

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, August 19, 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 (arrived at 7:49 a.m.), Scott Goocher, Les Lukacs, Joe Peruski (arrived at 7:55 a.m.), Jodie Stevens, Tom Steward, Anthony Trujillo (arrived at 7:57 a.m.)
Excused: Christopher Bica
Staff: Paula Stanifer, Dan Swallow
Guests: No guests

2. Consent Agenda

- A. Approval of August Agenda
- B. Approval of Minutes of July 15, 2015 DDA meeting
- C. Financial Reports: Revenue and Expenditure, Itemized Expenditure

Motion by Ms. Stevens, 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
-Fall clean up/decorating will be Saturday, September 12, 2015 at 8:30 a.m.. We will be meeting in the alley behind 19 Washington Street.
2. Promotions Committee – Mary Gail Beneteau
-Tree Lighting will be Saturday, November 21, 2015. The parade will begin at 2:00 p.m. with the tree lighting at 7:00 p.m. There will be entertainment throughout the day ending at approximately 9:00 p.m.
3. Development Committee – Jim Jacobs
-Website Update – There were 22 proposals. Mr. Swallow and Ms. Stanifer narrowed the field down to eight proposals. The committee will review these proposals at their next meeting. Proposals ranged from \$101,000 to \$5,000.
-Parking Recommendations for the First Street/Monroe Street lot. Committee continues to look at shifting permit parking to the Cass Street lot.

-Alley Project – Draft presentation was attended by about 40 people. The final report will be given on October 15 at the River Raisin Centre for the Arts at 6:00 p.m.

- Block Captain Assignments – The committee is continuing to make rounds and collect email addresses and other information. Les Lukacs would like to join the Development Committee.

4. Façade Grant Committee – Scott Goocher

a. Façade Funds

We have received several requests for façade grants over the past several weeks. In most cases, it is from property owners who have just purchased property. In the past, when façade funds were not used during a particular year, the funds went back into the general DDA budget. The Façade Committee made a recommendation to amend the budget to use those funds for Façade Grants at this time, instead of making new property owners wait until next February to apply.

Motion by Ms. Stevens, supported by Mr. Lukacs, to amend the budget to move \$40,000.00 from reserves to Façade for anticipated projects. These funds were not expended in prior fiscal years 2011 – 2015.

Motion carried (9 yea, 1 nay)

b. 21 West Front Street

Motion by Mayor Clark, supported by Mr. Lukacs to table 4b until next meeting.

Motion carried unanimously.

B. DDA Office Report

No report.

4. Other Business

-Mr. Swallow discussed the Citizens Planning Commission and the possibility of implementing first floor retail incentives for the Central Business District. Mayor Clark suggested a meeting with the DDA and CPC to discuss plans before submitting to Council.

Some questions were asked: What is our percentage of retail space currently? What area would be designated for this?

Mr. Lukacs will create a map of all Downtown showing retail, vacant, office, etc.

September 14, 2015 at 6:00 p.m. was suggested as a meeting date with the CPC.

-Mr. Swallow discussed purchasing of the South Monroe properties and the letter of credit. \$10,000 letter of credit is being attached to each property that will be auctioned in September.

-Mayor Clark discussed the City of Hastings and their sculpture project. He would like the Design Committee to look into this. Perhaps we could do sculptures and art work.

-Altrusa Park is City owned. Need a partnership to improve the area.

5. Communication

-Mr. Trujillo would like to see trash better managed. He stated that there is too much garbage on the street. Ms. Daniels suggested City owned dumpsters for residents and businesses. Everyone would need to move their trash to these dumpsters instead of on the sidewalk. Mr. Swallow discussed additional services that could be paid for by property owners regarding centralized services. This was referred to the Development Committee to investigate.

-Mr. Trujillo stated the DDA needs to promote the Jazz Fest and Art Fair better. He only saw an increase in 40 customers that weekend. He suggested the leaders of these two events could work together.

-Mr. Trujillo would like the wine crawl to be bigger. There are several obstacles to this. The Promotions Committee has increased the number each year until hitting 300 last year. The Committee felt this was a good, workable number.

-Ms. Daniels suggested a workshop to help businesses promote their business during events.

6. Adjournment

A motion to adjourn was made by Ms. Daniels, supported by Ms. Stevens at 9:17 a.m.

Motion carried unanimously