

# Minutes

Monroe Downtown Development Authority  
Regular Meeting  
Wednesday, July 20, 2016  
First Floor Conference Room  
Monroe City Hall

Chairman Shaun McGowan called the meeting to order at 7:45 a.m.

## Roll Call

Present: Chairperson Shaun McGowan, George Boyan, Mayor Robert Clark, Scott Goocher (7:46 a.m.), Scott Kegerreis, Les Lukacs, Joe Peruski, Tom Steward, MacKenzie Swanson (8:02 a.m.), Anthony Trujillo

Guests: Rachel Lazere, Azia Hawthorne-Kastura, Will Keller

Excused: Paula Stanifer

## Consent Agenda

- A. Approval of July Agenda
- B. Approval of Minutes of June 15, 2016 DDA meeting
- C. Financial Reports: Revenue and Expenditure, Itemized Expenditure

Motion by Mr. Boyan, seconded by Mr. Lukacs to approve the Consent Agenda  
***Motion carried unanimously***

## 2015-2016 Work Program

### A. Committee Project Status Reports

1. Design Committee - Jodie Stevens
  - a. Dog Waste Systems –  
Motion by McGowan, second by Goocher to approve an additional \$200 for shipping costs.  
**Motion carried unanimously**

- b. Partnership with MCCC – discussion on exact size and number of sculptures.

Motion by Lukacs, second by Boyan to approve \$1,500 for partnership with MCCC for flower sculptures with condition pending to review of design and size information.

**Motion carried unanimously.**

- c. Bike Racks – Design, costs and recommended locations were discussed.

Motion by Swanson, second by Lukacs to approve purchase of two of the bike style racks (Model BB-FT-EPX) in same bike rack colors for installation at proposed locations.

**Motion carried 9 – 1 (Peruski)**

- d. Cigarette butt collection – Discussion on locations and willingness of businesses to partner. Follow up contact by DDA with businesses on support and implementation.

Motion by Steward, second by Swanson to spend up to \$700 for cigarette butt collections containers for 6 bars with condition of their partnership to maintain/clean out.

**Motion carried 9 – 1 (Lukacs)**

- e. Kiosk – Discussion on design, style and further discussion on broader downtown messaging/way finding project.

Motion by Clark, second by Boyan to send back to committee for further analysis and additional examples.

**Motion carried unanimously**

- f. United Way request –

Motion by Swanson, second by Lukacs not to approve request, but during discussion board recommends partnership with Untied Way with placement of planter next year.

**Motion carried unanimously**

2. Promotions Committee – Minutes included. Positive comments on success of Wine Crawl event. Update on First Friday and proposed letters to City Administration for use of Altrusa Park, message boards and event times. Supported by Board.
3. Development Committee – Minutes included.
4. Façade Grant Committee – Minutes included. Goocher provided update on 54 S. Monroe St and 34 S. Monroe St projects
  - a. 8 North Monroe St – Update and applicant request to increase grant amount of \$1,200.00 presented by Goocher. Motion to approve by Goocher, seconded by Lukacs.

**Motion carried unanimously.**

b. 88 W. Front St – Update presented by Goocher.  
Motion and second by Board members to approve proposed repairs to doors as recommended by Historic District Commission and Façade Improvement Grant Committee.

**Motion carried unanimously.**

**B. DDA Office Report – No report.**

**Other Business**

**A. Elections**

1. Chairperson – Motion to elect Joe Peruski and motion to elect Anthony Trujillo.

Member vote Peruski 6, Trujillo 3, 1 abstain (Kegerreis)

2. Vice Chairperson – Motion to elect Anthony Trujillo.

Member vote 9 – 0, 1 abstain (Kegerreis)

**B. Target Market Analysis – Jeff Green presented an update on the City Council approved agreement to contract with Land USA to conduct the TMA for the City. Review the grant received to conduct the TMA and discounted cost to DDA to partner in the project with an associated Downtown Retail Study. Amount is within DDA approved budget. After additional discussion motion by Goocher, second by Lukacs to approve.**

**Motion carried unanimously**

Mayor Clark reviewed the communication included in the DDA packet related to Michigan DDA statute PA 197 of 1975, specifically Sec. 125.1657 related to the powers of the board.

Discussion followed on a DDA strategic plan and the Board responsibility to develop a long term plan. Mayor proposed the DDA board hire an external facilitator to conduct a planning session. There was consensus by the board to explore options. The Mayor will return to the next meeting with names of facilitators to consider.

**Communications – Section 125.1657 of PA 197 of 1975 included in packet**

**Adjournment** – Motion to adjourn was made by Steward, second by Swanson after 9:15 am.

**Motion carried unanimously**