

**CITY OF MONTROSE DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES FEBRUARY 14, 2023**

CALL TO ORDER: Chairperson Deborah Gross called the City of Montrose Downtown Development Authority meeting to order at 7:41 a.m. held at the Montrose City Offices at 139 S. Saginaw Street, Montrose, MI.

ROLL CALL: Board members recorded as present were: Lori Machuk, Dennis Graham, Dave Sova, Mayor Colleen Brown and Chairperson Deborah Gross. Also present was City Manager Neil Rankin and one citizens. Members Steve Gold, Eric Reed and Mark Emmendorfer were recorded as absent.

PLEDGE OF ALLEGIANCE: The pledge of allegiance was recited.

CITIZEN COMMENTS: NONE

APPROVAL OF DDA BOARD MEETING MINUTES

1. 12/13/22 MEETING MINUTES

- **MOTION** by Mayor Brown **SECOND** Sova to approve the December 13, 2022 meeting minutes. All Ayes. Motion Carried.

FINANCIAL REPORTS: There were no questions and/or comments

- **MOTION** by Mayor Brown **SECOND** Sova to approve the financial reports. Roll call vote. Mayor Brown-Aye, Sova-Aye, Graham-Aye, Machuk-Aye and Gross-Aye. All Ayes. Motion Carried.

COMMUNICATIONS TO THE DDA BOARD: Chris Hennessy with Fleis and Vandenbrink Engineering spoke to the board about funding opportunities for local business including Brownfield development.

UNFINISHED BUSINESS: NONE

NEW BUSINESS

- **MOTION** by Mayor Brown **SECOND** Sova to add item seven to the agenda to discuss hanging baskets. All Ayes. Motion Carried.

1. DISCUSSION/DIRECTION SUMMER MOVIE EVENTS

The DDA board discussed movie events this year. The board would like to get pricing. Discussion was to find another local vendor that has a screen and projector that could put on the event.

- **MOTION** by Mayor Brown **SECOND** Sova to move forward with hosting a movie night. Roll Call Vote. Sova-Aye, Graham-Nay, Mayor Brown-Aye, Machuk-Aye and Gross-Aye. Four (4) Ayes and One (1) Nay. Motion Carried.

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2. DISCUSSION/DIRECTION DEPOT RAMP RFP

The City Manager presented an RFP for renovating/repairing the handicap ramp at the Depot. DDA board discussed and wished to include a wood replacement option.

- **MOTION** by Graham **SECOND** Sova to send out the RFP but add language to include both composite and wood as replacement materials. Roll Call Vote. Graham-Aye, Machuk-Aye, Sova-Aye, Mayor Brown-and Gross-Aye. All Ayes. Motion Carried.

3. DISCUSSION/DIRECTION CITY/DEPOT KEY POLICY

The City Manager presented a key policy that would be reviewed by council to address the deficiencies identified by the city's insurance carrier. These deficiencies would address access to city buildings including the Depot. DDA board discussed the number of keys and to whom they should be issued to.

- **MOTION** by Graham **SECOND** Machuk to request council to approve three keys to Depot volunteers. Roll Call Vote. Machuk-Aye, Sova-Nay, Mayor Brown-Aye, Graham-Aye and Gross-Aye. Four (4) Ayes and One (1) Nay. Motion Carried.

4. DISCUSSION/DIRECTION GENESEE CO. LANDBANK SALE

The City Manager discussed foreclosed properties in the DDA district that would be for sale. No action taken.

5. DDA BYLAWS AND APPOINTMENT OF OFFICERS

- **MOTION** by Graham **SECOND** Machuk to appoint Mayor Brown as DDA Vice chairperson and Dave Sova as DDA chairperson. All Ayes. Motion Carried.
- **MOTION** by Graham **SECOND** Sova for the DDA to hold a meeting each month on the second Tuesday of the month. All Ayes. Motion Carried.
- **MOTION** by Mayor Brown **SECOND** Sova for the DDA to appoint Dennis Graham as treasurer and Lori Machuk as secretary and to adopt the bylaws as presented. All Ayes. Motion Carried.

6. BEAUTIFICATION COMMITTEE

No action taken as the committee had not met.

7. PLANTS AND HANGING BASKETS

DDA Board discussed that the hanging baskets have been purchased and the plants would be ordered with installation this spring. Banner and baskets would be installed at the same time. No action taken.

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EXTENDEND CITIZEN COMMENTS: NONE

EXTENDED DDA BOARD MEMBER COMMENTS: The DDA chairperson discussed the improvements being made in the downtown and wished to see continued improvements.

ADJOURNMENT:

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

Chair Deborah Gross adjourned the meeting at 9:45 a.m.
Prepared by Neil Rankin, City Manager