



139 S. SAGINAW STREET MONTROSE, MI 48457 / PHONE (810) 639-6168

DOWNTOWN DEVELOPMENT AUTHORITY BOARD (D.D.A.)
January 15, 2026 @ 7:30 a.m.
MEETING MINUTES

CALL TO ORDER – meeting called to order at 7:46 a.m.

ROLL CALL – Present – Chairwoman Machuk, Deborah Gross (arrived late), Jerry Mears, Eric Reed, Mayor Tom Banks and City Manager. Absent: Coetta Adams, Mike Burkhardt, Scott Webster.

PLEDGE OF ALLEGIANCE – Pledge led by Chairwoman Machuk

APPROVAL OF AGENDA

Action:

Motion: Deborah Gross to approve agenda

Second: Mayor Banks

A – YES, Motion Carried.

CITIZEN COMMENTS

No Comments – No Citizens present at meeting.

CONSENT AGENDA

1. Approval of November 20, 2025, D.D.A. Meeting Minutes
2. Receive and File Budget Update
3. Approve 2026 DDA Board Meeting Calendar

Action:

Motion: Deborah Gross to approve consent agenda

Second: Mayor Banks

A - YES, Motion Carried.

PRESENTATION

OLD BUSINESS

1. Discussion Spring Event Date/Time

Action:

Motion: Mayor Banks to Discuss

Second: Jerry Mears

A - YES, Motion Carried.

Nothing further from discussion.

NEW BUSINESS

1. Consider Discussion on Proposed CIP

Action:

Motion: Mayor Banks discuss CIP

Second: Deborah Gross

A - YES, Motion Carried.

Discussion had, no action. Board indicated streetlight/sidewalk project as #1 and in general the proposed CIP was in-line with Board expectations.

2. Consider Review of By-Laws

Action:

Motion: Mayor Banks to discuss By-Laws

Second: Jerry Mears

A - YES, Motion Carried.

Discussion had, no action other than clarifying eligibility and election of officers in February.

3. Consider Discussion of Veterans Banners

Action:

Motion: Deborah Gross approve \$5,000.00 in banners and flags.

Second: Eric Reed

A - YES, Motion Carried.

4. Consider Discussion on Community Garden

Action:

Motion: Mayor Banks discuss CIP

Second: Jerry Mears

A - YES, Motion Carried.

Discussion had, no action. Board consensus is to have a full board for discussion again on the property.

BID AWARD/PURCHASE

ORDINANCES

APPOINTMENTS

1. Consider Resolution Appointment of Committee and Committee Members

Action:

Motion: Mayor Banks Approve Resolution of Committee Members

Second: Jerry Mears

A - YES, Motion Carried.

CITIZEN COMMENTS

No Comments – No Citizens present at meeting.

DDA COMMITTEE REPORTS

No Comments

CITY MANAGER / DDA BOARD MEMBER COMMENTS

No Comments

ADJOURNMENT

Action:

Motion: Mayor Banks Motion to Adjourn

Second: Eric Reed

A - YES, Motion Carried.

Meeting Adjourned – 9:31 a.m.

Next DDA Meeting – February 19, 2026 @ 7:30 a.m.

DRAFT