

**IMLAY CITY  
DOWNTOWN DEVELOPMENT AUTHORITY**

**May 12, 2025 Regular Meeting  
MINUTES**

A regular meeting of the Downtown Development Authority was held on Monday, May 12, 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 5:35 pm

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL** – Director Malzahn called the roll.

Present: Stu Davis, Kim Jorgensen, Steve Robbins, Justin Shattuck, Joi Kempf, Mayor Barbara Yockey, Chair Walter Bargaen

Absent: Neil Docherty (unexcused)

Quorum Present

Also present, Market Manager Mindi Steffens

**4. APPROVAL OF THE AGENDA**

**MOTION** by Davis, supported by Yockey to approve the revised agenda items as presented.

All in Favor 7 / Nays 0

MOTION CARRIED 7/0

**5. CONSENT AGENDA**

a. Meeting Minutes

- April 14th Regular Meeting and April 23 Special Meeting

b. Financial Reports – Ending April 30, 2025

- DDA Expenditure Report = \$ 23,288.49
- Check Register Report = \$ 16,696.94
- Credit Statement – April 2025
- Ending Fund Balance Sheet = \$ 346,831.47

**MOTION** by Davis, supported by Robbins to approve the consent agenda items as presented.

All in Favor 7 / Nays 0

MOTION CARRIED 7/0

**6. CORRESPONDENCE** – Chamber of Commerce Signed Letter – Rob Mette

Rob Mette presented a signed letter from the Chamber of Commerce Board of Directors stating that he was at tonight's meeting representing that body. He went on to thank Director Malzahn for completing a request he sent on behalf of Mette Financial in updating his logo on the DDA websites' Business Listing page the same day he sent it. He continued to state that he had come prepared with two speeches to tonight's meeting and felt compelled to deliver the version expressing his disappointment in Malzahn regarding his follow-up email sent to her on April 29<sup>th</sup>. The email requested additional corrections to errors that he noted during his review of the icdda.com website, and that 7 of the 12 inaccuracies regarding Chamber businesses had not yet been completed within the 12 days leading up to tonight's meeting following his email. Following Malzahn's email inviting Mette to provide information on any other errors on the icdda website, Mette ~~he~~ presented further findings from the icdda website in a two-page report detailing 36 other issues. Board member Davis said that for years, the DDA and the Chamber had worked well together and asked why Mette couldn't just work with Malzahn directly as opposed to presenting it in a public meeting. Director

Davis asked Mette “what his problem was” stating that Mette’s behavior will continue to harm the DDA/Chamber collaborative efforts, and that a simple phone call directly to Malzahn would have cleared things up. Mette replied that he did work with Malzahn as he was directed the last time that he was at the DDA meeting; that he had sent his concerns directly to Malzahn, and that he had then only brought the issue to this Board’s attention because those items were not completed.

**7. COMMITTEE REPORTS - none**

**8. PUBLIC PARTICIPATION**

Lapeer County Commissioner Ian Kempf asked if he would be allowed to address the Board during one of tonight's agenda items.

**9. UNFINISHED BUSINESS**

**A. Farmers Market Ad Campaign**

***MOTION** by Yockey, supported by Davis to allow Jorgensen to recuse herself from this agenda item due to a personal conflict of interest.*

All in Favor 7 Ayes/Nays 0

MOTION CARRIED 7/0

The Board reviewed pricing options and sample display ads for a marketing campaign to kickoff the 2025 market season.

***MOTION** by Yockey, supported by Davis to approve the marketing campaign and place ads in the Lapeer Area View Friday “Free Paper edition on May 30th, and June 6th, and to run in the June 4th and June 11<sup>th</sup> edition of the Tri-City Times.*

All in Favor 7 Ayes/Nays 0

MOTION CARRIED 7/0

**B. 150 Bancroft Building Real Estate Listing**

Director Malzahn recapped the history on the 150 Bancroft property and invited Tom Blount of the Pilot Realty Group to speak to his potential listing agreement and marketing efforts to bring an interested purchaser to the board.

***MOTION** by Robbins supported by Jorgensen to enter into a Real Estate Listing Agreement with Tom Blount of Pilot Realty Group for 150 Bancroft.*

Roll Call: AYES – Robbins, Jorgensen, Kempf, Davis, Yockey, Shattuck, Barga

NAYS – none

MOTION CARRIED 7/0

**10. NEW BUSINESS**

**A. Façade Grant Application (signage) – 591 Cedar Street / Imlay City Pharmacy**

The Board reviewed the grant request from Amged Bedair submitted to the DDA on April 10, 2025. The scope of work includes new channel letter signage to be installed on the building façade, and a sign panel to be installed in the existing monument sign.

***MOTION** by Davis, supported by Robbins to approve the façade grant sign request in the amount of \$1,500 for 591 Cedar Street.*

Roll Call: AYES – Davis, Robbins, Jorgensen, Kempf, Shattuck, Yockey, Barga

NAYS – none

MOTION CARRIED 7/0

## **B. Façade Grant Application - 170 S. Almont Ave / Imlay City Eagles**

The Board reviewed a grant request from Lynn Manogue on behalf of the Imlay City Eagles submitted to the DDA office on April 24, 2025. The Eagles are seeking \$5,000 for exterior renovations to the front entrance area in conjunction to the on-going metal siding installation. **MOTION** by Jorgensen, supported by Davis to approve a façade grant in the amount of \$5,000 for the Eagles, located at 170 S. Almont Avenue.

Roll Call: AYES – Jorgensen, Davis, Robbins, Kempf, Shattuck, Yockey, Borgen

NAYS – none

MOTION CARRIED 7/0

## **C. Façade Grant Application - 118 E. Third Street – Former Kitty’s Place**

The Board reviewed a grant request from Victor Aguilar that was submitted to the DDA office on May 5, 2025. Mr. Aguilar and his wife recently purchased the property and are renovating it to make it marketable for a new business tenant. They are requesting \$434.21 to replace the broken window on the front of the building.

**MOTION** by Yockey, supported by Davis to approve a façade grant in the amount of \$434.21 to Victor Aguilar, owner of 118 E. Third Street property.

Roll Call: AYES – Yockey, Davis, Jorgensen, Robbins, Kempf, Shattuck, Borgen

NAYS – none

MOTION CARRIED 7/0

## **D. Pavilion Project Update**

Director Malzahn reported that she received verbal verification from Nancy Boxey relaying that the grant review committee has recommended that the DDA grant submission be fully funded at the \$15,000 grant request. The full LCCF Board meets on May 14<sup>th</sup> to take a formal vote. The pavilion is expected to be fully operational for the Farmers Market opening day, now scheduled for June 5th.

## **D2. Contractor Pay Request Process**

The Board reviewed a pay request from Tannis Construction and discussed the color scheme for the roof and ceiling areas.

**MOTION** by Davis, supported by Yockey to approve the pay request in the amount of \$31,720.

Roll Call: AYES – Davis, Yockey, Jorgensen, Robbins, Kempf, Shattuck, Borgen

NAYS – none

MOTION CARRIED 7/0

**MOTION** by Yockey, supported by Davis to use black metal sheeting for the roof and silver for the interior ceiling, downspouts, and soffits.

Roll Call: AYES – Yockey, Davis, Jorgensen, Robbins, Kempf, Shattuck, Borgen

NAYS – none

MOTION CARRIED 7/0

#### **E. Seasonal Porta-Potties**

Director Malzahn presented options for portable restroom facilities. With market season, concerts and the social district Malzahn is recommending that two ADA-compliant units be brought onsite from the beginning of May through the end of October. These two units will also cover the approval made last month to assist the Blueberry Festival planning. Each billing cycle is 28-days and includes weekly cleaning, hand sanitizer and toilet paper refills. Additional cleaning can be made at \$40 each visit.

**MOTION** by Davis, supported by Robbins to approve contracting with Jay's portable for one season, at \$390 per 28-day cycle, beginning May 19<sup>th</sup> through October 31 for two ADA-compliant units placed at the downtown pavilion location.

Roll Call: AYES – Davis, Robbins, Kempf, Jorgensen, Shattuck, Yockey, Borgen

NAYS – none

MOTION CARRIED 7/0

#### **F. Downtown Depot Pavilion Fee Schedule**

Director Malzahn introduced to the Board the city park reservation application. The City has established fees for both residents and non-residents to reserve city park areas for private events. Malzahn asked the Board to consider a similar practice and is seeking direction on future requests to use the pavilion for community and/or private events, since this structure is a DDA asset. Mayor Yockey stated that the pavilion is being paid for by the DDA, however, the real estate upon which the pavilion is located is owned by the City, and that the DPW will most likely be responsible for cleaning up the pavilion area after it has been used by any group, so there will need to be an agreement between the City and the DDA as to which entity will receive what portion of the rental fees. There was also discussion as to whether any civic, school, or charity group will be charged any fee for using the pavilion, or if there would be a fee waiver, however, no decision was reached as to that issue.

**MOTION** by Robbins, supported by Davis to have the new Pavilion included in the city's reservation packet with a rental fee similar to the other Pavilion areas as part of the city's fee schedule.

Roll Call: AYES – Robbins, Davis, Jorgensen, Kempf, Borgen

NAYS – Shattuck, Yockey

MOTION CARRIED 5/2

#### **G. Lapeer County Special Voted Millages – requested by Mayor Barbara Yockey**

Mayor Yockey expressed concern about the ethical, legal, and financial impact of the DDA capturing Lapeer County special-voted millages. She invited County Commissioner Ian Kempf, and EMS Director Russ Adams to address the Board. Kempf stated that if the DDA continued to capture the millages, he would support the city's NIA TIF initiative; however, he believed that the Lapeer County Board of Commissioners would oppose the City's NIA plan. He stated that while the DDA is allowed to capture the funds by law, he felt it unethical for us to do so, since the voters who approved those ballot initiatives were directing the funds to those authorities, not DDA's. Lapeer County EMS Director, Russ Adams spoke on services that the EMS offers here in Imlay City, stating that Imlay City is part-owner of the entity and we have a dedicated position on that Board. Director Malzahn re-capped the DDA's intent to gift back 100% of the captured funds to the locally operating agency, especially the law enforcement monies that would pay for a part-time dedicated Imlay City Police officer for the downtown area. Shattuck questioned if we rescind our motion to capture those funds, what would prevent the city then from coming to demand that the DDA help pay for police presence downtown? Malzahn said that Chief Selby's budget would not be immediately affected if the DDA ceases intercepting funds in the future from the Public Safety Milage because the money for the 2025-2026 had already been distributed in the form of checks that had already been cut.

**MOTION** by Yockey, supported by Kempf to approve not capturing all future special Lapeer millages, but to postpone a decision regarding the Law Enforcement millage capture until more information could be received from Imlay City Chief of Police Brett Selby.

Roll Call: AYES – Yockey, Kempf, Davis, Robbins, Jorgensen, Shattuck, Barga

NAYS – none

MOTION CARRIED 7/0

#### **H. Lapeer County Senior Services MOU**

County Commissioner Kempf spoke to the proposed MOU under the previous agenda item, stating that he thought it was convoluted, unnecessary and that agreements like these cost money for legal review. He suggested that Director Malzahn work directly with programming coordinators at the Eagles and the Senior Center to use current funds collected for this fiscal year on special events.

**MOTION** by Jorgensen, supported by Kempf, directing Malzahn to coordinate programming for the Veterans and Seniors.

Roll Call: AYES – Jorgensen, Kempf, Davis, Robbins, Shattuck, Yockey, Barga

NAYS – none

MOTION CARRIED 7/0

#### **I. OutFront Media Contract**

Director Malzahn received the 2025-2026 contract from OutFront Media for the billboard space above the train viaduct for southbound traffic. The agreement is for 12 months @ \$802 per month plus \$119 per poster print.

**MOTION** by Yockey supported by Robbins to enter into the agreement as presented.

Roll Call: AYES – Yockey, Robbins, Kempf, Barga

NAYS – Davis, Shattuck, Jorgensen

MOTION CARRIED 4/3

#### **J. Summer Intern**

Director Malzahn informed the Board on a grant opportunity from the Four County Community Foundation to pay 50% of the costs to hire a summer intern. This program was used last year for Ruby Hernandez to assist with marketing and community outreach, and the DDA received \$2,000 as a grant for this program. Ms Hernandez reached out to Malzahn to inquire about any employment opportunities again for this year.

**MOTION** by Jorgensen supported by Kempf to apply for another intern grant and bring Ms. Hernandez back for the summer season.

Roll Call: AYES – Jorgensen, Kempf, Robbins, Shattuck, Yockey, Barga

NAYS – Davis

MOTION CARRIED 6/1

#### **K. DPW Garage RAP Grant Project Update**

Director Malzahn recapped the project to date and together with Mayor Yockey conveyed the discussion held during a city staff meeting to request both boards move forward with any/all options. Mayor Yockey would like to convene a meeting of the subcommittee to review the scope of work and project timeline and report back. Initial subcommittee members were Barga and Docherty. Meeting is scheduled for May 14<sup>th</sup>.

**NO BOARD ACTION TAKEN**

#### **11. CLOSED SESSION – For the purpose of employee annual review (at employee's request)**

**MOTION** by Shattuck, supported by Robbins to enter into closed session @ 7:57 pm

All in Favor 7 Ayes/Nays 0

MOTION CARRIED 7/0

Moved to exit closed session @ 8:00 pm

A special meeting will be set for May 19, 2025 @ 5:35 pm to conduct the Directors review.

**12. EXECUTIVE DIRECTORS' REPORT**

Director Malzahn provided her written report in the meeting packet for April/May 2025 activities. One additional item she brought to the Boards attention was her weekly update for the week ending April 19<sup>th</sup>, noting the report that a full website refresh was underway. Chair Borgen told Malzahn that the Board understands her position and she didn't need to defend herself from the Chambers' comments.

**13. PUBLIC PARTICIPATION - none**

14. **BOARD MEMBER COMMENTS** – Mayor Yockey stated that Mette's issues regarding the icdda website could have been resolved without the need for Mette to come to the Board with his concerns if Malzahn had responded to Mette to indicate that the DDA was about to have the website provider do it's website refresh in the next couple weeks which would have addressed the issues that Mette had identified.

**15. ADJOURNMENT**

***MOTION*** by Everyone (Shattuck), supported by Davis to adjourn the meeting at 8:10 pm

All in Favor 7 Ayes/Nays 0

MOTION CARRIED 7/0

Next Regular DDA Board meeting date: Monday, June 9, 2025, at 5:35 PM

Respectfully submitted by: \_\_\_\_\_

Christine Malzahn, DDA Executive Director

DDA APPROVED: 6/9/25

CITY COMMISSION APPROVED: