

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, November 16, 2016
First Floor Conference Room
Monroe City Hall**

Chairperson Joe Peruski called the meeting to order at 7:45 a.m.

1. Roll Call

Present: Chairperson Joe Peruski, George Boyan, Mayor Robert Clark, Scott Goocher, Les Lukacs, Shaun McGowan, Tom Steward, Mackenzie Swanson (left 7:46, returned 7:47)
Excused: Scott Kegerreis, Anthony Trujillo
Guests:
Staff: Paula Stanifer, Patrick Lewis (arrived 8:20, left 8:30 a.m.)

2. Consent Agenda

- A. Approval of November Agenda
- B. Approval of Minutes of October 19, 2016 DDA meeting
- C. Financial Reports: Revenue and Expenditure, Itemized Expenditure

Motion by Mr. Lukacs to approve Consent Agenda; seconded by Mr. Goocher.
Motion carried unanimously.

3. 2016-2017 Work Program

A. Chairperson's Comments

-Mr. Peruski stated that new agenda items should be emailed to Ms. Stanifer and to him by the Wednesday the week prior to the meeting (8 days before the meeting). Items will then be added to the agenda or referred to a committee.

B. Committee Project Status Reports

- 1. Design Committee – Les Lukacs
 - Board asked for monthly updates on progress from Monroe County Community College on sculptures.
 - Mr. Lukacs is working on meeting dates.
 - Mayor Clark thanked Ms. Stanifer for getting all the volunteers for the Christmas decorating. Take down of decorations is Saturday, January 7, 2017.
- 2. Promotions Committee – Mary Gail Beneteau

3. Development Committee – Jim Jacobs
 - There is a TAP grant opportunity for South Monroe Street that Mayor Clark discussed with Patrick Lewis. Deadline is January 2017.
4. Façade Grant Committee – Scott Goocher
 - a. 54 South Monroe Street
 - Project has been completed and all receipts have been submitted.

Motion by Mayor Clark, seconded by Ms. Swanson, to reimburse 54 South Monroe Street \$10,000 in façade reinvestment grant funds.

Motion carried unanimously.

-Discussion on façade grants, contractors, and current grants.

C. DDA Office Report

-The website continues to receive updates. Mr. Lukacs and Mr. Peruski have noticed improvements.

4. Other Business

A. SBA Grants review

-Mayor Clark followed up on the question: Are there funds available to reimburse employers for hiring and training employees? Full time employee training is available. SBA does not offer reimbursement for part-time help.

B. Snow Plow Contract

-Mr. Lewis contacted Ron Noel. Since we did not use their service last year, Mr. Noel agreed to provide services for us this year without a retainer. Mr. Lewis emphasized that this is for this year only. The cost will remain the same at \$2,000 per occurrence. Mr. Noel asked that we do not wait until the maximum amount of snow has been reached before calling. Ms. Stanifer and Mr. Lewis will work together with Mr. Noel.

5. Communications

6. Board Member Comments/Guest Comments

Mr. Boyan – Likes the new “how to fish” signs. Noticed Lark’s Nest is opened again and the signage is not conforming.

Ms. Swanson – She knows the owner of the new Lark’s Nest and will talk to him about signage.

Mr. Lukacs- Thanked those who participated in decorating. Thanked Ms. Stanifer for all of the volunteers. Tree lighting this Saturday. He would like to see Design increase the decorations.

Mayor Clark – Stated the Planning Session the night before was good. December 6 is the meeting for the public. The two missing board members should attend the public session as participants for their input. Walking tour guides used to be available. Should we partner and update them?

Mr. McGowan – Stated the meeting was good last night. He likes the new Christmas trees that were added this year. Stated we should ask at the public meeting session for volunteers to take down the decorations since the take down is the next day.

Mr. Goocher – Presented a “Christmas Passport” program that is being done in Flat Rock for possible inclusion for the Promotions committee.

Ms. Stanifer – Christmas decorations are added each year as they are very expensive. Design has funds in the budget again this year to add more.

Mr. Peruski – Wished everyone a Happy Thanksgiving.

7. Adjournment

A motion to adjourn was made by Ms. Swanson, supported by Mr. Boyan at 8:38 a.m.

Motion carried unanimously