

IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY

October 12th, 2026
REGULAR MEETING MINUTES

The Downtown Development Authority held a regular meeting on Monday, October 12th, 2026, at 5:35 PM in the Imlay City Municipal Offices, 150 N. Main Street, Imlay City, MI 48444, as posted.

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by Borgen.

3. ROLL CALL

Present: Chair Walter Borgen, Vice Chair Kim Jorgensen, Joi Kempf, Justin Shattuck, Mayor Barbara Yockey

Absent: Treasurer Stu Davis, 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 Jorgensen, supported by Yockey, to accept the consent agenda as written.

ALL IN FAVOR 5/5

MOTION CARRIED 5-0

APPROVAL OF REGULAR MEETING MINUTES & FINANCIALS

MOTION by Yockey, supported by Jorgensen, for the approval of minutes and financials from September 14th as written.

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 – 270 S. Cedar Street

MOTION by Jorgensen, supported by Kempf, to approve the Façade Grant requested by IC Strikes for the maximum total of \$5,000 for their awning project.

ROLL CALL

AYES: Jorgensen, Kempf, Shattuck, Borgen, Yockey

NAYS:

ALL IN FAVOR 5/5

MOTION CARRIED 5-0

b. Boost Grant – 218 E. Third Street

MOTION by Jorgensen, supported by Yockey, to approve the Boost Grant requested by Meesch's Ice Cream to purchase a Nugget Ice Machine at the cost of \$2,115.75.

ROLL CALL

AYES: Shattuck, Borgen, Jorgensen, Yockey, Kempf

NAYS:

ALL IN FAVOR 5/5

MOTION CARRIED 5-0

c. Fall / Winter Streetscape Maintenance

Board does not wish to take any action regarding the submitted proposals for the 2026 Fall Streetscape Maintenance.

d. Holiday Lights RFQ

MOTION by Jorgensen, supported by Kempf, to accept the Holiday Lights Contract submitted by Fineline in the total of \$6,000, with the addition of a late removal penalty of \$225/month.

ROLL CALL

AYES: Jorgensen, Borgen, Yockey, Kempf

NAYS: Shattuck

ALL IN FAVOR 4/5

MOTION CARRIED 4-1

e. ICHS Archery Team – Extended Use of Community Center

MOTION by Shattuck, supported by Jorgensen, to approve the use of the Community Center by the Imlay City Archery Team at no charge for their 2026-2027 Archery Season (beginning approximately mid-November through April, Tuesdays and Thursdays 6 PM – 8 PM, with no practices held during school breaks.

AYES: Borgen, Yockey, Shattuck, Kempf, Jorgensen

NAYS:

ALL IN FAVOR 5/5

MOTION CARRIED 5-0

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f. Hispanic Service Center – Donation Request

Bargen requested to recuse himself from the vote. Yockey stated that recusal was unnecessary because the matter did not involve direct financial gain to Bargen. Bargen requested that his intent to recuse be reflected in the minutes.

MOTION by Yockey, supported by Shattuck, to donate \$500 to the Hispanic Service Center for their Dia de los Muertos event. During the discussion, the final amount was amended to \$300.

ROLL CALL

AYES: Kempf, Jorgensen, Bargen, Yockey, Shattuck

NAYS:

ALL IN FAVOR 5/5

MOTION CARRIED 5-0

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. 2026 Farmers Market season has wrapped up with no cancelled markets this year! Planning Kringle Market is underway.

13. **PUBLIC PARTICIPATION** – none.

14. **BOARD MEMBER COMMENTS** – Reminder for the November meeting to revisit DDA Director compensation; plan a personnel meeting beforehand so that everything is prepared. Thank you to Chuck for all of his help during the Lions Park Ribbon Cutting Event.

15. **ADJOURNMENT**

MOTION by Shattuck, supported by Yockey, to adjourn at 6:36 PM.

ALL IN FAVOR 5/5

MOTION CARRIED 5-0

NEXT REGULAR DDA BOARD MEETING DATE: Monday, November 9th, 2026

Respectfully submitted by: _____
Katrina Morrow, Recording Secretary

DDA APPROVED: _____
Sheryl Davis, DDA Board Secretary

CITY COMMISSION APPROVED: _____

DRAFT – DDA REGULAR MEETING MINUTES October 12th, 2026