



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

DOWNTOWN DEVELOPMENT AUTHORITY BOARD (D.D.A.)
December 18, 2025 @ 7:30 a.m.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

CITIZEN COMMENTS

The purpose of this agenda item is to allow persons to comment. This is not a forum for debate or for which questions will be answered. The Board will consider all comments and questions and decide if they wish to address those items during board comments. All persons addressing the DDA Board are asked to limit their comments to no more than three (3) minutes.

CONSENT AGENDA

1. Approval of November 20, 2025, D.D.A. Meeting Minutes
2. Receive and File Budget Update

PRESENTATION

OLD BUSINESS

NEW BUSINESS

1. Consider Discussion on Proposed CIP

BID AWARD/PURCHASE

ORDINANCES

APPOINTMENTS

CITIZEN COMMENTS

The purpose of this agenda item is to allow persons to comment. This is not a forum for debate or for which questions will be answered. The Board will consider all comments and questions and decide if they wish to address those items during board comments. All persons addressing the DDA Board are asked to limit their comments to no more than three (3) minutes.

DDA COMMITTEE REPORTS

CITY MANAGER / DDA BOARD MEMBER COMMENTS

ADJOURNMENT

Next DDA Meeting – January 16, 2025 & 7:30 a.m.

City of Montrose DDA Board Agenda



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

DOWNTOWN DEVELOPMENT AUTHORITY BOARD (D.D.A.)
November 20, 2025 @ 7:30 a.m.

CALL TO ORDER – meeting called to order at 7:33 a.m.

ROLL CALL – Present – Mike Burkhart, Scott Webster, Coetta Adams (arrived late), Jerry Mears, Eric Reed, Deborah Gross, Chairwoman Machuk, Mayor Tom Banks.

PLEDGE OF ALLEGIANCE – Pledge led by Chairwoman Machuk

APPROVAL OF AGENDA

ACTION:

Motion: Mayor Banks to approve agenda

Second: Mrs. Adams

A – YES

CITIZEN COMMENTS

The purpose of this agenda item is to allow persons to comment. This is not a forum for debate or for which questions will be answered. The Board will consider all comments and questions and decide if they wish to address those items during board comments. All persons addressing the DDA Board are asked to limit their comments to no more than three (3) minutes.

No Comments

CONSENT AGENDA

1. Approval of August 21, 2025, D.D.A. Meeting Minutes
2. Approval of October 16, 2025, D.D.A. Meeting Minutes

ACTION:

Motion: Mr. Webster to approve consent agenda

Second: Mrs. Gross

A – YES

PRESENTATION

Samantha Mariuz, EDFP Fleis & Vanderbrink – Alignment Report

Presentation to DDA Board, Q/A ensued, CIP Planning and working with Montrose Philanthropic Organization, Businesses, Clergy and Schools. DDA undertaking more assertive role.

OLD BUSINESS

1. Update from Board Member Coetta Adams on Street Lighting

NO Action: Report provided by Mrs. Adams.

2. Handicap Grant Update – 295 East State Street

NO Action: Report provided by City Manager.

NEW BUSINESS

1. Consider DDA Function, MCL Act, Community & Marketing Development

ACTION: No Action. Report given by City Manager.

Motion:

Second:

2. Consider M-57 Communications with MDOT

ACTION: No Action. Report given by City Manager.

Motion:

Second:

3. Consider DDA Community/Marketing Events

ACTION:

Motion: Mr. Webster motion to approve 2026 DDA Sponsored Events

Second: Mrs. Gross

A – YES

BID AWARD/PURCHASE

1. Consider Winter Decorations for Central Business District (CBD)

ACTION:

Motion: Mayor Banks to Approve Purchase

Second: Mr. Webster

Roll Call Vote: Burkhart, No, Webster, Yes, Adams, No, Mears, Yes, Reed, No, Gross, No, Machuk, Yes, Mayor Banks, Yes. – Motion Failed

ORDINANCES

APPOINTMENTS

CITIZEN COMMENTS

The purpose of this agenda item is to allow persons to comment. This is not a forum for debate or for which questions will be answered. The Board will consider all comments and questions and decide if they wish to address those items during board comments. All persons addressing the DDA Board are asked to limit their comments to no more than three (3) minutes.

No Comments

DDA COMMITTEE REPORTS

NO Reports

CITY MANAGER / DDA BOARD MEMBER COMMENTS

No Reports

ADJOURNMENT – Meeting Adjourned 9:00 a.m.

Next DDA Meeting – December 18, 2025 – 7:30 A.M.

12/09/2025 02:18 PM
User: MARCY
DB: Montrose

REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE
PERIOD ENDING 11/30/2025
% Fiscal Year Completed: 41.92

Page: 6/14

GL NUMBER	DESCRIPTION	AMENDED BUDGET	YTD BALANCE	AVAILABLE	% BDGT USED			
			2025-26	11/30/2025				
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
248-000-403	PROPERTY TAXES - OPERATING LEVY	115,000.00	13,495.68	101,504.32	11.74			
248-000-509	JENNINGS MEMORIAL GRANT	0.00	5,750.00	(5,750.00)	100.00			
248-000-572	STATE OF MICHIGAN - ACT 86 - PPT REPLACE	0.00	429.23	(429.23)	100.00			
248-000-665	INTEREST EARNED	0.00	1,046.91	(1,046.91)	100.00			
248-000-675	PUBLIC CONTRIBUTIONS	1,200.00	0.00	1,200.00	0.00			
248-806-509	JENNINGS MEMORIAL GRANT	0.00	(5,000.00)	5,000.00	100.00			
248-806-653	DEPOT RENTAL	3,500.00	2,480.00	1,020.00	70.86			
TOTAL REVENUES		119,700.00	18,201.82	101,498.18	15.21			
Expenditures								
472	WINTER MAINTENANCE	4,841.00	504.90	4,336.10	10.43			
515	ADMINISTRATION	1,400.00	528.51	871.49	37.75			
528	RUBBISH COLLECTION/DISPOSAL	2,000.00	642.72	1,357.28	32.14			
703	DDA ACTIVITIES	26,086.00	15,488.88	10,597.12	59.38			
729	COMMUNITY GARDEN	1,400.00	358.42	1,041.58	25.60			
806	THE DEPOT	5,687.50	6,778.13	(1,090.63)	119.18			
TOTAL EXPENDITURES		41,414.50	24,301.56	17,112.94	58.68			
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		119,700.00	18,201.82	101,498.18	15.21			
TOTAL EXPENDITURES		41,414.50	24,301.56	17,112.94	58.68			
NET OF REVENUES & EXPENDITURES		78,285.50	(6,099.74)	84,385.24	7.79			

CITY OF MONTROSE MEMORANDUM

Date: December 11, 2025

To: Chairwoman Machuk and Board Members of the DDA

From: Joe Karlichek, City Manager

Subject: Consider DDA CIP Planning & Discussion

Background: Following several months of discussions with DDA Board members, an Alignment Report of the DDA TIF Plan provided by F&V and additional discussions, the following CIP is provided for Board edification.

This proposed CIP planning worksheet is designed to provide city administration a long-term strategic focus and direction while at the same time providing short and mid-term marketing & development planned activities to pursue the mission of the DDA. These activities (marketing & development) will be conducted by the chairperson, members of the board, a planned sub-committee, focused on planning and implementation providing recommendations to the DDA Board.

Approved 2026 DDA Community Events

1. Spring Fling – Saturday March 21, 2026 (1 p.m. to 4 p.m.)
2. Blueberry – August 2026. *Chairwoman Machuk to provide discussion
3. Fall-O-Ween Festival - Saturday October 17, 2026 (5 p.m. to 8 p.m.)
4. Candlewalk – Saturday December 5, 2026 (5 p.m. to 8 p.m.)

As we discussed and outlined in a legal understanding memorandum at the November Board meeting, one of the primary roles of the DDA is Community Development and Marketing. These activities promote good-will, opportunity to acknowledge businesses and owners and create an environment of hospitality for the Montrose community. Bringing families and patrons to the community through well-organized, planned and budgeted activities provides consistency to the community and instills stability. These efforts have the opportunity to entice entrepreneurs and a sense of pride that are important characteristics to the drive a positive culture of cooperation, inclusion and ownership in the City of Montrose.

In addition to the above, banners, flags, flowers, flower pots, way-finding signs, and seasonal decorations are also in the proposed CIP. Many of these have already been researched and the city manager can provide additional details in that research to the Board.

Streetlights/Sidewalks

In the proposed CIP plan provides a cost estimate for the entire downtown streetlighting and sidewalks along M-57 and Saginaw west to Genesee Street towards to the Depot. Extensive research and discussions have been conducted the past 30 days with Gabe Poletti, Streetlighting - Senior Project Coordinator, Statewide with Consumers Energy. Currently, the city owns sixteen (16) light poles. Many are defective and recently, we had to make emergency repairs to one of the light poles following the DPW attempting to place a simple Christmas decoration on a pole.

The estimated cost replacement in the CIP provides all new streetlighting, new sidewalks/concrete, boring, conduit and other expenses associated with the project.

We are expecting to have Mr. Poletti provide a presentation to the Board at your March 2026 meeting.

Pocket Park/Property Acquisition

It has been expressed there is a significant desire to construct a “pocket park” in the downtown between buildings on M-57, south side of the road. Discussions are underway with Chris Hennessy, MS, CPM, Client Services Manager | Community Development FLEIS & VANDENBRINK as well as the MEDC for funding, matching grant opportunities and more.

This proposed CIP is more long-term, perhaps two – three years in the making. However, property acquisition is slated in 2026 to permit/allow the necessary time to work with the State and others on funding. City administration has met with one State Representative and plans to meet with more over the coming months, including federal partners. Grants at the Federal level are drying up while at the same time “direct congressional spending” is becoming more prevalent. This requires time, patience and significant follow-through.

Recommendation: It is recommended DDA Board discuss the proposed CIP Plan so city administration can prepare a final CIP proposal at the March or April 2026 Board meeting while preparing for city budget.

CITY OF MONTROSE MEMORANDUM

Date: November 13, 2025

To: Chairwoman Machuk and Board Members of the DDA

From: Joe Karlichek, City Manager 

Subject: Consider DDA Community/Marketing Events

Background: One of the primary roles for the DDA is Community Development and Marketing. These activities promote good-will, opportunity to acknowledge businesses and owners and create an environment of hospitality for the Montrose community. Bringing families and patrons to the community through well-organized, planned and budgeted activities provides consistency to the community and instills stability. These efforts have the opportunity to entice entrepreneurs and a sense of pride that are important characteristics to the culture of Montrose.

Chairwoman Machuk and I have had a number of meetings and discussions with community members and others discussing ways the DDA can fold in with or take a more assertive role in promoting Montrose through Community Development and Marketing. Following those numerous meetings and discussions the activities listed below were conceived for the DDA Board to consider in 2026.

The proposed community events, dates and times are not budgeted, as of yet, and the Board will be asked to consider applying a budget to these events (*assuming they are approved*) at their January 15, 2026 meeting. This will give additional time for administration to convey these activities to various organizers and begin building/laying the foundation going forward.

It is also recommended Chairwoman Machuk appoint a “Sub-Committee” of the DDA where these dedicated people can provide direct involvement in assisting in planning, organizing volunteers, assist in supplies/ordering lists, and other activities. The Sub-Committee can then make further recommendations to the DDA Board facilitating administration and the Board’s decisions.

Proposed 2026 DDA Community Events

1. Spring Fling – Saturday March 21, 2026 (1 p.m. to 4 p.m.)
2. Blueberry – August 2026. *Chairwoman Machuk to provide discussion
3. Fall-O-Ween Festival - Saturday October 17, 2026 (5 p.m. to 8 p.m.)
4. Candlewalk – Saturday December 5, 2026 (5 p.m. to 8 p.m.)

Recommendation: It is recommended DDA Board Approve these Community Activities for 2026.

CITY OF MONTROSE CAPITAL IMPROVEMENT PLAN SUMMARY WORKSHEET

Dept.	Project Descriptions	2026	2027	2028	2029	Place Holder
DDA	Property Aquisition					\$25,000
DDA	Banners/Flags	\$2,000				
DDA	Community Events/Marketing	\$10,000				
DDA	Decorations	\$5,000				
DDA	Pocket Park	\$150,000				
DDA	Light Posts/Sidewalk	\$185,000				
DDA	Wayfinding Signs	\$10,000				
	Total	\$362,000				