

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, January 21, 2015
First Floor Conference Room
Monroe City Hall**

Chairperson Shaun McGowan called the meeting to order at 7:47 a.m.

1. Roll Call

Present: Chairperson Shaun McGowan, Chris Bica (arrived at 7:53 a.m.), Kimberle Daniels, Scott Goocher, Les Lukacs, Steve Pipis (arrived at 7:50 a.m.), Jodie Stevens, Tom Stewart, Anthony Trujillo
Excused: Mayor Robert Clark, Cheri Weakly
Staff: Paula Stanifer, Dan Swallow

2. Consent Agenda

- A. Approval of January Agenda
- B. Approval of Minutes of December 17, 2014 DDA meeting
- C. Financial Reports: Revenue and Expenditure, Itemized Expenditure

Motion by Ms. Stevens, seconded by Ms. Daniels to approve the Consent Agenda.
Motion carried unanimously.

3. 2014-2015 Work Program

A. Committee Project Status Reports

1. Design Committee – Jodie Stevens
 - Flowers have been ordered for the spring planting. A red and yellow scheme will be used. Committee chose a few different varieties this year.
 - Decorations were taken down last Saturday. We finished by 9:30 a.m.
 - New snowflakes will be ordered by mid-February to receive a special discount.
2. Promotions Committee – Mary Gail Beneteau
 - There was no January Promotions Meeting.
 - In February, committee will begin planning for the flea market and wine crawl.
3. Development Committee – Jim Jacobs
 - Mr. Swallow reported on snow removal contract with Ron Noel. One pickup has occurred and it went very well.
 - Individual sidewalk ordinance was discussed.
 - Business workshop is being combined with SBDC. DDA will pay for DDA members to attend (\$30).
 - Block captains are scheduled to visit businesses again in spring.

-Validation problems were discussed. Mr. Swallow, Ms. Stanifer and the DMBN are asking for a meeting with Greg Morgal. Mr. Bica stated that we should ask for certain areas to be watched, for example, 1 hour parking versus metered parking as a place to start.

-North Monroe Street Project and PlacePlans Project (alleyscape) were discussed. The Development Committee recommended that the DDA cover the local match for the N. Monroe Streetscape project in the amount of \$57,400; with the understanding that the City will provide the local match for the PlacePlans Alleyscape Project.

Motion by Ms. Daniels, supported by Mr. Pipis, to support the Development Committee recommendation to cover the local match for the North Monroe Streetscape in the amount of \$57,000, with the understanding that the City will provide the local match for the PlacePlans Alleyscape Project. Funds will come from the reserve account.

Motion carried unanimously.

4. Façade Grant Committee – Steve Pipis
 - A. 2015 Façade Application was presented to the board.

Motion by Mr. Goocher, supported by Mr. Bica, to approve the Façade Grant Application amended October 29, 2014.

Motion carried unanimously.

B. 12-16 West Front Street- Communication received
Brief discussion was held concerning the communication received and the four points requested at the December 2014 meeting.

B. DDA Office Report

We need board members to distribute folders and return information sheet.

4. Other Business

A. Financial Report – Committees need to develop their budget for the 2015-2016 year and report to Ms. Stanifer by next meeting.

5. Communication

6. Adjournment

A motion to adjourn was made by Ms. Stevens, supported by Mr. Pipis at 8:45 a.m.

Motion carried unanimously