

## Downtown Development Authority of City of Madison Heights

### Memorandum

**Date:** January 13, 2024  
**To:** Downtown Development Authority Board Members  
**From:** Giles Tucker, Community Development Director  
**Subject:** **January 2025 Meeting: FY 2025-2026 Budget & 2025 Officer Elections**

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#### 2025 Officer Elections

MHDDA Bylaws were adopted by City Council on March 9, 2020. These Bylaws established term limits for board membership and board officers. Board officers serve a two-year term, and the same person can serve in the same officer position for up to two consecutive terms (up to four years). The January 2021 election was the first election since the adoption of our Bylaws, and for simplicity it was treated as the first term for each officers elected. The following were elected as Officers in 2021:

- Chairperson: Mike Van Buren
- Vice Chairperson: Joe Jarbo
- Treasurer: Ricky Busler
- Secretary: Ruth Charlebois

On January 10<sup>th</sup>, 2023, the DDA board elected Officers for another term of two years. Our present officers are as follows:

- Chairperson: Mike Van Buren (2<sup>nd</sup> consecutive term)
- Vice Chairperson: Joe Jarbo (2<sup>nd</sup> consecutive term)
- Treasurer: Ricky Busler (2<sup>nd</sup> consecutive term)
- Secretary: Joe Keys appointed to replace Ruth Charlebois on June 18<sup>th</sup>, 2024

As Joe Keys stepped up to fill the role of Secretary for the board following the resignation of Ruth, this does not count as a term and is still eligible to serve as Secretary for two consecutive terms if he desires and is reelected.

At our upcoming January 2025 meeting, we will conduct our Biannual Officer Elections for all positions. Our current Officers for Chair, Vice Chair, and Treasurer are ineligible to be reelected into the same position they currently hold but are still eligible to serve in another Officer role if elected by the board.

#### DDA Budget Meeting FY 2025-2026

In January of each year, the DDA approves a recommended DDA budget for the new Fiscal Year to be included in the City's overall budget process. Subcommittees and individual board members that would like to include any new projects, activities, events or anything else that may impact the budget should

provide their proposals to me by the end of the calendar year, so I have enough time to incorporate them into our budget discussion.