

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

**CALL TO ORDER:** Vice Chair Mayor Colleen Brown called the City of Montrose Downtown Development Authority meeting to order at 7:34 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, Dennis Graham, and Mayor Collleen Brown. Also present was City Manager Neil Rankin and three (3) citizens. Member Steve Gold was recorded as absent.

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

**CITIZEN COMMENTS:** NONE

**APPROVAL OF DDA BOARD MEETING MINUTES**

1. **8/8/23 MEETING MINUTES**

**MOTION** by Reed **SECOND** by Machuk to approve the August 8, 2023 meeting minutes. All Ayes. Motion carried.

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

- **MOTION** by Gross **SECOND** Reed to approve the financial reports. All Ayes. Motion Carried.
- **MOTION** by Graham **SECOND** Gross to add item #6 to the agenda ***Increasing Depot Rental Fees***. All Ayes. Motion carried.
- **MOTION** by Machuk **SECOND** Reed to add item #7 to the agenda ***Downtown Benches***. All Ayes. Motion carried.

**COMMUNICATIONS TO THE DDA BOARD:**

1. Finance presentation made by the City Manager to DDA members regarding the DDA finances.

**UNFINISHED BUSINESS:** NONE

**NEW BUSINESS**

1. **DISCUSSION/DIRECTION FAÇADE GRANT APPLICANTS**

- **MOTION** by Gross **SECOND** Graham to approve the façade grant application for Dr. Jamie Abbott DDS PPLC at 106 Nanita in the amount of \$4987.50. Roll Call Vote. Brown-Aye, Machuk-Aye, Reed-Aye, Graham-Aye, Gross-Aye. All Ayes. Motion carried.

2. **DISCUSSION/DIRECTION MOVIE NIGHT, BANNER, FLOWERS**

City Manager discussed the movie night and attendance of these events. DDA members wished to revisit the movies next year with the goal to do more. DDA members wished to get pricing and design for larger new banners for the area outside of the downtown where banners are attached to consumers poles.

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- **MOTION** by Gross **SECOND** Graham to approve spending up to \$2000 for Mayn Street Flowers to select and plant flowers for the hanging baskets and planters in the DDA district/State Street. Roll Call Vote. Graham-Aye, Gross-Aye, Machuk-Aye, Reed-Aye and Brown-Aye. All Ayes. Motion carried.

**3. DISCUSSION/DIRECTION DDA PROJECTS**

City Manager discussed future DDA projects including remediation/renovation of vacant buildings in the downtown with DDA members. Also discussed the use of DDA spaces such as the parking lot for downtown events. No action taken.

**4. DISCUSSION/DIRECTION DEPOT PROJECTS**

- **MOTION** by Gross **SECOND** Graham to accept the quote from A-1 Glass Co. LLC of Mount Morris to replace the display case plate glass in the Depot with tempered glass in the amount of \$680.00. Roll Call Vote. Gross-Aye, Reed-Aye, Graham-Aye, Brown-Aye and Machuck-Aye. All Ayes. Motion carried.
- **MOTION** by Reed **SECOND** Graham to accept the quote from Metcalf Electric of Davison in the amount of \$1597.00 to remove and replace the sign lighting at the Depot. Roll Call Vote. Graham-Aye, Machuk-Aye, Gross-Aye, Brown-Aye and Reed-Aye. All Ayes. Motion carried.
- **MOTION** by Gross **SECOND** Reed to get pricing for exterior LED lighting as presented for downtown buildings and the Depot. All Ayes, Motion Carried.

**5. BEAUTIFICATION ADVISORY COMMITTEE**

DDA members discussed that the advisory committee has not met and would like to remove it from future agendas or until members wish to serve on it. No action taken.

**6. DEPOT RENTAL FEE**

- **MOTION** by Graham **SECOND** Gross to recommend that city council increase the Depot rental fee to \$85.00. All Ayes, Motion carried.

**7. DOWNTOWN BENCHES**

DDA members wished to have the City Manager get pricing to have the four benches in the downtown sandblasted and repainted. No action taken.

**EXTENDEND CITIZEN COMMENTS:** NONE

**EXTENDED DOA BOARD MEMBER COMMENTS:** None

**ADJOURNMENT:**

- **MOTION** by Machuk **SECOND** by Gross to adjourn at 8:34am. All Ayes. Motion Carried.

Prepared by Neil Rankin, City Manager