

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, June 15, 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, Les Lukacs (left at 8:54 a.m.), Joe Peruski (arrived at 7:46 a.m.), Jodie Bean, Tom Steward, Mackenzie Swanson
Excused: Kimberle Daniels, Scott Goocher
Absent: Anthony Trujillo
Guests: Sheila McGowan, Janet Berns, Rachel Lazare
Staff: Paula Stanifer

2. Consent Agenda

- A. Approval of June Agenda
- B. Approval of Minutes of May 18, 2016 DDA meeting
- C. Financial Reports: Revenue and Expenditure, Itemized Expenditure

Motion by Ms. Bean, seconded by Mr. Lukacs to approve the Consent Agenda.

Motion carried unanimously.

3. 2015-2016 Work Program

A. Committee Project Status Reports

- 1. Design Committee – Jodie Stevens
 - Ms. Bean is continuing to walk and ensure flowers are being watered. Signs will be added to the planters to thank those who water.
 - “Faces of Monroe” began at the flea market and will be placed in Altrusa Park when completed.
- 2. Promotions Committee – Mary Gail Beneteau
 - Flea Market was a huge success. Over 100 vendors participated and was very well attended by the community.
 - Suggestion to add a porta john to the East end of Front Street.
 - Ms. Berns was very pleased with the vendors on her side of the street. She thanked Ms. Stanifer for all of her work in putting on this successful event.

Ms. McGowan stated the event was very well organized and planned. She also thanked Ms. Stanifer.

-Wine Crawl is July 15. Tickets went on sale yesterday and was advertised on facebook.

-First Fridays committee will be meeting with Mr. Steward about making a flyer for the next three events. Promoting the ideas of a staycation and families. They will be changing the times to begin at 2:00 p.m.

July will feature a balloon artist in Monroe Bank & Trust pergola. MB&T will be supplying popcorn. 30 businesses participated last month.

Mayor Clark suggested asking businesses to participate by decorating with buntings and having a window decorating contest.

3. Development Committee – Jim Jacobs

-Sample plaque was provided.

Motion by Mr. Steward to order 25 plaques for up to a total of \$1,000 for façade grant recipients, seconded by Mr. Lukacs.

Motion carried unanimously.

4. Façade Grant Committee – Scott Goocher

-Committee is meeting in the next few weeks to discuss outstanding grants.

-Mr. Lukacs about proper paint abatement and the need for a flyer with proper techniques.

B. DDA Office Report

-Ms. Stanifer thanked Ms. Bean and Ms. Daniels for their participation on the board.

-Ms. Stanifer reported on the website updates and arrival of new brochures.

4. Other Business

-West First/Monroe Street Parking Lot – It has been changed from 1 hour to 2 hour parking. It is also used for permit parking. Board previously discussed moving permit parking to Cass Street lot. Mayor Clark has spoken to several permit owners and they all agree that Cass Street Lot is a good change in lieu of current lot.

-Parking Permit Fees were discussed and will be updated by Clerk Treasurer and DDA Development Committee.

-North Monroe Street Project – Two bike racks will be installed having the same design as current bike racks in the Downtown area.

-Discussed “No Bike Riding” signs. Board felt these should be replaced with “Please walk your bike on the sidewalk” as a more positive message.

-Suggestion to have Monroe High students design “decorations” to our current bike racks.

-Billboards – Mayor Clark suggested a partnership with the Battlefield and Bicentennial Committees.

-Target Market Analysis – Grants are available for the residential portion. This is moving forward. Retail component to be added.

5. Communications

-Downtown Resource Fair is tomorrow night at Monroe Bank & Trust from 6:00 - 8:00 p.m.

6. Adjournment

A motion to adjourn was made by Ms. Bean, supported by Mr. Steward at 8:58 a.m.

Motion carried unanimously