

IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY

JANUARY 12, 2026
REGULAR MEETING MINUTES

A regular meeting of the Downtown Development Authority was held on Monday, January 12, 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 Bargaen called the meeting to order at 5:35 PM.

2. PLEDGE OF ALLEGIANCE

Pledge was led by Bargaen.

3. ROLL CALL

Present: Chair Walter Bargaen, Vice Chair Kim Jorgensen, Secretary Sheryl Davis,
Treasurer Stu Davis, Justin Shattuck, Mayor Barbara Yockey

Absent: Joi Kempf, Steve Robbins, Neil Docherty

Quorum Present

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

4. CONSENT AGENDA

MOTION by Stu Davis, seconded by Jorgensen, to approve the agenda with two modifications: add 9.b. Boost Program and 10.f. WindowWorks.

ALL IN FAVOR 6/0

MOTION CARRIED 6/0

APPROVAL OF MINUTES

MOTION by Stu Davis, seconded by Shattuck, to approval meeting minutes from Special Meeting December 22, 2025.

ALL IN FAVOR 6/0

MOTION CARRIED 6/0

5. CORRESPONDENCE – none.

6. SPECIAL PRESENTATION – none.

7. COMMITTEE REPORTS – none.

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8. **PUBLIC PARTICIPATION** – none.

9. **UNFINISHED BUSINESS**

a. **Façade Grants**

Board discussed differentiating between “routine maintenance” and “property improvements” when it comes to approval for DDA façade grants. Bennett will create a definition and guidelines to be reviewed and approved as an amendment for future façade grant applications.

b. **Boost Program**

This is a business interior grant program already approved within the DDA’s budget. Bennett did an overview of the program and will be bringing an outline, rules, and official application to a future meeting for board approval so that the Boost Program can be added to the website and promoted to local businesses.

10. **NEW BUSINESS**

a. **Kringle Market Review**

Bennett gave a review on how the event was received by vendors and public, the revenue, costs, and donations made, as well as suggested improvements for next year’s event.

b. **DDA Billboard**

Board gave clarification about participant rules and who has priority for future billboard use. Bennett also will be making a proposal for new business billboard incentives.

c. **Glamour Paws Request**

Glamour Paws Pet Grooming requested to paint puppy paws on the public sidewalk leading from their business to the nearby grass patch to better improve their customers’ experience. As long as The Pincushion (the only other storefront these paws would intersect) agrees, the board has no objections.

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d. EV Charger Grant Update

The previous grant process for the EV Charger has changed hands; it is now through MDOT direct-to-contractor payment. A new application has been submitted through a contractor, and if awarded, DDA will oversee the improvements made. Bennett is confident in completing the new grant process.

e. 2026 Calendar of Events

Bennett and Board discussed DDA hosted events to focus on for the new year.

f. WindowWorks

Information about a new program involving matched grant funds to improved the window visuals of DDA businesses. Board was interested. Bennett will be reviewing potential funds to make a budget line item and then create an official proposal.

11. CLOSED SESSION – none.

12. EXECUTIVE DIRECTOR'S REPORT

Bennett gave updates on local meetings and business improvements made in the district.

13. PUBLIC PARTICATION – none.

14. BOARD MEMBER COMMENTS – none.

15. ADJOURNMENT

Quorum lost during course of meeting. Adjourned at 6:31 PM.

NEXT REGULAR DDA BOARD MEETING DATE: Monday, February 9, 2026

Respectfully submitted by: _____
Katrina Morrow, Recording Secretary

DDA APPROVED:

CITY COMMISSION APPROVED: