

**CITY OF MONTROSE DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES FEBRUARY 13, 2024**

CALL TO ORDER: Vice Chair Mayor Colleen Brown called the City of Montrose Downtown Development Authority meeting to order at 7:30 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, Steve Gold. Scott Webster, Jerry Mears and Mayor Colleen Brown. 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. *11/14/23 MEETING MINUTES*

• **MOTION** by Graham **SECOND** by Gross to approve the November 14, 2023 meeting minutes. All Ayes. Motion carried.

FINANCIAL REPORTS: There were no questions and/or comments

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

COMMUNICATIONS TO THE DDA BOARD: Memo from Manager to the DDA board

UNFINISHED BUSINESS: NONE

NEW BUSINESS

1. **DDA BYLAWS/APPOINTMENTS OF OFFICERS**

- **MOTION** by Gross **SECOND** Reed to appoint Hon. Colleen Brown as DDA Chair and Dennis Graham as DDA Vice-Chair. All Ayes. Motion carried.
- **MOTION** by Reed **SECOND** Gold to appoint Deborah Gross as DDA Secretary. All Ayes. Motion carried.
- **MOTION** by Reed **SECOND** Gross to appoint Lori Machuk as DDA Treasurer. All Ayes. Motion carried.

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2. POSSIBLE CLOSED SESSION RE: MCL 15.268. PURSUANT TO SECTION 8(D) OF THE OMA, A PUBLIC BODY MAY MEET IN A CLOSED SESSION TO "CONSIDER MATERIAL EXEMPT FROM DISCUSSION OR DISCLOSURE BY STATE OR FEDERAL STATUTE." PURSUANT TO SECTION 13(1)(G) OF THE MICHIGAN FREEDOM OF INFORMATION ACT ("FOIA"). MCL 15.243(L)(G) ROLL CALL VOTE REQUIRED.

- **MOTION** by Gross **SECOND** by Graham to go into closed session to "consider material exempt from discussion or disclosure by state or federal statute." pursuant to section 13(1)(g) of the Michigan freedom of information act ("FOIA"). mcl 15.243(l)(g) . Roll call vote. Machuk-Aye, Gross-Aye, Mears-Aye, Webster-Aye, Gold,-Aye, Reed- Aye, Brown-Aye and Graham-Aye. All Ayes. Motion carried. Entered closed session at 7:50 a.m.

3. RETURN TO OPEN SESSION & BRING REGULAR MEETING BACK TO ORDER

- **MOTION** by Gross **SECOND** by Graham to return to open session. Roll call vote. Brown-Aye, Machuk-Aye, Webster-Aye, Reed-Aye, Graham,-Aye, Mears-Aye, Gross-Aye and Gold-Aye. All Ayes. Motion carried. Returned to open session at 8:45 a.m.
- **MOTION** by Gross **SECOND** by Reed add Tamarack Valuation Services Letter of Engagement to agenda. All Ayes. Motion carried.
- **MOTION** by Gross **SECOND** by Reed to approve the letter of engagement with Tamarack Valuation Services in the amount of \$2,000 to conduct an appraisal of 103 W. State Street (Naples Pizzeria). Roll Call Vote. Gold-Nay, Graham-Nay, Gross-Aye, Machuk-Nay, Mear-Aye, Reed-Aye, Webster-Aye and Brown-Aye. Five (5)Ayes- Three (3) Nays. Motion Carried

4. DISCUSSION/DIRECTION TRIM LIGHTING FOR DEPOT

- **MOTION** by Graham **SECOND** by Gross to approve the LED trim lighting proposal from Trim Light Select in the amount of \$9,792.00 to be installed at the Depot. Roll Call Vote. Gross-Aye, Graham-Aye, Gold-Aye, Brown-Aye, Machuk-Aye, Reed-Aye, Webster-Aye, Mears-Aye. All Ayes. Motion carried.

5. DISCUSSION/DIRECTION MOVIE NIGHT

The city manager discussed hosting a family move night for the summer at either Lion's Park or the downtown DDA parking lot. Would see if the State Bank or other local businesses would like to sponsor. No action taken.

6. DISCUSSION/DIRECTION DOWNTOWN BENCHES

The city manager discussed that the costs to sandblast, repair and repaint the steel/aluminum benches that are installed downtown would be around \$800.00 per bench and the cost to replace the benches with a new composite bench from Kirby Built which is the company that the DDA purchased the trash receptacles a few years ago would be \$998.95. Kirby Products are warrantied for 50 years and the quote was the lowest.

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- **MOTION** by Gross **SECOND** Machuk to approve spending up \$5600 based on the quote (shipping costs were not calculated) from Kirby Built LLC for downtown benches. Roll Call Vote. Mears-Aye, Gross-Aye, Graham-Aye, Webster-Aye, Reed-Aye, Gold-Aye, Machuk-Aye and Brown-Aye. All Ayes. Motion Carried.

7. **DISCUSSION/DIRECTION DUMPSTERS IN ALLEYWAYS/ALLEYWAY MAINTENANCE AGREEMENT**
DDA member Machuk spoke on the need for a larger dumpster to be placed in the North alleyway as the current size is insufficient. The city manager informed the board that the city council would need to make that request as they approved the agreement with Priority Waste. The city manager also spoke on the need for the DDA to enter into agreements with business that are in the downtown to address future development. This would include public parking, maintenance, snow removal and improvements as the alleyways are private property. The city manager would work with the city attorney and hope to have an example at the next DDA meeting.

- **MOTION** by Gross **SECOND** Machuk to request that city council request Priority Waste to replace the current dumpster with a larger one in the North alleyway. All Ayes, Motion carried.

8. **DISCUSSION/DIRECTION NEW BANNERS**
The city manager presented a quote from Northern Lights Display on new and larger banners to replace the current ones in the downtown along M-57. DDA member Webster wished to source banners locally if possible. Member Machuk expressed that they were not contacted to provide a quote and city manager replied that the quote was from the lowest priced when the banners were purchased. Member Machuk was willing to make a verbal quote and match the price/type and material and work with DDA members on the design. *Eric Reed left the meeting at 9:50 a.m.

- **MOTION** by Webster **SECOND** Gross to approve a quote from Acorn and Company in the amount of \$1600.00. Roll call vote. Brown-Aye, Gold-Aye Mears-Aye, Gross-Aye, Graham-Aye, Webster-Aye, Machuk-abstain. All Ayes, Motion carried.

9. **DISCUSSION/DIRECTION OF QUASQUINCENTENNIAL FOR THE CITY OF MONTROSE**
The city manager discussed the 125th anniversary (quasquicentennial) this year and possible events the DDA could hold to celebrate. No action taken.

10. **DISCUSSION/DIRECTION OF DDA PROJECTS FOR FY 2024/2025.**
The city manager discussed that the DDA board will need to address what projects it wishes to address in the next fiscal year. That members can make a request to the manager to add items to the agenda to discuss at the next meeting. The budget process is underway and the DDA will be need to approve its budget before July 1st. No action taken.

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EXTENDEND CITIZEN COMMENTS: NONE

EXTENDED DOA BOARD MEMBER COMMENTS: NONE

ADJOURNMENT:

- **MOTION** by Gross **SECOND** by Mears to adjourn at 10:05am. All Ayes. Motion Carried.

Prepared by Neil Rankin, City Manager