

AGENDA

**MONROE DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING**

7:45 A.M.

Wednesday, April 15, 2015

CITY HALL, 1st FLOOR CONFERENCE ROOM, 120 E. FIRST ST.

1. Roll Call

2. Consent Agenda

Action Requested

- A. Approval of Agenda
- B. Approval of the Minutes of
Wednesday, March 18, 2015 Regular Meeting
- C. Financial Report
 - DDA Revenue and Expenditure Report FY 2014-2015
 - DDA Itemized Expenditure Report FY 2014-2015

3. 2014 – 2015 Work Program

- A. Committee Project Status Report
 - 1. Design Committee – Jodie Stevens
 - 2. Promotions Committee – Mary Gail Beneteau
 - 3. Development Committee – Jim Jacobs
 - a. Web site
 - b. Parking lot – permitted parking
 - 4. Façade Grant Committee – Steve Pipis
- B. DDA Office Report
 - 1. Budget Meeting with Monroe City Council

4. Other Business

5. Communications

6. Adjournment

Action Requested

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, March 18, 2015
First Floor Conference Room
Monroe City Hall**

Chairperson Shaun McGowan called the meeting to order at 7:45 a.m.

1. Roll Call

Present: Chairperson Shaun McGowan, Mayor Robert Clark, Kimberle Daniels (arrived at 7:50 a.m.; left at 9:01 a.m.), Scott Goocher, Les Lukacs (arrived at 7:47 a.m.; left at 9:17 a.m.), Steve Pipis, Jodie Stevens, Tom Stewart, Anthony Trujillo, Cheri Weakly
Unexcused: Christopher Bica
Staff: Paula Stanifer, Dan Swallow
Guests: Marilyn Crowley (MEDC), Jim Jacobs, Mary Gail Beneteau (arrived at 8:18 a.m.; left at 8:40 a.m.)

2. Consent Agenda

- A. Approval of March Agenda
- B. Approval of Minutes of January 21, 2015 DDA meeting
- C. Financial Reports: Revenue and Expenditure, Itemized Expenditure

Mayor Clark asked for the Correspondence received under Façade Committee be moved to Communications.

Motion by Ms. Stevens, seconded by Ms. Weakly to approve the Consent Agenda as amended.
Motion carried unanimously.

3. 2014-2015 Work Program

A. Committee Project Status Reports

1. Design Committee – Jodie Stevens
 - We will be planting spring flowers on May 9 beginning at 8:00 a.m.
 - New Christmas decorations have been ordered. Snowflakes and soldiers as well as more garland to cover the North Monroe Street after the streetscape is finished.

Motion by Ms. Weakly to pay Four Star up to \$1,500.00 for spring flowers; Mr. Trujillo seconded.
Motion carried unanimously.

Motion by Ms. Stevens to pay Bronner's up to \$8,000.00 for snowflakes and soldiers; seconded by Mayor Clark.
Motion carried unanimously.

2. Promotions Committee – Mary Gail Beneteau
 - The Flea Market is June 13. Everyone is welcome to participate with outside sales. We will be asking the community members and organizations to participate again this year.
 - Wine Crawl is July 17.

Mr. Trujillo indicated that some people do not get information about our events. It was suggested to have those people call Ms. Stanifer as communication is by email from the DDA Office.

 - The Art and Beautification Committee is purchasing new garland for the gazebo and lights for an angel that was used in the past.

Motion by Ms. Daniels to pay up to \$2,000.00 to Bronner’s for garland; seconded by Mayor Clark.

Motion carried unanimously.

3. Development Committee – Jim Jacobs
 - Mr. Swallow reported on snow removal contract with Ron Noel. Two pickups occurred and things went very well.
 - Block captains are needed to cover more area. Mr. Trujillo volunteered to be a block captain. Captains will be visiting businesses in April.
 - Parking enforcement meeting with Mr. Morgel and the enforcement team went well. Ticketing seems to be much better.
 - North Monroe Street Project is under design.
 - PlacePlans Project (alleyscape) meetings are underway.

4. Façade Grant Committee – Steve Pipis
 - A. Correspondence received – This item was moved to “Communications.”

B. 25 South Monroe

Motion by Ms. Stevens to deny the applicant of 25 South Monroe due to lack of bids; seconded by Ms. Weakly.

Motion carried unanimously.

C. 321 North Monroe

Motion by Mr. Trujillo to deny the applicant of 321 North Monroe due to only submitting one bid; seconded by Mr. Stewart.

Motion carried unanimously.

D. 17-21 West Front

Motion by Ms. Stevens to deny the applicant of 17-21 West Front due to lack of a second bid by a licensed contractor; Mr. Pipis seconded.

Motion carried unanimously.

E. 18-20-22 South Monroe

Motion by Mayor Clark to keep the application open on 18-20-22 South Monroe pending review from the Michigan Economic Development Corporation and allowing the applicant to provide clarification of scope of work; seconded by Mr. Pipis.

Motion carried unanimously.

F. 8 North Monroe

Motion by Ms. Stevens to approve \$6,800.00 for 8 North Monroe Street with a legal review regarding option to purchase; seconded by Mr. Goocher.

Motion carried unanimously.

G. 206 South Monroe

Motion by Ms. Stevens to approve \$9,939.50 for 206 South Monroe Street; seconded by Mayor Clark.

Motion carried. Mr. Goocher abstained.

H. 53 South Monroe

Motion by Mr. Trujillo to terminate contract at 53 South Monroe due to lack of contract compliance; Ms. Stevens seconded.

Motion carried unanimously.

I. 54 South Monroe

Motion by Ms. Weakly to extend 54 S. Monroe contract to June 30, 2015; seconded by Mr. Pipis.

Motion carried unanimously.

B. DDA Office Report

1. New website

-Our website needs updating. We could possibly partner with other groups such as the Chamber, Tourism, etc. Need business networking. Need people to go to the DDA instead of smaller groups popping up with events such as First Fridays. Website referred to Development Committee for further review.

2. Budget

Motion by Ms. Stevens to approve proposed 2015-2016 budget as presented, seconded by Mr. Goocher.

Motion carried unanimously.

4. Other Business

Spring cleanup will occur in late May.

Mr. Trujillo mentioned the parking lot next to Agua Dulce is permit parking. He and his wife have permits to park in this lot. However, with several new businesses in that area, he would like to see no permit parking in this lot. Item referred to Development Committee.

Mr. Trujillo thought the tennis courts could perhaps be a dog park. Mayor Clark indicated that the tennis courts are used frequently and have recently been resurfaced. A suggestion was made for the basketball courts. However, many use the basketball courts as well.

A dog run is being proposed at Munson. Public Spaces, Community Places through the MEDC offers matching funds through Crowd Funding.

Mr. Stewart stated a need for us to provide doggie bags and trash cans. This was referred to the Design Committee.

Ms. Weakly asked about trash cans that have been placed in the tree grates. Mr. Swallow will ask DPD to move these.

5. Communication

Correspondence Received was referred to the Façade Committee for review.

6. Adjournment

A motion to adjourn was made by Ms. Stevens, supported by Mayor Clark at 10:02 a.m.

Motion carried unanimously

DRAFT

Promotion Committee Minutes

April 7, 2015

Present: Amanda Phebus, Mary Gail Beneteau, Janet Berns
Staff: Paula Stanifer
Guests: Tammy Clark

1. Roll Call

The meeting was called to order at 7:45 AM by Mary Gail Beneteau.

2. Minutes

The minutes of the March 2015 meeting were approved.

3. Flea Market, Craft & Vendor Show - June 13

June 13

Event 9:00 – 2:00

Check-in 7:30 – 8:30 am.

\$10 per spot. 2 MBT volunteers to assist with check-in 7am - ?, 2 volunteers to work the popcorn machine (The MBT machine is available). Check with photography places to see if they would like to borrow a costume.

3. Wine Crawl – July 17

Keep the event at 300 people. May move registration location.

4. Tree Lighting – November 21

John Patterson is moving the Pipers concert to Downtown Monroe from Noon – 9:00 pm.

The Chamber Parade was discussed. They inquired if another group would be able/interested in taking over the parade. The DDA does not have sufficient resources to host the parade and if possible, would prefer the Chamber continue the parade.

Tammy will inquire with Santa and the Chamber about preferred timing due to “entertainment” being held from noon until 9:00.

We could potentially move the parade up in the day and continue Santa and the Carriage rides a bit later.

Proposed Timeline

Entertainment: Noon – 9:00 pm

Chamber Parade: earlier in the day, 2:00 / 3:00 pm?

Santa @ MBT: 4:00 until 8:00 pm. That would give Santa a dinner and rest break.

Carriage Rides: after parade until 8:00 pm.

Tree Lighting: 7:00 instead of 7:30

4. Budget

The budget was not approved but the final is due April 20.

Upcoming Meetings:

Regular Meeting: Tuesday, May 5, 2015 at 7:45 am at City Hall.

Due to a scheduling conflict, Amanda Phebus had to leave the meeting at 9:00 a.m.

Submitted by Amanda Phebus