

Minutes

**Downtown Development Authority
Regular Meeting
Wednesday, May 19, 2010
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, Vice-Chairperson Ken Wickenheiser, Treasurer Mary Gail Beneteau, Gabe Martin, Janet Berns (a 7:47), Mayor Clark, Kimberle Daniels (a 7:55), Cheri Weakly, Barry Kinsey
Excused: Michelle Cloutier
Staff: Andrea Jones
Guests: Chief Tom Moore, Barb Harrington, Jeanne Micka

2. Consent Agenda

- A. May Agenda
- B. April 21, 2010 MSM/DDA meeting minutes
- C. April Financial Reports

It was moved by Mr. Martin and seconded by Mr. Wickenheiser to approve the Consent Agenda as presented.

Motion carried unanimously.

Ms. Berns arrived at the meeting at 7:47am.

3. 2009-2010 Work Program

B. Committee Reports

- Organization – No meeting.
- Promotion – Minutes were enclosed in the meeting packet.
- Design – Minutes were enclosed in the meeting packet.
 - Riverwalk Plan Presentation
Ms. Harrington presented the Design Committee’s preliminary plan for Riverwalk improvements including lighting, signage and cameras, followed by seating enhancement, landscaping and art. Ms. Harrington asked for permission to move forward with the project. Mr. Wickenheiser asked if the signage would be cohesive with the wayfinding signage. There was discussion regarding the differences between wayfinding and

Riverwalk entryway signage. The improvements would be funded out of the Design Committee's budget.

It was moved by Mayor Clark and seconded by Treasurer Beneteau to allow the Design Committee to move forward with the presentation of the Riverwalk as given.

Motion carried unanimously.

Ms. Daniels arrived at the meeting at 7:55am.

- Economic Restructuring – Minutes were enclosed in the meeting packet.
 - Business Training Assistance Program
Ms. Jones explained the background of creating a program for financially assisting businesses in attending conferences, training, etc. The Economic Restructuring Committee didn't make a recommendation for setting up an official program. There was discussion regarding what costs would be covered, up front payment versus reimbursements, how it would be determined what businesses would be funded. There was discussion regarding the advertisement of a program versus picking certain programs that will be funded and any selection criteria and possible reporting requirements for those businesses that received funding.

It was moved by Gabe Martin and seconded by Mayor Robert Clark to move forward and create a business training assistance program.

There was discussion regarding who would create the criteria.

8 Ayes, 1 Nay (Wickenheiser)

Motion carried.

It was agreed that Ms. Jones and Chairperson Floraday would create criteria to send to the Economic Restructuring Committee for review and recommendation to the MSM/DDA Board.

A. 2010 Seasonal Employees Introductions

Ms. Jones introduced Andrew Felder and Scott Marshall as this year's seasonal employees.

B. Committee Reports

- Economic Restructuring – Minutes were enclosed in the meeting packet.
 - Board Member Training Expenses
Board member funding criteria will be added into the creation of the Business Training Assistance Program. There was discussion regarding reporting responsibilities and budgeting of the program.

- Site Improvement Program Draft

Ms. Jones explained the basic elements of the program that follows the same format and procedures as the Façade Grant Program. Mr. Wickenheiser further explained the thoughts behind the development of the qualifying improvements. The final draft will be reviewed by the City Attorney and placed on the June 16th MSM/DDA Board meeting agenda.
- Façade Grant Committee – Minutes were distributed at the meeting.
 - Façade Grant Reimbursements

Ms. Jones explained the current procedure for reimbursement.

It was moved by Mr. Martin and seconded by Ms. Weakly to accept the recommendation of the Façade Grant Committee that approved Façade Grants moving forward be required to submit a copy of cancelled checks with paid invoices to receive their rebate.

Motion carried unanimously.

- 2010 Façade Grant Recommendations

Ms. Jones explained the recommendation for 86 West Front Street that was passed out that the meeting and the other recommendations at this time. Those applications with recommendations include: 43 South Monroe Street, 113 East Front Street and 86 West Front Street. Ms. Jones stated that Mr. Reilly has agreed to remove the spray painted lettering about the city rental ordinance on the front of his building. There was discussion regarding details of the 86 West Front Street application. There was discussion regarding the regulation that taxes be paid in order to receive a Façade Grant.

It was moved by Mr. Wickenheiser and seconded by Mayor Clark to accept the recommendation of the Façade Grant Committee to fund up to \$10,000.00 for 43 South Monroe Street; up to \$6,957.41 for 86 West Front Street and up to \$1,000.00 for 113 East Front Street.

There was discussion regarding the structural integrity of the awning at 86 West Front Street.

8 Ayes, 1 Abstention (Martin)
Motion carried.

- Possible former United Furniture Building Façade Grant Application

Ms. Jones explained that she was asked by the City Manager if that building is eligible to apply for the Façade Grant Program. The Port of Monroe owns the building and the City of Monroe maintains it. There was discussion regarding the sale of the building and if the façade would be changed by a new owner. There was discussion regarding improvements that can be done that wouldn't be changed by a new property owner. It was determined that the Port of Monroe is eligible to apply for a Façade Grant for the United Furniture building.

- Capital Improvements-No Meeting
 - Stepping Stone/United Way Parking Lot Plan Timeline
Ms. Jones explained the revised timeline.

4. Other Business

5. Communications

Comments:

Mr. Martin inquired about the larger projects that the Board is working on and how those fit into the budgeting to ensure that there is money to pay for those projects.

Ms. Berns asked if the Seasonal Employees can clean the tree grates. Ms. Jones stated that she schedules the cleaning of the tree grates after the weeds have been sprayed by DPS.

Ms. Weakly stated that there still needs to be a trash can on the south side of the MLK bridge.

Ms. Jones stated that City Council approved a June Moratorium on parking ticket penalties. She thanked DPS staff (especially Shana and Kelly) for their preparation for the MSM/DDA Seasonal Employees. She added that she is expecting a child due at Thanksgiving.

Ms. Weakly invited anyone to help plant flowers in the pots at 9:00am on Saturday.

6. Adjournment

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

Motion carried unanimously.