Downtown Development Authority of City of Madison Heights

Memorandum

Date: November 11, 2027

To: Downtown Development Authority Board Members

From: Giles Tucker, Community Development Director

Subject: MHDDA & MHHP Agreement Renewal 2027-28

On January 15, 2026, the MHDDA renewed its agreement with the Madison Heights Chamber of Commerce for marketing and promotional support services. The Agreement assigned a billable rate of $75 per hour, for a total not to exceed $3,000. Further, specific activities and services were included to ensure that hours billed by the MHHP Chamber tied directly to the tasks and goals of the DDA. The contract for services runs from January to December 31st, 2026.

On Nov. 3rd the City notified the MHHP Chamber that it would not renew their agreement to provide similar services and further recommended the DDA to also end a formal agreement with the chamber at the end of the contract on December 31st 2026. These service agreements were always intended to be temporary as the Chamber stabilized their finances and built out membership.

Staff recommends that the DDA follow the City in ending the service agreement with the chamber at the end of the calendar year. However, this does not mean that the DDA may not consider partnerships with the Chamber in the future, including collaboration between the DDA Promotions Committee in its efforts to bring new downtown business networking opportunities to the DDA area and additional support for business events including Small Business Saturday.

If the DDA board follows the recommendation of staff to end the Service Agreement at the end of the calendar year, the DDA will provide the MHHP Chamber 30 Day Notice as required within the Service Agreement.

Staff Recommendations

Staff recommends that the DDA board not renew the MHDDA & MHHP Service Agreement 2026 and authorizes staff to provide the MHHP Chamber of Commerce 30 Days' Notice.