

**Downtown Development Authority of City of Madison Heights**

**Memorandum**

**Date:** November 5, 2024  
**To:** Downtown Development Authority Board Members  
**From:** Giles Tucker, Community & Economic Development Director  
**Subject:** 2025 Meeting Dates

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**Staff Recommendation**

On November 12<sup>th</sup>, I asked all the board members if we could move meeting dates from the Third Tuesday of the month to the Third Thursday of the month. Everyone was able to make this change and some even preferred it. I will be out of office on paternity leave for about two weeks starting on Jan. 7<sup>th</sup>. The January dates below propose two options January 2<sup>nd</sup> where I would likely be able to be at the meeting, and January 16<sup>th</sup> where I likely will not. Aside from January, the meeting dates below keep the same number of meetings as 2024 and simply moves them to Third Thursdays.

Staff recommends that the DDA board establish meeting dates for the 2025 calendar year at this meeting. Staff further recommends following dates:

**Regular DDA Meeting Dates**

January 2<sup>nd</sup> or January 16<sup>th</sup>, 2025  
February 20<sup>th</sup>, 2025  
June 19<sup>th</sup>, 2025  
November 20<sup>th</sup>, 2025

**Informational DDA Meeting Dates**

June 19<sup>th</sup>, 2025  
November 20<sup>th</sup>, 2025

**DDA/BRA Joint Meeting Dates**

April 17<sup>th</sup>, 2025  
August 21<sup>st</sup>, 2025