

IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY

MARCH 9, 2026
REGULAR MEETING MINUTES

A regular meeting of the Downtown Development Authority was held on Monday, March 9, 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, Treasurer Stu Davis (left 6:20 PM), Justin Shattuck, Mayor Barbara Yockey, Joi Kempf (arrived 5:45 PM)

Absent: Secretary Sheryl Davis, 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, support by Jorgensen, to accept consent agenda as written.

ALL IN FAVOR 5/5

MOTION CARRIED 5-0

APPROVAL OF MINUTES

MOTION by Yockey, support by Jorgensen, to approve the regular meeting minutes from February 9, 2026 with an amendment to 10.b.

ALL IN FAVOR 5/5

MOTION CARRIED 5-0

5. **CORRESPONDENCE** – none.

6. **SPECIAL PRESENTATION** – none.

7. **COMMITTEE REPORTS** – none.

8. **PUBLIC PARTICIPATION** – none.

9. **UNFINISHED BUSINESS** – none.

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10. NEW BUSINESS

a. Façade Grant Application – Studio E Arts

Director Bennett gave review of the application submitted and the two quotes given to complete the work for the Studio E Arts sign.

MOTION by Stu Davis, support by Jorgensen, to approve the façade grant application for the total of \$1309.56.

ROLL CALL

AYES: Borgen, Jorgensen, Stu Davis, Shattuck, Yockey

NAYS:

ALL IN FAVOR 5/5

MOTION CARRIED 5-0

b. Cinco De Mayo Festival

Director Bennett

MOTION by Stu Davis, support by Yockey, to approve sponsor \$1,800 funding toward the Hispanic Service Center's Cinco De Mayo Festival, as well as the donated use of the DDA billboard for the month of April.

ROLL CALL

AYES: Yockey, Shattuck, Stu Davis, Jorgensen, Borgen, Kempf

NAYS:

ALL IN FAVOR 6/6

MOTION CARRIED 6-0

c. MOU of Community Center Operation

Director Bennett gave details about the MOU between the City of Imlay City and the Imlay City DDA regarding the Community Center, affective for 1 year from signing to assess collected data.

MOTION by Stu Davis, support by Kempf, to approve the MOU as presented.

ROLL CALL

AYES: Kempf, Davis, Jorgensen, Shattuck, Borgen, Yockey

NAYS:

ALL IN FAVOR 6/6

MOTION CARRIED 6-0

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MOTION by Yockey, support by Stu Davis, to give authority to Director Charles Bennett to sign the MOU on behalf of the DDA.

ROLL CALL

AYES: Yockey, Bargaen, Shattuck, Jorgensen, Davis, Kempf

NAYS:

ALL IN FAVOR 6/6

MOTION CARRIED 6-0

d. DDA Storefront Window Enhancement Grant

Director Bennett and Justin Shattuck gave a presentation about the new program and the Board discussed what kind of advertisements and incentives they'd like to see with the onboarding of the program.

MOTION by Yockey, support by Shattuck, to approve the grant program as presented, with an adjustment made for a temporary vs. maximum award granted.

ROLL CALL

AYES: Yockey, Stu Davis, Bargaen, Jorgensen, Kempf, Shattuck

NAYS:

ALL IN FAVOR 6/6

MOTION CARRIED 6-0

e. Draft Budget

Director Bennett presented a sample budget with notes, describing adjustments to individual line items and explained the logic behind said adjustments. Board gave line items to be reviewed or explained by Bennett.

MOTION by Jorgensen, support by Kempf, to approve the Sample Budget provided by Bennett, to submit at the next City Commission meeting for approval.

ROLL CALL

AYES: Shattuck, Jorgensen, Bargaen, Yockey, Kempf

NAYS:

ALL IN FAVOR 5/5

MOTION CARRIED 5-0

f. DDA Mowing / Streetscape / Plants

Director Bennett sought more information about previous years' streetscaping budget and how the Board would like to move forward for the current year.

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MOTION by Jorgensen, support by Shattuck, to continue contracting Fineline Landscaping for downtown's planting and maintenance with a contract maximum meeting the current budget line item, to be pre-approved at Director Bennett's discretion.

ROLL CALL

AYES: Kempf, Yockey, Stu Davis, Shattuck, Jorgensen, Borgen

NAYS:

ALL IN FAVOR 6/6

MOTION CARRIED 6-0

11. **CLOSED SESSION** – none.

12. **EXECUTIVE DIRECTOR'S REPORT**

Bennett gave updates on upcoming summer events, local happenings, and meetings he's attended in the past month, as well as grants he's working on to improve our community.

13. **PUBLIC PARTICATION** – none.

14. **BOARD MEMBER COMMENTS** – Board expressed immense thanks to Director Bennett for his work ethic, effort, and positive presence in everything Imlay City is working to achieve.

15. **ADJOURNMENT**

MOTION by Shattuck, support by Yockey, to adjourn at 6:40 PM.

ALL IN FAVOR 5/5

MOTION CARRIED 5-0

NEXT REGULAR DDA BOARD MEETING DATE: Monday, April 13, 2026

Respectfully submitted by: _____

Katrina Morrow, Recording Secretary

DDA APPROVED: _____

Sheryl Davis, DDA Board Secretary

CITY COMMISSION APPROVED: _____

DRAFT – DDA REGULAR MEETING MINUTES March 9, 2026