

# Memorandum



Date: September 4, 2025  
To: DDA  
From: Kalla Langston, City Clerk  
**Subject:** Committees' finalization and work session times

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## **Background**

We aim to finalize the committees under the Downtown Development Authority (DDA), with the Marketing and Finance committees taking the lead due to ongoing construction and the development of the Tax Increment Financing (TIF) spending plan. These working committees will meet at scheduled times at City Hall to discuss ideas and issues, which they will then present to the DDA for decision-making. These work sessions will adhere to the Open Meetings Act (OMA) and will be open to the public. The committees will need to communicate with city staff to help develop the agenda, ensuring everyone stays on track.

## **Recommended Next Steps**

- 1) **Decide on 3-5 members for each committee by a vote of the board.**
- 2) **Schedule the work sessions for the committees.**