

Minutes

**Downtown Development Authority
Regular Meeting
Wednesday, August 19, 2009
Main Street Office
118 E. Front St.**

Chairperson Floraday called the meeting to order at 7:45 a.m.

1. Roll Call

Present: Chairperson Rick Floraday, Treasurer Mary Gail Beneteau, Gabe Martin, Mayor Worrell, Janet Berns, Kimberle Daniels (a 8:07), Ken Wickenheiser (a 7:51), Michelle Cloutier
Excused: Vice-Chairperson Frank Wszelaki, Barry Kinsey, Cheri Weakly
Staff: Andrea Jones
Guests: George Brown, Councilperson Jeremy Molenda, Sgt. Charles McCormick, Jeanne Micka

2. Consent Agenda

August Agenda
July 15, 2009 MSM/DDA meeting minutes
Final 2008-2009 Financial Reports
July Financial Reports

It was moved by Mr. Martin and seconded by Treasurer Beneteau to approve the consent agenda as presented.

Motion carried unanimously.

4. Other Business

A. Community Development and Recreation Director Funding Request-George Brown

City Manager George Brown provided information about the request and presented details on the need to fill this position and how it would benefit the community.

Mr. Wickenheiser arrived at the meeting at 7:50am.

Mr. Brown talked about the projects that are underway throughout downtown and the community. He stated that the city is not being as pro-active as they should be and this position could help move the city forward. He described the financial aspect of the position and how the City has supported downtown improvements and maintenance over the years. Mr. Brown requested input and questions about the position. There was discussion regarding:

- the function of the position and how this person would fit in with the existing positions; and

- the need for the person in that position to have incentive knowledge and grant writing knowledge.

Ms. Daniels arrived at the meeting at 8:07am.

There was discussion regarding:

- business recruitment and redevelopment and how the person in this position could work with the other staff already in place;
- funding sources;
- the need for a city-wide focused economic development plan;
- the amount of support staff that would work for this person; and
- the other maintenance and operation projects that the City has been asking the Board to fund.

It was moved by Ms. Cloutier and seconded by Mr. Martin to give support to the person the City would be bringing in for \$20,000 for the next three years and have Ken Wickenheiser serve on the review committee.

There was discussion regarding:

- where this expense would fit in the budget;
- the next steps in the process;
- how the Board would be able to review funding of the position if the person hired is not supporting the MSM/DDA area.

Mr. Brown understood that the motion is a commitment subject to the availability of funding in the coming years. There was discussion regarding how this position would support the projects and goals that we are working towards. Mr. Wickenheiser inquired as to what he would be asked to do on the review committee. Mr. Brown asked for needs that the Board would like included in the job description. There was discussion regarding the timeframe for the process.

Motion carried unanimously.

3. 2008-2009 Work Program

A. Office Printer

It was moved by Mr. Martin and seconded by Janet Berns to spend up to \$600.00 on the purchase of a printer.

Motion carried unanimously.

It was moved by Ms. Cloutier and seconded by Treasurer Beneteau to have the Organization Committee prepare materials for Andrea Jones' staff review.

Motion carried unanimously.

B. Committee Reports

- Organization – Minutes were enclosed in the meeting packet under Item 4A.
 - Downtown Monroe Handbook Printing Budget
It was moved by Treasurer Beneteau and seconded by Mayor Worrell to spend \$500.00 for printing extra copies of the handbook as needed.

Motion carried unanimously.

- Promotion – Minutes were enclosed in the meeting packet.
- Design – Minutes were enclosed in the meeting packet.
 - Fall Décor
Ms. Jones stated that the design of the banner was enclosed in the packet and would be located on Monroe Street. The Design Committee requested a budget of up to \$3,900.00 to purchase fall banners and fall décor.
It was moved by Mr. Martin and seconded by Treasurer Beneteau to purchase fall décor as presented
Motion carried unanimously.
 - Winter Décor
The Design Committee requested permission to purchase 100 bows (with ties) at the cost of \$1,800.00 plus freight; in addition to replacing three strands of twinkle lights.
It was moved by Treasurer Beneteau and seconded by Ms. Cloutier to purchase winter décor as presented
Motion carried unanimously.
- Economic Restructuring – No meeting.
- Façade Grant Committee – No meeting.
- Capital Improvements Committee – No meeting.

5. Communications

Ms. Berns asked everyone to look at the website updates.

6. Adjournment

A motion to adjourn was made by Treasurer Beneteau and seconded by Ms. Cloutier at 8:55 A.M.

Motion carried unanimously.