



CITY OF MADISON HEIGHTS
LIBRARY FLEX SPACE, 240 W. 13 MILE RD.
MHDDA REGULAR MEETING AGENDA
FEBRUARY 19, 2026 AT 8:00 AM

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) MHDDA Regular Meeting Minutes 1-15-26

MEETING OPEN TO THE PUBLIC

- [2.](#) MHDDA Board Member Candidates

REPORTS

- [3.](#) Finance Report

UNFINISHED BUSINESS

- [4.](#) Clocktower Repair & Replacement

NEW BUSINESS

- [5.](#) MSOC Partnership Level Requirements & Benefits

COMMITTEE REPORTS

6. Promotions Committee: Event Budgets

TRAINING & EVENT OPPORTUNITIES

ADJOURNMENT

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.

MHDDA Regular Meeting
Madison Heights, Michigan
January 15, 2026

A MHDDA Regular Meeting was held on Thursday, January 15, 2026 at 8:00 AM at the Library Flex Space, 240 W. 13 Mile rd.

PRESENT:

Mayor Corey Haines
Member Melissa Marsh
Member Lourdes Osorio-Lorenzo
Member Lenea Renshaw
Member Michael Sheppard
Vice -Chair Michael Van Buren

ABSENT:

Member Gerry Hambright
Chair Yousif Jarbo
Member Joseph Keys
Member Joe Marando
Member Marija Ujkic

ALSO PRESENT:

Community and Economic Development Director Giles Tucker
Business Services Coordinator Mary Daley

DDA-26-01. Minutes.

Motion to approve the MHDDA regular and informational meeting minutes of November 20, 2025 as printed.

Motion made by Member Marsh, Seconded by Member Sheppard.

Voting Yea: Mayor Haines, Member Marsh, Osorio-Lorenzo, Member Renshaw, Member Sheppard, Vice -Chair Van Buren

Motion carried.

MEETING OPEN TO THE PUBLIC:

There were no members of the public wishing to speak.

1. MHHP Chamber of Commerce Service Agreement Renewal

At the previous meeting, discussion was held regarding re-evaluating the contractual agreement between the DDA and the Chamber of Commerce. CED Director Tucker provided the DDA with proposed revisions to the agreement. Notable revisions from the previous agreement are as follows:

The Agreement assigns a billable rate of \$75 per hour, for a total not to exceed \$3,000. The Chamber will be required to provide an annual report on all the services provided to the DDA no later than December 31st. Another proposed revision is the “Default” clause of the agreement has been renamed to “Termination”. The revised language allows the DDA to terminate for any reason after providing 30 days written notice.

DDA-26-02. MHHP Chamber of Commerce Service Agreement Renewal

Motion to authorize the DDA Chairman to sign the "Agreement for Services between DDA of Madison Heights and Madison Heights/Hazel Park Chamber of Commerce" to continue these services for another year for a total of \$3,000 paid in quarterly increments of \$750.

Motion made by Member Sheppard, Seconded by Mayor Haines.

Voting Yea: Mayor Haines, Member Marsh, Osorio-Lorenzo, Member Renshaw, Member Sheppard, Vice -Chair Van Buren

Motion carried.

2. 2026-27 Proposed Budget

Director Tucker reviewed the proposed 2026-2027 budget, including a reduction to the contractual services line item to include the revised Chamber of Commerce Agreement, an increase in events line item, an increase in the improvements line item to include clocktower repair with component replacement, rust removal and repainting.

Discussion centered on the clocktower repair and component replacement. Director Tucker reached out to the company that the city originally purchased the tower from and has made repairs to the tower in the past. Depending on varying repairs, they believe that the issues could cost between \$17,505 to \$38,298, not including rust removal and repainting costs. Mr. Tucker also reached out to two local companies to inquire about services and repairs. Upon approval of this line item, Director Tucker will prepare an RFP document and get official pricing for the DDA to review.

DDA-26-03. 2026-27 Proposed Budget

Motion to approve the 2026-2027 DDA Budget as presented.

Motion made by Member Sheppard, Seconded by Mayor Haines.

Voting Yea: Mayor Haines, Member Marsh, Osorio-Lorenzo, Member Renshaw, Member Sheppard, Vice -Chair Van Buren

Motion carried.

Finance Report

Director Tucker reviewed the DDA Finance Report and noted that there were not many significant expenses since the November 2025 meeting. Significant expenses incoming includes the last payment towards the 11 Mile Streetscape, and \$4,825 upon completion of the sprinkler system replacement for 551 E 11 Mile Rd.

Streetscape and Other Projects

PA 57 Compliance Complete for 2025:

All PA 57 requirements are complete. Annual Financial Information was sent to MEDC, our 2nd Informational Meeting was held on 11/20/25 and our required information for the DDA website has been updated on the City website. Director Tucker thanked Kindred from the Community Relations Department for her assistance with this project.

Clock Tower Repair and Component Replacement:

This matter was previously discussed during the proposed budget discussion.

SEMCOG Grant Awarded:

A grant of \$180,602 was awarded on December 16th for traffic calming and pedestrian safety features throughout the city, including a Rectangular Rapid Flashing Beacon (RRFB) within the streetscape area.

MHDDA Bylaws Revisions Passed at 12-8-25 City Council:

Bylaws were passed in December.

Holiday Lights & DTE Infrastructure Repairs:

Discussions between Director Tucker and DTE began in November 2025 over the outages noticed in the DDA area after we put up the holiday decorations. It was discovered that the newly installed poles had not been energized. In order to complete repairs to the pole they needed to bore into the ground to energize the poles. They completed boring and energizing 12/23 but as of yet crews have not retested the GFCI's.

11 Mile Road Diet moving forward in Royal Oak:

Plans to reduce 11 Mile Rd to three lanes on our Royal Oak border are moving forward and they have even included a matching 10ft Multi-use path on the north side of the roadway similar to Madison Heights.

Committee Assignments & Potential Projects

Director Tucker presented the DDA members with a member list indicating their current committee assignments. The committees consist of the following:

Economic Vitality - to focus on grants, facade grants

Design - to focus on physical improvements, wayfinding signs, banners

Promotions - promotes events, support business events

Director Tucker asks for input on which committee the members would like to participate in.

ADJOURNMENT:

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

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

Date: February 13, 2026

To: Downtown Development Authority Board Members

From: Giles Tucker, Community Development Director

Subject: MHDDA Board Member Candidates

Since our last MHDDA meeting we have had two downtown area business owners express interest in serving on the MHDDA Board. We have invited them both to join our meeting to learn what we are working on and to introduce themselves to the Board.

David Eldridge- PictureMeePerfect Studio

Mr. Eldridge is the owner of PictureMeePerfect Studio, a photography studio located in the Farnum Plaza in the DDA area at 27615 John R Rd. He is a current member of the MHHP Chamber of Commerce and has expressed interest in bringing new ideas to help grow the downtown areas and is interested in downtown events.

Mitchell Socia- Mitch's Prints

Mr. Socia is a Madison Heights resident and owner of Mitch's Prints, a screen printing shop located in the DDA area at 605 E 11 Mile Rd. Mitch has expressed that he has a vested interest in the growth of the downtown area and seeks to join the DDA board to support the downtown and to build relationships with fellow downtown business owners. In his spare time Mitch is involved in improv comedy and works with Go Comedy of Ferndale and Planet Ant Theatre of Hamtramck.

From: [Municode Portal via Municode Portal](#)
To: [Clerks](#)
Subject: Form submission from: Boards and Commissions Application
Date: Friday, January 23, 2026 5:51:54 PM

Warning: Unusual sender <no-reply-portal@municodeweb.com>
You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Submitted on Friday, January 23, 2026 - 5:51pm

Submitted by user: Visitor

Submitted values are:

First Name: David

Last Name: Eldridge

Phone Number: 3136472882

Email: allendavid647@gmail.com

Date of Birth: Wed, 05/23/1984

Address:

Address Line 1:

Address Line 2:

City:

State:

ZIP:

Board, Commission, Committee: Downtown Development Authority

Years a Resident of this Municipality: 1

Experience/Professional Expertise/Education (Please provide dates of education and experience.):

Crockett Tech High School 2002

University of Phoenix General Management undergrad 2018

Current of Prior Experience on Boards/Commissions/Committees:

Civic Activities and Memberships (Roles with fraternal, business, church, or social groups- please provide dates): I am a member of MHHP Chambers

Reasons for Wanting to Serve:

I believe I can bring new ideas to the Madison Heights and Hazel Park area. I want to see the area grow with new business and events

Have you ever been arrested and convicted of a misdemeanor or felony?: No

If so, please explain:

By checking this box, I authorize the City of Madison Heights to conduct a background check on me. I grant permission for the release of any information necessary for the background check.: Agree

Signature: David Eldridge Jr

Resume, Education, etc. (Optional):

From: [Municode Portal via Municode Portal](#)
To: [Clerks](#)
Subject: Form submission from: Boards and Commissions Application
Date: Tuesday, January 27, 2026 3:07:25 PM

Warning: Unusual sender <no-reply-portal@municodeweb.com>

You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Submitted on Tuesday, January 27, 2026 - 3:07pm

Submitted by user: Visitor

Submitted values are:

First Name: Mitchell

Last Name: Socia

Phone Number: 8109229416

Email: info@mitchsprints.com

Date of Birth: Fri, 06/05/1987

Address:

Address Line 1:

Address Line 2:

City:

State:

ZIP:

Board, Commission, Committee: Downtown Development Authority

Years a Resident of this Municipality: 7

Experience/Professional Expertise/Education (Please provide dates of education and experience.):

High School graduate, Durand High School 2005. Very minimal college at Mott Community College of Flint.

In the garment industry since 2011. Prior to that worked in an adhesives warehouse as assembly line and forklift operator.

Worked in software development from 2017-19.

Started my own business out of my garage in '21, moved the business to downtown Madison

Heights in October '24.

Current of Prior Experience on Boards/Commissions/Committees: No previous board experience.

Civic Activities and Memberships (Roles with fraternal, business, church, or social groups- please provide dates):

Have been actively involved with improv comedy since 2008.
I work with Go Comedy of Ferndale, as well as Planet Ant Theatre of Hamtramck.
Am a regular cast performer, as well as instructor for improv classes.

Reasons for Wanting to Serve:

Even though I'm a newer business owner--being a resident as well, I am very invested in seeing the downtown area thrive, as well as getting to know fellow business owners.

Have you ever been arrested and convicted of a misdemeanor or felony?: No

If so, please explain:

By checking this box, I authorize the City of Madison Heights to conduct a background check on me. I grant permission for the release of any information necessary for the background check.: Agree

Signature: Mitchell Socia

Resume, Education, etc. (Optional):

Downtown Development Authority of City of Madison Heights

Memorandum

Date: February 11, 2026
To: Downtown Development Authority Board Members
From: Giles Tucker, Community Development Director
Subject: Finance Report

The only expenditure from our last meeting was a \$2,000 Sign Grant reimbursement to Beauty Room 11 for their sign grant project approved at the April 17th, 2025, BRA/DDA Meeting. The MHHP has also provided its first invoice to the DDA since our amended renewal of the service agreement with them. An invoice seeking a total of \$675 for services provided has been included for along with this memo.

FY24-25 Fund Balance:	\$856,387.41
Budgeted Use of Fund Balance:	(\$614,773.00)
Estimated Available Balance:	\$241,614.00

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-001-1000	CLAIM ON CASH	823,983.58
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	16,484.18
248-000-072-0000	DUE FROM COUNTY	174.97
248-000-078-0680	DUE FROM STATE GOVERNMENT	0.00
Total Assets		899,016.54
*** Liabilities ***		
248-000-202-0000	ACCOUNTS PAYABLE	42,629.13
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		42,629.13
*** 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
Beginning Fund Balance		542,778.29
Net of Revenues VS Expenditures		313,609.12
Ending Fund Balance		856,387.41
Total Liabilities And Fund Balance		899,016.54

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-001-1000	CLAIM ON CASH	462,266.79
248-000-001-1003	CASH - CHASE SAVINGS	0.00
248-000-003-0000	INVESTMENTS	59,659.94
248-000-040-0391	ACCOUNTS RECEIVABLE-MISC	0.00
248-000-041-1000	DELINQUENT RECEIVABLE	14,024.73
248-000-072-0000	DUE FROM COUNTY	0.00
248-000-078-0680	DUE FROM STATE GOVERNMENT	0.00
Total Assets		535,951.46
*** 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
*** Fund Balance ***		
248-000-390-0000	FUND BALANCE	856,387.41
248-000-398-0000	ASSIGNED-SUBSEQUENT YRS EXP	0.00
Total Fund Balance		856,387.41
Beginning Fund Balance		856,387.41
Net of Revenues VS Expenditures		(320,435.95)
Ending Fund Balance		535,951.46
Total Liabilities And Fund Balance		535,951.46

Item 3.

PERIOD ENDING 02/28/2026

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
			NORMAL	(ABNORMAL)	MONTH 02/28/2026 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	213,752.65		1,782.37		26,416.35		89.00
248-011-410-4160	TAXES PERSONAL OPERATING	14,740.00	12,607.88		54.62		2,132.12		85.54
248-011-411-0000	DELINQUENT/MTT TAX REFUNDS - GENERAL	0.00	527.33		0.00		(527.33)		100.00
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	226,887.86		1,836.99		28,021.14		89.01
Dept 023 - STATE SHARED REVENUES									
248-023-573-0000	LOCAL COMMUNITY STABILIZATION SHARING	27,545.00	26,809.57		0.00		735.43		97.33
Total Dept 023 - STATE SHARED REVENUES		27,545.00	26,809.57		0.00		735.43		97.33
Dept 025 - COUNTY SHARED REVENUES									
248-025-588-1000	COUNTY GRANT	0.00	79,995.38		0.00		(79,995.38)		100.00
Total Dept 025 - COUNTY SHARED REVENUES		0.00	79,995.38		0.00		(79,995.38)		100.00
Dept 044 - MISCELLANEOUS REVENUE									
248-044-665-5000	INTEREST EARNED	500.00	1,286.13		0.00		(786.13)		257.23
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	5,754.50		0.00		(5,754.50)		100.00
Total Dept 044 - MISCELLANEOUS REVENUE		500.00	7,040.63		0.00		(6,540.63)		1,408.13
Dept 048 - TRANSFERS IN									
248-048-699-0000	TRANSFERS 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	340,733.44		1,836.99		556,993.56		37.96
Expenditures									
Dept 863 - DOWNTOWN DEVELOPMENT AUTHORITY									
248-863-729-0000	FORMS AND PRINTING	500.00	450.00		0.00		50.00		90.00

Item 3.

PERIOD ENDING 02/28/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2026 NORMAL (ABNORMAL)	MONTH 02/28/2026 INCREASE (DECREASE)	BALANCE 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	2,031.16	0.00	234.84	89.64
248-863-817-0000	EVENTS	0.00	7,024.25	0.00	(7,024.25)	100.00
248-863-818-0000	CONTRACTUAL SERVICES	20,000.00	2,750.18	0.00	17,249.82	13.75
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	2,000.00	2,000.00	8,000.00	20.00
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	12,350.00	0.00	5,150.00	70.57
248-863-832-1001	MAINTENANCE - ROW TRASH	3,500.00	3,150.00	0.00	350.00	90.00
248-863-921-0000	ELECTRIC	1,000.00	316.61	0.00	683.39	31.66
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	350.00	0.00	1,150.00	23.33
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	11,992.35	0.00	23,007.65	34.26
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	618,754.84	0.00	106,807.16	85.28
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	661,169.39	2,000.00	207,158.61	76.14
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	661,169.39	2,000.00	236,557.61	73.65
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		897,727.00	340,733.44	1,836.99	556,993.56	37.96
TOTAL EXPENDITURES		897,727.00	661,169.39	2,000.00	236,557.61	73.65
NET OF REVENUES & EXPENDITURES		0.00	(320,435.95)	(163.01)	320,435.95	100.00

Item 3.

PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2025	MONTH 06/30/2025	INCREASE (DECREASE)	BALANCE	
			NORMAL (ABNORMAL)			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	232,948.00	232,743.17		0.00	204.83	99.91
248-011-410-4160	TAXES PERSONAL OPERATING	6,573.00	17,443.02		0.00	(10,870.02)	265.37
248-011-411-0000	DELINQUENT/MTT TAX REFUNDS - GENERAL	0.00	2,075.84		445.36	(2,075.84)	100.00
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	(3,446.26)		(3,446.26)	3,446.26	100.00
Total Dept 011 - PROPERTY TAXES		239,521.00	248,815.77		(3,000.90)	(9,294.77)	103.88
Dept 023 - STATE SHARED REVENUES							
248-023-573-0000	LOCAL COMMUNITY STABILIZATION SHARING	40,249.00	27,545.39		0.00	12,703.61	68.44
Total Dept 023 - STATE SHARED REVENUES		40,249.00	27,545.39		0.00	12,703.61	68.44
Dept 025 - COUNTY SHARED REVENUES							
248-025-588-1000	COUNTY GRANT	313,982.00	235,486.13		0.00	78,495.87	75.00
Total Dept 025 - COUNTY SHARED REVENUES		313,982.00	235,486.13		0.00	78,495.87	75.00
Dept 044 - MISCELLANEOUS REVENUE							
248-044-665-5000	INTEREST EARNED	250.00	2,790.30		281.80	(2,540.30)	1,116.12
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	0.00		0.00	0.00	0.00
Total Dept 044 - MISCELLANEOUS REVENUE		250.00	2,790.30		281.80	(2,540.30)	1,116.12
Dept 048 - TRANSFERS IN							
248-048-699-0000	TRANSFERS 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	(290,636.00)	0.00		0.00	(290,636.00)	0.00
Total Dept 053 - PRIOR YEARS FUND BALANCE		(290,636.00)	0.00		0.00	(290,636.00)	0.00
TOTAL REVENUES		303,366.00	514,637.59		(2,719.10)	(211,271.59)	169.64
Expenditures							
Dept 863 - DOWNTOWN DEVELOPMENT AUTHORITY							
248-863-729-0000	FORMS AND PRINTING	500.00	854.34		0.00	(354.34)	170.87

Item 3.

PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2025 NORMAL (ABNORMAL)	MONTH 06/30/2025 INCREASE (DECREASE)	BALANCE 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	2,701.00	1,825.76	0.00	875.24	67.60
248-863-817-0000	EVENTS	500.00	0.00	0.00	500.00	0.00
248-863-818-0000	CONTRACTUAL SERVICES	20,000.00	23,772.05	3,067.88	(3,772.05)	118.86
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	19,750.00	5,900.00	(2,250.00)	112.86
248-863-832-1001	MAINTENANCE - ROW TRASH	3,500.00	5,400.00	1,500.00	(1,900.00)	154.29
248-863-921-0000	ELECTRIC	1,000.00	528.89	43.12	471.11	52.89
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	105.00	105.00	1,395.00	7.00
248-863-958-0000	MEMBERSHIPS AND DUES	1,045.00	1,130.00	0.00	(85.00)	108.13
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	43,000.00	18,420.40	425.00	24,579.60	42.84
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	6,287.36	6,287.36	28,712.64	17.96
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	109,392.00	95,226.67	35,834.25	14,165.33	87.05
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		275,638.00	173,300.47	53,162.61	102,337.53	62.87
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	27,728.00	27,728.00	27,728.00	0.00	100.00
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		27,728.00	27,728.00	27,728.00	0.00	100.00
TOTAL EXPENDITURES		303,366.00	201,028.47	80,890.61	102,337.53	66.27
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		303,366.00	514,637.59	(2,719.10)	(211,271.59)	169.64
TOTAL EXPENDITURES		303,366.00	201,028.47	80,890.61	102,337.53	66.27
NET OF REVENUES & EXPENDITURES		0.00	313,609.12	(83,609.71)	(313,609.12)	100.00

City Agreement MH DDA - Amended January 2026

Invoice Number: **12601**
 Date of Invoice: **2-Feb-26**
 Period Covered: **January 5-February 13, 2026**

Bill to: City of Madison Heights
 Attention: Giles Tucker, Community Devt Director
 Mail to: MHHP Chamber
 300 W. 13 Mile, Madison Heights, MI 48071
 Check # _____

Payable to: MHHP Chamber
 300 W. 13 Mile, Madison Heights, MI 48071
 Attention: Phyllis Sherwin, MHHP President

Period Covered	Services Provided	Description/Activities	Total Hours included in Agreement	Hours Invoiced	Hours Remaining	Rate Applied	Amount
1st Quarter 2026, Jan-Feb	General DDA Business Support	MHHP -Linda Williams Sharing of Brewery Marketing efforts from Orlando Benchmarking Trip to Cadillac Straits Brewery, Catering/Pop-Up Market Meeting with Mia's Grille, Royale Kabob Meeting on upcoming John R Construction, Business Highlight Video of BL Fitness	8	3	5	\$75.00	\$225.00
1st Quarter 2026 Jan-Feb	DDA Committee Meetings	MHHP -Linda Williams DDA Promotions Committee Meeting - discuss Valentines, Annual Green Crawl (Jan. 22nd)	6	1	5	\$75.00	\$75.00
1st Quarter 2026 Jan-Feb	Special Events and Fundraising Support	MHHP -Linda Williams Valentines Roses for DDA Visits -February 13-14, Assemble Notes for each rose at Mia's Grille, Visit 10+DDA Businesses, pass out 2 dozen roses with Love Note	15	5	10	\$75.00	\$375.00
			29	9	20	Total:	\$675.00

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

Date: February 13, 2026
To: Downtown Development Authority Board Members
From: Giles Tucker, Community Development Director
Subject: Clock Tower Repair and Component Replacement

On January 15th MHDDA meeting a cost proposal provided by Verdin Company, the company that we originally purchased the tower from, was included for discussion on the desired scope of repair work the board felt was necessary for the clock tower. The quote provided pricing for the replacement of the clock mechanism and chime system and provided pricing for additional services. The pricing ranged from \$17,505 to \$38,298 depending on what optional additions the board decided to include.

It was concluded at this meeting that while keeping the traditional clock face style was important, it was not necessary to include a digital chime system. The attached quote from Verdin includes a new Master Clock Controller and replacement of each of the minute impulse timepieces of the clock for a total of \$14,390. Staff have also reached out to a competitor of Verdin, Lumichron to provide a comparable quote given that the DDA board does not want to include an audio component in the clock but does not have pricing at the time of creating this memo.

Staff Recommended Action

Suitable clock tower companies for this repair/replacement project are somewhat limited. It is recommended that the DDA board authorize the DDA Director to gather quotes and select the lowest and best responsible company, provided that total cost is below \$15,000, in compliance with the City's purchase policy.

TOWER CLOCK ORDER FORM

Item 4.



THE VERDIN COMPANY
 1118 PENDLETON ST. | SUITE 500 | CINCINNATI, OH 45202
 PHONE: (513) 241-4010 FAX: (888) 298-0597 TOLL FREE: 1-800-543-0488
 www.VERDIN.COM

DATE: January 21, 2026

SOLD TO: City of Madison Heights
 CONTACT: Giles Tucker
 ADDRESS: 300 West Thirteen Mile Road
 CITY: Madison Heights
 STATE: MI ZIP: _____
 PHONE: (248) 670-0909 EMAIL: gilestucker@madison-heights.c

INSTALL AT: City of Madison Heights
 CONTACT: Giles Tucker
 ADDRESS: 300 West Thirteen Mile Road
 CITY: Madison Heights
 STATE: MI ZIP: 48071
 PHONE: (248) 837-2650 EMAIL: gilestucker@madison-heights.org

PURCHASED PRODUCTS AND OPTIONS

TOWER CLOCK MOVEMENTS

DIAL STYLE

MARK _____ EL QUATRO _____
 MARK BOLD _____ EURO CLASSIC _____
 MARK DOUBLE _____ VENUS _____
 QUARTET _____ SATURN _____
 AMERICAN MODERN _____ ROMAN MINUTE _____
 AMERICAN MINUTE _____ TRADITIONAL _____

HAND STYLE : **H1**

DIAL SIZE

3 FT. _____ 7 FT. _____
 4 FT. _____ 8 FT. _____
 5 FT. _____ OTHER _____
 6 FT. _____

CUSTOM CLOCK

ACCESSORIES/OPTIONS

LIGHTING SYSTEM _____
 CLOCK CONTROLLER Verdin Master Clock Controller
 CLOCK CONTROLLER OPTIONS _____
 INDIVIDUAL TIMEPIECE w/HANDS Minute Impulse Timepiece
 TIMEPIECE SHAFT EXTENSION _____ (for walls more than 3" thick)
 OTHER OPTIONS _____

CUSTOM LOGO

INSTALLATION Verdin Installation

FREIGHT TERMS FREIGHT INCLUDED - FOB Verdin Factory

APPROXIMATE DELIVERY DATE TO BE DETERMINED

QTY.	NOTES			
1	See Terms & Conditions regarding customer responsibilities for electrical wiring, offloading, site access, hoisting equipment, etc.			
4				
PRICING GOOD FOR 60 DAYS				
<i>Option #1</i>	Upgraded LED Lighting w/ light control interface for MCC3 - including installation	\$8,813.00	SUBTOTAL* (excluding tax)	\$14,390.00
<i>Option #2</i>			EST. TAXES (actual taxes added to final invoice)	
<i>Option #3</i>			50% DEPOSIT DUE WITH ORDER*	\$7,195.00
<i>Option #4</i>			INTERIM PAYMENT (if required)*	
Payment Information			BALANCE DUE UPON SHIPMENT*	\$7,195.00
Remit payment to: The Verdin Company, PO BOX 23129, Cincinnati, OH 45223-0129. Purchaser responsible for sales tax, or must provide Verdin with tax exemption certificate. Payments by credit card subject to 3.5% processing fee.			*Add cost of accepted options to purchase price and deposit.	

Delivery dates subject to final acceptance by The Verdin Company

"X" Below To Accept Option Option Cost

TERMS and CONDITIONS OF SALE

Item 4.

PURCHASE PRICE AND PAYMENT TERMS. Payment by Purchaser for the products specified on the Order Form (the Products) shall be made in U.S. dollars. Unless otherwise agreed to by the parties, payment terms are 50% deposit with Order, with the balance due upon shipment of the Products. Purchaser is responsible for sales tax, or must provide Verdin with a tax exemption certificate. Verdin will not begin production of Products until it has received the deposit.

CHANGE ORDERS. Verdin, in its discretion, may accept any additions, deletions, or changes to this Agreement without invalidating this Agreement, provided that such changes are authorized by a written change order signed by Purchaser and Verdin (the "Change Order"). Such Change Order shall specify any additional charges (or credits) to the Purchaser and the payment terms for such charges. The Change Order shall become effective only upon acceptance by an authorized Verdin representative.

VERDIN INSTALLATION. If Purchaser engages Verdin to install the Products, Verdin shall provide the labor and equipment necessary to complete the installation, except that Purchaser shall provide at its own expense the following items and services: (1) electric power, wiring, and connections for all Products provided by Verdin in accordance with specifications furnished by Verdin (this includes all final connections to terminal strips, mounting of electrical panels, or splicing of wires); (2) off-loading and safe storage of the Products at the job site until the agreed date for installation; (3) safe and secure access to the areas where the Products will be installed; (4) cranes, lifts, or hoists required to move or install the Products, including third-party operators of such equipment; (5) permits, licenses, or engineering stamps as required by local law or regulation.

ADDITIONAL INSTALLATION FEES. If Verdin cannot install the Products on the scheduled date of installation because Purchaser fails to provide any of the items or services for which it is responsible (see "Verdin Installation") or for any reason other than the failure of Verdin to provide the Products in accordance with the terms of this Agreement, then Purchaser shall be responsible for paying the additional costs incurred by Verdin resulting from such delay, including labor costs, travel expenses, equipment rental, and storage costs. If a Verdin service technician is required to return to the job site at a future date to complete the installation, Verdin shall charge the Purchaser an additional fee for the installation services.

DELIVERY AND STORAGE OF PRODUCTS. Upon approval of drawings, Verdin will provide Purchaser with an estimated ship date for the Products. If Purchaser requests that Verdin delay shipment of the Products more than 30 days beyond the estimated ship date, Verdin will store the finished Products and charge Purchaser a storage fee of \$250.00 per month, plus a \$500 logistics fee for loading/offloading and transporting the Products to and from storage. Upon placement of the Products in storage, Verdin will invoice Purchaser for the balance of the Purchase Price (less storage fees), which Purchaser agrees to pay within 30 days. Applicable storage charges will be added to Purchaser's final invoice when Products are shipped.

LIMITED WARRANTY. Verdin warrants each Product to be free from defects in materials and workmanship for three years following the installation, provided that it is maintained in accordance with instructions provided by Verdin. Purchaser's exclusive remedy for any nonconformities or defects in the Products within the warranty period will be limited to the repair or replacement, at Verdin's discretion, of any nonconforming or defective Products upon examination of such Products by Verdin. Verdin shall have a reasonable time to repair or replace any nonconforming or defective Products, including the time for the manufacture of replacement Products or replacement parts for such Products. This warranty is not applicable to any damage caused by misuse, neglect, or natural disaster, such as lightning or fire. THIS WARRANTY IS IN LIEU OF ANY AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY WITH RESPECT TO MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

NO LIABILITY FOR DAMAGES. VERDIN IS NOT BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING, WITHOUT LIMITATION, DAMAGES FOR ECONOMIC LOSS OR LOSS OF PROFITS INCURRED BY PURCHASER IN CONNECTION WITH ANY BREACH OF THIS AGREEMENT BY VERDIN EVEN IF PURCHASER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

LATE FEE. Delinquent accounts unpaid for more than (45) days after issuance of a final invoice will bear interest at a rate of 1.5% per month, or 18% per year.

GOVERNING LAW. The parties agree that any dispute or default arising from this Agreement shall be governed by the laws of the State of Ohio, and each party agrees to submit to the jurisdiction and venue of the Circuit Court of Hamilton County, Ohio.

ENTIRE AGREEMENT. This Agreement constitutes the entire understanding between the parties and supersedes all prior representations or agreements.

Purchaser _____

Title _____

Signature _____

Date _____

Please sign and return BOTH pages of the order form.

By e-mail to:
orderadmin@verdin.com

By regular mail to:
The Verdin Co.
1118 Pendleton St., Suite 500
Cincinnati, OH 45202
ATTN: Order Processing



QUOTATION

02/16/2026

Giles Tucker
11 Mile & John R Clock Tower
Tel: 248-583-0831
gilestucker@madison-heights.org

Clock Repair:

Four (4) self-starting electric clock movements. These clock movements have stainless steel spindles, composite gears, and self-lubricating nylon bushings.

Hand fixings to fit onto the new clock movements.

One (1) Tempus III controller that will accurately regulate the clock movement. This controller is maintenance free, has a 10-year lifetime built-in lithium battery and corrects the time automatically after power outages, including Daylight Saving Time twice a year.

Installation by Lumichron will be provided on site. A Lumichron installer will bring the proper installation hardware with him and ensure a proper installation and hook up. The digital bell system will be running by the time the installation is complete as well as training on the digital bell controller (if power is supplied). The installer will make final connections to Lumichron supplied parts.

The price for these parts and installation will be \$13,700.00. This price excludes electrical wiring, shipping, and a lift to access the clock level.

_____ **As an option**, we can provide a climate controlled (cooled and/or heated) NEMA fiberglass enclosure to house the clock controller in the event that the clock controller cannot be placed in a climate controlled and accessible area. The price for this lockable cabinet would be an additional \$1,200.00.

Terms & Warranty on next pages.

Please call us if you have additional questions or we can be of service. Thank you so much for considering Lumichron!



TERMS of SALE & WARRANTY

TERMS: 50% of the total is due as a deposit unless otherwise noted. Our receipt of this down payment and signed quote will initiate your order. The balance is due Net 30 days after completion of installation by Lumichron.

CREDIT CARD PAYMENTS: Payments by credit card incur a 3.5% processing fee. Visa & Mastercard only.

SALES TAX NOTE: Purchaser is responsible for Sales Tax. The price of our product excludes sales tax outside the State of Missouri.

QUOTE VALID for 60 days.

FREIGHT SHIPPING is not included unless otherwise noted. A loading dock or forklift must be available to unload freight shipments or Buyer must notify Seller to request liftgate service. While call ahead can be requested, we make no guarantees that any delivery service will comply with this request. Client must make arrangements to accept shipments unless otherwise agreed upon. If Lumichron is to make special arrangements to receive freight, an additional fee will apply. If client rejects the freight shipment for any reason except for damage and a redelivery is required, the redelivery fee from our chosen freight company will be passed onto the client unless otherwise agreed upon in writing.

CRANES, LIFTS, & OTHER EQUIPMENT:

The rental, acquisition, insurance and any related aspects of required cranes, scaffolding, ladders, or other extraordinary equipment are the sole responsibility of the Buyer. When specified by the Proposal/Contract, and for an additional agreed-upon fee, Seller will procure these services as agent of the Buyer.

REGULATIONS & CODES: Compliance with federal, state, and local building codes or regulations is the sole responsibility of contractor(s), Buyer, or agent of Buyer. Lumichron does not assume any liability or responsibility for violations thereof.

DELAYS: The Seller shall not be responsible for delays caused by unavailability of material, labor troubles weather occurrences, transportation or shipping interruptions, fire, earthquake, or other events beyond Seller's control. The Buyer will be responsible for delays caused by inaccessibility to the work site and/or the failure to provide electrical wiring, cranes, lifts, scaffolding, or other extraordinary equipment in a timely manner. If delays arise due to delayed, or incorrect wiring, a fee will apply and in the event that the Buyer or agents of the Buyer change the date of installation after travel arrangements for such installation have already been made by Lumichron.

WARRANTY: Two years on all parts and workmanship. Does not include: service, labor or shipping costs, from date of delivery. All parts are tested prior to shipping. If within the warranty period, a defect in the part(s) provided by Seller occurs and Buyer notifies Seller of the defect, Buyer will need to ship the parts to Seller for testing. If Seller determines the part(s) are defective, Seller will promptly replace or repair part(s). If Seller determines the parts(s) are defective due to improper usage or installation by Buyer, Seller can repair or replace parts at Buyer's expense. If parts are determined to not be defective, Seller will ship part(s) back to Buyer at Buyer's expense.

INSTALLATION: Our warranty does not include the installation of our clocks unless performed by Lumichron. If Movement and Controller fail due to exposure to water or moisture (which can occur if



there is incorrect installation of cover box) it is not covered by our warranty nor the manufacturer's warranty. The standard protocol for electrical and electronic equipment is: Keep away from moisture or water, or places where it could come in contact with water or moisture. Use a licensed electrician for installation and primary electrical connections. Installation price excludes electrical wiring and a lift to access the clock level. This covers one mobilization unless otherwise noted by Lumichron.

CLIENT RESPONSIBILITIES: (1.) The client is required to provide electrical wiring to Lumichron supplied clock controller as well as wiring from Lumichron supplied clock controller to the clock movement locations. Electrical wiring must be in place prior to Lumichron's arrival. Lumichron will make all final connections provided the wiring is in place at the time of installation. If the required electrical wiring is not in place when our installers arrive, the client will need to make final connections. Client may request to have an Lumichron installer make final connections at a later date for an additional charge. (2.) The client is required to provide a lift to access clock level (if needed). (3.) The client is required to provide any street, sidewalk, or any other permits required for this work.

INSURANCE: Lumichron is a fully insured clock company. Upon acceptance of our proposal, we will supply you with our certificate of insurance.

RETURNS: Since most of our clocks are custom-built, returns are not accepted.

Accepted by:

Signature

Date

Typed or Printed Name

Typed or Printed Title

Downtown Development Authority of City of Madison Heights

Memorandum

Date: February 13, 2026

To: Melissa Marsh, City Manager

From: Giles Tucker, Community Development Director

Subject: MSOC Partnership Level: Requirements, Benefits & Timeline

Main Street America (MSA) is a national organization that has strengthened historic downtowns and commercial corridors through their “Main Street Approach” and comprehensive programming for over 40 years. The Main Street approach helps to provide main street organizations and DDAs with a structured approach to revitalizing and redeveloping downtowns and provides technical assistance, a vast training library, conferences, grants and opportunities to be accredited and nationally recognized.

Main Street Oakland County (MSOC) is unique in that it is the nation’s first and only County-wide coordinating Main Street America program. It offers additional benefits to communities participating in their program beyond what is offered by MSA including their own set of training, grants opportunities and technical assistance resources. Recognizing that not all Oakland County communities can meet the requirements to be nationally accredited by Main Street America, Oakland County has developed a four (4) level system. As communities meet certain milestones and continue to adopt best practices as described in the “Main Street Approach” they unlock more technical assistance and are given higher priority for grants and other monetary assistance. These levels are Allied, Partner, Select and Legacy.

The Madison Heights DDA officially joined the MSOC in 2019 as an “Allied” (entry-level) member of the program. With the completion of the first phase of the 11 Mile Streetscape, MSOC has offered us funding and technical assistance support to work towards the “Partner” level of their program. Achieving this distinction would unlock additional grant fund opportunities for downtown businesses, downtown projects, design consultation and access to free workshops and training. However, reaching this goal will require a significantly greater level of participation and commitment from DDA board members. **The following is a summary of the milestones that our DDA would need to achieve to become a Partner Level member of the MSOC program:**

- **Membership with Main Street America-** Membership for our DDA is \$295 annually and unlocks a tremendous library of training that helps provide structure and guidance to the organization and all our committees. This is already built into our current budget and we have officially joined.
- **DDA Board Members Watch the “Main Street Foundations Series” (Free):**To prepare for the development of our Main Street plans and charting a course for each of our subcommittees, we should familiarize ourselves with the basics of the Main Street Approach. The DDA board should start with the Main Street foundations series that is on Youtube for free https://www.youtube.com/playlist?list=PLN0bDNWGGJuPqEu7Vzhv6JYW7Gr_QMjCJ

- **Join Main Street & view Main Street Academy Trainings (Free):** MSA has created the MSA Academy. This academy has free courses to support our committees at all stages of their development. All board members should complete the Mainstreet 101 and the first training course for each of the four points Organization, Design, Economic Vitality, and Promotions. This is free and only takes an email and password. Some resources are behind paid membership, but you can gain access to them with the DDA's login.
- **Host a Main Street Training Event/Meeting with Annaka Norris- March 12th: Once** the DDA board has familiarized themselves with the basics of the Main Street Approach. MSOC has offered to come in for a full-board Training Event, Council, Planning and anyone interested in the public. We will need to finalize the date and time.
- **Update Meeting Schedule to Meet Monthly/ More Frequently- Due April 16th DDA Meeting:** Building up the knowledge base and restructuring the work of the DDA board will require the DDA to meet more frequently. By our April 16th DDA Meeting, we will have a better understanding of how often we should be meeting as we gear up to develop a DDA Strategic Plan and Transformational Strategy.
- **Develop a Downtown Strategic Plan- Due TBD:** While our TIF/Development Plan is the funding and legal framework for our DDA, think of a Strategic Plan as a "north star" for the DDA. A Strategic Plan is a goal driven plan that sets a shared vision for downtown, identifies priority outcomes, identifies timelines and performance measures. This work would be aided by an outside consultant. TA funds through the MEDC may cover these fees.
- **Develop a Transformation Strategy (MSA Consultant brought in by MSOC)- Due TBD:** A Transformational Strategy is a more focused-short term (2-3 year) action plan driven by data to achieve actionable economic goals. These are meant to adapt every so often to achieve the long-term vision of the downtown set in the Strategic Plan.
- **Host Open House Events to Gain Volunteers, Ideas & Feedback- Due TBD:** These don't have to be stuffy meetings at City Hall, they can be meet ups at downtown businesses, or in the downtown area in general. We need to develop a shared identity for the downtown, and we cannot do it without people in our community.
- **Building Inventory & Boom Tracker: Ongoing.** CED staff has built a DDA area building inventory. MSA has a unique digital building inventory tool that is free with our membership to help track properties and to create more visibility of properties prime for sale, redevelopment, or for signage, façade improve and even for public facing art. Staff will build up this tool which will be an important resource for each of the committees.

Staff Recommended Action:

Staff have reviewed these benefits and think it is in the long-term best interest of the city and the DDA for us to lean into the Main Street Approach in pursuit of achieving Partner Level status with MSOC. While a significant commitment, the work involved will create a lasting structure and vision for the future of the downtown and provide the DDA and its business with greater access to grant funding and technical support. If the DDA is in support of this plan of action, staff will provide the board with MSA

access, schedule a training event with MSOC for March and work to line up funding sources, and 3rd party support for plan development.



Partner Level Program APPLICATION OVERVIEW

Request an Application from:
Annaka Norris,
Main Street Oakland County and Local Business Development
norrisa@oakgov.com

The Partner level is the third tier of the MSOC program. A community or organization at this level has demonstrated incremental and successful outcomes through collaboration with stakeholders and MSOC. Resources include MSOC training, grant programs, design assistance, tech visits and additional services.

PROCESS

- Complete and submit application to MSOC
- MSOC reviews application and conducts a Team Resource Visit
- If approved and ready, community receives the Partner Level designation and benefits

APPLICATION & PROGRAM COMPONENTS

- Affirm local governmental support, including a new resolution if moving to a new level
- Have a Board and By-Laws—with an Inclusion Policy, Conflict Policy and Code of Conduct Policy
- Adequate budget for program
- Vision, mission, market analysis and workplans are all formalized around economic strategies

LEVEL	STAGE
NEW: Legacy	Advanced
Select	Developed
Partner <i>(formerly Associate)</i>	Mid-Development
Allied <i>(formerly Affiliate)</i>	Introductory



Benefits of Partner Level Designation

Free Training Workshops—on a variety of critical topics, including but not limited to:

- | | |
|---|--|
|  Good Design and Standards |  Developing an Online Business Presence |
|  How to Develop a Transformation Strategy (including defining goals and objectives) |  Main Street Oakland County and Four Points Training for Board |
|  How to Recruit, Train and Retain Volunteers |  Market Data |
|  Building and Training Effective Boards |  Developing a Vision and Mission Statement with National Main Street Center Staff |
|  How to Develop a Communication Plan |  Work Planning Session |
|  The Formula for Successful Fundraising |  Delivering Great Customer Service |
|  Becoming a Destination Business | |

Grants and Monetary Resources

Eligible to compete for organizational mini-grant of \$5,000 to complete a project

Eligible for small business grant consideration

One paid registration for Main Street America Conference for director or board member and limited travel voucher of \$250

Paid Main Street America membership at General Level for the first year

One design consultation each year

Additional Benefits and Resources

- | | |
|--|--|
|  Exposure on Main Street Oakland County Tourism Website |  Main Street America General Member benefits, including: <ul style="list-style-type: none"> • “The Point,” an online networking and resource platform for members • “Main Street News,” a weekly newsletter covering new trends, stories from the field, and information for those in the commercial district revitalization field • Access to digital library of publications and guides and online training • Access to Main Street Resource Center with sample documents, articles, reports and more from peers and experts in the field • Ability to post job openings through National Trust for Historic Preservation’s Career Center • Subscription to “Preservation” magazine |
|  A market research study | |
|  An opportunity to apply for Partner Level MSOC “Main Event” annual awards | |
|  Participation in any and all MSOC trainings | |
|  Participation in MSOC manager meetings | |
|  Eligible for Main Street America grant consideration | |