

**CITY OF MONTROSE DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES MAY 9, 2023**

CALL TO ORDER: Chairperson Dave Sova called the City of Montrose Downtown Development Authority meeting to order at 7:31 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, Eric Reed, Deborah Gross, Steve Gold, Dennis Graham and Chairperson Dave Sova. Also present was City Manager Neil Rankin and no (0) citizens. Members Mark Emmendorfer and Mayor Colleen Brown were recorded as absent.

PLEDGE OF ALLEGIANCE: The pledge of allegiance was recited.

CITIZEN COMMENTS: NONE

APPROVAL OF DDA BOARD MEETING MINUTES

1. 3/14/23 MEETING MINUTES

- **MOTION** by Gross **SECOND** Machuk to approve the March 14, 2023 meeting minutes. All Ayes. Motion Carried.

FINANCIAL REPORTS: There were no questions and/or comments

- **MOTION** by Gross **SECOND** Gold to approve the financial reports. All Ayes. Motion Carried.

COMMUNICATIONS TO THE DDA BOARD: None

UNFINISHED BUSINESS:

1. DISCUSSION/DIRECTION DEPOT RAMP PROPOSALS

The DDA board discussed the direction to address repairs or replacing the handicap ramp at the Depot. The board reviewed the proposals and pricing from Great Lake Outdoor and the Chair had put together an alternative proposal to repair the ramp and it was suggested the repairs could be completed by volunteers. Member Graham volunteered to power wash on May 22nd to prep the ramp and remove the loose paint and dirt.

- **MOTION** by Gross **SECOND** Reed to approve up to \$2000 in materials (provided by Chair) to repair the ramp at the Depot and to reach out to volunteers to hold an event to make necessary repairs.

2. DISCUSSION/DIRECTION DDA PROJECTS FOR 2023-2024.

The City Manager discussed possible projects to be added to the FY 2024 budget including seal coating of parking lots. Members discussed. No action taken.

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NEW BUSINESS

1. DISCUSSION/DIRECTION FY 2024

The City Manager discussed the DDA budget for FY 2024 and the retirement of the interfund loan, levy of mills and possible projects. No action taken.

2. BUDGET DDA RESOLUTION TO LEVY 1.8542 MILLS

- **MOTION** by Gross **SECOND** Gold to request that the City Council levy 1.8542 mills for the Downtown Development Authority in its ability to finance and make enhancements to the Montrose Downtown. Roll call vote. Gold-Aye, Gross-Aye, Reed-Aye, Graham-Aye, Machuk-Aye and Chair Dave Sova-Aye. All Ayes. Motion Carried.

*The DDA Chair Dave Sova left the meeting at 8:24 a.m. and Steve Gold as the senior member chaired the meeting.

3. DDA FY 2024 BUDGET

- **MOTION** by Machuk **SECOND** Graham to approve FY 2024 budget as presented. Roll call vote. Machuk-Aye, Gross-Aye. Gold-Aye, Reed-Aye and Graham-Aye. All Ayes. Motion Carried.

4. FACADE GRANT APPLICATION 120 W. STATE

DDA members discussed the application for 120 W. State Street. The city manager provided a legal opinion that the application was incomplete and did not adhere to the guideline as adopted. The applicant wished to not move forward. No action taken.

5. BEAUTIFICATION ADVISORY COMMITTEE

Did not meet. No action taken.

EXTENDEND CITIZEN COMMENTS: NONE

EXTENDED DDA BOARD MEMBER COMMENTS: The DDA chairperson discussed the improvements being made in the downtown and informed that the hanging pots would be installed after Mother's Day.

ADJOURNMENT:

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

Chair Dave Sova adjourned the meeting at 9:15 a.m.

Prepared by Neil Rankin, City Manager