

IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY

NOVEMBER 10, 2025
REGULAR MEETING MINUTES

A regular meeting of the Downtown Development Authority was held on Monday, November 10, 2025, 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

MOTION by treasurer Stu Davis, seconded by Steve Robbins, for Mayor Barbara Yockey to act as Temporary Chair for the meeting.

All in Favor 6/0

Mayor Barbara Yockey called the meeting to order at 6:11 PM

2. PLEDGE OF ALLEGIANCE - Pledge was led Mayor Yockey

3. ROLL CALL — Secretary Gabrielle, Stu Davis, Barbara Yockey, Justin Shattuck, Steve Robbins, Joi Kempf.

Absent: Chair Walter Borgen, Vice-Chair Kim Jorgensen, Sheryl Davis, Neil Docherty

Quorum Present

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

4. APPROVAL OF AGENDA

MOTION by Stu Davis, seconded by Wise, to approve the agenda with a modification adding 9. Unfinished Business a. Update on the Old DPW Barn.

All in Favor 6/0

MOTION CARRIED 6/0

5. CONSENT AGENDA

A. MEETING MINUTES

Regular Meeting - October 6, 2025

Special Meeting - October 27, 2025

B. FINANCIAL REPORTS

Expenditure through October 31, 2025 - \$14,859.05

Check Register Report through October 31, 2025 - \$13,241.24

Credit Card Statement through October 31, 2025 - \$0.00

Balance Sheet ending fund balance through October 31, 2025 - \$254,384.57

MOTION by Stu Davis, seconded by Kempf, to approve consent agenda items as presented.

All in Favor 6/0

MOTION CARRIED 6/0

6. CORRESPONDENCE

Welcome from the Board to Charles Bennett as he's officially stepped into the DDA Director position in Imlay City!

7. COMMITTEE REPORTS

No By-Law Committee update; no meeting held.

8. PUBLIC PARTICIPATION

Rob Mette from the Imlay City Chamber of Commerce joined to give an update for the upcoming Winter Fest event, happening December 13, 2025.

9. UNFINISHED BUSINESS

Update on the Old DPW Barn

Yockey gave a progress report regarding improvements happening. Discussion followed about Kringle Market in building during Winter Fest.

10. NEW BUSINESS

A. Discussion and Approval of a One-Time Stipend for Staff Administration on Support Provided to DDA

During the recent absence of a DDA Director, certain administrative staff took on additional responsibilities to ensure the continuity of DDA operations. A one-time stipend of \$500 is proposed to recognize the extra duties performed by Leah May during the transitional period.

MOTION by Stu Davis, seconded by Steve Robbins, to approve the \$500 one-time stipend to be awarded to Leah May.

ROLL CALL VOTE

Ayes: Robbins, Wise, Yockey, Shattuck, Stu Davis, Kempf

Nays: None

Absent: Bargaen, Jorgensen, Sheryl Davis, Docherty

MOTION CARRIED 6/0

B. DDA Holiday Lights

MOTION by Wise, seconded by Stu Davis, to go with DDA recommendation for standard holiday lighting procedure in \$7,750.

ROLL CALL VOTE

Ayes: Kempt Stu Davis, Shattuck, Yockey, Wise, Robbins

Nays: None

Absent: Bargaen, Jorgensen, Sheryl Davis Docherty,

MOTION CARRIED 6/0

C. Downtown Landscaping Winter

MOTION by Stu Davis, seconded by Robbins, to accept all 3 winterization options for a total of \$13,700, paid to

ROLL CALL VOTE

Ayes: Shattuck, Wise, Stu Davis, Robbins, Kempf, Yockey

Nays: None

Absent: Bargaen, Jorgensen, Sheryl Davis, Docherty

MOTION CARRIED 6/0

D. Possible December Meeting Time/Date Change

DDA Director Charles Bennett is unavailable for the next scheduled DDA Meeting on December 8, 2025.

E. E. Kringle Market Update

DDA Director Charles Bennett discussed the need to order port-a-potties and possibly heaters for the upcoming event.

CLOSED SESSION None.

12. DIRECTOR REPORT

Bennett gave updates on ongoing projects and community gatherings.

13. PUBLIC PARTICIPATION - None.

14. BOARD MEMBER COMMENTS

Gabrielle Wise is resigning from the DDA Board and expressed her appreciation for participating. Board wished her good luck on future endeavors.

15. ADJOURNMENT

MOTION by Stu Davis, seconded by Shattuck, to adjourn the meeting at 6:44 PM.

All in Favor 6/0

MOTION CARRIED 6/0

Next Regular DDA Board meeting date: Monday, December 8, 2025, at 5:35 PM.

Respectfully submitted by: _____

Katrina Morrow, Recording Secretary

DDA APPROVED:

CITY COMMISSION APPROVED: