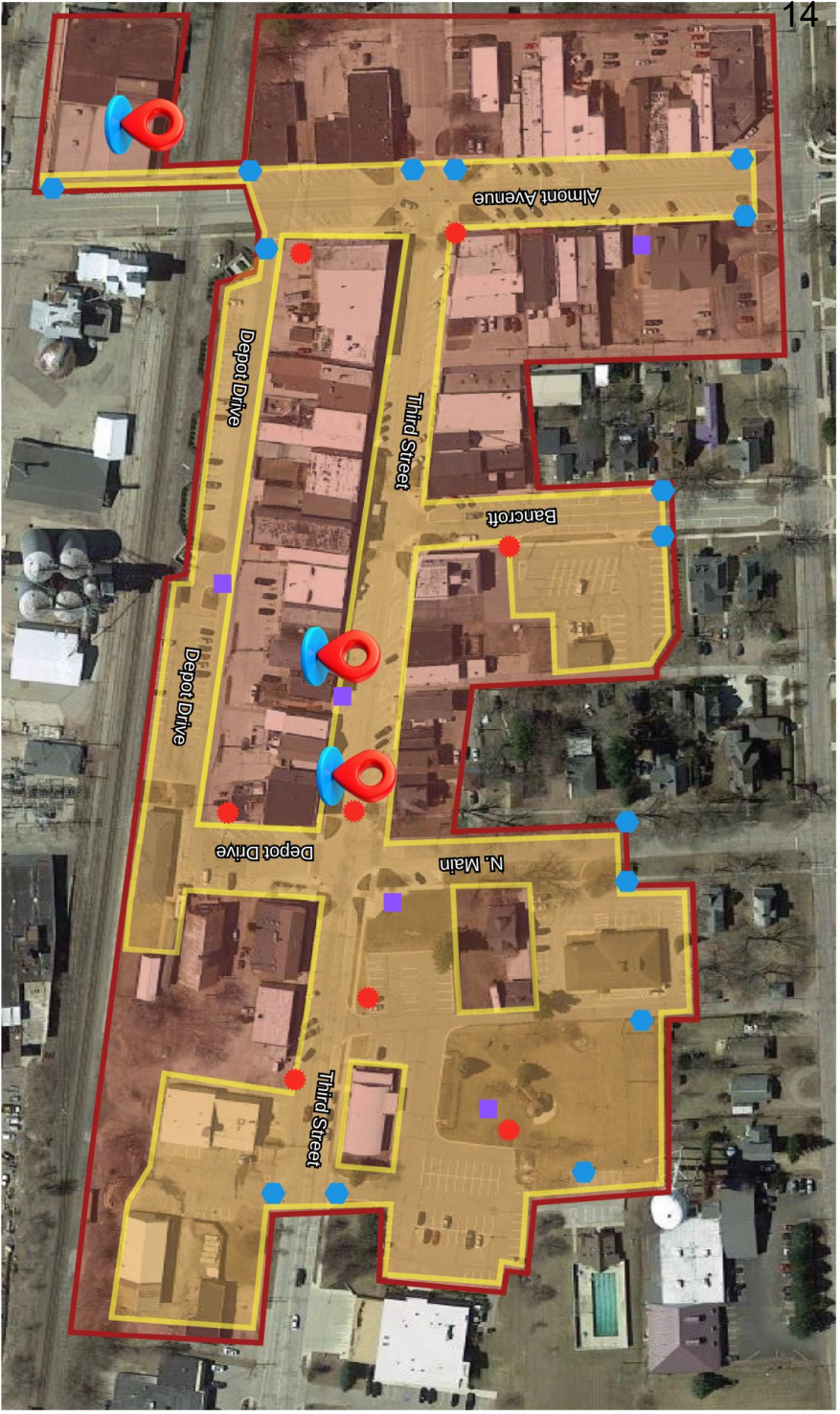
FROM: Christine Malzahn, DDA Executive Director

Background: The City Commission formally approved the creation of the Imlay City Social District. Before the District can operate the installation of required signage and printed identification labels must be completed.

Items Attached: Social District Map
Social District Branding Materials Price List
Social District Label Quote

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

Recommended Motion to approve the purchase of Social District branding materials in an amount not to exceed \$3000



= District Boundaries



= Commons Area



= Liquor License Holders



= Enter/Exit 2-sided signs



= Ground Sign or District Post Sign



= Rules Signs



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

Date 3/4/25
Deadline _____

AC

QUOTE INVOICE

Business / Name DDA
Email 810-724-2135 Phone CHRISTINE

\$975

\$1755

QTY	DESCRIPTION	COST PER	TOTAL
1500	STICKER #1 2"x2"	.15	225.00
	MATE #2	.15	225.00
	#3	.15	225.00
	#4	.15	225.00
OR			
1500	STICKER #1 3"x3"	.28	420.00
	MATE #2	.28	420.00
	#3	.28	420.00
	#4	.28	420.00
	+ setup cut / FINISH		75.00

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

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

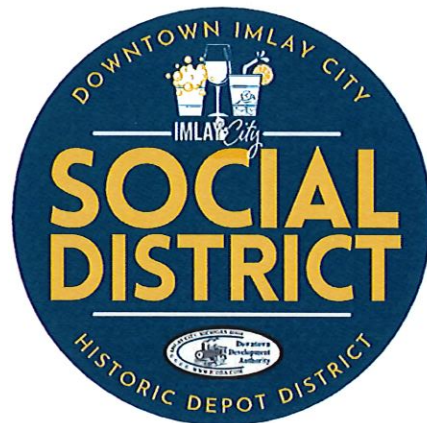
PLEASE CIRCLE ONE:

Called Texted Emailed

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

Picked up by: _____

Payment #1	Date
Method	
Payment #2	Date
Method	



Enjoy within the boundaries

NOW ENTERING

Outside beverages not permitted



scan code for boundary map hours and rules

Drink Responsibly - must be 21 or older

No Alcohol Beyond This Point

NOW LEAVING

Please Dispose Of Your Cup Before Leaving

DOWNTOWN IMLAY CITY

IMLAY City

SOCIAL DISTRICT

HISTORIC DEPOT DISTRICT

IMLAY CITY, MICHIGAN 48444
Downtown Development Authority
WWW.ICDDA.COM



scan code for boundary map hours and rules

Thank you for visiting



AGENDA ITEM UB 9b. Façade Grant Application Review

DATE: **March 10, 2025**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: DDA Board Member Stu Davis requested that the board review the façade grant application regarding eligible/non-eligible items and any necessary updates needed so that the program achieves its revitalization goals.

Director Malzahn recommends that proposed changes include adding exterior security cameras as an eligible expense and moving the entire application and funding process under the Imlay City Façade Corporations authority.

Items Attached: Façade Grant Application

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

Recommended Motion to amend the Façade Grant application as discussed.

Façade Grant Application Process and Checklist

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

___ A notarized letter of permission from owner (if applicant is not the property owner).

___ Documentation of DBA, LLC or Company organization documents confirming legitimate business name.

___ A **detailed** written description of the project plans (scope of work, including materials and color schemes), **pictures of the current area/conditions, and a rendering or picture of proposed work** which addresses how the project complies with the Façade Grant guidelines.

___ A **detailed** cost estimate for all eligible costs supported by a quote from a **minimum of two or more licensed and/or insured** contractors or suppliers. Include Contractor / Supplier's business name, address, phone number, email, license or insurance certificate and website.

___ Copies of any permits necessary to complete the work.

___ Completed W9 Form

___ Upon project completion applicant must provide pictures of completed work and proof of payment to all suppliers/contractors (CASH TRANSACTIONS NOT ACCEPTED)

___ **The applicant has spoken to the Construction Code Authority and has received information regarding the permits needed and regulations related to this project.**

Construction Code Authority Representative

Date

Grant Application

Check One: Property Owner

Business Owner

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

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

Name of Applicant

Address of Applicant

Address of Property Proposed for Improvement

Business Contact Person & Title

Phone

Fax

Email

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

The estimated improvement cost is \$ _____.

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

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

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

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

Applicant Signature

Title

Date

For DDA use only

Property Address _____

Project is _____ Eligible _____ Not Eligible for the Grant Program.

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

DDA Director Signature

Date

Board Action Date: _____

Approved _____

Denied _____

If approved reimbursement check # _____

Disbursement date: _____





DDA Façade Grant Program Guidelines

Imlay City Downtown Development Authority (DDA) will consider applications for grants of up to fifty (50%) percent of the eligible costs not to exceed \$5,000. The maximum grant shall be \$5,000 per fiscal year. Projects will have to be in accordance with the guidelines below and the location must be inside of the DDA District.

Property owners and their tenants who do not pay property taxes are not eligible for the Façade Grant. Property owners and/or applicant may NOT have any delinquent taxes, unpaid fees or charges that are applicable to any portion of the land to which the application applies. ***The property where the work is to be done MUST be occupied and open to the public with regular business operating hours.***

Objectives:

- Improve/upgrade vacant or underutilized historic building to accommodate new uses.
- Enhance the unique aesthetic appeal of downtown related to its architecture by encouraging the rehabilitation of certified historic structures.
- Stimulate new investment into district buildings to increase the property value and the economic potential of participating properties.
- To facilitate improvements that add value, are appropriate to the architecture of the building, and are compatible with the downtown main street setting.

Funding Limits:

A property may be granted UP TO A TOTAL OF \$5,000 PER FISCAL YEAR PER PROPERTY, based on date/time stamp of submission, completion date and funding availability. Funding amounts may differ dependent on type of project with a maximum allowed for projects per the guidelines contained herein. A property may only be awarded an Architectural Services Grant once during any given period.

Project Description	Maximum Grant Funding
Signage (including but not limited to: free standing, attached, window graphics, text or images on awnings, marquees, related lighting and electrical fixtures)	\$1,500.00
All other eligible façade improvements as described below	\$5,000.00
Architectural Services	\$500.00

Eligible Façade Improvement Projects:

- Repair to building exterior facades.
- Masonry repair or cleaning.
- Restoration, repair, or replacement windows,
- Restoration, repair or replacement of exterior doors.
- Restoration, repair or replacement of exterior walls, chimneys, or other architectural elements.
- Exterior work necessary for conversion to a business establishment's entry or outdoor seating area.
- Removal of after-installed facades along with restoration of vintage elements.
- Lighting or other appropriate enhancements not related to signage.
- Exterior painting including porches, decks and balconies.
- Improvements or additions necessary for ADA compliance.
- Awnings that do not have imprinted text, images, etc.

Ineligible Façade Improvement Projects:

- Interior Improvements.
- Projects considered routine maintenance (cleaning, power washing, trash removal etc.)
- Labor paid to applicant, family members of applicant, or employees of applicant.
- Roofing.
- Additions to existing structures with the exceptions that are listed above.
- Purchase of furnishings or equipment.
- Repair or creation of features not compatible with original architecture.
- Costs incurred before final grant approval by DDA.
- Costs paid by the applicant in merchandise or in-kind services.
- Costs associated with Michigan Sales Tax.

General Requirements:

- For the project to be grant eligible, a completed Façade Grant Application must be approved by the Imlay City Downtown Development Authority Board of Directors **PRIOR** to the commencement of any work.
- You must include before pictures of project pertinent to application, along with a rendering where applicable.
- All work must be in accordance with the applicable local, state and federal codes. For information regarding ordinances and necessary permits please contact the Construction Code Authority 810-667-0420 or visit their website: constructioncodeauthority.com.
- All exterior code deficiencies or violations and imminent health and safety hazards must be corrected in conjunction with façade renovation.
- Applicant shall be responsible for all construction management and contracting work to be done, as well as obtaining and following all local permits and codes.

- A detailed estimate for all eligible costs must be submitted and supported by a quote from a **minimum of two** or more licensed or insured contractors or suppliers.
- Quotes must include the contractor/supplier's business name, address, phone number, email, license and/or insurance certificate, and website (if applicable).
- Upon completion of work, all invoices pertaining to the project must be paid in full. Copies of all paid receipts/checks must be submitted to the DDA office before reimbursement will be issued (cash transactions not acceptable), along with pictures of the completed work.
- Property improvements must be completed within twelve (12) months of approval or applicant will be required to resubmit application with no guarantee of funding.
- Façade Improvement Grants are limited to \$5,000 per property per budget cycle. (July 1-June 30)
- A business that changes its name (under the same ownership) and remains at the same physical location is limited to two (2) grant approvals within a three year period. (The three (3) year period of time begins on the date on which the first grant was approved.
- A business (under the same ownership and name) that changes its physical address is limited to two (2) grant approvals within a three year period. (The three (3) year period begins on the date the first grant was approved).
- Property owner and/or applicant may NOT have any delinquent taxes, unpaid fees or unpaid charges that are applicable to any portion of the land to which the application applies.
- Grantee agrees to indemnify and hold harmless the City of Imlay City and the Imlay City Downtown Development Authority from any and all claims arising out of the work performed.

Architectural Services

- Before design work by an architecture firm may begin, the DDA Director must approve the qualifications of requested architectural firm and an Architectural Services Application must be approved by the Downtown Development Authority's Board of Directors.
- Design work should be appropriate to the architecture of the building and be compatible with the downtown main street setting.
- Only a property owner may request an Architectural Services Grant.
- Only one Architectural Services Grant will be allowed per property address. Changes in property ownership, scope of design work or architecture firm **will not** be considered as reasons for the DDA to grant additional Architectural Services grants.
- Upon design work completion, the DDA will receive copies of all work tendered by approved architectural firm regarding the approved property.
- It is the responsibility of the architecture firm and/or property owner to ensure design meets any state, local or city ordinances and codes.
- Quotes must include the architecture firm's business name, address, phone number, email, and website (if applicable).
- Grant funding will be placed in line according to date submitted for reimbursement upon completion of work. Copies of all paid invoices pertaining to the project must be submitted to the DDA office along with pictures of the completed project.
- Design renderings must be completed within nine (9) months of approval or applicant will be required to resubmit application with no guarantee of funding.



AGENDA ITEM NB 10a. FY 2024-25 3rd Qtr. Budget Amendments

DATE: **March 10, 2025**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Upon review of the FY 2022-23 budget, Director Malzahn noted that some line items for revenues and expenditures are trending out of normal. Director Malzahn recommends that 3rd quarter budget adjustments be made to account for actual year-to-date expenditures and revenues.

Items Attached: Budget Amendment Form

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

Recommended Action: Motion to approve the budget amendments for both revenues and expenditures as presented.

IMLAY CITY
BUDGET AMENDMENT FORM

FUND/DEPT NAME : 248
 ORIGINATOR NAME: Christine Malzahn

RECEIVED : _____
 REVIEWED : _____
 ENTERED : _____
 RETURNED : _____

ACCOUNT NUMBERS			DESCRIPTION	ORIGINAL BUDGET	PRIOR AMENDED BUDGET	REQUEST BUDGET INCREASE	REQUEST BUDGET DECREASE	NEW AMENDED BUDGET	
FUND	DEPT	ACT							ACCOUNT
248	0	0	402 . 000	Tax Revenue	324,000	324000	28368.87	0	352368.87
248	0	0	675 . 880	Community Promotion	0	0	3764	0	3764
248	0	0	667 . 000	Rental Income	0	0	250	0	250
248	0	0	675 . 500	Farmers Market Revenue	4000	4000	190	0	4190
248	0	0	560 . 000	WinterFest Revenue	3000	3000	0	775	2225
248	0	0	573 . 000	Local Community Stabilization	20000	20000	0	1666.47	18333.53
							32572.87	2441.47	
							-2441.47		
							30131.4		
248	705	0	706 . 011	Hourly Intern	0	0	1440	0	1440
248	705	0	714 . 000	Optical	500	500	81.77	0	581.77
248	705	0	721 . 000	PTO Vacation	3000	3000	1638.1	0	4638.1
248	705	0	815 . 000	Dues & Memberships	1000	1000	277.31	0	1277.31
248	705	0	740 . 000	Operating Supplies	100	400	800	0	1200
248	705	0	830 . 000	Liability Insurance	200	200	774.9	0	974.9
248	705	0	800 . 000	Community Promotion	14000	14000	4076	0	18076
248	705	0	973 . 002	Leases	1300	1300	971	0	2271
248	705	0	930 . 000	Misc Repairs & Maint	12000	12000	7825.96	0	19825.96
248	705	0	956 . 000	Miscellaenous	4000	4000	9000	0	13000
248	705	0	973 . 560	Capital Outlay	12000	12000	3246.36	0	15246.36

30131.4

ALL BUDGET AMENDMENT REQUESTS MUST BALANCE!!!

DEPT. HEAD: _____ CITY MGR: _____

DATE ENTERED : _____



AGENDA ITEM NB 10b: I AM Imlay City Project Reveal Event

DATE: March 10, 2025

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: The I AM Imlay Storytelling project is coming to completion. A total of 40 stories have been recorded and the banners will soon be in production. Director Malzahn is planning for a project reveal event on Monday, April 7th from 7-9 pm + one hour for setup and is proposing it be held at the High School performing arts center. The event would also include a commemorative gift to each of the storytellers and light refreshments.

The development of a printed walking tour map guide will follow banner installation.

The Consumers Energy grant award was \$25,000, and to date invoices for the project have totaled \$6500. Banner production costs are estimated at \$2500. Director Malzahn is requesting a budget amount not to exceed \$5,000 for the special event.

Items Attached: Performing Art Pricing Schedule

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

Recommended Action: Motion to authorize a budget expenditure not to exceed \$5,000 for the I AM Imlay reveal event.

Facilities		Equipment		Staffing			
Facility	Group	Facility Fee	Equipment Available for Rental	Equip. Fee	Staffing	Staffing Fee	Hrs.
Auditorium - Performance	Affiliated	\$150/hr	Shell Setup/Take Down	\$45/event	Custodial, Standard Rate	\$18/hr	
	External	\$300/hr	Riser Setup/Take Down	\$25/event	Custodial, Overtime & Saturdays	\$25/hr	3
Auditorium - Rehearsal	Affiliated	\$75/hr	Microphone, Wired	\$25 each	Custodial, Sundays & Holidays	\$36/hr	
	External	\$150/hr	Microphone, Wireless	\$50 each	Grounds, Standard Rate	\$25/hr	
Dressing Rooms	Affiliated	\$20/hr	Piano, Upright	\$50/day	Grounds, Overtime & Holidays	\$38/hr	
	External	\$40/hr	Piano, Grand	\$150/day	Grounds, Sundays & Holidays	\$50/hr	
Choir Room	Affiliated	\$35/hr	Rack of Chairs (20 chairs)	\$10	Theatre Manager, Standard Rate	\$40/hr	3
	External	\$70/hr	Rack of Music Stands (20 stands)	\$10	Theatre Manager, Overtime & Saturday	\$60/hr	
Dance/Theatre Room	Affiliated	\$35/hr	Folding Tables	\$5 each	Theatre Manager, Sundays & Holidays	\$80/hr	
	External	\$70/hr	Lecturn	\$20	Theatre Technician, Standard Rate	\$15/hr	3
Band Room	Affiliated	\$35/hr	Conductors podium	\$20	Theatre Technician, Sundays & Holidays	\$20/hr	
	External	\$70/hr	Body Mics (6 max), 5 hrs and up	\$50	Theatre Technician, Standard Rate	\$15/hr	
			Batteries for Sound (you can provide your own)	\$1 each	Stage Manager, Standard Rate	\$20/hr	
			DVD/Projections, 0-5 hrs and up	\$50	Stage Manager, Sundays & Holidays	\$20/hr	
			Stage Lights with Plot, 0-5 hrs and up	\$50	Spot Light Operator	\$12/hr	
			Lighting Control, 1 hrs and up	\$100	Box Office Manager for Reserved Tickets	\$12/hr	
			Spot Light	\$10 each			
			Percussion Equipment (Rates vary depending on equipment needed)	Varies			
			April 7th - 3 hours (includes setup and event) + equipment rental, custodial coverage, PAC facility mgt., sound/light/projections technician	\$810.00			



AGENDA ITEM NB 10c. Credit Card Processing Equipment

DATE: **March 10, 2025**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: The Clover credit card processing equipment is being phased out and no longer is PCI compliant. Market Manager Bishop has researched options to replace the current unit and is presenting her findings.

Items Attached: Product Comparison Spread Sheet

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

Draft Motion: Motion to approve the purchase of a Square card reader, Tablet, and T-Mobile Hot Spot in the amount of \$167.47 + \$20 per month for wi-fi service.

Arriving Mar 7, 2025If you order in the next 12 hours and 55 minutes [Details](#)

Android Tablet, 10.1 Inch Android 14
 Tablet with 1280X800 IPS HD Touch
 Screen, Dual Camera, 64GB Storage
 1TB Expansion, 8 in 1 Tablets Kit with
 Keyboard, Protective Case, Mouse,
 Stylus, BT 5.0, WiFi 6
\$88.99

Quantity: 1 [Change](#)[Add gift options](#)& **FREE Returns**

\$20.00 discount applied

Ships from Amazon.com

Sold by [Jeazans-US](#) **Tomorrow, Mar 7**

FREE One Day Delivery

 Sunday, Mar 9

FREE Amazon Day Delivery

 Lower carbon option | Get 6% back

Place your order

Order total: \$94.33By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

Your cart
1 item for \$59.00

ⓘ You may need to verify your identity before completing your purchase. This takes just a few minutes and ensures you can use Square as soon as your hardware arrives. The items in your cart are saved.

Hardware



In stock
Square Reader for contactless and chip (2nd generation)

— 1 +

\$59.00
Remove

HARDWARE

Subtotal: \$59.00

Shipping: Free

Tax: To be calculated

Total: \$59.00
or \$21.00/mo with financing*

Promo code Apply

Clover (Current)

\$37.10/month
 \$109.95/Yr: PNC fees

Processing Fees

1.79% credit
 1.49% debit
 3.05% manual entry

\$37.10 x 12 = \$445.20
 Annual \$109.95
Yearly Expense \$555.15

Total \$785.00

New Equipment One Time Cost

Square for Credit/Debit

No monthly or Yearly Fees

Processing Fees

2.6% + 15 cents per swipe credit/debit

No Yearly Expense

Total \$62.54

Equipment Needed One Time Cost

Total Pay Go EBT/Snap

\$191.40/Yr.
 (Approved for Grant for first year)
 (If we process over \$500/Yr, we will qualify for Grant for year 2)

Processing Fees

None

Currently No Yearly Expense

Total \$0
No cost, covered by Grant

Equipment Needed

T Mobile Mobile Hotspot/Optional

\$20.00/month
 2 yr: commitment

Equipment Needed One Time Cost

Bill credit/promotion
Total \$0.00

Current Activation Fee \$10.60
Normal Activation Fee \$37.10

Yearly Expense \$240.00

Additional Equipment For These Options

Tablet \$94.33

Total One Time For These Options

Total \$156.87 Square & Tablet

Total One Time With Mobile Hotspot Option

Total \$167.47

Square, Tablet, Mobile Hot Spot



AGENDA ITEM NB 10d. 2025-2026 Proposed Budget

DATE: March 10, 2025

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Annually the DDA must approve its fiscal year budget and send it to city commission for adoption as [part of the city budget. Director Malzahn has prepared a draft budget and is presenting it for consideration.

Items Attached: Draft Budget Spread Sheet

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

Draft Motion: Motion to approve FY 25-26 budget as presented and send to City Commission for adoption.

GL Number	Description	2022-23 Activity	2023-24 Amended Budget	2023-24 Activity	2024-25 Original Budget	02/28/2025 Amended Budget	YTD As Of 02/28/2025	2025-26 Requested
Fund 248								
--- Estimated Revenue ---								
248-000.000-402.775	EMS CAPTURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000.000-402.776	PUBLIC SAFETY CAPTURE	0.00	0.00	0.00	0.00	0.00	0.00	26,000.00
248-000.000-402.777	SENIOR CITIZENS CAPTURE	0.00	0.00	0.00	0.00	0.00	0.00	7,000.00
248-000.000-402.778	VETERANS CAPTURE	0.00	0.00	0.00	0.00	0.00	0.00	3,300.00
248-000.000-549.412	GRANT REVENUE	0.00	2,000.00	0.00	0.00	0.00	0.00	10,000.00
248-000.000-551.200	STATE GRANT (MSHDA)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000.000-551.300	STATE GRANT (MEDC)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000.000-555.000	ART INITIATIVE REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000.000-560.000	WINTER FEST	230.00	2,000.00	534.00	3,000.00	3,000.00	775.00	1,000.00
248-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE APPR	12,241.04	22,375.00	22,374.52	20,000.00	20,000.00	18,333.53	20,000.00
248-000.000-581.011	LOCAL GRANT INTERN	0.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00
248-000.000-607.000	CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000.000-665.004	INTEREST INCOME - BONDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000.000-665.248	FUND BAL INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000.000-675.001	ROTARY PARK DONATIONS	0.00	0.00	0.00	2,000.00	2,000.00	0.00	4,000.00
248-000.000-675.880	COMMUNITY PROMOTION REIMBURSEMENT	2,920.00	5,400.00	37,525.00	1,800.00	1,800.00	5,564.00	6,000.00
248-000.000-695.000	PROCEEDS FROM DEBT ISSUANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000.000-400.000	BALANCE FORWARD FROM FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000.000-402.000	TAX REVENUE	302,298.94	329,871.00	329,870.85	324,000.00	324,000.00	352,368.87	330,000.00
248-000.000-574.000	STATE REVENUE SHARING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000.000-665.000	INTEREST INCOME	1.71	0.00	1.95	0.00	0.00	1.22	0.00
248-000.000-667.000	RENTAL INCOME	4,814.36	1,000.00	344.40	0.00	0.00	250.00	0.00
248-000.000-673.300	SALE OF PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000.000-675.500	MISC/DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000.000-675.600	FARMERS MARKET REVENUE	4,699.50	6,979.00	7,579.00	4,000.00	4,000.00	4,190.00	4,000.00
248-000.000-675.800	DDA CONCERT SERIES	10.00	4,445.00	4,445.00	500.00	500.00	515.70	500.00
248-000.000-677.000	BRICK PAVERS/BENCHES	30.00	100.00	0.00	100.00	100.00	100.00	100.00
248-000.000-699.000	OTHER REIMBURSEMENTS	120.00	1,228.00	1,227.70	0.00	0.00	0.00	0.00
248-000.000-699.000	CARRYOVER/ FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Estimated Revenue:		327,365.55	377,398.00	405,902.42	355,400.00	355,400.00	381,998.32	415,500.00
--- Appropriations ---								
248-265.000-830.000	LIABILITY INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-705.000-706.011	HOURLY INTERN	0.00	2,000.00	1,407.60	0.00	0.00	1,440.00	0.00
248-705.000-710.000	BONUS PAY	398.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00
248-705.000-718.800	MERS - ADD'L CITY CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-705.000-718.800	MERS - EMPLOYEE CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-705.000-815.000	DUES/MEMBERSHIPS	710.59	1,500.00	1,052.66	1,000.00	1,000.00	1,277.31	1,500.00
248-705.000-830.000	LIABILITY INSURANCE	167.68	200.00	183.81	200.00	200.00	974.90	1,000.00
248-705.000-831.000	WORKERS COMPENSATION	203.26	400.00	291.60	400.00	400.00	157.82	200.00
248-705.000-880.001	BILLBOARD	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
248-705.000-973.006	DDA CONCERT SERIES EXP	12,833.31	12,000.00	10,918.24	12,000.00	12,000.00	7,707.92	12,000.00
248-705.000-973.010	FACADE GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00
248-705.000-973.550	ART IN THE ROUGH EXPENSE	4,898.30	6,000.00	0.00	0.00	0.00	0.00	0.00
248-705.000-973.551	SEASONAL DECORATIONS	0.00	0.00	0.00	0.00	0.00	0.00	12,000.00
248-705.000-973.600	WINTER FEST	2,091.43	2,372.00	2,371.76	4,000.00	4,000.00	2,294.49	2,000.00
248-966.000-965.775	ROTARY PARK EXPENSES	0.00	0.00	0.00	2,000.00	2,000.00	0.00	4,000.00
248-966.000-965.776	CONTRIBUTION TO PUBLIC SAFETY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-966.000-965.777	CONTRIBUTION TO SENIORS	0.00	0.00	0.00	0.00	0.00	0.00	7,000.00
248-966.000-965.778	CONTRIBUTION TO VETERANS	0.00	0.00	0.00	0.00	0.00	0.00	3,300.00
248-265.000-923.000	ELECTRICITY	628.47	1,500.00	1,335.14	1,500.00	1,500.00	1,615.55	500.00
248-265.000-924.000	HEAT	359.84	500.00	97.53	500.00	500.00	340.63	500.00
248-265.000-924.000	WATER & SEWER CHARGES	377.60	400.00	168.72	500.00	500.00	127.84	500.00

GL Number	Description	2022-23 Activity	2023-24 Amended Budget	2023-24 Activity	2024-25 Original Budget	02/28/2025 Amended Budget	YTD As Of 02/28/2025	2025-26 Requested
Fund 248								
248-705.000-930.000	MISCELLANEOUS REPAIRS & MAINT	31.50	2,000.00	0.00	0.00	0.00	0.00	500.00
248-705.000-703.000	WAGES & SALARIES	34,093.99	52,000.00	49,662.72	50,600.00	50,600.00	33,997.54	65,000.00
248-705.000-706.000	HOURLY WAGES	9,282.00	12,000.00	9,391.05	15,000.00	15,000.00	9,418.00	15,000.00
248-705.000-713.000	DEFERRED COMP CONTRIBUTION	0.00	1,000.00	576.03	1,100.00	1,100.00	762.72	1,200.00
248-705.000-714.000	OPTICAL INSURANCE	785.43	702.00	702.25	500.00	500.00	581.77	500.00
248-705.000-715.000	SOCIAL SECURITY	4,014.88	4,500.00	4,741.64	4,500.00	4,500.00	3,592.45	5,000.00
248-705.000-716.000	HEALTH INSURANCE	10,058.98	21,200.00	22,822.19	23,000.00	23,000.00	16,474.32	24,000.00
248-705.000-717.000	LIFE/DISABILITY INS	496.31	750.00	777.74	750.00	750.00	538.48	750.00
248-705.000-718.000	RETIREMENT AND OPEB	1,323.87	2,300.00	1,846.92	3,000.00	3,000.00	1,320.84	3,000.00
248-705.000-721.000	PTO/VACATION PAY-OUT	4,790.59	3,500.00	3,253.67	3,000.00	3,000.00	4,341.84	3,000.00
248-705.000-722.000	SICK LEAVE PAY-OUT	0.00	0.00	0.00	0.00	0.00	0.00	800.00
248-705.000-727.000	OFFICE SUPPLIES	1,196.81	2,300.00	1,157.97	800.00	800.00	201.55	1,000.00
248-705.000-730.000	POSTAGE	78.19	200.00	73.58	200.00	200.00	38.72	200.00
248-705.000-740.000	OPERATING SUPPLIES	1,946.11	1,200.00	638.55	2,000.00	2,000.00	984.42	2,000.00
248-705.000-741.000	ADVERTISING	6,481.45	9,000.00	2,036.81	7,000.00	7,000.00	3,450.42	5,000.00
248-705.000-786.000	SIGNS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-705.000-807.000	AUDIT FEES	779.76	1,500.00	800.70	1,000.00	1,000.00	817.37	900.00
248-705.000-817.000	CONSULTING FEES	633.34	10,123.00	9,099.49	5,000.00	5,000.00	0.00	4,000.00
248-705.000-818.000	CONTRACTED SERVICES	7,438.20	2,000.00	3,641.61	5,000.00	5,000.00	1,811.26	3,000.00
248-705.000-826.000	LEGAL SERVICES	135.00	2,000.00	480.00	1,000.00	1,000.00	1,140.00	1,000.00
248-705.000-853.000	TELEPHONE EXPENSES	1,211.89	1,500.00	1,464.36	1,200.00	1,200.00	1,078.94	1,500.00
248-705.000-860.000	TRANSPORTATION & CONFERENCES	742.68	2,500.00	3,037.75	2,500.00	2,500.00	1,370.42	2,500.00
248-705.000-880.000	COMMUNITY PROMOTION	17,314.80	22,000.00	21,423.53	14,000.00	14,000.00	16,076.00	3,000.00
248-705.000-900.000	PRINTING & PUBLISHING	20.93	500.00	298.08	500.00	500.00	94.64	500.00
248-705.000-921.000	ELECTRICITY	33,174.69	38,000.00	39,405.57	35,000.00	35,000.00	27,748.94	35,000.00
248-705.000-930.000	MISCELLANEOUS REPAIRS & MAINT	10,418.84	3,000.00	7,252.13	12,000.00	12,000.00	19,825.96	10,000.00
248-705.000-931.000	STREETSCAPE MAINTENANCE	61,472.33	59,201.00	87,205.31	55,000.00	55,000.00	34,352.57	60,000.00
248-705.000-956.000	MISCELLANEOUS	8,055.67	6,000.00	7,569.19	4,000.00	4,000.00	12,888.14	3,000.00
248-705.000-958.000	ADMINISTRATIVE/TRANSFER TO	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00
248-705.000-973.000	DEVELOPMENT COSTS-UNALLOCATED	19,950.86	20,000.00	13,707.50	20,000.00	20,000.00	10,253.12	0.00
248-705.000-973.002	LEASES	211.83	1,600.00	2,980.17	1,300.00	1,300.00	2,271.00	2,500.00
248-705.000-973.005	DCA WORKSHOP EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	500.00
248-705.000-973.008	BRICK/BENCH EXPENSE	14.00	100.00	0.00	100.00	100.00	0.00	100.00
248-705.000-973.300	FARMERS MARKET EXPENSE	7,878.36	10,200.00	9,714.52	6,250.00	10,000.00	4,375.83	7,300.00
248-705.000-975.000	CAPITAL OUTLAY	36,355.72	21,000.00	23,720.02	12,000.00	12,000.00	7,422.24	12,000.00
Total Appropriations:		338,057.49	382,998.00	389,558.11	355,400.00	355,400.00	272,362.16	415,500.00
Net of Revenues & Appropriations	Net of Revenues & Appropriations Fund 248:	(10,691.94)	(5,600.00)	16,344.31	0.00	0.00	109,636.16	0.00

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AGENDA ITEM NB 10e. Board Member Resignation

DATE: March 10, 2025

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Director Malzahn received a text message from Jessica Montoya on March 3, 2025 stating that her schedule no longer provides the time needed to attend regular meetings and that she will be stepping down effective immediately.

Items Attached: None

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

Draft Motion: Motion to accept with regret the resignation of Jessica Montoya from the DDA Board.

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AGENDA ITEM NB 10f. Social District Pavilion

DATE: **March 10, 2025**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Now that the Social District has been established and 5 new downtown businesses opening or soon-to-be opening it is the obligation of the DDA to support the area with programming and infrastructure. Since a funding source for the construction of the two previous concept version has failed to come to fruition, Director Malzahn is recommending that a modest 40x60 pavilion structure be built and utilized as a home for the regular social district activity including the DDA summer concerts

Items Attached: Pavilion Rendering

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

Draft Motion: Motion to send out a bid notice for the construction of a new pavilion to be installed in the former Farmers Market area.



PAVILION
RESERVED
FOR

NO
SMOKING



AGENDA ITEM NB 10g. Historic Downtown Marketing

DATE: **March 10, 2025**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Board Member Genord has requested this agenda item be added.

Items Attached: Advertising Pricing



Christine Malzahn <christinemalzahn@gmail.com>

Fwd: Macomb Daily

1 message

John J Genord, Esq. <john.genord.jd@gmail.com>
 To: Christine Malzahn <christinemalzahn@gmail.com>

Wed, Mar 5, 2025 at 10:30 PM

here is quote from macomb daily

--

John J. Genord

Attorney - Guardian ad Litem
 (810) 543-5708
john.genord.jd@gmail.com

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----- Forwarded message -----

From: **Dawn Emke** <demke@medianewsgroup.com>
 Date: Wed, Mar 5, 2025, 2:56 PM
 Subject: Macomb Daily
 To: john.genord.jd@gmail.com <john.genord.jd@gmail.com>

John,

It was nice talking with you today and I look forward to promoting Downtown Imlay City to Macomb Daily readers. The Macomb Daily is a daily publication that delivers Local, Trusted News to Macomb County. Macomb Daily subscribers pay to receive their local news in print and online. This means they want our paper and it's not just left at the bottom of the driveway or thrown away as junk mail.

I have attached a copy of our Media Kit and multiple insertion rate chart below.

Also, I have a special advertising package that will give Imlay City great exposure for a great price.

LIMITED SPECIAL PACKAGE

30 Days - 1/2 Page Color Print Ad (9.89 X 10)
 20,000 Digital Ads on MacombDaily.Com
 \$1500 month

OR

30 Days - Full Page Color Print Ad (9.89 X 20)
 50,000 Digital Ads on MacombDaily.Com
 \$2500 month

Let me know if you have any questions or if you would like me to reserve one of these special packages for you.

DAILY OR SUNDAY

Prices are per Insertion. Every Insertion Includes color and digital Impressions*.

FULL PAGES with 20,000 Digital Impressions Per Insertion	HALF PAGES with 15,000 Digital Impressions Per Insertion	QUARTER PAGES with 10,000 Digital Impressions Per Insertion
Four Insertions in 30 Days	Four Insertions in 30 Days	Four Insertions in 30 Days
Sunday \$1,200	Sunday \$700	Sunday \$500
Daily \$650	Daily \$450	Daily \$350
Three Insertions in 30 Days	Three Insertions in 30 Days	Three Insertions in 30 Days
Sunday \$1,495	Sunday \$800	Sunday \$599
Daily \$800	Daily \$550	Daily \$400
Two Insertions in 30 Days	Two Insertions in 30 Days	Two Insertions in 30 Days
Sunday \$1,625	Sunday \$900	Sunday \$675
Daily \$900	Daily \$649	Daily \$450
One Insertion in 30 Days	One Insertion in 30 Days	One Insertion in 30 Days
Sunday \$1,740	Sunday \$1,000	Sunday \$750
Daily \$1,000	Daily \$750	Daily \$500

Dawn Emke | Account Executive
 W 586-273-6186
 C 586-933-6164
 E demke@medianewsgroup.com

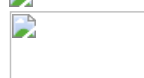


Image result for media news group logo





Christine Malzahn <christinemalzahn@gmail.com>

Fwd: Times Herald Advertising

1 message

John J Genord, Esq. <john.genord.jd@gmail.com>
To: Christine Malzahn <christinemalzahn@gmail.com>

Thu, Mar 6, 2025 at 10:40 AM

Here is pricing from Times Herald

----- Forwarded message -----

From: **Gorman, Gaston** <ggorman@localiq.com>
Date: Thu, Mar 6, 2025 at 10:18 AM
Subject: Times Herald Advertising
To: john.genord.jd@gmail.com <john.genord.jd@gmail.com>

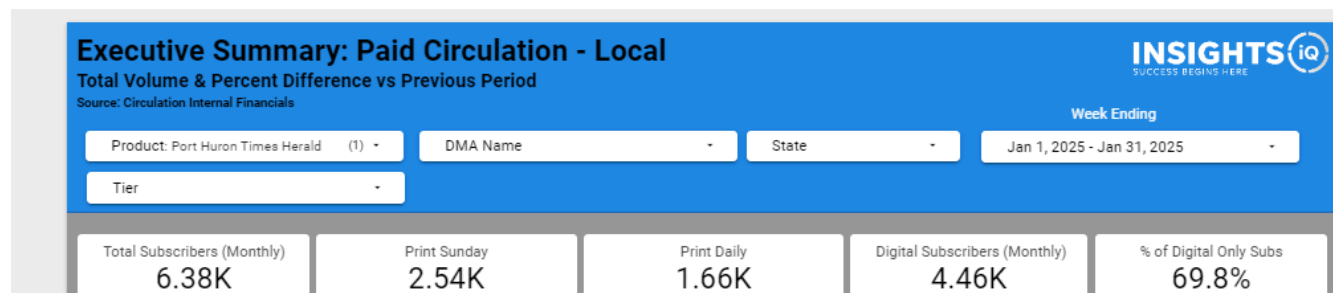
Hello John, thank you for reaching out about advertising in **The Times Herald.**

-

See circulation and pricing below. I included Single Run, 3 run dates within a week timeframe as well as [March Winter Savings Specials](#) with 3 run dates print in a week, PLUS Digital Exposure on our newspaper sites for people in your area.

I would really recommend the [March Winter Savings Specials with Print AND Digital](#); we have more Digital Subscribers than Print and these packages will allow you to reach both print and digital subscribers.

Please let me know any questions or if you approve of an option. Thank you!



See pricing below.

1. FULL PAGE PRINT OPTIONS ([example attached](#))

a. CLR 1 ad **\$1,437.50**

b. CLR 3 ads running in same week **\$1,725.00**

c. [March Winter Savings Print & Digital Special](#): **\$1,955** (Normally over **\$2,700**)

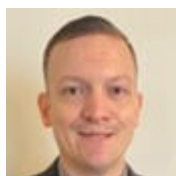
- i. CLR 3 ads running in same week
- ii. Digital Impressions on the Port Huron Times Herald
- iii. Example of a Digital Display ad attached, these can show on the home page, other pages and within articles.

2. HALF PAGE PRINT OPTIONS (**Vertical or Horizontal**. Horizontal is used more often.

Examples attached. *The vertical example I found was from Detroit but same size.*

- a. CLR 1 ad **\$718.75**
- b. CLR 3 ads **\$862.50**
- c. **March Winter Savings Print & Digital Special: \$1,090 (Normally over \$1,500)**
 - i. CLR 3 ads running in same week
 - ii. Digital Impressions on the Port Huron Times Herald
 - iii. Example of a Digital Display ad attached, these can show on the home page, other pages and within articles.

*Pricing reflects Cash Discount using Check or ACH; if using a card it will be 3.99% additional



Gaston (Gus) Gorman

Account Advisor

Retail Local Sales and Digital Marketing



In partnership with USA TODAY NETWORK

ggorman@localiq.com
Office: 313.474.7202

Seize your potential at LocalIQ.com

Leave us a Google Review!



--
John J. Genord
Attorney at Law
(810) 543-5708
john.genord.jd@gmail.com

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4 attachments



Times Herald Digital Display Ad example.PNG
815K

 **Port Huron Full Page Example.PDF**
495K

 **Port Huron Half Page Horizontal.PDF**
716K

 **Half Page Vertical example from Detroit Free Press.PDF**
438K

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AGENDA ITEM NB 10h. Ground Floor Residential Zoning

DATE: **March 10, 2025**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Board Member Genord has requested this agenda item be added.

Items Attached: None

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AGENDA ITEM NB 10i. Business Recruitment Subcommittee

DATE: **March 10, 2025**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Board Member Genord has requested this agenda item be added.

Items Attached: None

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AGENDA ITEM NB 10j. Business District Blight Ordinance

DATE: **March 10, 2025**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Board Member Genord has requested this agenda item be added.

Items Attached: None

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AGENDA ITEM NB 10k. Board Member Qualifications

DATE: **March 10, 2025**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: Board Member Genord has requested this agenda item be added.

Items Attached: MCL - Act 57 of 2018 Section 125.4204
DDA Bylaws

MICHIGAN LEGISLATURE

Michigan Compiled Laws Complete Through PA 2 of 2025

Senate adjourned until Tuesday, March 11, 2025 10:00 AM

House adjourned until Tuesday, March 11, 2025 1:30 PM

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MCL - Section 125.4204

[Download Section](#)

[Chapter 125](#)

[Act 57 of 2018](#)

[57-2018-2](#)

[◀ Previous Section](#) [Next Section ▶](#)

RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT)

Act 57 of 2018

125.4204 Board; appointment, terms, and qualifications of members; vacancy; compensation and expenses; election of chairperson; appointment as public official; oath; conducting business at public meeting; public notice; special meetings; removal of member; review; expense items and financial records; availability of writings to public; single board governing all authorities; member as resident or having interest in property; planning commission serving as board in certain municipalities; modification by interlocal agreement.

Sec. 204.

(1) Except as provided in subsections (7), (8), and (9), an authority shall be under the supervision and control of a board consisting of the chief executive officer of the municipality or his or her designee from the governing body of the municipality and not less than 8 or more than 12 members as determined by the governing body of the municipality. Members shall be appointed by the chief executive officer of the municipality, subject to approval by the governing body of the municipality. Not less than a majority of the members shall be persons having an interest in property located in the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district. Not less than 1 of the members shall be a resident of the downtown district, if the downtown district has 100 or more persons residing within it. Of the members first appointed, an equal number of the members, as near as is practicable, shall be appointed for 1 year, 2 years, 3 years, and 4 years. A member shall hold office until the member's successor is appointed. Thereafter,

each member shall serve for a term of 4 years. An appointment to fill a vacancy shall be made by the chief executive officer of the municipality for the unexpired term only. Members of the board shall serve without compensation, but shall be reimbursed for actual and necessary expenses. The chairperson of the board shall be elected by the board. The rules of procedure or the bylaws of the authority may provide that a person be appointed to the board in his or her capacity as a public official, whether appointed or elected. The rules of procedure or bylaws may also provide that the public official's term shall expire upon expiration of his or her service as a public official. In addition, the public official's membership on the board expires on his or her resignation from office as a public official.

(2) Before assuming the duties of office, a member shall qualify by taking and subscribing to the constitutional oath of office.

(3) The business which the board may perform shall be conducted at a public meeting of the board held in compliance with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. Public notice of the time, date, and place of the meeting shall be given in the manner required by the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. The board shall adopt rules consistent with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275, governing its procedure and the holding of regular meetings, subject to the approval of the governing body. Special meetings may be held if called in the manner provided in the rules of the board.

(4) Pursuant to notice and after having been given an opportunity to be heard, a member of the board may be removed for cause by the governing body. Removal of a member is subject to review by the circuit court.

(5) All expense items of the authority shall be publicized monthly and the financial records shall always be open to the public.

(6) In addition to the items and records prescribed in subsection (5), a writing prepared, owned, used, in the possession of, or retained by the board in the performance of an official function shall be made available to the public in compliance with the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.



(7) By resolution of its governing body, a municipality having more than 1 authority may establish a single board to govern all authorities in the municipality. The governing body may designate the board of an existing authority as the board for all authorities or may establish by resolution a new board in the same manner as provided in subsection (1). A member of a board governing more than 1 authority may be a resident of or have an interest in property in any of the downtown districts controlled by the board in order to meet the requirements of this section.

(8) By ordinance, the governing body of a municipality that has a population of less than 5,000 may have the municipality's planning commission created pursuant to former 1931 PA 285 or the Michigan planning enabling act, 2008 PA 33, MCL 125.3801 to 125.3885, serve as the board provided for in subsection (1).

(9) If a municipality enters into an agreement with a qualified township under section 203(7), the membership of the board may be modified by the interlocal agreement described in section 203(7).

History: 2018, Act 57, Eff. Jan. 1, 2019 ;-- Am. 2019, Act 29, Imd. Eff. June 25, 2019

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THE CITY OF IMLAY CITY DOWNTOWN DEVELOPMENT AUTHORITY

BYLAWS**ARTICLE I****BOARD MEMBERSHIP****Section 1.1 – BOARD MAKEUP**

The Board of Directors of the Downtown Development Authority shall be made of a board of up to 9 members. Members shall be appointed by the Mayor, subject to approval by the City Commission. Not less than a majority of the members shall be persons having an interest in property located in the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district. Not less than 1 of the members shall be a resident of the downtown district if the downtown district has 100 or more persons residing within it.

Section 1.2 – CONFLICT OF INTEREST

A member of the Board who has a direct interest, whether personal or financial, in any matter before the Authority shall be deemed to have a conflict of interest and shall comply with the conflict-of-interest policy as adopted by the Board.

The conflict shall be disclosed to the Board prior to any action by the Authority with respect to the matter. The disclosure shall become a part of the record. Any member making such a disclosure shall then refrain from participating in the Authority's decision-making process, which would include comments and or discussion relative to the matter. The Board members and the Authority shall comply with Michigan Public Act 317 of 1968 as amended, being Michigan Compiled Law 15.321 et. seq., or any other Michigan statute governing conflict of interest of Downtown Development Authority members then in effect.

Section 1.3 – OATH OF OFFICE

Before assuming the duties of office, a member of the Board shall qualify by taking and subscribing to the constitutional oath of office.

Section 1.4 – REMOVAL FROM BOARD

A member of the Downtown Development Authority may be removed by the City Commission, after written charges and a public hearing, for nonfeasance, misfeasance, or malfeasance in office according to the following definitions:

- Malfeasance is acting in a wrongful, dishonest, or illegal way in his/her capacity as a DDA director.
- Misfeasance is acting in a legal but harmful way to the objectives of the Authority as a DDA director.
- Nonfeasance is abstaining from voting where no conflict of interest exists.

Sufficient cause for removal includes, but is not limited to, a director of the board acquiring unexcused absences at three consecutive regular meetings, or 25 percent of such meetings in any calendar year. The member shall be deemed to have vacated their office, and the City Commission may declare said office vacant. Upon such office being declared vacant, the Mayor shall appoint with the approval of the City Commission a new member to fill such vacancy for the unexpired term.

Section 1.5 – COMPENSATION

Board members shall serve without compensation for attendance at meetings, but may be reimbursed for reasonable expenses as incurred in the performance of their duties as approved by the DDA Board.

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AGENDA ITEM NB 10L. Funding Request – Blueberry Festival

DATE: **March 10, 2025**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Background: The DDA received a funding request from Gjon Marku requesting support for a downtown event. His “Blueberry Festival” event will be held on Saturday, June 21, 2025. He is requesting the DDA sponsor in-kind the billboard to advertise the event and to also cover cost for porta-poties. Total funding request is \$1150

Items Attached: Funding request application

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

Recommended Action: Motion to approve the Blueberry Festival funding request for in-kind billboard sponsorship and \$425 for porta-johns.

Imlay City Downtown Development Authority

Request for Funding an Event or Program

Please Provide the Following Information:

Request Date: 03/06/25 Proposed Event Date: 06/21/25

Requested by (Organization Name): Blueberry Festival BAMB STYLE/3RD

Name of Event or Program: Blueberry BAMB style Festival

Detailed Description: Blueberry fest!

Amount Requested: Billboard & SPONSORSHIP poster parties \$425
(attach any additional information that will assist in the review process of this request)

Contact Name: Gjon Marku (Provide contact name of person responsible for coordinating, chairing, and/or presenting the information and request to the Imlay City DDA Board)

Address: 244 E third Imlay MI 48944

Office Phone: _____ Mobile Phone: 810 728 3322

Fax Phone: _____ Email: Gjon.Marku96@gmail.com

Note: Any Event or Program sponsored by the Imlay City DDA shall acknowledge the Imlay City DDA as a sponsor and/or source of funding on all publications, flyers, press releases, and/or advertisements.

For DDA USE ONLY-Do Not Write Below this Line

Reviewed By: _____ Meeting Date: _____

Budgeted Item: _____ Account: _____

Approved: _____ Denied _____ (by Board Resolution or Motion)

Chairperson/Treasurer

NOTES: _____

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allamericanseptic68@YAHOO.com

www.allamericanseptic.com

752 N. Van dyke, Imlay City, MI 48444

Quote for Portable Toilet Rental

Customer: Gjon Marku

Event Date: June 21st, 2024

Location: Downtown Imlay City

Rental Duration: 1-Day Event

Pricing (Discounted for Multiple Rentals):

- **Standard Portable Toilet:** \$75.00 each
- **Handicap-Accessible Portable Toilet:** \$200.00 each

This special discounted rate applies due to multiple rentals. Please confirm your reservation as soon as possible to ensure availability.

For any questions or to finalize your booking, feel free to contact us.

Thank you for choosing us for your sanitation needs!

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Directors Report

DATE: March 10, 2025

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

Items Attached: March Report
Weekly email reports

Action Needed: No Board Action Needed

Director's Report – March 2025

Promotions/Events

- On-going Social media postings and engagement with downtown merchants on Facebook and Instagram.
- Staff and I created ads, social media postings, message board sign ads
- Updated website calendar of events and other happenings
- Finalized the proofs for the I AM Imlay City Storytelling project, and began planning a reveal event
- Recorded the first podcast with special guest the Happy Little Quilt Shop

Economic Development

- Met with Liquor license holders to assist in social district license applications to the State.
- Met with several business owners about possible tenants in their downtown buildings.
- Met with local realtor to help bridge the gap between tenants and property owners.
- Assisted with video update creation on current blight enforcement

Place Making/Streetscape

- Received delivery of the bike rack kiosks. Working with DPW on installation.
- Met with Finline Landscaping to discuss spring planting materials.

Grants:

- Continued work on Rotary Park DNR Passport Rec Grant

Billboard:

- Invoiced and submitted artwork for the Heritage Church campaign

Imlay City Façade Corp

- none

Meetings and Other:

- Attended Rotary Club weekly meetings.
- Processed invoices, check requests, and mailed payments.
- Made updates to the DDA website for 2025 information.
- Attended February 18th City Commission Meeting for Social District
- Attended the February 25th Planning Commission meeting for blight
- Attend monthly department head meeting
- Attended the monthly Hispanic Cultural/Services meeting
- Prepared documentation for the board workshop retreat
- Attended the MDA Downtown Advocacy Day in Lansing, meeting with State Rep Joseph Aragona and Senator Veronic Klinefelt on March 4th
- Attended the Spring MDA workshop in Lansing on March 5th
- Prepared meeting minutes, agendas, action item sheets, and board packets for regular DDA meeting

From: [Christine Malzahn](#)
To: [Jessica Montoya](#); [John Genord](#); [Joi Kempf](#); ishattuck@icdda.com; kjorgensen@icdda.com; [Mayor Yockey](#); ndocherty@icdda.com; sdavis@icdda.com; srobbins@icdda.com; wbargen@icdda.com
Subject: Week Ending February 14th
Date: Friday, February 14, 2025 3:36:55 PM
Attachments: [image001.png](#)
[2025.02.10 Regular Meeting Minutes.docx](#)

Hello Board Members,

Attached you will find the draft minutes from our last meeting. If you have any corrections please let me know.

I've just got a couple of things to update you on...

1. Our bike rack and way-finding kiosks are scheduled to be delivered next Tuesday. For now we will put them in the old DPW garage until the weather breaks and the DPW can get them installed. Of course, we will plan for a dedication and a photo for press release with the Four County Community Foundation, since then generously provided a \$8,000 grant match for the project.
2. I reached out to a representative from the MEDC to ask about our RAP 3.0 Grant. He confirmed that they received 1 Subgrant Application (Imlay City) and 8 Individual Project applications for our region (Region 6). He also said that our grant is currently being scored, and they anticipate funding announcements later this spring as expected. Since we are the only Façade Subgrant applicant I feel pretty confident our projects will be funded.
3. For those who were not at the meeting on Monday please mark your calendar for our Board Workshop meeting on Monday March 3rd @ 5:30 pm. I will arrange for dinner and some snacks so just come prepared with your ideas and thoughts about downtown.
4. Our code enforcement officer did a great job of notifying all the property owners earlier this week about their responsibility to remove snow and ice from the sidewalks in front of their businesses. I'm happy to report that only 3 properties had to be ticketed for non-compliance. I hope we get the same cooperation after this weekend's snowstorm.

Hope you all have a great weekend!

Christine Malzahn

DDA Executive Director
City of Imlay City

150 North Main Street, Imlay City, Michigan 48444
Office: 810-724-2135 ext. 1307 | Mobile: 586-801-0166
Email: ddadirector@imlaycity.org

From: [Christine Malzahn](#)
To: [Jessica Montoya](#); [John Genord](#); [Joi Kempf](#); ishattuck@icdda.com; kjorgensen@icdda.com; [Mayor Yockey](#); ndocherty@icdda.com; sdavis@icdda.com; srobbins@icdda.com; wbargen@icdda.com
Subject: Week Ending February 21st
Date: Friday, February 21, 2025 2:26:00 PM
Attachments: [Bike Racks Finished.jpg](#)
[image001.png](#)

Hello All and Happy Friday!

I feel like its Christmas morning here today as I took delivery of our custom bike rack signage kiosks. Picture is attached but the pic doesn't do them justice to the scale and how unique they are – I hope you are all as excited as I am to see these around town. The three units are in the DPW garage waiting for installation when the snow melts.

Our workshop meeting on Monday March 3rd @ 5:30 pm has been moved to Third and Main Social. They will be providing dinner and soft drinks (cash bar is available). It is very important that everyone attend and share in the development of our revitalization plan. I am not planning to send out meeting packets as this is not a public meeting but if you want any documentation in advance just let me know.

City Commission approved the creation of the Social District last Tuesday. I have begun meeting with the license holders and helping them to complete their applications. I will bring pricing for the signage and labels for you to consider at our next regular meeting.

Chris and I are working on the final plans for the I AM Imlay Storytelling project. It was suggested by Justin that we hold a “thank you big reveal red carpet event” at the High School Performing Art Center and I thought it was a great alternative since we are planning this for April. I am working with staff there to gather pricing and date selection. If you are available to help envision the night, please let me know, I'd love to have your input.

I have been in quite a few meetings with city staff and James Blount (planning commissioner & local realtor) regarding the vacant blighted buildings in downtown and done some extensive research in the city ordinance books that define “blight”. Much more on this work to share at our workshop meeting on how we can collaborate to effect change. I hope you all watch the video cast with John Genord, Chief Selby and Code Enforcement Officer Charlie that was shared on our Facebook page yesterday. They held a frank discussion on the current efforts to get our vacant buildings activated – great stuff! It is so important to keep the residents and current business owners informed so that even tho they may not see changes happening right now, change is coming and we need everyone's help to get to that goal.

Chris has just a few spots left for the Hometown Hero Banners – if you want to nominate anyone or know of someone she should contact please let us know asap.

Regards,

From: [Christine Malzahn](#)
To: [Jessica Montoya](#); [John Genord](#); [Joi Kempf](#); ishattuck@icdda.com; kjorgensen@icdda.com; [Mayor Yockey](#); ndocherty@icdda.com; sdavis@icdda.com; srobbins@icdda.com; wbargen@icdda.com
Cc: ddapromotions@imlaycity.org
Subject: Week Ending February 28th
Date: Friday, February 28, 2025 2:30:56 PM
Attachments: [image001.png](#)
[Fund 248 - 2025-26 Budget.WIP 02.27.2025 UPDATED.pdf](#)

Hello Board Members,

Just a few things to update you on for the week and one **BIG reminder about our workshop meeting this Monday March 3rd @ 5:30**. The meeting will take place at Third and Main Social and the DDA will be providing dinner for you.

This week Chris and I focused on completing our active projects: I AM Imlay Storytelling, Military Banners, Rotary Park Improvements, FY 25-26 Budget and planning for both upcoming meetings. I'm attaching my work-in-progress draft budget for next fiscal year. The budget review will take place at our meeting on March 10th, but I thought you may want a bit more time to review it. I am happy to meet with you one-on-one to discuss your changes or to clarify the allocations.

Have a great weekend!

Christine Malzahn

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