

CITY OF MONTROSE DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES August 9, 2022

CALL TO ORDER: Chair Deborah Gross called the City of Montrose Downtown Development Authority meeting to order at 7:46 a.m. held at the Montrose City Offices at 139 S. Saginaw Street, Montrose, MI.

ROLL CALL: Board members recorded as present were: Chair Deborah Gross, Steve Gold, Eric Reed, Lori Machuk, and Mayor Colleen Brown. Also present was City Clerk Tina Rush and no citizens. Members Mark Emmendorfer, Dennis Graham, and David Sova were recorded as absent.

PLEDGE OF ALLEGIANCE: The pledge of allegiance was recited.

CITIZEN COMMENTS: NONE

APPROVAL OF DDA BOARD MEETING MINUTES

1. 06/14/22 MEETING MINUTES

- **MOTION** by Mayor Brown **SECOND** Reed to approve the meeting minutes. All Ayes. Motion Carried.

FINANCIAL REPORTS: There were no questions and/or comments.

- **MOTION** by Mayor Brown **SECOND** Reed to receive and place on file the financial reports. Roll Call Vote: Gold – Aye, Reed – Aye, Machuk – Aye, Mayor Brown – Aye, and Chair Gross – Aye. All Ayes. Motion Carried.

COMMUNICATIONS TO THE DDA BOARD: There were no questions and/or comments.

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

- **MOTION** by Machuk **SECOND** Mayor Brown to place onto the agenda item No. 4, Discussion/Direction having bigger Dumpsters located in the North and South Alley. All Ayes. Motion Carried.
- **MOTION** by Gold **SECOND** Mayor Brown to place onto the agenda item No. 5, Discussion/Direction Depot Handicap Ramp & Sign. All Ayes. Motion Carried.
- **MOTION** by Machuk **SECOND** Mayor Brown to place onto the agenda item No. 6, Discussion/Direction Closing of M-57 for Candlewalk. All Ayes. Motion Carried.

1. DISCUSSION/DIRECTION FAÇADE IMPROVEMENT GRANT: Mayor Brown read aloud Rankin’s report, The Jennings Foundation is providing a match of \$5,000.00 for a total of \$10,000.00 per applicant. Included in the DDA packet is the application that was used in 2008. The guidelines are the same and requires establishing an ad hoc DDA design committee to evaluate applications. This ad hoc committee would evaluate the materials, colors, and design. It would also focus on making the “historic downtown” cohesive.

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- **MOTION** by Mayor Brown **SECOND** Reed to accept the Façade Improvement Grant paperwork as is and amend as necessary. All Ayes. Motion Carried.

2. *DISCUSSION/DIRECTION OF PURCHASE OF HANGING FLOWER BASKETS*: The members commended Rankin for what he came up with through research and noted that the DDA has budgeted \$3,000 on capital outlay and over \$5,000 for contracted services. Downtown Christmas decoration install and take down will be \$2,000. Mayor Brown read aloud Rankin's report; I was searching for affordable lamppost hanging basket brackets online and eventually came across one that were priced at \$63 a set. I purchased the last ten sets with the plan to install on half the lamppost (8), however, with hanging baskets the issue is size, chain and watering. Grand Blanc purchased hanging basket with a four-gallon reservoir to reduce waterings and they highly recommend this product as it's durable and also watering from the doesn't washout soil. Prior to the roll call vote, Gold asked if someone was going to plant them and Chair Gross explained that the plants will already be planted inside the planters and the DPW will be watering them.

- **MOTION** by Mayor Brown **SECOND** Gold to authorize Neil to spend as presented for the hanging baskets and brackets. Roll Call Vote: Gold – Aye, Reed – Aye, Mayor Brown – Aye, Machuk – Aye, and Chair Gross – Aye. All Ayes. Motion Carried.

3. *BEAUTIFICATION ADVISORY COMMITTEE*: Chair Gross conveyed that David Sova, Dennis Graham and herself are on the committee, however, they have yet to meet due to the summer being busy. Informational only.

4. *DISCUSSION/DIRECTION HAVING BIGGER DUMPSTERS LOCATED IN THE NORTH AND SOUTH ALLEY*: Machuck said she brought concerns to city council of the dumpsters getting full faster due to more activity from new businesses opening up, Machuck's business, Eric Reed's business on the corner, the pharmacy, the food pantry, and White's Tavern. Rush expressed concerns with Republic in the past threatening to pull the current dumpsters due to people depositing building materials. Gold said that people not located within the downtown district dumping additional items have always been a problem. Chair Gross and Mayor Brown suggested sending letters to the business owners letting them know that it is not o.k. to place building materials inside the dumpsters.

- **MOTION** by Brown **SECOND** Machuck to direct Neil to add a second dump per week for the dumpsters located in the north and south alleys. Roll Call Vote: Machuck – Aye, Gold – Aye, Mayor Brown – Aye, Reed – Aye, and Chair Gross – Aye. All Ayes. Motion Carried.

5. *DISCUSSION/DIRECTION DEPOT HANDICAP RAMP & SIGN*: Gold mentioned that he spoke with Rankin and the building inspector, and the west side of the sign needs to be addressed, including ADA compliance with the ramp. Rush informed the members that Rankin is already currently working on these 2 items.

- **MOTION** by Mayor Brown **SECOND** Reed that we direct Neil to come up with a plan for the sign and ramp and have Steve Gold be the point man. All Ayes. Motion Carried.

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6. *DISCUSSION/DIRECTION CLOSING OF M-57 FOR CANDLEWALK*: Discussion ensued on closing the downtown for a Candlewalk regards to safety concerns, not having enough volunteers to monitor the barriers, barriers with proper lighting, applying for a road closure permit, and liability insurance.

- **MOTION** by Machuk **SECOND** Mayor Brown to direct Neil to get a list together for the Candlewalk Committee. All Ayes. Motion Carried.

EXTENDED CITIZEN COMMENTS: NONE

EXTENDED DDA BOARD MEMBER COMMENTS: Chair Gross mentioned that people are taking notice of the banners located in the DDA District, the art located on the downtown businesses window's, Art in the Park, and Movies in the Park, which sparks growth. Chair Gross would also like to see planting of flowers along the greenbelt as Midland does. Mayor Brown mentioned the big beautiful hanging plants located in Bridgeport. Chair Gross mentioned an art fair held in the alleys of a municipality located in the UP. The members also discussed options on how to handle vacant buildings.

- **MOTION** by Reed **SECOND** Machuk to give a recommendation to council to look into addressing safety and blight of vacant buildings in the downtown area. One No – Gold. Motion Carried.

ADJOURNMENT:

- **MOTION** by Mayor Brown **SECOND** by Reed to adjourn. All Ayes. Motion Carried.

Chair Deborah Gross adjourned the meeting at 8:28 a.m.

Prepared by City Clerk, Tina Rush