

**CITY OF MONTROSE  
DOWNTOWN DEVELOPMENT AUTHORITY  
SPECIAL MEETING MINUTES August 9, 2016**

**CALL TO ORDER**

Chairman Kathleen Swart called the special City of Montrose Downtown Development Authority meeting to order at 7:46 a.m. at the Montrose City offices Building, 141 Parkway Drive, Montrose 48457.

**ROLL CALL**

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

**PLEDGE OF ALLEGIANCE:** The pledge of allegiance was recited.

**CITIZENS COMMENTS:** NONE

**APPROVAL OF DDA BOARD MEETING MINUTES**

**1. 06/28/16 MEETING MINUTES**

- **MOTION** by Crosby **SECOND** Swart to approve the June 28, 2016 meeting minutes with the correction under New Business agenda item No. 5, should read “2<sup>nd</sup> Tuesday” instead of the 1<sup>st</sup> Tuesday. All Ayes. Motion Carried.

**FINANCIAL REPORTS AS OF JULY 31, 2016**

Members spoke on capital outlay, taxable value for capture, current bond debt and Fundbalance. Frank Crosby and Steve Gold asked to have two months of revenue and expense reports at future meetings.

**COMMUNICATIONS TO THE DDA BOARD:**

**1. JAMES ESPINOZA – MICHIGAN ECONOMIC DEVELOPMENT CORPORATION.**

Mr. Espinoza spoke about regional economic development that the State of Michigan/MEDC is undertaking. He explained walk-able and necessary curb appeal for downtowns and what the MEDC can do for communities. He also spoke about the Main Street program to the DDA and how it could benefit the City of Montrose Downtown and investment. He would be scheduling another meeting with the DDA in the future to discuss this program with additional materials.

**UNFINISHED BUSINESS**

**1. ACTION CONSIDERATION: DDA DUMPSTERS**

Rankin conveyed that in September of 2014 Republic agreed to provide a 4 yard recycling container downtown at no charge if the DDA approved a contract. Discussion followed about the frequency of services required and associated costs. DDA wanted the City Manager to follow up on costs for the next meeting.

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**NEW BUSINESS**

***1. APPROVAL OF DEPOT CONTRACT/RENTAL AGREEMENT***

Rankin discussed the Depot and the current issues in how funding would change with the increase in DDA bond payments and how an agreement and rental policy would provide a structure in addressing how the city facility is operated. No action taken on this item.

***2. APPOINTMENT OF DDA SECRETERY***

Rankin discussed that the DDA by-law required a secretary to be appointed. The appointment of Kathleen Swart as DDA Chair has left the secretary position open. No action taken.

**EXTENDED CITIZEN COMMENTS:** NONE

**EXTENDED DDA BOARD MEMBER COMMENTS:** Mark Emmendorfer from Montrose Township discussed the Veterans Bell grand opening in September. The walking/non-motorized path extension at Allen Dr. and that it would be completed this fall and the new Montrose Township Hall. Cost estimates came in high and would have to be addressed this would push construction on the new hall to start in the spring if all goes well.

**ADJOURNMENT:** Chairman Gold adjourned the meeting at 8:55 a.m.

Respectfully submitted,  
Neil Rankin, City Manager