

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, April 16, 2014
First Floor Conference Room
Monroe City Hall**

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

1. Roll Call

Present: Vice Chairperson Shaun McGowan, Ken Calender, Mayor Robert Clark (left at 9:25 a.m.), Scott Goocher, Steve Pipis, Jodie Stevens, Tom Stewart, Cheri Weakly
Excused: Chairperson Janet Berns, Mary Gail Beneteau, Kimberle Daniels
Staff: Paula Stanifer, Dan Swallow
Guests: None

2. Consent Agenda

- A. Approval of April Agenda
- B. Approval of Minutes of March 19, 2014 DDA meeting
- C. Financial Reports: Revenue and Expenditure, Itemized Expenditure

Motion by Ms. Stevens, seconded by Mr. Calender to approve the Consent Agenda.
Motion carried unanimously.

3. 2013-2014 Work Program

A. Snow Hauling

Discussion was held on the invoice submitted by Patrick Lewis concerning our portion of snow removal. Our prior agreement with the City was also discussed. Ms. Stevens mentioned that the Development Committee will be looking at a new plan for next year. Mayor Clark indicated that we need a plan for when the DDA does not feel snow should be removed, but the City Manager feels it should be removed.

Motion by Mr. Calender to pay for both snow hauling events, seconded by Mr. Goocher.

Motion carried unanimously.

B. Committee Project Status Reports

1. Design Committee – Cheri Weakly

April 28 at 9:00 a.m. the Committee will meet to put away the Christmas decorations that are in the United Furniture building. Ms. Weakly asked for help from the board members as well.

The clean-up went well. There were about 16 people in attendance.

Spring flower planting will occur on Saturday, May 10 beginning at 8:00 a.m. All are welcome to participate.

Money from the Wine Tasting will be used to purchase Adirondack chairs for Altrusa Park, Loranger Square, and the new parking lot.

2. Promotions Committee – Mary Gail Beneteau
Ms. Stanifer reported on the upcoming events:
June 14, 2014 is the 2nd Annual Downtown Monroe Flea Market
July 18, 2014 is the Wine Tasting
August 22, 2014 is the Movie in the Square

There is still talk about a parking lot event in September. Mayor Clark indicated that Deb Saul of the Monroe News was thinking about an Oktoberfest about two years ago. Ms. Stanifer will contact her for details.

3. Development Committee – Jodie Stevens
The Town Hall Meeting on Parking was successful. New people attended with some new/good ideas.
4. Façade Grant Committee – Steve Pipis
There were seven applications for Façade Grants. Each property was discussed.

- a. 36 West Front Street

Motion by Ms. Stevens to award 36 West Front Street \$10,000 as recommended by the Façade Grant Committee with limitation that the sidewalk and railing on west side of the building is not to be disturbed; Ms. Weakly seconded the motion.

Motion carried unanimously.

- b. 11 Scott Street

Motion by Ms. Stevens to award 11 Scott Street \$2,210 for front window and side door overhand; seconded by Ms. Weakly.

Motion carried unanimously.

- c. 111 East First Street

Motion by Ms. Weakly to award 111 East First Street \$10,000 as recommended by Façade Grant Committee; seconded by Mr. Calender.

Motion carried unanimously.

- d. 29 East Front Street

Motion by Ms. Stevens to award 29 East Front Street \$7,257.50 as recommended by Façade Grant Committee with the additional recommendation to go with Azek material with color of historic nature following the color pallet; seconded by Mr. Goocher.

Motion carried unanimously.

e. 53 South Monroe Street

Discussion was tabled on 53 South Monroe Street until more information can be gathered. Questions that need answers: Will the property owner consider colors other than white vinyl for the windows? What will windows and doors look like? Committee would like actual pictures of the proposed windows and doors. What progress has been made on finding new bricks to match what is existing?

f. 820 South Monroe Street

Motion by Ms. Weakly to deny 820 South Monroe Street a Façade Grant as recommended by Façade Grant Committee; seconded by Ms. Stevens.

Motion carried unanimously.

g. 428 South Monroe Street

Motion by Ms. Stevens to deny 428 South Monroe Street a Façade Grant as recommended by Façade Grant Committee; seconded by Mr. Goocher.

Motion carried unanimously.

C. DDA Office Report

Reminder: Flower Planting Downtown is set for Saturday, May 10, 2014 at 8:00 a.m.

4. Other Business

Questions were asked concerning the progress of the lighting and cameras for the Riverwalk. Mr. Swallow indicated that the lighting and camera budget were being presented to City Council.

Mr. Swallow discussed an MDOT grant application for 2015 asking for money for sidewalk repair, light poles, and tree grates along North Monroe Street. He asked for a letter from the DDA in support of this project. Ms. Stanifer will draft a letter.

5. Communication

6. Adjournment

A motion to adjourn was made by Ms. Stevens, supported by Mr. Pipis at 9:30 a.m.

Motion carried unanimously