



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

DOWNTOWN DEVELOPMENT AUTHORITY BOARD (D.D.A.)

May 21, 2026 @ 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 April 16, 2026 D.D.A. Meeting Minutes (DRAFT)

PRESENTATION

OLD BUSINESS

NEW BUSINESS

1. Consider Approving FY26/27 Budget Resolution
2. Consider discussion of DDA Logo and Branding

BID AWARD/PURCHASE

ORDINANCES

APPOINTMENTS

CITIZEN COMMENTS

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DDA COMMITTEE REPORTS

1. DDA Chairwoman: Verbal report - "Event Committee"

CITY MANAGER / DDA BOARD MEMBER COMMENTS

ADJOURNMENT

Next DDA Meeting – June 18, 2026 at 7:30 a.m.



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

DOWNTOWN DEVELOPMENT AUTHORITY BOARD (D.D.A.)

April 16, 2026 @ 7:30 a.m.

MEETING MINUTES

CALL TO ORDER – meeting called to order at 7:30 a.m..

ROLL CALL – Present – Chairwoman Machuk, Eric Reed, Larry Leonard, Scott Webster, Deborha Gross, Mayor Tom Banks and City Manager. Late: Coetta Adams,

PLEDGE OF ALLEGIANCE – Pledge led by Chairwoman Machuk

APPROVAL OF AGENDA

Action:

Motion: Mayor Banks to approve agenda

Second: Webster

A – YES, Motion Carried.

CITIZEN COMMENTS

None.

CONSENT AGENDA

1. Approval of March 19, 2026 D.D.A. Meeting Minutes

Action:

Motion: Gross to approve consent agenda

Second: Mayor Banks

A – YES, Motion Carried.

PRESENTATION

OLD BUSINESS

NEW BUSINESS

1. Consider Approving FY26/27 Proposed Budget

Action:

Motion: Gross approve FY26/27 Budget as presented

Second: Mayor Banks

A- YES, Motion Carried

2. Consider Approving DDA By-Laws

Action:

Motion: Mayor Banks motion to accept By-Laws as amended and forward to city council for approval

Second: Leonard

A- YES, Motion Carried

BID AWARD/PURCHASE

ORDINANCES

APPOINTMENTS

CITIZEN COMMENTS

None.

DDA COMMITTEE REPORTS

1. DDA Chairwoman: Verbal report - "Event Committee"

CITY MANAGER / DDA BOARD MEMBER COMMENTS

None

ADJOURNMENT - 8:15 a.m.

Next DDA Meeting – May 21, 2026 at 7:30 a.m.

CITY OF MONTROSE

MEMORANDUM

Date: May 5, 2026

To: Lori Machuk, Chairwoman, Downtown Development Authority & DDA Board Members

From: Joe Karlichek, City Manager

Re: Adoption of FY 2026–2027 DDA Budget Resolution

This memorandum is to provide administrative and legal clarification regarding the adoption of the Fiscal Year 2026–2027 Downtown Development Authority (DDA) Budget Resolution, as presented in Resolution No. 2026-02.

Pursuant to the Michigan Downtown Development Authority Act, Public Act 197 of 1975, the DDA Board is responsible for the preparation and adoption of its annual budget. The statute does not require a public hearing for the DDA to adopt its budget by resolution, provided such action occurs at a properly noticed public meeting in compliance with the Open Meetings Act.

The requirement to conduct a public hearing applies to the City Council under the Uniform Budgeting and Accounting Act, Public Act 2 of 1968, prior to adoption of the City's annual budget. This process encompasses all component units, including the DDA.

Accordingly, the DDA Board should proceed with adoption of the FY 2026–2027 budget by resolution as presented. Following adoption, the budget will be transmitted to the City Council for inclusion in the City's overall budget and public hearing process.

This guidance applies solely to the annual operating budget. Separate statutory requirements for public hearings remain in effect for the adoption or amendment of a Tax Increment Financing Plan, Development Plan, or other actions as required by law.

Recommendation: DDA Board approve the Resolution as written.

DOWNTOWN DEVELOPMENT AUTHORITY
CITY OF MONTROSE

RESOLUTION NO. 2026-__

**A RESOLUTION ADOPTING THE FY 2026–2027 DOWNTOWN DEVELOPMENT
AUTHORITY BUDGET AND APPROPRIATIONS**

May 21, 2026

Moved by: _____

Supported by: _____

WHEREAS, pursuant to the Michigan Downtown Development Authority Act, 1975 PA 197, as amended, and the Uniform Budgeting and Accounting Act, 1968 PA 2, as amended, the Downtown Development Authority (DDA) is required to prepare and adopt an annual budget; and

WHEREAS, the DDA Board has reviewed the proposed Fiscal Year 2026–2027 Downtown Development Fund budget and supporting documentation; and

WHEREAS, the proposed budget is based on a taxable value of approximately \$8,828,315 and property tax revenues levied at 1.8292 mills, with an allowance of 2% for rollbacks and adjustments; and

WHEREAS, the Tax Increment Financing (TIF) capture is estimated at 34.4970 mills, generating approximately \$154,580 in revenue; and

WHEREAS, the proposed expenditures support the purposes of the DDA Act, including public improvements, maintenance, promotion, and operation of downtown-related facilities; and

WHEREAS, the DDA Board has engaged in capital improvement planning, coordination with the City Engineer, and alignment with the approved TIF Plan in development of this budget; and

WHEREAS, the proposed budget projects revenues in excess of expenditures, maintaining a positive fund balance in accordance with sound fiscal management practices.

NOW, THEREFORE, BE IT RESOLVED, that the Downtown Development Authority Board of the City of Montrose hereby adopts the Fiscal Year 2026–2027 Downtown Development Fund Budget with total estimated revenues of \$154,580 and corresponding appropriations as presented.

BE IT FURTHER RESOLVED, that the amounts set forth in the budget are hereby appropriated in accordance with the Uniform Budgeting and Accounting Act, and shall constitute the legal spending authority of the DDA for Fiscal Year 2026–2027.

BE IT FURTHER RESOLVED, that the City Manager, DDA Chairperson, and authorized officials are hereby permitted to administer the budget and make budgetary transfers as allowed by policy and law.

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon adoption.

AYES: _____

NAYS: _____

ABSENT: _____

RESOLUTION DECLARED ADOPTED.

DDA Chairperson – Lori Machuk

DDA Secretary



MONTROSE

— DDA —



MONTROSE

— DDA —











