

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

**REGULAR MEETING APRIL 14, 2025**  
**5:35 P.M.**

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

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

**AGENDA**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. **CONSENT AGENDA –**
  - AGENDA; MEETING MINUTES: Regular Meeting March 10, 2025
  - FINANCIAL REPORTS: through March 30, 2025
  - DDA Expenditure Report, Check Register Report; Credit Card Statement; Balance Sheet;
5. CORRESPONDENCE – (none)
6. SPECIAL PRESENTATION (none)
7. COMMITTEE REPORTS – Business Retention/Recruitment Subcommittee
8. PUBLIC PARTICIPATION
9. **UNFINISHED BUSINESS:**
10. **NEW BUSINESS:**
  - A. Funding Request – Blueberry Festival
  - B. Funding Request – SummerFest
  - C. Flag Purchases
  - D. DDA Market Manager / Promotions Assistant Employment Recommendation
  - E. Farmers Market Advertising Campaign
  - F. New Business Application and Zoning Compliance Certification
  - G. Farmers Market Pavilion RFP Results
  - H. DPW Renovation Project Update
11. **CLOSED SESSION** – For the purpose of employee annual review
12. EXECUTIVE DIRECTOR’S REPORT
13. PUBLIC PARTICIPATION
14. BOARD MEMBER COMMENTS
15. ADJOURNMENT

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## Consent Agenda

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**DATE:** April 14, 2025

**TO:** DDA Board Members

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

**Items Attached:**

- a. Meeting Agenda
- b. Meeting Minutes
  - March 10th Regular Meeting
- c. Financial Reports – Ending March 30, 2025
  - DDA Expenditure Report = \$ 18,954.15
  - Check Register Report = \$ 3,421.65
  - Credit Statement – February 2025
  - Ending Fund Balance Sheet = \$ 368,883.89

**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**

**March 10, 2025 Regular Meeting  
MINUTES**

A regular meeting of the Downtown Development Authority was held on Monday, March 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, Stu Davis, Steve Robbins, Joi Kempf, Neil Docherty, John Genord, Mayor Barbara Yockey, Chairman Walter Bargaen

Absent: Kim Jorgensen

Quorum Present

4. **CONSENT AGENDA**

**MOTION** by Davis, supported by Docherty to approve the consent agenda items as amended.

Consent agenda items include:

- a. Meeting Agenda – revised to add Board Member Genord Resignation
- 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

**All in Favor 8 / Nays 0 - MOTION CARRIED UNANIMOUSLY**

5. **CORRESPONDENCE** – none

6. **COMMITTEE REPORTS** - none

7. **PUBLIC PARTICIPATION** – none

8. **ADDED AGENDA ITEMS: Board Member Resignation**

Board Member John Genord notified Director Malzahn and Board Chair Bargaen that he was resigning from the Board effective Friday, March 7, 2025.

**MOTION** by Yockey, supported by Docherty to accept the resignation of John Genord from the Board effective immediately.

All in Favor 8 Ayes/Nays 0

**MOTION CARRIED 8/0**

**Genord left the dais and joined the audience.**

9. **UNFINISHED BUSINESS**

**A. Social District Branding Materials**

The Board reviewed the revised estimates from The Print Shop for district logo labels, enter/exit signs, and sidewalk decals. Board member Davis inquired about the material used for the signage. Director Malzahn noted that an inventory had been conducted for existing sign poles, stating that

nothing could be affixed to stop signs, but other posts, utility posts, trees, etc would be utilized to reduce sign clutter where possible. The DDA will purchase 1500 each of the four color designs for the beverage holders. 1000 of one color will be provided to each of the license holders to help in identifying where purchases are being made. White logo stickers with “special event” wording will be used for one-time events only.

**MOTION** by Robbins, supported by Shattuck to approve the purchase of Social District branding materials in an amount not to exceed \$3000

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

NAYS – none

**MOTION CARRIED 7/0**

#### **B. Façade Grant Application Review**

Board member Davis requested in February, that a review of the façade grant app be conducted. Director Malzahn recommended to the Board that security cameras be allowed as an eligible expense noting that the device would have to be compliant with the current police monitoring system. Camera installation in the business district is being recommended by city leadership to alleviate any concerns that may arise from social district. Malzahn’s second recommendation was that the Façade grant program be facilitated through the Imlay City Façade Corp. The switch would allow for compliance to DDA goals and objections mandating esthetics as well as additional grant funding opportunities to existing and functioning non-profit façade corps. Discussion was held regarding how similar programs were facilitated in other communities and more information was requested.

The Board **MOTION** by Yockey, supported by Docherty to table this item until further information can be brought back from other community programs.

Roll Call: AYES

NAYS – none

All in Favor 7 Ayes/Nays 0

**MOTION CARRIED 7/0**

### **10. NEW BUSINESS**

#### **A. 3<sup>rd</sup> Qtr Budget Amendments**

The Board reviewed the budget amendment form as completed by Director Malzahn and clarification was provided for expenses under the following categories: Misc. Repairs & maintenance = electronic message board and the wayfinding signage replacements; Miscellaneous = DTE LED lamp conversions in downtown; Capital Outlay = bike racks .

**MOTION** by Yockey, supported by Robbins to approve the budget amendments for both revenues and expenditures as presented.

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

NAYS – none

**MOTION CARRIED 7/0**

#### **B. I AM Imlay City Project Reveal**

The Board heard a recap of the project to date and plans for a “big reveal” thank you event being planned for Monday April 7<sup>th</sup> at the Performing Arts Center. This project was funded by a \$25,000 1<sup>st</sup> place prize won in the Consumers Energy Put Your Town On The Map pitch competition presented by Director Malzahn, and to date expenses total \$6500.

**MOTION** by Davis, supported by Shattuck to authorize a budget expenditure not to exceed \$5,000 for the I AM Imlay reveal event.

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

NAYS – none

**MOTION CARRIED 7/0**

### C. Credit Card Processing Equipment

Market Manager Bishop informed the Board that the current Clover card processing equipment is no longer supported or PCI compliant. Bishop presented options for the Board to consider and recommended that a square card reader, tablet and T-Mobile hotspot be purchased to replace the outdated unit.

**MOTION** by Davis, supported by Robbins 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.

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

NAYS – none

**MOTION CARRIED 7/0**

### D. FY 2025-26 Proposed Budget

Director Malzahn presented the Board with a balanced draft budget for review. A detailed breakdown was provided as follows:

#### Revenues

Anticipated fiscal year revenues: \$330,000

Tax Revenue includes the capture from the City of Imlay City and Lapeer County but does not include "OPT Out funding for the special Lapeer County Mileages. Those additional revenues have been added as separate line items for tracking purposes.

Grant Revenue: \$10,000 (new budget allocation)

WinterFest revenues decreased to \$1000 to match last years budget. This revenue is made up from vendors fees at the Kringle Market.

Local Community Stabilization: \$20,000 (same as prior year)

Fund Balance interest has been added on line item 665. Monthly earnings will be deposited into that line item as earned on fund balance in the city's general checking account at current market rate from Choice One Bank.

Community Promotion Reimbursement: \$5600 (revenues are generated from sponsorships)

Farmers Market and Concert Revenues same as prior year

#### Expenses

Dues/memberships: \$1500 (which aligns with the last two years expenses). This item includes paid memberships to the Imlay City Rotary Club, Lapeer Economic Club, Chamber of Commerce

Lliability insurance: \$1000 which is an increase due to audited allocations from the city

Billboard: \$10,000 has been added as its own line item for ease in tracking moving forward, these funds have been moved from community promotions.

DDA Concert: \$12,000 (same as prior year)

Façade Grants: \$20,000 (same as prior year)

Season Décor: \$12,000 this is a new separate line item for expenses reducing the streetscape maintenance budget for transparency.

WinterFest: \$2,000 reduce from last year.

Rotary Park: \$4000 for improvements needed, and as partial grant match

Contributions: four line items added to show the return of actual funds received to the locally operating agencies for the special voted millages.

Wages and Salaries: \$65,000 increased to meet average median income from similar communities.

Hourly Wages: \$15,000 increased to meet new state law allowing for 1-hour of PTO per every 30 hours worked.

Office supplies, postage and operating supplies: all the same as prior year.

Advertising: \$5,000 (budget reduction)

Consulting Fees: \$4000 (budget reduction)

Legal services: \$1000 (same as prior year)

Telephone and Transportation: increased to match actual expenses from prior years.

Community promotion: \$3,000(budget reduction)

Electricity: \$35,000

Streetscape: \$60,000 (budget increase for additional projects) . Current contract with Finline

approved for \$48,285, leaving \$12,000 for beautification efforts at the DPW garage, along Depot Drive, the former Farmers market area or in the pocket parks downtown.

Admin/Transfer: \$35,000 ( based on the city-services negotiating and new MOU)

Development Costs- Unallocated: were moved to the new Façade Grants line item, but the amount of \$20,000 remains the same.

DDA workshop expenses: \$500 (holding at least one workshop annually would cover any board training requirement for RRC)

Leases: \$2,500 (CN Railroad lease for the railroad crossing downtown and the depot drive lease that the DDA agreed to pay for with the city)

Lapeer Development Corp: \$6,500

Farmers Market: \$7300 (budget reduction)

Capital Outlay: \$12,000 (proposed projects/goals include Pocket Park Development or used to add amenities, such as tables, chairs, sound system or string lighting to downtown)

Mayor Yockey commented **that she was concerned about the increases in administrative expenses when the amounts used to pay for programs has decreased, especially in the previous fiscal year.**

Director Malzahn noted that the increase was due to the capture of special voted millages and anticipated grant monies, but the funds are being returned to similar entities operating here in Imlay City and therefore “restricted funds”. **Mayor Yockey further commented on the increased salary allocation of 13.5% for the Director’s salary, which is well in excess of what any other city employee has received, and that she would like to see \$4000 of that salary line item used for façade grants.**

**MOTION** by Yockey, supported by Davis to amend the FY 25-26 budget moving \$4,000 from salaries to façade grants.

Roll Call: AYES – Yockey, Davis, Robbins, Docherty, Kempf, Bargaen

NAYS – Shattuck

**MOTION CARRIED 6/1**

**MOTION** by Yockey, supported by Robbins to send the budget as revised to the city commission for approval.

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

NAYS –

**MOTION CARRIED 7/0**

#### **E. Board Member Resignation**

Jessica Montoya notified Director Malzahn via text on March 3, 2025 that her schedule no longer provides the time needed to attend regular meetings and that she will be stepping down effective immediately.

**MOTION** by Davis, supported by Shattuck to accept the resignation of Jessica Montoya from the Board effective March 3, 2025.

All in Favor 7 Ayes/Nays 0

**MOTION CARRIED 7/0**

#### **F. Social District Pavilion**

The Board reviewed a draft grant narrative as written by Director Malzahn requesting funds from the Lapeer County Community Foundation. The DDA would be seeking \$15,000 to help pay the construction of a modest pavilion structure on the Farmers market corner. Director Malzahn noted that past attempts to secure funding to build a structure with attractive amenities like restrooms has failed to come to fruition. This new proposed structure would be consistent to the one built at Old School park, and would support the downtown area new businesses and social district by providing a relaxing place to sit, play games or enjoy a cultural event such as the DDA concerts. The proposed project cost is \$65,000 with funding provided by the DDA minus grant monies received.

**MOTION** by Davis, supported by Docherty to send out a bid notice for the construction of a new pavilion to be installed in the former Farmers Market area and to support the submission of a \$15,000 grant request to help fund the project to the Lapeer County Community Foundation.

Roll Call: AYES – Davis, Docherty, Robbins, Shattuck, Kempf, Yockey, Bargaen  
 NAYS – none

**MOTION CARRIED 7/0**

**G. Historic Downtown Marketing**

This agenda item was requested by Board member Genord, **who resigned at the beginning of the meeting. Following former board member Genord's resignation**, Director Malzahn recapped the pricing options that Genord sent to her for marketing outside of the circulation of the local Tri-City Times in an attempt to attract new investors in downtown Imlay City.

The Board agreed that expanding our reach to areas like Macomb County, and Crains Detroit subscribers should be investigated. The Board would like Director Malzahn to move forward with marketing and develop an action plan.

**NO BOARD ACTION TAKEN**

**H. Ground Floor Residential Zoning**

This agenda item was requested by Board member Genord. **Following his resignation**, Director Malzahn recapped the discussion from the DDA Workshop meeting held on March 3<sup>rd</sup>. Board Member Kempf stated that in certain buildings with adequate sq. footage this may be an appropriate use, and that there are several buildings where ground floor residential is already permitted.

The Board would like Director Malzahn to report back on status of the zoning revisions as progress is made by the Planning Commission since that would be their area of governance.

**NO BOARD ACTION TAKEN**

**I. Business Recruitment Subcommittee**

This agenda item was requested by Board member Genord. **Following his resignation**, Director Malzahn spoke to the possibility of sub-committee formation to develop a strategy plan specific to the desired types of businesses needed downtown. Robbins mentioned a friend and possible other volunteers that could also participate.

A standing subcommittee was created to assist in the development of business recruitment activities. Members include Robbins, Shattuck, Kempf and community volunteers that step forward.

**NO BOARD ACTION TAKEN**

**J. Business District Blight Ordinance**

This agenda item was requested by Board member Genord. **Following his resignation**, Malzahn recapped discussion from the workshop meeting, and further reported the enforcement/compliance activities of the Police Chief and Code Enforcement officer. Malzahn hosted a meeting to engage stakeholders and find solutions that would bring the policing powers needed to gain compliance from several property owners who are holding the downtown hostage by not activating their commercial buildings. A comprehensive blight ordinance for B2 is needed. The Board would like to invite Police Chief Brett Selby to present a report of current steps being taken to address downtown blight and vacancies and to discuss his needs for more policing powers in future ordinance revisions.

**NO BOARD ACTION TAKEN**

**K. Board Member Qualifications**

This agenda item was requested by Board member Genord. **Following his resignation**, Director Malzahn recapped discussion from the workshop meeting. Former Mayor Kempf cited the language from

MCL - Act 57 of 2018 Section 125.4204(1) and the DDA Bylaws, with emphasis on the language "not less than a majority of the board". The current Board makeup has 8 seated members, and 5 members have an interest in a specific business/property located in the TIF district making the majority and thus the Board makeup can allow for up to 3 members with general interest in the



DDA to be appointed. Mayor Yockey concurred and noted that the board makeup is compliant with MCL 125.4204(1) and the DDA Bylaws.

**MOTION** by Bergen supported by Davis requesting that Chair Bergen and Board Member Davis be allowed to abstain from voting on this agenda item since they may be personally affected:  
Roll Call: AYES – Bergen, Davis, Docherty, Robbins, Shattuck, Kempf, Yockey  
NAYS – none

**MOTION CARRIED 7/0**

**MOTION** by Yockey supported by Robbins declaring that all current member eligibility requirements have been satisfied.

Roll Call: AYES – Yockey, Robbins, Docherty, Shattuck, Kempf  
NAYS – none

ABSTAIN – Bergen, Davis

**MOTION CARRIED 5/0/2**

**L. Funding Request – Blueberry Festival**

The Board reviewed a funding request from Gjon Marku to assist in supporting his team's plans to bring back a Blueberry Festival to Imlay City. Gjon Marku was unable to attend the meeting in person. Chris Bishop attended the first event planning meetings and reported on activities currently being developed. Yockey stated concerns because the application was promoted by a single person or business and not a non-profit entity or community group. There are concerns over the DDA's ability to fund such a request from an individual. Malzahn stated that Mr. Marku was a stakeholder and paid the TIF tax through his rent and therefore the sponsorship does qualify as a reasonable expenditure from the DDA, and furthermore, the event is being held in the DDA District.

**MOTION** by Davis to approve the funding request as presented. Motion fails for lack of support.

The Board encouraged the applicant to work with a non-profit entity and bring the request back to the Board with more details or reapply. Docherty may be a viable partner and is in support of the festival.

**11. EXECUTIVE DIRECTORS REPORT**

Director Malzahn provided her written report in the meeting packet for February 2025. One additional item mentioned is the invitation to the DDA Board to attend a joint consortium meeting with the Planning Commission and City Commission on April 9<sup>th</sup> @ 6:00pm to discuss plans for the Neighborhood Improvements Authority initiative.

**12. PUBLIC PARTICIPATION – None**

**13. BOARD MEMBER COMMENTS – none**

**14. ADJOURNMENT**

**MOTION** by Davis, supported by Yockey to adjourn the meeting at 7:27 pm

All in Favor 7 Ayes/Nays 0

**MOTION CARRIED 7/0**

Next Regular DDA Board meeting date: Monday, April 14, 2025, at 5:35 PM

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

DDA APPROVED:

CITY COMMISSION APPROVED:

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

Revenues

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BGD USED
Dept 000.000 - REVENUE							
248-000.000-402.000	TAX REVENUE	324,000.00	352,370.00	352,368.87	0.00	1.13	100.00
248-000.000-560.000	WINTER FEST	3,000.00	2,225.00	775.00	0.00	1,450.00	34.83
248-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE APP	20,000.00	18,334.00	18,333.53	0.00	0.47	100.00
248-000.000-665.000	INTEREST INCOME	0.00	0.00	1.38	0.00	(1.38)	100.00
248-000.000-667.000	RENTAL INCOME	0.00	250.00	250.00	0.00	0.00	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	4,190.00	4,190.00	0.00	0.00	100.00
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	5,564.00	5,564.00	0.00	0.00	100.00
Total Dept 000.000 - REVENUE		355,400.00	385,533.00	381,998.48	0.00	3,534.52	99.08

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BGD USED
Expenditures							
Dept 265.000 - BUILDING MAINTENANCE							
248-265.000-921.000	ELECTRICITY	1,500.00	1,500.00	161.65	0.00	1,338.35	10.78
248-265.000-923.000	HEAT	500.00	500.00	340.63	0.00	159.37	68.13
248-265.000-924.000	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	0.00	1,869.88	25.20

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BGD USED
Dept 705.000 - UNALLOCATED ACTIVITY							
248-705.000-703.000	WAGES & SALARIES	50,600.00	50,600.00	37,839.84	4,442.30	12,760.16	74.78
248-705.000-706.000	HOURLY WAGES	15,000.00	15,000.00	10,752.50	1,334.50	4,247.50	71.68
248-705.000-706.011	HOURLY INTERN	0.00	1,440.00	1,440.00	0.00	0.00	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	852.56	89.84	247.44	77.51
248-705.000-714.000	OPTICAL INSURANCE	500.00	582.00	581.77	0.00	0.23	99.96
248-705.000-715.000	SOCIAL SECURITY	4,500.00	4,500.00	4,018.73	426.28	481.27	89.31
248-705.000-716.000	HEALTH INSURANCE	23,000.00	23,000.00	18,533.61	2,059.29	4,466.39	80.58
248-705.000-717.000	LIFE/DISABILITY INS	750.00	750.00	605.79	67.31	144.21	80.77
248-705.000-718.000	RETIREMENT AND OPEB	3,000.00	3,000.00	1,476.32	155.48	1,523.68	49.21
248-705.000-721.000	PTO/VACATION PAY-OUT	3,000.00	5,000.00	4,341.84	0.00	658.16	86.84
248-705.000-727.000	OFFICE SUPPLIES	800.00	800.00	258.76	57.21	541.24	32.35
248-705.000-730.000	POSTAGE	200.00	200.00	38.72	0.00	161.28	19.36
248-705.000-740.000	OPERATING SUPPLIES	2,000.00	2,000.00	984.42	0.00	1,015.58	49.22
248-705.000-741.000	ADVERTISING	7,000.00	7,000.00	3,630.42	180.00	3,369.58	51.86
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	1,278.00	1,277.31	0.00	0.69	99.95
248-705.000-817.000	CONSULTING FEES	5,000.00	5,000.00	2,10.00	210.00	4,790.00	4.20
248-705.000-818.000	CONTRACTING SERVICES	5,000.00	5,000.00	2,101.44	102.68	2,898.56	42.03
248-705.000-826.000	LEGAL SERVICES	1,000.00	1,000.00	420.00	0.00	580.00	42.00
248-705.000-830.000	LIABILITY INSURANCE	400.00	400.00	974.90	0.00	0.10	99.99
248-705.000-831.000	WORKERS COMPENSATION	400.00	400.00	157.82	0.00	242.18	39.46
248-705.000-853.000	TELEPHONE EXPENSES	1,200.00	1,200.00	1,193.18	114.24	6.82	99.43
248-705.000-860.000	TRANSPORTATION & CONFERENCES	2,500.00	2,500.00	1,698.02	327.60	801.98	67.92
248-705.000-900.000	COMMUNITY PROMOTION	14,000.00	18,514.00	20,386.50	4,310.50	(1,872.50)	110.11
248-705.000-921.000	PRINTING & PUBLISHING	500.00	500.00	94.64	0.00	405.36	18.93
248-705.000-930.000	ELECTRICITY	35,000.00	35,000.00	27,748.94	0.00	7,251.06	79.28
248-705.000-930.000	MISCELLANEOUS REPAIRS & MAINT	12,000.00	19,826.00	19,875.93	49.97	(49.93)	100.25
248-705.000-931.000	STREETSCAPE MAINTENANCE	55,000.00	55,000.00	34,352.57	0.00	20,647.43	62.46

Check Date	Bank	Check #	Payee	Description	Account	Dept	Project	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY								
03/06/2025	TRI	86432	CHRISTINE MALZAHN	MILEAGE TO MDA CONFERENCE	860.000	705.000		117.60
03/06/2025	TRI	86443	FIRST NATIONAL BANK OF OMAHA	DDA	727.000	705.000		117.60
03/06/2025	TRI	86449	FRONTIER	CITY HARD LINES	853.000	705.000		57.21
03/06/2025	TRI	86455	MICHIGAN DOWNTOWN ASSOCIATION	SPRING WORKSHOP	860.000	705.000		8.01
03/06/2025	TRI	86458	OUTFRONT	.DDA POSTERS 2/24/25 - 3/23/25	880.000	705.000		60.00
03/06/2025	TRI	86467	TRI-CITY TIMES	DDA ADVERTISING	741.000	705.000		764.00
03/06/2025	TRI	86468	VC3 INC	FEB 2025 BILLING	818.000	705.000		180.00
03/06/2025	TRI	86469	VINCKIER FOODS & ACE HARDWARE	VARIOUS SUPPLIES	930.000	705.000		189.00
03/13/2025	TRI	86488	VC3 INC	CLOUD PROTECTION AND RECOVERY	818.000	705.000		49.97
03/13/2025	TRI	86489	WELLS FARGO VENDOR	COPIER RENTAL	956.000	705.000		5.15
03/20/2025	TRI	86503	FRONTIER	CITY OFFICES	853.000	705.000		26.95
03/20/2025	TRI	86506	IMLAY CITY COMMUNITY SCHOOLS	DDA I AM IMLAY CITY THANK YOU EVENT	880.000	705.000		56.23
03/20/2025	TRI	86515	OUTFRONT	3/24/2025 - 04/20/2025 POSTERS DDA	880.000	705.000		810.00
03/20/2025	TRI	86516	PAGE ONE PRINTING	DDA INVITES	880.000	705.000		764.00
03/20/2025	TRI	86521	RICOH USA, INC.	COPIER - CITY HALL	818.000	705.000		27.50
03/20/2025	TRI	86531	WADE TRIM	NEIGHBORHOOD IMPROVEMENT AUTHORITY DEV	817.000	705.000		97.53
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY								210.00
								3,421.65



**CITY OF IMLAY CITY**  
 CHRISTINE MALZAHN  
 Account number ending in 9672  
 Transactions for billing cycle ending 03/25/25



**TRANSACTION DETAIL**

**Transactions**

Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits
02-27	02-28	55446415058063255018512	ROMEO PRINTING COMPANY ROMEO MI	\$11.13 ✓
<i>248 705 000 900 000 Printing</i>				
02-28	02-28	55432865059201118948381	Amazon.com*HP6N590W3 Amzn.com/bill WA	\$47.69 ✓
<i>248 705 000 740 000 Operating Supplies DDA-workshop</i>				
02-28	02-28	55432865059201091136723	AMAZON MKTPL*A52Y08Z63 Amzn.com/bill WA	\$7.99 ✓
<i>248 705 000 740 000 Operating Supplies DDA-workshop</i>				
02-28	03-03	02305375060000639798272	USPS PO 2546500444 IMLAY CITY MI	\$31.40 ✓
<i>248 705 000 730 000 Postage</i>				
03-03	03-05	75369435063305205053681	THIRD & MAIN BAR IMLAY CITY MI	\$170.08 ✓
<i>248 705 000 956 000 Misc DDA-workshop</i>				
03-04	03-05	82711165064000000297640	PMC - PAID PARKING NASHVILLE TN	\$16.50 ✓
<i>248 705 000 860 000 Trans + Conf</i>				
03-04	03-06	05345885064300237480128	NORTH GRAND RAMP TIBA LANSING MI	\$15.00 ✓
03-05	03-06	05436845065600046095030	City of Lansing, MI Charlotte NC	\$7.85 ✓
03-05	03-07	55432865065203429352602	COURTYARD LANSING DOWN LANSING MI	\$170.13 ✓
Arival Date: 25/03/04 Folio Number: WF 796				
03-11	03-11	85411175070023000134370	PAYMENT - THANK YOU	\$57.21 CR
03-12	03-13	02305375072000618330184	USPS PO 2546500444 IMLAY CITY MI	\$104.40 ✓
<i>248 705 000 730 000 Postage</i>				
03-13	03-13	55432865072205574390544	AMAZON MKTPL*VF8S37XU3 Amzn.com/bill WA	\$160.96 ✓
<i>248 705 000 880 000 Comm Promotions IAmImlay Frames</i>				
03-18	03-19	55432865077207438700111	SQ *SQUARE HARDWARE 90sq.com MI	\$62.54 ✓
<i>248 705 000 973 300 Farmers Market</i>				
03-20	03-20	55432865079207912480089	AMAZON MKTPL*C751P7CJ3 Amzn.com/bill WA	\$32.98 ✓
<i>ipad - case</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
<b>Total Interest for this Period</b>	<b>\$0.00</b>

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.200	CASH - CHECKING ACCOUNT	375,831.49
248-000.000-001.201	CASH - CHECKING HRA	215.98
248-000.000-001.210	CASH - CHECKING DDA	20,645.18
248-000.000-101.000	PREPAID - ASSET	2,114.34
<b>Total Assets</b>		<b>398,806.99</b>
*** Liabilities ***		
248-000.000-200.100	WAGES PAYABLE	512.19
248-000.000-202.000	ACCOUNTS PAYABLE	29,410.91
<b>Total Liabilities</b>		<b>29,923.10</b>
*** Fund Balance ***		
248-000.000-390.000	FUND BALANCE	277,708.32
<b>Total Fund Balance</b>		<b>277,708.32</b>
<b>Beginning Fund Balance</b>		<b>277,708.32</b>
<b>Net of Revenues VS Expenditures</b>		<b>91,175.57</b>
<b>Ending Fund Balance</b>		<b>368,883.89</b>
<b>Total Liabilities And Fund Balance</b>		<b>398,806.99</b>

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**AGENDA ITEM UB 10a. Funding Request – Blueberry Festival**

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DATE: **April 10, 2025**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

**Background:** The DDA received a funding request from Third & Main Social requesting support for a downtown event. The “Blueberry Festival” event will be held on Saturday, June 21, 2025. Event organizers are requesting that 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**

#### **Process Overview and Guidelines:**

The purpose of the Imlay City Downtown Development Authority is to correct and prevent deterioration in the Imlay City TIF District; to encourage historic preservation; to authorize the creation and implementation of development plans in the district and promote economic growth.

The Imlay City Downtown Development Authority may consider requests for funding events or programs within the DDA TIF District that promote, enhance, and otherwise benefit the DDA District and help the DDA achieve the stated purpose above.

Please fill out the following one page form and attach any other pertinent information, either in written form, pictures, or any combination that may be necessary to describe the event or program. Upon submittal of all information, the applicant can expect the following process and time line:

- Processing requests will require at least one meeting of the DDA Board, so that the Board is presented the request for their review, and vote on it.
- Requests for funds should be made in person by the applicant.
- Forms and supporting information shall be received in the DDA office at 150 N. Main Street, Imlay City, MI 48444 at least 7-days prior to the meeting, when possible please provide 10-copies, to be distributed in the board members packages for review prior to the meeting.
- If the DDA Board requests additional information from the applicant, the same shall be provided at least 7-days prior to the second meeting, provide 10-copies, to be distributed in the board members packages for review prior to the second meeting.
- If the request is approved, the DDA Director shall process the request through the Treasurers office for funding disbursement.
- The applicant shall provide paid receipts, if requested, showing the details of all expenditures for the amount of funds received.



# Imlay City Downtown Development Authority

## Request for Funding an Event or Program

**Please Provide the Following Information:**

Request Date: \_\_\_\_\_ Proposed Event Date: June 21, 2025

Requested by (Organization Name): Third & Main Social, Bomb Burgers, Bottoms Up Mobile Bar

Name of Event or Program: Bomb-style Blueberry Festival

Detailed Description: Festival, vendors, games, fun for all  
All proceeds from event will be donated to I.C. Schools

Amount Requested: Billboard, \$450 for cost of porta johns  
(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 Street

Office Phone: \_\_\_\_\_ Mobile Phone: 810-728-3322

Fax Phone: \_\_\_\_\_ Email: Gjon.Marku@ICDDA.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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**AGENDA ITEM NB 10b. Funding Request –  
Chamber of Commerce Summer Fest**

---

**DATE:** April 10, 2025

**TO:** DDA Board Members

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

**Background:** The Chamber of Commerce submitted a request for the DDA funding request forms and an agenda item for consideration for support for their SummerFest Event to be held August 8-10<sup>th</sup>. Forms were emailed on March 17<sup>th</sup>, and have not been received by the DDA office as of April 9<sup>th</sup>.

**Items Attached:** none

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

**Recommended Action:** Motion to remove the item from the agenda, No Board Action Requested,

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## AGENDA ITEM NB 10c. US Flag Purchases

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DATE: **April 14, 2025**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

**Background:** 12x18" US flags are needed for the Memorial Day Imlay City area cemetery veteran's grave markings. The DDA has funded this purchase in the past.  
 A large 20x30' flag is also needed due to wear and tear for the pole located at the boulevard entrance.

**Items Attached:** Better Buy Flag Quote  
 Amazon Flag Quotes

**Action Needed:** Motion to approve the 20x30' US flag purchase from Amazon for \$553.90 and 100 12'x18 flags from Better Buy Flag for \$178.

**Better Buy Flag**  
**(810) 969-4063**  
 1047 Roods Lk Rd  
 Lapeer, MI 48446

# Estimate

Number E438

Date 3/27/2025

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

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

PO Number	Terms	Customer #	Ship	Via	Project

Item #	Description	Quantity	Price Each	Tax1	Amount
	12"x18" US Sewn W/ Tip 3/8 X 30"	100.00	\$1.78	✓	\$178.00
100F02314	12x18 US Poly		\$580.00	✓	\$580.00

--	--	--	--	--	--

Shipping Cost \$0.00

Sub Total \$758.00

Sales Tax 6.00% on \$0 \$0.00

Amount Paid \$0.00

Discount \$0.00

Amount Due \$758.00

Total \$758.00



# USA Stick Flags - One dozen stick flags - 12" x 18<sup>27</sup>

Brand: Flags Importer

4.0 (1,345) | Search this page

100+ bought in past month

Typical price: ~~\$24.50~~ Details

Business Price **\$19.95** Prime One-Day

FREE Returns

You Save: **\$4.55 (19%)**

**Buy more, save more**

12 units <b>Lowest price</b>
<b>-27%</b> <b>\$215.40</b>
\$17.95/unit

**Prefer to be invoiced for your order?** Choose **Pay by Invoice** as your payment method at checkout.

May be available at a lower price from [other sellers](#), potentially without free Prime shipping.

Roll over image to zoom in



<b>Theme</b>	Patriotic, American
<b>Color</b>	Red, White, Blue
<b>Brand</b>	Flags Importer
<b>Recommended Uses For Product</b>	Garden
<b>Material</b>	Polyester
<b>Special Feature</b>	Foldable
See more	

## About this item

- Lot of 1 dozen 12 inch x 18 inch stick flags
- Mounted on a 24 inch wooden stick with a golden plastic spear top
- 100% polyester and printed in bright colors
- Each flag is individually sewn around the edges
- Perfect for decorating or for waving in a parade



**Eder Flag – Poly-Max Outdoor U.S. Flag - Proudly Made in The USA - Extremely Durable - Reinforced Fly Stitching - Heavy-Duty Duck Cloth Headers - Quality Craftsmanship (12x18 Foot)**

Visit the Eder Flag Store

4.6 (135) | [Search this page](#)

Price: **\$364.99**

**Prefer to be invoiced for your order?** Choose **Pay by Invoice** as your payment method at checkout.



Buying multiple items? [Go to multi-select](#)

Size: **12x18 Foot**

- 12x18 Foot
- 3x5 Foot
- 4x6 Foot
- 5x8 Foot
- 6x10 Foot
- 8x12 Foot
- 10x15 Foot
- 10x19 Foot
- 15x25 Foot
- 20x30 Foot
- 20x38 Foot
- 25x40 Foot
- 30x50 Foot
- 30x60 Foot

Color: White

Brand: Eder Flag

Recommended Uses For Product: Outdoor

Occasion: Construction

Click image to open expanded view







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## AGENDA ITEM NB 10d. Market Manager /DDA Promotions Asst. Resignation and New Hire Recommendation

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**DATE:** April 14, 2025

**TO:** DDA Board Members

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

**Background:** Director Malzahn received notice from Chris Bishop that she will be moving to Northern Michigan permanently after selling their Imlay City home. She stated that her last day will be April 30, 2025.

**Items Attached:** Letter of Resignation  
Letter of Interest - Steffens

**Action Needed:** Motion to accept with regret the resignation of Chris Bishop.  
  
Motion to accept the recommendation of Director Malzahn to hire Mindi Steffens as the new Market Manager/DDA promotions asst at \$16.50 hr up to 20 hours per week.

**Christiana Bishop**

704 N. Van Dyke

Imlay City, MI 48444

ddapromotions@imlaycity.org

810-627-0237

**April 7, 2025**

Imlay City Downtown Development Authority Board

150 N Main Street

Imlay City, MI 48444

Dear Members of the Imlay City DDA Board,

Please accept this letter as my formal resignation from my position as the Imlay City DDA Promotions Assistant/Market Manager, effective April 30, 2025.

It has been a privilege to be a part of and contribute to the continued growth and revitalization of our downtown district. I am grateful for the opportunity to work alongside such a dedicated group of individuals, and I remain supportive of the important work the DDA is doing for our community.

Thank you again for the opportunity to serve.

Sincerely,

**Christina Bishop**

April 8th, 2025

Downtown Development Authority Team  
150 N Main St, Imlay City, MI 48444

Dear Ms. Malzahn,

A small-town powerhouse with big-event energy—equal parts planner and people person, crafting connections and pulling off the impossible behind the scenes. That's me, and I'd love to bring that spark to your team as the next Market Manager and Promotions Assistant.

Whether I'm leading the Kids Area and Vendor & Craft Show for the BombStyle Blueberry Festival or supporting large-scale events with JWA Associates like HarvestFest, TacoFest, WinterBlast, and Arts, Beats & Eats, I bring a mix of heart, hustle, and hometown pride. I thrive on turning ideas into action—rallying local businesses, coordinating logistics, creating engaging social media content, and building experiences that bring people together.

My background in hospitality and community event coordination has taught me how to handle details with care while keeping the vibe warm, inviting, and fun. I know how to amplify a downtown's personality, celebrate small businesses, and make sure every event feels like the place to be.

I'm excited about the opportunity to help promote and grow Imlay City's downtown presence. I'd love to connect and share more about how I can help elevate your market and promotions with creativity, connection, and a whole lot of follow-through.

Warmly,  
Mindi Steffens

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## AGENDA ITEM NB 10e. Farmers Market Advertising Promotion

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DATE: **April 14, 2025**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

**Background:** Market Manager Bishop researched options for marketing the Farm market opening day. We are recommending that ads run for two consecutive weeks in the two Lapeer County papers, offering a BOGO on any \$5 purchase.

**Items Attached:** Lapeer Area View Rates  
 Tri-City Times Rates \$315 1/4 page (no documentation in packet)

**Action Needed:** Motion to approve ads to run in the Lapeer Area View Friday "Free Paper" edition on May 16<sup>th</sup>, and May 23<sup>rd</sup>, and to run in the May 21<sup>st</sup> and May 28<sup>th</sup> edition of the Tri-City Times.

# VIEW *Newspaper* Group

- The County Press
- Lapeer Area View
- Genesee County View
- Huron County View
- Sanilac County News
- Your Buyer's Guide
- Jeffersonian
- Tri-County Times
- Daily News
- Tri-County Citizen
- Oxford Leader
- Lake Orion Review
- Clarkston News
- The Citizen
- The Lowell Ledger
- The Hastings Banner
- Buyer's Guide & News
- Ad-Visor & Chronicle
- Battle Creek Shopper News
- The Sun and News
- The Reminder

810-664-0811

**mihomepaper.com**

Imlay City DDA  
 Christiana Bishop  
 150 N. Main St.  
 Imlay City, MI 48444  
 810-724-2135

March 24, 2025

RE: Rate options for Imlay City DDA

**Proposed Publication:**

Lapeer Area View

- Direct mailed to approx. 30,000 households on Friday

Display Advertising

- Quarter pg. (4.638" x 4.75")- \$536 per run
- Eighth pg. (4.638" x 2.3")- \$294 per run

Discounted rates

- Run bi-monthly- 15% discount
- Run weekly- 20% discount

Thank you,

Michele Guerra  
 Senior Account Executive  
 810-338-1667




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## AGENDA ITEM NB 10f. Business Registration & Zoning Approval Application

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**DATE:** April 14, 2025

**TO:** DDA Board Members

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

**Background:** Director Malzahn has been working with Wade Trim and City Management to develop a formal business intake process. This process has been recommended by ALL department heads to fill the need to document all businesses operating in Imlay City. Director Malzahn introduced the form last year to City Commission and at that time they recommended changes to simplify the process and reduce start-up cost. The forms have been revised and Malzahn presented the new application packet to City Commission on March 18<sup>th</sup>. The commissioners requested a postponement until their April 1st meeting, asking for fee verification and feedback from Construction Code Authority.

**Items Attached:** Application for Business Registration and Zoning Compliance Certification

**Action Needed:** Motion to recommend to City Commission the adoption of the process as presented.



**APPLICATIONS FOR BUSINESS REGISTRATION  
and/or CHANGE IN OCCUPANCY  
for all parcels in OS1, B1, B2, B3, I1, I2, Home Occupation**

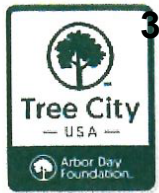
Completed forms to be submitted at City Hall 150 N. Main Street, Imlay City, MI 48444

- 1. **Business Registration Application**  
Business registration application is to be submitted for any new business opening or an existing business that is relocating within the city limits.  
**Fee: \$0**
  
- 2. **Emergency Contact Form**  
To help ensure the most timely response to an emergency response current contact information must be maintained in our system. If this information changes, please submit a revised form.  
**Fee: \$0**
  
- 3. **Utility Service Application**  
To establish utility service, to change a responsible party name at an existing location, and to ensure that the City of Imlay City Wastewater Treatment Plant can accommodate your utility needs the application must be submitted prior to service being turned on.  
**Fee: \$150**
  
- 4. **Zoning Compliance / Certificate of Occupancy Permit – (New Use in Existing Building)**  
A zoning compliance permit is necessary to determine if a proposed business meets the City's zoning ordinance use and other requirements to locate at a particular location. An occupancy Certificate must be approved prior to a business opening.  
**Fee: \$50**  
  
**Fire Department Inspection (if applicable): \$ \_\_\_\_\_**
  
- 5. **Temporary Sign Permit Application**  
Temporary or short-term signage is approved administratively. This includes flag signs, banners/ for special events, yard signs (non-commercial use) or sandwich board styles.  
**Fee: \$0**

**NOTE**  
**Additional Permits for Signage and/or Building Interior Work such as Electrical, Plumbing, Mechanical, Wall Construction, etc. may be necessary. Please contact the Construction Code Authority at (810) 667-0420 for further information on these permits.**







### APPLICATION TO CHANGE WATER/SEWER/GARBAGE

Date of Application: \_\_\_\_\_

**Service Requested:**  ON  OFF  FINAL

Name: \_\_\_\_\_

Service Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Rental**  YES  NO

If yes, Landlord: \_\_\_\_\_

Landlord address: \_\_\_\_\_

Landlord Telephone Number: \_\_\_\_\_

Landlord Email: \_\_\_\_\_

Verify Identification:  Copy of Identification

**I am requesting service to be turned on/off at the above listed service address effective \_\_\_\_\_.**

\_\_\_\_\_  
**Signature of Applicant**

**\$150 deposit is required.**

**Email completed form to [utilitybiller@imlaycity.org](mailto:utilitybiller@imlaycity.org)**

# City of Imlay City BUSINESS REGISTRATION APPLICATION

PLEASE COMPLETE IN FULL

(If you need assistance completing this form, please visit City Hall 150 N. Main Street)

**BUSINESS INFORMATION:**

Name of Business \_\_\_\_\_ Home Occupation  Yes  No

DBA \_\_\_\_\_ Federal ID # \_\_\_\_\_

Business Address: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Business Phone \_\_\_\_\_ Business Fax \_\_\_\_\_

Website Address: \_\_\_\_\_

Business Start Date \_\_\_\_\_ Property Tax ID # \_\_\_\_\_

Business Start Date at this location (if different from above) \_\_\_\_\_

Brief Description of Operation (types of goods/services) \_\_\_\_\_

If Food Service Business License # \_\_\_\_\_ Date of last Inspection: \_\_\_\_\_

Number of Employees Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Other \_\_\_\_\_

Business Type Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_ Other (Describe) \_\_\_\_\_

Business Property Own \_\_\_\_\_ Lease \_\_\_\_\_ Zoned As \_\_\_\_\_

If leased, property owner and address \_\_\_\_\_

Is this a temporary business? Yes  No  Expected Close Date \_\_\_\_\_

Was this business located elsewhere in the city? Yes  No

If yes, where? \_\_\_\_\_

Did this business operate under a different name in the previous year? Yes  No  If

yes, what? \_\_\_\_\_

Business Hours of Operation: Mon \_\_\_ to \_\_\_ Tues \_\_\_ to \_\_\_ Wed \_\_\_ to \_\_\_  
Thurs \_\_\_ to \_\_\_ Fri \_\_\_ to \_\_\_ Sat \_\_\_ to \_\_\_ Sun \_\_\_ to \_\_\_

**BUSINESS OWNER INFORMATION**

Name of Owner \_\_\_\_\_ Phone \_\_\_\_\_

Owner's Address \_\_\_\_\_

Name of Owner \_\_\_\_\_ Phone \_\_\_\_\_

Owner's Address \_\_\_\_\_

Name of Owner \_\_\_\_\_ Phone \_\_\_\_\_

Owner's Address \_\_\_\_\_

Name of person in charge of records \_\_\_\_\_ Phone \_\_\_\_\_

**EMERGENCY INFORMATION**

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

**BUILDING INFORMATION**

Alarm Company Name \_\_\_\_\_

Alarm Company Phone \_\_\_\_\_

Type of Alarms on Premises    Holdup \_\_\_\_\_ Break-in \_\_\_\_\_ Fire \_\_\_\_\_ Silent \_\_\_\_\_

Do you have a safe/vault on premises? Yes  No

Is the safe/vault visible from the outside? Yes  No

Are there hazardous materials on the premises? Yes  No

Is there a sprinkler system? Yes  No

City water usage only? Yes  No

Will this business generate a large amount of water usage or sewer discharge? Yes  No

If yes, for what purpose: \_\_\_\_\_

As the owner of the above said business making application for this registration or an authorized representative of said business and depose and say that I have read the foregoing application and know the contents thereof, and that the same is true to the best of my knowledge. I further understand that this City of Imlay City Business Registration must be renewed as of January 1<sup>st</sup> annually.

Applicant Name \_\_\_\_\_ Owner \_\_\_\_\_ Manager \_\_\_\_\_

Signature \_\_\_\_\_ Officer \_\_\_\_\_ Other \_\_\_\_\_

<p><b>For Office Use Only:</b>  Date Received: _____  Amount Received: _____  Receipt #: _____</p>
----------------------------------------------------------------------------------------------------------------

**City of Imlay City**  
**APPLICATION FOR A CERTIFICATE OF ZONING COMPLIANCE (OCCUPANCY)**  
**OF EXISTING BUILDING**

***IT SHALL BE UNLAWFUL TO OCCUPY ANY BUILDING OR SPACE UNTIL A  
CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED FOR SUCH USE.***

This application must be approved prior to the establishment/opening of any new business use in any zoning district. An approved application confirms that the proposed use described is legally permitted to be established at this location.

**Certificate of Zoning Compliance Instructions & Procedures**

INDUSTRIAL / COMMERCIAL / OFFICE / MIXED USE / MULTIPLE FAMILY (Apartments, Condominium,  
Manufactured Housing)/ COMMERCIAL/CONDOMINIUM

**This Certificate of Zoning Compliance **MUST** be completed for the following:**

1. A new use in an existing structure
2. An existing use is relocating to a different building within the complex or city
3. An existing use is moving to a new suite within the building or enlarging the current space
4. Existing use changes business name, use remains the same
5. Existing use changes ownership, use remains the same
6. Home Occupation

**APPLICATION MUST INCLUDE FOLLOWING BEFORE SUBMISSION:**

- Copy of lease or rental agreement for this property if not owner occupied
- Copy of the interior floor layout (if applicable for interior build out/renovations)
- COMPLETED BUSINESS EMERGENCY CONTACT FORM
- CZC FEE PAYMENT DUE WITH APPLICATION
- COMPLETE and SIGN next page of this APPLICATION

To be completed by Zoning Administrator Upon Receipt:

- \_\_\_\_\_ **COMPLETED APPLICATION**
- \_\_\_\_\_ **PAYMENT RECEIVED**
- \_\_\_\_\_ **COPY OF LEASE ATTACHED**
- \_\_\_\_\_ **BUSINESS EMERGENCY CONTACT FORM**

Zoning Administrator Signature \_\_\_\_\_ Date: \_\_\_\_\_

The Compliance REVIEW process will take between 5 and 7 working days. The Building Department will contact the applicant and owner when the review process is completed. Any comments made regarding the Application will be duly noted. If approval cannot be given the Applicant will be made fully aware of the necessary steps to resolve objections. The Applicant must satisfy any steps noted on the CZC as conditions such as obtaining a Site Plan Approval or Special Land Use Approval before receiving a Certificate of Zoning Compliance.

PROPOSED USE: \_\_\_\_\_

PARCEL I.D. #: \_\_\_\_\_

ADDRESS OF PARCEL: \_\_\_\_\_ SUITE# (if applicable): \_\_\_\_\_

NAME OF SHOPPING CENTER or INDUSTRIAL COMPLEX IF APPLICABLE: \_\_\_\_\_

EXISTING ZONING: \_\_\_\_\_

APPLICANT INFORMATION:

NAME: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Choose one:  Owner  Landlord  Real Estate Broker  Other

If the applicant is other than the owner, please provide:

Property Owner Name/address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

PROPOSED USE: (CHECK ALL THAT APPLY:)

Condominium \_\_\_\_\_ Apartments \_\_\_\_\_ Manufactured Housing \_\_\_\_\_ Mixed Use \_\_\_\_\_

Warehousing (storage) \_\_\_\_\_ Office \_\_\_\_\_ Retail \_\_\_\_\_ Personal Services \_\_\_\_\_ Assembly \_\_\_\_\_

Institutional \_\_\_\_\_ Food & Beverage Service \_\_\_\_\_ Public Use \_\_\_\_\_

CHECK ALL THAT APPLY:

Ownership Change  New Tenant  Use Change  Business Name Change

Physical Alterations (Interior or Exterior) / Construction: WILL NOT be made \_\_\_\_\_ WILL be made \_\_\_\_\_  
*If alterations will be made Building/Trade Permit(s) are required.*

**ALL SIGNS MUST HAVE AN APPROVED PERMIT BEFORE INSTALLATION**

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Printed Name: \_\_\_\_\_

# Application for Temporary Sign Permit

CITY OF IMLAY CITY  
150 N. MAIN ST  
IMLAY CITY, MI 48444 (810) 724-2135  
ZONING ORDINANCE IS AVAILABLE ONLINE  
[www.imlaycity.org](http://www.imlaycity.org)

**Site Location for Temporary Sign:**

Name of Owner/Business: \_\_\_\_\_

Address of Site: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Business Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner (if different from above):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### ◆ Description of Work ◆

Color drawings showing design, size, height, materials, and placement MUST be included

TYPE OF TEMPORARY SIGN: \_\_\_\_\_ NUMBER OF SIGNS: \_\_\_\_\_

Dates sign to be displayed FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**\*\*\*Must be removed PROMPTLY.\*\*\***

Dimensions of Sign: \_\_\_\_\_ Square Footage of Sign: \_\_\_\_\_

**\*\*\*In NO case shall the sign be located within the public road right-of-way.\*\*\***

City Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved Denied Reason:

\_\_\_\_\_

Article 4.4  
Section 4.45  
j. Temporary Signs

j. Temporary Signs:

1. All temporary signs must comply with the sign size and height standards as specified in the Sign Regulations Based on Sign Types.
2. Location of Temporary Signs shall comply with the following:
  - a) Temporary signs shall not be attached to any utility pole, tree, fence, or be located within any public right-of-way.
  - b) Temporary signs shall not be located closer than two (2) feet to the edge of the traveled portion of the roadway, and in no case shall they be located within the public right-of-way. The Zoning Administrator, or his/her designee, may administratively approve signs in the public right-of-way or public easement if the Zoning Administrator determines that subparagraphs d. through g. below have been met. The Zoning Administrator, in his/her sole discretion, may refer any request for signs in the public right-of-way or public easement to the City Commission for approval.
3. The Zoning Administrator, or his/her designee, may administratively approve signs for community events or special events if the Zoning Administrator determines that subparagraphs 4 through 7. below have been met. The Zoning Administrator, in his/her sole discretion, may refer any request for community events or special events to the City Commission for approval.
4. Temporary signs shall not be erected in such a manner that they shall or may reasonably be expected to interfere with, obstruct, confuse, or mislead traffic.
5. Temporary signs cannot be placed or constructed to create a hazard of any kind.
6. Temporary signs may not be posted on private property without first obtaining the permission of the property owner.
7. Signs shall not be located within any clear vision triangle.
8. Each temporary sign shall be removed within sixty (60) days of placement. Furthermore, no sign may be erected on a single parcel for more than sixty (60) calendar days out of every one hundred twenty (120) calendar days. Signs expressing First Amendment speech shall be exempt from this time limitation.

For the COMPLETE sign ordinance go to [lmlay City zoning-and-ordinances](#) scroll down to Zoning Ordinance PDF  
The Sign Ordinance is Article 4: Development Standards, Division 4: Signs page 195



**DEPARTMENTAL REVIEWS COMPLETED:**

**FIRE CHIEF:**

\_\_\_ Approved, No Comments    \_\_\_ Approved, WITH Comments    \_\_\_ Not Approved, see attached Comments

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

**POLICE CHIEF:**

\_\_\_ Approved, No Comments    \_\_\_ Approved, WITH Comments    \_\_\_ Not Approved, see attached Comments

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

**CONSTRUCTION CODE AUTHORITY (Building)**

\_\_\_ Approved, No Comments    \_\_\_ Approved, WITH Comments    \_\_\_ Not Approved, see attached Comments

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

**PLANNER (if applicable):**

\_\_\_ Approved, No Comments    \_\_\_ Approved, WITH Comments    \_\_\_ Not Approved, see attached Comments

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

**UTILITY BILLING / CLERK**

\_\_\_ Approved, No Comments    \_\_\_ Approved, WITH Comments    \_\_\_ Not Approved, see attached Comments

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

**DPW**

\_\_\_ Approved, No Comments    \_\_\_ Approved, WITH Comments    \_\_\_ Not Approved, see attached Comments

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

**WASTE WATER**

\_\_\_ Approved, No Comments    \_\_\_ Approved, WITH Comments    \_\_\_ Not Approved, see attached Comments

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

**DOWNTOWN DEVELOPMENT AUTHORITY (if applicable):**

\_\_\_ Approved, No Comments    \_\_\_ Approved, WITH Comments    \_\_\_ Not Approved, see attached Comments

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

**CITY MANAGER**

\_\_\_ Approved, No Comments    \_\_\_ Approved, WITH Comments    \_\_\_ Not Approved, see attached Comments

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

***Upon completion of all inspections, a CERTIFICATE OF OCCUPANCY will be issued.***

\_\_\_\_\_ CZC APPROVED    \_\_\_\_\_ CZC DENIED

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## AGENDA ITEM NB 10f. Conductors Corner Pavilion RFP

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DATE: **March 10, 2025**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

**Background:** Director Malzahn has continued to write a LCCF grant to fund the Conductors Corner Pavilion project. After approval was given to her to proceed at the DDA's March meeting a RFP was published and a bid opening was held on Friday April 11<sup>th</sup>.

**Items Attached:** Bid Summary (provided at meeting)

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

**Draft Motion:** Motion to accept the bid of \$\_\_\_\_\_ from \_\_\_\_\_ for the construction of a 40'x60' structure on the former Farmers Market corner and to proceed with grant submission to the Lapeer County Community Foundation.

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## AGENDA ITEM NB 10g. DPW Renovation RFP

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DATE: **March 10, 2025**

TO: DDA Board Members

FROM: Christine Malzahn, DDA Executive Director

**Background:** City staff published a RFP for renovations on the former DPW garage. The specs were identified by DPW Supervisor Priehs and moved forward by the city-formed ad-hoc project committee. Bids were due on Monday April 7<sup>th</sup> and the ad-hoc committee met on April 9<sup>th</sup> to make recommendations to City Commission at their April 15<sup>th</sup> meeting. The DDA has committed \$50,000 in funding for this project.

**Items Attached:** Bid Summary

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

**Draft Motion:** Motion to accept the city's ad-hoc project committee recommendation of bid award and project priorities.



Bid Opening for BUILDING RENOVATION DPW BARN  
 Opening on MONDAY, APRIL 7, 2025 AT 3PM

Bidder	Bid Amount	OTHER
SD Electrical Contract Inc 2106 N. Sapeer Rd Sapeer MI 48446	\$32,385.00	Electrical
Kapala Heating + Cooling 3511 Trade Center Way Sapeer MI 48446	\$21,000.00	Heating
Overhead Door West 480 Hatcher Rd Waterford, MI 48329 - Additional Doors	\$17,200.00 \$6,500.00/per additional	overhead doors
Midwest Commercial Construction 115 E Capac Rd Imlay City MI 48444	\$27,986.00	Design only
Polymath Development LLC 2647 Michigan Avenue Detroit MI 48216	\$293,950.00	all phases lump sum
Tanis Builders 260 E. Boulevard Rd Imlay City, MI 48444	\$208,134.04	all categories lump sum
Planck Construction LLC 480 N. Main Street Imlay City MI 48444	\$280,528.00	all categories Lump sum
Advanced Construction Group Inc. 7193 Subier St. Temperance MI 48182	\$370,460.00	Lump sum excluding insulation

Bidder	Bid Amount	OTHER
29 Five Homes. 35823 Eric Drive Browns town Md 48123	\$317,000.00	all Categories Lump Sum
Allied Building Services 1801 Howard Detroit Md 48216	\$694,142.00	all categories Lump Sum
Bossman Construction Co. 6327 W. Coldwater Rd Flushing Md 48433	\$520,240.00	all Categories Lump Sum

*Dawn E Sawicki-Franz*

Dawn Sawicki-Franz, City Clerk/Treasurer

*Craig North*

Witness

*4/7/2025*

Date

Witness

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## Directors Report

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**DATE:** April 14, 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 – April 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
- Staff and I completed final prep plans, issued invitations, had banners installed, and hosted the I AM Imlay City Reveal Event

### Economic Development

- Completed order for Social District Signage and Labels
- Met with several business owners about possible tenants in their downtown buildings
- Revised City Business Application forms

### Place Making/Streetscape

- Issued RFP for Conductors Corner Pavilion
- Staff and I Issued certified letters to Almont Ave leaseholders for parking agreements

### Grants:

- Finalized and submitted Rotary Park DNR Passport Rec Grant
- Completed grant narrative for Conductors Corner LCCF grant application

### Billboard:

- Submitted artwork for the Heritage Church campaign #2

### 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 I AM Imlay City project
- Attended March 18th City Commission Meeting as department head, resolutions for grants, business application package
- Attended the monthly Hispanic Cultural/Services meeting
- Attended monthly Lapeer DDA's meeting
- Attend the Lapeer Economic Club State of the County Luncheon
- Attended MDA lunch and Learn training session
- Attended MiPDM training follow up meeting
- City Manager Horton and I met with potential grant writers for future assistance
- Prepared meeting minutes, agendas, action item sheets, and board packets for regular DDA meeting

**From:** [Christine Malzahn](mailto:Christine.Malzahn)  
**To:** [wbargen@icdda.com](mailto:wbargen@icdda.com); [sdavis@icdda.com](mailto:sdavis@icdda.com); [jshattuck@icdda.com](mailto:jshattuck@icdda.com); [jkempf0113@gmail.com](mailto:jkempf0113@gmail.com); [ndocherty@icdda.com](mailto:ndocherty@icdda.com); [byockey@imlaycity.org](mailto:byockey@imlaycity.org); [srobbins@icdda.com](mailto:srobbins@icdda.com); [kjorgensen@icdda.com](mailto:kjorgensen@icdda.com)  
**Cc:** [ddapromotions@imlaycity.org](mailto:ddapromotions@imlaycity.org)  
**Subject:** Week Ending March 28th  
**Date:** Friday, March 28, 2025 1:04:43 PM  
**Attachments:** [image001.png](#)  
[Business Application Packet.docx](#)

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Hello Board Members,

Just a few things to update you on for the week.

I am still waiting on your RSVP's for our Big Reveal event on April 7<sup>th</sup>. It would be great to have your support that evening, even if you choose not to be a storyteller. Consumers Energy will be sending a representative to present the DDA with a "Big Check" for our grand prize, so I hope you will be there to help accept it. The banners are done and the DPW will be doing the installation next week. That will give Chris and me time to create a map for each location so people know where to find theirs.

The Rotary Park Passport Rec grant team finished the application, and Craig was able to submit it yesterday. Still needed is a resolution of support passed by City commission (I will attend their April 1 meeting to make the request). I met with Nancy Boxey from the Lapeer County Community Foundation to discuss the Pavilion grant app. She offered some feedback, so I am updating that narrative and will also ask City commission to pass a resolution of support without funding at their next meeting.

I updated the Business Application packet that was introduced to City Commission last year, and will present it to them at their next meeting along with the two resolutions. I'm attaching the document, and ask you as business owners, to review and let me know if you would find this helpful, too invasive or cumbersome. For me in the DDA office, and in other departments as well, it would be super helpful to have this information updated annually and located in one central location, so we don't constantly have to search for contact information all over the place.

Two of our Bike racks have been placed in temporary locations. I asked Ed not to bolt down the one in Farmers Market since I anticipate it being moved when the pavilion is constructed. The other is next to Armando's and the third will need a cement pad poured somewhere near Third and Bancroft. I'm working with Ed on this.

Lastly, we have another business that is interested in locating in downtown (comic book store). So I have been working the Mr. Morz and setting up some meetings for him with a few property owners. It may be helpful if the Business Recruitment Subcommittee can schedule a meeting so that we can discuss each other's contacts and help build on this momentum.