

**IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY**

**July 14, 2025 Regular Meeting
MINUTES**

A regular meeting of the Downtown Development Authority was held on Monday, July 14, 2025, at the Imlay City Municipal Offices, 150 N. Main Street, Imlay City MI 48444.

1. **CALL TO ORDER** – Chair Bargaen called the meeting to order at 5:31 pm
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL** – Kim Jorgensen, Justin Shattuck, Joi Kempf, Gabrielle Wise, Steve Robbins, Mayor Barbara Yockey, Chair Walter Bargaen
Absent: Stu Davis, Neil Docherty, Sheryl Davis
Quorum Present
Also present: Market Manager Mindi Steffens, DDA Intern Ruby Hernandez, Police Chief Brett Selby, and Code Enforcement Officer Charles Cutajar
4. **APPROVAL OF THE AGENDA**
MOTION by Mayor Yockey, supported by Robbins, to remove New Business A. Annual By-Laws and to add H. Boost Program and I. Code Violations Information
All in Favor 7/0
Motion Carried 7/0
5. **CONSENT AGENDA**
 - A. Meeting Minutes
 - June 9th Regular Meeting Revised, June 9th Closed Session
 - June 24th Special Meeting
 - B. Financial Reports – Ending June 30, 2025
 - DDA Expenditure Report = \$ 41,234.99
 - Check Register Report = \$ 33,091.51
 - Credit Statement – June 2025
 - Ending Fund Balance Sheet = \$ 233,214.52**MOTION** by Kempf, supported by Mayor Yockey, to approve the consent agenda items as presented.
All in Favor 7/0
MOTION CARRIED 7/0
6. **CORRESPONDENCE** – Chair Bargaen requested Jorgensen to inquire at the Tri City Times about publishing an article about Fine Line Landscapes’ generous donation of the downtown streetscape.
7. **COMMITTEE REPORTS** – Employment Committee; Mayor Yockey reported that 5 applications, at meeting time, had been submitted for the DDA Directors position. The committee met and will continue to review and interview.
8. **PUBLIC PARTICIPATION**
None

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9. UNFINISHED BUSINESS

A. Downtown Depot Pavilion Amenities / Grant Application

City Manager Horton gave an update that no action was needed at this time concerning the pavilion. Director Malzahn submitted a grant to The Four County Community Foundation totaling \$ 10,000 for amenities for the new pavilion.

MOTION No Motion, informational only

10. NEW BUSINESS

A. Annual By-Law Review – Removed

B. Officer Elections

Chair Borgen opened officer elections

Borgen nominated by Kempf, supported by Jorgensen, for Walt Borgen to remain as Chair.

MOTION by Mayor Yockey, supported by Robbins, to accept Borgen to remain as Chair.

All in Favor 7 Ayes/Nays 0

MOTION CARRIED 7/0

Jorgensen was nominated by Mayor Yockey, and Shattuck was nominated by Kempf for Vice-Chair.

The vote was 4/3 in favor of Jorgensen

MOTION by Robbins, supported by Mayor Yockey, to accept Jorgensen as Vice-Chair

All in Favor 7 Ayes/Nays 0

MOTION CARRIED 7/0

Kempf was nominated by Jorgensen for Secretary. Kempf declined. Wise was nominated by Kempf.

MOTION by Robbins, supported by Shattuck, to accept Wise as Secretary

All in Favor 7 Ayes/Nays 0

MOTION CARRIED 7/0

Davis was nominated by Shattuck, supported by Robbins, to remain as Treasurer

C. FY 24-25 Budget Amendments

Board Discussion

MOTION by Robbins, supported by Mayor Yockey, to approve the budget amendment of \$ 17,452.58

ROLL CALL: Ayes – Robbins, Mayor Yockey, Jorgensen, Shattuck, Wise, Kempf, Borgen

Nays – None

MOTION CARRIED 7/0

D. DDA Event Funding Request – Community Corn Roast

DDA Market Manager Steffens requested that the DDA host a sweet corn social on Saturday, September 13th, 2025, from 12 pm to 7 pm. To be held at the Downtown Depot Pavilion, to include vendors, a kids' market, and music. Monty Farms will donate 50 dozen ears of corn to the event. Discussion on ways to fund the new event.

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MOTION by Mayor Yockey, supported by Kempf, to move \$ 2000 out of the \$ 3000 for Winterfest/Kringle Market budget for use during the Sweet Corn Social
ROLL CALL: Ayes – Mayor Yockey, Kempf, Wise, Shattuck, Jorgensen, Robbins, Borgen
Nays - None
MOTION CARRIED 7/0

- E. DDA Tuesday Evening Farmers Markets
DDA Market Manager Steffens requested a new market on Tuesday evening during concerts. Suggesting market times to be 5 pm-8:30 pm and to start July 15th, 2025, which would run until September 15th, 2025.
MOTION by Wise, supported by Robbins, to approve the Tuesday evening Farmers Market.
All in Favor 7 Ayes/Nays 0
MOTION CARRIED 7/0
- F. Façade Grant Application – 110 N. Almont Ave., The Print Shop
Rebecca Homer and Amanda Jackman from The Print Shop requested façade funding for safety concerns on the outside back of their newly purchased building. The estimated work costs of \$ 14,880.
MOTION by Jorgensen, supported by Shattuck, to approve the façade grant up to \$ 5000.
ROLL CALL: Ayes – Jorgensen, Shattuck, Wise, Kempf, Mayor Yockey, Robbins, Borgen
Nays – None
MOTION CARRIED 7/0
- G. Façade Grant Application – 244 E. Third St., Third & Main Bomb Oven and Bites
Gjon Marku from Third & Main Bomb Oven and Bites requested a façade grant for a lighted sign for the front of the building. The estimated work costs of \$ 7,000.
MOTION by Shattuck, supported by Robbins, to approve the façade grant for a lighted sign for \$1,500.
ROLL CALL: Ayes – Shattuck, Robbins, Kempf, Jorgensen, Wise, Mayor Yockey, Borgen
Nays - None
MOTION CARRIED 7/0
- H. Boost Program
Discussion was had. Shattuck will chair the new Boost Program for inside improvements to the DDA district businesses.
MOTION No Motion, informational only
- I. Code Violation
Chief Selby updated the board on his department's efforts on code violations within the DDA district. To date, there have been 35 warnings, 43 violations, with 90% compliance. Chief Selby also updated the board regarding golf cart use within the district and is recommending that the public should be able to vote on this topic.
Chair Borgen inquired about the Van Dyke property, which was the former massage parlor. Chief Selby informed the board that the property is now city-owned and is up for sale.

11. CLOSED SESSION – None

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12. EXECUTIVE DIRECTORS' REPORT – None

13. MARKET MANAGER'S AND DDA INTERN PROJECT REPORTS

Market Manager Steffens gave an update on the farmers' market and stated that Penzien Farms is to start on Thursday and that the market has been successful. Intern Hernandez reported that the concerts are going great, and the food vendors during the last concert were local Mexican restaurants, El Ranchito's, and Botanas El Paiza.

14. PUBLIC PARTICIPATION

A member of the public spoke to encourage all businesses to come together and said there is good energy in the downtown.

A member of the public introduced a prospective business owner who is interested in opening a vintage antique store and a possible coffee house/gathering place.

15. BOARD MEMBER COMMENTS

Kempf and Jorgensen agreed that the meeting was positive.

16. ADJOURNMENT

MOTION by Shattuck, supported by Mayor Yockey, to adjourn the meeting at 6:36 pm.

All in Favor 7 Ayes/Nays 0

MOTION CARRIED 7/0

Next Regular DDA Board meeting date: Monday, August 11th, 2025, at 5:35 PM

Respectfully submitted by: _____
Kim Jorgensen, Secretary

DDA APPROVED:

CITY COMMISSION APPROVED: