

## **Minutes**

### **Monroe Downtown Development Authority Regular Meeting February 15, 2023 Council Chambers, Monroe City Hall**

#### **1. Call to Order**

Chairperson William Slicker called the meeting to order at 8:31 a.m.

#### **2. Roll Call**

Present: Mayor Robert Clark, Mary Hastings, Andy Clark, Erik Drummonds, William Slicker, Robert Copp

Absent: Scott Kegerreis, Stuart Eastman

Staff: Vincent Pastue, City Manager  
Mark Cochran, Community and Economic Development Director

#### **3. Vision Statement** – Read by Mayor Clark

#### **4. Additions/Deletions to the Meeting Agenda**

#### **5. Public Comment** - None

#### **6. Consent Agenda**

A. Approval of Agenda

B. Approval of Minutes

❖ Minutes of January 18, 2023

C. Financial Reports:

❖ January, 2023 DDA Preliminary Itemized Expenditure Report FY 2022-2023

❖ January, 2023, DDA Revenue and Expenditure Report FY 2022-2023

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

#### **7. Project/Work Plan Updates**

William Slicker gave an update on the murals going up at 12 South Monroe Street and 36 West Front Street. Discussion followed.

## **8. New/Other Business**

### **A. Proposals from AKT Peerless for Environmental Assessments**

Mark Cochran gave an update that the BRA approved the funding for these assessments. BRA will get the invoices and pay those on behalf of the DDA. Discussion followed.

Motion by Mayor Clark, seconded by Drummonds to authorize the acceptance of proposals from AKT Peerless to conduct a Phase 1 Environmental Survey at a cost of \$2,400.00 and an Asbestos and Hazardous Materials Survey at a cost of \$7,470.00, funds to be derived from Account 248-65.736-818.020, General Contract Services, for the property at 13 West Front Street. *Motion carried, all ayes.*

### **B. EV Station- Cpaas and Make-Ready-Site Proposals**

William Slicker referred to the last meeting about approving this item but not having a formal quote for that combination. The EV Stations will operate on a subscription bases for 5 years, while the make-ready site is a capital investment. Discussion followed.

Motion by Drummonds, seconded by Hastings to authorize appropriation of an amount not to exceed \$22,500 for a make-ready site and to accept the proposal from LilyPad to construct, and authorize the subscription from ChargePoint at a cost of \$4,800 annually for a five-year period, for EV Charging Stations. *Motion carried, all ayes.*

### **C. PlacePlan Pocket Park Update**

William Slicker referred to the written information in the packet with cost estimates for the Pocket Park plan. William, Vince Pastue and Mark Cochran are looking to coordinate with other groups for funding on this project. Discussion followed.

## **9. Board Member and Administrative Comments**

Eric Drummonds gave an update on the CLG Grant. When the DDA acquired the property at 13 West Front, he contacted the office of Allen Higgins and did not receive a reply. He is focusing on working on the next round of applications mid-summer. Discussion followed.

Mark Cochran gave a few different updates. A Social District was recently approved by the State of Michigan for part of the downtown. He is hoping it will be up and running this spring. Mark also gave an update on switching the DDA agendas and minutes to the system of MinuteTraq this year.

## **10. Adjournment**

Motion to adjourn at 8:59 a.m. by Hastings, seconded by Copp. *Motion carried, all ayes.*