

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, February 17, 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 (arrived at 7:57 a.m.), Les Likacs, Joe Peruski (arrived at 7:54 a.m.), Tom Steward, Mackenzie Swanson (arrived at 7:48 a.m.), Anthony Trujillo
Excused: Scott Goocher, Jodie Bean
Guests: Adrienne Doan, Janet Berns (arrived at 8:05 a.m.; left at 8:53 a.m.) Patrick Lewis (arrived at 8:25 a.m.)
Staff: Paula Stanifer

2. Consent Agenda

- A. Approval of February Agenda
- B. Approval of Minutes of January 26, 2016 DDA meeting
- C. Financial Reports: Revenue and Expenditure, Itemized Expenditure

Motion by Mayor Clark, seconded by Mr. Jukacs to approve the Consent Agenda.
Motion carried unanimously.

Introductions of board members. Welcome to new member Mackenzie Swanson.

3. 2015-2016 Work Program

A. Committee Project Status Reports

- 1. Design Committee – Jodie Stevens
 - Mr. Lukacs inquired about adding more flowers and pots.
 - Mr. Boyan inquired about the bike repair station. Ms. Stanifer stated the committee is checking with local bike clubs; and Mr. Goocher is monitoring a similar design placed in Flat Rock.
 - Committee is recommending the purchase of small Christmas trees to mix in with the snowflakes. Ms. Stanifer has already discussed with DPS and they are fine with installing.

Motion by Mr. Lukacs, supported by Ms. Daniels, to spend \$5,000 toward two soldiers and 18 Christmas trees.

Motion carried unanimously.

2. Promotions Committee – Mary Gail Beneteau
 - Flea Market and Vendor Show is June 11. Expanding to include Bounce Houses, art, and a car show.

 - Wine crawl is July 15. A review is held in August where all DDA businesses are invited to attend. New ideas should be presented at that time.
 - Billboard advertising- committee would like input from the board on their interest in researching this advertising option. Mr. Trujillo stated that in his experience it was pricy. Several others would like to see pricing.
 - Ladies Night Out – Ms. Daniels expressed interested in taking this on.

3. Development Committee – Jim Jacobs
 - Committee has looked at trash can placement. Altrusa Park garbage can has been moved. However, the can is still being filled with tenant garbage on a daily basis. Ms. Stanifer will speak with Bill Walters at DPS and Keith Woodcock in the building department. Committee is continuing to monitor problem areas.

 - Ms. Stanifer is working on contacting vacant property owners to see how we can help them fix their building to have it tenable.

4. Façade Grant Committee – Scott Goocher
 - 123 West First Street Façade Grant Application was discussed.

Motion by Ms. Daniels, supported by Mr. Trujillo, to accept the recommendation of the façade committee to award \$10,000 reimbursement for the reinvestment grant at 123 West First Street.

Motion carried unanimously.

B. DDA Office Report

-DDA board would like to see a completed brochure in its entirety before approving funds. Funds will cover cost of changes/design and printing. Tabled until next meeting.

4. Other Business

-Patrick Lewis, City Engineer, discussed the North Monroe Street Project. The DDA contributed \$57,000 toward this project. Work is due to start on April 1, 2016, and be completed near the end of June 2016.

Elm to Willow will receive new sidewalks, new lamp posts, and trees.

-South Monroe Street from 1st to 2nd Streets could be the next project. It needs to be submitted by May for consideration of grant money. Mr. Lewis will prepare cost estimates.

- Second Street to Jones Avenue – comprehensive tree planting which is City funded to begin in the fall 2016. Trees also need to be replaced on South Monroe Street. Mr. Lewis is hopeful to fill empty grates with trees this fall.
- Mr. Lewis discussed residential and commercial garbage pick up. Extra pick up would need to be negotiated with Waste Management for the additional cost. The contract is up for negotiation for 2017. This would be something the DDA would need to pay for.
- Building Department can site overflowing dumpsters.

5. Communications

- Mayor Clark reported that Jeff Green will be attending our next meeting to discuss the Historic District Commission.
- Keith Woodcock, building department, is holding a meeting on the new building code. There will be an open forum.
- Monday, March 14, 2016, there is a joint CPC and City Council Meeting. The DDA should be asking City Council for things just as council asks the DDA for things. For example, South Monroe Street project, LED lighting, etc.)
- Mayor Clark passed out highlights on alleyscape presentation and new sign regulation.
- Mayor Clark talked of the possibility of the DDA being asked to pay for a Target Market Analysis. This was presented to us in 2014 and the Board decided not to fund.

6. Adjournment

A motion to adjourn was made by Ms. Daniels, supported by Mr. Boyan at 9:00 a.m.
Motion carried unanimously