

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, November 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, George Boyan, Mayor Robert Clark, Kimberle Daniels, Scott Goocher, Les Lukacs, Jodie Stevens, Tom Steward, Anthony Trujillo

Excused:

Unexcused: Joe Peruski

Staff: Paula Stanifer, Dan Swallow

2. Consent Agenda

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

Motion by Mr. Goocher, seconded by Mayor Clark to approve the Consent Agenda.
Motion carried unanimously.

3. 2015-2016 Work Program

A. Committee Project Status Reports

1. Design Committee – Jodie Stevens
 - Decorations were put up last Saturday. Ms. Stevens thanked those who helped.
2. Promotions Committee – Mary Gail Beneteau
 - Tree Lighting is this Saturday. Lots of good comments on the longer hours of the event so they can attend more activities.
 - Committee is looking into billboard advertising prices as a co-op with businesses.
 - Committee has researched mobiles aps and Lake Erie Magazine advertising. At this time the committee feels the prices are too high. In the future perhaps a partnership with the River Raisin Battlefield would be best.
3. Development Committee – Jim Jacobs

-Mr. Swallow reported the committee is investigating the cost of enclosures for Altrusa Park and the corner of East Front and Monroe Streets for garbage. Mayor Clark is interested in seeing what these enclosures will look like.

-Committee is also investigating roller cans and different pick up areas for garbage.

-There is one sign in front of Public House that has different parking hours than the rest of Downtown Monroe. Committee recommended changing this sign to match the rest.

Motion by Ms. Stevens, seconded by Mr. Lukacs, to accept the recommendation of the Development Committee to have the sign on North Monroe Street in front of Public House changed to match all Downtown signage with 1 hour parking.

Motion carried unanimously

-Snow removal contract is up again. Retainer is \$5,000.

Motion by Ms. Stevens to continue with snow removal contract; seconded by Mr. Goocher.

Motion carried unanimously

-The committee has been reviewing outstanding parking violation fines. The committee recommends the City Attorney investigate collection of these outstanding debts. After discussion, a recommendation was made.

Motion by Mayor Clark to accept recommendation of the committee to request that the City Attorney pursue outstanding fines with court action, subject to an evaluation of cost relative to the anticipated collection of fines; Ms. Daniels seconded.

Motion carried unanimously

4. Façade Grant Committee – Scott Goocher

-34 South Monroe Street – Due to a lack of quorum the committee has no recommendation. However, Mr. Goocher asked the board to make the decision on the grant due to time constraints.

Discussion and questions were asked about the project.

Motion by Mayor Clark to approve up to \$10,000 in reimbursement for façade grant proposal for 34 South Monroe Street contingent upon pictures being in file for board review and compliance with all items on proposal at completion of project reviewed by City staff; Ms. Stevens seconded the motion.

Motion carried unanimously

-206 South Monroe Street reimbursement

Ms. Stanifer provided a paid receipt for the completion of the project and asked the board for a motion to reimburse property owner from grant request.

Motion by Ms. Daniels, seconded by Mayor Clark to reimburse 206 South Monroe Street \$10,000 for façade project.

Motion carried. Mr. Goocher abstained.

-The 2016 Downtown Reinvestment Grant Program application was presented. The committee has worked for 6 months to bring this final product to the board. This new application will be available for façade grants beginning January 1, 2016.

Motion by Mr. Goocher, seconded by Ms. Stevens, to accept the new proposed Reinvestment Program Application.

Motion carried unanimously

B. DDA Office Report

Ms. Stanifer thanked Mr. Swallow for his help with the DDA as he will be leaving December 4 to move to Tecumseh. Mr. Swallow thanked the DDA board for their support.

4. Other Business

-Mr. Trujillo is interested in seeing bike repair locations in the City. This was referred to the Design Committee.

-Mayor Clark talked about sculpture rental and other amenities to enhance the Riverwalk and Riverfront Parking Lot. This was referred to the Design Committee.

-Mr. Goocher spoke about a bike rental program in Flat Rock which uses GPS tracking. He is watching to see how the bike repair stations are being used and if vandalism is happening.

5. Communications

-Ms. Stevens told the board that she had a patient who has returned to Monroe. She commented on how Monroe has changed and gotten better over the past few years.

-Lots of positive comments from the community on the snowflakes.

6. Adjournment

A motion to adjourn was made by Mayor Clark, supported by Ms. Stevens at 8:59 a.m.

Motion carried unanimously