

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, March 16, 2016
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 Likacs (arrived at 8:34 a.m.), Joe Peruski (arrived at 7:47 a.m.), Jodie Bean, Mackenzie Swanson, Anthony Trujillo (arrived at 7:49 a.m.)
Excused: Tom Steward
Guests: Jeff Green (arrived at 8:25 a.m.)
Staff: Paula Stanifer

2. Consent Agenda

- A. Approval of March Agenda
- B. Approval of Minutes of February 17, 2016 DDA meeting
- C. Financial Reports: Revenue and Expenditure, Itemized Expenditure

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

3. 2015-2016 Work Program

A. Committee Project Status Reports

- 1. Design Committee – Jodie Stevens
 - May 21 – Flower planting beginning at 8:30 in Loranger Square.
 - Committee is looking into a partnership with MCCC and local high schools to create sculptures inside our pots.
- 2. Promotions Committee – Mary Gail Beneteau
 - Flea Market, Craft and Vendor Show is June 11.
 - Ladies Night Out. Ms. Stanifer will re-email information to Ms. Daniels.

3. Development Committee – Jim Jacobs
 - Parking Tickets – The City is moving forward with letters to collect past due amounts. Going forward, cars will be booted when they receive six tickets.
 - Ms. Stanifer continues to work on contacting vacant property owners to see how we can help them fix their building to have it tenable. Mayor Clark suggested a conversation with the City Attorney regarding TIFF funds being used for this. A draft policy like the façade reinvestment grant application with specific rules and guidelines as well.
 - Patrick Lewis requested a formal directive from the DDA board concerning the “Parking Validation Available” signs. Mayor Clark would like to see a rendering of the signs before making a decision.
 - Garbage – more trash cans will be placed throughout Downtown in conjunction with the North Monroe Street project.
 - Mayor Clark is working internally to have overflowing dumpster issues resolved. He suggested the DDA send a recommendation letter to City Council to help address the garbage issue. This was referred to the Development Committee to discuss.

4. Façade Grant Committee – Scott Goocher
 - The deadline for the 2016 application is Monday. Two have been received so far.
 - Mayor Clark asked for an update on the outstanding grants at the next meeting.

B. DDA Office Report

- The brochure was discussed. Suggestions include narrowing the categories, or adding a blue dot to those businesses in the Central Business District.

Motion by Mr. Trujillo to pay up to \$1,000 for new brochures as presented; seconded by Ms. Daniels.

Motion carried unanimously.

- Budget was discussed with input from all committees. Ms. Stanifer will discuss with Ed Sell how best to handle Façade Reinvestment money that will not be paid out by the end of this fiscal year.

Motion by Ms. Bean to approve budget as discussed; seconded by Mr. Peruski.

Motion carried unanimously.

- Ms. Stanifer thanked those who helped take down Christmas decorations. We will need more volunteers for clean up and flower planting which will be held May 21 at 8:30 a.m.

- Scally Waggs will open this Saturday. It is a pet bakery that will service all your pet needs.

4. Other Business

- Jeff Green discussed studies and reports and the need for more information regarding what these studies may show. He proposed an informational meeting with the Citizen’s Planning Commission, City Council and the DDA. Mr. Green

will contact Sharon Woods with Land Use USA to conduct this meeting. It was suggested that we invite all property owners to this meeting.

5. Communications

6. Adjournment

A motion to adjourn was made by Ms. Bean, supported by Ms. Daniels at 9:04 a.m.

Motion carried unanimously