

CITY OF MONTROSE
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES June 13, 2017

CALL TO ORDER: Chairman Kathleen Swart called the City of Montrose Downtown Development Authority meeting to order at 7:31 a.m. at the Montrose City offices Building, 141 Parkway Drive, Montrose 48457.

ROLL CALL: Board members recorded as present were: Chairman Kathleen Swart, Roxy DeLa Cruz, Mark Emmendorfer, John Newcomer, Steve Gold, Carrie Ryndress, Glenn Powell, Sharon Perkins, and Mayor Colleen Brown. Also present City Manager Neil Rankin and City Clerk Tina Rush. Members Eldon Dunklee, Wayne White and Frank Crosby were recorded absent.

PLEDGE OF ALLEGIANCE: The pledge of allegiance was recited.

CITIZENS COMMENTS: NONE

APPROVAL OF DDA BOARD MEETING MINUTES

1. 02/14/17 MEETING MINUTES

- **MOTION** by Emmendorfer **SECOND** Brown to approve the February 14, 2017 meeting minutes. All Ayes. Motion Carried.

FINANCIAL REPORTS: Members spoke on the current finances.

- **MOTION** by Powell **SECOND** Brown to approve the financial reports. Roll Call Vote: Newcomer – Aye, Powell – Aye, DeLa Cruz – Aye, Perkins – Aye, Emmendorfer – Aye, Gold – Aye, Ryndress – Aye, Mayor Brown – Aye, and Chairperson Swart - Aye. All Ayes. Motion Carried.

COMMUNICATIONS TO THE DDA BOARD: NONE

UNFINISHED BUSINESS: NONE

NEW BUSINESS

1. APPROVAL OF 2017/2018 DDA BUDGET

There was discussion about the DDA Bond payments and whether the City should be responsible in helping the DDA pay the payments. There was discussion about the personal property taxes, tax capture values, the 2 mill levy, and the bond payments.

- **MOTION** by DeLa Cruz **SECOND** by Ryndress to approve the 2017/2018 DDA Budget. Roll Call Vote: DeLa Cruz – Aye, Emmendorfer – Aye, Brown – Aye, Newcomer - Aye, Ryndress – Aye, Perkins – Aye, Gold – Nay, Powell – Aye, and Swart – Aye. Eight (8) Ayes. One (1) Nay. Motion Carried.

2. RESOLUTION RE: REQUEST TO MONTROSE CITY COUNCIL TO LEVY 2 MILLS: The DDA board will have to approve a resolution to levy the millage each year or else the millage does not go on the tax bills. This will allow the DDA to generate a few extra dollars to help cover the cost of the bonds. Without this millage, there will need to be cuts to the other costs the DDA has. The DDA can opt to not levy anything after the bonds have been paid.

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- **MOTION** by Brown **SECOND** by Gold to move forward with requesting council to do the 2 mills and will not be official until council approves it. Roll Call Vote: Emmendorfer – Aye, Ryndress – No, Perkins – No, Brown – Aye, Gold – Aye, DeLa Cruz – No, Newcomer – Aye, Powell – No, and Swart – Aye. Five (5) Ayes. Four (4) Nays. Motion Carried.

Member DeLa Cruz left the meeting at 8:50 a.m.

Member Powell left the meeting at 8:51 a.m.

- **MOTION** by Brown **SECOND** by Newcomer to approve the budget for the 2017/2018 fiscal year including the 2 mills. Roll Call Vote: Gold – Aye, Perkins – Aye, Newcomer – Aye, Emmendorfer – Aye, Brown – Aye, Ryndress – Aye, and Swart – Aye. All Ayes. Motion Carried.

3. *DISCUSSION DIRECTION DDA BOARD MEMBER SIZE:* There are currently twelve members and the DDA can have a maximum of twelve members, but the bylaws can be amended to have fewer members. There was discussion about how many meetings a member can miss before being dropped from the DDA board. There is nothing in the bylaws that addresses this. According to the bylaws, they can have no less than eight members, so they need at least five members for a quorum. It was suggested lowering the number of members to ten and reaching out to the two that haven't been attending and see if they want to resign. Gold suggested sending a letter asking them if they are not going to attend, by them not saying anything they automatically resign. If they want to stay on the board they have to respond. Rankin said he can send out a letter giving them 30 days to respond. Rush said the bylaws will be reviewed in September and that is when the appointments are done. This was tabled until the next DDA meeting.

4. *NEXT DDA MEETING AUGUST 8, 2017.*

5. *MEDICAL MARIJUANA:* This was tabled until the August 8, 2017 meeting.

EXTENDED CITIZEN COMMENTS: NONE

EXTENDED DDA BOARD MEMBER COMMENTS: NONE

ADJOURNMENT:

Kathleen Swart adjourned the meeting at 9:08 a.m.

Respectfully submitted,
Chrystal Raible, City Treasurer