

IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY

July 13th, 2026
REGULAR MEETING MINUTES

A regular meeting of the Downtown Development Authority was held on Monday, July 13th, 2026, at 5:35 PM in the Imlay City Municipal Offices, 150 N. Main Street, Imlay City, MI 48444, as was posted.

1. CALL TO ORDER

Chair Walter Barga called the meeting to order at 5:35 PM.

2. PLEDGE OF ALLEGIANCE

Pledge was led by Barga.

3. ROLL CALL

Present: Chair Walter Barga, Vice Chair Kim Jorgensen, Secretary Sheryl Davis,
Treasurer Stu Davis, Joi Kempf, Justin Shattuck, Steve Robbins, Mayor Barbara Yockey
Absent: Neil Docherty

Quorum Present

Also Present: DDA Director Charles Bennett, Recording Secretary Katrina Morrow, and public.

4. CONSENT AGENDA

MOTION by Stu Davis, supported by Shattuck, to accept consent agenda as written.

ALL IN FAVOR 7/7

MOTION CARRIED 7-0

APPROVAL OF REGULAR MEETING MINUTES & FINANCIALS

MOTION by Stu Davis, supported by Shattuck, for the approval of minutes and financials from June 8th as written.

ALL IN FAVOR 7/7

MOTION CARRIED 7-0

APPROVAL OF COMMUNITY CENTER MEETING MINUTES

MOTION by Stu Davis, supported by Shattuck, for the approval of minutes from June 8th as written.

ALL IN FAVOR 7/7

MOTION CARRIED 7-0

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5. **CORRESPONDENCE** – none.

6. **SPECIAL PRESENTATION** – none.

7. **COMMITTEE REPORTS** – none.

8. **PUBLIC PARTICIPATION** – none.

9. **UNFINISHED BUSINESS**

a. Post Office Renting Community Center

The Imlay City Postmaster reported that the expected repairs have been delayed. Rental of the Community Center is not needed at this time. No further action needed at this time.

10. **NEW BUSINESS**

a. Director Evaluation and Salary

Following the lead of the city commission, DDA Director is seeking evaluation from the Board and a 2.5% wage adjustment like other non-union city employees and department heads.

All evaluations turned in by Board. A mini-committee of the Chair, Vice Chair, and Mayor will review and bring its decision before the Board at the next meeting.

b. DDA Police Millage Capture

During the 25-26 Fiscal Year, DDA captured \$29,027 of the County Public Safety Millage. In the past, this captured amount was given to ICPD.

The Board agrees to proceed with transferring the funds as usual.

c. Holiday Decorations

DDA Director plans to put a bid out in August for the installation of Downtown Holiday Lights and is seeking budget cap and arrangement input from the Board. RFP will include lights hung from Thanksgiving to Mid/Late-January, with DDA-dependent materials and upkeep.

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d. Community Center Draft Rental Packet #1

Director has provided a draft of Rental Policy #1 and a flyer for the Community Center Open House on July 21, 2026 for the Board to review. Discussion about insurance and on-property alcohol use while renting the city building for events.

e. Billboard Rental Contract

Current contract term for the M-53 Billboard expires at the end of July 2026, and proposed renewal has been presented.

Director's recommendation is to negotiate a 5-month extension of the current agreement to continue promoting the community's largest events, then discontinue the billboard contract/related programs in January 2027 and redirect funds to other marketing resources with more trackable metrics.

MOTION by Stu Davis, supported by Shattuck, to negotiate for an extension and then plan to terminate the billboard contract and related programs at the end of 2026.

ROLL CALL

AYES: Jorgensen, Yockey, Robbins, Borgen, Sheryl Davis, Kempf

NAYS: Stu Davis, Shattuck

ALL IN FAVOR 5/7

MOTION CARRIED 5-2

11. **CLOSED SESSION** – none.

12. **EXECUTIVE DIRECTOR'S REPORT**

Director Bennett gave updates on community promotions, economic development, grant applications, and meetings he's attended in the past month.

13. **PUBLIC PARTICIPATION** – none.

14. **BOARD MEMBER COMMENTS** – none.

15. **ADJOURNMENT**

MOTION by Stu Davis, supported by Jorgensen, to adjourn at 6:13 PM.

ALL IN FAVOR 7/7

MOTION CARRIED 7-0

NEXT REGULAR DDA BOARD MEETING DATE: Monday, August 10th, 2026

DRAFT – DDA REGULAR MEETING MINUTES July 13th, 2026

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Respectfully submitted by: _____

Katrina Morrow, Recording Secretary

DDA APPROVED: _____

Sheryl Davis, DDA Board Secretary

CITY COMMISSION APPROVED: _____