

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, March 19, 2014
First Floor Conference Room
Monroe City Hall**

Chairperson Janet Berns called the meeting to order at 7:46 a.m.

1. Roll Call

Present: Chairperson Janet Berns, Mary Gail Beneteau, Scott Goocher, Shaun McGowan, Steve Pipis (left at 8:42 a.m.), Jodie Stevens (arrived at 7:50 a.m.), Tom Stewart, Cheri Weakly

Excused: Ken Calender, Mayor Robert Clark, Kimberle Daniels

Staff: Paula Stanifer, Dan Swallow, Patrick Lewis

Guests: None

2. Consent Agenda

A. Approval of March Agenda

B. Approval of Minutes of February 19, 2014 DDA meeting

C. Financial Reports: Revenue and Expenditure, Itemized Expenditure

Motion by Ms. Beneteau, seconded by Mr. McGowan to approve the Consent Agenda.

Motion carried unanimously.

3. 2013-2014 Work Program

Due to a request from a board member, the Façade Grant Committee report was moved to the top.

A. Façade Grant Committee

1. 131 East Front Street

There was a request from the property owner to receive reimbursement from their 2013 grant. The committee recommends that the reimbursement be held until the project is complete which follows our reimbursement guidelines.

Motion by Ms. Berns, seconded by Ms. Beneteau to accept the recommendation of the Façade Committee to hold off on payment until projected completed on 131 East Front Street.

Motion carried unanimously.

2. 54 South Monroe Street

There was a request from the property owner to extend the deadline of their façade grant to June 30, 2014. The committee recommends this extension.

Motion by Ms. Weakly, seconded by Mr. Pipis to accept the recommendation of the Façade Committee to extend the deadline to June 30, 2014 on property located at 54 South Monroe Street.

Motion carried unanimously.

3. 12-16 West Front Street

There was a request from the property owner to extend the deadline of their façade grant to June 30, 2014. The committee recommends this extension.

Motion by Mr. Goocher, seconded by Ms. Beneteau to accept the recommendation of the Façade Committee to extend the deadline to June 30 2014, on property located at 12-16 West Front Street.

Motion carried unanimously.

Discussion was held concerning the final properties from 2013 Façade Grants.

Motion by Mr. Goocher, seconded by Mr. McGowan to give Ms. Stanifer authority to extend deadlines for the two remaining properties to June 30, 2014, upon request of property owner; 131 East Front and 52 South Monroe.

Motion carried unanimously.

B. St. Mary's Park, Riverwalk security and lighting

Mr. Swallow gave a presentation on needs at St. Mary's Park and the Riverwalk. St. Mary's and the Riverfront Lot will receive lighting and security cameras. Proposal is for lights and security cameras along Riverwalk from Monroe to Macomb.

The Board asked Mr. Swallow to obtain quotes for lighting and security separately in order to make a better decision.

Motion by Mr. McGowan to allocate \$30,000 for Riverwalk lighting and cameras from Monroe to Macomb; seconded by Mr. Goocher.

Motion carried unanimously.

C. Budget

Ms. Berns presented the budget.

Motion by Ms. Stevens to accept the amended budget with \$30,000 for Transfer Out – Capital Project; Ms. Weakly seconded.

Motion carried unanimously.

D. Committee Project Status Reports

a. Design Committee – Cheri Weakly

The committee is looking at Adirondack chairs instead of benches for Loranger Square, Altrusa Park, and the Riverfront Lot.

b. Promotions Committee – Mary Gail Beneteau

The committee has set the date of June 14, 2014, for the Flea Market. They are adding vendors this year. Tables will be \$10 for everyone else.

Wine Tasting is scheduled for July 18, 2014.

Movie in the Square is set for August 22, 2014.

A new idea is taking shape for the Riverfront Lot. A polka dance and beer tent; a German celebration for September.

c. Development Committee – Jodie Stevens

A Town Hall Meeting to discuss Parking Validation and parking issues is set for April 2 at 7:30 a.m. in the third floor conference room at City Hall. All Downtown businesses have been invited.

4. Committee Project Status Reports

a. Design Committee – Cheri Weakly
No report.

b. Promotions Committee – Mary Gail Beneteau
No meeting was held due to weather.

c. Development Committee – Jodie Stevens

Mr. Swallow presented a proposed meter rate increase map that will be presented to the traffic committee for review.

5. Façade Grant Committee – Steve Pipis

No report.

E. DDA Office Report

There are two new members to committees. Brittany Tam would like to join the Design Committee and Loretta LaPointe would like to join the Promotions Committee. Brief discussion. No objections.

Spring Downtown Clean-Up is set for Saturday, April 12, 2014 at 8:00 a.m.

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

6. Other Business

There is a Public Meeting tomorrow at City Hall from 4:00 – 6:00 p.m. MDOT will discuss this summer's project.

7. Communication

8. Adjournment

A motion to adjourn was made by Ms. Beneteau, supported by Ms. Stevens at 9:27 a.m.
Motion carried unanimously