

**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 by Mayor Yockey.

**3. ROLL CALL** – Secretary Gabrielle Wise, Treasurer Stu Davis, Mayor Barbara Yockey, Justin Shattuck, Steve Robbins, Joi Kempf

Absent: Chair Walter Barga, 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

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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**

**A. 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 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

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Absent: Bargen, Jorgensen, Sheryl Davis, Docherty

**MOTION CARRIED 6/0**

**B. DDA Holiday Lights**

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

**ROLL CALL VOTE**

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

Nays: None

Absent: Bargen, Jorgensen, Sheryl Davis, Docherty

**MOTION CARRIED 6/0**

**C. Downtown Landscaping Winter Preparation**

**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: Bargen, 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. City Manager Craig Horton to step in for Bennett at the next meeting.

**E. Kringle Market Update**

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

11. **CLOSED SESSION** – None.

12. **DIRECTOR REPORT**

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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: