

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, September 28, 2022
Council Chambers, Monroe City Hall**

Chairperson William Slicker called the meeting to order at 8:30 a.m.

1. Roll Call

Present: Mayor Robert Clark, Andy Clark, Robert Copp, Erik Drummonds, Scott Kegerreis, William Slicker, Malissa Whited

Absent: Mary Hastings

Staff: Annette Knowles, Downtown/Economic Development Coordinator

2. Vision Statement – Read by Mayor Clark

3. Additions/Deletions to the Meeting Agenda

A. Motion by Kegerreis, seconded by Clark to add item 7D under New Business, Proposal from Russell Design. **Motion carried, all ayes.**

4. Public Comments – None

5. Consent Agenda

- A. Approval of Agenda
- B. Approval of Minutes
 - ❖ Wednesday, August 17, 2022 Annual Meeting
- C. Financial Reports:
 - ❖ August, DDA Preliminary Itemized Expenditure Report FY 2022-2023
 - ❖ August, DDA Revenue and Expenditure Report FY 2022-2023

Motion by Mayor Clark, seconded by Copp to approve items on the Consent Agenda. **Motion carried, all ayes.**

6. Project/Work Plan Updates

Clark, A. reported on a proposed project derived from the Heart of Monroe PlacePlan that he and William are leading. The proposed project is a pocket park and will be addressed later under the Russell Design proposal.

7. New/Other Business

A. BIG Application – 39 South Monroe Street

An application was received for exterior improvements to 39 South Monroe Street, including paint, signage and a new storm door. The application was reviewed and recommended for approval by the BIG team on August 18, 2022. The team also recommended removal of existing specific items on the façade. If approved, based on program requirements, the maximum allowable amount is \$4,001.00.

Motion by Clark, R., seconded by Kegerreis, to approve the application for 39 South Monroe Street for funding in an amount not to exceed \$4,001.00, for building improvements, subject to program requirements and conditions as recommended by the grant review team. **Motion carried, all ayes.**

B. Riverwalk Connector (Lighting) Project Bid Award

The DDA received two responses to the request for bids for the referenced project. Both were local companies recommended by the city building department. Funds are included in the current year budget for this project work shall be coordinated with public services.

Motion by Clark, R., seconded by A. Clark, to accept the bid from Geal Electric in the amount of \$29,400 for the Riverwalk Connector – Lighting Project, funds to be derived from account number 248-65.763-818.020-22R0300000, Riverwalk Enhancements and approve a down payment in the amount of \$14,700 for materials. **Motion carried, all ayes.**

Copp departed the meeting at 8:59a.m.

C. Closed Session- Property Acquisition

Motion by R. Clark, seconded by Druumonds to enter Closed Session to discuss Property Acquisition at 9:00a.m. Ayes: R. Clark, A. Clark, Drummmonds, Kegerreis, Slicker, Whited; Nays: None. **Motion carried.**

Whited departed the meeting at 9:44am.

Motion by Mayor Clark, seconded by Kegerreis to reconvene in Open Session at 9:44a.m. **Motion carried, all ayes.**

D. Proposal from Russell Design for professional services for Monroe County Museum Pocket Park and Connector

A proposal was received from Russell Design at the request of A. Clark and Slicker, team leads, for data collection and schematic design of a pocket park between the Monroe County Museum and the River Raisin Centre for the Arts. This project was derived from the Heart of Monroe PlacePlan.

Motion by R. Clark, seconded by Kegerreis, to accept the proposal from Russell Design, dated September 27, 2022 to perform certain landscape architectural services in support of the proposed Monroe County Museum Pocket Park and Connector, in an amount not to exceed \$9,500, funds to be derived from account number 248-65.736-818.020, General Contract Services, with a delivery timeline of January, 2023. ***Motion carried, all ayes.***

8. Board Member and Administrative Comments

Chairman Slicker remarked about the improvement completed at 39 South Monroe Street.

Mayor Clark advised that holiday decorations should be arriving soon; the tree lighting is November 18. He will miss the October meeting because of a Michigan Municipal League event.

9. Adjournment

Motion to adjourn at 9:55am am by A. Clark, seconded by Kegerreis. ***Motion carried, all ayes.***