

**CITY OF MONTROSE DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES MAY 14, 2024**

CALL TO ORDER: Chair Mayor Colleen Brown called the City of Montrose Downtown Development Authority meeting to order at 7:33 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, Dennis Graham, Scott Webster, Coette Adams, Deborah Gross and Mayor Collleen Brown. Absent was Jerry Mears and Steve Gold. Also present was City Manager Neil Rankin.

PLEDGE OF ALLEGIANCE: The pledge of allegiance was recited.

CITIZEN COMMENTS: NONE

APPROVAL OF DDA BOARD MEETING MINUTES

1. 3/12/24 MEETING MINUTES

MOTION by Graham **SECOND** by Gross to approve the March 13, 2024 meeting. All Ayes. Motion carried.

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

COMMUNICATIONS TO THE DDA BOARD: City manager presented a financial overview of the DDA budget and finance process.

UNFINISHED BUSINESS:

1. DISCUSSION/DIRECTION NEW DOWNTOWN BANNERS

- **MOTION** by Graham **SECOND** Gross to approve the banner #1 design from Acorn and Company as presented. Roll Call Vote. Webster-Aye, Reed-Aye, Gross-Aye, Adams-Aye, Graham-Aye, Machuk-Aye, and Mayor Brown-Aye. Motion passes.

NEW BUSINESS

1. DISCUSSION/DIRECTION HANDICAPPED ACCESS IMPROVEMENT GRANT

- **MOTION** by Gross **SECOND** by Graham to request matching funding from the Jennings Foundation in the amount of \$10,000 over two years for a Handicapped Access Improvement Grant for downtown businesses. All Ayes. Motion carried.

2. DISCUSSION/DIRECTION DDA MILLAGE FY 2025

- **MOTION** by Graham **SECOND** by Reed to request council to levy a DDA millage of 1.8309 as calculated and available through PA 197 of 1975 and PA 57 of 2018. Roll call vote. Gross-Aye, Reed-Aye, Webster-Aye, Graham-Aye, Adams-Aye, Machuk-Aye and Brown-Aye. All Ayes. Motion carried.

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3. *DISCUSSION/DIRECTION OF DDA PROJECTS FOR FY 2024/2025*

- **MOTION** by Graham **SECOND** by Gross to add items discussed (wayfinding, mailboxes and seal coating of DDA parking lots) to the FY 2024/2025 DDA budget. All Ayes, Motion Carried

EXTENDED CITIZEN COMMENTS: NONE

EXTENDED DOA BOARD MEMBER COMMENTS: NONE

ADJOURNMENT:

- **MOTION** by Gross **SECOND** by Machuk to adjourn at 8:30 a.m. All Ayes. Motion Carried.

Prepared by Neil Rankin, City Manager