

# Minutes

**Monroe Downtown Development Authority  
Regular Meeting  
Wednesday, December 17, 2014  
First Floor Conference Room  
Monroe City Hall**

Vice Chairperson Jodie Stevens called the meeting to order at 7:47 a.m.

## **1. Roll Call**

Present: Vice Chairperson Jodie Stevens, Chris Bica, Mayor Robert Clark, Scott Goocher, Steve Pipis, Cheri Weakly  
Excused: Kimberle Daniels, Les Lukacs, Shaun McGowan, Anthony Trujillo  
Absent: Tom Stewart  
Staff: Paula Stanifer, Dan Swallow, Michelle LaVoy (arrived at 7:54 a.m.)  
Guests: David McMullen (left at 7:45 a.m.) Frank Grzywacki

## **2. Consent Agenda**

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

Motion by Ms. Weakly, seconded by Mayor Clark to approve the Consent Agenda.

*Motion carried unanimously.*

## **3. 2014-2015 Work Program**

### **A. Committee Project Status Reports**

1. Design Committee – Jodie Stevens  
In lieu of the monthly meeting, the Committee cleaned out the United Furniture Building. All decorations not used this year were put into storage by DPS.
2. Promotions Committee – Mary Gail Beneteau  
There was no December Promotions Meeting.

Motion by Mr. Bica to pay Lamour Printing bill of \$1,300 for Every Door Direct Mailing; Mr. Goocher seconded.

*Motion carried unanimously.*

3. Development Committee – Jim Jacobs  
Mr. Swallow discussed the contract with Ron Noel for clearing curb line. Ordinance enforcement will be handled by the City. DPS felt they could handle enforcement issues.

MBAT – Our last session had six people attend. The Development Committee has decided to partner with MCCC since we were touching on the same topics.  
Block Captains – Very positive feedback from the businesses.

Parking Enforcement – Ms. Stanifer and Mr. Swallow are working with Public Safety for better enforcement. New tickets should be out soon. Mr. Lewis has information on signs to be added with the “P.”

Ms. Weakly had concerns about assigned parking spots given to the Lauer Building. Mr. Swallow explained that these spots were in exchange for work done during the new parking lot addition. Mr. Swallow will look into the parking spots that were given to the Lauer Building (Calendar). If they are not being used and those spots are empty each day, perhaps the assigned spots can be relocated.

4. Façade Grant Committee – Steve Pipis  
12-26 West Front Street- Mr. Pipis outlined concerns on the receipts. The Committee has denied the request for reimbursement for the reasons stated in the memorandum.  
Mr. Grzywacki stated work was held off due to many issues including sidewalk replacement. The first receipt was not acceptable so he had a letter written by the contractor to include Mr. Grzywacki’s name.

Mr. Pipis asked for invoices showing labor and materials at a previous meeting with Mr. Grzywacki.

Mr. Grzywacki stated that the shingles were being done by the insurance company due to hail damage. Unknown time to be completed. Paint is not an issue. He will get it cleaned up.

Mayor Clark discussed discrepancies with work, receipts, and payment. He asked for a time frame to complete all work.

Mayor Clark made a motion, supported by Mr. Pipis, to accept the Memorandum Recommendation from the Façade Committee to not reimburse 12-16 West Front Street. Any reconsideration to review must be received by Monday, January 12, 2015, and include finished work and all requested information placed in Memo to board.

Mr. Bica handed Mr. Grzywacki a copy of the Memorandum with items needed to reconsider.

***Motion carried unanimously.***

#### **B. DDA Office Report**

The new Parking Brochure should be printed by the end of the year.

#### **4. Other Business**

A. Parking Permits – Those who are job sharing would like to share a Parking Permit. The DDA Board does not feel this is a problem as long as the two share

the one permit. A second permit will not be issued. The Board further feels no further clarification is needed at this time.

## **5. Communication**

Mr. Swallow discussed a grant received for North Monroe Street. City Council would like the DDA to pay the local match of \$57,400.

Motion by Mayor Clark, supported by Mr. Pipis, to refer City Council's request for funding of North Monroe Street to the Development Committee.

***Motion carried unanimously.***

It was brought to the attention of Mayor Clark that there are no street signs at the intersection of Elm and Monroe Streets. The City is working on replacements.

A new business opened on Monroe Street – Serendipitous. It is a very nice addition to Downtown Monroe.

The joint meeting with City Council and the DDA was well received. Citizens comments received via telephone, email, and the newspaper. Mayor Clark asked for suggestion to be emailed to Ms. Stanifer.

## **6. Adjournment**

A motion to adjourn was made by Mr. Bica, supported by Mr. Goocher at 9:05 a.m.

***Motion carried unanimously***