



CITY OF MADISON HEIGHTS

LIBRARY - FLEX SPACE, 240 W. 13 MILE RD.

**BROWNFIELD REDEVELOPMENT AUTHORITY & DOWNTOWN
DEVELOPMENT AUTHORITY JOINT MEETING AGENDA**

AUGUST 21, 2025 AT 8:00 AM

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) DDA/BRA Joint Meeting Minutes 6-19-25

MEETING OPEN TO THE PUBLIC

UNFINISHED BUSINESS

NEW BUSINESS

- [2.](#) MHDDA Bylaws- Term Limits

REPORTS

- [3.](#) Update on 11 Mile Streetscape Plan Progress
- [4.](#) Downtown Touchdown Event Update
- [5.](#) Update on Other Projects
- [6.](#) August 2025 Finance Report

NOTICE: Persons with disabilities needing accommodations for effective participation through electronic means in this meeting should contact the City Clerk at (248) 583-0826 or by email: clerks@madison-heights.org at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

ADJOURNMENT

Downtown Development Authority & Brownfield Redevelopment Authority Joint Meeting
Madison Heights, Michigan
June 19, 2025

A Downtown Development Authority & Brownfield Redevelopment Authority Joint Meeting was held on Thursday, June 19, 2025 at 8:00 AM at Library - Flex Space, 240 W. 13 Mile Rd.

PRESENT

Member Rickey Busler
Mayor Roslyn Grafstein
Member Gerry Hambright
Chair Yousif Jarbo
Member Melissa Marsh
Member Michael Sheppard
Member Marija Ujkic
Vice -Chair Michael Van Buren

ABSENT

Member Gordon Davignon
Member Joseph Keys
Member Joe Marando
Member Lenea Renshaw

ALSO PRESENT

Community and Economic Development Director Giles Tucker
Deputy City Manager/City Clerk Cheryl Rottmann

1. MHDDA 4-17-25

Motion to approve the MHDDA Meeting Minutes of April 17, 2025, as corrected:

BRA/DDA 25-5. Streetscape Site Furnishings - Bike Racks.

Motion to purchase twelve (12) custom logo cut panel bicycle racks from ThePark for \$42269.97 \$4,269.97 in four different colors.

Motion made by Member Sheppard, Seconded by Vice -Chair Van Buren.

Voting Yea: Member Busler, Mayor Grafstein, Member Hambright, Chair Jarbo, Member Marsh, Member Sheppard, Member Ujkic, Vice -Chair Van Buren

Motion carried.

MEETING OPEN TO THE PUBLIC

There were no members of the public wishing to speak.

2. 29448 John R Rd Brownfield Reimbursement Request #1

Community and Economic Development Director Tucker reviewed the requested and eligible activities with the board.

Motion to approve 28202 Woodward Holding LLC request for a total Brownfield reimbursement of \$170,815.53 for 29448 John R Road.

Motion made by Member Sheppard, Seconded by Member Busler.

Voting Yea: Member Busler, Mayor Grafstein, Member Hambright, Chair Jarbo, Member Marsh, Member Sheppard, Member Ujkic, Vice -Chair Van Buren

Motion carried.

3. 515 E. 11 Mile Delton Approach Agreement

Motion to agree to the terms set forth in the proposed 515 E. 11 Mile Road Easement Agreement, recommend approval of the agreement to the City Council, and authorize the DDA chairperson to sign on behalf of the MHDDA.

Motion made by Vice -Chair Van Buren, Seconded by Member Sheppard.

Voting Yea: Member Busler, Member Hambright, Chair Jarbo, Member Marsh, Member Sheppard, Member Ujkic, Vice -Chair Van Buren

Motion carried.

4. New DDA Board Membership Discussion

Discussion was held on whether members of the DDA should have a property interest in the city. It was the consensus that preference should be given to applicants with a property interest in the DDA. No further action was taken.

5. 11 Mile Streetscape Block Party Event Budget

Community and Economic Development Director Tucker updated the membership on the 11 Mile Streetscape project and construction timeline. The intention is to have a neighborhood block party on October 4th with food trucks, entertainment, and vendors. Mr. Tucker stated that to move forward, he would like to ask for a budget of \$15,000 for the event.

Motion to approve up to \$15,000 for the 11 Mile Streetscape block party.

Motion made by Vice -Chair Van Buren, Seconded by Member Sheppard.

Voting Yea: Member Busler, Mayor Grafstein, Member Hambright, Chair Jarbo, Member Marsh, Member Sheppard, Member Ujkic, Vice -Chair Van Buren

Motion carried.

REPORTS

6. 11 Mile Streetscape Project Update

Director Tucker provide a project update, including the following: the ground breaking ceremony will be June 20th at 11 a.m. in front of the United Methodist Church; the right-of-way agreement between the United Methodist Church and the city was approved by City Council; and City staff are working on preparing an exhibit and encroachment agreement with 241 E 11 Mile Road to accommodate parking circulation due to the approach closure.

7. 11 Mile Streetscape Construction Update

Director Tucker provided the following project updates:

MHDDA Business Digital Marketing Program

Update Tony Austin sent confirmation of the completion of a promotional video for Mia's Bar & Grill on May 24th. The agreement between One Vision Media and the DDA was amended to allow for up to 8 videos to be completed under this program. To date, the following DDA businesses have received a promo video from One Vision Media:

1. Madison Motors
2. Amore Beautiful You Salon
3. Diamond Jim's Custom Jewelry and Repairs
4. Cadillac Straits
5. Mia's Bar and Grill

Snowflake Decorations

At our April meeting the board wanted to explore the possibility of manufacturing light post decorations in-house but also authorize staff to purchase holiday decoration in an amount not to exceed \$15,000. Since this meeting, staff negotiated the purchase of (34) 6' snowflakes from Holiday Designs from Gainesville, Georgia. As of June 10th, around 29 of the 34 snowflakes have been completed. No delivery/shipping has been scheduled. Staff anticipate another update from Holiday Designs on June 17th .

Holiday Banners

At our April meeting, the board selected one banner, asked the Design committee to select a second banner and authorized staff to spend up to \$3,500. After receiving a final design proof for the "Shop, Dine, Enjoy" banner, the logo looks too small on the banner. To get the logo larger on the banner and to fit with the design cost an additional \$425, a total of \$3,421.40.

Member Comments:

Mr. Sheppard noted that bands are expensive and it will have to be determined how much from the approved budget will be allocated for this as well as how long the set should be.

Mr. Van Buren asked that the shrubs around the clock tower be removed because they are dead and noted that the trash receptacles at 10 Mile and John R and Lincoln are overflowing.

Chair Jarbo stated that he attended the Oakland County DDA Main Event and caught the bug of enthusiasm, with membership being all on board and united in a common vision. He issued a challenge to board members to help recruit new members and be ready to work. He commented that the MHDDA has started something here and we need to capitalize on it. He also requested that building identification for potential development improve.

Mr. Busler stated that the Madison Heights Community Coalition is having a prescription takeback event at the Active Adult Center on 6/26 from 11:00 a.m. - 12:30 p.m. In September they are having a situational awareness campaign.

Director Tucker stated there is a FAQ section on the DDA website for the 11 Mile Streetscape project.

ADJOURNMENT

Having no further business, Chair Jarbo adjourned the meeting at 9:30 a.m.

Downtown Development Authority of City of Madison Heights

Memorandum

Date: July 25, 2025

To: Downtown Development Authority Board Members

From: Giles Tucker, Community Development Director

Subject: MHDDA Bylaws & Term Limits

The MHDDA adopted bylaws in 2020, after staff were unable to find any bylaws adopted previously. Prior to adoption, DDA board members were appointed by the Mayor and confirmed by City Council for a term of four years, but there were never any term limits to their service. The new bylaws limits board members to up to two (2) full four (4) year terms. Article III, Section II of the current bylaws reads as follows:

Section II – Number, Tenure, and Qualifications:

*The DDA shall be under the supervision and control of a board consisting of the chief executive officer of the municipality, or their designee from the governing body of the municipality, and not less than 8 or more than 12 members, and not more than 3 Ex-Officio non-voting members as determined by the governing body of the municipality. The voting members shall be appointed for a term of four years. At least a majority of the members shall be persons having an interest in property located in Downtown Madison Heights. At least one of the members shall be a resident of Downtown Madison Heights, if the district has one hundred or more persons residing within it. A member shall hold office until the member's successor is appointed and assumes the office. **Thereafter, each member shall serve for a term of four years, and no more than two full terms.** The City Manager shall be appointed to the board as a voting member in their capacity as a public official and their term shall expire upon expiration of their service as a public official.*

For simplicity, existing DDA board members of the board were allowed to complete their current four (4) year term and begin their first full term upon Board Member renewal starting after 2021. The following are current board members (excluding active Mayor & City Manager), their current term and its expiration:

Name	Position	Term End	Type of Term
Rickey Busler	Member - Re/Max Vision	02/28/2026	First Term
Gordon Davignon	Member - Cadillac Straits	02/28/2026	First Term
Gerry Hambright	Member - Pyro Service Company	02/28/2027	No full term yet - filled vacancy
Yousif Jarbo	Chair - Amori's Market	02/28/2027	First Term
Joseph Keys	Member - Correct Car Care	02/28/2027	First Term
Giuseppe (Joe) Marando	Member - King Property Investments	02/28/2029	No full term yet - filled vacancy
Lenea Renshaw	Member - Miss NeNe's Child Care	02/28/2029	First Term
Michael Sheppard	Member - Northern TV	02/28/2027	First Term
Marija Ujkic	Member - Mia's Tasty Grill	02/28/2028	First Term
Michael VanBuren	Vice-Chair - Artech Printing	02/28/2027	First Term
VACANT REGULAR	Member	02/28/2029	vacancy
Roslyn Grafstein	Mayor	11/10/2025	mayor
Melissa Marsh	Member - City Manager	N/A	city manager
Giles Tucker	Staff Liaison	N/A	staff

The purpose of term limits on the DDA board is to encourage a wider range of perspectives from new downtown businesses and residents interested in serving. Over the last few years, the DDA has not had issues onboarding new board members. Further, because at least a majority of the DDA board must have ownership interest in DDA businesses or property, this provision may limit the amount of willing and eligible board members in the future.

Staff Recommended Action:

The MHDDA board should recommend approval of the proposed amendment to the MHDDA Bylaws, which removes term limits to DDA Board membership. This recommendation would then be included for consideration for approval of City Council.

**MADISON HEIGHTS SOUTHEND DOWNTOWN DEVELOPMENT
AUTHORITY
MADISON HEIGHTS, MICHIGAN
BY-LAWS**

**Adopted by the Madison Heights Southend DDA: April 14, 2021
Adopted by the City of Madison Heights: April 26, 2021**

Article I: Purposes & Powers

Section 1 – Purposes:

The Madison Heights Southend Downtown Development Authority (the “DDA”) is organized pursuant to the City of Madison Heights Ordinance No. 948 of 1997 (the “Ordinance”) and the State of Michigan PA 57 Of 2018 Recodified Tax Increment Refinancing Act (the “Act”). The Authority shall operate to halt property value deterioration, eliminate the causes of the deterioration, increase property tax valuation where possible in the business district of the City, and promote economic growth as described in the Ordinance.

Section 1 – Powers:

The Authority hold all of the powers granted by the Ordinance and the Act now or hereafter conferred by law on Authorities organized under the Act.

Article II: Offices

Section I – Offices:

The DDA may have such offices as the DDA Board of Directors may determine or the affairs of the DDA may require from time to time.

Article III: Board of Directors

Section I – General Powers:

The affairs of the DDA shall be managed by its Board of Directors who may exercise all of the powers provided under the Ordinance and the Act.

Section II – Number, Tenure, and Qualifications:

The DDA shall be under the supervision and control of a board consisting of the chief executive officer of the municipality, or their designee from the governing body of the municipality, and not less than 8 or more than 12 members, and not more than 3 Ex-Officio non-voting members as determined by the governing body of the municipality. The voting members shall be appointed for a term of four years. At least a majority of the members shall be persons having an interest in property located in Downtown Madison Heights. At least one of the members shall be a resident of Downtown Madison Heights, if the district has one hundred or more persons residing within it. A member shall hold office until the member’s successor is appointed and assumes the office. ~~Thereafter, each member shall serve for a term of four years, and no more than two full terms.~~ The City Manager shall be appointed to the board as a voting member in their

capacity as a public official and their term shall expire upon expiration of their service as a public official.

Section III – Selection of Board Members:

The Chief Executive Officer of the City of Madison Heights, with the consent of the City Council, shall appoint the voting members of the Board. Prior to appointment, the DDA Board shall be given the opportunity to review the application of potential appointees, invite potential appointees to a Regular or Special DDA meeting to introduce themselves, and to make a recommendation of appointment to the Chief Executive Officer of the City of Madison Heights. Subsequent voting Board members shall be appointed in the same manner as the original appointments at the expiration of each member's term of office.

Section IV – Expiration of Term; Continuation in Offices; Reappointment; Filling Vacancies:

Board Members whose term of office has expired shall continue to hold office until their successor has been appointed. If a vacancy is created by the death, resignation, or removal of a member, a successor shall be appointed by the Chief Executive Officer of the Municipality.

Section V – Removal:

Pursuant to notice and after having been given an opportunity to be heard, a member of the board may be removed for cause by a majority vote of the City Council. Sufficient cause for removal includes, but is not limited to, neglect of duty, nonattendance at meetings, or loss of status conferred by an interest in the downtown district. The DDA Board of Directors may make a recommendation to City Council for cause by a majority vote.

Section VI – Disclosure of Interests:

A Board Member who has a direct interest in any matter before the DDA Board of Directors shall disclose their interest prior to the DDA Board of Directors taking any action with respect to the matter, which disclosure shall become a part of the record of the DDA Board of Directors' official proceedings.

Section VIII – Regular Meetings:

Regular meetings of the DDA Board of Directors shall be held at such time and place, as the board shall from time to time determine. Regular meetings shall be held, at a minimum, four times per calendar year, unless the DDA Board of Directors determines otherwise. The Chairperson shall determine the specific time and day of each month that regular meetings shall be held based on the availability of Board members.

Section IX – Special Meetings:

Special meetings of the DDA Board of Directors may be called by or at the request of City Council, the Board Chairperson or any Board Member. The person or persons authorized to call special meetings of the DDA Board of Directors may fix any place within the City of Madison Heights as the place for holding any special meeting of the DDA Board of Directors called by them in accordance with Public Act 267 of the Public Acts of 1976, as amended.

Section X – Notice of Meetings:

Except as otherwise provided by law, all meetings shall be preceded by public notice in accordance with Public Act 267 of the Public Acts of 1976, as amended.

Section XI – Quorum and Voting:

A majority of the members of the DDA Board of Directors then in office shall constitute a quorum for the transaction of business. In the event that effective membership is reduced because of Disclosure of Interest (Article III, Section 6), a majority of the remaining members of the DDA Board of Directors eligible to vote shall constitute a quorum for the transaction of business.

The vote of majority members present at a meeting at which a quorum is present shall constitute the action of the DDA Board of Directors unless the vote of the larger number is required by statute or elsewhere in these rules.

Section XII – Public Meetings:

The meetings of the Board shall be public.

Section XIII – Compensation of Members:

Members of the board shall serve without compensation, but shall be reimbursed for actual and necessary expenses.

Section XIV – Minutes of all Meetings:

The minutes of any meeting of the Madison Heights DDA Board of Directors will be emailed to all members of the Madison Heights DDA Board of Directors for their review prior to the next regularly scheduled meeting. Minutes of the proceedings of regular or special meetings shall be prepared at the request of and provided to any member of the Madison Heights DDA Board of Directors or the City Council. Minutes of closed meetings shall be maintained in conformity with and shall be subject to the provisions of the Open Meetings Act, Act 267 of the Public Acts of 1976, as amended.

Article IV: Officers and the Executive Board

Section I – Officers:

The officers of the Madison Heights DDA Board of Directors shall be a Chairperson, Vice-Chairperson, Secretary and Treasurer.

Section II – Election and Term of Office:

Officers of the Madison Heights DDA Board of Directors shall be elected bi-annually by the Board at the first regular meeting of the Madison Heights DDA Board of Directors of the calendar year. If the election of officers shall not be held at such meeting, such election shall be held within 120 days of such meeting. Each officer shall hold office until their successor shall have been duly elected and shall have qualified. The same person in the same office may serve a maximum of two consecutive terms. A term of office is two years. No member shall hold more than one office at a time. An officer must be a current Board member.

Section III – Removal:

Pursuant to proper notice and an opportunity to be heard, a member may be removed from office for cause by a majority vote of the City Council. Sufficient cause for removal includes, but is not limited to, neglect of duty, nonattendance at meetings, or loss of status conferred by an interest in the downtown district.

Section IV – Vacancies:

A vacancy in office because of death, resignation, removal, disqualification or otherwise, may be filled by the Madison Heights DDA Board of Directors for the unexpired portion of the term.

Section V – Chairperson:

The Chairperson shall preside at all meetings of the Madison Heights DDA Board of Directors and shall discharge the duties of the presiding officer. To qualify as a candidate for Chairperson in an election, the Board member must have served one full year on the Madison Heights DDA Board of Directors to be eligible.

Section VI – Vice-Chairperson:

In the absence of the Chairperson or in the event of their inability or refusal to act, the Vice-Chairperson shall perform the duties of the Chairperson, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. Any Vice-Chairperson shall perform such other duties as from time to time may be assigned to him by the Chairperson or by the Madison Heights DDA Board of Directors. To qualify as a candidate for Vice-Chairperson in an election, the Board member must have served one full year on the Madison Heights DDA Board of Directors to be eligible.

Section VII – Secretary

The City Clerk or designee shall serve as Secretary and shall record, review and present to the Madison Heights DDA Board of Directors for approval all Madison Heights DDA Board of Directors meeting minutes and correspondence.

Section VIII – Treasurer

The Treasurer shall review and present to the Madison Heights DDA Board of Directors for approval all Madison Heights DDA fund and expense reports created by the Executive Director of the Madison Heights DDA. In the absence of the Executive Director of the Madison Heights DDA, the Treasurer will be responsible for all tracking of all funds, expenses and revenues.

Section IX – Executive Board Members:

The Executive Board shall be made up of the Chairperson, Vice-Chairperson, Treasurer and Executive Director.

Section X—Executive Board Powers:

The responsibilities of the Executive Board shall be to advise the Executive Director on the finances, personnel and administration of the Madison Heights DDA. The Executive

Board shall finalize the annual budget to be approved by the Madison Heights DDA Board of Directors and then presented to City Council for approval.

Article V: Employment of Personnel:

The Madison Heights DDA Board of Directors may employ personnel as deemed necessary. Such personnel may include, but not limited to an Executive Director, treasurer, secretary, legal counsel, ambassador, maintenance staff, and other staff as necessary to achieve the goals and objectives of the Madison Heights DDA.

Section I—The Executive Director Role:

The Economic Development Supervisor will serve as the Executive Director and shall report directly to Community & Economic Development Director. The Executive Director shall supervise all other staff, contractors, and consultants of the Madison Heights DDA.

The Executive Director shall have the authority to spend DDA funds within the approved budget line items. In the event that funds need to be reallocated to accommodate a new or different goal or objective of the DDA the Executive Director shall have the authority to do so up to \$1,000 item without prior consent from the DDA Board of Directors. The Executive Director shall notify the DDA Board of Directors of this action at their next regular meeting.

Section II—Employment Contract & Hiring

The Executive Director shall conduct business in accordance with all rules and policies as established by the City of Madison Heights.

Article VI: Standing Committees

Section I – Standing Committees:

Standing committees of the Madison Heights DDA Board of Directors shall be the Design Committee, Economic Vitality Committee, Promotions Committee and the Organizational committee. These committees may be restructured or ceased by the DDA Board of Directors at any time. Additional committees may be formed if necessary to accomplish goals and objectives as outlined in the Strategic Plan.

Section II – Standing Committee Structure:

No fewer than three committee members and no more than eight committee members shall serve on each committee. No more than four Madison Heights DDA Board of Directors shall serve on one committee. The DDA Executive Director shall act as a permanent consultant to each committee without needing to be in attendance at all meetings. The committees shall include outside consultants, residents of the city and business people of the DDA.

Section III – Term of Office:

Each member of the standing committee shall continue as such until their successor is appointed, unless such member resigns, or unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

Section IV – Chairperson:

One member of each committee shall be appointed Chairperson by the Madison Heights DDA Board of Directors and does not have to be a DDA Board Member.

Section V – Quorum:

Unless otherwise provided in the resolution of the Madison Heights DDA Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum, and the acts of the majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section VI – Power of Committees:

Standing committees shall determine and schedule their meeting times, dates and locations; consult with outside sources; interface with other city-appointed Boards and Commissions for an exchange of ideas that would then be presented to the Madison Heights DDA Board of Directors prior to any action of the Madison Heights DDA Board of Directors.

The committees could interface by inviting member(s) of such boards and commissions to a committee meeting, members(s) of the committee attending said Board's meeting, telephone consultation, and written correspondence; make recommendations to the DDA Board of Directors for approval; act on decisions made by the DDA Board of Directors as delegated by said Board of Directors that are within the authority and means of Board of Directors. Standing committees do not have the authority to take action without the approval of the DDA Board of Directors; make decisions without the approval of the DDA Board of Directors; act on proposed plans without approval of the DDA Board of Directors; make recommendations between committees without DDA Board of Directors approval; and enter into contracts or purchase agreements.

Section VII – Duties:

The duties of the committees are to notify the DDA Executive Director and Chairperson of all meeting times, dates and locations; keep written summaries of each meeting to be filed with the Madison Heights DDA; keep the DDA Executive Director informed of the events of each meeting by means of the Chairperson if unable to attend; fulfill charges of and answer to the Madison Heights DDA Board of Directors; present committee reports at Madison Heights DDA Board of Directors meetings as necessary; act in the best interest of the Madison Heights DDA at all times.

Article VII: Advisory Committees

Section I - Committees of Members:

The Madison Heights DDA Board of Directors, by resolution adopted by a majority of the members present at any meeting, may designate and appoint one or more committees to advise the Madison Heights DDA Board of Directors, except as otherwise provided in such resolution. The members of such committee may be Board Members, outside consultants or community leaders as authorized by the Madison Heights DDA Board of Directors and appointed whenever it is deemed in the best interest of the Madison Heights DDA. The Madison Heights DDA Board of Directors if deemed in the best interest of the Madison Heights DDA may remove any member of an advisory committee.

Section II – Term of Office:

Each member of a committee shall continue as such until their successor is appointed, unless such member resigns, or unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

Section III – Chairperson:

The Madison Heights DDA Board of Directors shall appoint one member of each committee the chairperson of the advisory committee.

Section IV – Quorum:

Unless otherwise provided in the resolution of the Madison Heights DDA Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum, and the acts of the majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Article VIII: Contracts, Checks, Deposits and Funds

Section I – Contracts:

The Board may authorize the chairperson, executive director, agents or agents of the Madison Heights DDA, to enter into any contract or execute and deliver any instrument in the name of and on the behalf of the authority, and such authorization may be general or confined to specific instances.

The Executive Director shall enter in to contracts without further consideration by the DDA Board of Directors for those items that are included in an approved budget.

Section II – Checks, Drafts, etc.:

All orders for the payment of money, notes or other evidences of indebtedness shall be signed by the Executive Director and forwarded on to the Finance Department of the City of Madison Heights for the issuance of payment. If for any reason the Madison Heights DDA establishes a bank account outside of the City of Madison Heights's bank account, then all checks, drafts, and orders for payment of money, notes or other evidences of indebtedness shall be co-signed by two persons of the Executive Board.

Section III – Deposits:

All funds of the Madison Heights DDA shall immediately be deposited into the appropriate fund or account to the credit of the Madison Heights DDA in such banks, trust companies or other depositories as the Madison Heights DDA Board of Directors may select.

Section IV – Gifts:

The Board of Directors may accept on behalf of the Madison Heights DDA any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Madison Heights DDA. The Executive Director shall inform the City of Madison Heights of the receipt of such gifts. The identity of the donor need not be reported should the donor wish to remain anonymous.

Section V – Budget:

The committees of the Madison Heights DDA shall submit proposed objectives and goals to the Madison Heights DDA Board of Directors in December for the development of an annual budget. The Madison Heights DDA Board of Directors shall set goals and objectives annually in January to develop and approve a budget for the fiscal year beginning the first day of July. The Madison Heights DDA Board of Directors shall submit an annual budget to the City of Madison Heights Finance Department by the end of February for inclusion in the annual budget presentation to City Council held prior to April 30 of each year for City approval.

Article IX: Books and Records

The Madison Heights DDA shall keep correct and complete books and records of account, and shall also keep minutes of the proceedings of its members, Madison Heights DDA Board of Directors, and committees having any of the powers of the Madison Heights DDA Board of Directors, and shall keep at the principal office a record giving the names and addresses of the members entitled to vote. All books and records of the Authority shall be open to the public at all times.

The Executive Director shall provide the Treasurer, Madison Heights DDA Board of Directors and City of Madison Heights with regular financial reports of the activities of the revenues received and expenditures made by the Madison Heights DDA.

Article X: Calendar Year

The calendar year of the corporation shall begin on the first day of January and end the last day of December each year.

Article XI: Fiscal Year

The fiscal year of the corporation shall begin on the first day of July and end the last day of June each year.

Article XII: Amendments to Rules

These rules may be altered, amended, or repealed and new rules may be adopted by a majority of the members appointed and serving if written notice is given of intention to

alter, amend, or repeal or to adopt new rules at such meeting. The full nature of the rule change shall be included in the notice. Adoption of rule changes shall require affirmative votes by five members of the Madison Heights DDA Board of Directors. Changes in these rules are subject to approval by the City Council.

Article XIII: Political Campaign Activity

The Madison Heights DDA shall not expend funds of the Madison Heights DDA or otherwise contribute to the advocacy of any political candidate or ballot question.

Article IX: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Madison Heights DDA Board of Directors in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the DDA Board of Directors may adopt.

Downtown Development Authority of City of Madison Heights

Memorandum

Date: August 14, 2025

To: Downtown Development Authority Board Members

From: Giles Tucker, Community Development Director

Subject: 11 Mile Streetscape Project Update

1. 11 Mile Streetscape Phase 2 Notice Sent Aug. 7th: DPS mailed notice to businesses and the surrounding neighborhoods impacted by the streetscape project Aug. 7th. At the beginning of this week traffic will be shifted to 11 Mile Rd to allow for construction on the north side of 11 Mile Rd. The most notable changes are:
 - North Side Streets (north of 11 Mile):
 - i. Access to and from 11 Mile Road will be temporarily closed.
 - South Side Streets (south of 11 Mile):
 - i. Access from 11 Mile Road to these side streets will open. However, left turns onto westbound 11 Mile from these side streets will be prohibited due to the detour.
 - 11 Mile Road:
 - i. Eastbound traffic will be reduced to one lane.
 - ii. Westbound traffic between Dequindre and John R will be closed.
 - iii. A detour will reroute westbound drivers north onto Dequindre, then west onto 12 Mile Road, then south on John R, returning to 11 Mile.

2. United Methodist Church Sign & ROW Purchase Agreement: A Quit Claim Deed has been recorded at Oakland County Register of Deeds. Signarama demolished the Church sign to grade, and afterwards DiLisio removed the concrete foundation. However, when they did so it pulled out the existing conduit that was intended to be reused for the sign. To keep the project on track we used city contractor CNS Electric to trench, rerun the conduit and energize the sign (\$760.00). All that remains is the installation of a locking cover for the lettering on the sign and some clean up. In January 2025, the DDA approved a budget for this project not to exceed \$25,000. The total project costs including electrical work were \$13,334.71.

3. 515 E. 11 Mile Rd- Easement Agreement & 241 E 11 Mile R Rd Encroachment Agreement: Both agreements were approved at the July 28th City Council Meeting and recorded at the Oakland County Register of Deeds.

4. 50% Completed Drone Footage on the DDA Facebook Page:

5. Royal Oak Increased Interest in 11 Mile Rd Reconfiguration: Royal Oak convened a meeting with neighboring communities to learn their plans for 11 Mile Rd. They are considering matching our 11 Mile improvements including the 3 lane roadway, possibly including the 10ft wide path on North 11 Mile.

Downtown Development Authority of City of Madison Heights**Memorandum**

Date: August 14, 2025
To: MHDDA Board
From: Giles Tucker, Community Development Director
Subject **11 Mile “Downtown Touchdown” Event Update**

A budget of \$15,000 for an 11 Mile event was approved at our June DDA Meeting. Since then, the Promotions Committee has met a few times and much of the event has been planned. We have finalized the event theme and itinerary, secured the stage, bouncy house, live band and received approval from Police & Fire of the Event Layout. Most importantly, we are behind schedule on vendors and sponsors for the event! We need help obtaining commitments from vendors and sponsors, which in turn help us promote the event!

1. Sponsors- \$500 of our \$10,000 fundraising goal
 - a. JJ’s Custard \$500.00
2. Vendors- 1/40 Vendors confirmed; 3 vendors verbally committed. Approximately 500 businesses contacted thus far.

The Promotions Committee is meeting following this meeting to discuss how to incorporate a Cornhole Tournament, Field Goal Kicking Contest, Event T-Shirts and event advertising and decorations. I have attached the event flyer, Vendor form and Sponsor form.

Downtown Development Authority of City of Madison Heights**Memorandum**

Date: August 13, 2025

To: Downtown Development Authority Board Members

From: Giles Tucker, Community Development Director

Subject: Snowflake Decorations, Holiday Banners & DTE Community Lighting

Annual Brownfield Reporting Due August 31st: Each year our BRA is required to submit reporting to the MEDC. CED is working with the City's Finance to submit prior to this deadline.

25914 John R Rd Weiss Distillery: On August 5th Weiss Distillery was officially awarded \$156,000 in grant funds from Main Street Oakland County's Urban Main grant. This award is a reimbursement grant, and all work must be completed prior to December 31st to receive reimbursement for eligible activities. Further, Weiss Distillery has indicated to me that they have hired Ideation Orange in Hazel Park to assist with design work for the exterior façade grant. They anticipate applying for a DDA façade grant to be considered at our November 20th DDA Meeting.

Holiday Decorations: All our Snowflake decorations and holiday banners have been delivered. I have spoken with DTE lighting and DPS and we intend to have the snowflakes and new banners up by the second week of November and taken down at the end of January.



Michigan Roots Artisan Shoppe- Discount on Madison Heights Shirts! Madison Heights business Michigan Roots Artisan Shoppe has a Madison Heights t-shirt that Mike Van Buren found.



PERIOD ENDING 08/31/2025

Item 6.

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	
		AMENDED BUDGET	08/31/2025	MONTH 08/31/2025	BALANCE		
		NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000 - NA							
248-000-673-5008	FIXED ASSET CLEARING ACCOUNT	0.00	0.00		0.00	0.00	0.00
Total Dept 000 - NA		0.00	0.00		0.00	0.00	0.00
Dept 011 - PROPERTY TAXES							
248-011-402-4030	TAXES REAL OPERATING	240,169.00	49,696.81		15,656.85	190,472.19	20.69
248-011-410-4160	TAXES PERSONAL OPERATING	14,740.00	523.41		51.62	14,216.59	3.55
248-011-411-0000	DELINQUENT/MTT TAX REFUNDS - GENERAL	0.00	0.00		0.00	0.00	0.00
248-011-437-0000	TAXES IFT ACT 198	0.00	0.00		0.00	0.00	0.00
248-011-573-4159	PPT REIMBURSEMENT - STATE	0.00	0.00		0.00	0.00	0.00
Total Dept 011 - PROPERTY TAXES		254,909.00	50,220.22		15,708.47	204,688.78	19.70
Dept 023 - STATE SHARED REVENUES							
248-023-573-0000	LOCAL COMMUNITY STABILIZATION SHARING	27,545.00	0.00		0.00	27,545.00	0.00
Total Dept 023 - STATE SHARED REVENUES		27,545.00	0.00		0.00	27,545.00	0.00
Dept 025 - COUNTY SHARED REVENUES							
248-025-588-1000	COUNTY GRANT	0.00	0.00		0.00	0.00	0.00
Total Dept 025 - COUNTY SHARED REVENUES		0.00	0.00		0.00	0.00	0.00
Dept 044 - MISCELLANEOUS REVENUE							
248-044-665-5000	INTEREST EARNED	500.00	0.00		0.00	500.00	0.00
248-044-674-0000	DONATIONS/PRIVATE CONTRIBUTIONS	0.00	0.00		0.00	0.00	0.00
248-044-680-6701	MISCELLANEOUS REVENUE	0.00	500.00		500.00	(500.00)	100.00
Total Dept 044 - MISCELLANEOUS REVENUE		500.00	500.00		500.00	0.00	100.00
Dept 048 - TRANSFERS IN							
248-048-699-0000	TRANFERS IN (FROM GEN FUND)	0.00	0.00		0.00	0.00	0.00
248-048-699-0244	TRANSFERS IN EDG	0.00	0.00		0.00	0.00	0.00
248-048-699-6000	TRANSFERS IN (FROM SAD)	0.00	0.00		0.00	0.00	0.00
Total Dept 048 - TRANSFERS IN		0.00	0.00		0.00	0.00	0.00
Dept 053 - PRIOR YEARS FUND BALANCE							
248-053-692-6970	USE OF FUND BALANCE	614,773.00	0.00		0.00	614,773.00	0.00
Total Dept 053 - PRIOR YEARS FUND BALANCE		614,773.00	0.00		0.00	614,773.00	0.00
TOTAL REVENUES		897,727.00	50,720.22		16,208.47	847,006.78	5.65
Expenditures							
Dept 863 - DOWNTOWN DEVELOPMENT AUTHORITY							
248-863-729-0000	FORMS AND PRINTING	500.00	0.00		0.00	500.00	0.00

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PERIOD ENDING 08/31/2025

Item 6.

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	
		AMENDED BUDGET	08/31/2025	MONTH 08/31/2025	BALANCE		
		NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
248-863-730-0000	POSTAGE	0.00	0.00	0.00		0.00	0.00
248-863-766-0000	TOOLS AND SUPPLIES	0.00	0.00	0.00		0.00	0.00
248-863-807-0000	AUDIT FEES	2,266.00	0.00	0.00		2,266.00	0.00
248-863-817-0000	EVENTS	0.00	0.00	0.00		0.00	0.00
248-863-818-0000	CONTRACTUAL SERVICES	20,000.00	0.00	0.00		20,000.00	0.00
248-863-818-0001	DDA MARKET ANALYSIS	0.00	0.00	0.00		0.00	0.00
248-863-818-5000	BLIGHT REMOVAL - SIGN GRANT PROGRAM	10,000.00	0.00	0.00		10,000.00	0.00
248-863-818-5001	BLIGHT REMOVAL - FACADE IMPROVEMENT	30,000.00	0.00	0.00		30,000.00	0.00
248-863-818-5002	BLIGHT PROPERTY	0.00	0.00	0.00		0.00	0.00
248-863-818-5003	BLIGHT REMOVAL - PROPERTY ACQUI	0.00	0.00	0.00		0.00	0.00
248-863-818-5004	PERM ID PROGRAM	0.00	0.00	0.00		0.00	0.00
248-863-826-0000	LEGAL FEES	0.00	0.00	0.00		0.00	0.00
248-863-826-2000	HOURLY RATE-LEGAL	0.00	0.00	0.00		0.00	0.00
248-863-832-1000	MAINTENANCE-BERM AREA	17,500.00	0.00	0.00		17,500.00	0.00
248-863-832-1001	MAINTENANCE - ROW TRASH	3,500.00	0.00	0.00		3,500.00	0.00
248-863-921-0000	ELECTRIC	1,000.00	46.32	0.00		953.68	4.63
248-863-944-0000	MOTOR POOL CHARGES	0.00	0.00	0.00		0.00	0.00
248-863-944-1000	DEPT OF PUBLIC SERVICES CHARGES	0.00	0.00	0.00		0.00	0.00
248-863-955-8640	CONFERENCES AND WORKSHOPS	1,500.00	0.00	0.00		1,500.00	0.00
248-863-958-0000	MEMBERSHIPS AND DUES	1,500.00	0.00	0.00		1,500.00	0.00
248-863-960-9570	SUBSCRIPTIONS AND MAGAZINES	0.00	0.00	0.00		0.00	0.00
248-863-981-0000	COMPUTER EQUIPMENT	0.00	0.00	0.00		0.00	0.00
248-863-987-0000	IMPROVEMENTS	20,000.00	0.00	0.00		20,000.00	0.00
248-863-987-0001	ALLEY IMPROVEMENTS	0.00	0.00	0.00		0.00	0.00
248-863-987-0002	PROPERTY ACQUIS/DEMO	35,000.00	760.00	760.00		34,240.00	2.17
248-863-987-0003	PATINA PLACE - BRA STREETSCAPE IMPRVMT	0.00	0.00	0.00		0.00	0.00
248-863-987-0004	MADISON TOWN CTR - BRA ST IMPROV	0.00	0.00	0.00		0.00	0.00
248-863-987-0006	11 MILE/JOHN R ROAD IMPROVEMENTS	725,562.00	0.00	0.00		725,562.00	0.00
248-863-987-0011	IMPROVEMENTS - BICYCLE RACK PROGRAM	0.00	0.00	0.00		0.00	0.00
248-863-987-0012	DDA BUSINESS GRANT	0.00	0.00	0.00		0.00	0.00
Total Dept 863 - DOWNTOWN DEVELOPMENT AUTHORITY		868,328.00	806.32	760.00		867,521.68	0.09
Dept 965 - TRANSFERS OUT							
248-965-995-2272	TRANSFER TO LOCAL ST	0.00	0.00	0.00		0.00	0.00
248-965-995-4000	TRANSFER TO SAD REVOLVING	0.00	0.00	0.00		0.00	0.00
248-965-995-6000	TRANSFER TO GENERAL FUND	29,399.00	0.00	0.00		29,399.00	0.00
248-965-995-9991	TRANSFER TO MAJOR STREETS	0.00	0.00	0.00		0.00	0.00
248-965-998-9990	PAYING AGENT FEES	0.00	0.00	0.00		0.00	0.00
Total Dept 965 - TRANSFERS OUT		29,399.00	0.00	0.00		29,399.00	0.00
TOTAL EXPENDITURES		897,727.00	806.32	760.00		896,920.68	0.09
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		897,727.00	50,720.22	16,208.47		847,006.78	5.65
TOTAL EXPENDITURES		897,727.00	806.32	760.00		896,920.68	0.09
NET OF REVENUES & EXPENDITURES		0.00	49,913.90	15,448.47		(49,913.90)	100.00

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
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*** Assets ***

248-000-001-1000	CLAIM ON CASH	833,556.65
248-000-001-1003	CASH - CHASE SAVINGS	0.00
248-000-003-0000	INVESTMENTS	58,373.81
248-000-040-0391	ACCOUNTS RECEIVABLE-MISC	0.00
248-000-041-1000	DELINQUENT RECEIVABLE	17,817.11
248-000-072-0000	DUE FROM COUNTY	0.00
248-000-078-0680	DUE FROM STATE GOVERNMENT	0.00

Total Assets		909,747.57
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*** Liabilities ***

248-000-202-0000	ACCOUNTS PAYABLE	0.00
248-000-211-2100	CONTRACTS/RETAINAGE PAYABLE	0.00
248-000-214-2150	DUE TO OTHER FUNDS	0.00
248-000-268-0000	ESCHEATED FUNDS	0.00
248-000-299-9999	SUSPENSE	0.00
248-863-211-2100	CONTRACTS PAYABLE	0.00

Total Liabilities		0.00
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*** Fund Balance ***

248-000-390-0000	FUND BALANCE	542,778.29
248-000-398-0000	ASSIGNED-SUBSEQUENT YRS EXP	0.00

Total Fund Balance		542,778.29
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Beginning Fund Balance - 24-25		542,778.29
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Net of Revenues VS Expenditures - 24-25		317,055.38
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*24-25 End FB/25-26 Beg FB		859,833.67
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Net of Revenues VS Expenditures - Current Year		49,913.90
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Ending Fund Balance		909,747.57
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Total Liabilities And Fund Balance		909,747.57
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* Year Not Closed