

**IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY**

**May 19, 2025 Special Meeting
MINUTES**

A regular meeting of the Downtown Development Authority was held on Monday, May 19, 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, Neil Docherty, Joi Kempf, Mayor Barbara Yockey, Chair Walter Bargaen
 Absent: none
 Quorum Present
 Also present, Market Manager Mindi Steffens
4. **APPROVAL OF THE AGENDA**
***MOTION** by Davis, supported by Shattuck to the approve the agenda items with item 6b Pocket Park added.*
 All in Favor 8 / Nays 0
 MOTION CARRIED 8/0
5. **PUBLIC PARTICIPATION** – none
6. **UNFINISHED BUSINESS**
 - A. **DPW Garage Project Update**
 Director Malzahn and Mayor Yockey recapped the DPW Garage Committee meeting held on May 14th. Malzahn presented 2 funding options – MEDC Patronicity grant and the T-Mobile Hometown Grant. The Patronicity grant is a crowdfunding online campaign designed to get community stakeholders to commit funds for the project, with a matching amount by the MEDC. The T-Mobile grant is a \$50,000 grant in partnership with MainStreet USA programs. The desire is to keep the project moving forward with the low bid price before construction material price increases take the project out of our budget range.
***MOTION** by Jorgensen supported by Robbins to commit an additional \$50,000 towards the DPW project, subject to city commission also committing an additional \$50,000, while investing additional funding options.*
 Roll Call: AYES – Jorgensen, Robbins, Kempf, Davis, Yockey, Shattuck, Docherty, Bargaen
 NAYS – none
 MOTION CARRIED 8/0
 - B. **Pocket Park Project**
 This item was requested by Stu Davis. Davis and Malzahn informed the Board of conversations with stakeholders and renderings of the site from Police Chief Selby. The project would entail removing the existing landscaping, relocating the benches, adding picnic table seating and a source of shade. Malzahn provided pricing options for tables and a shade sail, she estimated that the project could probably be completed for around \$10,000.

MOTION by Davis to move forward with the pocket park project. No Support

The Board requested additional information and price quotes, but would like to see the project move forward.

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

MOTION by Shattuck, supported by Robbins to enter into closed session @ 5:57pm

All in Favor 8 Ayes/Nays 0

MOTION CARRIED 8/0

Moved to exit closed session @ 6:42 pm

MOTION by Davis supported by Yockey to follow the recommendation of the review

committee, 3.5% salary increase, effective as of July 1, 2025, benefits to remain the same.

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

NAYS – none

MOTION CARRIED 8/0

8. PUBLIC PARTICIPATION - none

9. BOARD MEMBER COMMENTS – none

10. ADJOURNMENT

MOTION by Davis, supported by Yockey to adjourn the meeting at 6:44 pm

All in Favor 8 Ayes/Nays 0

MOTION CARRIED 8/0

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: